

INSTRUCTIONS ON CITING SOURCES

Aim

The purpose of science is furthering knowledge. As such, new scientific developments are built on contributions to an already-existing knowledge base. In order to demonstrate how their work connects and expands that base, scientists often cite the work of others in their field. These citations are found in all scientific texts and typically include the quotation and a reference to its source. Referencing quotations is always required, regardless of the type of work; papers, theses and any other scientific publications must all include references.

General Information

Both direct quotations (any passages copied word-for-word from another source) and indirect quotations (the repetition of a previously stated idea) must include an acknowledgement of the original author.

This acknowledgement is given in two ways: first, a short reference to the author and page number should be made directly following the quotation; secondly, the original cited work should be included in a bibliography at the end of the paper.

There are several different methods of referencing citations. The most important thing to remember is that the same method should be used consistently throughout the paper. We prefer the use of footnotes over the so-called American system, which includes the citations in parentheses at the end of the sentence, often interrupting the flow of the text. However, the use of the American system is accepted as well. Please ensure that you are consistent in the use of whichever method you choose..

When directly quoting works which were published in a language other than the one you are writing in, we highly recommended that you avoid mixing the two languages in one sentence in the main text. Instead, we suggest that you provide the reader with a translation. The translation of citations from other languages should be discussed with your professor or lecturer beforehand. It should be supplemented by a footnote which mentions the quotation in its original language, followed by the words 'translation by the author' in parenthesis.

Citations in the Text

When crediting a source in the text of your paper, please use short references.

Direct Quotations

- Must be enclosed by quotation marks.
- The reference is often introduced by 'see...'
- References must include the author, the year of publication, and the page number.
- If the source you are using contains a quotation from another work and you wish to use that quotation in your paper, add the following to your citation: "quoted in author, year of publication and page number". The second quote must be enclosed by single quotation marks.
- If you use footnotes, check that there is a period after the footnote.
- Example:
 - In the text: "Public opinion becomes a 'barking dog' when an issue produces a debate among elites that is covered by the media in such a way as to focus the public's attention."¹
 - In the footnote: ¹ Powlick/Katz 1998:31.

Or

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- In the text: “Public opinion becomes a ‘barking dog’ when an issue produces a debate among elites that is covered by the media in such a way as to focus the public’s attention” (Powlick/Katz 1998:31).

Indirect Quotations (repeating the thought/theories of another author)

- Again, references must include the author, year of publication, and the page number.
 - Example:
 - French society was considered to be fragmented and possessed only rudimentary organization. A look at the party system, which was strongly divided and had very few members, confirms this finding².
 - ² Kempf 1999:31.
- Or
- French society was considered to be fragmented and possessed only rudimentary organization. A look at the party system, which was strongly divided and had very few members, confirms this finding (Kempf 1999:31).

Citations in the Bibliography

In the bibliography at the end of your paper, give the complete information on the sources used.

Book

- Author’s last name, first name (year): Title. Subtitle. Publisher: Place of publication.
- Example: Chhatre, Ashwini and Vasant K. Saberwal (2006): Democratizing Nature. Politics, Conservation, and Development in India. Oxford University Press: New Delhi.

Work in an Anthology or Collection

- Author’s last name, first name (year): Title. Subtitle. In: editor’s last name, first name (Ed.) (year): Title. Subtitle. Publisher: Place of publication. pg. x-y.
- Example: Stavins, Robert N. (2000): What Do We Really Know about Market-based Approaches to Environmental Policy? Lessons from Twenty-Five Years of Experience. In: Kosobud, Richard (Ed.) (2000): Emissions Trading. Environmental Policy’s New Approach. Wiley: New York. p. 49-60.

Article in a Scholarly Journal

- Author’s last name, first name (year): Title. Subtitle. In: Journal Name, Volume, Issue. pg. x-y.
 - Example: Holsti, Ole R. (1992): Public Opinion and Foreign Policy. Challenges to the Almond-Lippmann Consensus. In: International Studies Quarterly, Vol. 36, No. 4. p. 439-466.
- You can follow the same format when citing a newspaper article that lists the author.

Internet source

- Author’s last name, first name (year): Title. Subtitle. Available at: Link (date of access).
- Example.: Dembowski, Hans (2001): Taking the State to Court. Public Interest Litigation and the Public Sphere in Metropolitan India. Available at: http://www.asienhaus.de/public/archiv/taking_the_state_to_court.pdf (04.08.2008).