



# **İSTANBUL KÜLTÜR UNIVERSITY**

**Istanbul Kültür University**

**Faculty of Science and Letters**

**Department of English Language and Literature**

**Guidelines for the Graduation Project**

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This template is created to illustrate the formatting requirements for ENL8004 Graduation Project course's research paper. Each student is expected to write a 3000-3500-word research paper on a topic of their choice.

## I. General Formatting

- The Modern Language Association (MLA), recommends using **12-point Times New Roman**. Use **double-spacing** throughout your paper. Leave **1-inch margins** on the top, bottom, and each side.
- Each paragraph should be indented half an inch from the left margin. To set paragraph indentation: Layout > Indents and Spacing > Indentation > First line; 0.5". Set your measurement unit as inches by following these steps: Options > Advanced > Display > Show measurements in units of "Inches".
- Except for the cover sheet, format page numbers as shown above: your last name and page numbers should be in the upper right-hand corner of every page and should be one-half inch from the top.

### A note on academic integrity

You are expected to fulfil the requirements of this course by relying on your own research and writing skills. You may borrow certain material from other sources, but you must acknowledge the source of your borrowed idea/material/argument. **Avoid engaging in plagiarism or any type of cheating.** The originality of your essays will be evaluated by the Turnitin plagiarism detection service and your instructors will receive a "Similarity Report" from Turnitin for each student submission. **If your assignment has a high plagiarism score, you will fail the course (F grade).**

## II. Quotations and in-text citations

Use the 8<sup>th</sup> edition of MLA documentation style. Using parenthetical citations according to MLA style will allow you to guide your readers quickly to the source of a quotation or a paraphrased idea that you have used in the development of an argument or idea. A parenthetical citation might look like this:

“The old is dying and the new cannot be born; in this interregnum a great variety of morbid symptoms appear” (Gramsci 276).

The name Gramsci directs readers to the work by Gramsci in the list of works cited, and the page number 276 specifies the page in the work on which the cited material appears. This subsection is prepared to present the essentials of use of quotations and parenthetical or in-text citation.

### A. MLA parenthetical citations

#### Author named

If the author's name is mentioned in the sentence, only cite the page number.

#### Example

Svetlana Boym defines nostalgia as “a double exposure, or a superimposition of two images – of home and abroad, past and present, dream and everyday life” (xiv).

#### Author not named

If the author's name is not mentioned in the sentence, cite both the name and the page number.

#### Example

“In science fiction, the attitude of estrangement – used by Brecht in a different way, within a still predominantly “realistic” context – has grown into the formal framework of the genre” (Suvin 375)

### A work with two or three authors

If the entry in the works cited list begins with the names of two authors, include both last names in the in-text citation, connected by *and*.

#### Example

“Subjectification is never without a black hole in which it lodges its consciousness, passion, and redundancies” (Deleuze and Guattari 167).

### A work with three or more authors

The in-text citation should begin with the first author’s name followed by *et al.* and page number.

#### Example

“Individuals who suffer from PTSD continuously and uncontrollably relive the very distressing elements of the traumatic event in the form of intrusive recollection and a sense of permanent threat” (Shalev, et al. 1).

### A work by an author of two or more cited works

If you are citing two works by the same author, put a comma after the author’s name and add title words. e.g. (Smyth, “Memories of Motherhood” 77) to distinguish between them in the in-text citation. Do this when citing each of the sources throughout the piece of writing.

## B. Quotations

### 1. Long quotations

Long quotations (more than four lines) should be indented. Do not indent the first line an extra amount or add quotation marks not present in the original. Type a space after the concluding punctuation mark of the quotation and insert the parenthetical citation.

#### Example

Whilst disavowing revolution, Schiller emphasizes the realization of productive actions through violence in *On the Aesthetic Education of Man*:

The artist is indeed the child of his age; but woe to him if he is at the same time its ward or, worse still, its minion! Let some beneficent deity snatch the suckling betimes from his mother's breast, nourish him with the milk of a better age, and suffer him to come to maturity under a distant Grecian sky. Then, when he has become a man, let him return, a stranger, to his own century; not, however, to gladden it by his appearance, but rather, terrible like Agamemnon's son, to cleanse and to purify it. (580)

### 2. Poetry

While quoting poetry, put the verse in quotation marks within your text, just as you would quote a line of prose. You may incorporate two or three lines by using a forward slash with a space on each side to indicate where the line breaks fall.

#### Example

“Achille looked up at the hole the laurel had left. / He saw the hole silently healing with the foam / of a cloud like a breaker” (Walcott 6).

Verse quotations of more than three lines should be set off from your text as a block.

### Example

Once upon a midnight dreary, while I pondered, weak and weary,

Over many a quaint and curious volume of forgotten lore—

While I nodded, nearly napping, suddenly there came a tapping,

As of some one gently rapping, rapping at my chamber door.

“ ’Tis some visiter,” I muttered, “tapping at my chamber door—

Only this and nothing more.” (244)

If the layout of the lines in the original text, including indention and spacing within and between them, is unusual, reproduce it in your quotation.

### Example

E. E. Cummings concludes the poem with this vivid description of carefree scene:

it’s

spring

and

the

goat-footed

balloonMan whistles

far

and

wee (16-24)

### 3. Play

If you quote dialogue in a play or screenplay, set the quotation off from your text. Begin each part of the dialogue with the character's name, indented half an inch from the left margin and written in all capital letters. Follow the name with a period and then start the quotation. When the dialogue shifts to another character, start a new line indented half an inch. Maintain the same pattern throughout the quotation.

#### Example

DANFORTH. I will have nothing from you, Mr. Hale! *To Proctor*: Will you confess

yourself befouled with Hell, or do you keep that black allegiance yet? What say

you?

PROCTOR. *his mind wild, breathless.* I say – I say – God is dead! (119)

For the quotations of verse plays and poems that are divided into parts, omit the page number and cite the appropriate part – act, scene, canto, book, and so on – plus the line number(s). Use Arabic numerals for parts, including acts and scenes (4.5), unless your instructor specifies Roman numerals (IV.V).

#### Example

“O Gertrude, Gertrude, / When sorrows come, they come not single spies, / But in battalions...”

(4.5.82-84).

As in the poetry quotations above, incorporate two or three lines by using a forward slash with a space on each side. In the example above, the in-text citation (4.5.82-84) directs your reader to the act, scene and line numbers.



## 4. Ellipsis

When you omit a word, a phrase, a sentence, or more from a quoted passage, you must mark the omission with ellipsis points, or three spaced periods.

- **Omission within a sentence**

Identify an omission within a sentence by using three periods with a space before each and a space after the last (...).

### Example

#### Original quote

I wish to distinguish two main types of liminality – though many others will undoubtedly be discovered – first, the liminality characterizes *rituals of status elevation*, in which the ritual subject or novice is being conveyed irreversibly from a lower to a higher position in an institutionalized system of such positions. Secondly, the liminality frequently found in cyclical and calendrical ritual, usually of a collective kind, in which at certain culturally defined points in the seasonal cycle groups or categories of persons who habitually occupy low status positions in the social structure are positively enjoined to exercise ritual authority over their superiors; and they, in their turn, must accept with good will their ritual degradation. (Turner 167)

#### Quotation with an ellipsis in the middle

“I wish to distinguish two main types of liminality ... first, the liminality characterizes *rituals of status elevation*, in which the ritual subject or novice is being conveyed irreversibly from a lower to a higher position in an institutionalized system of such positions” (Turner 167).

### Quotation with an ellipsis at the end

“Secondly, the liminality frequently found in cyclical and calendrical ritual, usually of a collective kind, in which at certain culturally defined points in the seasonal cycle groups or categories of persons who habitually occupy low status positions in the social structure are positively enjoined to exercise ritual authority over their superiors...” (Turner 167).

While modifying the material that you are quoting, you should consider the grammatical unity of your writing.

### Original quote

“Finally, Kelvin grasps that Solaris, this gigantic brain, directly materializes our innermost fantasies which support our desire; it is a machine that materializes in reality my ultimate fantasmatic object that I would never be ready to accept in reality, though my entire psychic life turns around it” (Žižek 15).

### Modified quote

In *Solaris*, we observe that the planet Solaris acting as a machine materializing the “ultimate fantasmatic object that [we] would never be ready to accept in reality” (Žižek 15).

In this example, the author modifies the source material from “I would never be” to “we would never be”, in order to maintain the subject agreement. The subject in the source “I” is replaced by “we” and the modification is indicated with the square brackets.

### Modified quote

“[I]t is a machine that materializes in reality my ultimate fantasmatic object that I would never be ready to accept in reality” (Žižek 15).

In this example, the author quotes only the second part of the source. For altered capitalization in quotations, use square brackets as illustrated above.

- **Omission in a quotation of poetry**

Use three or four spaced periods in quotations of poetry, as in quotations of prose.

### Original

“Mutability” by Percy Bysshe Shelley

We are as clouds that veil the midnight moon;

How restlessly they speed, and gleam, and quiver,

Streaking the darkness radiantly! —yet soon

Night closes round, and they are lost for ever:

Or like forgotten lyres, whose dissonant strings

Give various response to each varying blast,

To whose frail frame no second motion brings

One mood or modulation like the last.

We rest. —A dream has power to poison sleep;

We rise. —One wandering thought pollutes the day;  
 We feel, conceive or reason, laugh or weep;  
 Embrace fond woe, or cast our cares away:

It is the same! —For, be it joy or sorrow,  
 The path of its departure still is free:  
 Man's yesterday may ne'er be like his morrow;  
 Nought may endure but Mutability.

#### **Quotation with an ellipsis at the end**

We are as clouds that veil the midnight moon;  
 How restlessly they speed, and gleam, and quiver,  
 Streaking the darkness radiantly! —yet soon  
 Night closes round, and they are lost for ever. ...

An ellipsis is needed in this example because without it, the reader would think that "ever" was the last word of the source.

#### **Quotation omitting a line or more in the middle**

The omission of a line or more in the middle of a poetry quotation is indicated by a line of spaced periods approximately the length of a complete line of the quoted poem.

We are as clouds that veil the midnight moon;  
 How restlessly they speed, and gleam, and quiver,  
 Streaking the darkness radiantly! —yet soon

Night closes round, and they are lost for ever:

.....

It is the same! —For, be it joy or sorrow,

The path of its departure still is free:

Man's yesterday may ne'er be like his morrow;

Nought may endure but Mutability.

## 5. Footnotes and endnotes

The MLA documentation style relies on in-text references. However, bibliographic citations may be used to provide supplementary commentary. The 8<sup>th</sup> edition of MLA recommends using endnotes to provide such additional information. Since the length and scope of your research will not require the use of endnotes, unless your instructor recommends, **do not use endnotes**.

## III. Preparing the MLA list of works cited

The recommended heading for the reference list is Works Cited, which should be centered. Each source should be arranged in alphabetical order and they should be formatted with double-spacing and a hanging indent. Set your paragraph indentation to 0.5" by following these steps: Place your cursor at the beginning of your citation, and highlight it > Right click your mouse > Select **Paragraph** > Under **Indentation**, use **Special** pull-down menu to select **hanging** > Use the **By** menu to select 0.5".

- **One author**

Give the author's full name – last name first, a comma, first name, and middle name or initial. Omit any title, such as *Dr.* or *PhD.*

**Example**

Turner, Victor. *The Ritual Process*. Cornell UP, 1969.

- **Two or three authors**

Give the authors' names in the order provided on the title page. Reverse the first and last names of the first author only, not of any other authors. Separate two authors' names with a comma and and; separate three authors' names with a commas and with and before the third name.

**Example**

Lock, Margaret and Vinh-Kim Nguyen. "Colonial Disease and Biological Commensurability". *An Anthropology of Biomedicine*. Wiley-Blackwell, 2010, pp. 146-174.

Irimia, Mihaela, Andreea Paris, and Dragoş Manea. *Literature and Cultural Memory*. Brill-Rodopi, 2017.

If you cite more than one work by the same author, give the name in the first entry only. Thereafter, use three hyphens instead of the name.

**Example**

Lacan, Jacques. *The Seminar of Jacques Lacan, Book XVII, The Other Side of Psychoanalysis*. Trans. Russell Grigg. W.W. Norton, 2007.

---. *The Seminar of Jacques Lacan, Book XX, On Feminine Sexuality: The Limits of Love and Knowledge*. Trans. Bruce Fink. W.W. Norton, 1999.

If you cannot validate a reference's authorship, date of publication or its authoritativeness, especially if it is an online resource, consider using another similar reference that is more authoritative instead.

- **Articles in scholarly journals**

An article published in a periodical (a journal) should be formatted as following.

Surname, Name. "Title of article." Title of periodical/journal, volume, issue, date of publication, page numbers.

### Example

Rasch, Astrid. "Postcolonial Nostalgia: The Ambiguities of White Memoirs of Zimbabwe." *History and Memory*, vol. 30, no. 2, 2018, pp. 147–180.

Bianchi, Pietro. "From Representation to Class Struggle". *S: Journal of the van Eyck Circle for Lacanian Ideology Critique* vol. 5, 2012, pp. 114-126.

The examples above are taken from printed journals. If the article you are referring to does not provide issue, as in the second example, provide only volume number and publication date, as well as page numbers.

- **An article in a journal with a DOI number or a stable URL**

The location of an online work is commonly indicated by its URL. Use the URL that you see in the browser (omitting <http://> or <https://>) unless the source identifies a DOI or permalink associated with it.

Conrad, Peter. "Shakespeare in the age of Brexit and Trump: the play's still the thing." *The Guardian*, 29 Sep. 2018, <https://www.theguardian.com/culture/2018/sep/29/shakespeare-in-the-age-of-brexit-and-trump-peter-conrad-theatre-of-our-world/>.

While URLs define where online material is located, the publisher of a work on the Web can change its URL at any time. If your source offers URLs that it says are stable, use them in your entry.

Bongiorni, Kevin. "Michael Haneke's *Amour* in the Light of Italian Neorealism." *Pacific Coast Philology*, vol. 51, no. 1, 2016, pp. 23–41. *JSTOR*, [www.jstor.org/stable/10.5325/pacicoasphil.51.1.0023](http://www.jstor.org/stable/10.5325/pacicoasphil.51.1.0023).

Some publishers assign DOIs, or digital object identifiers, to their publications. A DOI remains attached to a source even if the URL changes.

Law, Alma H. "Chekhov's Russian 'Hamlet' (1924)." *The Drama Review: TDR*, vol. 27, no. 3, 1983, pp. 34–45. *JSTOR*, doi:10.2307/1145459.



- **A second or subsequent edition**

For any edition after the first, place the edition number after the title. Use the appropriate designation for editions that are named or dated – for instance, Rev. ed. for “Revised edition.”

### Example

Swift, Graham. *Waterland*. Rev. ed., Picador, 1992.

Burgess, Anthony. *1985*. 2nd ed., Little, Brown and Company, 1978.

- **A book with an editor**

Write the names of editor(s)' of the anthology in the order provided on the title page. If there is more than one editor, reverse the first and last names of the first editor only, not of any other editors.

Mongia, Padmini, editor. *Contemporary Postcolonial Theory: A Reader*. Arnold, 2003.

Rivkin, Julie, and Michael Ryan, editors. *Literary Theory: An Anthology*. Wiley Blackwell, 2017.

- **A book with an author and an editor**

Cite the book as usual but include the editor's name as indicated below.

Frost, Robert. *Poetry and Prose*, edited by Edward C. Lathem and Lawrence Thompson, Rinehart Editions, 1972.

- **A book with a translator**

There are two ways of citing a translated work. You may either want to emphasize the work or the name of the translator. For the former, just cite the book as usual and include the translator's name at the end.

Derrida, Jacques. *Spectres of Marx: The State of the Debt, the Work of Mourning and the New International*. Translated by Peggy Kamuf, Routledge, 1994.

For the latter, however, include the translator's name in the place of the author's and write the author's name at the end. Nevertheless, you need to be aware that this version is the less common one.

Kamuf, Peggy, translator. *Spectres of Marx: The State of the Debt, the Work of Mourning and the New International*. By Jacques Derrida, Routledge, 1994.

- **An anthology**

Write the names of editor(s)' of the anthology in the order provided on the title page. If there is more than one editor, reverse the first and last names of the first editor only, not of any other editors. Note that this is not a common type of citation.

Sullivan, Victoria, and James Hatch, editors. *Plays By and About Women*. Vintage-Random House, 1973.

- **A selection from an anthology**

Lessing, D. "Play with a Tiger." *Plays By and About Women*, edited by Victoria Sullivan and James Hatch, Vintage-Random House, 1973, pp. 201-74.

- **A dissertation**

Treat a published dissertation like a book, but after the title insert Diss. ("Dissertation"), the institution granting the degree, and the year.

Byrne, Deirdre Cassandra. *Selves and Others: The Politics of Difference in the Writings of Ursula Kroeber Le Guin*. Diss. U of South Africa, 1995.

- **Film and television**

If your discussion of a film or television series focuses on the contribution of a particular person – say, the performance of an actor or the ideas of the screenwriter – begin the entry with his or her name, followed by a descriptive level.

Hamm, Jon, performer. *Mad Men*. Lionsgate, 2007-2015.

or

Weiner, Matthew, creator. *Mad Men*. Lionsgate. 2007-2015.

If you are writing about a film or television series without focusing on an individual's contribution, begin with the title.

*Mad Men*. Created by Matthew Wiener, performance by Jon Hamm, Lionsgate, 2007-2015.

To cite a television series on a streaming service, follow the guidelines below.

“Ozymandias.” *Breaking Bad*, season 5, episode 15, AMC, 15 Sep. 2013. *Netflix*,  
<https://www.netflix.com/watch/70236426?>

When citing an entire TV series:

Gilligan, Vince, creator. *Breaking Bad*. High Bridge Productions, 2008-2013. *Netflix*,  
<https://www.netflix.com/title/70143836>

To cite a movie or television series within the text of your paper, put the first item of the Works Cited entry in parentheses at the end of your sentence. The reader can locate the corresponding Works Cited entry from your citation.

### Example

[Donald Draper] presents a slide show with photographs from his own family life and names the projector “the carousel”, a carousel that “lets us travel the way a child travels, round and round, and back home again” (Weiner).

For more information about the in-text citation and the list of works cited, you may consult *The MLA Handbook*, 8<sup>th</sup> edition, *The Little, Brown Handbook*, 12<sup>th</sup> edition or **Purdue Online Writing Lab**.