

Referencing

Referencing correctly – avoiding plagiarism

Why referencing?

If you are writing an academic paper you have to reference your sources:

- Intellectual property is protected by copyright. Intellectual property theft may have legal consequences.
- Copying other people's ideas and presenting them as your own (= plagiarism) may lead to sanctions by the university, e.g. withholding or withdrawal of a degree or doctorate.
- By referencing your work, you show that you are familiar with your area of research and that you know how your work relates to it.
- Building on the work of other researchers is a basic principle of scientific endeavour.

Basic rules of citing and referencing

1. You have to make clear which ideas are those of others and reference the source of information.
(Exceptions: General knowledge or basic knowledge in your area of research, e.g. Binomial formula in mathematics)
2. Quote only literature you have read and checked yourself. Even taking references out of others' works is considered a kind of plagiarism.
3. The references given have to be retraceable for the reader.
4. Your citation style should be consistent.

How do I cite?

References for sources are given twice:

1. Within the text immediately after the quotation in a short form.
2. As a full reference at the end of your paper in the reference list.

Kinds of citations

- Direct quotations

Taken verbatim out of the source and set apart by putting it in quotation marks

The goal of the research was to obtain a „deeper understanding of the student perspective in relation to student cheating and plagiarism.“ (Roberts, 2010)

- Paraphrase

Include others' opinions or summarize them in your own words.
Indicated by vgl./cf. or nach/see.

Roberts mentioned that it was the goal of his study to understand why students used illegal ways to manage their work (vgl. Roberts, 2010: 45)

Citations within the text

You have to give the reference for both direct quotations and paraphrases.

This can be done using:

1. A numerical citation within the text
2. A footnote (with a raised number) or
3. An author-date citation in the text.

For all three variants the pages on which the cited content can be found may be added to the citation.

All citations should be included and given as a full reference at the end of your paper in the reference list.

Numerical Citations / Footnotes

- A number encodes a source and is repeated if the source is quoted again.

the electrode.⁽²¹⁾ An alternating electric field can also induce 2D colloidal crystal formation, as shown in a series of work reported by Liu and co-workers.⁽²²⁾ In a typical experiment,

patterns. A description of the models may be found in the book of Kendall, Mecke, and Stoyan ⁽⁶⁾ Statistical inference has, in particular, been discussed in Ogata and Tanemura ⁽⁷⁾ and Penttinen ⁽⁸⁾

Short in-text citation

- Suitable for larger texts as well.
- Usually contains the first author's last name and the year of publication
- Multiple publications by the same author in the same year are differentiated using lower-case letters, e.g. 2009a, 2009b

Integration, Selbstständigkeit, Mobilität sowie Verdauungsstörung, Reduktion von Körpergewicht und Spastik (Mach, 2005).

ein nicht erregter Muskel gedehnt, muss der Widerstand der parallel-elastischen Komponente überwunden werden (HUIJING 1994, 148).

Footnote system

Giving references by using footnotes is usual in the arts and humanities, but e.g. less used in science, medicine, technology.

Reference list

The reference list at the end of your paper should contain all literature from which you have cited. Further sources you have read but not cited from do not appear in your reference list.

The list has to be constructed according to consistent rules of the citation style and sorted alphabetically by the authors' or editors' names. If you have used numerical citations within your text you should sort the reference list numerically as well.

Citation style

How the citation within the text and in your reference list should appear is determined by the citation style you (have to) use:

- Within the text: numbers, footnotes or author-date citations?
- What does the short in-text citation consist of?
- Which information must be given in the full reference in your reference list?
- How is the reference list sorted?
- How are the single elements in the reference list displayed (bold, italics)?
- Do you have to indent the second line of every reference?

Which citation style should I choose?

The style will usually be prescribed by your advisor or the department/chair you are studying or working at. If you are not instructed to use a specific style, you should use a style that is customary in your field.

Where there is no required style you might style your references according to DIN ISO 690.

Different types of literature

Depending on the type of publication, the full reference in the reference list consists of different elements:

Books, journal articles, articles from conference proceedings or internet sources have to be referenced differently and according to the prescriptions of the citation style you use.

In addition there are special conventions you have to pay attention to when citing images, tables, maps und standards.

Example

Here is how the same journal article looks in three different citation styles:

- APA 6th (in-text reference: (Brown, Trefil, & Caringella, 2007, pp. 11–13))
Brown, C., Trefil, J., & Caringella, P. (2007). Citing is easy. *Style Review*, 24(2), 10–19. Retrieved from <http://www.writewell.edu>
- Vancouver (numerical reference inside the text: (1))
1. Brown C, Trefil J, Caringella P. Citing is easy. *Style Review* 2007; 24(2):10–9.
Available from: URL:<http://www.writewell.edu>.
- Chicago 16th (Notes) (footnote: (Charleen Brown, James Trefil, and Paul Caringella, “Citing is easy,” *Style Review* 24, no. 2 (2007): 11–3, <http://www.writewell.edu>.))
■ Brown, Charleen, James Trefil, and Paul Caringella. “Citing is easy.” *Style Review* 24, no. 2 (2007): 10–19. <http://www.writewell.edu>.

Support for referencing

Reference management software like Citavi or EndNote, which we offer you [for free at TUM university library](#), assists you with referencing.

These software programmes offer thousands of citation styles and help you to give correctly formatted references both within the text and in your reference list.



Further information

To support our reference management software Citavi and EndNote we offer a comprehensive [course programme](#) and a [reference management drop-in session](#), where we are happy to deal with all individual questions.

You will find further information and more examples of quotations in the [lecture notes to our workshop “Get Ready for Your Degree - Advanced Library Course”](#) which you can find in our institutional repository [mediaTUM](#).

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