TUM Citation guide

Note:
This citation guide was coordinated with the ombudsman's office for good scientific practice http://www.diversity.tum.de/en/team/officers-and-representatives/ombudspeople-for-academic-staff-members/).
The ombudsman's office strongly recommends adhering to the principles of correct citation and preventing plagiarism outlined.

The library of the Technical University of Munich accepts no responsibility for the completeness and accuracy of the information. The information in this paper is intended as advice and is not legally binding.

We appreciate your feedback.
This citation guide is being updated regularly. However, should you find that the information mentioned herein is not accurate or you have suggestions for further improvement, we would welcome an email to workshop@ub.tum.de.

This citation guide was published via the following link:
https://mediatum.ub.tum.de/node?id=1231945

For further reading on good scientific practice at TUM

- Information sheet on final papers and theses (http://www.lehren.tum.de/downloads/)
- FAQs Gute wissenschaftliche Praxis (http://www.diversity.tum.de/team-und-organisation/beauftragte-und-vertretungen/ombudspersonen-fuer-wissenschaftliches-personal/faqs_gute_wissenschaftliche_praxis/)
- Guidelines for Good Scientific Practice and for Dealing with Scientific Misconduct (https://portal.mytum.de/archiv/kompendium_rechtsangelegenheiten/sonstiges/wiss_Fehlverh.pdf/view)
- Position paper of the DFG ("Safeguarding good scientific practice") (http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_1310.pdf)

Citation Guide: How do I cite correctly?

Writing a research paper does not mean reinventing the wheel. You may and should draw on knowledge and practice that others have already achieved in your field: Science is a co-operative venture! Traceability is crucial. This is the hallmark of 'good scientific practice,'[1] and in addition, allows the readers of your work to investigate the same sources. It also enables the reader to judge whether you have drawn justifiable conclusions from them, and further develop their own knowledge.

The findings of other authors, however, are as a rule protected by copyright. If you intend to base your work on these findings, therefore, you must identify where and from whom they come from.[2].

The top priority in academic work is the clear separation of the work of other authors from your own. This guide therefore deals with the following questions:

- How do you mark off thoughts, insights and arguments in the text that are not your own?
- How do you identify your sources in your reference list?
- How do you link the citation in the text with the source in the reference list?
- What are the formal rules for citations?
- What tools are available to help with citation?

1. Citations rules

1.1 Why cite at all?

A key element of good scientific practice is attributing work to its proper author. For this reason you have to reference the author every time you mention others' ideas or results in your scientific work. Beyond this, copyright law requires you to reference when quoting text and images directly.

Using citations in a scientific paper can serve different purposes:
- They distinguish your ideas from those originating from other authors. This means they mark where you use others' ideas and where your own ideas go beyond the current state of research
- They refer to established methods, procedures and standards
- They support your results by referring to other researchers findings, reference data e.g. properties of materials or such like

There are two important reasons for citing correctly:
- Many works are protected by copyright law
- The rules of good scientific practice require you to identify others' ideas (regardless of whether they are protected by copyright law or not)

As part of the wider academic community, you also want other authors to respect and cite

---

[1] Position paper of the DFG („Safeguarding good scientific practice") at:
http://www.dfg.de/foerderung/grundlagen_rahmenbedingungen/gwp/; Position paper of TUM at
https://portal.mytum.de/archiv/kompendium_rechtsangelegenheiten/sonstiges/wiss_Fehlverh.pdf/view
[2] For The corresponding wording of the law see German Copyright (Urheberrecht) §51.

your work, and not to claim it as their own!

In his book, „Wie man eine wissenschaftliche Abschlußarbeit schreibt. Doktor- Diplom- und Magisterarbeit in den Geistes- und Sozialwissenschaften"[3] Umberto Eco hits the nail on the head:
 „Ein Buch zitieren, aus dem man einen Satz übernommen hat, heißt Schulden zahlen."[4]
(Eco, 2010, p. 213)

1.2 Copyright law and good scientific practice

Copyright law protects the author of a work from unauthorised use of their intellectual property. This especially includes copying, editing and distributing the work in order to protect the author from financial loss.

But according to the German constitution (§14 Art. 2) property should be used to the benefit of the community. Due to this, the rights of the author are in certain respects limited. These limiting regulations are called "Schrankenregelungen".

The most important limiting rule in this regard is the right to citation or "Zitatrecht" (§51 UrhG).

When does the right to citation (Zitatrecht) apply?

1. The citation has to be used in an independent scientific work.
2. The purpose of the citations must be given. This means, there has to be a content-related connection between your work and the cited work. To illustrate this connection a substantive discussion of the cited work must be given in your work. Without this discussion the citation cannot be used.
3. Consequently, a citation for mere illustration, ornament or workload reduction is not permitted.
4. Always cite as much as necessary but as little as possible.
5. A quotation may not be altered.
6. The quoted text must be identified.
7. You must give a full reference of the source

What is protected by copyright law? - §2 UrhG

(1) Copyright law protects works of literature, science and art. This includes

1. language works incl. written works, speeches, and computer programs,
2. musical works,
3. theatrical works including dance,
4. works of fine art including works of architecture and of applied art as well as drafts of such works,
5. photographic works including works created similarly to photographic works,
6. cinematographic works including works created similarly to cinematographic works,

---

[3] "*How to write an academic research project. Doctoral dissertations and Master's theses in the humanities and social sciences*" (Translation Karl Hughes, Technische Universität München, Language Center)
[4] "To cite a book from which one has taken a line, means to have paid one's debts." (Translation Karl Hughes, Technische Universität München, Language Center)

7. illustrations of a scientific or technical nature, such as drawings, plans, maps, sketches, tables and three-dimensional representations.

(2) Works as defined by this law are only human intellectual creations.

For a work to be protected by copyright law it has to have a perceptible form. Copyright law applies only to direct citations not to the idea itself.

Copyright protection continues up to 70 years after the author's death, for snapshots, 50 years after its appearance.

Incidentally, copyright law allows you to cite in academic work. Do not, however, take this to imply that you are not obliged to cite copyright-free content (e.g. because the author has been dead for more than 70 years, or where the content was published under a copyright-free license). According to the rules of good scientific practice, all content taken from some-one/-where else has to be cited, whether it is protected by copyright or is copyright-free.

Good scientific practice

Copyright law has to be distinguished from the rules of good scientific practice, which should ensure a high quality in scientific work. Briefly summarised, good scientific practice involves

- Documenting scientific findings comprehensibly, traceably and accessibly.
- Consistently testing your findings and making them accessible for review and testing by others.
- Maintaining integrity with regard to contributions by partner, competitors and prede-cessors.

It is for these reasons that not only do direct quotations have to be cited but paraphrased ideas as well.

1.3 What needs to be cited and when?

Following the rules of good scientific practice, you have to cite everything you incorporate verbatim or content-wise from external sources.

Conversely, this also means:

You do not need to cite content available from many sources and which is not new, contro-versial or unusual. This particularly relates to **general knowledge** (the fall of the Berlin wall occurred on 09.11.1989, the formula $E = mc^2$ was written by Einstein) and **basic knowledge in your area of expertise** (e.g. the laws of thermodynamics in physics). There is, however, no clear boundary. As a rule of thumb you can assume that knowledge that can be found in a textbook for the corresponding Bachelor program, does not need to be cited. If you are a student writing an examination paper and you are uncertain ask you supervisor. When in doubt: better cite than sorry.

You should always cite the original source, if it exists. Citations of citations, so called sec-ondary citations, you should only use if you cannot access the original source without un-reasonable difficulty. This particularly applies to review articles.

If in exceptional cases you are obliged to use secondary source citations, you must cite them accordingly. To make it easier for your reader to find the original source we advise to list both original and secondary source in your reference list.

Example: Meier 2010, p. 100, cited in Müller 2011 p. 50

To make it as easy as possible for the reader to find the original source we recommend listing both the secondary source and the primary source in the list of reference.

Sources should meet the **required standards of scientific work**. Depending on the purpose of a citation (see 1.1) you should choose the source accordingly. It might be appropriate to cite data sets from a degree thesis if these are correctly cited; especially if the author supervised it themselves and can therefore guarantee its quality.

In principal, you should try to find sources which are well recognised. This is especially true for articles from peer reviewed journals and conference proceedings. Journals and proceedings which can be found in big databases like Scopus or Web of Science, you can assume to meet the quality requirements for good scientific sources. This is also true for books which have been published by established publishing houses.

Sources which have not undergone quality assurance procedures such as a peer review process may be cited within certain limits (e.g. citation of a product data sheet or the like).

Even if Wikipedia now places increasing emphasis on references, it is always preferable to access the original text, and to verify the necessary facts independently with academic findings. When citing Wikipedia, take note of the advice under 2.3.2. and the university library's e-tutorial on citing Wikipedia correctly http://mediatum.ub.tum.de/node?id=1115157 .

1.4 The broad field of plagiarism

> Plagiarism is when you present someone else's work as your own.

To present someone else's intellectual property as your own disagrees with the central rules of good scientific practice. If citations are not marked as such, the reader is led to believe that it is an academic work attributable to the author. Plagiarism is not about specific citation styles or oversights in citation, but deliberate concealment of external sources. It is where other authors' texts are included verbatim, paraphrased, or translated, but not marked as citations. Plagiarism is a serious offence, and may lead to the disqualification of an academic title, or even a criminal prosecution.
At TUM there is an ombudsman's office for good scientific practice, which among other things, deals with cases of plagiarism. The ombudsman's office is responsible for receiving and investigating complaints, for settling them or where appropriate taking action which might include involving the TUM justice department.[5]

---

[5] Further information under www.tum.de/ombudsperson, Email: ombudsperson@tum.de

There are different forms of plagiarism. The main types are[6].

a. **Complete plagiarism / copy & paste plagiarism**: to use another author's text unchanged, without citation, and pretend it is one's own work.
b. **Clause splicing / Shake & paste plagiarism**: combining fragments of different texts or sentences to form a new text without citation, thus presenting it as one's own line of thought.
c. **Idea plagiarism / obfuscation**: presenting another author's ideas in your own words without citing the source.
d. **Translation plagiarism**. Translating an original text from another language without citing the source.

Note: Even if an author (e.g. a classmate) willingly consents to the uncited use of her text, you are nevertheless guilty of plagiarism, unless you cite the contribution! (Neville, 2010, p. 30)

Plagiarism arises not only through failure to cite, but even then, if you do reference another's work, but do not make it clear to the reader how far the citation extends. This happens, for example, when a summary gives the impression that it is the author's own work when it is not.

What can you do to avoid coming under suspicion?
Collect and organize your sources carefully from the start. Highlight important points in your reading and excerpting, so that afterwards you still know what you have read and where it comes from. Even in all your written drafts, you should mark the sources and quotations. The easiest way to organize knowledge and manage references is to use an appropriate system from the outset. This can be a simple checklist, but the more usual working method these days is to rely on dedicated software, such as the reference management programs Citavi or EndNote. They will support you from the information gathering stage right through to formatting your references.

1.5 Pitfalls when citing

1.5.1   Who is author? Who is co-author?

There are a number of guidelines and codes of honour governing the proper approach to the subject co-authorship. The „Richtlinien zur Sicherung guter wissenschaftlicher Praxis und für den Umgang mit wissenschaftlichem Fehlverhalten"[7] have therefore been adopted at TUM (Technische Universität München, 2013). You will find the following regulations there:

"Where multiple authors are engaged in research or in the writing of a scientific report, the following **co-authors** are to be named, 1. Whoever has had a part in formulating the issue, the research plan, the execution of the research for evaluation or interpretation of results, and 2. has contributed to the design or critical revision of the content of the manuscript."

---

[6] See Weber-Wulff, 2004; Neville, 2010, p. 30; VroniPlag Wiki. Retrieved 07.10.2014 from http://de.vroniplag.wikia.com/wiki/Home
[7] "Guidelines for Good Scientific Practice and for Dealing with Scientific Misconduct" (Translation: Karl Hughes, Technische Universität München, Language Center)

The American Physical Society recommends all other parties involved are mentioned in the **Acknowledgements** (American Physical Society, 2002).

Important note: co-authors share responsibility for published papers. If you are listed as a co-author, you therefore have the right to check the final manuscript before submission. Exception: If you were involved in a specific, definable area, then you are only responsible for this part.

Depending on the field, the order of authors also has varying significance. So it may be the case that the incumbent at the chair is named as the last author and has the greatest responsibility, while there are other fields where the first author has the largest share of the publication, etc. Co-authors are sometimes simply arranged in alphabetical order.

Note: Authors whose surname begin with a letter in the second half of the alphabet will be discriminated by some bibliometric analyses, since sometimes only the first authors are evaluated. Sometimes the order is established by drawing lots. Enquire about the usual approach in your field of research.

1.5.2   Citing Student Projects

Students' work have to be cited. Even if you supervise student assignments, for example, as part of your Master's thesis or your dissertation, and have thus contributed to the creation of the work, it remains the case that copyright belongs to the author.
Should you want to cite from an unpublished student's work, you have to seek the student's (=author's) permission (Technische Universität München, Graduate School, Fakultäts-Graduiertenzentrum Maschinenwesen, 2012) and document this in your thesis together with the citation.
However, it is easier if the student's work has been published.

TUM advises publishing final papers if significant scientific results were obtained.
There are different ways to publish:
- Online publication on the media server mediaTUM: if you want to publish a student examination paper on mediaTUM, please send an email to the address support.diss@ub.tum.de or upload the paper yourself using your chair's mediaTUM account. Our mediaTUM team will be happy to answer any further questions regarding mediaTUM via mediatum@ub.tum.de.
- Making your thesis available at the university library: further information on the library's website: https://www.ub.tum.de/en/search-find/dissertations-theses#Making%20your%20thesis%20available%20in%20the%20library
- Another alternative would be to publish a technical paper together with the student, based on the student's work (i.e. within a publication series at your chair), and to cite this technical paper.

1.5.3 Image rights

If you want to use an image in your work, you have to ask yourself the following questions:
1. Does copyright permit the use of the image?
2. Is there a contractual license to use the image?
3. Are there other rights that must be respected?

1. Does copyright permit the use of the image?

a. In general, the following applies:
The Copyright Act distinguishes between photographic works (= existence of a certain degree of creativity, pursuant to article § 2 para. 1 no. 5 of the Copyright Act), photographs (= any arbitrary snapshot, § 72 of the Copyright Act) and other images e.g. technical drawings. **Under German law, each image enjoys (= photo work and photographs) copyright protection from its inception**;
Other images (e.g. technical drawings) are only protected by copyright law if they meet the necessary level of creativity; this means they can be distinguished from program-generated images through the author's personal creative contribution.
The „Grundsatz der Formfreiheit"[8] applies: a copyright symbol, sometimes denoted with (©), is not necessary and has no influence on the copyright.

Each of the above described works enjoys copyright protection from the moment it comes to existence without having to be applied for.
Copyright protection alongside the author's personal rights (e.g. the right to be named as the author and not to be misrepresented) includes the so-called exploitation rights (e.g. duplication, public broadcasting or display).
All transformations or alterations to the works may be done only with the permission of the copyright holder (§ 23 German Copyright Act).

b. Limitations on copyright:
The rights of the copyright-holder are limited by the so-called „Schranken des Urheberrechts"[9] alone (§ 72 German Copyright Act). The most important barrier to the use of images in scientific work is the purpose of the citation:

„§ 51 Zitate

Zulässig ist die Vervielfältigung, Verbreitung und öffentliche Wiedergabe eines veröffentlichten Werkes zum Zweck des Zitats, sofern die Nutzung in ihrem Umfang durch den besonderen Zweck gerechtfertigt ist. Zulässig ist dies insbesondere, wenn […] einzelne Werke nach der **Veröffentlichung in ein selbständiges wissenschaftliches Werk zur Erläuterung des Inhalts aufgenommen werden**, […]"[10]

---

[8] "principle of freedom of form" (Translation: Karl Hughes, Technische Universität München, Language Center)
[9] "barriers of copyright" (Translation: Karl Hughes, Technische Universität München, Language Center)
[10] "§ 51 citations
The reproduction, distribution, and public performance of a published work for the purposes of citation is permitted provided that the use is justified in its scope by the specific purpose. In particular, it is permissible if [...] individual works are used following their publication **in an independent academic work to illuminate its content** [...]" (Translation: Karl Hughes, Technische Universität München, Language Center)

What is being described here is the so-called academic large citation: if you use a picture, you are always citing a work in its entirety. This is allowed only
- if a certain academic purpose can be demonstrated (e.g. in support of argumentation, presentation of a counterargument, etc.)
- for the use of the image in an academic paper

To use an image as a mere ornament to the work is therefore inadmissible. The image must clarify and support the content of the work significantly and has to be discussed in your work thoroughly. This means it has to stand in meaningful relation to the written content.

Example: For your dissertation you use an image of an experimental setup that you need as a basis for further experiments described in your work. You discuss the image thoroughly. You cite the source correctly.
- The purpose of the citation is explained (experimental setup, which forms the basis of further investigations).
- The image is properly discussed.
- Publishing occurs within the context of an academic work (dissertation).
- The source is properly cited.
  → The image citation is permitted.

c. Term of copyright protection:

The copyright covers photographic works until 70 years after the death of the copyright holder (§ 64 German Copyright Act); for simple photographs for 50 years after the appearance of the photograph (§ 72 para. 3 of the Copyright Act). The period of protection expires at the end of the 70th year after the author's death or at the end of the year 50 years after the snapshot's appearance. After this time, the picture is copyright-free. Due to the rules of good scientific practice you still have to cite it. But now you are permitted to use the image beyond the purpose of citation (substantiating an argument, used in an academic work). Note that the copyright can be passed on to the author's heirs or to a foundation especially founded for the purpose to represent the authors' rights after his death.

Example: For your dissertation you use a photograph from a historical picture. The picture is not necessary for your argumentation but merely for illustration. The photographer died more than 70 years ago. You cite the source correctly.
- The copyright holder has died more than 70 years ago: The photograph is copyright-free.
- The source is properly cited.
  → The image citation is permitted.

Summary:

In academic papers, you may use images even if you have not produced them yourself. A prerequisite for use is that the images illuminate the content of your work. Images are treated as direct citations, i.e. they must not be altered. Unlike citations from books or essays, which represent only small parts of the complete work, when using an image you are citing the complete work of another author.

2. Is there a contractual license to use the image?

If an image is not citable under copyright law you can cite it, if you have the **written con-**

sent of the copyright holder to use an image. It is important to be sure you actually know who owns the copyright. The exploitation rights to an image can also be transferred to a publisher, for example, if the author of the image has already published it and signed a corresponding contract.

Balzert et al. (2013, p. 190) provide an important source for obtaining image rights: VG Bild-Kunst: http://www.bildkunst.de. This collecting society (i.e. VG Wort) issues printing permissions for most living artists and photographers.

Creative Commons licenses offer another form of written consent for the use of images. These licenses allow the copyright owner to offer the public expanded exploitation rights. Creative Commons licenses thus always extend the provisions of copyright law. For more information see Section 1.4.5 below.

Note that where an image from a wiki or a website can be copied or saved this does not automatically mean it can be used without permission. The same applies for maps.

3. Are there other rights that must be observed?

When using images, you also need to respect the **copyright of the depicted subject**. This is in addition to the copyright of the author of the image itself, for example, in works of art or buildings.

Architectural and artistic works are protected by copyright. You therefore need the consent of the architect and the artist, even if you have taken the photograph yourself. This copyright protection expires 70 years after the creator's death.

There is an exception to this rule:
You are permitted to make use of the so-called **"Panoramafreiheit"** (freedom of panorama). You may publish photographs of the exterior of a building without special permission if it is located in a public street or a public place permanently [11](§ 59 German Copyright Act). The freedom of panorama also includes works of art when they are situated in a public area. The reproduction (photo or video) must, however, be made from a publically accessible place. A picture that is e.g. taken from the window of a building across the street does not qualify as publically accessible.
If the building is not in a publically accessible area, or the picture is of the building's interior, the consent of the architect must be obtained.

When recording within buildings and real estate, e.g. stations, stadiums, or private houses, domiciliary rights must be observed. Unauthorized pictures constitute a violation of general personal rights. Again, therefore, the consent of the holder must be obtained prior to publication.

If people are visible in a photograph, you also have to be careful: only with the consent of the persons depicted may such images be circulated. You will find the relevant provisions in § 22 KUG (Law on Copyright in Works of Fine Art and Photography). Exceptions to the law include persons recorded as an "incidental addition to a landscape", public figures, or per-

---

[11] Works of art which are located in a place only temporarily are explicitly excluded. Example: The wrapped German Reichstag

sons that are recorded as part of a gathering, etc. (§ 23 KUG).

1.5.4 Citing Standards

For the citation of standards special rules apply. If you wish to cite standards, these vary depending on how much you quote.

In principle everything exceeding half a page per standard is considered a reproduction and therefore not covered by citation law. **Reproductions always need to be approved by the DIN**[12].

Citing standards is permitted according to §51 UrhG.

Reproductions of standards need to be approved by the DIN.

Permission form:
http://www.din.de/cmd?languageid=de&workflowname=initVervielfaeltAntrag

If you are unsure as to whether you need a permit, err on the side of caution and ask the Beuth-Verlag, who represents the interests of the DIN.

An example of how to cite standards correctly can be found on the Beuth-Verlag's website.

Example DIN ISO 8037-1:2003-05, Optik und optische Instrumente - Mikroskope; Objektträger - Teil 1: Maße, optische Eigenschaften und Kennzeichnung (ISO 8037-1:1986)

Contact addresses for questions and approvals:
http://www.beuth.de/de/rubrik/vervielfaeltigung-din-normen

Permission form:
http://www.din.de/cmd?languageid=de&workflowname=initVervielfaeltAntrag
Telephone +49 30 2601-2058
Fax +49 30 2601-1323
Email: christiane.martin@din.de

More information about the reproduction of standards for use in courses is available on our website www.ub.tum.de/normen, and in the leaflet for reproduction of Beuth Verlag standards: http://www.beuth.de/de/rubrik/vervielfaeltigung-din-normen.

1.5.5 The license to cite: Creative Commons

Pre-licensing contracts made by the non-profit organization Creative Commons should help to define the rights and conditions for your own productions. It is endemic to CC licenses always to enable the extension of the valid copyright to any further possibilities for use, never to an additional limitation.
From the user's perspective, CC licenses help to find content such as images or videos on the Internet freely available for use. Conversely, the absence of a CC-labeling, however,

---

[12] The DIN (Deutsches Institut für Normung) it the German Institute of standards.

does not mean that the use of e.g. an image is not permitted. You should in this case care-fully check the copyright provisions (see 1.4.3).

The following six licenses are currently available[13]:

Attribution (by):
"You are free to:
Share — copy and redistribute the material in any medium or format
Adapt — remix, transform, and build upon the material for any purpose, even commercial-ly." (http://creativecommons.org/licenses/by/4.0/, retrieved 23/9/2014)

Attribution – No derivatives (by-nd):
"You are free to:
Share — copy and redistribute the material in any medium or format for any purpose, even commercially." (http://creativecommons.org/licenses/by-nd/4.0/, retrieved 23/9/2014)

Attribution – Non-commercial (by-nc):
"You are free to:
Share — copy and redistribute the material in any medium or format
Adapt — remix, transform, and build upon the material"
(http://creativecommons.org/licenses/by-nc/4.0/, retrieved 23/9/2014)

Attribution – Non-Commercial No Derivatives (by-nc-nd):
"You are free to:
Share — copy and redistribute the material in any medium or format"
(http://creativecommons.org/licenses/by-nc-nd/4.0/, retrieved 23/9/2014)

Attribution-Non-Commercial-Share Alike (by-nc-sa):
"You are free to:
Share — copy and redistribute the material in any medium or format
Adapt — remix, transform, and build upon the material"
(http://creativecommons.org/licenses/by-nc-sa/4.0/, retrieved 23/9/2014)

Attribution – Share Alike (by-sa):
"You are free to:
Share — copy and redistribute the material in any medium or format
Adapt — remix, transform, and build upon the material for any purpose, even commercially.
(http://creativecommons.org/licenses/by-sa/4.0/, retrieved 23/9/2014)

Beyond these you might find two other symbols:

Public Domain Dedication (CC0 1.0 Universal)

"The person who associated a work with this deed has dedicated the work to the public domain by waiving all of his or her rights to the work worldwide under copy-right law, including all related and neighboring rights, to the extent allowed by law.

---

[13] Please note the licenses are constantly expanded. The representation in the document is as of 25.6.2014.

You can copy, modify, distribute and perform the work, even for commercial purposes, all without asking permission. "
(https://creativecommons.org/publicdomain/zero/1.0/ retrieved 09.09.2015)

Public Domain Mark 1.0

This work has been identified as being free of known restrictions under copyright law, including all related and neighboring rights.

You can copy, modify, distribute and perform the work, even for commercial purposes, all without asking permission."
(https://creativecommons.org/publicdomain/mark/1.0/, retrieved 09.09.2015)

The license terms require that every time you use an item, the name of the copyright holder must be cited. You must also specify a link to the license and specify whether you have modified the item. **A CC license does not relieve you of the obligation to cite!** The license does ensure that the media found may be used.

Bear in mind that not all CC licences can be combined with each other. Abb. 1 shows which CC licences can be combined.

Kompatibilitäts-Übersicht		Lizenzen, die für ein abgewandeltes Werk oder eine Adaption verwendet werden können					
		BY	BY-NC	BY-NC-ND	BY-NC-SA	BY-ND	BY-SA
Status des ursprünglichen Werkes	BY	■	■	■	■	■	■
	BY-NC		■	■	■		
	BY-NC-ND						
	BY-NC-SA				■		
	BY-ND						
	BY-SA						■

Abb. 1: Creative Commons Kompatibilitäts-Übersicht (Kreutzer, 2011, pp. 55, Abbildung 3, ursprünglich veröffentlicht unter http://learn.creativecommons.org/wp-content/uploads/2009/10/cclearn-explanations-cc-license-compatability.pdf unter einer Creative Commons Attribution 3.0 unported License)

You can also specifically search for CC pictures. Certain search engines help to find those. Some examples:

CC Search (http://search.creativecommons.org/): A search interface (not a search engine!) specifically for finding CC items. If desired, the following image search engines can be used to search in addition to general and media-specific search engines: Flickr, Fotopedia, Google Images, Open Clip Art Library, Pixabay.

Flickr (https://www.flickr.com/search/advanced/): Use the Advanced Search to select a CC license for specific images you want to find.

Google Image Search (http://www.google.de/imghp): After entering a search term in the Google image search, you can filter results by license (menu item: Search Options → rights).

Let's CC (http://eng.letscc.net/cc_intro.php): As with CC Search, not a search engine, but an interface that uses a variety of other search engines to locate CC content.

1.5.6   Citing unpublished sources

Unpublished sources should only be cited if the information is not otherwise available to the reader. In general unpublished sources are cited in the same way as published ones making clear that it is an unpublished source.

Example: Wolters, P. (2001). *Koedukation im Sportunterricht - Zwischen Gleichheit und Differenz*. Unveröffentlichtes Manuskript, Fachbereich Erziehungswissenschaften, Universität Hamburg, Hamburg.

Unpublished sources may only be cited with the author's permission. This is not necessary if the copyright has already expired. If possible, include the source in the appendix to make it accessible to your reader. The work is not listed in the reference list unless it is available in an archive. In this case, give the information on where to find the document in question at the end of the reference and include it in the reference list.

1.5.7   Citing data sets

Research data forms an important basis for academic knowledge. To derive the greatest possible benefit from the data collected, research data (primary data) is increasingly published in its own right.

This allows researchers with different research focuses to analyse, cite and reuse the data.

So where can you find research data? How do you cite it? And how do you publish it?

Research data is often published on the institute's or university's own servers and can be searched in repositories like re3data.

A good overview of how to handle research data can be found in the guide „Auffinden, zitieren, dokumentieren: Forschungsdaten in den Sozial- und Wirtschaftswissenschaften" (Tochtermann, Sure-Vetter, & Wagner, 2014).

A research data reference should include the following:
- Author
- Publication date
- Title
- Version (if applicable)
- Publication agent (Institution)
- Typ of ressource
- Identifier (if applicable)

Research data can be especially well cited if there is already a DOI registered.

Example: Fahrenberg, J. (2010). *Freiburger Beschwerdenliste FBL. Primärdaten der Normie-rungsstichprobe 1993* (Version 1.0.0) [Dataset]. ZPID- Leibniz-Zentrum für Psychologische Information und Dokumentation. Retrieved from:
http://doi.org/10.5160/psychdata.fgjn05an08

If you use research data for your own analyses and present your results e.g. in a table or graph, you cite your source as described in chapter 2.3.3, Tables.

1.5.8   Citing yourself

It is always assumed that scientific findings which appear without a citation

1. come from the author,
2. are new,
3. are published for the first time and
4. are correct and complete (vgl. U.S. Department of Health and Human Services, 2013)

Therefore you must cite your own work if it has been previously published. Nevertheless, information should only be repeated when it is necessary to understand the context. Self-citations as a means to inflating your h-index is considered disreputable (vgl. Technische Universität München, 2013, p. 4 ff.).

2. Citation styles

2.1 How to cite?

There are various ways to include the findings and thoughts of other authors in your text.

2.1.1 Direct quotations

The afore mentioned sentence from Umberto Eco, „Ein Buch zitieren, aus dem man einen Satz übernommen hat, heißt Schulden zahlen"[14] is used exactly as in the original. It is quoted directly, that is quoted *verbatim*. Direct quotations are used when the exact wording is important. They are especially common in the humanities, when dealing with a source. Otherwise, you should use direct quotes rarely or even extremely economically.

Please note the following:
a. Quotations have to be quoted exactly (that means letter for letter including old spelling or spelling mistakes; how to mark those see below).
b. **Quotation marks** indicate a direct quote; longer quotations are indented for stylistic reasons, set in italics, or in a smaller typeface. You can then quote without using quotation marks.
c. Accept **misspellings** or special formatting as in the original source, such as italic or bold; where there is a spelling error in the original source, identify it with the designation [sic]. A detached exclamation mark in square brackets [!] is also sometimes used for this purpose
d. **Omissions**: If you omit a part of the verbatim quote, you must indicate this with [...]. Bailey (2011, p. 66) proposes only three dots ... for omissions, but three dots in round brackets are also common (...). Base your style on the practices in your particular field and the selected citation style.
e. **Additions**: Your own additions or grammatical adjustments to the quoted sentence must be identified, e.g. [Author's note/Editor's note/ed. Note], or: Eco notes that "to cite a book [...] means to have paid one's debts [off]" (Eco, 2010, p. 213).
f. **Original language**: Always quote in the original language, and insert a translation for minority languages in a footnote. In this case note who made the translation (if you cite a translation, name the source, if you translated it yourself add (translation by the author). Please note, however, that paraphrases should always be in the same language as your own work.
g. **Quotation within a quotation**: If the verbatim quoted section already contains a quote, indicate the outer quotation in single inverted commas.
h. **Cite source**: Varies depending on the citations style but always given directly with the quotation.

2.1.2 Indirect quotations/Paraphrasing

To incorporate opinions or findings of other authors in your text, you need not quote verbatim. You can also summarize their views or findings in your own words. This procedure does not, however, relieve you of your obligation to cite the author, and so **pay your debt**! You will by now be familiar with the phrase at the end of the last sentence. It refers back to Umberto Eco (2010, p. 213). This way of referring to another author is known as indirect quota-

---

[14] "To cite a book from which one has taken a line, means to have paid one's debts." (Translation Karl Hughes, Technische Universität München, Language Center)

tion (or: paraphrasing). In STM subjects (STM = science, technology, and medicine), as well as the economic and social sciences, this is common practice.

<u>You should consider the following:</u>
a. **Use your own words:** Summarize what you have read **in your own words**; this automatically means that you always quote indirectly in the same language as your own work.
b. **In-text attribution:** If the formatting and source citation do not by themselves make it sufficiently clear which content is your own and which you are indirectly quoting, it makes sense to use an introductory phrase: As Eco (2010) points out, by citing a work, one pays the author back for the use of their idea.
c. **Cite source**: After the quoted section, usually with page number. In some subject areas, it is also common to dispense with indirect quotes on the page number. Always remember that you want to make your argumentation as easy as possible to understand - a page number helps your readers check your arguments.
d. **vgl.**: In German, in some subject areas and citation styles it is usual to insert vgl. before indirect quotations, e.g. (vgl. Eco 2010, p. 213). Cf. is not equivalent to the German vgl. although many dictionaries offer it as a translation. In English academic writing, indirect quotations should be cited directly (without cf. or see). **Cf.** or **see** provide further references to compare either similar or contrasting arguments or information.
e. **Multiple citation**: To add support or emphasis to an argument or to demonstrate that the literature is unanimous in this respect, it is possible to insert a multiple citation. The citation would look like this: (see for instance Author1, 2010, p.1; Autor2, 2011, p.2; Autor3, 2014, p.5.). Depending on the subject area and selected citation style, the in-text attribution may be omitted: (Author1, 2010, p.1; Autor2, 2013, p.2).

2.2 How to cite in the text?

Citing allows you both to name the author and ensure the traceability of the source. To enhance the readability one generally avoids writing the complete source one is acknowledging directly after the quote in the text. Rather, we use a kind of **placeholder**. For a full list of sources cited, a **reference list** is created, which can be found at the end of the work. Various types of placeholder may be used: a simple number or the name of the author plus the essay or book title in which the quote was found, either in parentheses after the citation or in a footnote. These placeholders connect the direct and indirect quotations used with the source in the reference list. The type of placeholder and how they are used depends on the citation style.

2.2.1 Overview of citation styles

There are a large numbers of recognized citation styles. Academics and publishers develop and maintain these different styles. Therefore, almost every modern academic field, and almost every publisher and journal has its own rules for the correct formatting of citations.

- If you publish in a journal or a text book the citation style is determined by the requirements set by the editor or publisher.
- If you are a student writing your final paper, always ask your supervisor or the department which style to use.
- If there is no set style see chapter 4 where you will find three established citations styles you can use. If there is a standard style for your field, use this. In addition, you

have the option of citing according to DIN ISO 690 - this citation standard is recognized throughout Germany.

Along with formatting rules for your references, the in-text citation also follows the particular citation style. There are three main variants:

a. author-year system:

In-text citation:
- with full name, e.g. Meyer (2011), (Meyer 2011), (Meyer 11) or
- abbreviated name, e.g. (MEY 11) or [MEY11]

In the reference list:
- (Meyer 2011) Meyer, Michael: Title. Place: Publisher, 2011 or
- Meyer, Michael (2011): Title. Place: Publisher.

b. Number system:

In-text citation:
- [5] or (5)

In the references
- [5] Meyer, Michael: Title. Place: Publisher, 2011.

c. Footnote system:

In-text citation:
- e.g. quotation[2]

In the references
- as a rule on first mention, the full reference appears at the bottom of the page:

  _____

  [2] Meyer, Michael: Title. Place: Publisher, 2011

- for all other entries of the same title, it is usually sufficient, depending on the citation style, to insert a short citation at the end of the page:

  _____

  [3] Meyer 2011

- Particularly in European citation styles, if the same page in the same work has already been directly cited earlier, the Latin abbreviation *ibid*. (ibidem) may be used. While its use is declining, reference management programs will insert it, again depending on the citation style, automatically.

  _____

  [2] Meyer 2011, p. 2

  [3] ibid.

Some general information:
If a work is written by three or more than three authors, there is special set of rules depending on the selected citation style. Bailey (2011) recommends that where there are three or more authors in an in-text citation, only the first be specified and all further author names be replaced with "*et al.*" (Bailey, 2011, p. 69). For example: where a work is co-authored by

Franz Müller, Joseph Mayer, and Sebastian Schmitt 2012 the in-text citation names only the first author and adds *et. al.* for all other authors. (Müller et al., 2012, p.5). In the references, all authors are listed. Incidentally, if you are using a reference management software, the reference is automatically inserted according to the specifications of the selected citation style; you need not concern yourself further.

If you are referring to a **specific place in an article or book**, you should specify it as precisely as possible, i.e. insert page numbers or other numbering used in the article in your in-text citation. The particular citation style governs how the page number is inserted in the citation. This often happens after a comma with "p.", e.g. (Meyer 2011, p. 3), (MEY 11, p. 3), [5, p. 3].

When you quote **an entire section from a book or article**, you should cite once at the beginning or end of the quotation, not after each sentence. Make it clear that your citation refers to the whole section, not only to the first or last sentence, e.g. "The following section summarizes the results from [9]."

If details are missing, e.g. the author, the year or the location of publication, you may point this out by using the following abbreviation. This shows that your work is not simply sloppy but that despite further research you could not identify the missing information.

Author: o.V. (ohne Verfasser), N.N. (nomen nescio) or N.U. (name unknown)
Year: o.J. (ohne Jahr), s.a. (sine annum), n.y. (no year) or n.d. (no date)
Location: o.O. (ohne Ort), s.l. (sine locum) or n.p. (no place)

Examples of current citation styles (taken from the reference management software, Citavi, read more in chapter 4):

APA 6th ed. [Citavi 4.3 or above]

Citation dans le corps du texte
(Brown, Trefil, & Caringella, 2007, pp. 11–13)

Article de revue
Brown, C., Trefil, J., & Caringella, P. (2007). Citing is easy. *Style Review, 24*(2), 10–19. Retrieved from http://www.writewell.edu

Contribution à un livre édité
Twain, E., & Singer, P. (2004). Structuring your knowledge. In F. Frey (Ed.), *Scientific Publishing: Vol. 14. The art of writing* (2nd ed., pp. 88–170). Sheffield: Quickpress.

Livre
Sukowski, R. W. (2009). *Golden rules for writing well* (2nd ed.). Toronto: University Press.

IEEE Editorial

Citation dans le corps du texte
[1]

Article de revue
[1] C. Brown, J. Trefil, and P. Caringella, "Citing is easy," *Style Review*, vol. 24, no. 2, pp. 10–19, http://www.writewell.edu, 2007.

Contribution à un livre édité
[1] E. Twain and P. Singer, "Structuring your knowledge," in *Scientific Publishing*, vol. 14, *The art of writing*, F. Frey, Ed. 2nd ed, Sheffield: Quickpress, 2004, pp. 88–170.

Livre
[1] R. W. Sukowski, *Golden rules for writing well*, 2nd ed. Toronto: University Press, 2009.

Chicago 16th ed. (notes)

Citation de note de bas de page
Charleen Brown, James Trefil, and Paul Caringella, "Citing is easy," *Style Review* 24, no. 2 (2007): 11–13,

Article de revue
Brown, Charleen, James Trefil, and Paul Caringella. "Citing is easy." *Style Review* 24, no. 2 (2007): 10–19. http://www.writewell.edu.

Contribution à un livre édité
Twain, Ellen, and Peter Singer. "Structuring your knowledge." In *The art of writing*. Vol. 1. Edited by Francis Frey. 2nd ed. 3 vols., 88–170. Scientific Publishing 14. Sheffield: Quickpress, 2004.

Livre
Sukowski, Richard W. *Golden rules for writing well*. 2nd ed. Toronto: University Press, 2009.

2.2.2   Citation in science, technology and medicine (STM)

Academic achievements in the STM subjects are in most cases not dependent on their exact wording, but are theories, theorems, studies, experimental results, etc. and are usually cited indirectly. In-text citations are indicated with short citations (numbers or author-year system); footnotes are not usual.

Direct quotations are rare and should only be used when the precise formulation is important. It is not always customary to put these in quotation marks, e.g. if you "word-for-word" quote a formula or a mathematical theorem.
When citing, you can mention the author in the text or only in a short citation.

Examples:
From the study by Maier and Müller [7] it is known that...
Since the solutions to this equation are always limited [8, Theorem 1.7], it follows that...
As mentioned afore you should always, if you refer to a particular place in an article or book, specify them as accurately as possible, i.e. insert page numbers or other numbering (as in the last example), which is used in the article in the short reference.

2.2.3   Citation in the economic and social sciences

Indirect quotes are very common in economics and social sciences. It is important that you reformulate what you have read in your own words and not simply change a few words in the passage quoted.

Direct quotations are also common in economics and social sciences, but should be used sparingly and only used when it is essential to reproduce the exact wording of a line of argument or an opinion. You can also mark off longer direct quotations from your own body text by formatting, for example, by indenting the quote (left or right) or using italics. You then do not need to use quotation marks. Be careful to reproduce the quotation exactly and identify omissions with an ellipsis (three dots) in square brackets.

To mark quotations in the text, two main systems are common in economics and social sciences: the short citation using the author-year system, and the footnote system.

2.3 How to create a reference list?

A list of references is always found at the end of a chapter or work and **you must cite all literature that was used, whether directly quoted or indirectly**.

The list must be prepared **in accordance with uniform rules** (in the selected citation style). **The titles are either sorted alphabetically by the author's surname** or **numerically according to the order of their appearance in the text**.

If you cite multiple publications by the same author within the same year these are marked by e.g. using lowercase letters: Example: Eco (2010a), Eco (2010b).

If a publication has no author or editor, you sort by the first significant word in the title.

Some journal publishers require items to be sorted in the order in which they were first mentioned in your work. This arrangement of the titles in the list of references is particularly popular for shorter publications or works in which very little literature is cited, and is used only with the number system.

Unless otherwise indicated, the references for all the following examples are formatted according to the rules of the publication manual of the American Psychological Association (2010) 6th edition.

2.3.1 Full references for the most important document types

Depending on the type of publication, the complete list of references contains various elements. Some citation styles prescribe that author names be written out in full while others require the abbreviated (initialized) first names. Generally, it is easier for your reader to trace sources back when the entire author name is given in full. In our examples, given the very wide adherence to the APA style, we have held to the requirement of the Publication Manual the American Psychological Association, where first names are always abbreviated.

According to APA style guidelines, the author's name is always followed by a full stop. If the author is a person there is already a full stop due to the abbreviated first name. However, if the author is an institution the full stop is either added manually or automatically by your reference management programme. There are never two full stops in a row.

Book:
[Author last name], [author first name(s) abbreviated]. [(Year of publication)]. [*Title*]. [Place of publication]: [Publisher].

Boer, R. d. (2000). *Theory of porous media: highlights in historical development and current state*. Berlin: Springer.

Book chapter or article from a book:
[Author last name], [author first name(s) abbreviated]. [(Year of publication)]. [Title of Chapter]. [In] [Editor(s) first name(s) abbreviated][Editor(s) last name] [(Ed./Eds.[15])], [*Title of book*] [(p./pp. xx-xx)[16]]. [Place of publication]: [Publisher].

Gander, H.-H. (2010). Verdoppelung der Stimme - Zur Funktion des Zitats als Autoritätsgewinn. In J. Jacob & M. Mayer (Eds.), *Im Namen des anderen - Die Ethik des Zitierens* (pp. 19-31). Paderborn: Fink.

Journal article:
[Author last name], [Author first name(s) abbreviated]. [(Year of publication)]. [Title of article]. [*Journal title*], [*Band / Volume*][(Heft / Issue / Number)], [Page numbers[17]].

Schanz, M. & Diebels, S. (2003). A comparative study of Biot's theory and the linear theory of porous media for wave propagation problems. *Acta Mechanica*, *161*(3-4), 213-235.

---

[15] Ed. for one editor, Eds. if there is more than one editor.
[16] p. for one page, pp. for several pages.
[17] With journals there is never p./pp. given.

Dissertation/Thesis:

[Author last name], [Author first name(s) abbreviated]. [(Year of publication)]. [*Title*]. [(Type of university writing: dissertation, habilitation thesis ...)]. [University].

Ehlers, W. (1989). *Poröse Medien: Ein kontinuumsmechanisches Modell auf der Basis der Mischungstheorie.* (Habilitation). Universität-Gesamthochschule Essen.

2.3.2   Full references for electronic document types

In general, the same requirements apply to electronic publications as for their printed equivalents: authors, title, journal title, issue number, volume number and year of publication must be specified for articles from e-journals, just as for printed journal articles. It makes sense, however, to provide extra information where available (e.g. the DOI). Your readers will be able to trace the source more easily.

Internet Sources:

There is no definition for websites in the APA style. Electronic resources are subdivided into blog posts, forum contribution, articles in online encyclopedia, and many more. Most reference management programmes do not offer such a refined definition. Usually reference management programmes offer the reference type web page as a collective term for all internet pages. You will, however, notice that the definitions for the APA style reference type web page differ in various reference management programmes.

It is advisable to double-check the entries for all online sources in the reference list and revise them if necessary.

In the following you find a template for online sources that generally follows the APA style (2010, p. 215). Most of the time, online sources refer to to entries with a publication date (e.g. blog posts, etc.).

[Author last name], [Author first name(s) abbreviated]. [(Year, month in words day)]. [Title of webpage [type of source, e.g. web page, blog post, etc.]].[18] Retrieved from [URL]

Weber-Wulff, D. (2014, April 23). Fremde Federn Finden - Kurs über Plagiat; 3.2 Wie wird plagiiert? [Web page] Retrieved from http://plagiat.htw-berlin.de/ff/schule/3_2/wie

Because APA style mostly refers to online sources with publication dates, the date following the author's name should be the posting date, not the access date.
If there is no posting date we advise to enter the access date as "Retrieved [DD.MM.YYYY], from [URL]". In general, we would recommend that all citations from dynamic web pages (e.g. blogs, forums, web pages from institutions, etc.) also include the access date.

Make sure your **Internet sources** are permanently available wherever possible. If available, instead of a URL use a persistent identifier, i.e. a permanently available link (DOI, URN, handle, ...). For dynamic content, such as in wikis or blogs, try to find a URL that links precisely to the content to which you refer. These so-called permalinks (permanent links) work even when the post on the blog or wiki has been updated or changed. For safety's sake, save

---

[18] The inner square brackets are displayed.

web pages or print a copy so that you can submit them if in doubt.

E-Book:
[Author last name], [Author first name(s) abbreviated]. [(Year)]. [*Title*]. [doi: xxx or Retrieved from URL]

Brink, A. (2013). *Anfertigung wissenschaftlicher Arbeiten: ein prozessorientierter Leitfaden zur Erstellung von Bachelor-, Master- und Diplomarbeiten*. doi:10.1007/978-3-658-02511-3

Chapter from an E-Book:
[Author last name], [Author first name(s) abbreviated]. [(Year of publication)]. [Chapter title]. [In] [A. Editor & B. Editor (Ed./Eds.)], [*Book title*] [(p./pp. xx-xx)]. [doi: xxxxx or Retrieved from URL most closely linked to chapter]

Schieker, M., Neugebauer, E. A. M., Mutschler, W., Claes, L., Maegele, M., & Sauerland, S. (2011). Projektdurchführung. In E. A. M. Neugebauer, W. Mutschler & L. Claes (Eds.), *Von der Idee zur Publikation* (pp. 79-100). doi:10.1007/978-3-642-16069-1_4

Electronic journal articles:
[Author last name], [Author first name(s) abbreviated]. [(Year of publication)]. [Title of Article]. [*Title of the Journal*], [*Volume*(Issue)], [Pages]. [doi: xxxx or Retrieved from URL]

Bryson, D. (2013). Referencing web pages and e-journals. *Journal of Visual Communication in Medicine*, *36*(3-4), 146-149. doi: 10.3109 / 17453054.2013.851649

Entry in an online encyclopedia:
[Author last name], [Author first name(s) abbreviated]. [(Year of publication)]. [Title of Article]. In [Editors first name abbreviated] [Editors last name] (Ed./Eds.), [*Title of encyclopedia*] [(Edition ed.)].[19] Retrieved from [URL]

Kashy,E., McGrayne, S.B., Robinson, , F. N. H., Suckling, E. E. (2014). Electricity. In *Encyclopaedia Britannica Academic Edition.* Retrieved from http://www.britannica.com/EBchecked/topic/182915/electricity[20]

Electronic map (as online resource):
[Cartographer, institution or name of the person (Cartographer)]. [(Year of publication)]. [Title of Map] [[Map type: topographic map, demographic map, etc.]]. Retrieved from [URL]

Riedl, A. v. (Cartographer). (1806-1808). Ammer-See [Topographische Karte]. Retrieved from http://nbn-resolving.de/urn:nbn:de:bvb:12-bsb00026097-14-9

2.3.3   Full references for specific document types

In addition to the classical forms of publication, book, magazine article, and Internet source, you may have to work with other sources. Here, too, you must reference the author, and here also the purpose of the citation - the traceability of the source – is paramount.

---

[19] e.g. (4. ed.) for 4th edition.
[20] As there is no editor mentioned, this information is left out.

Images

Note: This applies only to citation for image sources. Please also note chapter 1.4.3 copyright when citing images.

Images (your own or other people's) should be numbered and titled in your work (number and title, for images above, for tables below). All images should be listed in a separate table of figures.

If images, etc. taken from other works, you must in addition to numbering and titles specify the source from which you took them. The citation is done in the form used elsewhere in the work, e.g. in a footnote, or in short form directly after the title.

Example of an image with the source cited in the references:

Figure 1: How Plagiarism Works(Weber-Wulff, 2004b)

The work referred to in the citation must be listed in the reference list.

The table of figures is located at the beginning or end of the work (but before the references) and lists all images in numerical order. The sources of the images (books, webpages, etc.) appear in the full list of references.

Example of a List of Figures
Figure 1: The Spatial Distribution of Branch Libraries p.4
Figure 2: Organizational Structure of the University Library p.10
Figure 3: Flow Chart for Book Purchase p. 14
Figure 4: Acquisition Profile for Engineering / Science p. 15

There is no official template for how to cite images in the APA style manual. However the following example is given as reference for an image from a print journal.

Images from printed woks

> Adapted from "A Simplified Conjoint Recognition Paradigm for the Measurement of Gist and Verbatim Memory" by C. Stahl and K.C. Klauer, 2008, *Journal of Experimental Psychology: Learning, Memory, and Cognition, 34*, p. 573. Copyright 2008 by the American Psychological Association.

We deduce the following schema from this example:

Adapted from "[Title]" by [Abbreviated 1. author's first name]. [Last name of 1. author], [further author's names same as first one], and [last author's name like first one], [Publication year], [*Journal title*], [*Volume*], p. [Page number]. Copyright [Year] by [Copyright holder's name].

<u>Images from the internet (with and without licence)</u>

If you find images on the internet, such as on Flickr or Pixabay, they often do not have accurate information on the image. In the APA style manual, there is no information on how to cite these images.

That is why we recommend the following schema:

[Author's last name], [Author's first name abbreviated]. [(Publication year)]. [Title of the image if available, otherwise shot description of the image in square brackets]. [Title of website]. Retrieved from: [URL]

<u>If the images was published under a creative commons licence or a comparable licence add the following information before "Retrieved from:[URL]:</u>

Licensed under [Name of licence including a link to the licenses text].

Here are two examples of images from the internet coming with a license

Weber-Wulff, D. (2004b). [Scissors with scrap of paper]. *Kurse über Plagiat - Fremde Federn Finden. 3.2 Wie wird plagiiert?* Licensed under <u>GNU General Public License, Version 2</u>. Retrieved 17.07.2015, from <u>http://plagiat.htw-berlin.de/ff-alt/03schule/wie.html</u>

Aquila, M. (2006). *Theft*. Flickr. Licensed under <u>CC-BY-SA-NC 2.0</u>. Retrieved 26.05.2015, from <u>https://www.flickr.com/photos/ibcbulk/256435870</u>

The reference for the printed image from the APA style manual places the reference directly in the image caption underneath the picture. However, we would advise giving the full reference in the reference list as for all other references, and give a short in-text citation in the caption (see Figure 1).

Tables:
Just as with images, tables should be numbered. All tables are listed in a separate list of tables, with table number, table title, and page number.

In contrast to images, **table titles usually appear above** (**image titles appear below**). When you use a table from a work, you reference it in the text next to the page number, including the original table number. The work appears in the reference list.

Example:
Table 1: Übersicht über Stecklingsansätze aus jungen Tabebuia- und Heliocarpus-Pflanzen[21] (Heppner, 2009, p. 20, Table 2.2)

Spenderpflanze			Steckling		
Art	Datum	Alter	Anzahl	Position	Methode
Tabebuia	11.03.´05	1,5 – 2-jährig	40	oberer Teil	Vitavax®, 1 % IBA, Walderde : Sand : lehmige Erde 2:1:1
Tabebuia	01.05.´05	s.o.	40	unterer Teil	s.o.
Tabebuia	12.06.´05	s.o.	41	ges.Sproß	Vitavax®, 1 % IBA, Walderde
Heliocarpus	23.02.´06	2jährig	33	ges.Sproß	Vitavax®, 1 % IBA, Walderde : Sand 3:2

In the references:

Heppner, S. (2009). *Vegetative Vermehrung einheimischer Baumarten in Südecuador : physiologische Grundlagen und deren Umsetzung.* (Doctoral dissertation, Universität Bayreuth). Retrieved from http://opus.ub.uni-bayreuth.de/volltexte/2010/669/

Maps:

For Maps the following details should be provided:

Author, title, edition, scale, place of publication, publisher, year, material description (map, relief, architectural drawing), other physical characteristics (on parchment, digital, etc.), size, information on a series the map belongs to.

In addition you can differentiate between the individually published maps, and maps from atlases (Northey & Knight, 2007, pp. 234-235):

Individually published map:

Zania. Population over 50 [demographic map]. Zunila: Census Division, Office of International Affairs; 1995 Scale 1: 1,500,000. 2 sheets.

Map from an atlas:

Chatham Islands. Fluvial features [topographic map]. In: Atlas of islands. San Francisco: Floating Press; 2001 p. 44-5. Colour, scale 1: 250,000.

In APA style, there are no detailed guidelines for the citation of maps. In the Publication Manual of the American Psychological Association, the following example for the citation for a map appears (American Psychological Association, 2010, p. 210):

Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Cen-sus [Demographic map]. Retrieved from
http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens_2000.pdf

(American Psychological Association, 2010, p. 210)

Standards:

According to DIN ISO 690: 2013-10, for standards, the following should be considered:
"Many reports and other publications that are published serially by research institutions and similar organizations, are generally to be identified by the series title and series number. In title information on such publications, the series title and series number are crucial elements, which may be abbreviated in a generally recognizable form, e.g. FIPS PUBS for Federal Information Process Standards Publications."

An example, inter alia, would be the following reference:
NATIONAL INFORMATION STANDARDS ORGANIZATION. ANSI / NISO Z39.53-2001, codes for the representation of languages for information interchange. Bethesda, Maryland: NISO Press, 2001 National Information Standards series. ISSN 1041-5653. Available at:
http://www.niso.org/standards/z39-53-2001/

(DIN Deutsches Institut für Normung e. V., 2013, p. 30)

Information on how to formally and correctly cite or quote standards is available on the Beuth Verlag website[22]. Here is an example:

DIN ISO 8037-1:2003-05, Optik und optische Instrumente - Mikroskope; Objektträger - Teil 1: Maße, optische Eigenschaften und Kennzeichnung (ISO 8037-1:1986)

It is important always to name the year and month, "2003-05", and to ensure that there is no space after the colon.

In APA style, there are no detailed specifications for citation of standards. In the IEEE Editorial Style Manual you will find the following (IEEE Periodicals, 2014, p. 36):

Basic format:
[1] *Title of standard*, standard number, date.

Examples:
[1] *IEEE Criteria for Class IE Electric Systems*, IEEE Standard 308, 1969
[2] *Letter Symbols for Quantities*, ANSI Standard Y10.5-1968.

Patents
As in-text citation give the patent number and the issuing date.
U.S. Patent No. 123,445 (1988) or
(U.S. Patent No. 123.445 1988)
In the reference list you include the inventor's name and the official office where the patent can be seen.

[Inventor's last name], [Inventor's first name abbreviated]. [(Issue date)] [*Name and number of the patent*]. [Patent office]

Example: Smith, I.M. (1988). *U.S. Patent No. 123,445*. Washington, DC: U.S. Patent and Trademark Office.

Usually there is one patent office in every country. This means that the abbreviation U.S. stands for the U.S. Patent and Trademark Office in Washington DC. The abbreviation DE stands for the German Patent and Trademark Office (Deutsches Patent- und Markenamt) in Munich.

Other citations styles might also mention:
- The name of the assignee or applicant. (Patents are often registered by companies.)
- The registration date (sometimes it might be the approval date or the publication date, so best name which date you use.)
- The URL to the patent's full text.

Patents often have a version number like A1, A2, … or B1, B2, …. This has to be given in the reference, too.
Example: DE 27 03 353 A1
　　　　　DE 10 2005 051 128 B4

---

[22] http://www.beuth.de/de/rubrik/hilfezitierenvonnormen;jsessionid=MAPLFGB322JLDM23FlU9BFJT.4

Interview:

Interviews, which can be found printed in a magazine, for example, are citable and appear in the reference list. Harvey (2008, p. 69) provides the following example (formatted in CMS Style):

3. Candace Caldwell, "Lust of the Eye," interview by Malcolm Strong, *Visual Arts*, June 1995, 23-29.

The APA Publication Manual also specifies the way in which references of interviews, that are either registered or recorded, should be given. Here are the two examples of APA References:

Smith, M. B. (1989, August 12). Interview by C. A. Kiesler [Tape recording]. President's Oral History Project, American Psychological Association. APA Archives, Washington, DC.

Sparkman, C. F. (1973). *An oral history with Dr. Colley F. Sparkman / Interviewer: Orley B. Caudill.* Mississippi Oral History Program (Vol. 289), University of Sothern Mississippi, Hattiesburg.

<div align="right">(American Psychological Association, 2010, p. 214)</div>

Interviews that you have conducted yourself, should be marked accordingly in the text. Kamasin and Ribing (2011, p. 150) recommend specifying the following data:

• Academic title of the interviewee
• First name and last name
• Function in company (in the organization, at the institution)
• Company, institution address (no private address!)
• Exact date and time

Example:
Interview was conducted with:
Dr. John Doe
Managing Director of Whatnot GmbH
1, Anywhere St., 11111 Nowheresville
January 01, 2011

A self-conducted interview may be added to the appendix of your work. Obtain consent from your interviewee before you use any part of the interview and the form in which you wish to use it.

Personal communication and expert opinion:

For unpublished information, which has been given to you by an expert in a personal conversation or via email, APA style lists the following information:

[Author last name], [Author first name(s) abbreviated] [(personal communication, [Month in words] [Day], [Year])]

Example: T.K. Lutes (personal communication, April 18, 2001)

In other citation styles you can often find the following information:

- Full name
- Qualification / position and workplace / institution
- Place of work / institution (without postal address or email address)
- Date and time incl. time zone
- Title of presentation / subject
- Type of communication / source with addressee

Example:

Braun, Gary P. (Prof. for Accounting, College of Business Administration, University of Texas at El Paso) (02.08.2000, 10:18 RDT): „Re: Questions about Accounting Terminology". Email to Bruce W. Irwin

Womser-Hacker, Christa (Prof. für Angewandte Informationswissenschaft, Institut für Angewandte Sprachwissenschaft, Universität Hildesheim) (01.08.2000, 9:18-9:25 MEZ): Personal communication with Bruce W. Irwin

Unpublished Sources:

[Author last name], [Author first name abbreviated] [(Year)]. [*Title of source*]. [Unpublished manuscript/Manuscript submitted for publication/Manuscript in preperation], [Chair/Faculty/], [Name of institution], [Place of institution], [Country].

Wolters, P. (2001). *Koedukation im Sportunterricht - Zwischen Gleichheit und Differenz*. Unpublished manuskript, Fachbereich Erziehungswissenschaften, Universität Hamburg, Hamburg, Deutschland.

Research data:

[Author last name], [Author first name abbreviated] [(Publication year)]. [*Title*] [(Version number)] [[Type of source]]. [Place of publication]: [Publisher/Institution].

If the data is available online, in APA style, the URL is given instead of the place of publication and the publisher. Include the URL as [Retrieved from URL].

However, we recommend listing the place of publication and the publisher as well as the URL.

Fahrenberg, J. (2010). *Freiburger Beschwerdenliste FBL. Primärdaten der Normierungsstichprobe 1993* (Version 1.0.0) [Dataset]. ZPID- Leibniz-Zentrum für Psychologische Information und Dokumentation. Retrieved from http://doi.org/10.5160/psychdata.fgjn05an08

Pew Hispanic Center. (2004). *Changing channels and crisscrossing cultures: A survey of Latinos on the news media* [Data file and code book]. Retrieved from http://pewhispanic.org/datasets/

3. Reference management software? – Yes! – But which one?

With reference management software, you can automatically cite correctly in the style of your choice. Reference management software helps to:

- Collect and organise references and files, cite correctly and create a reference list in a predefined citation style
- Collect, organise and visualise thoughts and quotations
- Search for literature in library catalogues and databases
- Plan your tasks
- Work collaboratively with and connect to other scientists

Reference management programs are therefore definitely worthwhile for academic writing. There are meanwhile a wide variety of programs on the market.

3.1 Reference management software: Which one is the right one for you?

For a detailed comparison of reference management software, including a list of questions that will help in choosing the right program, go to:
http://mediatum.ub.tum.de/node?id=1108526.

The TUM University Library provides all TUM members free access to the software Citavi and EndNote as part of a campus license.

3.1.1 TUM Campus license for Citavi

Citav (www.citavi.com)
The site license allows you to use the program free of charge in the full version. Although Citavi is a system designed to run on Windows, version 5 will have a web version which will therefore be operating system independent. It is a widely used system at German universities with intuitive graphical user interface in German, English and five other languages. In addition to pure reference management, which also allows group use, further useful program features include knowledge organization and task planning.

3 Steps to Citavi:
1. Download the free version and install: www.citavi.com/de/download.html. With this version, you have full functionality, but with a max. capacity of 100 titles per project.
2. License key request: www.citavi.de/tum
Subscribe to there with your TUM-mail address: eg @tum.de or @mytum.de
3. Enter the Citavi license key: enter the data in Citavi under "Help → license data → enter license data for Citavi Pro". You can then use the Citavi full version and save unlimited titles for any project.

3.1.2 EndNote

EndNote (http://www.endnote.com) and
EndNote Web (https://www.myendnoteweb.com/EndNoteWeb.html)
EndNote is available for the operating systems Mac OS X and Windows. It offers many options for data import, processing, and enrichment of references.

Endnote Web/Online can either be used as an online extension to EndNote or as a stand-alone tool. In this case, the functionality of Endnote online compared to the desktop version is somewhat limited.

Independently of the desktop version, we offer EndNote Web/Online via the license included in the subscription to the Web of Science database. You simply need to create an account. Since Endnote Web/Online is integrated as a feature in Web of Science, data import is very easy and convenient.
Download and more information at: http://www.ub.tum.de/endnote

3.1.3   Free Programs

Bibsonomy (www.bibsonomy.org)
Bibsonomy is a social bookmarking system. Users can store shared bookmarks and references on this online platform, and manage and develop content. By assigning keywords (tags), the collected data is structured and is easy to locate on tag clouds. Within the system, different people can join together to create special interest groups.

Docear (https://www.docear.org/)
Docear is an open source reference management software with a special focus on the area of knowledge organization, e.g. the organization of knowledge in mind maps is possible. The free reference management software JabRef is integrated in the program, allowing optimal work with LaTeX. There is also a corresponding add-on for Word (Microsoft not Mac).

JabRef (http://jabref.sourceforge.net)
JabRef is a free reference management software that can be used in conjunction with the document preparation program LaTeX. The program allows you to manage BibTeX files and edit with a comfortable user interface. The software is available for Mac OS X, Linux, and Windows.

Mendeley (http://www.mendeley.com)
The desktop version of the reference management software Mendeley is available for all major operating systems (Mac OS X, Linux and Windows). In addition, there is a web-based service which, in addition to pure reference management, also includes a social network function. This facilitates group exchanges on academic topics and collaborations.

Zotero (http://www.zotero.org)
Zotero was originally developed as an add-on for Mozilla Firefox. An additional stand-alone version is now available (for Mac OS X, Linux and Windows). For use with Google Chrome and Safari, there are so-called connectors. A special feature of the system is that you can store personal data collections in addition to the Zotero web pages (with automatic synchronization) and it is also possible to set up groups. This enables you to collect and edit references as part of a special interest group.

3.1.4   Reference management and LaTeX

The document preparation software LaTeX has a separate feature for reference management in BibTeX format.

The reference management programs Docear, JabRef and Mendeley provide very useful support in this format (including automatic import options for reference data). JabRef is an open source program that is specifically designed to work with LaTeX. All three programs will store BibTeX files synchronically in the reference management database (i.e. with the data in Mendeley, JabRef or Docear), even where there are subsequent changes. Docear, which is integrated in JabRef, also offers full support with reference management in BibTeX format.

All other reference management software also offer the option of generating and exporting BibTeX files. In case of subsequent changes to the data in the respective reference management software, the BibTeX file must be re-exported, however.

Unlike word processing programs such as Microsoft Word, a list of references is not generated when working with the LaTeX reference management program, but by biblatex. Moreover, the citation style is not defined by the reference management software, but is defined in the LaTeX document via the bibstyle.

Conclusion: Even when working with LaTeX, it is worth using a reference management software.

3.2 Support and Information at TUM University Library

If you have questions about reference management software, please contact us at:
literaturverwaltung@ub.tum.de

Would you like to attend a course on Citavi or EndNote?
The university library offers courses on Citavi and EndNote (both introductory and advanced courses). In our training sessions you will learn how to use these programs effectively. During the course you have the opportunity to use our training computers to try the programmes yourself.
All courses are also offered as **webinars**. Trainers and participants meet online using the online conferencing software Adobe Connect. The link to the meeting room will be provided beforehand. Our interactive webinars offer the opportunity to try out the reference management programs on your own computer.

For further information and registration see: http://www.ub.tum.de/en/workshops.

Would you like individual advice on your reference management questions?
We offer weekly reference management drop-in sessions where individual questions can be discussed. Visit our drop-in session face-to-face or make an appointment for an online consultation (Adobe Connect).

The current dates for courses and drop-in sessions can be found on our website at http://www.ub.tum.de/en/workshops.
To make an appointment write to literaturverwaltung@ub.tum.de.

Do you have questions regarding the service of the TUM University Library?
You can reach our information team in several ways:
Mail: information@ub.tum.de
Telephone: +49 (0) 89 189 659 220
Whattsapp: +49 (0) 173 861 84 12
Chat: www.ub.tum.de

4. Recommendation on citation styles at TUM

If you have no specific requirements regarding citation styles, we recommend you choose one of the following three styles. These comprise an author-year style, a numbering style, and a footnote style. All three styles are widely used, and are available in most of the reference management programs currently available (including in Citavi and EndNote).

4.1 The APA style

APA 6th ed. [Citavi 4.3 or above]

Zitation im Text
> (Brown, Trefil, & Caringella, 2007, pp. 11–13)

Zeitschriftenaufsatz
> Brown, C., Trefil, J., & Caringella, P. (2007). Citing is easy. *Style Review, 24*(2), 10–19. Retrieved from http://www.writewell.edu

Beitrag in Sammelwerk
> Twain, E., & Singer, P. (2004). Structuring your knowledge. In F. Frey (Ed.), *Scientific Publishing: Vol. 14. The art of writing* (2nd ed., pp. 88–170). Sheffield: Quickpress.

Buch (Monographie)
> Sukowski, R. W. (2009). *Golden rules for writing well* (2nd ed.). Toronto: University Press.

There are several copies of The Manual for the Citation Style of the American Psychological Association available for loan at the TUM University Library (https://opac.ub.tum.de/search?bvnr=BV036334071).

We also have numerous copies of a short introduction to the APA Citation at the library (https://opac.ub.tum.de/search?bvnr=BV040985867).

Useful, up to date information and FAQs on citation can be found on the dedicated website: http://www.apastyle.org.

4.2 The IEEE Editorial Style

IEEE Editorial

Zitation im Text

  [1]

Zeitschriftenaufsatz

  [1]   C. Brown, J. Trefil, and P. Caringella, "Citing is easy," *Style Review*, vol. 24, no. 2, pp. 10–19, http://www.writewell.edu, 2007.

Beitrag in Sammelwerk

  [1]   E. Twain and P. Singer, "Structuring your knowledge," in *Scientific Publishing*, vol. 14, *The art of writing*, F. Frey, Ed. 2nd ed, Sheffield: Quickpress, 2004, pp. 88–170.

Buch (Monographie)

  [1]   R. W. Sukowski, *Golden rules for writing well,* 2nd ed. Toronto: University Press, 2009.

The full manual is available online at:
http://www.ieee.org/documents/style_manual.pdf.

4.3 The Chicago Style

Chicago 16th ed. (notes)

Zitation in der Fußnote

  Charleen Brown, James Trefil, and Paul Caringella, "Citing is easy," *Style Review* 24, no. 2 (2007): 11–3, http://www.writewell.edu.

Zeitschriftenaufsatz

  Brown, Charleen, James Trefil, and Paul Caringella. "Citing is easy." *Style Review* 24, no. 2 (2007): 10–19. http://www.writewell.edu.

Beitrag in Sammelwerk

  Twain, Ellen, and Peter Singer. "Structuring your knowledge." In *The art of writing*. Vol. 1. Edited by Francis Frey. 2nd ed. 3 vols., 88–170. Scientific Publishing 14. Sheffield: Quickpress, 2004.

Buch (Monographie)

  Sukowski, Richard W. *Golden rules for writing well.* 2nd ed. Toronto: University Press, 2009.

Current issues of The Chicago Manual of Style are available for loan at the TUM University Library (https://opac.ub.tum.de/search?bvnr=BV036632908).

5. References

This reference list was created with the reference management programme EndNote and is formatted with the APa 6th citation style.

In some cases the reference type in EndNote does not correspond to the APA reference types list. For this reason the references in this list might differ in particular cases from the examples given in this citation guide.

American Physical Society. (2002). APS physics: Ethics and Values : 02.2 APS Guidelines for professional conduct. Retrieved 05.05.2014, from http://www.aps.org/policy/statements/02_2.cfm

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6. ed.). Washington, DC.

Bailey, S. (2011). *Academic writing : a handbook for international students* (3. ed.). London: Routledge.

Deutsche Forschungsgemeinschaft. (2013). *Vorschläge zur Sicherung guter wissenschaftlicher Praxis Denkschrift ; Empfehlungen der Kommission "Selbstkontrolle in der Wissenschaft" = Proposals for safeguarding good scientific practice : memorandum ; recommendations of the Commission on Professional Self Regulation in Science* (Erg. Aufl. ed.). Weinheim: Wiley-VCH.

DIN ISO 690 Information und Dokumentation - Richtlinien für Titelangaben und Zitierung von Informationsressourcen (ISO 690:2010).

Eco, U. (2010). *Wie man eine wissenschaftliche Abschlußarbeit schreibt : Doktor-, Diplom- und Magisterarbeit in den Geistes- und Sozialwissenschaften*. Heidelberg: Müller

Harvey, G. (2008). *Writing with sources : a guide for students* (2. ed.). Indianapolis, Ind.: Hackett Pub. Co.

Heppner, S. (2009). *Vegetative Vermehrung einheimischer Baumarten in Südecuador : physiologische Grundlagen und deren Umsetzung.* (Dissertation), Universität Bayreuth. Retrieved from http://opus.ub.uni-bayreuth.de/volltexte/2010/669/

IEEE Periodicals. (2014). IEEE Editorial Style Manual. Retrieved 14.05.2014, from http://www.ieee.org/documents/style_manual.pdf

Karmasin, M., & Ribing, R. (2011). *Die Gestaltung wissenschaftlicher Arbeiten : ein Leitfaden für Seminararbeiten, Bachelor-, Master- und Magisterarbeiten sowie Dissertationen* (6., aktualisierte ed.). Wien: Facultas.WUV.

Kreutzer, T. (2011). *Open-Content-Lizenzen. Ein Leitfaden für die Praxis Bildung, Wissenschaft, Kultur, Kommunikation* Retrieved from http://irights.info/wp-content/uploads/userfiles/DUK_opencontent_FINAL.pdf

Neville, C. (2010). *The complete guide to referencing and avoiding plagiarism* (2. ed.). Maidenhead, Berkshire: Open Univ. Press.

Northey, M., & Knight, D. B. (2007). *Making sense : a student's guide to research and writing ; geography & environmental sciences* (3. ed.). Don Mills: Oxford Univ. Press.

Technische Universität München. (2013). Richtlinien zur Sicherung guter wissenschaftlicher Praxis und für den Umgang mit wissenschaftlichem Fehlverhalten - mit Wirkung vom 20. Dezember 2013. Retrieved 05.05.2014, from https://portal.mytum.de/archiv/kompendium_rechtsangelegenheiten/sonstiges/wiss_Fehlverh.pdf/download

Technische Universität München, Diversity & Talent Management. (2015). FAQs Gute wissenschaftliche Praxis. Retrieved 20.07.2015, from http://www.diversity.tum.de/team-und-organisation/beauftragte-und-vertretungen/ombudspersonen-fuer-wissenschaftliches-personal/faqs_gute_wissenschaftliche_praxis/

Technische Universität München, Graduate School, Fakultäts-Graduiertenzentrum Maschinenwesen. (2012). Zitieren Studentischer Arbeiten. Retrieved 20.07.2015, from https://www.mw.tum.de/fileadmin/w00bpv/www/Promotion/Zitieren_studentischer_Beitraege.pdf

Technische Universität München, Hochschulreferat Studium und Lehre – Rechtsangelegenheiten und ZA 5 Legal Office Ref. 53. (2015). Merkblatt Abschlussarbeiten und Dissertationen. Retrieved 17.07.2015, from http://www.lehren.tum.de/fileadmin/w00bmo/www/Downloads/Themen/Rechtliches/Merkblatt_Abschlussarbeiten_Stand__Maerz_2015_HR_Studium_und_Lehre_final1.pdf

Tochtermann, K., Sure-Vetter, Y., & Wagner, G. G. (2014). Auffinden, zitieren, dokumentieren: Forschungsdaten in den Sozial- und Wirtschaftswissenscahften. Kiel/Hamburg, Köln/Mannheim, Berlin: ZBW - Leibniz-Informationszentrum Wirtschaft, GESIS - Leibniz-Institut für Sozialwissenschaften, RatSWD - Rat für Sozial- und Wirtschaftsdaten,.

U.S. Department of Health and Human Services, (ORI - The Office of Research Integrity). (2013, 15.05.2013). Self Plagiarism: Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing. Retrieved 04.02.2015, from http://ori.hhs.gov/plagiarism-13

Weber-Wulff, D. (2004a). 3.2 Wie wird plagiiert? *Fremde Federn Finden - Kurs über Plagiat.* Retrieved 23.04.2014, from http://plagiat.htw-berlin.de/ff/schule/3_2/wie

Weber-Wulff, D. (2004b). [Schere mit Papierschnipseln]. Kurse über Plagiat - Fremde Federn Finden. 3.2 Wie wird plagiiert? Licensed under GNU General Public License, Version 2. Retrieved 17.07.2015, from http://plagiat.htw-berlin.de/ff-alt/03schule/wie.html