

American Studies Department Style Sheet

For all questions not answered in here, follow the guidelines of the *MLA Handbook*, 7th edition (2009), including: quoting and paraphrasing primary and secondary sources (please refer especially to section 3.7 (Quotations)); citing sources in the text and in the Works Cited; issues of plagiarism and other mechanics of writing. The following is a summary of Section 4 (115-122). **Bolded passages indicate changes from the *MLA Handbook***. We strongly recommend that you purchase the *MLA Handbook* (ISBN: 978-1603290241) for future reference.

Formatting Your Paper

Your paper should have distinct subdivisions, at least an Introduction, a main part, and a Conclusion, with their own subheadings, formatted in Times New Roman, 12pt, bold font. Leave one blank line between a subheading and the beginning of the text. A title page is unnecessary, but **please provide a Table of Contents for papers over 10 pages in length. Provide the official “Erklärung” (see the Department homepage) as a cover.**

1. *Margins*: Use a 2,5cm margin throughout the paper. Indent the first word of a paragraph by 1,25cm.
2. *Text Formatting*: Use **Times New Roman, 12pt** font. **Justify the right margin** of your paper (“*Blocksatz*”) and use **1,5 line spacing** throughout, including long quotations and Works Cited.
3. *Heading and Title*: **Begin your research paper with your title. You do not need a continuous header. Use Times New Roman, 14pt font for your title.** Leave two blank lines between the title and the beginning of your text.
4. *Page Numbers*: Put the page number at the top right, and put your name before in case pages are lost. **Page numbers appear on the first page (this includes the table of contents where applicable).**
5. *Tables and Illustrations*: tables and illustrations do not count against your page count. If 8 pages length is required, your paper must have 8 pages before the insertion of illustrations.
6. *Paper and Printing*: use standard-weight **DIN A4 paper**.
7. *Corrections and Insertion*: **no handwritten revisions are permitted on the page.**
8. *Binding*: hand in your paper **stapled (“getackert”) in the top left corner**; do not use loose-leaf binders or portfolios.
9. *Electronic submission*: as directed by the professor.