

Reports: How to cite

1) Correct citation:

If you cite a text, always put the direct citation in quotation marks and provide the source. If unsure, read the following article:

<https://en.wikipedia.org/wiki/Plagiarism>

Not following this rule will automatically result in a failing grade (5.0).

2) List your references:

In general, a direct citation is not helpful as you have to solve an individual problem. If you want to refer to a publication, you have to describe the parts of this publication relevant to your task from your own perspective providing a focused insight. This cannot be provided by a direct citation. Such a reference to a peer-reviewed article is always a good thing as this can add weight to your own arguments.

Of course you have to declare all sources used this way as well. To do so, you define shortcuts for all publications used (including all internet sites) and refer to them in your text where you used them. The explanations of these shortcuts and the full source (authors, title, where and when published, etc) is then added to your literature list at the end of your work.

These sources have to be listed following a strict format including all needed information. Choose one of the following styles and follow it strictly: MLA, APA, or ISO 690. Do not provide the references in different/mixed formats. If you refer to a website, always provide the access date as well.

3) Sources of all images, tables, etc.:

Make sure to include also the sources of all images, tables, etc. directly in the corresponding description. Do this either by providing the source in full inside the description or by defining a new reference listed in your thesis.

4) Hyperlinks:

Hyperlinks can be very helpful for your thesis, but always provide the full link in written form. Again, define a shortcut and list the full link as source in your references. This way, the site can be found also using your printed text and not just the digital version.

Not following the rules 2) to 4) will worsen your grade massively.

Not following rule 1) will automatically result in a failing grade (5.0).