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.
Defoe’s *Robinson Crusoe* as a Survival Narrative

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BA “Sprache, Kultur, Translation”

3rd Semester

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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.

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

Unpublished Dissertation/MA Thesis:
Surname, first name [initial]. “Title.” Diss./MA thesis University, Year.

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

Article from a collection:
Surname, first name [initial]. “Title.” *Title of collection*. Ed. First name surname [initial]. Place: Publisher, Year. Page-page.

Article on web site:
Surname, first name [initial]. “Title.” *Title of web site*. Date of posting. Web. Date of access. <ULR>.

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


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


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


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


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


The most frequently used abbreviations are:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed(s).</td>
<td>editor(s)/edition(s)/edited by</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
</tr>
<tr>
<td>Vol(s).</td>
<td>volume(s)</td>
</tr>
</tbody>
</table>

[Stand: December 2018]