

# Good scientific practice

*Marie-Louise Brunner, M.A. & Prof. Dr. Stefan Diemer*

## A) Do not plagiarize!



Do not use ANY piece of work that somebody else has created without attributing the source and acknowledging this other person's part in your own work. This includes all types of writing, statistics, audios, videos, images, design, etc., that are not originally your thought or creation. It does not matter how small the contribution is, you always need to cite the other person's contribution.

**Our policy:** Plagiarism of any kind is absolutely unacceptable at Trier University of Applied Sciences, as is the case in all educational and business contexts in Germany and a large number of other countries around the world.

**Consequences:** Plagiarism of any kind will immediately fail you for the whole course. Depending on the severity of the case, it can even lead to an expulsion from Trier University of Applied Sciences.

More on plagiarism, what it entails and how to avoid it:  
<https://www.plagiarism.org/article/what-is-plagiarism>

## B) Cite your sources correctly!



Make sure that apart from including all your sources, you also cite them correctly. This is a central part of good scientific practice at all higher education institutions and an integral part of respectable business practices in Germany and a large number of countries around the world. Failing to do so in any assignment, fails you for the assignment and can even fail you for the whole course, depending on the severity of the infringement.

## How to cite correctly:

There are two types of citation: 1) direct quotes and 2) paraphrases of the original source. Both need to be cited in the text, but in slightly different ways. Additionally, they all need to be cited in full format at the end of your work in the references section (see 3.).

### 1. Direct quotes

Do you cite directly from the source without changing anything? If so, you make use of a direct quote.

Follow these rules for direct quotes:

- Use double quotation marks " " to signal a direct quote.
- Cite the original verbatim (without changes).
- If you need to change something to integrate it in your sentence, use square brackets to signal the change: Use [...] to signal that you left out a part. If you add something, put what you add in square brackets [###].
- Cite the source in short citation format in parentheses immediately after the quote or as an introduction of the quote in your text. The short citation format includes: last name(s) of the author(s), year of publication, and page number(s). For websites, cite the author's last name and year (if available) or the title of the website in parentheses.

Example formats:

- ✓ Introduction of the quote, "Smith's quote here" (Smith 1999: 42).
- ✓ As Smith (1999: 42) observes, "Smith's quote here."
- ✓ Two authors: (Smith and Miller 2001: 57); three or more authors: (Smith et al. 2005: 102)
- ✓ For websites: (Smith 2010) or if the name of the author/year are not available only the title (Website of scientific practices of institutions in Germany)
- Include each source also in your references section at the end in full format (see 3. below).

## 2. Paraphrases

Do you use your own words to express the idea of the original source? Do you base your work on the original idea of somebody else? If so, you paraphrase a source.

Follow these rules for citing paraphrases of original sources:

- No quotation marks required.
- Use your own words to describe somebody else's ideas, do not use too much of the original statement. Vocabulary and structure should be substantially different! It is not sufficient to simply exchange one or two words from the original.
- Cite the original source either in the introduction of the paraphrase or immediately after the paraphrase in short citation format in parentheses [see 1. above].
- Include all sources that you cite as paraphrases also as full reference in the references section [see 3. below].

**NB:** Footnotes including full references can serve to replace the short citation format in parentheses in the text for both direct quotes and paraphrases. If you choose to use footnotes, the full references still need to also be compiled in a references section at the end of your work.

## 3. References section

- All references should follow the same format, use e.g. the Harvard or Chicago Style Guides, see also further reading (page 4)
- List all sources you used in alphabetical order
- If one author is cited several times, additionally use chronological order for the entries
- If an author has published two works in one year, specify which publication you refer to in the text with the help of letters (a, b) after the year to make it clear, e.g. Smith 1999a and Smith 1999b

## Further reading and information on how to cite correctly:

Scientific Methods and Concepts (SBT: Module 15, Semester 3):

- Anglia Ruskin University Library. Guide to Harvard style of referencing. Available at: [http://libweb.anglia.ac.uk/referencing/files/Harvard\\_referencing\\_2016.pdf](http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing_2016.pdf) [Accessed 24 February 2017].
- Birmingham City University [2015]. How to write references. Available at: <http://library.bcu.ac.uk/references.pdf> [Accessed 24 February 2017].
- Turabian, K.L., 2013. A manual for writers of research papers, theses, and dissertations: Chicago style for students and researchers. University of Chicago Press.