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 your 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 your own work in a in a cumulative dissertation
The public version of your cumulative dissertation will be without the original publications. You must therefore include abstracts/ short descriptions of the contents of the used papers in English and German.
In case your dissertation includes one publication you may use the original abstract as a direct quotation (cf. version 1) or you generate a new worded, brief description of the respective result (cf. version 2).
If you translate an abstract, treat it like an untranslated source and add “translated by the author” after the quotation marks.

Stand: 02.01.2018
**Good Scientific Practice**

Information on how to prepare your dissertation thesis.

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<thead>
<tr>
<th>Variant 1</th>
<th>Variant 2</th>
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<td><strong>Headline</strong></td>
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<td>Text passage showing the context between the individual, cumulatively used publications. Sentence introducing the direct quotation below. (e.g. The following text are reproduced in full from the abstract of the publication XY = quotation + doi-number)</td>
<td>Quotation + doi-number</td>
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<td>„Abstract in original language“</td>
<td>Text passage showing the context between the individual, cumulatively used publications. New worded, brief description of the respective results.</td>
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**d) Check the Publication!**

Are all articles you present in your cumulative dissertation already published? If so, please observe the following rules (note that new rules have been published in 2017, but that depending on when you started your dissertation, the old rules from 2012 may still apply to you):

- **Promotion Regulation)2012:** At this time the examination procedure, the year of publication of the last article may not be any longer than one year in the past.
- **Promotion Regulation 2017:** At the of opening the examination procedure, the date of publication of the last paper may not be any longer than one year in the past.

Make sure that shared first-authorships are clearly indicated and that you have described your contributions to papers in co-authorship and/or shared first-authorship.