

## Remarks concerning the use of „Leitfaden FSM“ for Facharbeit (= paper) in English

### 1. some aspects to consider

- the paper should include (in this order): cover page, table of contents, text body (introduction – main part (incl. subchapters), conclusion), bibliography, in some cases also an appendix, Dokumentation über Beratungsgespräche und Eigenständigkeits- und Plagiatserklärung
- write in English (incl. cover and bibliography; Ausnahme: Dokumentation über Beratungsgespräche und Eigenständigkeits- und Plagiatserklärung)
- words in languages other than English are to be written in *italics*
- your layout should clearly indicate the start of new paragraphs, e.g. by inserting an empty line
- at the end of your introductory paragraph you should repeat your thesis statement (topic Untersuchungsfrage bzw. – schwerpunkt)

### 2. Quotations: either follow the “Leitfaden FSM” or, and that is “more English”, follow the rules of the MLA Style (taken from (23.12.2017): University of Muenster --- Department of English/TEFL --- Style Sheet --- May 2012)

If you decide to follow the MLA Style sheet **quotations** go like this:

- a. Direct quotes need to be framed in “quotation marks”, quotes of more than 40 words (about 4 lines) need to be separated from the continuing text – no quotation marks, start a new line, line-spacing 1.0, indented (= eingerückt)
- b. It is not allowed to change anything (wording or spelling) within the quote. When leaving out parts of the original quote, mark this by using [...].
- c. **Direct as well as indirect quotes need to be referenced!**  
(Very helpful and easy advice on how to quote <https://www.wikihow.com/Cite-a-Quote> : APA, MLA, and CMS style)
- d. **In-text citation in brackets (Byram 2002, 425)**. Please give exact page reference (Byram 2002, 425-432). When quoting an article in an edition use (Welsch in Featherstone 1999, 194-213). The complete reference needs to be added in the bibliography. When referring to an author add the name and year in brackets: ‘Harmer (2001) as well as Wilson (2009) agree that...’ – when referring to an author twice, use *ibid.* (ebenda).
- e. Use **footnotes** for additional information of minor relevance to the main text **only** (this is different from Leitfaden FSM!)

### Bibliography:

f. Quoting from monographs:

- Byram, Michael (eds.) (2002). Routledge Encyclopedia of Language Teaching and Learning. London: Routledge.
- Harmer, Jeremy (2001). The Practice of English Language Teaching. Harlow: Pearson English Language Teaching.
- Lightbown, Patsy M. & Spada, Nina (2004). How Languages are Learned. Oxford: OUP.

g. Quoting from journals and magazines:

- Little, David (1994). “Learner Autonomy: A Theoretical Construct and Its Practical Application.” Die Neueren Sprachen 93/5, 430-442.

When quoting from online journals, include the link and date:

Meskill, Carla et al. (2002). "Expert and Novice Teachers Talking Technology: Precepts, Concepts, and Misconcepts." *Language Learning and Technology* 6/3, 46-57. [Online available on: <http://www.llt.msu.edu>], retrieved March 28, 2011.

h. Quoting from editions: (different to quotes from journals, the title of the article is followed by "In:")

Welsch, Wolfgang (1999). "Transculturality – the Puzzling Form of Cultures Today." In: Featherstone, Mike and Scott Lash (eds.). *Spaces of Cultures: City, Nation, World*, London: Sage, 194-213.

Weinbrenner, Peter (1995). "Grundlagen und Methodenprobleme sozialwissenschaftlicher Schulbuchforschung." In: Olechowski, Richard (ed.) *Schulbuchforschung*. Frankfurt am Main: Peter Lang, 21-45.

i. When quoting two or more articles from the same edition, these need to be referred to separately, the source is to be given in an abbreviated version:

Bausch, Karl-Heinz et al. (eds.) (2007 [1989]). *Handbuch Fremdsprachenunterricht*. 5th ed., Tübingen: Francke.

Bredella, Lothar (2007). "Literaturwissenschaft." In: Bausch, 54-60.

Raabe, Horst (2007). "Grammatikübungen." In: Bausch, 283-287.

j. When the bibliography includes more than one title of the same author and year of publication, a, b, c, d etc. is to be added to the year of publication:

Düwel, Dieter-Hermann & Grün, Jennifer von der (eds.) (2004a) *Englisch betrifft uns – Canada*, Aachen: Bergmoser + Höller Verlag.

Düwel, Dieter-Hermann & Grün, Jennifer von der (2004b). "Vancouver – an Ideal Venue for the Winter Olympics 2010?", in Düwel & von der Grün, 33-36.

k. Quoting from Dictionaries: (when quoting from dictionaries in the text, use the abbreviations which you are to explain in the list of abbreviations, e.g. LDCE – Longman Dictionary of Contemporary English)

Longman Dictionary of Contemporary English (1995). Munich: Langenscheidt-Longman.

Merriam-Webster Children's Dictionary (2000). London: Dorling Kindersley.

l. Quoting from textbooks

Orange Line 2 (2007). Textbook. Stuttgart: Klett.

When using more than one medium of the same edition, summarize those in one bibliographical entry:

English G21 – A3 (2008). Textbook, teacher's manual, CD, transparencies. Berlin: Cornelsen.

m. Quoting from electronic media: (material from electronic media which are not online-journals, are quoted using the link, the editor/organisation as well as the date on which you accessed the link)

[http://www.coe.int/t/dg4/linguistic/CADRE\\_EN.asp](http://www.coe.int/t/dg4/linguistic/CADRE_EN.asp), Council of Europe (10/05/2011).

<http://www.schulministerium.nrw.de/BP/>, Ministerium für Schule und Weiterbildung des Landes Nordrhein-Westfalen (10/05/2011).

Maclean, R., & Richard Straus, R. (2009, January 1). The dawn of the Indian tabloid. Retrieved from [http: ....](http://...)