

Stylesheet (American English)

Choice of Topic:

- The topic should be original and clearly reference the course's theme and material. It should elaborate, supplement, or reference the course and have an aesthetic or historical focus. Alternative topics may be considered.
- Topic, research questions, and outline should be developed in consultation with the course instructor during office hours. Appointments during semester breaks must be scheduled in advance.
- An exposé (mandatory) containing the essay's title, research questions (2-3 sentences), preliminary table of contents with estimated word counts for all subsections, and preliminary bibliography (approx. 10 titles) should be submitted as a Word document to the course instructor.

Submission Guidelines: Due dates will be communicated each semester. Essays should be submitted by email (as both Word and PDF formats) to the course instructor.

Content:

- Title page (1 page)
- Table of Contents with page numbers (1 page)
- Text length: seminar (5,000 words), master's thesis (18,000 words) – plus or minus 10 %
- Bibliography
- Statement of Authenticity (mandatory for term papers and MA theses) can be downloaded at: <https://www.geisteswissenschaften.fu-berlin.de/studium/downloadbereich/index.html>

General Formatting:

Font: Times New Roman

Page numbers at bottom right of page (title page and table of contents without number, begin page numbers with the introduction on page 1)

Margins: left: 2.5 cm / right: 2.5 cm / top: 3 cm / bottom: 3 cm

Header: 1.25 cm / Footer: 1.25 cm

Main Text and Bibliography

Font size: 12pt

Line spacing: 1.5

Left text alignment (bibliography hanging indent, 1.25 cm)

Indent each new paragraph 1.25 cm

Hyphenation

Freie Universität Berlin
Institute of Theater Studies
Division of Critical Dance Studies
Semester
Course “title” and number
Module:
Instructor:

Essay Title
Optional Subtitle

First and last name
Address
Email
matriculation number
course of study

Table of Contents (example)

1. Introduction (700–1,500 words for seminar length)
2. Heading to Section 1
 - 2.1 Subsection
 - 2.2 Subsection
 - 2.3 Subsection
3. Heading to Section 2
 - 3.1 Subsection
 - 3.2 Subsection
 - 3.3 Subsection
4. Conclusion (300–1,000 words for seminar length)

The essay should follow the **Chicago Manual of Style (current edition, available online) author-date citation system**. Please see the end of this document for examples of the References, In-text citations, Footnotes, Illustrations and Tables.

Style: American spelling, punctuation and grammatical conventions. The main style conventions are:

- Spell out centuries – i.e., nineteenth century, twentieth century.
- List figure captions at the very end of each manuscript file.
- Use **double quotation marks** and place punctuation (e.g. full stop, comma) inside quotation marks, unless using part of a quotation at the end of a sentence, in which case the full stop should be placed after the in text reference in parenthesis.
- Use the en dash (–) to separate a thought – like this, and to replace the word “to,” without spaces, to distinguish years (2000–2012) and page ranges (1–5).
- The hyphen (-) is used to connect words.
- Use *italics* to denote other languages, add emphasis (use sparingly!), and for book and performance titles. Example: *Swan Lake*.

- **Please indent quotations of more than a couple of lines.** Indented quotations do not include quotation marks. At the end of indented quotations (but not in the running text), the full stop should come at the end of the quote and before the reference (e.g. author date, page number).
- Use 1.5-spacing throughout, also in indented quotations (but footnotes 1.0 spacing).
- Use 12pt Times New Roman font (but footnotes 10pt).
- Italicize book and journal titles.

Numbers

- Spell out simple numbers – i.e., two, sixteen, fifty, ninety-nine.
- Use numbers themselves for complex numbers – i.e., 108; 2,500.
- Dates are written as numbers – i.e., February 8, 1999.
- Use numbers for citations and pages.
- Special case: “chapter 5,” but “the fifth chapter.”

REFERENCES, IN-TEXT CITATIONS, FOOTNOTES, ILLUSTRATIONS AND TABLES

The following has been constructed on the basis of what we estimate will be the most used examples. For a full list, please consult *The Chicago Manual of Style*, current edition, Part 3, and view sections regarding the **Author-Date citation system**.

GENERAL

Use a **semicolon** between two or more in-text citations
(Matrass 2002; Kenrick 2004; Hancock and Karanth 2010)

All Publications with more than four authors

Provide all authors names in the **references**

Higgs, Paul, Miranda Leontowitsch, Fiona Stevenson, and Ian R. Jones (2009). "Not Just Old and Sick - the 'Will to Health' in Later Life." *Ageing & Society* 29 (5): 687–707.

BUT for in-text citations with **four or more authors**:

no page number, with page number, in full parentheses

Higgs et al. (2009) Higgs et al. (2009, 689) (Higgs et al. 2009, 689)

BOOKS

One author

Turner, Victor. 1982. *From Ritual to Theatre*. New York: PAJ Publications.

In-text citation: no page number, with page number, in full parentheses

Turner (1982) Turner (1982, 28) (Turner 1982, 28)

More than one author

Batson Glenna, and Margaret Wilson. 2014. *Body and Mind in Motion: Dance and Neuroscience in Conversation*. Bristol: Intellect.

In-text citation: no page number, with page number, in full parentheses

Batson and Wilson (2014) Batson and Wilson (2014) (Batson and Wilson 2014, 56)

Translated books

Deleuze, Gilles, and Felix Guattari. 1983. *Anti-Oedipus: Capitalism and Schizophrenia*. Translated by Robert Hurley, Mark Seem, and Helen R. Lane. New York: Viking Press.

EDITED BOOKS

One author

Foster, Susan Leigh, ed. 2009. *Worlding Dance*. Basingstoke: Palgrave Macmillan.

In-text citation: no page number, in parentheses

Foster (2009) (Foster 2009)

More than one author

Carter, Alexandra, and Rachel Fensham, eds. 2011. *Dancing Naturally: Nature, Neo-Classicism, and Modernity in Early Twentieth-Century Dance*. New York: Palgrave Macmillan.

In-text citation: no page number, in parentheses

Carter and Fensham (2011) (Carter and Fensham 2011)

Chapter in edited book

McCall, Michael M. 2000. "Performance Ethnography: A Brief History and Some Advice." In *SAGE Handbook of Qualitative Research*, edited by Norman K. Denzin, and Yvonne S. Lincoln, 300–316. 3rd ed. Thousand Oaks: Sage Publications.

In-text citations: no page number, with page number, in full parentheses

McCall (2000) McCall (2000, 95) (McCall 2000, 95)

JOURNAL ARTICLES**One author**

Fortin, Sylvie. 2002. "Living in Movement: Development of Somatic Practices in Different Cultures." *Journal of Dance Education* 2 (4): 128–36.

In-text citations: no page number, with page number, in full parentheses

Fortin (2002) Fortin (2002, 130) (Fortin 2002, 130)

More than one author

Fortin, Sylvie, and Daryl Siedentop. 1995. "The Interplay of Knowledge and Practice in Dance Teaching: What We Can Learn from a Non-Traditional Dance Teacher." *Dance Research Journal* 21 (2): 3–15

In-text citation: no page number, with page number, in full parentheses

Fortin and Siedentop (1995) Fortin and Siedentop (1995, 4) Fortin and Siedentop 1995, 4)

When using an online version, cite the online version, and include a DOI as below

Sheets-Johnstone, Maxine. 1981. "Thinking in Movement." *Journal of Aesthetics and Art Criticism* 39 (4): 399–407. doi: 10.2307/430239

PREVIOUSLY PUBLISHED PUBLICATIONS

Mauss, Marcel. (1935) 1973. "Techniques of the Body." *Economy and Society* 2 (1): 70–88.

In-text citations: no page number, with page number, in full parentheses

Mauss ([1935] 1973) Mauss ([1935] 1973, 55) (Mauss [1935] 1973, 55)

NEWSPAPERS AND MAGAZINES

Acocella, Joan. 2017. "Farewell to Diana Vishneva." *New Yorker*, June 19.

In-text citations: no page number, in full parentheses

Acocella (2017) (Acocella 2017)

DISSERTATIONS

Bosse, Joanna. 2004. "Exotica, Ethnicity, and Embodiment: An Ethnography of Latin Dance in US Popular Culture." PhD diss., University of Illinois: Urbana.

In-text citations: no page number, with page number, in full parentheses

Bosse (2004) Bosse (2004, 90) (Bosse 2004, 90)

ELECTRONIC/ INTERNET SOURCES

Acocella, Joan. 2017. "Farewell to Diana Vishneva." *New Yorker*, June 19. Accessed September 11, 2017. <https://www.newyorker.com/magazine/2017/06/19/farewell-to-diana-vishneva>.

Baker, Josephine. n.d. Josephine Baker Dancing the Original Charleston (1925) Film Excerpt (UTube). Accessed August 19, 2018. <https://www.youtube.com/watch?v=jEH6eDpJgRw>.

Cranko, John. 1962. *Romeo and Juliet*. "Balcony Scene" (dance performance). Stuttgart Ballet Accessed August 8, 2018. <https://www.youtube.com/watch?v=cDloTFpoZAI>.

Macmillan, Kenneth. [1965] 1999. *Romeo and Juliet* (dance performance). Directed by Paul Czinner. Margot Fonteyn and Rudolf Nureyev (dancers). West Long Branch, NY: Kultur Video.

Rosie Kay Dance Company. 2010, 2015, 2016, 2017 *5 Soldiers: The Body is the Frontline* (dance performance). Accessed March 30, 2018. <http://rosiekay.co.uk/5-soldiers/>.

Totthill, David. n.d. "Elderly Couple Dancing at a Tea Dance" (photo). Accessed April 23, 2012. <http://www.photofusion.org> search number: [1020095.JPG](#).

Wenders, Wim, dir. 2011. "*Pina*" (dance). Produced by Wim Wenders, DVD Artificial Eye 535.

NB. It is important to insert the **date of access** in online references as materials can be taken down or archived without notice.

LIVE PERFORMANCES

Name of choreographer. (year of performance). *Title of Performance*. Performing company, location, city, date of performance (or date range)

Dance

Page, Sally. 2009. *Matthina*. Bangarra Dance Theatre, Playhouse, Queensland Performing Arts Centre, May 29–June 7.

Play

Name of director dir. year of performance. *Title of Performance*, Name of Playwright, Performing Company, location, date of performance [or date range].

Bell, Jonatha, dir. 2011. *Much Ado about Nothing*. By William Shakespeare, Bell Shakespeare Company, Drama Theatre, Sydney Opera House, April 9–May 14.

Music

Surname, Name of artist/composer. (Year of performance). “Title of Composition/Song” (live performance). Name of Performing Artist, location, date seen.

Black, Francis. 2010. “Where is my Mind?” (live performance). The Pixies, Parc del Forum, Barcelona, May 28.

INTERVIEWS

Devi, Lakshmi. 2014. Interviewed by the author at interviewee’s home, Jodhpur. January 2.

Pather, Jay. 2005. Interviewed by Terri Davidoff and Ameera Patel, at the University of Cape Town, South Africa. n.d.

FOOTNOTES

Footnotes should be kept to a minimum. Use the same in-text citations reference format as in the text. References cited in the notes should be included in the reference list (referred to as bibliography).

Footnote formatting:

Font size: 10pt, Line spacing: 1.0

Left text alignment

No hyphenation

IMAGES

Note on Rights: Unless the paper is being published, copyright permissions are not necessary. Images included in theses (MA, etc.) and term papers do not require copyright permissions.

Photographs and film stills should not be included in the paper's bibliography. Instead, photograph information should be listed underneath the photograph. Photographs can be included in the text's body, but more than a few pictures (5 or more) should be listed in a "List of Figures" before the bibliography.

Image Citation formatting:

Figure 1. *Arm- und Handstudien*, photograph by Charlotte Rudolph, reprinted in Rudolf Bach *Das Mary Wigman-Werk*. (Courtesy of..., if applicable).

Note: Rudolf Bach. *Das Mary Wigman-Werk* should then be listed in the bibliography.

Film Still Citation formatting:

Figure 2. The performer Rudi Natterer, dressed all in pink, is sitting on pink pillows, opening a lunch box. (Screenshot of a performance recording, "Being Pink Ain't Easy" by Joana Tischkau, Sophiensaele 2029, recording by Carlotte Boesling (if known, date of the recording) 00:31:06).

Note: The film should be cited in the bibliography.