A QUICK GUIDE TO ACADEMIC REFERENCING

Part 1:

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Academic Referencing/Citation for a Bachelor Thesis

- We prefer an author-date style! See, e.g., an APA tutorial: https://owl.english.purdue.edu/owl/resource/560/1/

- It is uncommon to provide page numbers, unless you are citing a *specific part of a large body of literature* (hundreds of pages) or you are *quoting directly*.

- Only use footnotes for comments; *and sparingly*!

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What to Cite?

- You have to cite all original ideas of other scholars.

- General information not attributable to a scholar (like the birthdate of Einstein) doesn't need a citation.

- You may quote (indicate with „…") or paraphrase.

- Paraphrasing means to put another scholars idea in your own words.

- *Changing just a few words could be considered Plagiarism!*

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Plagiarism and Sensitivity

- Plagiarism (stealing intellectual property) is a serious deception and is not tolerated!

- *Always use a citation if not sure!*

- Be careful to not use resources that have no peer review or a political tendency. For example: Personal Blogs, Homepages, Non-scientific Journals, Youtube Videos, …

- *Wikipedia* can only be a starting point to structure your search in acadamic databases.

In-Text Citation

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The Basics – In-Text Citation

Single Author:

■ Meyer (1991) claims that...

■ …empirical research found largely contradicting results (Meyer, 1992; Schneider, 1993).

■ …this assumption is false according to Meyer (1991a), as well as Meyer (1991b).

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<u>*Two Authors:*</u>

■ Meyer and Schneider (1995) claim that...

■ …empirical research found largely contradicting results (Meyer & Schneider, 2005).

<u>*Three to six Authors:*</u>

■ *First citation*: (Meyer, Schneider, Müller, & Schmidt, 2008)

■ *Subsequent citations*: (Meyer et al., 2008)

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Citing from a citation:

- Johnson argued that...(as cited in Smith, 2003, p. 102).
- Or: (Johnson, 2001, as cited in Smith, 2003, p. 102).

No Author or Date:

- When the author is unknown, use the title of the text you cite from or the first few words of the paragraph.

- If no date is available, you can use the abbreviation 'n.d.' in your citation.

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Quotations

- Use direct citations sparingly!

- They are commonly needed when citing numbers/percentages and they must follow immediately after.

- According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

- … 60% (Senoj, 1998, p. 199) of the Students to be precise.

Keeping it Clean and Clear

- In order to keep the text flowing, you can use pronouns: Furthermore, the authors…; The study also highlights…

- When citing a whole paragraph, put the citation after the punctuation. However, the pronoun solution looks much better.

- This idea is strengthened by Wang et al. (2013), who present autonomy as an important competence building factor for MNE subsidiaries from emerging markets that are located in developed economies. They argue that autonomy is a prerequisite to achieve a local learning process, helping emerging-market subsidiaries to overcome their home-country disadvantages. (Wang et al., 2013)

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Bibliography (References)

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Bibliography

- It contains all the literature that you have cited.

- Do not include anything that is not indicated in the main text!

- The first two items are always the name and date.

- The list is sorted alphabetically and, in a second order, according to the publication date.

Bibliography

Book:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

Chapter in an Edited Book:

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Article:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. http://dx.doi.org/xx.xxx/yyyyy

Bibliography

Internet:

Author, A. A., & Author, B. B. (Date of publication). *Title of document.* Retrieved from http://Web address *(on May 6, 2014).*

Citing from an interview:

Give name, position/degree and organization/department as precisely as possible. However, do respect privacy and, in particular, *any anonymity requests.* **No reference needed in the Bibliography!**

E.g.: … (Anonymous, personal communication, January 4, 2001).

Or: The following Section refers to an interview conducted with XY, who is the CEO of corporation Z, on April 1, 2015.

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Citation Management Software

- CMS will take some time to learn but will give you that time back in the later stages of thesis writing!

- Popular examples are Refworks (available from the SUUB), EndNote and Mendeley.

- You can import citations directly from academic literature databases and sort them in your own ‚library'.

- More importantly, you can use this library to cite in MS Word with a few mouse clicks. A bibliography will be created automatically at the end of the document!

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