

Citing and referencing correctly

1. Working with sources – general hints

In scientific writing, you need to refer to the background literature. It is therefore crucial that you are transparent in giving credit to the sources you have used by citing them correctly. Even if the source was your own publication, you still need to cite it (see: https://www.charite.de/fileadmin/user_upload/portal_relaunch/forschung/GutWissPraxis/Reusing_Your_Own_Scientific_Publications_In_Your_Thesis.pdf).

In the running text, each source for a particular statement is referenced in an abbreviated form, the so-called *in-text citation*, and then listed in full in the *reference list* at the end.

2. Different types of citation

Paraphrasing (indirect quote)

This means that you put the statements or ideas of somebody else in your own words, usually by summarizing them:

- The original meaning and basic idea have to remain the same, but are usually condensed.
- The in-text citation has to be positioned in such a way that it is clear where the quote ends and where your own argumentation begins.

Please note: If you copy the structure of another publication, e.g. the outline or the argumentation (maybe even including the references used), you are guilty of **plagiarism of structure**. This is true even if the actual words used are different. Particularly for cumulative dissertations, it is important that you do not “reproduce” parts of your original publication by simply exchanging words and making minor structural alterations.

Direct quotation:

- The original text is copied verbatim and to the letter from the original author. **Direct quotations must be enclosed by quotation marks, otherwise the copied text represents plagiarism, or self-plagiarism (if it is copied from your own publication).**
- The in-text citation has to be placed directly before or after the direct quotation.
- Spelling mistakes or other errors are also copied and indicated by [sic!] (= lat. „thus“).
- Omissions are indicated by [...].
- Additions are also placed in square brackets [...; author’s note] and highlighting is indicated by [highlight by the author].
- **Direct translations** are treated like direct quotations and indicated by the addition (translation by the author).

Please note: Direct quotations are only rarely used in scientific publications and you should only do so for a valid reason. Please also note that your thesis serves as evidence of your ability to describe complex scientific matters. If you include long passages of published text, even if they are cited correctly, your own contribution may no longer be sufficient.

3. Citation Styles

There are several different citation styles that are commonly used in the medical sciences:

The **name-year system** uses the name of the author and publication date for the in-text citation, e.g. (Schmidt et al 2005). The reference list at the end lists all references in alphabetical order. The main advantage of this style is the fact that expert readers who are familiar with many of the publications don't have to keep referring to the reference list. This can make the work of the reviewers easier, especially for dissertations.

Frequently used name-year styles are:

Harvard Style (see e.g. <https://www.citethisforme.com/harvard-referencing>)

APA Style (American Psychological Association <http://www.apastyle.org/>)

The **number system** uses numbers for the in-text citations, e.g. (1) or (1-3). All references are numbered in the order in which they first appear in the text. The reference list at the end lists all sources in order of their number. The advantage of this style is the brevity of the in-text citations. For extensive reviews that cite a large number of sources, this style reduces disruption of the running text.

Frequently used number styles are:

Vancouver-Style was developed by the ICMJE. The Referencing Guidelines of the National Library of Medicine are based on this style (https://www.nlm.nih.gov/bsd/uniform_requirements.html).

AMA Style (American Medical Association: <https://www.amamanualofstyle.com>)

Regardless of which recognized style you choose, it is important that you use the respective citation guidelines consistently.

4. Author Guidelines

For publications in scientific journals, books, etc., please note that they publish their own author guidelines, which provide details of the exact citation style to be used.

5. Reference Management Software

The easiest way to insert in-text citations and generate a reference list is by using a reference management software. These programs automatically number in-text citations, generate a reference list and allow you to easily change between different citation styles. Members of the Charité can use the campus license for EndNote (see https://intranet.charite.de/it/it_serviceueberblick/software/lizenzmanagement/endnote/).

6. Formatting of the in-text citations

For the name-year system, the form of the in-text citation depends on the number of authors: (Schmidt 2005) [one author], (Schmidt and Hoffmann 2006) [two authors] or (Schmidt et al 2010) [in case of three or more authors]. If the name of the author is already provided in the text, convention is to cite only the year, e.g. "Schmidt et al (2010) showed in their experiments that...". The in-text citation should be positioned so it can be clearly attributed to the information in the running text it refers to. This is usually at the end of the sentence. However, if a sentence contains differing pieces of information from multiple sources, it may be necessary to include a citation after each part of the sentence. If appropriate, multiple sources can be combined in one in-text citation, each separated by a semicolon, e.g. (Miller 2005; Schmidt et al 2010). The exact formatting depends on the citation style.

If you wish to include a direct citation or refer to a particular page of your source, you should provide the page number in the running text, e.g. "p. 19" or "p. 15-19" (Vancouver, AMA, APA) or, for Harvard style, within the in-text citation "(Schmidt et al 2010: 15) or (Schmidt et al 2010: 15-19)".

7. Formatting of the reference list

This also depends on the citation style used. Below is a list of the most frequently cited document types in APA, Harvard and Vancouver style. For further information please refer to the respective handbooks or websites.

Please note: Most citation styles abbreviate the list of authors to „et al.“ once it exceeds a certain number of authors. However, for dissertations **at the Charité all authors** must be listed.

Harvard-Style

In-text citation Harvard style: (Schmidt and Lapatki 2019; Schmidt et al. 2019)

Paper published in a scientific journal

Schmidt, F. and Lapatki, B. G. (2019) Effect of variable periodontal ligament thickness and its non-linear material properties on the location of a tooth's centre of resistance. *J Biomech* 94, 211-218.

Schmidt, J., Mayer, A. K., Bakula, D., Freude, J., Weber, J. J., Weiss, A., Riess, O. and Schmidt, T. (2019) Vulnerability of frontal brain neurons for the toxicity of expanded ataxin-3. *Hum Mol Genet* 28 (9), 1463-1473.

Book

Iyer, K. M. (2012) *Orthopedics of the Upper and Lower Limb*. 2nd ed. London, Springer Science & Business Media.

Book chapter

Menon, D. K. (2013) The Hip Joint. In: Iyer, K. M, ed. *Orthopedics of the Upper and Lower Limb*. 2nd ed. London, Springer Science & Business Media. 57-83.

Website

Woodyatt, A. (2019) Daytime naps once or twice a week may be linked to a healthy heart, researchers say. <https://www.cnn.com/2019/09/10/health/nap-heart-health-wellness-intl-scli/index.html>. Accessed January 10, 2020.

Official report, published online

WHO (2013) Global tuberculosis report 2013.
https://www.who.int/tb/publications/global_report/en/ Accessed April 29, 2020.

Conference Proceedings

Grunberger, G., Bailey, T., Camacho, P. M., Einhorn, D., Garber, A. J., Handelsman, Y., Harrell, R. M., Lando, H. M., Law Jr, B. and Leffert, J. D. (2015) Proceedings from the American Association of Clinical Endocrinologists and American College of Endocrinology consensus conference on glucose monitoring. *Endocrine Practice*. Vol. 21, 522-33.

Conference Paper

Yavuz, U. S., Negro, F., Diedrichs, R., Türker, K. S. and Farina, D. (2017) Reflex Circuitry Originating from the Muscle Spindles to the Tibialis Anterior Muscle. In: Pons, J. L. ed. *Converging Clinical and Engineering Research on Neurorehabilitation II: Proceedings of the International Conference on Neurohabilitation 2017*, 9-12 May 2017, Toledo, Spain. Heidelberg, Springer. pp. 177-181

Dissertation

Thongkorn, K. (2012) A 6-year retrospective study of Canine Gastric Dilatation-Volvulus treated with incorporating gastropexy. Ph.D. thesis, Freie Universität, Berlin.

Handbooks and manuals

(Decision of the doctoral committee from 19.10.2016: the URL of the Website (of the manufacturer) where the handbook was published during the time of the project has to be provided. Date and time of last access are included in the reference.)

http://www.medtronicretiree.com/wcm/groups/mdtcom_sg/@emanuals/@era/@crdm/documents/documents/wcm_prod081165.pdf, (last accessed: 29.09.2016, 12:09 pm)

APA Style

In-text citation APA style: (Schmidt & Lapatki, 2019; Schmidt et al., 2019)

Paper published in a scientific journal

Schmidt, F., & Lapatki, B. G. (2019). Effect of variable periodontal ligament thickness and its non-linear material properties on the location of a tooth's centre of resistance. *Journal of Biomechanics*, *94*, 211-218. doi: 10.1016/j.jbiomech.2019.07.043

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Website

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Official report, published online

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Conference Paper

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Vancouver-Style

Paper published in a scientific journal

1. Schmidt F, Lapatki BG. Effect of variable periodontal ligament thickness and its non-linear material properties on the location of a tooth's centre of resistance. *J Biomech*. 2019; 94:211-8.
2. Schmidt J, Mayer AK, Bakula D, Freude J, Weber JJ, Weiss A, et al. Vulnerability of frontal brain neurons for the toxicity of expanded ataxin-3. *Hum Mol Genet*. 2019; 28(9):1463-73.

Book

1. Iyer KM. *Orthopedics of the Upper and Lower Limb*. 2nd ed. London, Springer Science & Business Media; 2012.

Book chapter

1. Menon DK. The Hip Joint. In: Iyer, K. M, ed. *Orthopedics of the Upper and Lower Limb*: 2nd ed. London, Springer; 2013. p. 57-83.

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1. Woodyatt A. Daytime naps once or twice a week may be linked to a healthy heart, researchers say. 2019 <https://www.cnn.com/2019/09/10/health/nap-heart-health-wellness-intl-scli/index.html>. Accessed January 10, 2020.

Official report, published online

1. WHO. Global tuberculosis report 2013. 2013. https://www.who.int/tb/publications/global_report/en/ Accessed April 29, 2020.

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Conference Paper

1. Yavuz US, Negro F, Diedrichs R, Türker KS, Farina D, editors. Reflex Circuitry Originating from the Muscle Spindles to the Tibialis Anterior Muscle. In: Pons, J. L. ed. *Converging Clinical and Engineering Research on Neurorehabilitation II: Proceedings of the International Conference on Neurohabilitation 2017, 9-12 May 2017, Toledo, Spain*. 2017: Heidelberg, Springer. p. 177-181

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