

INSTRUCTIONS ON CITING SOURCES

Objective

The purpose of science is the accumulation of knowledge. Scientific research thus builds on a preexisting knowledge base. Scientists cite the work of others in their field in order to demonstrate connections and expansions. Therefore, citing is a must, for all types of scientific work; whether you are writing a paper, thesis or a journal publication, make sure to always include all references.

General Points

Direct quotations (i.e. passages copied verbatim from another source) and indirect quotations (i.e. paraphrased ideas) must be indicated accordingly.

There are two parts to each reference: an in-text or footnote citation referring to the author, year and page number directly following the listing of the full bibliographic information as part of a bibliography at the end of the paper.

There are several different citing methods. Most importantly, make sure to use the same method **consistently** throughout the paper. We prefer the use of footnotes as opposed to the so-called American system, which includes the citations in parentheses at the end of the sentence.

Always speak to your advisor before quoting in a foreign language other than English or German. In general, we highly discourage mixing two languages in one sentence.

In-Text Citations

When citing a source, please use short references.

Direct Citations

- Are enclosed by quotation marks.
- The reference is often introduced by 'refer to.'
- References must include the author, the year of publication, and page number(s).
- If the cited text was already quoted in the text you read, add the following to your citation: "quoted in: author, year of publication and page number".
- Make sure to end each footnote with a period.
- Ex.:
 - 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.

Indirect Citations (paraphrased ideas)

- Again, references must include the author, year of publication, and the page number.
- Example:
 - French society was considered fragmented and only rudimentarily organized. A mere look at the strongly divided party system with its lack of members, confirms this finding².
 - ² Kempf 1999:31.

The Bibliography

In the bibliography at the end of your paper, give the complete information on the works cited.

Single-Author Book

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

Contribution to an Edited Book

- Author's last name, first name (year): Title. Subtitle. In: editor's last name, first name (ed.): Title. Subtitle. Place of publication: Publisher. pp 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.): Emissions Trading. Environmental Policy's New Approach. New York: Wiley. pp 49-60.

Article in an Academic Journal

- Author's last name, first name (year): Title. Subtitle. In: Journal Name, Volume, Issue. pp 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. pp 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).