# A Guide to Writing Term Papers

*Please read this guide carefully before you start working on your term paper. If you still have any questions, please tell your instructor, for we are constantly trying to improve this guide. Thank you!*

## General Remarks

Your term paper must be written in English.

Please use the Times New Roman font, 12pt size, 1.5-spaced.

Please use the following margins: left margin: 3cm, right margin: 2.5cm, top margin: 2cm, bottom margin: 2cm).

Please add page numbers (starting with the first page of the introduction).

A term paper generally consists of six parts:

1. a title page
2. a table of contents
3. an introduction
4. the main part of your paper (which may be divided into subchapters)
5. a conclusion
6. a works cited list
7. a separate statement that includes the following sentence: "Ich versichere hiermit, dass ich zur Anfertigung vorliegender Arbeit keine anderen als die angegebenen Hilfsmittel benutzt und keine fremde Hilfe in Anspruch genommen habe." Add place, date, and your signature.

Depending on your topic, you may also want to add an appendix containing paintings, photographs, screen shots, etc. after the works cited list.

## Title Page & Table of Contents

On the following two pages, you will find examples of what your title page and your table of contents should look like.

# Racial Identity in Kate Chopin's
# "Désirée's Baby"

A. Müller
[student ID]
BA "Sprache, Kultur, Translation"
3rd Semester
muellera@uni-mainz.de

# Table of Contents

## The Text Part of Your Paper

**Formatting and Length**

Please use the Times New Roman font, 12pt size, 1.5-spaced.

The text part of your paper (the introduction, the main part, and the conclusion) should be 12-15 pages (Proseminar) or 15-20 pages (Hauptseminar) long.

**Quoting**

Put quotes in inverted commas. If you alter a quote (either by adding something to it or leaving something out), use square brackets: "She [Désirée] looked at him and left […]."

Indent quotes that are longer than four lines and use a smaller font (10pt). Do not put them in inverted commas. Here is an example:

In the final passage of *The Octopus*, Presley recapitulates the conflict between the farmers and the railroad and concludes:

> *But the* WHEAT *remained*. […] Through the welter of blood at the irrigating ditch […], the great harvest of Los Muertos rolled like a flood from the Sierras to the Himalayas to feed thousands of starving scarecrows on the barren plains of India. Falseness dies; injustice and oppression in the end of everything fade and vanish away. Greed, cruelty, selfishness, and inhumanity are short-lived; the individual suffers, but the race goes on. Annixter dies, but in a far-distant corner of the world a thousand lives are saved. (448)

**References**

The most convenient way to indicate the sources you quote from (directly or indirectly) is to use abbreviated versions of the bibliographical data in parentheses right in the text. These consist of the name of the author and the page number(s):

> One critic has noted that this story "is one of Kate Chopin's most controversial short stories" (Toth 34).

If you use two or more texts by the same author, the abbreviated version consists of the name of the author, a short version of the title, and the page number(s):

> As one critic has argued, this "is one of Kate Chopin's most controversial short stories" (Toth, *Chopin* 34). Elsewhere, this critic has even noted that it is "most certainly Chopin's best story" (Toth, "Regionalism" 29).

Note that you MUST give the complete bibliographical data of the sources you quote from in your works cited list/bibliography.

If you work with a lot of quotations from ONE AND THE SAME text, it is possible to give, from the second quotation onwards, just the page number in parentheses directly after the quote:

At the beginning of "Désirée's Baby," Armand is described as "dark and handsome" (Chopin 324). At the end of the story, his face is "whiter than snow" (337).

**Footnotes**

Please do not give bibliographical data for quotes in footnotes. Use footnotes to provide additional information on a topic, sketch a wider context, or to underline your argument with the help of secondary literature.

## Works Cited List

A works cited list contains ALL of the titles you quoted from (directly and indirectly) in your paper.

Titles are listed by the authors'/editors' surnames. If you use several titles by one and the same author/editor, they are sorted in alphabetical order (ignoring any initial direct and indirect articles).

Titles of monographs are given in italics. If the title cites another book title, the latter does not appear in italics. Titles of articles, poems, and short stories are given not in italics, but in inverted commas.

Each entry ends with a period.

Here are some general and specific examples:

Monographs:
Surname, first name [initial]. *Title.* Place: Publisher, Year. Print.
Toth, Emily. *Kate Chopin*. New York: Garland, 1990. Print.
Toth, Emily, and Eric Smith. *Kate Chopin*. Boston: Miller, 1997. Print.

Edited collections:
Surname, first name [initial], ed. *Title*. Place: Publisher, Year. Print.
Toth, Emily, ed. *Kate Chopin Revisited*. Boston: Miller, 1995. Print.
Toth, Emily, and Janet Beer, eds. *Kate Chopin*. Boston: Miller, 1999. Print.

Unpublished Dissertation/MA Thesis:
Surname, first name [initial]. "Title." Diss./MA thesis University, Year. Print.
Kelly, Mary F. "Factors Predicting Hospital Readmission of Normal Newborns." Diss. U of Michigan, 2001. Print.

Journal article:
Surname, first name [initial]. "Title." *Journal Title* Volume.Number (Year): page-page. Print.
Ryu, Chung-Eun. "The Negro as a Serious Subject in Kate Chopin's Fiction." *Journal of English Language and Literature* 36.4 (1990): 659-78. Print.

Article from a collection:

> Surname, first name [initial]. "Title." *Title of collection*. Ed. First name surname [initial]. Place: Publisher, Year. Page-page. Print.
>
> Ammons, Elizabeth, and Valerie Rohy. "Kate Chopin." *American Local Color Writing, 1880-1920*. Ed. Elizabeth Ammons and Valerie Rohy. New York: Penguin, 1998. 53-89. Print.
>
> Pryse, Marjorie. "Reading Regionalism: The 'Difference' It Makes." *Regionalism Reconsidered: New Approaches to the Field*. Ed. David Jordan. New York: Garland, 1994. 47-63. Print.

Article on web site:

> Surname, first name [initial]. "Title." *Title of web site*. Date of posting. Web. Date of access. <ULR>.
>
> Weiss, Werner. "Light Magic." *Yesterland*. 3 September 2009. Web. 13 April 2011. <http://www.yesterland.com/lightmagic.html>.

Movie:

> *Title*. Dir. First name, Surname. Distribution company, Year. Film
> *Modern Times*. Dir. Charlie Chaplin. United Artists, 1936. Film.

**Some Additional Hints**

Wikipedia, SparkNotes, gradesaver, and enotes are not acceptable web sources for writing academic papers.

Use a colon between the title and the subtitle of a book, an article, etc.

In English, all the words of the title are capitalized (exceptions are prepositions, articles, and conjunctions, unless they appear at the beginning of the title or subtitle). In French or German, by contrast, all the words of the title appear in regular upper and lower case.

In the works cited list, omit the article before the title of a journal:

> Ryu, Chung-Eun. "The Negro as a Serious Subject in Kate Chopin's Fiction." *Journal of English Language and Literature* 36.4 (1990): 659-78. Print. [not: *The Journal of English Language and Literature*]

Give the number of the edition or the volume after the title, but not in italics:

> *The Awakening*. 5th ed.
> *Literary History of Canada*. Vol. 2.

If there are more than three authors/editors, name the first (according to the alphabet) and use "et al.":

> Smith, Peter, et al., eds. *Essays on Kate Chopin*. London: Miller, 1998. Print.

If someone other than the author has edited the book, give his or her name after the title:

> Chopin, Kate. *The Complete Works*. Ed. Per Seyersted. Baton Rouge: Louisiana State UP, 1969. Print.

Chopin, Kate. *Poems*. Ed. Per Seyersted and Emily Toth. Boston: Miller, 1985. Print.

If you use a translation, name the translator after the title:

Flaubert, Gustave. *Madame Bovary*. Trans. Edward Miller. Boston: Smith, 1982. Print.

The most frequently used abbreviations are:

ed(s).        editor(s)/edition(s)/edited by
et al.        and others
vol(s).       volume(s)

*Have fun working on your term paper!*

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