

Style Sheet for Papers in LITERATURE
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University of Vienna
(version: 10/2008)

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0. Preamble

This style sheet generally follows the style sheet conventions for research papers as laid down by the MLA (Modern Language Association of America). Whenever you are in doubt about further details and subtleties of style sheet questions, please consult: **Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*. 6th ed., 6th print. New York: MLA, 2008.**

To begin with, a word of **warning**:

Unfortunately, **plagiarism** has become a major problem over the past few years. Please bear in mind that plagiarism is an offence, and make sure that you acknowledge **all** information taken from others, be it in the form of direct quotations or of your adoption of another person's argument in your paper. When in doubt about how to do this, discuss your problem with your supervisor, but do not just omit to indicate that you have used someone else's ideas. You also have to state all the sources used in the Bibliography (List of Works Cited) at the end of your paper. This is how plagiarism is defined in the above-mentioned handbook:

... *plagiarism* refers to a form of cheating that has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952] 2). Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. (Gibaldi 66)

1. Title Page

For diploma and doctoral theses, please consult the forms provided by the *Studien-ServiceCentre* (vulgo: *Prüfungsreferat*).

The title page of all other literature papers should contain the following information:

- your full name, matriculation number and e-mail address
- the title of your paper
- the title of the course
- the name of your supervisor
- the term during which the course took place (e.g., SS 2007)
- the date of your presentation

2. Table of Contents

The table of contents is a list of your chapter titles with corresponding page numbers. This can be compiled automatically by your word processor. Your chapter headings should convey some idea as to the contents of your chapters.

Your paper should contain the following parts:

Title Page
Table of Contents
Text Proper
Bibliography
Index (only for diploma and doctoral theses—otherwise optional)

3. Text Proper

3.1. Format

- Use **DIN A4 page format** and print on one side of the paper only.
- Leave a margin of 3 cm on the left side of the text and 3 cm on the right.
- **Number** the pages of your paper (except for the title page) consecutively throughout the text in the top right-hand corner.
- Your paper should be **1.5-spaced**, with the exception of **quotations, footnotes, and the bibliography (list of works cited)**, which should be **single-spaced**.
- Use **font size 12** and a standard font (Times New Roman or Arial).
- Your supervisor will tell you the number of words/pages you have to write. Use the automatic word count of your text processing programme and indicate the number of words on the last page of your text.
- **Please proofread** your paper very carefully before submitting it. If you need to add corrections to your final printed version, write them in ink directly above the relevant words or lines!
- Be consistent in your use of British or American English.
- Make sure to keep a digital backup copy of your paper as well as a printed copy.
- Tables and illustrations:
Place tables and illustrations as closely as possible to the relevant parts of your text. A **table** should be labelled “Table,” given an Arabic numeral and a title or caption. Type label and caption on separate lines below the table, and capitalise them as you would a title. An **illustration** (photograph, map, drawing, graph, ...) should be labelled “Figure” (usually abbreviated “Fig.”), given an Arabic numeral and a title or caption. Both label and title/caption should be placed directly below the illustration.

3.2. Quotations

Quotation rules apply equally to quotations from primary and from secondary sources.

3.2.1. Direct Quotations

You need to quote verbatim from the original source. Whenever you want to omit material from the original, keep in mind three points:

- you must not change the sense of the original by omitting material.
- any omission must be indicated.
- whenever you omit words or phrases from the original, the remaining syntactical structure must be grammatically correct.

If you only quote a word or phrase, it will be clear that you have omitted something. If, however, your omission makes your quotation look like a complete sentence in the original, you have to indicate your **omission** by typing **three periods in square brackets**:

Original:

To judge by the caustic tone of some of his letters, however, William felt he had reason to be jealous. His younger brother chose his profession and left home first (William was still single and living at home until he was thirty-seven), wrote and published much earlier than William did, and achieved fame first. To William, Henry's life must have looked enviably free, independent, creative, and exciting. (Beidler 7)

Quotation with an omission in the middle:

To judge by the caustic tone of some of his letters [...] William felt he had reason to be jealous. His younger brother chose his profession and left home first [...], wrote and published much earlier than William did, and achieved fame first. To William, Henry's life must have looked enviably free, independent, creative, and exciting. (Beidler 7)

All other alterations of the original source are also put in **square brackets**:

Original:

I was born in the year 1632, in the city of York, of a good family, tho' not of that country, my father being a foreigner of Bremen who settled first at Hull. (Defoe 27)

Quotation with alteration:

At the very beginning of his narrative, Robinson Crusoe tells us that "[he] was born in the year 1632 ..." (Defoe 27).

Mistakes in the original must be reproduced, but you have to add [sic] after misspelt words to indicate that the quotation is accurate:

Shaw admitted, "Nothing can extinguish my interest in Shakespear [sic]."

If you want to **emphasise** a word, italicise it and add [emphasis added]:

Lincoln specifically advocated a government "*for* the people" [emphasis added].

3.2.1.1. Punctuation

In quotations, you should reproduce internal punctuation exactly as in the original. The closing punctuation, however, depends on where the quotation appears in your sentence.

Original:

“You’ve got to be carefully taught.”

Quotation incorporated in your own sentence:

“You’ve got to be carefully taught,” wrote Oscar Hammerstein II about how racial prejudice is perpetuated.

If a quotation ends with an exclamation or question mark, leave the original punctuation unchanged.

“What a wonderful little almanac you are, Celia!” Dorothea Brooke responds to her sister (Eliot 7).

Commas and periods that directly follow quotations go **inside the closing quotation marks**. If you include a parenthetical reference after the quotation, however, the parenthesis is put between quotation and punctuation.

All other punctuation marks (semicolons, colons, question and exclamation marks) **go outside the closing quotation mark**, except when they are part of the quoted material.

Original:

I believe taxation without representation is tyranny!

Quotation:

Did he attack “taxation without representation”?
He declared, “I believe taxation without representation is tyranny!”

If a quotation **ending in an exclamation or question mark concludes your sentence but is followed by a parenthetical reference**, leave the original punctuation unchanged and continue with the parenthetical reference and sentence period outside the quotation marks.

Dorothea Brooke responds to her sister, “What a wonderful little almanac you are, Celia!” (Eliot 7).

3.2.1.2. Prose Quotations

- If a prose **quotation does not exceed four lines** of your text, put it in **double quotation marks** and incorporate it in the text. Put any quotations within your quotation in single quotation marks.
- If a prose **quotation exceeds four lines** of your text, **set it off from the rest** of your text by beginning a new line, indenting the quotation 1.25 cm from the left margin and typing it single-spaced, with no quotation marks. The reference follows the period.

After several years, sensing that he might not be destined to succeed as a playwright, James decided to give the theater one more chance. He wrote to his brother William on December 29, 1893:

I mean to wage this war ferociously for one year more – 1894 – and then (unless the victory and the spoils have by that become more proportionate than hitherto to the humiliations and vulgarities and disgusts, all the dishonour and chronic insult incurred) to “chuck” the whole intolerable experiment and return to more elevated and more independent courses. (Edel 389)

That year he put his efforts and his hopes into a promising new play, *Guy Domville*, which would star a then-famous actor named George Alexander (Beidler 11).

3.2.1.3. Quotations from Poetry

- If you do **not quote more than three lines** of poetry, put them in **double quotation marks** and incorporate them into your text, separating them by a slash with a space on each side.

Reflecting on the “incident” in Baltimore, Cullen concludes, “Of all the things that happened there / that’s all that I remember” (11-12).

- If you quote **more than three lines** of verse, **set them off from the rest** of your text by beginning a new line, indenting the quotation 1.25 cm from the left margin and typing it single-spaced, with no quotation marks.

Elizabeth Bishop’s “In the Waiting Room” is rich in evocative detail:

It was winter. It got dark
early. The waiting room
was full of grown-up people,
arctics and overcoats,
lamps and magazines. (6-10)

A line that is too long to fit within the right margin should be continued on the next line and the continuation indented an additional three spaces. If the arrangement of the original lines is unusual, reproduce it as accurately as possible.

3.2.1.4. Quotations from Drama

If you quote dialogue between two or more characters in a play, set it off from your text. Begin each character's speech with the character's name indented 1.25 cm and written in capital letters. Follow the name with a period. Indent all subsequent lines in that character's speech an additional five spaces.

Marguerite Duras's screenplay for *Hiroshima mon amour* suggests at the outset the profound difference between observation and experience:

HE. You saw nothing in Hiroshima. Nothing.

SHE. I saw *everything. Everything.* ... The hospital, for instance, I saw it. I'm sure I did. There is a hospital in Hiroshima. How could I help seeing it? (2505-06)

3.2.1.5. Quoting Indirect Sources

If you cannot get hold of an original source but need to quote somebody's remarks as they are quoted by somebody else, you need to indicate that your quotation comes from an indirect source. Add the abbreviation "qtd. in" (for "quoted in") before the indirect source which you cite as your reference:

Benjamin Zephaniah claims that the oral tradition he follows is, in fact, "older than poetry" (qtd. in Habekost 78).

3.2.1.6. Translations of Quotations

If you quote from a source other than Modern English or German, you need to translate your quotation. If the quotation is incorporated into the text put it in double quotation marks and place it in parentheses:

Chaucer's setting is April, the time of "shoures soote" ("sweet showers").

If the translation is not yours, give its source in addition to the source of the quotation.

3.2.2. Indirect Quotations

When you quote something indirectly, you use information from another source but express it in your own words. You need to indicate that you are using somebody else's ideas by including your source in a parenthetical reference in your text. You may include "see" in front of the original author's name:

Postcolonial critics have also been divided in their reactions to *Jane Eyre*: while most see Brontë's text as complicit with colonialism (Spivak 235-242), there are postcolonial critics who unearth traces of colonial resistance in the novel (Davison 146).

or:

Postcolonial critics have also been divided in their reactions to *Jane Eyre*: while most see Brontë's text as complicit with colonialism (see Spivak 235-242), there

are postcolonial critics who unearth traces of colonial resistance in the novel (see Davison 146).

3.3. References

You need to **acknowledge all sources** from which you quote directly or which you paraphrase and summarise in your paper. In the text proper of your paper you must **indicate precisely where your quotations come from**. In order to enable your readers to find your quotations in the original sources, insert short **parenthetical references** after your quotations. You must include the **author's name and the relevant page number(s)** in these references.

Henry James's family was "one of the most powerfully intellectual families in the United States" (Beidler 3).

You also have to attach a bibliography or list of works cited at the end of the paper (see section 5 below). Together with this alphabetical list, parenthetical references in the text will help readers identify and locate your sources. This means that the names which you give in your parenthetical references must correspond precisely to the names which you use as bibliographical entries in your list of works cited.

- If two or more authors in your bibliography share the same last name, you have to add their first initials in the parenthetical references in the text: (A. Mukherjee 20) and (B. Mukherjee 130-131).
- If one of your bibliographical entries has two or three authors, give the last names of all authors: (Rabkin, Greenberg, and Olander 7).
- If a bibliographical entry has more than three authors, give the last name of the first author, followed by "et al.": (Lauter et al. 2425-2428).
- If your bibliography contains more than one work by the same author, add a shortened version of the title after the author's last name: (Frye, *Anatomy* 237).

A Note on Readability

References in the text should contain just enough information for readers to be able to locate the source in the bibliography. Therefore, when the author's name is already mentioned in the text, do not reproduce it in the parenthetical reference.

Reflecting on the "incident" in Baltimore, Cullen concludes, "Of all the things that happened there / That's all that I remember" (11-12).

Beidler has called the relationship between Henry James and his brother "a cautious friendship" (6).

Try to keep your text as readable and as free from distractions as possible.

3.3.1. References to Poetry and Drama

When you quote from classical verse drama and poetry, do not indicate page numbers but divisions (act, scene, book, ...) and lines. Use Arabic numbers for volumes, chapters, acts, scenes, books, cantos, and parts.

Come, bitter conduct, come, unsavoury guide!
 Thou desperate pilot, now at once run on
 The dashing rocks thy sea-sick weary bark!
 (*Romeo and Juliet* 5.3.116-118)

3.3.2. References to Texts Without Page Numbers

When a text does not have page numbers, give chapter numbers or similar designation.

The following example refers to an electronic source:

Douglass notes that he had “no accurate knowledge” of his date of birth, “never having had any authentic record containing it” (ch. 1).

In the list of works cited, this text would appear in the form of the following entry:

Douglass, Frederick. *Narrative of the Life of Frederick Douglass, an American Slave, Written by Himself*. Boston, 1845. 30 Jan. 1997
 <gopher://gopher.vt.edu:10010/02/73/1>.

4. Bibliography or List of Works Cited

All the sources used (books, articles, electronic sources, etc.) must be listed in a bibliography at the end of your paper. The entries in your bibliography have to be in alphabetical order. If the author’s name is unknown, alphabetise by title, ignoring any initial article.

- In longer research papers (such as diploma theses or doctoral dissertations) it is useful to distinguish between **primary and secondary** sources.

4.1. Citing Books

The basic entry should consist of: Author’s name. *Title of book*. Publication information.

author’s name:
 surname, first
 name(s) or initials

publication information:
 place, publisher, year of
 publication

Mukherjee, Bharati. *Jasmine*. New York: Grove Weidenfeld, 1989.

title of book,
 italicised

If the book has a **subtitle**, put a colon after its main title, unless it ends in a question or exclamation mark or a dash. Then add the subtitle:

Bate, Jonathan. *Romantic Ecology: Wordsworth and the Environmental Tradition*. London: Routledge, 1991.

If **several places of publication** are listed on the title or copyright page, **give only the first one**.

Shorten the publisher's name (see Gibaldi 272-274 for common abbreviations). Omit articles and descriptive words such as "Books," "House," "Press," "Publishers," "Ltd." For "University Press" write "UP".

➤ **A Book by Two or More Authors**

Give their names in the same order as on the title page. Reverse only the first name, add a comma, and give the other name or names in normal form. Place a period after the last name.

Eggins, Suzanne, and Diane Slade. *Analysing Casual Conversation*. London: Cassell, 1997.
Hutcheon, Linda, and Michael Hutcheon. *Bodily Charm: Living Opera*. Lincoln: U of Nebraska P, 2000.

➤ **Two or More Books by the Same Author**

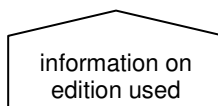
Give the name of the author in the first entry. In the other entries, type five hyphens in place of the name, followed by a period and the title.

Rushdie, Salman. *The Ground Beneath Her Feet*. London: Jonathan Cape, 1999.
-----*The Moor's Last Sigh*. London: Jonathan Cape, 1995.

➤ **A Book Published in a Second or Subsequent Edition**

When you use a later edition of a work, identify the edition in your entry by number (2nd ed.), by name (Rev. ed., for "Revised edition"), or by year (2003 ed.) – whichever the title page indicates. The specification of the edition comes after the title, or after the name of the editor, translator, etc.

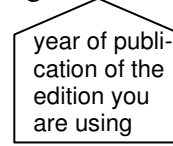
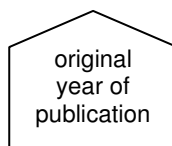
Barry, Peter. *Beginning Theory: An Introduction to Literary and Cultural Theory*. 2nd ed. Manchester: Manchester UP, 2002.



➤ **A Republished Book / An Edition**

To cite a republished book (e.g., a paperback version of a novel) give the original publication date, followed by a period, before the publication information (place, publisher, year of publication) of the edition you are citing.

Rushdie, Salman. *Grimus*. 1975. London: Vintage, 1996.



To cite a book that was prepared for publication by an editor, first name the author. Place the original date of publication directly after the title of the book. Then give the editor's name preceded by "Ed."

name of editor

Brontë, Charlotte. *Jane Eyre*. 1847. Ed. Michael Mason. London: Penguin, 1991.

year of first publication

If you refer primarily to the work of the editor rather than the author (to the introduction, notes, editorial decisions, ...), start with the editor's name, followed by a comma and ed., then follow with the title and give the author's name, preceded by "By" after the title.

editor

author

Mason, Michael, ed. *Jane Eyre*. By Charlotte Brontë. 1847. London: Penguin, 1991.

➤ A Translation

To cite a translation, give the author's name first. Give the translator's name after the title, preceded by "Trans.". If the book also has an editor, give the names of translator and editor in the order given on the title page.

Todorov, Tzvetan. *The Fantastic: A Structural Approach to a Literary Genre*. Trans. Richard Howard. Introd. Robert Scholes. Ithaca, NY: Cornell UP, 1975.

translator

name of editor / author of new introduction

➤ A Book in a Series

If the book you are citing is part of a series, include the series name and the series number before the publication information.

Series name

Parry, Benita. *Postcolonial Studies: A Materialist Critique*. Postcolonial Literatures 1. London: Routledge, 2004.

Series number

➤ An Unpublished Dissertation

The title of an unpublished dissertation should appear in double quotation marks. Add "Diss." after the title and include the name of the degree-granting university, followed by a comma and the year.

Title of thesis in quotation marks

Haider, Angelika. "Rasse und Rassismus: Zur Problematik der Begriffs- und Theorienbildung: Philosophisch-theoretische Überlegungen." Diss. U of Vienna, 1995.

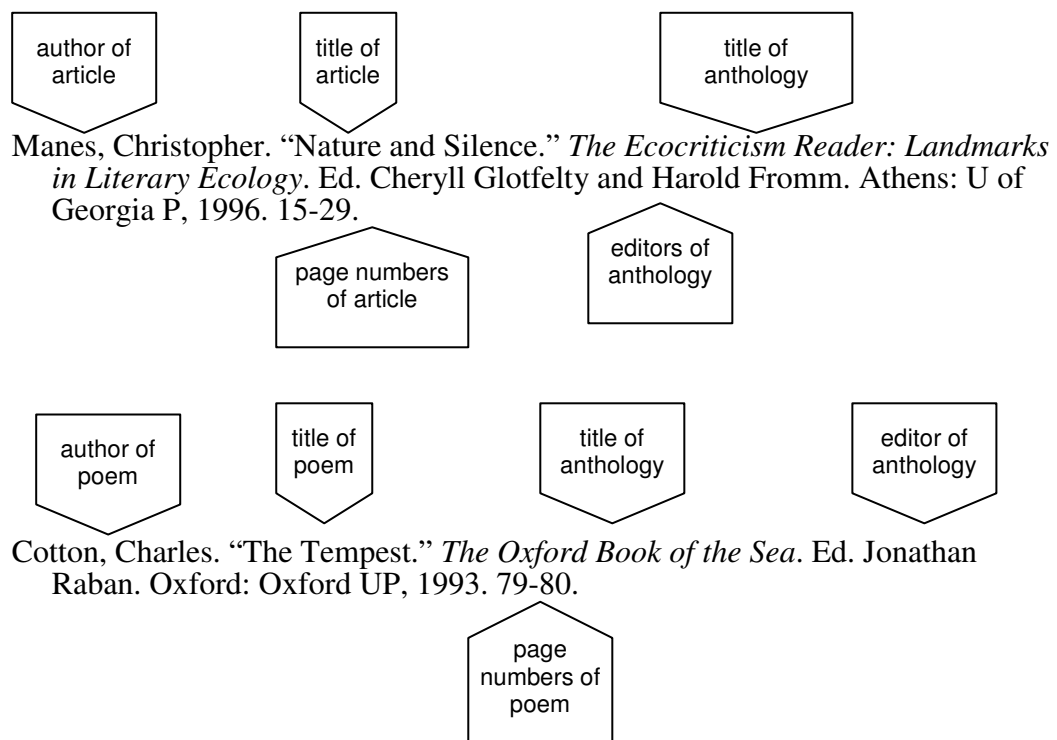
"Diss.", university, year in which thesis was submitted

4.2. Citing Articles

➤ Articles in a Book / A Work in an Anthology

If you are citing a short story, a poem, an article or another text from an anthology or collection you need to include information that allows your reader to locate the particular text you are referring to within the larger work.

Begin your bibliographical entry with the author and title of the text cited. Put the title in double quotation marks. Then state the title of the book, followed by "Ed." or "Comp." (for "edited by" or "compiled by") and the name of the editor or compiler. Then give the publication information (place, publisher, year), followed by a period and the page numbers of the text you are citing.



➤ An Article in a Reference Book

Treat dictionary or encyclopaedia entries like articles in anthologies, but do not give the name of the editor. If the article is signed, give the author's name first (often entries in reference books are signed with initials which are identified elsewhere in the book). If an entry is not signed, give the title first. If entries are listed alphabetically in the work of reference, you may omit page numbers.

dictionary
entry

“Noon.” *The Oxford English Dictionary*. 2nd ed. Oxford: OUP, 1989.

title of
reference book

author of
encyclopaedic
entry

encyclopaedic
entry

Volkmann, Laurenz. “Emplotment.” *Metzler Lexikon Literatur- und Kulturtheorie: Ansätze – Personen – Grundbegriffe*. 3rd ed. Stuttgart: Metzler, 2004.

title of
reference book

➤ An Introduction, a Preface, a Foreword or an Afterword

Begin with the name of the author of the introduction, preface, foreword or afterword, etc., then give the name of the part being cited, neither underlined nor in italics nor in quotation marks. If the author of the part you are citing is identical with the author of the entire book, give the author’s last name after the title of the book, preceded by “By”. If the author of the part you are citing is not the author of the whole book, give the author’s full name. Give the page numbers of the part you are citing after the publication information.

author of
part cited

part cited

title of complete
work

author of
complete work

Naismith, Bill. Commentary. *Our Country’s Good*. By Timberlake Wertenbaker. Methuen Student Edition. London: Methuen Drama, 1995. xxiii-xlv.

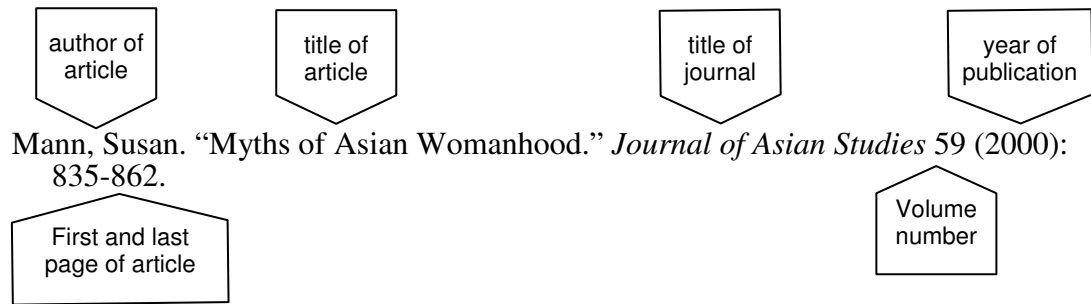
author of
part cited

author of complete
work = author of
part cited

Wertenbaker, Timberlake. Preface. *Our Country’s Good*. By Wertenbaker. Methuen Student Edition. London: Methuen Drama, 1995. xlix-lxi.

➤ An Article in a Scholarly Journal

Give the name of the author, followed by the title of the article in double quotation marks. Add a period before the closing quotation mark. After the title of the article, give the title of the journal (omit introductory articles such as “the”) in italics, volume number, year of publication in parentheses, colon, page numbers, followed by a period.



Mann, Susan. "Myths of Asian Womanhood." *Journal of Asian Studies* 59 (2000):

835-862.

Sangri, Kumkum. "The Politics of the Possible." *Cultural Critique* 7 (Fall 1987): 157-186.

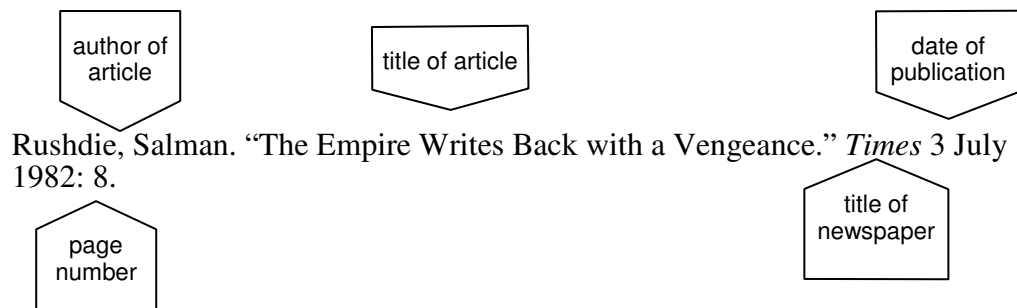
Most journals appear several times a year. If the various issues that make up the annual volume of the journal are paginated continuously throughout each annual volume, omit the issue number. Your reader can locate the article without the issue number or the month or season before the year. If the issues are not paginated continuously throughout an annual volume, you must include the number of the issue in which the article appeared. Type volume number, period, issue number ("7.2" signifies volume 7, issue 2; "10.3-4" signifies volume 10, issue 3 and 4 combined).

Werner, Annie. "Savage Skins: The Freakish Subject of Tattooed Beachcombers." *Kunapipi* 27.1 (2005): 11-25.



➤ **Citing Newspaper Articles**

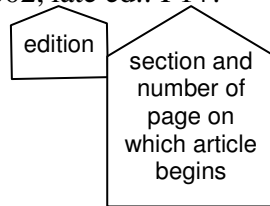
Give the title of the newspaper without any introductory article (*Times*, not *The Times*). If the city of publication is not included in the title of a local newspaper, add the city in square brackets after the title. For national newspapers, do not add the place of publication. Follow the title with the complete date (day, month, year). Abbreviate the names of all months apart from May, June, July. Do not give volume or issue specifications, but specify the edition if mentioned ("natl. ed.", "intl. ed.", late ed."). Add a comma after the date if you provide edition specifications. Type a colon after the edition and add the page number(s).



Rushdie, Salman. "The Empire Writes Back with a Vengeance." *Times* 3 July 1982: 8.

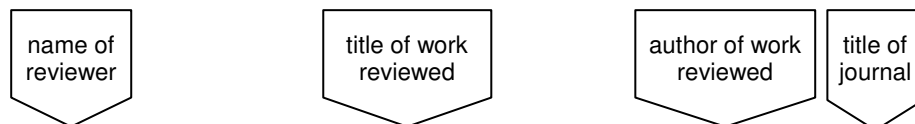
Newspaper articles often do not appear on consecutive pages (an article might begin on page 1 and then continue on page 10). For such articles, write only the first page number, followed by a "+" sign.

Chang, Kenneth. "The Melting (Freezing) of Antarctica." *New York Times* 2 Apr. 2002, late ed.: F1+.



➤ Citing Reviews

Give the reviewer's name and the title of the review (if the review has a title), then add Rev. of, the title of the work reviewed (in italics), a comma, "by", and the name of the author of the work reviewed. If the work reviewed is an edited collection or a translation, write "ed." or "trans." instead of "by" before the name of the editor/translator. Then give the title of the journal (in italics), the date and the relevant page numbers.



Stadler, Florian. Rev. of *Shalimar the Clown*, by Salman Rushdie. *Wasafiri* 47 (Spring 2006): 80-82.

Pankratz, Annette. Rev. of *Britain under Blair*, ed. Merle Tönnies. *Anglistik* 17.1 (Mar. 2006): 201-203.

4.3. Citing Non-Print Sources

➤ Citing Sound Recordings

For a spoken-word recording, begin with the writer, the speaker, or the director (your choice depends on your own emphasis). Then list the title of the work read (in italics), the speaker, the manufacturer, and the year the recording was issued. Put a comma between manufacturer and year of issue (if the year is unknown write "n.d." for "no date"), but separate the other items by a period. Give the medium before the manufacturer's name (Audiocassette, Audiotape, CD or LP).



Brontë, Charlotte. *Jane Eyre*. Read by Joanna David. Audiocassette. Penguin Audiobooks, 1998.

manufacturer

➤ A Film or Video Recording

Begin with the title (in italics), then add the author, the director, the medium (DVD, Videocassette) the distributor, and the year of release. If relevant, add the original release date before the medium.



Angels in America. Screenplay by Tony Kushner. Dir. Mike Nichols. DVD. HBO Video, 2004.

year of release

distributor

4.4. Citing Electronic Publications

The manner in which you cite your electronic sources should be analogous to the way in which you cite your print sources. The citation also serves the same ends: your readers should be able to identify and consult the sources you used. Since electronic sources are not as fixed and stable as print sources, however, you need additional information, particularly about date of access and the network address.

The basic entry for print sources consists of three main components:

Author's name. Title of document. Publication information.

The basic entry for electronic sources needs additional elements and thus consists of up to five components:

Author's name. Title of document. Information about print publication (if available). Information about electronic publication. Access information.

- **information about print publication**

This is necessary if the document you are citing also exists in print form (as is the case with many online periodicals).

- **information about electronic publication**

This contains the **title of the internet site**, the **name of any sponsors**, the **name of the editor**, the **version number** (for a journal, for instance, give the volume and issue numbers), and the **date of the electronic publication**. This is necessary because the internet version of the document may differ from its printed version.

Often, not all of these elements are supplied by your source. In such cases, you have to settle for the information provided.

- **access information**

This consists of the **date of access** (= the date on which you last viewed the document) and the **network address** (URL: uniform resource locator). You must include the date of access because internet documents can easily be altered and the version accessible at any one moment might differ from past or future versions of the same document. If you accessed the document more than once, give the last date of access. Often internet sites disappear completely; therefore, make sure that you download or print material you use, so you can verify it later.


In principle, give the complete and exact URL of the document consulted. Sometimes, however, the URL of a document is too long and complex. In such cases, give the URL of the site's homepage or search page in angle brackets <...>.

➤ **Citing an Entire Internet Site**


The typical entry should contain the following:

- 1) Title of the site (in italics)
- 2) Name of the editor of the site (if given)

- 3) Electronic publication information: version number (if available and not part of the title), date of electronic publication or of the latest update, and name of any sponsoring institution (if available)
- 4) Date of access and <URL>




Encyclopaedia Britannica Online. 2006. Encyclopaedia Britannica. 7 June 2006
<<http://www.britannica.com/>>.



The Victorian Web. Ed. George P. Landow. University Scholars Program, U of
Singapore. 7 June 2006 <<http://www.victorianweb.org/>>.

A Home Page for a Course


Begin the entry with the name of the instructor, followed by a period. Give the title of the course (neither italicized nor in quotation marks), type "Course home page", the dates of the course, the names of the department and institution, date of access and <URL>.



Cuddy-Keane, Melba. Professing Literature. Course home page. Sept. 2000-Apr.
2001. Dept of English, U of Toronto. 4 Oct. 2002
<<http://www.chass.utoronto.ca/~mcuddy/ENG9900H.Index.htm>>.

A Personal Home Page

Begin with the name of the person, then give the title of the site (in italics) if there is a title, or with the description Home page (not underlined, not in quotation marks). Give the date of the last update, the date of access, and the URL.



Barry, Peter. Home page. 24 Oct. 2005. 7 June 2006 <<http://www.aber.ac.uk/english/staffinfo/ptb.html>>.

➤ Citing an Online Book

The basic entry should contain the following:

- 1) Author's name (if this is not available, give the editor's name, followed by "ed.")
- 2) Title of the work (in italics)
- 3) Name of editor
- 4) Publication information for the original print version, if given (place, publisher, year)

- 5) Electronic publication information (title of site, editor of site, version number, date of electronic publication, name of sponsors)
- 6) Date of access and <URL>.

name of author

title of work

name of editor

date of electronic publication

title of site

Austen, Jane. *Pride and Prejudice*. Ed. Henry Churchyard. 1996. *Jane Austen Information Page*. 6 Sept. 2002 <<http://www.pemberley.com/janeinfor/priderej.html>>.

➤ An Article in an Online Periodical

Cite this exactly as you would an article from a print journal, newspaper or magazine, but add access information. Note that in electronic publications, paragraphs are sometimes numbered. This should be indicated and the range of paragraphs should be given. Sometimes neither page nor paragraph numbers are available.

title of journal

Sohmer, Steve. "12 June 1599: Opening Day at Shakespeare's Globe." *Early Modern Literary Studies* 3.1 (1997): 46 pars. 26 June 2002 <<http://www.shu.ac.uk/emls/03-1/sohmjuli.html>>.

paragraph range

issue number

date of access

Levy, Steven. "Great Minds, Great Ideas." *Newsweek* 27 May 2002. 20 May 2002 <<http://www.msnbc.com/news/754336.asp>>.

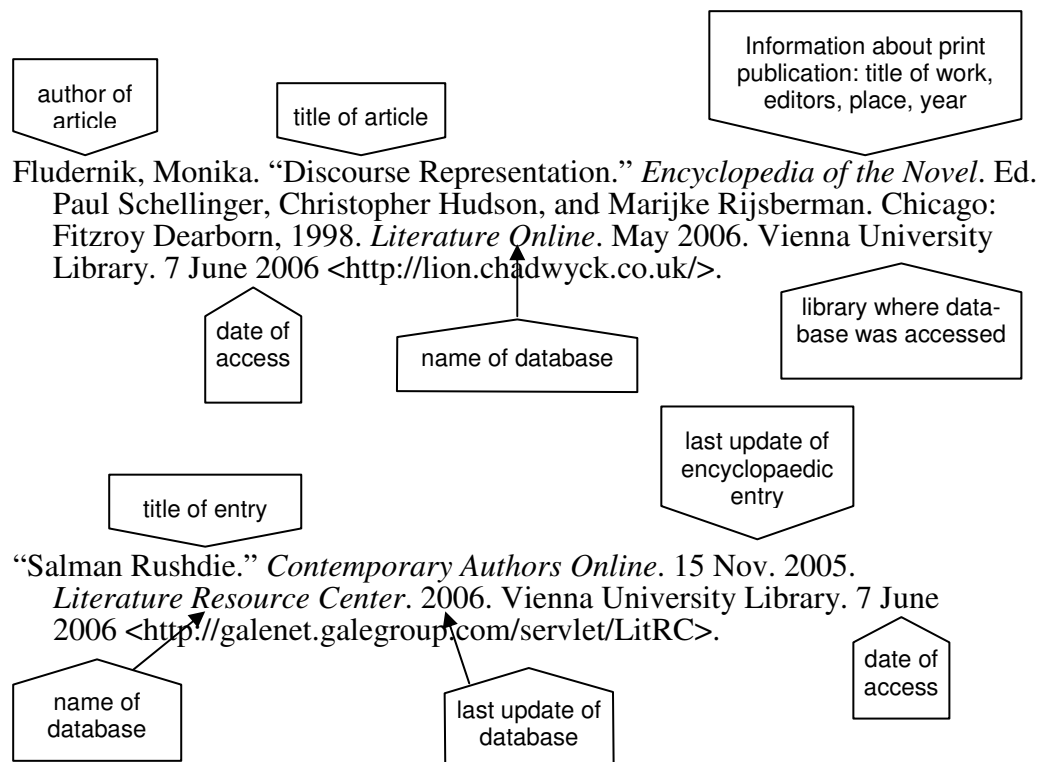
date of electronic publication

➤ Citing Works from a Library Subscription Service

Subscription services are databases which are not freely available but to which you must subscribe in order to access material. The University of Vienna subscribes to a number of important databases, such as Literature Online and Literature Resource Center.

Your entry should contain the following:

- 1) Author's name
- 2) Title of the article
- 3) Publication information of the original print version, if available
- 4) Page numbers
- 5) Name of the database (italicised)
- 6) Date of the publication or latest update of the database
- 7) Name of the library/library system which subscribes to the service
- 8) Date of access
- 9) URL



➤ Citing an E-Mail Communication

Give the name of the writer, the title of the message (in quotation marks), a description of the message that includes the recipient (e.g. "e-mail to the author"), and the date of the message.

Boyle, Anthony T. "Re: Utopia." e-mail to Daniel J. Cahill. 21 June 1997.

➤ Citing a Publication on CD-ROM

Basically, the rules here are the same as for print sources. There are a few additional details that you must add, however, when citing a CD-ROM.

- **State the fact that you are using a CD-ROM**

Since the print version and the CD-ROM version of a document might differ, it is essential that you state the publication medium.

- **Give the distributor's name**

The persons providing the information on the CD-ROM are not automatically the publishers. Many information providers lease the data to distributors (such as SilverPlatter, UMI-ProQuest) for distribution. Since the information provider might have leased the information to more than one distributor, you must specify the distributor of the CD-ROM used.

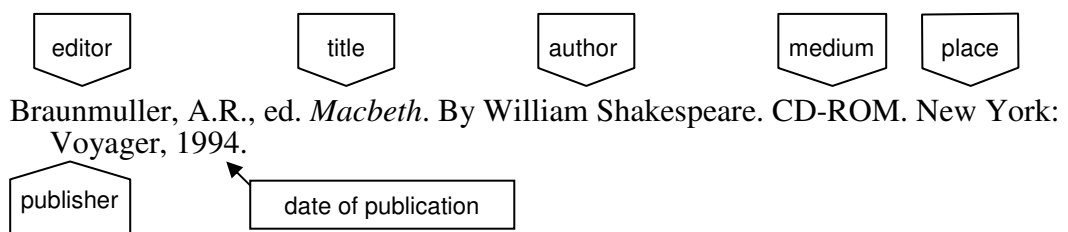
- **Publication dates**

Since many databases provided on CD-ROM are updated regularly, you have to give both the date of the document used as well as the publication date or last update of the database.

You have to distinguish between CD-ROM publications which are non-periodical, that is, published without a plan to update or revise them regularly, and periodical CD-ROM publications, which are regularly updated. Cite **non-periodical databases on CD-ROM** as you would books, but add information on the medium of publication. The information provider and the publisher are usually the same in such cases, so no distributor's name appears, and only one publication date is given. Your basic entry should contain the following:

- 1) Author's name, if given
- 2) Title of the publication (in italics)
- 3) Name of the editor or compiler
- 4) Publication medium
- 5) Edition, release, or version (if relevant)
- 6) Place of publication
- 7) Name of the publisher
- 8) Date of publication

If not all of this is provided, cite whatever is available.

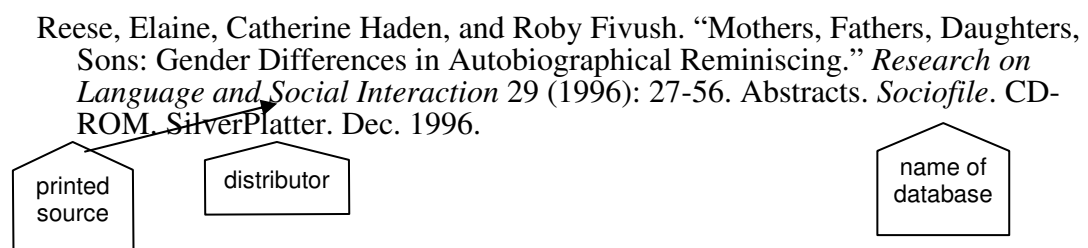


The Oxford English Dictionary. 2nd ed. CD-ROM. Oxford: Oxford UP, 1992.

“Albatross.” *The Oxford English Dictionary*. 2nd ed. CD-ROM. Oxford: Oxford UP, 1992.

To cite **periodically published databases** on CD-ROM (such as annual bibliographies), which are normally published simultaneously in print, begin with the publication data for the printed version. Your entry should contain the following (if available):

- 1) Author's name
- 2) Publication information for the printed source
- 3) Title of the database (in italics)
- 4) Publication medium
- 5) Name of distributor (if relevant)
- 6) Electronic publication date



5. Index (diploma theses and dissertations only)

Your thesis should contain an index. An index is a list of the most important keywords (concepts and technical terms, names of writers, characters, works and critics) placed at the very end of your paper, and it gives you the specific pages on which each of these keywords appears. You will find in your own research that indexes are extremely useful. They help you locate specific pieces of information in books which might otherwise be difficult to find.

Text processing programs usually offer an indexing function, but check whether the page numbers in your index are correct before handing in your thesis.

Appendix: Sample Bibliography / List of Works Cited

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