

Citation rules

Version: March 2020

In a scientific paper it is inevitable that one cites other authors for the purpose of analyzing or supporting own statements. In doing so, it is important that the utilized **sources come from approved publications** or are at least discussed in a critical context by the author. Each idea adopted from someone else, irrespective of whether it is reflected literally or logically, must be cited and the original source given. A violation of this principle constitutes **plagiarism** and is a breach of scientific ethics.

If it is possible use **primary literature** and avoid citing secondary sources. Citing a secondary source like (Lorde, 1980, as cited in Mitchell, 2017) is only permitted, when there is no access to the original source. Please keep in mind to write your text in good English (American or British usage is accepted, but not a mixture of these). Keep references to sources in other languages to a necessary minimum and provide an English translation of the title in parentheses.

Consider the different types of quotation: **direct quotations** and **indirect quotations**

Direct quotations reflect an author's formulations without alteration and are characterized by quotation marks. They are particularly suitable if the original source offers definitions, very concise phrases or concepts important for a certain branch of science and should thus be used sparingly. The citation must follow the quote directly and contain a page number after the date, for example "Cited text" (Mitchell, 2017, p.104).



Notes on direct quotations:

- Omissions are characterized by [...]
- If you recognize errors in the original text the incorrect part should be marked with [sic]
- A quote within a direct quote is marked with (, '), only the reference you cite should be indicated.
- Spelling and accentuations in the original text (like boldface, italics, underlines, etc.) have to be transferred in the citation.

- Quotes in different languages can be integrated in the English text but this might impair the readability. Therefore, it is recommended to use indirect quotations.

Indirect quotations are statements from the original source that is paraphrased in the author's own words and is integrated into the text while specifying the original source. The references should be given directly behind the indirect quote for example (Murray, 1970; Smith et al., 1990). It should be only placed in a footnote when there are three or more references on a quote.



Notes and examples for referencing an indirect quote in the text:

One can differ from parenthetical citation like (Lieberman, 2011) or narrative citation like Lieberman (2011).

Reference to more author:

- Two authors: (Hillier & Lieberman, 2009) or Hillier & Lieberman (2009)
- Three, four or five authors:
For the first cite, all names should be listed: (Hillier, Liebermann & Nag, 2017)
Further cites can be shorted to the first author's name followed by "et al." :
(Hillier et al., 2017)
- Six or more authors: (Hillier et al., 2017) or Hillier et al. (2017)
- **Important note:** Please make sure not to forget the essential abbreviation "et al."
- Organisation / Institution: (Microsoft, 2018)

Missing Reference Information:

Missing element	Solution	Bibliography entry	Indirect quotes
Author	Provide the title, date, and source.	Title. (Date). Source.	(Title, year) Title (year)
Date	Provide the author, write "n.d." for "no date," and then provide the title and source.	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)

Title	Provide the author and date, describe the work in square brackets, and then provide the source.	Author. (Date). [Description of work]. Source.	(Author, year) Author (year)
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Bibliography

All references cited in the text must be present in the bibliography and vice versa. Please ensure that references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication. For citations in the text at our chair the American Psychological Association (APA) referencing style should be used.

Examples for APA citation style:

- **Note for all references:**

- The title is always italicized.
- Do not include the publisher location.
- If the reference includes a DOI, include the DOI in the reference.
- If the reference does not have a DOI and is from an academic research database, end the reference after the publisher name. Do not include database information in the reference.

- **Book:** Surname, Initial(s). (Year). *Title*. (ed.). Publisher. DOI

Example:

- Strunk, W. Jr., & White, E. B. (2000). *The elements of style*. (4th ed.). Longman.

Note: "ed." is the abbreviation for edition.

- **Edited Book:**

Example:

- Williams, S.T. (Ed.). (2015). *Referencing: A guide to citation rules*. (3rd ed.). My Publisher
- B. S. Jones, & R. Z. Smith (Eds.). *Referencing: Introduction to the electronic age* (pp. 281–304). E-Publishing Inc.

Note: Use the abbreviation "(Ed.)" for one editor and the abbreviation "(Eds.)" for multiple editors after the editor names.

- **Edited Book Chapter:** Last name of the chapter author, Initial(s). (Year). Chapter title. In editors initial(s), Surname (Ed(s)), *Title*. (page). Publisher. DOI

Example:

- Mettam, G. R., & Adams, L. B. (2009). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), Introduction to the electronic age (pp. 281–304). E-Publishing Inc.

Note:

- Include any edition information in the same parentheses as the page range of the chapter, separated with a comma.

- **Journal Article:**

Surname, initial(s). (Year). Article title. *Journal title*, *Volume number*, page numbers. DOI or Retrieved from URL

Example:

- Buchanan, J.T. (1994). An experimental evaluation of interactive MCDM methods and the decision making process. *Journal of the Operational Research Society*, 9, 1050-1059.

Note:

- The article title is not italicized but the journal title and volume number are.
- DOI or URL are only included if the article is online.

- **Published Dissertation or Thesis References:**

Example:

- Kabir, J. M. (2016). *Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty* (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

Note:

- A dissertation or thesis is considered published when it is available from a database such as ProQuest Dissertations and Theses Global or PDQT Open, an institutional repository, or an archive.
- Include the publication number in parentheses after the title of the dissertation or thesis without italics.

- Include the description “Doctoral dissertation” or “Master’s thesis” followed by a comma and the name of the institution that awarded the degree. Place this information in square brackets after the dissertation or thesis title and any publication number.

- **Unpublished Dissertation or Thesis References:**

Example:

- Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

Note:

- Include the description “[Unpublished doctoral dissertation]” or “[Unpublished master’s thesis]” in square brackets after the dissertation or thesis title.
- The source element of the reference should provide the name of the institution that awarded the degree.

- **Web References:**

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

For more examples see the Website of the APA: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>