

The information below will help you follow the rules of Good Scientific Practice.

a) Citation/ Quotation/ Reference

Citing helps to differentiate between your own ideas, arguments, and the ones submitted by other scientists. Information about standards and rules can be found 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 are displayed 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 credit the author by adding an in-text reference.

Please note that even the adoption 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 follow a uniform format. We recommend usage of standard software tools for managing citations and references, e.g. EndNote, in a common style (Vancouver, Harvard or APA).

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

reference/ citation?

uniform format?

date of access/
version stated?

b) Use of Pictures/ Graphs

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

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

Even pictures or graphs from Open Access publications may only be used if a reference to the authors/ the source is given.

references shown?

usage rights clarified?

c) Presentation of your own work in a cumulative habilitation thesis

The public version of your habilitation thesis will not include the original publications. The chapter "Results" must therefore include short descriptions of the contents of the papers used.

You may use the original abstracts of the publications as a direct quotation (see version 1) or you can compose a brief description of the respective results in your own words (see version 2). If you use the original abstract, it can be helpful to compose a short introduction in order to provide additional details and put the abstract into the context of the habilitation thesis.

Additionally, short text passages should provide a connection between the individual publications used.

Either version must include the reference (including the *original* title) and – wherever applicable - the doi number. If you use the original abstract, this reference will be a part of the sentence introducing the citation.

Option 1

Heading

Text passage showing the connection between the included publications
 Sentence introducing the direct quotation below (e.g. The following text is reproduced in full from the abstract of the publication XY = reference+ doi-number)

„Abstract in original language“

Option 2

Heading

Reference + doi-number
 Text passage showing the connection between the included publications.
 Newly worded, brief description of the respective results.

 Reference + doi-number (alternative position)

correct presentation?

reference + doi-number?

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.

papers published?

e) Shared authorships and author contributions

Shared first or senior authorships must be indicated. The respective publications cannot be used by both authors for a habilitation. The “sharing author” must confirm this in writing.

A declaration of your own contributions should indicate your individual contribution to each of the papers used in your habilitation thesis.

indication of shared first/senior authorships and author contributions?