

Technische Universität Berlin
Faculty VII Economics and Management
Economics and Management Library

Guideline for
Citing Correctly &
Avoiding Plagiarism

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1 Introduction

This guideline is intended for students in the process of writing a seminar paper or a bachelor's or master's thesis who wish to broaden and enhance their knowledge of correct citation. This guideline is a general introduction to the topic and supplement the requirements of the supervising chair.

The individual points in this guideline are illustrated as clearly as possible with the help of numerous examples. Important tips and examples are indicated in blue.

If you are uncertain about your level of knowledge when it comes to correct citation, you can do the quiz in the annex (see Chapter 9.19.1) to see where you stand. In the annex you will also find a checklist (see Chapter 9.3) as a reminder and summary of this guideline.

Because the guideline represents only a small part of what you need to know in order to write an academic paper, we are also on hand to help you improve your academic writing skills overall. Our helpful tips on finding literature are available at our website (quick access: 155878). Information on our training program - are also available there (quick access: 118963). Our video tutorials are accessible via our YouTube channel . We are also happy to advise you in person.

2 Background

The goal of an academic paper is to create new knowledge on the basis of existing knowledge. Literature search is a key element of academic writing. It allows you to obtain an overview of the current state of research on a respective topic and forms the basis for a critical discussion of research theories and results.

Since new papers are always based on existing publications, it is important to mark clearly which findings are from which authors. Citations are therefore generally a welcome and necessary component of academic writing. It is essential in this context that all thoughts and content that are not your own are marked accordingly. Correct citation is a key element of good scientific practice and comprises precise citing of sources (see Chapter 3) and correct listing of all sources in the list of references (see Chapter 6). Within an academic paper, all citations and sources must be provided in a consistent way, i.e. follow the same citation style. Selected citation styles are presented in more detail in these guidelines (see Chapter 4).

If content produced by another person is not marked as such, this is interpreted as an attempt at deception or as plagiarism (Turabian, 2018, p. 78).

2.1 What is plagiarism?

Plagiarism is the presentation of another person's thoughts, ideas and work as your own on a substantial scale in your paper. Failing to cite a source in full and / or accurately can also lead to suspicion of plagiarism (Turabian, 2018, p. 81, Tissington & Hasel, 2017, p. 77).

According to Turabian (2018, p. 81), you should avoid the following:

- Quoting, paraphrasing, or summarizing a source without citing it
- Copying words from a source without quotation marks
- Only changing a few words even though you cited the source

In Germany, the Copyright Act (*Urheberrechtsgesetz* - UrhG) is in place to legally protect intellectual property. It stipulates under what circumstances citations (Section 51) may be used and what must be taken into account when citing sources (Section 63). When reproducing text passages by other authors, the source must be clearly indicated (Copyright Act, 2017 §§ 51 and 63). It is also essential that the source is

cited when drawing on another person's thoughts and ideas where text passages are not reproduced verbatim (e.g. when paraphrasing).

2.2 What does not need citing?

Information that is general knowledge

For example, citing "The Earth is round" would be inappropriate because it is a statement (citation) that is long part of common knowledge.

Knowledge recognized by the scientific community

You should "...cite a source for an idea when (1) it is associated with a specific person and (2) it is new enough not to be part of a field's common knowledge." (Turabian, 2018, p. 83). An example of common knowledge in the scientific community is Albert Einstein's theory of relativity.

2.3 What can be cited and what cannot?

In an academic paper, only those sources should be used that are scientifically correct, traceable, and verifiable. Not all sources can be cited or are worth citing. The sources that are relevant for academic papers are shown in the following list, whereby the list only contains examples and is not intended to be comprehensive.

Sources that can be cited are published sources made available by publishing houses or academic institutions. Only published sources are procurable and verifiable and can therefore be cited.

These include:

- Academic reference books or textbooks (monographs)
- Articles in scientific journals and anthologies (e.g. from handbooks)
- University theses (dissertations, *Habilitation* theses)
- Discussion papers and research reports
- Official statistics

Sources that cannot be cited are ones to which no originator can be clearly attributed or which are not consistently verifiable, for example because they are not distributed via the book trade.

Examples are:

- Lecture notes and slides
- Unpublished academic articles
- Wikipedia
- Preprints

Sources that are not worth citing are sources that have no or only a very low scientific character. For example:

- General interest magazines (e.g. Time etc.)
- Daily and weekly newspapers (e.g. New York Times, Financial Times)

You should already avoid such sources when conducting your literature search.

3 Quoting

Quoting means reproducing someone else’s thoughts and ideas. If quotations are included in a piece of written work, the source (also known as “reference”) must always be indicated too. How sources are displayed in the text depends on the citation style used (Chapter **Fehler! Verweisquelle konnte nicht gefunden werden.**). In general, the source for a quotation that comprises a single sentence is indicated at the end of the sentence. If several sentences are cited word-for-word, the source is provided at the end of the paragraph. If, however, a longer text passage is reproduced analogously (paraphrasing), the source is indicated at the beginning of the paragraph. There are several different types of quotations. These are explained in detail in the following section.

3.1 Direct quotations

A direct quotation means that a text passage or excerpt is included word-for-word in the paper. Direct quotations are set in quotation marks “...” and the exact pattern of words and characters must be used. Direct quotations are used in cases where the exact wording is particularly important. In general, direct quotations should be used sparingly. For direct quotation the relevant page number must be given.

The following standards should be followed when incorporating direct quotes in the text:

Format	Meaning
...	Several words have been omitted from the quotation. Do not use ellipsis points at the beginning or end of a quotation.
[Author’s note]	This is used to indicate comments, corrections or remarks by the author.
[sic]	“So” or “Thus” -- Indicates errors in the original source.

Table 2: Formatting standards

If a direct quotation comprises more than 40 words, it should be formatted as its own paragraph. The text must be indented on both sides. This is also called a block quotation. No quotation marks are used for block quotations.

Lenovo is successful because:

[...] the development of Lenovo relies on series of new management practices. Lenovo has dedicated mergers and acquisitions team that tracks the progress of these integrations. Lenovo has an annual meeting where the management of newly acquired companies meets with its top 100 executives. In these meetings, where English is the medium, Lenovo explains its global strategy and how new executives fit in (Lin, 2018, p. 20).

In a block quotation, the source is included immediately before the punctuation mark.

3.2 Paraphrasing

If you reproduce the meaning of a text passage in your own words, this is known as indirect quotation (paraphrasing) and the source is required. Indirect quotation can be used to summarize contents from a source and condense them to the most important points.

Example of a source text taken from Steiber & Alänge (2016, p. 146):

In fast-changing VUCA environments that are typical of nearly every industry today, the best companies are entrepreneurial. They are adept at, or even paranoid about creating, recognizing and seizing business opportunities. They're constantly carrying out initiatives to launch new product offerings, or to grow and improve existing ones; they are always looking to enter new markets or improve their position in existing ones. These entrepreneurial companies can also pivot quickly in the sense of changing or adapting their business or revenue models and they are proactive. When they make changes of any kind, they tend to be ahead of the curve instead of reacting to moves by competitors. Often, they'll change what is already working if they think they can make it better. Because they take forward-looking risks, rather than running the larger risks of path dependency and stagnation, their ambition is to

avoid becoming blindsided by change or being forced into emergency measures to rescue the company.

This could be paraphrased as follows:

Entrepreneurial companies embrace change and are constantly striving for improvement even though it means taking forward-looking risks (Steiber & Alänge, 2016).

See also Bailey (2015, p. 26, p. 41-49) for further paraphrasing exercises.

No quotation marks are used for indirect quotations. The start and end of an indirect quotation should nonetheless always be clear.

3.3 Quotations from secondary sources

As a responsible researcher you are supposed to read each source in the original. This is necessary to ensure the quotation is correct and still has the same meaning as in the original.

Only in exceptional cases should secondary sources be used, for example if you cannot obtain the original source despite extensive efforts and utmost care. In this case, the secondary quotation must be apparent as such in the source provided.

It was illustrated in the book by McCabe and Knights (2002, as cited in Lin, 2018, p. 17) ...

You should only include those sources in the list of references that you have actually read. For this reason, the primary sources are not included in the list of references in the case of secondary quotation.

3.4 Quotation within a quotation

A quotation in a quotation is when something is quoted within a direct quotation. A quotation within a quotation is set in single quotation marks ('...') and indicated by "as cited in" in the source.

"[...] it is important for each library to conduct its own assessment [...] because 'one size does not fit all academic libraries' and 'designs will, and should be, different on every campus'" (Archambault & Justice, 2017, p. 13, cited in Head, 2016, p. 26).

3.5 Citing other sources

Citing internet sources

Just as with print media, it is equally important when using electronic sources to check first what can be cited and what is worth citing (see Chapter 2.3). When citing internet sources, you should follow the style used in printed forms of publication. That means the author, title, year, and URL should be indicated.

If an internet source is cited, the internet address (URL or URN) or the DOI (Digital Object Identifier) appears in the list of references only. Page numbers are often not included for technical reasons - with the exception of documents in data formats such as pdf, doc(x), or ppt. Internet sources can change over time. For this reason, you should save the version of the source you used and, where applicable, include the retrieval date in the list of references (Turabian, 2018, p. 144).

Citing non-text sources

Non-text sources include all graphics (diagrams, mind maps), figures (pictures or photographs), and tables. Bibliographic data for non-text sources always appear under the respective graphics, figure or table. A separate numbering system is used for figures and tables and continues through the entire paper. The respective number appears immediately before the source. A list of figures and / or a list of tables is created. This is inserted after the list of contents or, if there is one, after the list of abbreviations.

Categories:

- Tables → Table / Tab.
- Photographs / Graphics → Figure / Fig.

If a table, for example, is your own work, this must be indicated under the table. If you alter or augment a non-text source, “Own representation based on” is inserted immediately before the source. More extensive material belongs in the annex or must be provided separately.

An example for each type of non-text source is provided below.

Tables

	Block I	Block II	Block III
Synonym	Branding	Germany	Automotive industry / market
Related terms	Product policy	Europe, EU	Motor vehicle market / industry
Broader terms	Marketing		

Table 1: Matrix of terms for the topic “Branding in the German Automotive Market”
(Own representation)

Figures

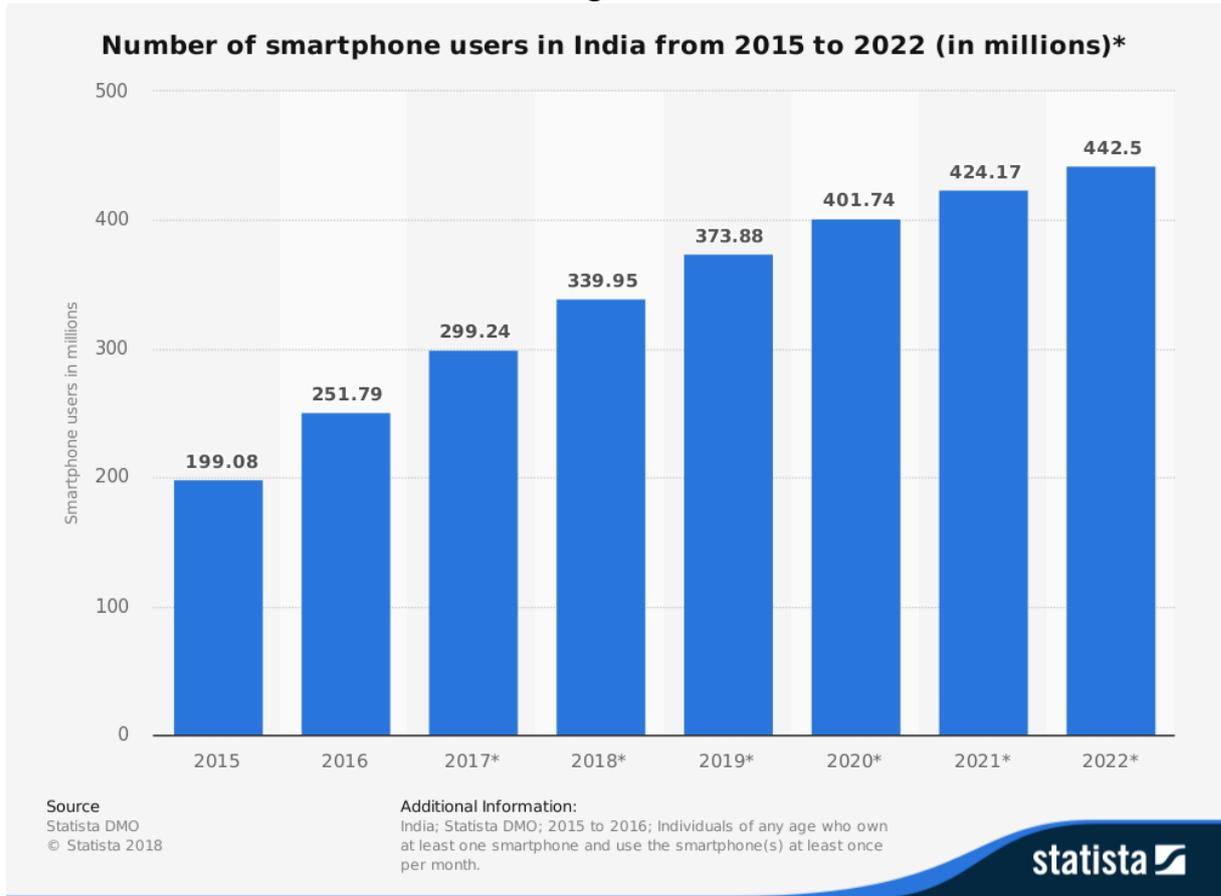


Figure 1: Number of smartphone users in India from 2015 to 2022 (in millions).
(Statista)

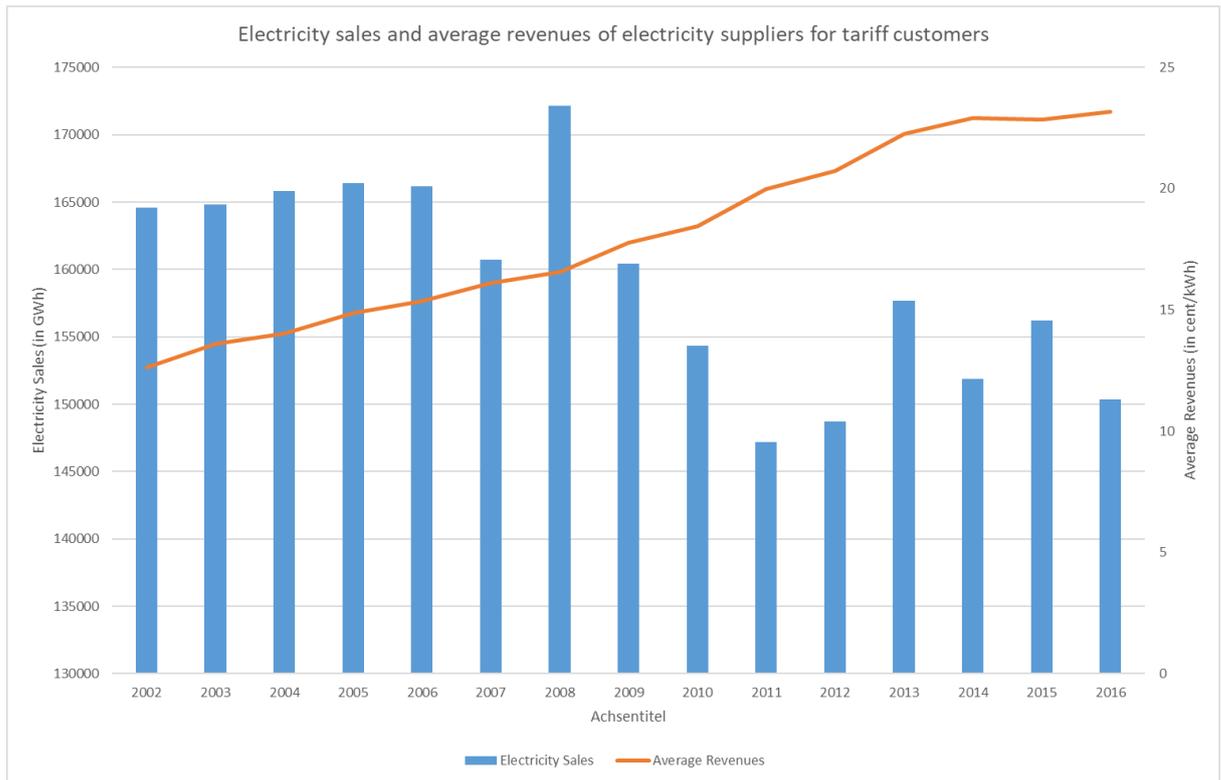


Figure 2: Electricity sales and average revenues of electricity suppliers for tariff customers from 2002 to 2016 (Own representation based on Federal Statistical Office (Destatis), 2018b)

4 Overview of citation techniques and styles

The shortened citation is one of the most commonly used citation techniques. It includes main information about the source, like the author's name, the year of publication, the title and the page number(s) of the cited text passage. There are two recognized formats of citations:

1. The **author-date format** used by the American Psychological Association (APA) / Harvard citation style. Further explanation of APA citation style see below.
2. **Notes and bibliography format**, used for example in the Chicago citation style (see Chapter 4.2). Sources in footnotes are common above all in the arts and humanities.

Many chairs at your faculty recommend or specify what to use.

There are many different citation styles. They specify how citations in texts and sources in the list of references must appear. Two common styles used in economics - APA and Chicago - are presented below (see also Tissington & Hasel 2017, p. 52).

4.1 APA 6th

The abbreviation APA stands for American Psychological Association. Alongside Harvard style, this is the citation style most commonly used in economics. APA style has evolved out of Harvard style, amongst others, which is why these two citation styles are very similar. Characteristic of APA style are: the **author-date system** and the **in-text references** typical of Harvard style (Tissington & Hasel, 2017, p. 56). APA allows footnotes to be used for content comments only.

The sources in these guidelines follow APA style but have been expanded by the page number for indirect quotations in order to make it easier to find the respective information. An adaptation of a citation style is allowed as long as the same style is followed throughout the entire academic paper. The most common way is to provide author and date for indirect citations only. In the case of direct citations, the page number is always included.

4.1.1 In-text citations

A sample text follows. It is concerned with the correct citation of different types of media. The sources serve as examples only and are unrelated to the text's content. The type of publication can be found in the list of references that follows the sample text. It is marked blue and not part of the bibliographic data in the list of references. The differences between the most important types of publication are explained in our videos "Understanding types of publications" and "Recognizing types of publications".

The book by Gibbons (1992) is a good example for a reference from a book written by a single author. When citing from a book with more than two and less than five authors, all authors are named in the first source (Easterby-Smith, Thorpe, & Jackson, 2015). For all further citations from this book, only the first author is named with the suffix "et al." (Easterby-Smith et al., 2015). If a source has more than five authors, only the name of the first author and the suffix "et al." appear.

Matters become more complex when citations are taken from an anthology (a large number of articles by different authors, mostly with an editor). Concerning the bibliographic data, the author of the article is of first importance. "Here is a direct citation from the collected edition Research methods for strategic management (Massaro, 2016, p. 253)." If a book has editors instead of authors, this only becomes apparent in the list of references (Dagnino & Cinici, 2016). An editor is not necessarily a person. Books are often also published by organizations or institutions, for example the "International Financial Reporting Standards" (International Accounting Standards Board (IASB), 2018).

The same rules apply for electronic books. For better retrievability, including the URL (if there is one) or the database in the list of references is recommended (Chen, 2019).

Recent and relevant literature and research papers are found above all in journals (Anderson, Chandy, & Zia, 2018). Journal articles can meanwhile often be viewed online; they are either freely accessible or a corresponding license is required. If the article has been assigned a DOI (Digital Object Identifier), this must be included in the list of references (Tarka, 2018). Alternatively, the URL of the journal (not of the

article) or the name of the database must appear. Under some circumstances, citations can also be taken from websites, for example from the website of a state institution ([Federal Ministry for Economic Affairs and Energy, 2018](#)) or from a social network page ([Chicago Manual of Style, 2015](#)). If a blog entry or a facebook post is cited, the first 40 words of the caption are used as title.

4.1.2 Bibliographic data in the list of references

The bibliographic data for the sources mentioned in the previous chapter are listed below. The type of publication is highlighted in blue.

Gibbons, R. (1992). *A primer in game theory*. Harlow: Pearson/Prentice Hall.
([Monograph with a single author](#))

Easterby-Smith, M., Thorpe, R., & Jackson, P. R. (2015). *Management and business research*. (5th ed.). Los Angeles: Sage.
([Monograph with multiple authors](#))

Massaro, S. (2016). Neuroscientific methods for strategic management. In G. B. Dagnino & M. C. Cinici (Eds.), *Research methods for strategic management*. (pp. 253-282). London: Routledge.
([Article in an anthology](#))

Dagnino, G. B., & Cinici, M. C. (Eds.). (2016). *Research methods for strategic management*. London: Routledge.
([Anthology](#))

International Accounting Standards Board (IASB). (2006). *International Financial Reporting Standards (IFRSs) 2006: Including International Accounting Standards (IASs) and Interpretations as at 1 January 2006*. London: IFRS Foundation.
([Book published by an institution](#))

Chen, S. (2019). *The Design Imperative: The Art and Design of Management*. Cham: Palgrave Macmillan. Retrieved from <https://link.springer.com/book/10.1007%2F978-3-319-78568-4>
([Electronic monograph](#))

Anderson, S. J., Chandy, R., & Zia, B. (2018). Pathways to Profits: The Impact of Marketing vs. Finance Skills on Business Performance. *Management Science*, 64 (12), 5461-5959.

[\(Journal article\)](#)

Tarka, P. (2018). The views and perceptions of managers on the role of marketing research in decision making. *International Journal Of Market Research*, 60 (1), 67–87. doi:10.1177/1470785317744854

[\(Electronic journal article\)](#)

Federal Ministry for Economic Affairs and Management. (2018). *The Economic Situation in Germany in October 2018*. Retrieved 10 January 2006, from <https://www.bmwi.de/Redaktion/EN/Pressemitteilungen/Wirtschaftliche-Lage/2018/20181015-economic-situation-in-germany-in-october-2018.html>

[\(Website of a state institution\)](#)

The Chicago Manual of Style. (17. April 2015). Is the world ready for singular they? We thought so back in 1993 when the 14th edition opened the doors to acceptable usage in the now notorious note 9. This was met with such ire that we reconsidered our position [Facebook status update]. Retrieved from <https://www.facebook.com/ChicagoManual/posts/10152906193679151>

[\(Post with reference to an article on a social network page\)](#)

Note: For greater transparency, the list of references should be sorted alphabetically by the last names of the authors, editors, etc. To provide a better understanding of the examples, we have not listed names in alphabetical order here.

4.2 Chicago manual of style

There are two varieties of Chicago style: The “**Author-Date Format**” and the “**Notes and Bibliography Format**” (University of Chicago, 2017). Chicago style is therefore also suitable for providing sources in the form of footnotes. Apart from the manner in which citations are included in the text, both varieties follow the same rules.

Unlike APA citation style, Chicago style includes the author’s last name, the title

(excluding suffix and article) and - mandatory - the corresponding page number(s) in the shortened citation. If you cite a source for the first time in your work it is recommended to provide some more information (as in the shortened note), like the full name, the place of publication, the publisher and the year. Page numbers are indicated for both direct and indirect quotations.

4.2.1 Shortened citations in footnotes

A sample text follows. It is concerned with the correct citation of different types of media. The sources serve as examples only and are unrelated to the text's content. The type of publication can be found in the list of references that follows the sample text. It is marked blue and not part of the bibliographic data in the list of references. The differences between the most important types of publication are explained in our videos ["Understanding types of publications"](#) and ["Recognizing types of publications"](#).

The book by Gibbons is a good example for a citation from a book with a single author.¹ When citing from a book with more than three authors, only the first author is named in the footnote with the suffix "et al."² Up to ten authors are all named in the list of references. If a source has more than ten authors, only the name of the first author and the suffix "et al." appear.

Matters become more complex when citations are taken from an anthology (a large collection of articles by different authors published together in one book, mostly with an editor). Concerning the bibliographic data, the author of the article is of first importance. "Here is a direct citation from the collected edition Research methods for strategic management."³ If a book has editors instead of authors, this only becomes apparent in the bibliography.⁴ An editor is not necessarily a person. Books are often also published by organizations or institutions, for example the ["International Financial Reporting Standards"](#).⁵

¹ Gibbons, *Primer in Game Theory*, 310.

² Easterby-Smith et al., *Management and Business Research*, 120-22.

³ Massaro, *Neuroscientific Methods for Strategic Management*, 68.

⁴ Dagnino and Cinici, *Research Methods for Strategic Management*, 97-98.

⁵ IFRS, *International Financial Reporting Standards*, B535-96.

The same rules apply for electronic books. For better retrievability, including the URL (if there is one) or the database in the list of references is recommended.⁶

Recent and relevant literature and research papers are found above all in journals. For this reason, an article from a journal is cited here.⁷ Journal articles can meanwhile often be viewed online; they are either freely accessible or a corresponding license is required. If an article has been assigned a DOI (Digital Object Identifier), this must be included in the list of references.⁸ Alternatively, the URL of the journal (not of the article) or the name of the database must appear. Under some circumstances, citations can also be taken from websites, for example from the website of an institution.⁹ If available, the date on which the website was last updated is to be included. If this is not available, the retrieval date can be included. In some cases, for example if your work deals with social networks, it can be possible to cite social network entries.¹⁰

4.2.2 Bibliographic data in the list of references

Gibbons, Robert. *A Primer in Game Theory*. Harlow: Pearson/Prentice Hall, 1992.
(Monograph with a single author)

Easterby-Smith, Mark, Thorpe, Richard, and Jackson, Paul R. *Management and Business Research*. 5th ed. Los Angeles: Sage, 2015.

(Monograph with multiple authors)

Massaro, Sebastiano "Neuroscientific Methods for Strategic Management." In *Research Methods for Strategic Management*, edited by Giovanni B. Dagnino and Maria C. Cinici, 253–82. London: Routledge, 2016.

(Article in an anthology)

Dagnino, Giovanni B. and Maria C. Cinici, eds. *Research Methods for Strategic Management*. 1st ed. London: Routledge, 2016.

(Anthology)

⁶ Chen, *The Design Imperative: The Art and Design of Management*, 253.

⁷ Anderson, Chandy, and Zia "Pathways to Profits: The Impact of Marketing vs. Finance Skills on Business Performance", 5561-62.

⁸ Tarka, "The Views and Perceptions of Managers on the Role of Marketing Research in Decision Making", 72.

⁹ Federal Ministry of Economic Affairs and Energy, "The Economic Situation in Germany in October 2018."

¹⁰ Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993."

International Accounting Standards Board (IASB). *International Financial Reporting Standards*. London: IFRS Foundation, 2018.

(Monograph by an institution)

Chen, S. (2019). *The Design Imperative: The Art and Design of Management*. Cham: Palgrave Macmillan. Retrieved from <https://link.springer.com/book/10.1007%2F978-3-319-78568-4>

(Electronic monograph)

Anderson, Stephen J., Rajesh Chandy, and Bilal Zia. "Pathways to Profits: The Impact of Marketing vs. Finance Skills on Business Performance Management." *Management Science* 64, no. 12 (2018): 5559-83.

(Journal article)

Tarka, Piotr. "The Views and Perceptions of Managers on the Role of Marketing Research in Decision Making." *International Journal of Market Research* 60, no. 1 (2018): 67–87. <https://doi.org/10.1177/1470785317744854>.

(Electronic journal article)

Federal Ministry for Economic Affairs and Management. "The Economic Situation in Germany in October 2018". Accessed January 10, 2019. <https://www.bmwi.de/Redaktion/EN/Pressemitteilungen/Wirtschaftliche-Lage/2018/20181015-economic-situation-in-germany-in-october-2018.html>.

(Website of a state institution)

Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

(Post with reference to an article on a social network page)

Note: For greater transparency, the list of references should be sorted alphabetically by the last names of the authors, editors, etc. To provide a better understanding of the examples, we have not listed names in alphabetical order here.

5 Reference management programs

Our video tutorial “[Organizing literature efficiently](#)” is a useful introduction to the topic.

Reference management programs are software programs that make it easier to collect and manage the literature you have researched by automatically drawing a publication’s bibliographic data from a reference database or the internet. If a source has an identifier (mostly ISBN or DOI), the bibliographic data for each source can be uploaded into the program. This makes it easier to maintain an overview of the literature you have used during the course of your research work. Quotations can also be easily included in a reference management program. Additional notes can be compiled for each publication.

Furthermore, most reference management programs can be linked with data processing programs such as Word, so that sources and the list of references are automatically inserted and updated. With Citavi, for example, the list of references can be generated from the sources and integrated in the text document. The preferred citation style can be used to integrate citations and sources in the text document. The corresponding list of references is generated automatically by inserting sources. However, the bibliographical data should be checked as they might be incorrect.

Examples of reference management programs:

- Citavi
- EndNote
- Zotero
- JabRef

At Technische Universität Berlin, the Citavi reference management program can be obtained free of charge from the Center for Campusmanagement (quick access: 71869). Citavi is not compatible with MAC. MAC users can use the free Zotero program or other software.

6 List of references / bibliography

With the help of a list of references, readers can quickly find the sources used and relate them to the respective citations. It is also called a bibliography and is always found at the end of an academic paper. It has its own chapter before the annexes and must be correct and complete. The same citation style should be used for the list of references and the shortened citations.

In the list of references, all primary sources used in the paper are listed; that means all the sources actually read. The difference between primary and secondary sources is explained in Chapter 3.

The sources are listed in alphabetical order according to the author's last name and include all the necessary bibliographic data. Several works by the same author are listed chronologically according to their year of publication (beginning with the most recent).

Examples for the various types of publication for the most common citation styles in economics can be found in Chapter 4.

7 Further Reading

Bailey, S. (2015). *Academic Writing for International Students of Business*. (2nd ed.).

London, New York: Routledge. ([Call number of book in our library AHW 221'2](#))

Tissington, P. & Hasel M. (2017). *How to write successful business & management*

essays. (2nd ed.). Los Angeles: Sage Publications. ([Call number of the book in our library AHW 206'2](#))

Turabian, K. L. (2018). *A Manual for Writers of Research Papers, Theses, and Dis-*

sertations. (9th ed.). Chicago, London: The University of Chicago Press. ([Call number of the book in our library AHW 222'9](#))

APA 6th: PennState University Libraries (2018). *APA Quick Citation Guide*. Retrieved from <http://guides.libraries.psu.edu/apaquickguide/overview>

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- Turabian, K. L., revised by Booth, W.C., Colomb, G. G., Williams, J. M., Bizup, J., FitzGerald, W. T., & the University of Chicago Press editorial staff (2018). *A Manual for Writers of Research Papers, Theses, and Dissertations*. (9th ed.). Chicago: The University of Chicago Press.
- University of Chicago. (2017). *The Chicago Manual of Style Online*. Retrieved 16 May, 2019 from www.chicagomanualofstyle.org/
- Copyright Act (*Urheberrechtsgesetz - UrhG*) (2017). Act on Copyright and Related Rights (*Urheberrechtsgesetz, UrhG*). Retrieved 16 May, 2019 from <https://www.gesetze-im-internet.de/urhg/>

9 Annex

9.1 Quiz on correct citation

Answer the following 20 questions to test your knowledge of citation rules. The number of correct answers will tell you your level of knowledge. You can find the answers in the following Chapter 9.2.

0-5 questions correct →	You lack important knowledge about citation rules.
5-10 questions correct →	You are still missing a great deal of information about citation rules.
10-15 questions correct →	You have basic knowledge about citation rules but your knowledge could use refreshing.
15-20 questions correct →	You are well prepared for correct use of citations in your academic papers.

QUESTIONS	TRUE	FALSE
1. The source is indicated for direct quotations but not for indirect quotations.	<input type="checkbox"/>	<input type="checkbox"/>
2. In the list of references (bibliography), only sources are listed that you have actually read.	<input type="checkbox"/>	<input type="checkbox"/>
3. In an academic paper, sources are given as shortened citations.	<input type="checkbox"/>	<input type="checkbox"/>
4. You always analyze the secondary sources and not the primary sources.	<input type="checkbox"/>	<input type="checkbox"/>
5. Within an academic paper, you must use a consistent citation style.	<input type="checkbox"/>	<input type="checkbox"/>
6. If longer text passages are reproduced, the author's name precedes the paragraph.	<input type="checkbox"/>	<input type="checkbox"/>
7. Re-phrasing a text passage from a primary source is considered your own academic achievement. The primary source therefore does not have to be cited.	<input type="checkbox"/>	<input type="checkbox"/>

QUESTIONS	TRUE	FALSE
8. Secondary sources can be used since the author will certainly have evaluated the primary source in line with scientific standards.	<input type="checkbox"/>	<input type="checkbox"/>
9. Typographical mistakes in direct quotations may not be corrected.	<input type="checkbox"/>	<input type="checkbox"/>
10. If all text passages in an academic paper are taken from other sources and cited correctly, this complies with good scientific practice.	<input type="checkbox"/>	<input type="checkbox"/>
11. Wikipedia should not be cited in academic papers.	<input type="checkbox"/>	<input type="checkbox"/>
12. It is not necessary to cite the primary source for Einstein's theory of relativity.	<input type="checkbox"/>	<input type="checkbox"/>
13. Sources that can be cited are sources that have been published in some form.	<input type="checkbox"/>	<input type="checkbox"/>
14. Figures from a publication do not need to be cited if you have reproduced them yourself.	<input type="checkbox"/>	<input type="checkbox"/>
15. If you take the structure and thoughts of an entire paragraph from a primary source, the source needs to be included after every sentence.	<input type="checkbox"/>	<input type="checkbox"/>
16. APA 6th and Chicago Manual of Style are different citation styles.	<input type="checkbox"/>	<input type="checkbox"/>
17. In the list of references, an author's publications are always sorted by the year of publication (starting with the most recent).	<input type="checkbox"/>	<input type="checkbox"/>
18. APA includes the author and the year in shortened citations in the case of indirect quotations. In the case of direct quotations, the page number may also be included.	<input type="checkbox"/>	<input type="checkbox"/>
19. For internet sources, only the date these were last accessed needs to be provided. When the publication or internet site was created or updated is irrelevant since only the time of retrieval is important.	<input type="checkbox"/>	<input type="checkbox"/>
20. Plagiarism is when substantial parts of an academic paper have used the ideas of others without indicating them and thereby create the impression that they are the author's own.	<input type="checkbox"/>	<input type="checkbox"/>

9.2 Answers to quiz on correct citation

QUESTIONS	T	F	COMMENT
1. The source is indicated for direct quotations but not for indirect quotations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indirect quotations must also be marked because they contain the thoughts and ideas of another person.
2. In the list of references (bibliography), only sources are listed that you have actually read.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. In an academic paper, sources are given as shortened citations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. You always analyze the secondary sources and not the primary sources.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Whenever possible, primary sources should always be used. Only in exceptional cases, e.g. if a book is inaccessible, should secondary quotations be used.
5. Within an academic paper, you must use a consistent citation style.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. If longer text passages are reproduced, the author's name precedes the paragraph.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Re-phrasing a text passage from a primary source is considered your own academic achievement. The primary source therefore does not have to be cited.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When using indirect quotations, the primary source must be indicated because re-phrasing a text is not considered an academic achievement.
8. Secondary sources can be used since the author will certainly have evaluated the primary source in line with scientific standards.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	For the rarely used secondary sources, at least the bibliographic data of the primary source should be checked even if you cannot access the publication.

QUESTIONS	T	F	COMMENT
9. Typographical mistakes in direct quotations may not be corrected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	You can include [!] to indicate a typographical error.
10. If all text passages in an academic paper are taken from other sources and cited correctly, this is good scientific practice.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This does not constitute your own academic achievement. It is therefore not good scientific practice, which dictates that new knowledge must always be generated.
11. Wikipedia is not a source that can be cited (and is not worthy of citing) in academic papers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. It is not necessary to cite the primary source for Einstein's theory of relativity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. Sources that can be cited are sources that have been published in some form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Figures from a publication do not need to be cited if you have reproduced them yourself.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The originator of the figure must be cited even if you have reproduced it since this is not your own academic achievement.
15. If you take the structure and thoughts of an entire paragraph from a primary source, the source needs to be included after every sentence.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When paraphrasing an entire section, the author is often included after the first sentence with a shortened citation. The addition "ff." makes this even clearer.
16. APA 6th and Chicago Manual of Style are different citation styles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17. In the list of references, an author's publications are always sorted by the year of publication (starting with the most recent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18. APA includes the author and the year in shortened citations in the case of indirect quotations. In the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

QUESTIONS	T	F	COMMENT
<p>case of direct quotations, the page number may also be included.</p>			
<p>19. For internet sources, only the date these were last accessed needs to be provided. When the publication or internet site was created or updated is irrelevant since only the time of retrieval is important.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>An internet source's publication date must be included since it gives information about how up to date the source is.</p>
<p>20. Plagiarism is when substantial parts of an academic paper have used the ideas of others without indicating them and thereby create the impression that they are the author's own.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

9.3 Checklist for correct citation

CRITERIA	CHECK	DONE
<p>1. Simplicity</p> <p>The various forms of publication must be clearly separated from one another. The respective attributes for monographs, journal articles, etc. must be used.</p>	<p>All monographs, journal articles, contributions in anthologies, internet sources or other publications are clearly differentiated in the list of references.</p>	<input type="checkbox"/>
<p>2. Consistency</p> <p>Citation rules must always be applied in the same way. This means that the same citation style must be used throughout the entire academic paper.</p>	<p>I have cited consistently (always used the same type of shortened citation).</p>	<input type="checkbox"/>
	<p>I have also used the same citation style in the list of references.</p>	<input type="checkbox"/>
<p>3. Accuracy</p> <p>The amount of bibliographic data provided for each source is important. They must be sufficient to clearly identify the source.</p> <p>Direct citations are reproduced word-for-word.</p>	<p>All shortened citations and sources are to be provided in full in the list of references.</p>	<input type="checkbox"/>
	<p>The correct page is indicated in each shortened citation.</p>	<input type="checkbox"/>
	<p>I have cited word-for-word and marked omissions and additions.</p>	<input type="checkbox"/>
<p>4. Traceability</p> <p>The information an author provides to substantiate the source must be completely traceable.</p>	<p>The sources used in the footnotes are always clearly traceable.</p>	<input type="checkbox"/>

CRITERIA	CHECK	DONE
	<p>The authors' names are arranged alphabetically in the list of references.</p> <p>If an author has more than one publication, it is always clear to which publication I am referring in each citation.</p> <p>Multiple publications by the same author are sorted by the year of publication (starting with the most recent).</p> <p>Publications by an author in the same year are marked accordingly (e.g. a, b, c).</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>5. Completeness</p> <p>Shortened citations and the list of references should be identical, i.e. each source in the text relates to an entry in the list of references and vice versa!</p>	<p>I have marked all quotations, both direct and indirect.</p> <p>I have included all the sources I have used in the list of references.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>6. Standard Practice</p> <p>The use of a citation style must always been seen in the context of academic methods in the respective subject or branch of science.</p>	<p>I have used the citation style preferred by the supervising chair.</p>	<p><input type="checkbox"/></p>