

## Style Sheet for Writing Academic English

Guide for term papers, final papers, excursion reports etc; please consult the German “Merkblatt zum Abfassen schriftlicher Hausarbeiten” for all work written in German.

### **I. Format**

Your work should be submitted both electronically and in hard copy. The electronic document should be edited in MS Word (best to convert to pdf) and emailed as an attachment to your course instructor. The hard copy should be submitted, bound in a plastic folder, to Monika Hilbert, PHIL 467.

### **II. Formatting**

- 1) Please cite all foreign quotations in the language and the alphabet of the original; if the language is not English or German, please add a translation below the original (if a separate paragraph) or in square brackets (if part of your text). When citing sources, use the Library of Congress transliteration tables (i.e. Dostoevskii, Chekhov, El'tsin etc.). If a symbol is not on the keyboard, look in the “symbols” menu in MS Word, or copy and paste from the table. You can pick up the standard transliteration table at the Lehrstuhl (next to the door to office PHIL 468). The tables for most Slavic languages can also be found here (please note that the diacritics are not required for student papers in English): <http://www.indiana.edu/~libslav/slavcatman/sltrans.html> and some examples for Russian here [http://en.wikipedia.org/wiki/ALA-LC\\_romanization\\_for\\_Russian](http://en.wikipedia.org/wiki/ALA-LC_romanization_for_Russian)
- 2) *Formatting*: A4, 1 inch (2.5 cm) margins on all sides.
- 3) *Font*: 12 pt, preferably Times New Roman, 1.5-spaced, justified on both sides.
- 4) *Quotations*: If shorter than three lines, include within the body of your text in quotation marks: “example”. If 3 lines or longer, place quotations in a free-standing block of text, without quotation marks. Indent the entire quotation one inch (2.5 cm) from the left margin. Only indent the first line of the quotation by an additional quarter inch (or 0.5 cm) if you are citing more than one paragraph. When quoting verse, keep formatting (including line breaks) as close to the original as possible. Separate lines with a slash (preceded and followed by a space) in short quotations.
- 5) *Quotations within quotations*: Indicate quotations or direct speech within a quotation by single quotation marks: “He said: ‘Who needs examples when it is clear anyway?’ and he was absolutely right.”
- 6) To add a comment inside a quotation, use [square brackets]; this can be especially useful when the quotation has to be modified to fit into your sentence grammatically. For example, if the writer says “I always write best at night”, you may say “According to X, she “always write[s] best at night”. To leave out a part of your quotation, use [...] ellipsis marks. If you wish to emphasize something in the quotation, indicate the change you made after the closing quotation mark, in square brackets and followed by your initials:

[emphasis mine - NN]. If the quoted text contains a mistake or something that the reader is likely to consider a mistake, add [*sic*] in square brackets after the word in question.

- 7) Dashes and hyphens: use the hyphen in run-of-the-mill compound words and dates (page numbers or years of life, for example). An “em dash” (long dash, no spaces:—) can be used to set off a parenthetical element in a sentence.
- 8) Space: no space between the end of the word and the punctuation mark in the end of a sentence or a clause (. , ; : ! ?), a single space outside and none inside a bracket—(like this), [or like this], <or perhaps like this one>—or a quotation mark. One space between two words (the Find and Replace function will help you to get rid of accidental double spacing). When quoting another language, follow the conventions of that language.
- 9) Please distinguish between ’ (an apostrophe, as in “it’s”, or an equivalent of the Russian soft sign, *ь*, in transliteration) and ‘ (an opening single quotation mark).
- 10) Always write complete sentences (with a few well-founded exceptions) and in well-structured paragraphs. A paragraph should contain a complete segment of your argument and should, as a rule of thumb (though there may be cases when an exception is warranted), be no longer than half a page and no shorter than three sentences.
- 11) Emphasize foreign concepts by setting them in italics, e.g. *mutatis mutandis*, *обнажение приема*, *οικονομία*, *avant la lettre* etc.
- 12) Do not overuse emphasis—it can also be achieved by words! Stick to italics as the only way of highlighting elements of your text (do not underline or use bold or spacing within words for emphasis).

### III. Structure

- 1) *Cover page*: Please use the standard cover page found at [www.phil.uni-passau.de/fileadmin/group\\_upload/15/Deckblatt\\_OMES.pdf](http://www.phil.uni-passau.de/fileadmin/group_upload/15/Deckblatt_OMES.pdf)
- 2) *Title page*: List your university, faculty, module and degree program, the name of the course, the semester, the instructor’s name, the topic of your paper, your name, address, email address, matriculation number, and semester number.
- 3) *Table of contents*: It is very helpful—also for you as you write—if you divide your work into several smaller segments or chapters that would logically follow one from another; choose titles for your chapters and indicate the pages in the table of contents.
- 4) The argument itself consists of an *introduction*, which identifies the topic, the research question and the methodology, the *main body of the paper* (can contain more than one chapter), and a *conclusion* that sums up your findings.
- 5) Finally, include a comprehensive *bibliography* (list all the sources you have used alphabetically by the name of the author).

#### IV. References and bibliography

- 1) We suggest the so-called *Harvard referencing system*, whereby the last name of the author, the publication year and the page are cited in brackets in the paper itself, and the full citation is included in the bibliography. For example, your reader can look up this abbreviated citation from Shklovskii (Shklovskii 1969:16) in your bibliography, and then find your quotation on page 16 of the book:

Bibliography:

Shklovskii, Viktor 1969. "Iskusstvo kak priem" [Art as Technique]. *Texte der Formalisten I*. Ed. Jurij Striedter. Munich: Fink, pp. 2–34.

When using the Harvard referencing system, only include comments in footnotes, never bibliographic references.

- 2) Every footnote starts with a capital letter and ends with a period.
- 3) In your bibliography (which ought to be ordered alphabetically), use 11-pt font and hanging paragraphs (for example, 0.5 inch); do not insert a blank line between entries.
- 4) If there is *one* work that is crucial for your paper and cited repeatedly, for instance if you are writing on Tolstoi's *Anna Karenina*, you may use an abbreviation followed by page numbers in your reference (e.g. AK 234) to avoid the longer reference (Tolstoi 1877:234). Please indicate the abbreviation and what it stands for in the bibliography.
- 5) If you are using a source in a foreign language (i.e. anything other than English, including Russian and German), translate the title in the bibliography, in square brackets. Before translating, spend a minute to double-check how the title has been translated into English in published translations, and use that translation if available. If a name is commonly transcribed in a way that differs from the Library of Congress norm, include the Library of Congress transcription in angle brackets before the name, e.g. <Berdiaev, Nikolai A.> Berdyaeu, Nicholas 1934 in the bibliography. In your paper, with the exception of quotations, use the Library of Congress transcription (when quoting, keep the transliteration and the orthography of the writer).
- 6) Standard abbreviations are used for Christian canonical texts and the classics of the Antiquity. For classical texts, give the name of the author in English, the title of the work (standard abbreviation or the whole title), and the book/section/chapter/line number(s), depending on the work's structure). Standard abbreviations can be found in the Oxford Classical Dictionary, pp. xxvii-liv (see <http://tinyurl.com/olv88mw>) For example, you may say "As Ovid says, "In nova fert animus mutatas dicere formas" (Ov., *Met.* I.1)" or "Consider Alcibiades' speech in Plato's *Symposium* (Pl., *Sym.* 215a3-

218b7)”. There is no need to cite exact the edition for classical texts but do cite the translation of the Bible you are using in your bibliography as multiple translations are used in English. As a rule, use the King James Version (KJV), e.g. (KJV, *John* 3:14-17).

- 7) For online documents, cite, in addition to the URL (<http://www...>), also a short description of the content of the page in square brackets, the date of the last update or copyright (if available, otherwise put “n.d.” [non-dated]) and the date of when you consulted the page. For example, here is how you may cite the entry on Eisenstein at [www.imdb.com](http://www.imdb.com) that you consulted on July 10<sup>th</sup>, 2014: “Sergei M. Eisenstein.” *The Internet Movie Database*. IMDb.com, Inc, n.d. <http://www.imdb.com/>. Accessed on 10 July 2014. Include the full reference in the bibliography, and cite the author’s name, if available (otherwise, an abridged version of the page/entry title), the year and the page, if available: (“Eisenstein” n.d.). When citing an online publication, cite it exactly as you would any other article: (Naiman 2013) and include the full reference in the bibliography: Naiman, Eric 2013. “When Dickens Met Dostoyevsky.” *The Times Literary Supplement*, 10 April 2013, <http://www.the-tls.co.uk/tls/public/article1243205.ece>. Accessed on 15 July 2014. If an article online has pages numbers, include them in your citation (Szostek 2014: 18): Szostek, Joanna 2014. „The Media Battles of Ukraine’s EuroMaidan“. *Digital Icons. Studies in Russian, Eurasian and Central European New Media* 11, 1–19, [www.digitalicons.org/issue11/joanna-szostek/](http://www.digitalicons.org/issue11/joanna-szostek/). Accessed on 10 July 2014.

## V. Miscellaneous

- 1) Do not try to use formatting tricks, such as wider margins, larger font (or—the worst strategy—reiterating your thoughts in other words) in order to make your paper look longer. A concise argument where each word serves a purpose is always more convincing than an artificial lengthening of your paper.
- 2) Support all your thoughts that you borrowed from anybody else, including paraphrase and allusions, with a full reference to the source with page numbers; plagiarism is the worst transgression to be suspected of in an academic community.
- 3) Each time you comment on a source, include the exact page number or otherwise refer the reader to the place in the text you are quoting or discussing.
- 4) Stick to the style in which you are going to cite sources, emphasize, transliterate etc. *consistently* as you write.
- 5) Pay attention to make sure you are not citing second-hand information. For online sources, especially, try to find the original publication and not its adapted reprint on a blog. If an author quotes another author and you wish to use the quote, see if you can find the original work; if you cannot, add the phrase “quoted in” to your in-text bracket reference.