

Style-Sheet for Facharbeiten

Leistungskurs Englisch Gutmann

- Use British or American spelling consistently.
- Use a standard font (something like Arial 12pt)¹
- Justify to the left and to the right.
- The title of your paper should be underlined and in bold print, capitalising only the first letter of each lexical word.
- Print headings in bold letters. Do not capitalise, do not enumerate headings.
- Italicise non-English words and phrases (as, for example: *i.e., e.g.*)
- Provide an English translation for every quotation in another language apart from Latin, German, French.

Referencing

Your text, "quote from source" (author's name, x [page-number]).

If there is more than one work by the same author: Your text, "quote from source" (author's name, year of publication, x [page-number]).

Example:

If this is your text, and you are quoting from another book, which says that "quoting is fun" (Gutmann, 15), it might be interesting to know that one of his colleagues contradicted him in another paper, saying that "the quote is the killjoy of the essay" (Goodman 2012, 17).

Bibliography / References

A Book by a Single Author / Editor: Name, First Name(s). *Title: Subtitle*. Place: Publisher, Year.

Name, First Name(s), ed. *Title: Subtitle*. Place: Publisher, Year.

A Book by Two or More Authors / Editors: Name, First Name(s), First Name Name. *Title: Subtitle*. Place: Publisher, Year.

Name, First Name(s), First Name Name, eds. *Title: Subtitle*. Place: Publisher, Year.

More than three authors / editors: You may name only the first and add *et al.*

Name, First Name(s), *et al.* *Title: Subtitle*. Place: Publisher, Year.

Name, First Name(s), *et al.*, eds. *Title: Subtitle*. Place: Publisher, Year.

A Text in a Collection: Name, First Name(s). "Title of Text." First Name(s) Name. *Title of Book: Subtitle*. Place: Publisher, Year. x-z. [page-numbers]

An Edition: Name, First Name(s). *Title: Subtitle*. First Name(s) Name, ed. Place: Publisher, Year.

A Translation: Name, First Name(s). *Title: Subtitle*. First Name(s) Name, trans. Place: Publisher, Year.

An Introduction, a Preface, a Foreword, or an Afterword: Name, First Name(s). "Title of Text." First Name(s) Name. *Title of Book: Subtitle*. First Name(s) Name, ed. Place: Publisher, Year. x-z. [page-numbers]

An Article in a Journal: Name, First Name(s). "Title of Text." *Title of Journal* x [volume-number]:y [issue-number], Year. x-z. [page-numbers]

An Article in a Newspaper / Magazine: Name, First Name(s). "Title of Text." *Title of Publication* Date Year. x-z. [page-numbers]

¹ This style sheet is set in DejaVu Serif 11pt

A Broadcast: Name, First Name(s). "Title of Text." *Title of Programme*. Place: Broadcaster, Date Year Time.

An Internet-Book / An Internet-Page: State as many of the following items as possible:

Name, First Name(s). "Title of Text." First Name(s) Name. *Title of Publication: Subtitle*. Place: Publisher, Year. Date when accessed. <complete URL>.

An Article in an e-Journal: Name, First Name(s). "Title of Text." *Title of Journal*. x [volume-number]:y [issue-number]. Year. Date when accessed. <complete URL>.

A Publication on CD-ROM: Name, First Name(s). *Title of CD-Rom*. CD-ROM. Place: Publisher, Year. Name, First Name(s). Title of CD-Rom. First Name(s) Name, ed. CD-ROM. Place: Publisher, Year.