

Contents

1. General regulations	2
2. Writing tips	3
3. Parts of the term paper	4
4. Quotations	6
5. Citations	7
5.1 Footnotes	7
5.2 Bibliography	7
5.3 Citation Guide: Some Common Examples	8
6. Figures	14

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 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.
- In all of your writing, scholarly and otherwise, we emphatically encourage you to hone your own writing skills and produce prose in your own, original style. Please note that any use of AI writing tools in submitted work is considered plagiarism.
- 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!
- 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).

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).
- If necessary: Justify the choice of a certain terminology vital for the term paper and give definitions for essential terms.
- Briefly review the current research on the topic and contextualize the paper.
- Acknowledge the main sources/references and limit the term paper accordingly.

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?
 - 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.
- 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.

Statement on plagiarism

- For legal protection it is necessary to sign a "Declaration of Academic Integrity" 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.

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. 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.
 - Secondary sources are those that interpret, process or reflect upon primary sources. These usually comprise published material such as journal articles, books, and papers.
 - 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 M. 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, M. 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 Mila Daskalova, "Printing as Poison, Printing as Cure: Work and Health in the Nineteenth-Century Printing Office and Asylum," *Book History*, 24, no. 1 (Spring 2021): 64.

Short Title: Daskalova, "Printing as Poison," 64.

Bibliography

Daskalova, Mila. "Printing as Poison, Printing as Cure: Work and Health in the Nineteenth-Century Printing Office and Asylum." *Book History*, 24, no. 1 (Spring 2021): 58-84.

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 und Kai Sina, "Wendekreis der Waage. Rowohlt und Henry Miller," *Frankfurter Allgemeine Zeitung*, 7 June 2022. Accessed 28 February, 2023. <https://www.faz.net/aktuell/wissen/geist-soziales/rowohlt-und-henry-miller-wendekreis-der-waage-18084907.html>.

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

Bibliography

Corinna Norrick-Rühl und Kai Sina. "Wendekreis der Waage. Rowohlt und Henry Miller." *Frankfurter Allgemeine Zeitung*, 7 June 2022. Accessed 28 February, 2023. <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 and 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

The Society for the History of Authorship, Reading and Publishing (@sharborg@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 (@sharborg@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

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>.

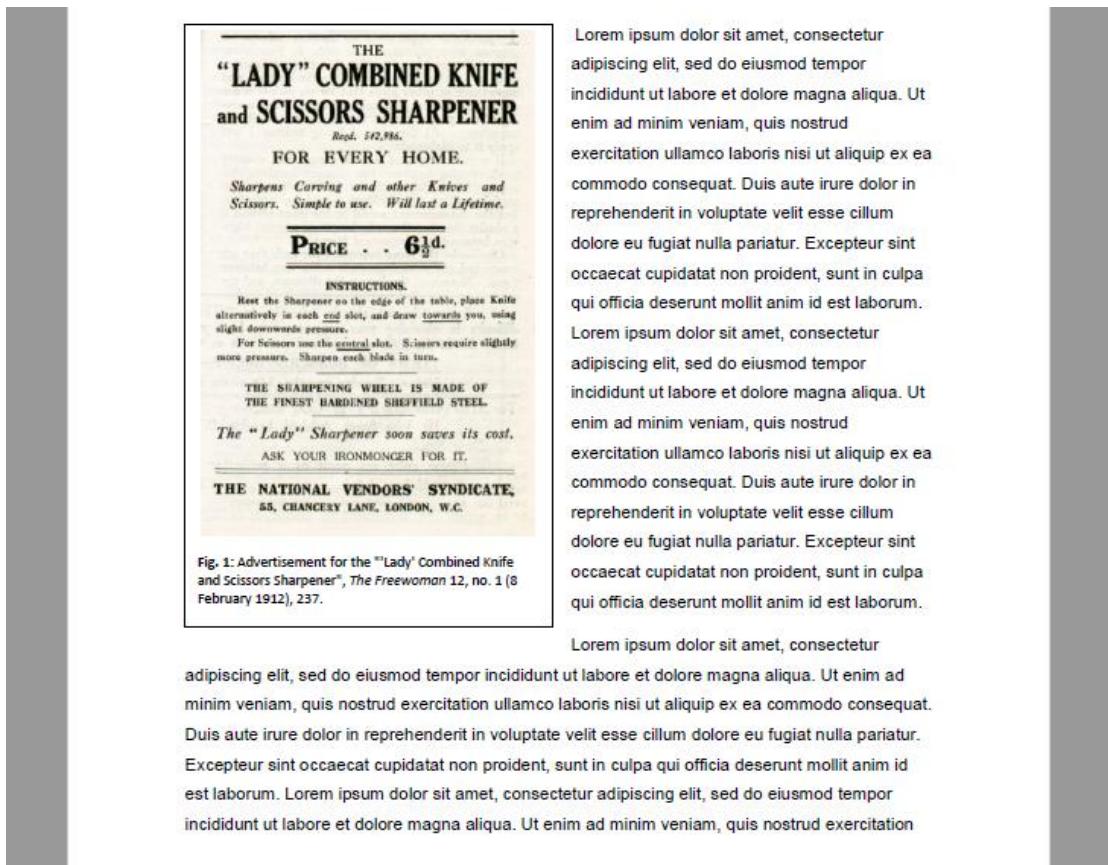
Short Title: Random House Group, “New release stack in February.”

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](#).



- 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.