

## **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 ask your instructor, as we are continually trying to improve this guide. Thank you!*

### **General Remarks**

Your term paper must be written in English.

Please use Times New Roman, 12pt, 1.5 line spacing.

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.

Johannes Gutenberg-Universität Mainz  
FB 06: Translations-, Sprach- und Kulturwissenschaft  
Arbeitsbereich: Anglistik (British Studies)  
Winter Term 2018/19  
Proseminar: Daniel Defoe's *Robinson Crusoe*  
Instructor: Prof. Alison E. Martin

## **Defoe's *Robinson Crusoe* as a Survival Narrative**

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## The Text Part of Your Paper

### Formatting and Length

Please use the Times New Roman font, 12pt size, 1.5 line spacing.

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 quotations in inverted commas. If you alter a quotation (either by adding something to it or leaving something out), use square brackets: “I [Robinson Crusoe] began now seriously to reflect upon what I had done [...]”

In many passages in *Robinson Crusoe*, Richetti depicts a variety of hardships with which the protagonist is confronted:

We were a little uneasy however, when we found it snow'd one whole day, and a night, so fast, that we could not travel; but he bid us be easy, we should soon be past it all: We found indeed, that we began to descend every day, and to come more *north* than before; and so depending upon our guide, we went on. It was about two hours before night, when our guide being something before us, and not just in sight, out rushed three monstrous wolves, after them a bear, out of a hollow way, adjoining to a thick wood. (229)

### 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 argues that “Robinson Crusoe subjected us to relentless persuasion from hindsight, arguing that any undertaking involves a terrible risk [...]” (Marsh 91).

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 scholar argues, “[...] Crusoe seems to have achieved his popularity by virtue” (Richetti, *Defoe’s Narratives* 23). In another one of his works, the scholar also contends that in “[...] the first two decades of the eighteenth century, he had produced an astonishing amount of writing as a poet [...]” (Richetti, *Daniel Defoe* IX). [...]

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

In the introduction, Richetti describes how he “[...] dealt extensively in wine and tobacco as well, and he travelled widely in England and perhaps to the Continent during the mid 1680s” (Richetti X). Later on, he adds that by 1692, “[...] thanks to serious losses of cargo at sea during the war with France, he was bankrupt [...]” (X).

### **Footnotes**

Please do not give bibliographical data for quotations 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 given in alphabetical order (ignoring any initial direct and indirect articles).

Titles of monographs (monograph = a scholarly book on a specific subject, normally single-authored) 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 full stop.

Here are some general and specific examples:

Monographs:

Surname, first name [initial]. *Title*. Place: Publisher, Year.

Richetti, John J. *Defoe's Narratives. Situations and Structures*. Oxford: Oxford University Press, 1975. Print.

Edited collections:

Surname, first name [initial], ed. *Title*. Place: Publisher, Year.

Rogers, Pat, ed. *Daniel Defoe: The Critical Heritage*. London: Routledge, 1972.

Preston, Cathy Lynn, and Michael J. Preston, eds. *The Other Print Tradition: Essays on Chapbooks, Broadsides, and Related Ephemera*. New York: Garland, 1995.

Unpublished Dissertation/MA Thesis:

Surname, first name [initial]. "Title." Diss./MA thesis University, Year.

Wall, Cynthia. "Housing Defoe's Projects: The Rebuilding of London and Modern Literary Space." Diss. U of Chicago, 1992.

Journal article:

Surname, first name [initial]. "Title." *Journal Title* Volume.Number (Year): page-page.

Starr, G. A. "Defoe And China." *Eighteenth-Century Studies* 43.4 (2010): 435-54. Print.

Article from a collection:

Surname, first name [initial]. "Title." *Title of collection*. Ed. First name surname [initial]. Place: Publisher, Year. Page-page.

Sill, Geoffrey. "Myths of Modern Individualism: Defoe, Franklin, and Whitman." *Approaches to Teaching Defoe's Robinson Crusoe*. Ed. Maximillian E. Novak and Carl Fisher. New York: The Modern Language Association of America, 2005. 61-68. Print.

Article on web site:

Surname, first name [initial]. "Title." *Title of web site*. Date of posting. Web. Date of access. <ULR>.

Zaleski, Philip. "Daniel Defoe: The Life and Strange, Surprising Adventures." *First Things* June 1999. Web. 12 November 2018. <<https://www.firstthings.com/article/1999/06/daniel-defoe-the-life-and-strange-surprising-adventures>>.

Film:

*Title*. Dir. First name, Surname. Distribution company, Year.

*Modern Times*. Dir. Charlie Chaplin. United Artists, 1936.

## 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 capitalised (exceptions are prepositions, articles, and conjunctions, unless they appear at the beginning of the title or subtitle).

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

Starr, G. A. "Defoe And China." *Journal of Eighteenth-Century Studies* 43.4 (2010): 435-54. Print. [not: *The Journal of Eighteenth Century Studies*]

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

*The Present Disposition of England considered*. 2<sup>nd</sup> ed. Daniel Defoe. *His Life and Recently Discovered Writings; Extending From 1716 to 1729*. Vol. 1.

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

Maclean, Gerald, et al. Eds. *The Country and the City Revisited: England and the Politics of Culture, 1550-1850*. Cambridge: Cambridge University Press, 1999. Print.

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

Smith, Adam. *The Theory of Moral Sentiments*. Ed. D. D. Raphael and A. L. Macfie. Indianapolis: Liberty Fund, 1984. Print.

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

Eliade, Mircea. *The Two and the One*. Trans J. M. Cohen. New York: Harper and Row, 1969. Print.

The most frequently used abbreviations are:

Ed(s).	editor(s)/edition(s)/edited by
et al.	and others
Vol(s).	volume(s)

[Stand: December 2018]