

Style Sheet of the Institute of English Cultures and Literatures

Table of Contents

Formatting your paper.....	3
1. Title pages in English and in Polish:.....	3
2. Table of contents, labelled CONTENTS:	3
3. Margins:.....	3
4. Titles of chapters - in CAPITALS.....	3
5. Titles in text:.....	4
6. Quotations:.....	4
(a) general information:.....	4
(b) ellipsis:.....	4
(c) interpolation:.....	4
(d) verse quotations and shorter quotations:.....	4
(e) longer quotations:.....	4
(f) footnote style:.....	4
(g) punctuation:.....	5
Footnotes:.....	5
A. BOOKS.....	5
1. One author:	5
2. Two or three authors:.....	5
3. For four or more authors, in the note, list only the first author, followed by et al.:	5
4. Books with an editor (ed. or eds.) and/or translator (trans.) in addition to the author:	5
5. Books with an editor (ed. or eds.) or translator (trans.) instead of an author:	6
6. Chapter or article in an edited collection:	6
7. Preface, foreword, or introduction to a book:	6
8. Poem or short story:.....	6
9. Edition of a book:.....	7
B. ARTICLES.....	7
10. Journal:	7
11. Newspaper or popular magazine:	7
C. BOOKS AND ARTICLES ACCESSED ONLINE.....	7
12. Journal article:.....	7
13. E-book:.....	7
14. Newspaper or popular magazine article:.....	8
D. FILMS AND TV SHOWS.....	8
15. Film:.....	8
16. TV show:.....	8
E. AN IMAGE (SUCH AS A PAINTING OR A PHOTOGRAPH).....	8
17. Artwork:.....	8
18. Reproduction of artwork:.....	8
19. Online image:.....	9
F. GAMES.....	9
G. OTHER COMMON SOURCES.....	9
20. Website (basic template):.....	9
21. Online video:.....	9
22. Secondary sources:.....	9
23. Dictionary/Encyclopedia entry:.....	9
Bibliography:.....	10

A. BOOKS.....	10
1. One author:.....	10
2. Two or three authors:	10
3. For four and more authors:.....	10
4. Books with an editor and/or translator in addition to the author:	10
5. Books with an editor or translator instead of the author:	11
6. Chapter or article in a book:	11
7. Preface, foreword, introduction or a similar part of a book:	11
8. Poem or a short story:.....	11
9. Edition of a book:.....	11
B. ARTICLES.....	12
10. Journal:	12
11. Newspaper or popular magazine:	12
C. BOOKS AND ARTICLES ACCESSED ONLINE.....	12
12. Journal article:.....	12
13. E-book:.....	12
14. Newspaper or popular magazine article:.....	12
D. FILMS AND TV SERIES.....	13
15. Film:.....	13
16. TV show:.....	13
E. AN IMAGE (SUCH AS A PAINTING OR A PHOTOGRAPH).....	13
17. Artwork:.....	13
18. Reproduction of image:.....	13
19. Online image:.....	13
F. GAMES.....	13
G. OTHER COMMON SOURCES.....	14
20. Website (basic template):.....	14
21. Online video:.....	14
22. Secondary sources:.....	14
23. Dictionary/Encyclopedia entry:.....	14
Plagiarism.....	14

Formatting your paper

Your thesis should include the following components: the title page in Polish, the title page in English, the page with key words and copyright licence, the table of contents, an introduction, the main body of your text, a conclusion, bibliography, optional appendices, and a summary of 1-2 pages in both English and Polish. Follow the formatting of the Appendix in preparing your thesis. Unless stated otherwise, use Times New Roman 12 pt font and justify your text throughout.

1. Title pages in English and in Polish:

- (a) name of institution
- (b) your full name and student index number
- (c) the title of the thesis
- (d) type of thesis (MA Thesis or BA Thesis)
- (e) underneath, the name of your supervisor
- (f) year and place

2. Table of contents, labelled CONTENTS:

(a) introduction; (b) titles of chapters; (c) titles of subdivisions in each chapter; (d) conclusion; (e) bibliography; (f) appendix or appendices, if there are any; (g) summary in English; (h) summary in Polish. ALL with page numbers.

3. Margins:

- (a) 2.5 cm on each side with additional 1.5 cm on the left side, i.e. 4 cm on the left side, 2.5 cm on the right side, top and bottom;
- (b) numbers of pages in the top right corner of each page;
- (c) use double space throughout your thesis, except for indented quotations, mottos and footnotes.

4. Titles of chapters - in CAPITALS.

Parallel section and subsection titles should also be parallel in both **grammatical** and **graphic** form i.e., they should use not only the same syntactic structure, but also the same size and type of print. Font: Times New Roman, in bold, 14 pt for titles of chapters, and Times New Roman, in bold, 12 pt for subtitles of chapters.

5. Titles in text:

(a) enclose in “quotation marks” (*DO NOT italicise*) titles of articles, essays, short stories, short poems, songs, chapters and sections of books, unpublished works (e.g., dissertations);

(b) *italicize*: titles of published books, plays, long poems, pamphlets, periodicals, operas, films, and computer games.

6. Quotations:

(a) general information:

all quotations should correspond exactly with the originals in wording, spelling, capitalization, and interior punctuation. Exceptions (e.g. *italicised sections*) should be explicitly indicated, e.g., [emphasis mine] OR [*italics added*].

(b) ellipsis:

for **ellipsis** within a sentence, use three unspaced periods in square brackets [...].

(c) interpolation:

interpolation of your own comment or explanation in quoted matter is permissible if enclosed [in square brackets], **never (parentheses)**.

(d) verse quotations and shorter quotations:

verse quotations of a single line or **short prose quotations** (up to 40 words) should be run on, in “double quotation marks,” as part of your text (quotations within quotations should be marked by single ‘quotation marks’).

(e) longer quotations:

longer quotations (40 words or more) should be separated from the context, not enclosed in quotation marks, but indented and single-spaced (indent a setoff quotation ca. 1.5 cm from both left and right margin). Leave one line before and after the quoted text.

Do not indent the first line of the quoted passage more than its remaining part. Do not change the size of the font.

(f) footnote style:

give reference at the end of any quoted matter (either a footnote number or, if you refer to a given work frequently, an abbreviated title with page references in parentheses). Font: Times New Roman, 10 pt, no justification.

If you intend to quote a single primary source very frequently, it is permissible to add the following sentence at the end of your first footnote: **All subsequent references are to this edition and are given in the main text in parentheses.** In that case, write the number of the quoted page in parentheses after the quotation mark but before the full stop: e.g. [...] tolerated” (12), or if it is a longer quotation, after the last word of the quote but before the full stop: e.g. [...] collected (99).

(g) punctuation:

put all **commas** and **periods** inside quotation marks, unless a parenthetical reference intervenes. Other punctuation (e.g. : or ;) goes inside quotation marks only when it is actually part of the matter quoted.

Footnotes:

A. BOOKS

1. One author:

Firstname Lastname, *Title of Work* (City of publication: Publisher, year), page number(s).

¹ John Burnett, *Liquid Pleasures: A Social History of Drinks in Modern Britain* (London and New York: Routledge, 2001), 83-84.

Further references to the same book or article:

Lastname, *Title of Work*, page number(s).

² Burnett, *Liquid Pleasures*, 3.

2. Two or three authors:

Firstname Lastname and Firstname Lastname, *Title of Work* (City of publication: Publisher, year), page number(s).

¹ George Lakoff and Mark Johnson, *Philosophy in the Flesh: The Embodied Mind and Its Challenge to Western Thought* (New York: Basic Books, 1999), 18.

3. For four or more authors, in the note, list only the first author, followed by et al.:

Firstname Lastname et al., *Title of Work* (City of publication: Publisher, year), page number(s).

¹ Bob Ashley et al., *Food and Cultural Studies* (London and New York: Routledge, 2004), 24-26.

4. Books with an editor (ed. or eds.) and/or translator (trans.) in addition to the author:

Firstname Lastname, *Title of Work*, trans. Firstname Lastname (City of publication: Publisher, year), page number(s).

¹ Georges Bataille, *Theory of Religion*, trans. Robert Hurley (New York: Zone Books, 1989), 17-19.

Firstname Lastname, *Title of Work*, ed(s). Firstname Lastname (City of publication: Publisher, year), page number(s).

² Eric Hobsbawm, *Industry and Empire: From 1750 to the Present Day*, ed. Chris Wrigley (New York: The New Press, 1999), 95.

Firstname Lastname, *Title of Work*, ed(s). Firstname Lastname, trans. Firstname Lastname (City of publication: Publisher, year), page number(s).

³ Carl Gustav Jung, *The Archetypes and the Collective Unconscious*, eds. Herbert Read et al., trans. R. C. F. Hull, 2nd ed., Vol. 9 (Princeton: Princeton University Press, 1990), 222-223.

Firstname Lastname, *Title of Work*, ed(s). and trans. Firstname Lastname (City of publication: Publisher, year), page number(s).

⁴ Sigmund Freud, *Jokes and Their Relation to the Unconscious*, ed. and trans. James Strachey (New York: Norton, 1963), 94.

5. Books with an editor (ed. or eds.) or translator (trans.) instead of an author:

Firstname Lastname, trans., *Title of Work* (City of publication: Publisher, year), page number(s).

¹ Bibek Debroy, trans., *The Mahabharata*, Vol. 1 (New Delhi: Penguin Books, 2010), 93-95.

6. Chapter or article in an edited collection:

Firstname Lastname, "Title of Chapter/Article," in: *Title of Work*, ed. Firstname Lastname (City of publication: Publisher, year), page number(s).

¹ Peter Crisp, "Conceptual Metaphor and Its Expressions," in: *Cognitive Poetics in Practice*, eds. Joanna Gavins and Gerard Steen (London and New York: Routledge, 2003), 104.

7. Preface, foreword, or introduction to a book:

Firstname Lastname, "Title of Text," Introduction/Foreword/Preface to: Firstname Lastname, *Title of Work* (City of publication: Publisher, year), page number(s).

¹ Dorren Roberts, Introduction to: Daniel Defoe, *Robinson Crusoe* (London: Wordsworth Classics, [1719] 2000), xiv-xv.

² Leslie Haywood, "Reading Bordo," Foreword to: Susan Bordo, *Unbearable Weight: Feminism, Western Culture, and the Body*, 10th ed. (Berkeley, Los Angeles, London: University of California Press, 2003), x.

[Note: For republished books, give also the original publication date in square brackets.]

8. Poem or short story:

Firstname Lastname, "Title of Short Story," in: *Title of Work* (City of publication: Publisher, year), page number(s).

¹ Julian Barnes, "Knowing French," in: *The Lemon Table: Stories* (New York: Vintage International, 2005), 160.

Firstname Lastname, "Title of Poem," in: *Title of Work* (City of publication: Publisher, year), page number(s).

² Mary Oliver, "Starlings in Winter," in: *Owls and Other Fantasies: Poems and Essays*

(Boston: Beacon Press, 2006), 56.

Firstname Lastname, "Title of Short Story," in: *Title of Work*, ed(s). Firstname Lastname (City of publication: Publisher, year), page number(s).

³ Takashi Ishikawa, "The Road to the Sea," trans. Judith Merrill and Tetsu Yano, in: *The Best Japanese Science Fiction Stories*, eds. John L. Apostolous and Martin H. Greenberg (New York: Barricade Books, 1997), 59.

9. Edition of a book:

Firstname Lastname, *Title of Work*, number of edition (City of publication: Publisher, year), page number(s).

¹ Maurice Merleau-Ponty, *Phenomenology of Perception*, trans. Colin Smith, 2nd ed. (New York and London: Routledge, 2002), 103.

B. ARTICLES

10. Journal:

Firstname Lastname, "Title of Article," *Name of Journal*, Volume, Number (year), page number(s).

¹ Manuel Bilsky, "I. A. Richards' Theory of Metaphor," *Modern Philology*, Vol. 50, No. 2 (1952), 131.

Further references:

Lastname, "Title of Article," page number(s).

² Bilsky, "I. A. Richards' Theory of Metaphor," 130.

11. Newspaper or popular magazine:

Firstname Lastname, "Title of Article," *Name of Newspaper*, Date of publication, page number(s).

¹ Martha Ellyn, "Proper Food Habits Can Be Easily Taught," *The Washington Post*, August 23, 1940, 12.

C. BOOKS AND ARTICLES ACCESSED ONLINE

12. Journal article:

Firstname Lastname, "Title of Article," *Name of Journal*, Volume, Number (year), page number(s), accessed DD Month, YYYY, URL.

¹ Jennifer Raterman, "Translation and the Transfer of Impressions in George Eliot," *Nineteenth-Century Literature*, Vol. 68, No. 1 (2013), 41-42, accessed 15 October, 2015, <http://www.jstor.org/stable/10.1525/ncl.2013.68.1.33>.

13. E-book:

Firstname Lastname, *Title of Work* (City of publication: Publisher, [year of original publication if republished] year), format of e-book, page number(s).

¹ Linda Hutcheon, *A Poetics of Postmodernism: History, Theory, Fiction* (London and New York: Routledge, [1988] 2004), Taylor & Francis e-Library e-book, 22-23.

[Note: if the e-book does not have page numbers, use chapter numbers, paragraphs numbers, or any other form of location.]

14. Newspaper or popular magazine article:

Firstname Lastname, "Title of Article," *Name of Website*, publication date, accessed DD Month, YYYY, URL.

¹ Lizzie Widdicombe, "The End of Food: Has a Tech Entrepreneur Come up with a Product to Replace Our Meals?," *The New Yorker*, May 12, 2014, accessed 22 September, 2015, <http://www.newyorker.com/magazine/2014/05/12/the-end-of-food>.

D. FILMS AND TV SHOWS

15. Film:

Firstname Lastname, dir., *Title of Film* (Studio/Distributor, year).

¹ Alfred Hitchcock, dir., *Vertigo* (Paramount Pictures, 1958).

16. TV show:

Firstname Lastname, dir., "Title of Episode," *Title of TV Series* (Studio/Distributor, original air date).

¹ Terry McDonough, dir., "Better Call Saul," *Breaking Bad* (AMC, April 26, 2009).

E. AN IMAGE (SUCH AS A PAINTING OR A PHOTOGRAPH)

17. Artwork:

Firstname Lastname, *Title of Work*, date of composition (n.d. if unknown), medium, name of the institution, location of the institution.

¹ Winslow Homer, *The Life Line*, 1884, oil on canvas, Philadelphia Museum of Art, Philadelphia.

18. Reproduction of artwork:

Firstname Lastname, *Title of Work*, date of composition (n.d. if unknown), medium, name of the institution, location of the institution, in: *Title of Work*, ed. Firstname Lastname (City of publication: Publisher, year), page number(s).

¹ Sir Edwin Landseer, *Dignity and Impudence*, 1839, oil on canvas, Tate Gallery, London, in: Julian Treuherz, *Victorian Painting* (London and New York: Thames and Hudson, 1993), 29.

19. Online image:

Firstname Lastname, *Title of Work*, date of composition (n.d. if unknown), medium, name of the institution, location of the institution, *Name of Website*, accessed DD Month, YYYY, URL.

¹ Richard Avedon, *Dovima with Elephants, Evening Dress by Dior; Cirque d'Hiver, Paris*, 1955, photograph, The Museum of Modern Art, New York City, *MoMa*, accessed 12 October, 2011, <http://www.moma.org/collection/works/46095?locale=en>.

F. GAMES

Developer Name, *Title of Game* (Publisher, year).

¹ Bethesda Game Studios, *The Elder Scrolls V: Skyrim* (Bethesda Softworks, 2011).

G. OTHER COMMON SOURCES

20. Website (basic template):

Firstname Lastname or Poster's Username, "Title of Work," *Name of Website*, publication date, last modification date, accessed DD Month, YYYY, URL.

¹ Samantha Shankman, "The 25 Most Popular Destinations for Facebook Check-Ins in 2013," *Skift*, last modified December 9, 2013, accessed 6 June, 2014, <http://skift.com/2013/12/09/the-25-most-popular-destinations-for-facebook-check-ins-in-2013>.

[Note: when citing online sources, always check first if the author or publisher indicates how to cite the page.]

21. Online video:

Firstname Lastname or Poster's Username, "Title of Video," *Name of Website*, publication date, accessed DD Month, YYYY, URL.

¹ Saturday Night Live, "Super Showcase," *Youtube*, September 6, 2013, accessed 19 April, 2015, <https://www.youtube.com/watch?v=IoTv5sjom8k>.

22. Secondary sources:

Firstname Lastname, *Title of Work* (City of publication: Publisher, year), page number(s), quoted in: Firstname Lastname, *Title of Work* (City of publication: Publisher, year), page number(s).

¹ Sander Gilman, *Disease and Representation* (Ithaca: Cornell University Press, 1988), 1, quoted in: Barbie Zelizer, *About to Die: How News Images Move the Public* (Oxford: Oxford University Press, 2010), 151.

23. Dictionary/Encyclopedia entry:

Dictionary/Encyclopedia, ed., s.v. "term."

¹ *Oxford English Dictionary*, 2nd ed., s.v. “phenomenon.”

² *Encyclopaedia Britannica*, 15th ed., s.v. “raccoon.”

Firstname Lastname, “Term,” in: *Dictionary/Encyclopedia*, ed(s). Firstname Lastname, number of edition, number of volume, (City of publication: Publisher, year), page number(s).

³ David Lea, “Intertextuality,” in: *The Routledge Dictionary of Literary Terms*, eds. Peter Childs and Roger Fowler, 3rd ed. (London and New York: Routledge, 2006), 121-123.

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1. One author:

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¹ Burnett, John. *Liquid Pleasures: A Social History of Drinks in Modern Britain*. London and New York: Routledge, 2001.

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¹ Lakoff, George, and Mark Johnson, *Philosophy in the Flesh: The Embodied Mind and its Challenge to Western Thought*. New York: Basic Books, 1999.

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Lastname, Firstname. *Title of Work*. Translated by Firstname Lastname. City of publication: Publisher, year.

¹ Bataille, Georges. *Theory of Religion*. Translated by Robert Hurley. New York: Zone Books, 1989.

Lastname, Firstname. *Title of Work*. Edited by Firstname Lastname. City of publication: Publisher, year.

² Hobsbawm, Eric. *Industry and Empire: From 1750 to the Present Day*. Edited by Chris Wrigley. New York: The New Press, 1999.

Lastname, Firstname. *Title of Work*. Edited by Firstname Lastname. Translated by Firstname Lastname. City of publication: Publisher, year.

³ Jung, Carl Gustav. *The Archetypes and the Collective Unconscious*. Edited by Herbert Read et al. Translated by R. C. F. Hull. 2nd ed., Vol. 9. Princeton: Princeton University Press, 1990.

Lastname, Firstname. *Title of Work*. Edited and translated by Firstname Lastname. City of

publication: Publisher, year.

⁴ Freud, Sigmund. *Jokes and Their Relation to the Unconscious*. Edited and translated by James Strachey. New York: Norton, 1963.

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¹ Debroy, Bibek, trans. *The Mahabharata*. Vol. 1. New Delhi: Penguin Books, 2010.

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¹ Crisp, Peter. "Conceptual Metaphor and its Expressions." In: *Cognitive Poetics in Practice*. Edited by Joanna Gavins and Gerard Steen. London and New York: Routledge, 2003, 89-112.

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¹ Roberts, Doreen. Introduction to: Daniel Defoe, *Robinson Crusoe*. London: Wordsworth Classics, [1719] 2000, ix-xxvii.

² Haywood, Leslie. "Reading Bordo." Foreword to: Susan Bordo, *Unbearable Weight: Feminism, Western Culture, and the Body*, 10th ed. Berkeley, Los Angeles, London: University of California Press, 2003, ix-xi.

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¹ Barnes, Julian. "Knowing French." In: *The Lemon Table: Stories*. New York: Vintage International, 2005, 155-180.

Lastname, Firstname. "Title of Poem." In: *Title of Work*. City of publication: Publisher, year, full page numbers.

² Oliver, Mary. "Starlings in Winter." In: *Owls and Other Fantasies: Poems and Essays*. Boston: Beacon Press, 2006, 56-58.

Lastname, Firstname. "Title of Short Story." In: *Title of Work*. Edited by Firstname Lastname. City of publication: Publisher, year, full page numbers.

³ Ishikawa, Takashi. "The Road to the Sea." Translated by Judith Merrill and Tetsu Yano. In: *The Best Japanese Science Fiction Stories*. Edited by John L. Apostolous and Martin H. Greenberg. New York: Barricade Books, 1997, 58-61.

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Lastname, Firstname. *Title of Book*. Number of edition. City of publication: Publisher, year, page numbers.

¹ Merleau-Ponty, Maurice. *Phenomenology of Perception*. Translated by Colin Smith. 2nd

ed. New York and London: Routledge, 2002.

B. ARTICLES

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¹ Bilsky, Manuel. "I. A. Richards" Theory of Metaphor." *Modern Philology*. Vol. 50, No. 2 (1952), 128-141.

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Lastname, Firstname. "Title of Article." *Name of Newspaper*, date of publication, full page numbers.

¹ Ellyn, Martha. "Proper Food Habits Can Be Easily Taught." *The Washington Post*, August 23, 1940, 12.

C. BOOKS AND ARTICLES ACCESSED ONLINE

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Lastname, Firstname. "Title of Article." *Name of Journal*. Volume, Number (year), full page number(s). Accessed DD Month, YYYY, URL.

¹ Jennifer Raterman, "Translation and the Transfer of Impressions in George Eliot," *Nineteenth-Century Literature*, Vol. 68, No. 1 (2013), 33-63. Accessed 15 October, 2015, <http://www.jstor.org/stable/10.1525/ncl.2013.68.1.33>.

13. E-book:

Lastname, Firstname. *Title of Work*. City of publication: Publisher, [year of original publication if republished] year. E-book format.

¹ Hutcheon, Linda. *A Poetics of Postmodernism: History, Theory, Fiction*. London and New York: Routledge, [1988] 2004. Taylor & Francis e-Library e-book.

14. Newspaper or popular magazine article:

Lastname, Firstname. "Title of Article." *Name of Website*. Publication date, accessed DD Month, YYYY, URL.

¹ Widdicombe, Lizzie. "The End of Food: Has a Tech Entrepreneur Come up with a Product to Replace our Meals?." *The New Yorker*. May 12, 2014, accessed 22 September, 2015, <http://www.newyorker.com/magazine/2014/05/12/the-end-of-food>.

D. FILMS AND TV SERIES

15. Film:

Lastname, Firstname, dir. *Title of Film*. Studio/Distributor, year.

¹ Hitchcock, Alfred, dir. *Vertigo*. Paramount Pictures, 1958.

16. TV show:

Lastname, Firstname, dir. "Title of Episode," *Title of TV Series*. Studio/Distributor, original air date.

¹ McDonough, Terry, dir. "Better Call Saul," *Breaking Bad*. AMC, April 26, 2009.

E. AN IMAGE (SUCH AS A PAINTING OR A PHOTOGRAPH)

17. Artwork:

Lastname, Firstname. *Title of Work*. Date of composition (n.d. if unknown). Medium. Name of the institution, location of the institution.

¹ Winslow Homer. *The Life Line*. 1884. Oil on canvas. Philadelphia Museum of Art, Philadelphia.

18. Reproduction of image:

Lastname, Firstname. *Title of Work*. Date of composition (n.d. if unknown). Medium. Name of the institution, location of the institution. In: *Title of Work*. Edited by Firstname Lastname. City of publication: Publisher, year, full page numbers.

¹ Landseer, Sir Edwin. *Dignity and Impudence*. 1839. Oil on canvas. Tate Gallery, London. In: Treuherz, Julian. *Victorian Painting*. London and New York: Thames and Hudson, 1993, 29.

19. Online image:

Lastname, Firstname. *Title of Work*. Date of composition (n.d. if unknown). Medium. Name of the institution, location of the institution. *Publishing Organization or Name of Website*, accessed DD Month, YYYY, URL.

¹ Avedon, Richard. *Dovima with Elephants, Evening Dress by Dior, Cirque d'Hiver, Paris*. 1955. Photograph. The Museum of Modern Art, New York City. *MoMa*, 12 October, 2011, <http://www.moma.org/collection/works/46095?locale=en>.

F. GAMES

Developer Name. *Title of Game*. Publisher, year.

¹ Bethesda Game Studios. *The Elder Scrolls V: Skyrim*. Bethesda Softworks, 2011.

G. OTHER COMMON SOURCES

20. Website (basic template):

Lastname, Firstname or Poster's Username. "Title of Work." *Name of Website*. Publication date, last modification date, accessed DD Month, YYYY, URL.

¹ Shankman, Samantha. "The 25 Most Popular Destinations for Facebook Check-Ins in 2013." *Skift*. Last modified December 9, 2013, accessed 6 June, 2014, <http://skift.com/2013/12/09/the-25-most-popular-destinations-for-facebook-check-ins-in-2013>.

21. Online video:

Lastname, Firstname or Poster's Username. "Title of Video." *Name of Website*. Publication date, accessed DD Month, YYYY, URL.

¹ Saturday Night Live, "Super Showcase," *Youtube*, 6 September, 2013, accessed April 19, 2015, <https://www.youtube.com/watch?v=IoTv5sjom8k>.

22. Secondary sources:

Lastname, Firstname. *Title of Work*. City of publication: Publisher, year, page number(s). Quoted in: Firstname Lastname, *Title of Work* (City of publication: Publisher, year), page number(s).

¹ Gilman, Sander. *Disease and Representation*. Ithaca: Cornell University Press, 1988, 1. Quoted in: Barbie Zelizer, *About to Die: How News Images Move the Public* (Oxford: Oxford University Press, 2010), 151.

23. Dictionary/Encyclopedia entry:

Dictionary/Encyclopedia, ed., s.v. "term."

¹ *Oxford English Dictionary*, 2nd ed., s.v. "phenomenon."

² *Encyclopaedia Britannica*, 15th ed., s.v. "raccoon."

Lastname, Firstname. "Term." In: *Dictionary/Encyclopedia*. Edited by Firstname Lastname, Number of edition, number of volume. City of publication: Publisher, year, full page number(s).

³ Lea, David. "Intertextuality." In: *The Routledge Dictionary of Literary Terms*. Edited by Peter Childs and Roger Fowler. 3rd ed. London and New York: Routledge, 2006, 121-123.

NOTE: IN CASE OF DOUBT, CONSULT THE LATEST EDITION OF *THE CHICAGO MANUAL OF STYLE*.

Plagiarism

This section is currently under construction and will be available next semester. For now, please talk to your supervisor about any issues you might have concerning avoiding plagiarism or go to Plagiarism.org.