References: What do I need to pay attention to?

This reference needs to be in my text!

What do I need to pay attention to?

<table>
<thead>
<tr>
<th>Content-related criteria:</th>
<th>Formal criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to integrate it into my text</td>
<td>Referencing and labelling</td>
</tr>
</tbody>
</table>

Do I want to integrate the citation as a direct quote or do I want to paraphrase?

Which function should the reference have in my text?

Direct quote:
Use quotation marks to label the citation. The reference can either be given in brackets directly after the quote (author-date-style) or in a footnote. For details on formal criteria, please pay attention to the relevant citation style. Example: APA style (often used in Politics and Public Administration and Psychology).

Paraphrase:
To include a reference in your own words, paraphrases are referenced by including the source and, optionally, by using “see” or “cf.” before the source. If you give a summary of sections of a text, you need to ensure that it is clear whether you are referring to someone else or using your own argumentation (e.g. by writing “according to X, …” or “as Y points out, …”).

General citation rules:
- Wherever possible, cite the original text (and not someone else’s interpretation of it).
- All citations are exact and honest.
- Changes to the original quote are marked by using square brackets [...].
- Meaning and message of the original must not be changed!
- Pay attention to discipline specific rules! Use your lecturer’s office hour or seek advice from a tutoring service.

I would like to use this reference...
... as a starting point of my own line of argument, e.g. to introduce a concept or to refer to a definition.
... as material for my analysis.
... to present the state of research.
... to back up/support a section of my line of argument.
... to create an antithesis to a previous statement.
... for my conclusion.

Every reference should have a function in the text.