In the following you will find some information that will help you to play by the rules of Good Scientific Practice.

**a) Citation/ Quotation/ Reference**

Citing helps to differ between you own ideas, arguments, and the one’s submitted by other scientists. Information about standards and rules you will find here: https://bibliothek.charite.de/publizieren/informationen_zum_publizieren/

If you quote directly, which means you copy an author’s text word for word, place quotation marks around the text and highlight it in italics. Direct quotations longer than one sentence display it in an indented block. If you quote indirectly (= paraphrasing), which means you put information/ ideas of another author in your own words, you have to show these other author by putting an in-text reference.

Please note that even the adaption of your own texts must be cited by a direct or an indirect quote.

Make sure that your citation in the text/ in-text reference and your reference list look uniform. We recommend usage of standard software tools for managing citations and references, e.g. EndNote or Reference Manager in a common style (Vancouver, Harvard or APA).

For all references to websites, the perspective date of access (or the date of the last update) has to be quoted.

**b) Use of Pictures/ Graphs**

If you use already published pictures or graphs in original or modified version show the source at the end the captions. Furthermore, it has to be listed in the reference list. Clarify the rights of use or licenses, e.g. by a request by the publisher.

Very helpful is the website: http://sherpa.ac.uk/romeo/search.php.

Even pictures or graphs of Open Access publications may only be published by a reference to the authors/ the source.

**c) Presentation of you own work in a in a cumulative habilitation thesis**

The public version of your cumulative habilitation thesis will be without the original publications. The chapter “Results” must therefore include short descriptions of the contents of the used papers.

You may use the original abstracts of the publications as a direct quotation (cf. version 1) or you generate a new worded, brief description of the respective results (cf. version 2).

Additionally, short text passage should show the context between the individual, cumulatively used publications.
Both version must include the reference (original title) and – wherever applicable - the doi number. If you use the whole or parts of the original abstract this reference will be a part of the sentence introducing the quotation.

<table>
<thead>
<tr>
<th>Variant 1</th>
<th>Variant 2</th>
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<tbody>
<tr>
<td><strong>Headline</strong></td>
<td><strong>Headline</strong></td>
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<tr>
<td>Text passage showing the context between the individual, cumulatively used publications.</td>
<td>Quotation + doi-number</td>
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<tr>
<td>Sentence introducing the direct quotation below. (e.g. The following text are reproduced in full from the abstract of the publicationXY = quotation + doi-number)</td>
<td>Text passage showing the context between the individual, cumulatively used publications.</td>
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<tr>
<td>„Abstract in original language“</td>
<td>New worded, brief description of the respective results.</td>
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If you translate an abstract, treat it like an untranslated source and add “translated by the author” after the quotation marks.

d) **A publication is published, if...**

it is accessible for the scientific community and equipped with a doi-number.

e) **Shared authorships and authors contributions**

Shared first- or senior-authorships must be specified. The relevant publications could not be included by both authors into a cumulative habilitation. The “sharing author” must confirm this in written form.

A description of the contributions on the cumulative used publications should show your individual contribution to every of these papers.