

## AMERICAN STUDIES IN FLENSBURG: a style guide

Everything I've said in my main text holds true for term papers, no matter where you are writing them. There are, however, some requirements that differ from university to university and even instructor to instructor. The ones given here are expected of you if *you are writing your paper in one of my classes* taught at the University of Flensburg:

### FORMAL REQUIREMENTS

Oh, wonderful and magnificent formal requirements. Well, here they are, in brief:

Length:

8-12 text pages (not counting the title page, table of contents or the appendix or bibliography)

The title page:

The title page is not numbered (all other pages are) and should hold the following information:

The current Semester (ie. WS 09/10), Type and Title of Course, Lecturer's Name

Title of your paper

Your name, email, address, subject-specific semester

What's in a term paper?

- Title page
- (Table of contents)
- Main part
- (Appendix)
- Bibliography

Layout:

Font: Times New Roman, font size 12pt or Arial size 11pt.

Line spacing of 1.5 in regular text

Line spacing of 1.0 in indented quotes

Left and right margin should be 3 cm

Top and bottom margin 2 cm

Either justify your text (Blocksatz) or align it left (linksbündig)