

Formatting Guidelines

Cover
(for Bachelor's theses)

Upper page:

Bachelor thesis title
(font size 16-18, centered)

Middle of the page:

Bachelor thesis
to
to obtain the academic degree
“Bachelor of Arts”
of the Faculty of Philology and Philosophy
of the Albert-Ludwigs-University
Freiburg i. Br.
(font size 12, centered)

Lower Page:

submitted by

First name and last name
from birthplace

WS .../... or SS ... (Semester in which the bachelor thesis is submitted)

Media and Cultural Studies
(font size 12, centered)

Cover
(for Master's theses)

Upper page:

Master thesis title
(font size 16-18, centered)

Middle of the page:

Master thesis
to
to obtain the academic degree
"Master of Arts"
of the Faculty of Philology and Philosophy
of the Albert-Ludwigs-University
Freiburg i. Br.
(font size 12, centered)

Lower Page:

submitted by

First name and last name
from birthplace

WS .../... or SS ... (Semester in which the master thesis is submitted)

Media and Cultural Studies
(font size 12, centered)

First examiner: ...
(font size 12, centred)

Cover
(for Dissertations)

Upper page:

Dissertation title
(font size 16-18, centered)

Middle of the page:

Inaugural dissertation
for the
Doctorate of the Philological Faculty
of the Albert-Ludwigs-Universität
Freiburg i. Br.
(font size 12, centered)

Lower Page:

submitted by

First name and last name
from birthplace

WS .../... or SS ... (Semester in which the dissertation is submitted)

First examiner: ...

Second examiner:...

(font size 12, centred)

Text Formatting

Continuous text:

Font size: 12 point

Font: Times New Roman

Line spacing: 1.5 line

Page margins:

left: 4.0 cm

right: 1.5 cm

bottom: 2.0 cm

top: 2.5 cm

Quotations - if they extend over less than 3 lines - are embedded in the continuous text and marked with double quotation marks (“...”) on both sides.

Quotations - if they extend over more than 3 lines - are indented by 5 cm on the left and set without quotation marks. Line spacing is reduced to 1 line.

Quotations within quotations are indicated by single quotation marks: “He told me ‘that’s not a good thing to do’ and then he was silent.”

Insertions by the author within quotations:

[e.g.]

Example of the indented quotation:

Here, Guy Debord in particular, with his 1967 work *The Society of the Spectacle*, offers a link:

Das Spektakel kann nicht als Übertreibung einer Welt des Schauens, als Produkt der Techniken der Massenverbreitung von Bildern begriffen werden. Es ist vielmehr eine tatsächlich gewordene, ins Materielle übertragene Weltanschauung. Es ist eine Anschauung der Welt, die sich vergegenständlicht hat.¹

The assumption that the spectacularization of media sports coverage represents a tendency can in no way be ruled out by Debord’s thesis.

Please note: If an original quotation is in a language other than English, French, or German, it should be translated appropriately into the language of the thesis (e.g., using a footnote; see below

¹ Guy Debord, *Die Gesellschaft des Spektakels* (Berlin: Tiamat, 1996), 14. (Translated Quotation: „The spectacle cannot be understood as an exaggeration of a world of looking, as a product of the techniques of mass dissemination of images. It is rather a world view that has become actual, transferred into the material. It is a view of the world that has become objectified.“)

Bolding/ Underlining/ Italics

What is the purpose of italics?

- Marking of all foreign words
- Marking titles of independently published works (for individual cases, see the handouts “Citation Styles” and “Citing Audiovisual Media”)

Emphasis in the text is done through prose. Italics are avoided when other forms of emphasis are involved. Boldface and underlining are also to be avoided in continuous text.