

Below you will find some information to help you follow the rules of Good Scientific Practice in your dissertation

**a) Citation/ Quotation/ References**

Citing sources helps to differentiate between your own ideas and arguments, and those of other scientists. Information about standards and rules can be found here:

[https://bibliothek.charite.de/en/publishing/information\\_on\\_publishing/](https://bibliothek.charite.de/en/publishing/information_on_publishing/)

If you quote directly, i.e. copy an author's text word for word, place quotation marks around the text and highlight it in italics. Direct quotations that are longer than one sentence are additionally indented from the main text. If you quote indirectly (= paraphrasing), which means putting findings or ideas by another author into your own words, you also have to indicate this through an in-text citation to that source.

N.B.: even if you reuse your own text, it must be cited directly or indirectly. See here for how to declare results that have already been published or submitted:

[https://www.charite.de/fileadmin/user\\_upload/portal/forschung/gute-wiss-praxis/Hinweise\\_zur\\_Vermeidung\\_von\\_Autoplagiaten\\_FL\\_Kor.pdf](https://www.charite.de/fileadmin/user_upload/portal/forschung/gute-wiss-praxis/Hinweise_zur_Vermeidung_von_Autoplagiaten_FL_Kor.pdf)

Make sure that your in-text citations and your reference list have a uniform format. We recommend using a reference management software such as EndNote and choosing an output style commonly used in the medical sciences, e.g. Vancouver, Harvard or APA.

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

Sources cited?

Uniform format?

Date of access/  
version stated?

**b) Use of images/ graphs**

If you use previously published images or graphs, regardless of whether modified or in the original version, you need to cite the source at the end the legend, and also include it in the reference list. Clarify the usage rights, e.g. by contacting the publisher.

The following website provides useful information:

<http://sherpa.ac.uk/romeo/search.php>.

Even images or graphs from papers published under a Creative Commons Open Access license may only be used if the authors and source are cited.

References shown?

Usage rights clarified?

**c) Publication of your papers**

Are all papers presented in your cumulative dissertation published yet? Please note the following differences between the rules governing dissertations from 2012 and 2017 (depending on when you started your dissertation, the old rules from 2012 may still apply to you):

- Promotionsordnung 2012: under these regulations, the year of publication of the last article may not date back more than one year prior the initiation of the examination procedure.
- Promotionsordnung 2017: under these regulations, the date of publication of the last article may not date back more than one year prior to the initiation of the examination procedure.

Paper publication dates?

Make sure that shared first authorships are clearly indicated and that you have described your contributions to papers on which you were co-author or shared first-author.

Description of contribution?

**d) Make sure your results and discussion are clear and comprehensible**

Ask someone else to read your text and give you feedback. Is your writing clear? Were they able to follow your presentation of the results and discussion? Would they come to similar conclusions? Are all figures referred to in the text and are they self-explanatory? Are all your in-text citations listed in the reference list and vice versa?

Did someone else check your text + give feedback