## 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?

Content-related criteria:

Formal criteria:

How to integrate it into my text

Referencing and labelling

Which **function** should the reference have in my text?

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

I would like to use this reference...

Every reference should

have a function in the text.

- ... 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**.

## 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.

Based on: Pospiech, U. (2012). Duden Ratgeber: Wie schreibt man wissenschaftliche Arbeiten? Alles Wichtige von der Planung bis zum fertigen Text (1. Aufl). Mannheim: Dudenverlag, p. 139-147.

