Style Sheet for Papers in LITERARY and CULTURAL STUDIES
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University of Vienna
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0. Preamble

This style sheet provides **general formatting instructions**. The citation style should follow the **current MLA format**. Please refer to the [Purdue OWL MLA Formatting and Style Guide](#) on how to cite sources using the current MLA edition. This document supersedes general MLA formatting guidelines. It may be superseded itself by your supervisor's instructions. Plagiarism, i.e., using someone else's ideas, arguments, or words, any form of ghost-writing, or reusing own texts without acknowledging it (self-plagiarism), is a serious offence. **This includes undocumented use of AI.** When in doubt, consult your supervisor.

1. Title Page

For doctoral theses and MA theses, please consult the templates provided by the *StudiesServiceCentre (SSC)*. Make sure to comply with all procedures detailed there.

The title page of all other literature papers (PS, SE, VK, etc.) should contain the following information:

- your full name, matriculation number and u:net-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., WS2023/24)

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. Please keep them short – keywords or short phrases are enough.

Your paper should contain the following parts:

- Title Page
- Table of Contents
- Text Proper
- Works Cited
- (List of Tables and Illustrations)
- (Index) (doctoral theses only)

3. Text Proper

3.1 Format

3.1.1. All Papers

- Use **DIN A4 page format**.

- Leave a margin of **2,5 cm** on the left side of the text and **2,5 cm** on the right.

- **Number** the pages of your paper (except for the title page) consecutively throughout the text.

- Your paper should be **1.5-spaced or double-spaced**, with the exception of **quotations**, **footnotes**, and the **Works Cited**, which should be **single-spaced**.

- Use **font size 12** and a **standard, legible font** (such as Times New Roman, Arial, or Georgia).

- Please use **full justification ("Blocksatz")** for the entire paper.

- 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/spellcheck** your paper very carefully before submitting it.

- Be consistent in your use of British or American English.

- Make sure to keep a digital backup copy of your paper.

- 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** (such as a photograph, map, drawing, or 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. Add a List of Tables and Illustrations after the Works Cited.

3.1.2. Print Version (master and doctoral theses only)

  - Print on one side of the paper only.

  - Make sure to keep a printed copy of your thesis.

  - Refer to the SSC for the exact procedure for submitting your master thesis or doctoral thesis.

3.2. In-Text Citation

Use the **current MLA citation style** and make sure to adhere to the following general rules. 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.

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 the following points:

- You must not change the sense of the original by omitting material.
- Any omission [...], addition [xxx] or alteration [xxx] inside a direct quote must be indicated with square brackets.
- Whenever you omit words or phrases from the original, the remaining syntactical structure must be grammatically correct.
- Mistakes in the original must be reproduced, but you have to add [sic] after misspelt words to indicate that the original is faulty, but the quotation is accurate.
- If you want to emphasise a word, italicise it and add: (emphasis added) directly after the quote/within the in-text citation.

3.2.2 Long Quotations

Direct **prose** quotations longer than four lines of text, **poetry** quotations consisting of more than three lines of verse, and dialogue between two or more characters in a **play** are so-called long quotations.

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.

3.2.3 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 following the rules for in-text citation.

4. Works Cited

All the sources used (books, articles, electronic sources, etc.) must be listed in the Works Cited section according to the current MLA style. Begin the section on a separate page at the end of your paper. The entries 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 doctoral dissertations) it is useful to distinguish between primary and secondary sources.
- If your source exceeds the first line of text, use the hanging indent function of your word processing program for the remaining lines.

5. Index (doctoral theses only)

Ask your supervisor if 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.