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1. General regulations

Length: From Introduction to Conclusion (excluding Bibliography, title page and footnotes) c. 4,000-6,000 words, depending on module requirements. Please check your module handbook.

Excessive length or brevity (more than 10% above or below the required word count) may be penalized.

Font size: running text 12 pt., footnotes 10 pt., indented quotations 11 pt.

Spacing: running text 1.5, indented quotations and footnotes 1.0.

Alignment: justified.

Margins: 2 cm on the left, 4 cm on the right, 2 cm on the top, 2 cm on the bottom. Please do not forget to set a bigger margin on the right for corrections, comments etc.!

Pagination: Consecutively, beginning with first page of Introduction. The numbers should be visible on all pages. Please also make sure that you check which font you are using.

Table of contents: Listing the parts of the paper, that is all chapters and sub-chapters. Note that Introduction, Conclusion and Bibliography are not numbered.

Language: English.

Some general notes:

Please be sure to follow the instructions given in class regarding acceptable term paper topics. Term paper topics need to derive from and relate to the seminar you have attended.

Please also follow the instructor's guidelines on submission. When submitting an electronic version, please make sure you choose a file name that is easily identifiable (not: "Termpaper-final.pdf"). Your last name and matriculation number plus a short title for the seminar would be a sensible option, e.g. "Mueller-12345678-FeministPrintCulture".

We use a standardized grading sheet in Book Studies. Please make sure that you have taken a look at the grading sheet to know what our expectations are. You can find the updated grading sheet and other resources on our website under ["Resources for Students"](#).

In our seminars, we will always offer a "term paper workshop" and we will require students to submit a "term paper pitch" towards the middle of the semester. Please attend the workshop and make use of the pitch as a stepping-stone to ensure that you are well-prepared for your term paper.

2. Writing tips

- Write your term paper in a formal style, using a scholarly vocabulary and the appropriate and precise terminology of Book Studies. The library has several book studies dictionaries that you can consult. For a German-English dictionary focusing on contemporary terms, we recommend *Langenscheidt Praxiswörterbuch Verlagswesen und Buchhandel Englisch* (English Department library, shelfmark W 232). The *Fachwörterbuch Druck & Medien*, published by students of the HTWK Leipzig, is also highly recommended and will soon be available in the English Department library.
- Avoid colloquial expressions, broad generalizations, and expressions of personal opinion. You are encouraged to consider using gender-inclusive language. For an example, see [this handout from the University of North Carolina at Chapel Hill](#).
- Acknowledge all sources demonstrating facts, analyses, opinions or statements in footnotes. Take all the necessary steps to avoid plagiarism. You will find plenty of material online about avoiding plagiarism. We recommend the [Purdue Online Writing Lab \(OWL\) and its resources on avoiding plagiarism](#). Do take the time to try out the exercises there as well.
- Make use of a good mixture of up-to-date scholarly monographs, journal articles and primary sources (if possible). Also make sure you recognize the difference between a source and a scholarly output.
- Check internet sources for scholarly reliability. Open access databases with no (or insufficient) editorial supervision should be avoided (Wikipedia et al.). The use of online databases, journals and bibliographies (e.g. JSTOR, Project MUSE, Oxford Dictionary of National Biography, ECCO, ESTC, EEBO, et al.) is generally highly recommended.
- For additional help with using Microsoft Word to write an academic paper, please refer to the e-learning course [Word für Studierende und Wissenschaftler:innen](#) provided by the ULB.

3. Parts of the term paper

Title page

- Top left: university, department, semester, type and title of course, lecturer.
- Middle: title of the term paper. A good title is direct, to the point and snappy. Avoid long-windedness!¹
- Bottom: author, matriculation number, number of semester, subjects of study, study program, contact details (incl. e-mail).

Table of contents

- List of all chapters and sub-chapters with correct page numbers. (Only chapters are numbered, not Introduction, Conclusion and Bibliography – but please start the numbered chapters with the number 1).
- Don't over-structure the term paper: there should not be more subchapters than there are pages – you want to make sure you can get into a writing flow (and your readers can get into a reading flow).

Introduction

- Introduction to and significance of the topic and the basic thesis of the paper. Think of the introduction as a funnel: start with the broad scope and narrow it down towards the thesis/research question.
- Explanation of the objective of the term paper. What is the research question you are setting out to answer? A good research question is manageable and clear. Don't ask: "How did print culture change in the nineteenth century?" – that's too vague and too broad for a term paper! – but rather something like "How did the industrialization of print production influence the reading habits of Victorian readers living in London?"
- Briefly discuss methodology (see also below for more details).
- Briefly review the current research on the topic and contextualize the paper.
- Acknowledge the main sources/references and limit the term paper accordingly.
- If necessary: Justify the choice of a certain terminology vital for the term paper and give definitions for essential terms.

Methods

- Depending on your topic and approach, it might make sense to have a separate methods chapter. In any case, though, you should briefly reflect on your method either in the introduction (see above) OR in a separate methods chapter. Think of methods as your "toolbox". When thinking about methods, answer these questions:
 - What is your approach? Are you building on someone else's approach?

¹ Note that for BA and MA theses, this needs to be the exact title you have registered your thesis with!

- Which methods are being used, for instance, are you relying on Genette's thoughts on paratexts to conduct your analysis? Or are you combining close reading with analysis of historical sources from the *Publishers Weekly* database?

Your instructor will be able to tell you more about methods that are ideal for your research question, but make a point of thinking about how you are approaching your topic.

Main part/Body

- Discussion of the topic based on thesis/argument over one or more chapters, each with a unique and clear title.
- Make use of research material in the discussion of individual theses and aspects leading to concluding remarks.
- Avoid having too many chapters and subchapters. You want to achieve a flow when writing that will make for a better paper overall.

Conclusion

- Summary and formulation of conclusions.
- If appropriate, suggest further research based on the new findings ("desiderata").

Bibliography

- A complete list of all sources and scholarly outputs used in the term paper.
- Must be divided into primary sources ("Primärliteratur") and secondary sources ("Sekundärliteratur") OR sources ("Quellen") and references ("Forschungsliteratur") (for more details, see section on Bibliography below). Talk to your instructor if you are unsure about how these relate to one another.

Declaration of Academic Integrity and Use of AI

- It is necessary to sign a "Declaration of Academic Integrity and Use of AI" which can be downloaded from the [Resources for Students](#) section on the Book Studies website.
- Please take plagiarism seriously and take all necessary steps to avoid any form of plagiarism.
- Generative AI is rapidly evolving and already has proven to have wide-ranging implications for all of us in a variety of contexts. We acknowledge our role in teaching students to think critically about these new tools and to introduce them to both possibilities and pitfalls. We also would like to stress the importance of learning to write and learning to trust yourself as a writer in English and of thinking independently and generating your own ideas.
- If use of certain AI tools has been greenlighted by your instructor, please list the tools used in your appendix (see directly below).

(Potential) Appendix I: Appendix to Declaration of Academic Integrity and Use of AI

- Please submit a table which looks like this (or similar):

AI Tool	Date and time accessed	Description of Use/Prompt	URL
DeepL	April 29, 2025, 3:23 pm	I used DeepL to translate the chapter "3.17 Buch trifft Fernsehen: Game Shows und Talk Shows" (p. 89-94) from Corinna Norrick-Rühl's book <i>Internationaler Buchmarkt</i> (see bibliography for full reference).	https://www.deepl.com/de/translator
Grammarly	April 15, 2025, 2:15 pm	I used the Grammar Checker to check my introduction.	https://www.grammarly.com/grammar-check
...

(Potential) Appendix 2

- Any materials you have generated (spreadsheets, screenshots etc.) which are necessary for the context of your work can be added in an appendix. This appendix can be a digital appendix. Please speak to your instructor about these options.

4. Quotations

- Quotations shorter than three lines are put into double quotation marks and are incorporated into the main text. For any quotations that appear within a quotation, single quotation marks should be used. Further typographical emphases (bold type, italics etc.) have to be marked with "original emphasis." Emphases by the author of the term paper have to be marked "my emphasis."
- If you want to quote material that is being quoted in another text, it is always preferable to look up the original source and quote directly from it. However, if this is not possible (e.g. because the original source is not accessible to you), you should use "quoted in" to acknowledge the actual source you have taken the quotation from.
- Obvious errors in quotations are marked with "[sic]"
- Direct quotations are followed by a footnote after the closing quotation marks.
- Note that punctuation sits in the quotation marks.
- Quotations longer than three lines begin on a new line, are indented on both sides by 1 cm and are spaced 1.0; quotation marks are not used.
- Direct quotations have to be accurate, quotations and paraphrases must also be acknowledged in a footnote.
- Omissions of words and/or phrases from quotations are indicated by three periods in square brackets "...". Make sure that whenever you omit words and/or phrases from a quotation the result remains grammatically correct. It may be necessary to change word order or adjust tenses, personal pronouns etc. to alter the original for understanding the original source. Any such alteration or insertion has to appear in square brackets.

5. Citations

- The Book Studies Department follows the Notes and Bibliography system of citation as outlined in the Chicago Manual of Style with the exception that (as publishing and book studies scholars), we would like you to name the place of publication in your notes and bibliography. All sources have to be acknowledged in footnotes, as well as in a separate Bibliography at the end.
- All statements, facts etc. referring to the studied texts must be supported by textual evidence (i.e. referenced).
- A sentence cannot end in more than one footnote.

5.1 Footnotes

- Information in footnotes (as well as in the Bibliography) has to be complete and correct.
- Use the same margin settings for footnotes as for the main text. Spacing is 1.0.
- All footnotes are sentences and therefore end with a full stop.
- When a source is used for the first time in a footnote, give the full bibliographical reference (hyperlinks may be left out in footnotes). For further references use a short title that needs no further explanation (usually last name of author, short title, page number).
- When citing the same source in consecutive footnotes, use "Ibid." instead of the short title in each footnote following on directly from the initial citation of the source.
- When citing from chapters or journal articles, include the specific page number or page range in the note, and the entire page range of the chapter/article in the bibliography.
- Contrary to entries within the Bibliography, footnotes mention the first name first then the last name of authors or editors. The individual pieces of information are separated by a comma. Year and place of publication are set in brackets.

5.2 Bibliography

- The bibliography should be divided into two parts: primary sources and secondary sources.
 - Primary sources include any published or unpublished material from which information is directly gained, e.g. archival material, websites, newspaper and magazine articles, photographs, audio and video recordings. They are not scientifically interpreted texts. Primary sources may be further subdivided into unpublished, published and internet sources.

- o Secondary sources are those that interpret, process or reflect upon primary sources. These usually comprise published material such as journal articles, books, and papers.
 - o The distinction between primary sources and secondary sources may also depend upon the framework of analysis. It is important to correctly differentiate between the two based on content, context and authorship, and identify them accordingly in the bibliography.
 - o If it is more suited to your analysis, you can use the terms sources ("Quellen") and references ("Forschungsliteratur") in your bibliography. This will depend on your topic.
- All bibliography entries should be formatted with a hanging indent.

5.3 Citation Guide: Some Common Examples

We highly recommend the [Purdue Online Writing Lab \(OWL\)](#) which offers additional examples for formatting of citations and bibliography. Make sure you follow the links for Chicago Style.

Single-author volume

Footnote

¹ Corinna Norrick-Rühl, *Book Clubs and Book Commerce* (Cambridge: Cambridge University Press, 2019), 25.

Short title: Norrick-Rühl, *Book Clubs*, 25.

Bibliography

Norrick-Rühl, Corinna. *Book Clubs and Book Commerce*. Cambridge: Cambridge University Press, 2019. DOI: <https://doi.org/10.1017/9781108597258>.

Multiple Authors

Footnote

² David Finkelstein and Alistair McCleery, *An Introduction to Book History*, 2nd ed. (London: Routledge, 2013), 42.

Short title: Finkelstein and McCleery, *An Introduction to Book History*, 42.

Bibliography

Finkelstein, David, and Alistair McCleery. *An Introduction to Book History*. 2nd ed. London: Routledge, 2013.

Edited Volumes/ Compilations

Footnote

³ Simon Rosenberg and Sandra Simon, eds, *Material Moments in Book Cultures: Essays in Honour of Gabriele Müller-Oberhäuser* (Frankfurt: Peter Lang, 2015).

Short title: Rosenberg and Simon, *Material Moments in Book Cultures*.

Bibliography

Rosenberg, Simon, and Sandra Simon, eds. *Material Moments in Book Cultures: Essays in Honour of Gabriele Müller-Oberhäuser*. Frankfurt: Peter Lang, 2015.

Chapter in a Compiled Volume

Footnote

⁴ Gabriele Müller-Oberhäuser, "Buchwissenschaft," in *Metzler Lexikon Literatur- und Kulturtheorie: Ansätze – Personen – Grundbegriffe*, ed. Ansgar Nünning, 3rd ed. (Stuttgart: J.B. Metzler, 2004), 74.

Short title: Müller-Oberhäuser, "Buchwissenschaft," 74.

Bibliography

Müller-Oberhäuser, Gabriele. "Buchwissenschaft." In *Metzler Lexikon Literatur- und Kulturtheorie: Ansätze – Personen – Grundbegriffe*, edited by Ansgar Nünning. 3rd ed., 73–74. Stuttgart: J.B. Metzler, 2004.

Chapter in a Multi-volume Work

Footnote

⁵ Michael T. Clanchy, "Parchment and Paper: Manuscript Culture 1100-1500," in *A Companion to the History of the Book*, ed. Simon Eliot and Jonathan Rose, 2nd ed. (Oxford: Wiley-Blackwell, 2019), 1:221.

Short title: Clanchy, "Parchment and Paper," 221.

Bibliography

Clanchy, Michael T. "Parchment and Paper: Manuscript Culture 1100-1500." In *A Companion to the History of the Book*, edited by Simon Eliot and Jonathan Rose, 2nd ed., 1:219–33. Oxford: Wiley-Blackwell, 2019.

Journal Article

Footnote

⁶ Chandni Ananth and Nayantara Srinivasan, "Reading the Bookstore. English-Language Young Adult Literature in the German Market," *Anglistik*, 35, no. 2 (2024): 189. <https://doi.org/10.33675/ANGL/2024/2/15>.

Short title: Ananth and Srinivasan, "Reading the Bookstore," 192.

Bibliography

Ananth, Chandni, and Nayantara Srinivasan. "Reading the Bookstore. English-Language Young Adult Literature in the German Market." *Anglistik* 35, no. 2 (2024): 189-202. <https://doi.org/10.33675/ANGL/2024/2/15>.

Journal Article in an Electronic Journal

Footnote

⁷ Evi Heinz, "John Rodker on Theatre: Rethinking the Modernist Stage from London's Jewish East End," *Open Library of Humanities* 6, no. 1 (2020): 3.

Short title: Heinz, "John Rodker on Theatre," 3.

Bibliography

Heinz, Evi. "John Rodker on Theatre: Rethinking the Modernist Stage from London's Jewish East End." *Open Library of Humanities* 6, no. 1 (2020): 3. <http://doi.org/10.16995/olh.455>.

Newspaper Article

Footnote

⁸ Corinna Norrick-Rühl and Kai Sina, "Wendekreis der Waage. Rowohlt und Henry Miller," *Frankfurter Allgemeine Zeitung*, 7 June 2022.

Short title: Norrick-Rühl/Sina, "Wendekreis der Waage."

Bibliography

Norrick-Rühl, Corinna, and Kai Sina. "Wendekreis der Waage. Rowohlt und Henry Miller," *Frankfurter Allgemeine Zeitung*, 7 June 2022. Accessed 12 October, 2022. <https://www.faz.net/aktuell/wissen/geist-soziales/rowohlt-und-henry-miller-wendekreis-der-waage-18084907.html>.

Review

Footnote

⁹ Ellen Barth, review of *Cookbook Politics*, by Kennan Ferguson, *Amerikastudien/American Studies*, 67.3 (2022): 379-381. <https://doi.org/10.33675/AMST/2022/3/8>.

Short title: Barth, review of *Cookbook Politics*.

Bibliography

Barth, Ellen. Review of *Cookbook Politics*, by Kennan Ferguson. *Amerikastudien/American Studies*, 67.3 (2022): 379-381. <https://doi.org/10.33675/AMST/2022/3/8>.

Article on a Website

Footnote

¹⁰ Jim Milliot, "Used Books: Threat or Opportunity?" *Publishers Weekly*, 30 September, 2005.

Short title: Milliot, "Used Books."

Bibliography

Milliot, Jim. "Used Books: Threat or Opportunity?" *Publishers Weekly*, 30 September, 2005. Accessed 12 October, 2020. <http://www.publishersweekly.com/pw/print/20051003/20869-used-books-threat-or-opportunity.html>.

Web page with no author and/or date

Footnote & short title

¹¹ "About Smashwords," Smashwords.

Bibliography

"About Smashwords," Smashwords. Accessed 12 October, 2020, <https://www.smashwords.com/about>.

Archived web pages

Footnote

¹² Clay Shirky, "How We Will Read," Findings, 5 April 2012.

Short title: Shirky, "How We Will Read."

Bibliography

Shirky, Clay. "How We Will Read." Findings, 5 April 2012. <http://blog.findings.com/post/20527246081/how-wewill-read-clay-shirky>. Archived on 7 April, 2012, accessed via Internet Archive on 12 October, 2012. <https://web.archive.org/web/20140212200209/http://blog.findings.com/post/20527246081/how-wewill-read-clay-shirky>.

Reference Works (Print)

Footnote

¹³ *Oxford English Dictionary*, 2nd ed. (1989) s.v. "author."

Bibliography

Oxford English Dictionary. 2nd ed. 20 vols. Oxford: Oxford University Press, 1989.

Reference Works (Online)

Footnote

¹⁴ *Merriam-Webster*, s.v. "self-publish," accessed 12 October, 2020.

Bibliography

Merriam-Webster, s.v. "self-publish." Accessed 12 October, 2020. <https://www.merriam-webster.com/dictionary/self-publish>.

Reading Experience Database

Footnote & short title:

¹⁵ "Record Number: 1257," *UK RED*, accessed 18 August, 2016.

Bibliography

"Record Number: 1257." *UK RED*. Accessed 18 August, 2016. http://www.open.ac.uk/Arts/reading/UK/record_details.php?id=1257.

Social Media

Footnote

¹⁶ The Society for the History of Authorship, Reading and Publishing (@sharporg@hcommons.social), "Pre @MovingTexts2021 conference SHARP EC meeting (and a rare EC selfie): great to hear about all of the brilliant things EC members are doing for SHARP! To learn more, come to our AGM on Thursday 29th July," Twitter, July 14, 2021, <https://twitter.com/SHARPorg/status/1415202809323171841>.

Short title

SHARP, "Pre @MovingTexts2021 conference SHARP EC meeting."

Bibliography

The Society for the History of Authorship, Reading and Publishing (@sharporg@hcommons.social). "Pre @MovingTexts2021 conference SHARP EC meeting (and a rare EC selfie): great to hear about all of the brilliant things EC members are doing for SHARP! To learn more, come to our AGM on Thursday 29th July." Twitter, July 14, 2021. <https://twitter.com/SHARPorg/status/1415202809323171841>.

Footnote

²² Random House Group (@randomhouse), "For a short month, we sure packed the new releases in! One more new release stack in February, which are you snagging first?" *Instagram*, February 28, 2023, <https://www.instagram.com/p/CpNrNIQuZLU/?hl=de>.

Short title

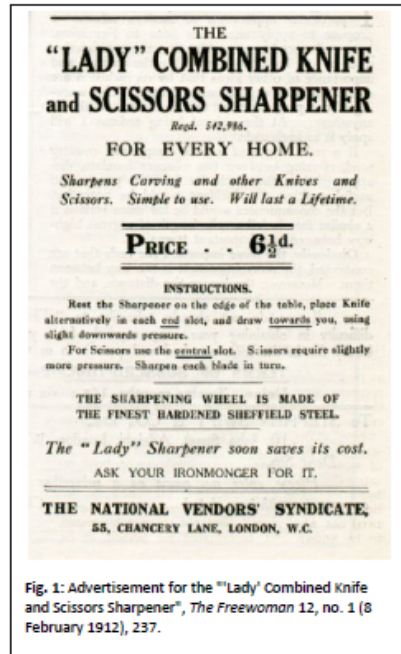
Random House Group, "New release stack in February."

Bibliography

Random House Group (@randomhouse). "For a short month, we sure packed the new releases in! One more new release stack in February, which are you snagging first?" *Instagram*, February 28, 2023. <https://www.instagram.com/p/CpNrNIQuZLU/?hl=de>.

6. Figures

- If your paper discusses specific visual aspects of book and print culture (e.g. book covers, advertisements, typographic features of texts), it can be helpful to include an image of the object under discussion in your paper.
- Figures can either be included in an appendix or in the text itself and should be accompanied by a caption containing relevant bibliographic information (see example of in-text figure below).
- For help with inserting images and captions in Microsoft Word, please refer to the e-learning course [Word für Studierende und Wissenschaftler:innen](#).



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- All figures should be numbered and referred to by their number in the text. E.g. "As we can see in fig. 1 ..." or "This is particularly evident in an advertisement included in the February 1912 issue (see fig. 1) ..."
- Any figures included in the text should be listed in a "Table of Figures", following the Table of Contents and preceding the Introduction.