Citation Guidelines

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Citation is the process of informing the reader that the information, ideas, or words in a text come from a different author. The use of citation is essential to avoid plagiarism and this document should be read in conjunction with MODUL's Plagiarism Brochure, available on the intranet at https://intranet.modul.ac.at/bba.thesis

Citation falls into two different areas: references with the body text itself, and listing the sources used at the end of the text in the form of a bibliography. The information below gives the general principles of citation and briefly describes one particular citation system commonly used in the social sciences. It is not important which system is used (unless you have been instructed to use a specific system by either your supervisor or the journal or publisher you are writing for), what is essential, however, is that it is used consistently throughout the text.

Citation within Text

A text may be cited as a direct quote, paraphrase, or summary. In each case the source must be indicated. For direct quotes it is important to mark the text taken from another source by surounding it with quotation marks. In US English it is more common to use double marks (e.g. "the text quoted") while British English generally uses single marks (e.g. 'the text quoted').

If the text quoted has a quotation embedded within it then use either:

• US English, single quotes within double quotes (e.g. "the text quoted 'includes a quotation' from another text"), or,

• British English, the opposite (double quotes within singles, e.g. 'the text quoted "includes a quotation" from another quotation').

Whether the text is a direct quote, paraphrase, or summary it is vital to indicate its presence in some fashion. This is generally done in two different ways. In the social sciences it is most common to mark the section taken from another author by including the information below in parentheses (brackets) within the body text itself.

• Author (usually only the surname), the date of the publication, and, if necessary, the page number(s). For example, "this is a quotation" (Lord, 2013, p.1). The exact format of this varies depending on the citation system used.

The other way in which a citation is marked is through a footnote numbering system. A superscript number directs the reader to either the bottom of the page, or to end notes (a list of the citations at the end of the chapter, thesis, or book).

Bibliographic Citations

The information given in the text (or footnotes) is used to trace the quotation, paraphrase, or summary back to a full citation in a list of works at the end of the text (usually called a bibliography, or list of sources). The list is arranged alphabetically using the first letter of the author's surname, and if there are multiple works for one author then also by date (usually earliest to latest) under that author's entry. The information that it is customary to cite in a bibliographic entry is as follows:

• The author's(') **name(s)**, usually the surname(s) in full and just the initial(s) of the forename(s).
• The **date** of publication, in general this is only the year but it may need more information in the case of journals or newspapers. The date is often placed in parentheses. If an author has written two or more works during the same year, then it is normal to distinguish between them with a lower case letter (starting from 'a') after the year, e.g. (2008a).
• The **title** of the book, chapter, or article. Titles of books are generally given in italic type, those of chapters from collections of writings or journal articles in roman (non-italic) type. In some systems chapter and article titles are also placed within quotation marks. If a title has a subtitle then it is usual to separate it off with a colon.
• The **place** of publication, usually the city but if there are two cities with the same name (which can happen between the US and UK) then it may be necessary to specify the state as well.
• The **publisher**.

For example:

Hagel, S. (2009). *Ancient Greek Music: A New Technical History*. Cambridge, UK: Cambridge University Press.

Extra publication details for the citation of individual chapters and journal articles.

For individual chapters from books it is also necessary to cite the following:

• The **title** of the book from which the chapter is drawn. This is, as above, usually in italic type.
• The **editor(s)** of the volume, often indicted by the abbreviation **ed.(s.)**.
• The **page numbers** of the chapter.

For journal articles it is also important to include:

• The **journal title**, like the titles of books this is usually in italic type.
• The **volume and issue number** of the journal.
• The **page numbers** of the article.

For example:

Ramanujan, A.K. (1991). Toward a Counter-System: Women's Tales. In A. Appadurai, F.J. Korom, & M.A. Mills (Eds.), *Gender, Genre, and Power in South Asian Expressive Traditions* (pp. 33–55). Philadelphia. University of Pennsylvania Press.

Baker, R. (2006). The Hungarian-Speaking Hussites of Moldavia and two English Episodes in their History. *Central Europe, 4(1)*, 3–24.

Technically ranges of page numbers or dates (e.g. pp. 12–16, or, 1993–2004) are joined with what is known as an en-rule. This is a longer dash than the commonly used hyphen, which joins two words together. Individual citation systems may or may not insist on this.

Details of Electronic Citations

As it is now common to access journals, or other information, on-line it is also usual to include this information in a bibliographic citation. This is generally indicated with a wording such as 'Retrieved from…' or 'Accessed on…' followed by the URL. Some citation systems demand that the date of access is also included.

It is becoming increasingly common to also cite, if available, the **DOI** number of an article or text. This 'digital object identifier' is the unique number that is linked with the text, so even if its location moves it can still be found. If neccessary this number is added to the end of the bibliographic citation.

APA Style

In the social sciences the most common style of citation is that of the American Psychological Association, known as APA Style. Below is a short description of the main ways in which this citation system works.

In-Text Citation

APA Style uses the following forms to indicate citations in text.

Single author before/after a citation: Smith (2005,) …

Two authors before/after a citation: Smith and Jones (2006) …

If a direct quote is used, then this requires the inclusion of a page number: "…" (Smith, 2005, p. 31)

Multiple authors: In the instance of first mentioning, all authors are listed. In subsequent mentioning of the same work, the first author is named, followed by the abbreviation et al..

Three or more authors before/after a citation: Smith, Jones, and Davies (2007)…, or, Smith et al. (2007) …

The abbreviation 'et al.' is Latin for *et alii* and is used in citations to mean 'and others'.

Bibliographic Citation

Books:

Surname, I[nitial]. (Date). *Title of Book: Subtitle of Book*. Place of Publication: Publisher.

For example: Herzfeld, M. (1991). *A Place in History: Social and Monumental Time in a Cretan Town*. Princeton: Princeton University Press.

Chapters from Books:

Surname, I[nitial]. (Date). Title of Chapter: Subtitle of Chapter. In I[nitial]. Surname (Ed.), *Title of Book* (page number–page number). Place of Publication: Publisher.

For example: Beaudry, N. (1997). The Challenges of Human Relations in Ethnographic Inquiry: Examples from Arctic and Subarctic Fieldwork. In G.F. Barz & T.J. Cooley (Eds.), *Shadows in the Field: New Perspectives for Fieldwork in Ethnomusicology* (pp. 63–83). New York: Oxford University Press.

Journal Articles:

Surname, I[nitial]. (Date). Title of Article: Subtitle of Article. *Journal Title, Volume Number(Issue Number)*, page number–page number. [If accessed on-line: Retrieved from http://www.…]

There should be no full point after the end of any URL. If there is a DOI number then there is no need for the URL and it is cited at the end (after the page numbers) as follows: doi: [number], again with no full point at the end.

For example:
Ballester, C. (2008). The Absence of the Establishing Shot in Slovak Films of the 1960s. *Central Europe, 6(2)*, 172–193. doi: 10.1179/174582108X366081

Butterwick, R. (2008). Deconfessionalism? The Policy of the Polish Revolution towards Ruthenia, 1788–1792. *Central Europe, 6(2)*, 91–121. Retrieved from http://maneypublishing.com/index.php/jpurna;s/ceu/

Kelly, E. (2006). Evolution versus Authenticity: Johannes Brahms, Robert Franz, and Continuo Practice in the Late Nineteenth Century. *19th Century Music, 30(2)*, 182–204.

Multiple authors are cited as follows:

Surname, I[initial]., Surname, I[nitial]., & Surname, I[nitial]. For example: Smith, J., Jones, W., & Davies, P.

Multiple Editors:

In I[nitial]. Surname, I[nitial]. Surname, & I[nitial]. Surname (Eds.). For example: In J. Smith, W. Jones, & P. Davies (Eds.)

For a more in-depth look at the APA Style citation system go to www.apastyle.org