



Citing and Referencing



1) Why Citing and Referencing?

Quotations, citations, references...

- ... confirm your statements and thus support your argumentation.
- ... document your discussion of a topic and the main research points.
- ... show respect for the intellectual achievements of others.
- ... give readers the opportunity to understand and examine your theories and sources.
- Only the correct handling of foreign works ensures the independence of your work and shows your personal performance.

2) What is citation and referencing?

“Citing is the process of including details of your sources within the text of your assignment. This is also known as in-text citation.” (UCD, 14.4.2021)

“Referencing is the process of acknowledging in detail all the information sources (books, journal articles, images, data, webpages etc.) that you have used in completing an assignment. References form a list with full details of sources placed at the end of an assignment or paper.” (UCD, 14.4.2021)

3) No reference needed?

- Usually, commonplaces, general or subject-specific knowledge do not require any proof.
- References to introductory texts, manuals etc. may also be appropriate for commonplaces.
- Nevertheless: Direct quotations must always be indicated and correctly referenced.





4) When and how to quote directly?

When?

- (Especially) memorable and unique expressions and phrases
- Well worded summaries, theories or statements
- Text fragments that are analyzed more closely

How?

- Quote exactly: Copy the spelling of the original, mark changes and insertions with [], omission with [...]
- Always use quotation marks “...” and include the exact position in your reference (in most cases this means, name the page).

Example

Umberto Eco writes in his book *How to Write a Thesis* in rule 9 that “[q]uotes must be accurate. First, transcribe the words exactly as they appear. [...] Second, do not omit text from quote without indicating your omission with an ellipsis, three consecutive periods with or without brackets, in place of the omitted part.” (Eco 2015, p. 162)

5) When and how to paraphrase?

When?

- Longer statements or arguments, which should be stylistically adapted

How?

- Summarize each text section in your own words
- Adapt the sentence structures – structure your paraphrase independently
- Clearly mark the beginning of the paraphrase (e.g. with a preceding phrase like: “Maier argued that ...”)
- Correctly refer to the source, including the pages you paraphrased

Example

There is still no universally valid definition of plagiarism that is valid across disciplinary and cultural boundaries. Last but not least, the question of a possible minimum scope of text adoptions is repeatedly raised in this context; the lawyer Roland Schimmel takes the point of view that it is irrelevant to the question whether it is a case of shorter, unproven literal quotations or multi-page adoptions (Schimmel 2011, p. 5).

Sources:

Eco, Umberto. *How to Write a Thesis*. MIT Press, 2015.

Schimmel, Roland. *Von der hohen Kunst ein Plagiat zu fertigen*. LIT-Verl., 2011.

University College Dublin (UCD). *Library LibGuides Academic Integrity - Referencing, Citation & Avoiding Plagiarism:*

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