

# Academic Writing in English – Basics for the English VWA

Please note! The following explanations are just to help you with the basic problems of Academic Writing in English. For further details and examples, please consult the links provided at the end of this page. Bear in mind, that there are different rules for quoting and citing in different academic fields (natural sciences, language studies, etc.) All these rules provided here, are taken from the “Style Sheet for Papers in Literature” of the Department of English and American Studies at the University of Vienna and should serve as a general guideline for English VWAs written at the BRG 19.

## Direct Quotations

If you take phrases or sentences directly from an original source you have to bear in mind the following rules:

- If your quotation is shorter than four lines, use quotation marks (“...”) to indicate it as a quotation and just incorporate it in your original text.
- If it is longer than four lines you have to begin a new line, single space it and indent it from the left margin. You may not use quotation marks for such long quotations.
- In both cases your quotation is followed by detailed references: the author’s last name and the page number in brackets, eg. (Defoe 34).

## Indirect Quotations

If you quote from a source and rephrase the ideas in your own words you have to indicate that this information is taken from another source by adding detailed references: the author’s last name and the page number in brackets at the end of your sentence or paragraph.

## Bibliography/List of Works Cited/ References

At the end of your text you must list all the references you used in your text.

- The basic entry includes: author’s name. title of book. place of publication: publisher, year. For example:

Bate, Jonathan. Romantic Ecology: Wordsworth and the Environmental Tradition. London: Routledge, 1991.

- Two or more authors: first author's name and second author's name. title of book. place of publication: publisher, year. For example:

Eggins, Suzanne, and Diane Slade. Analysing Casual Conversation. London: Cassell, 1997.

or with more authors:

Eggins, Suzanne et al. Analysing Casual Conversation. London: Cassell, 1997.

- Articles in Books, Encyclopedias etc.: author of article. "title of article." title of book. Ed. editor of book. place of publication: publisher, year. page number. For example:

Cotton, Charles. "The Tempest." The Oxford Book of the Sea. Ed. Jonathan Raban. Oxford: Oxford UP, 1993. 79-80.

As mentioned in the introduction, please consult the following link for further information:

[http://anglistik.univie.ac.at/fileadmin/user\\_upload/dep\\_anglist/StudienServiceStelle/Organisatorisches/stylesheet-literature-Oct08-edit.pdf](http://anglistik.univie.ac.at/fileadmin/user_upload/dep_anglist/StudienServiceStelle/Organisatorisches/stylesheet-literature-Oct08-edit.pdf)

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