

Guidelines
for writing
a scientific paper (as study work, bachelor- or
master thesis)
for the department of
Textiles and Clothing Technology
of the University of Applied Science
– formal regulations –

Indications to the obligations of the guideline:

The guideline, based on elaborations of a scientific paper and already existing provisions and documents of the department of Textile and Clothing Technology, emerged in the SS 2012. Nevertheless, the listed rules and examples of the guideline partly correspond to the concept and preferences of the author. They raise NO claim to generality or exclusivity and are not binding in respect of examination. In case of doubt an individual consultation with the supervisor should take place.

Prof. Dr. Ute Ständer

Table of Contents

1.	Preliminary remarks	5
2.	Formal requirements of academic papers	6
2.1	General requirements	6
2.2	Special (formal) requirements of the Faculty 07.....	7
3.	Structure of an academic papers.....	10
3.1	Title page	10
3.2	Table of contents.....	10
3.3	List of figures	11
3.4	List of tables.....	11
3.5	List of abbreviations	11
3.6	Introduction.....	12
3.7	Main part	12
3.8	Ending.....	13
3.9	Bibliography and references	13
3.9.1	General remarks	13
3.9.2	Monographies	15
3.9.3	Articles published in anthologies	15
3.9.4	Essays published in journals	15
3.9.5	Articles published in journals	15
3.9.6	Doctoral thesis/ Habilitation treatise	15
3.9.7	Publications of companies/ institutions.....	16
3.9.8	Translations	16
3.9.9	Interview.....	16
3.9.10	Online sources	17
3.9.11	Films.....	17
3.10	Affidavit	18
3.11	Abstract	18
3.12	Appendix.....	18
4.	Quotation.....	19
4.1	Preliminary remarks	19
4.2	Selecting texts (which texts are worth quoting)	21
4.3	How to quote.....	21
4.3.1	Complete quote.....	21
4.3.2	Abbreviated quote.....	22
4.4	Forms of quoting	22

4.4.1	Direct quote.....	22
4.4.2	Indirect quote.....	23
4.4.3	Special quotes.....	25
4.4.3.1	Quotes from a foreign language.....	25
4.4.3.2	Secondary quotes.....	25
4.4.3.3	Quote within a quote.....	26
4.4.3.4	Quotes from films.....	26

1. Preliminary remarks

The presented guidelines constitute a practical instruction for the formal composition of a scientific paper, bachelor or master thesis. There is no claim to completeness. Additionally, in many cases the mentioned regulations are not the only possible ones. Besides other approaches are frequently permitted. Deviations from the introduced methods should be coordinated individually with the respective advisor. The same is valid for questions concerning context details which are not stated in this guideline.

The objective of these indications is a compact presentation of the significant fundamental rules according to the formal composition of an academic paper. Furthermore, it is recommended to read relevant literature to deal with the formal requirements of preparing an academic paper, particularly the content-related requirements and source research, in detail. Following you find some exemplary literature:

- *Bänsch, Axel/Alewell, Dorothea: Wissenschaftliches Arbeiten, 10. Aufl., München 2009*
- *Bergmann, Marcus/Schröder, Christian/Sturm, Michael: Richtiges Zitieren – Ein Leitfaden für Jurastudium und Rechtspraxis, München 2010*
- *Brink, Alfred: Anfertigung wissenschaftlicher Arbeiten – Ein prozessorientierter Leitfaden zur Erstellung von Bachelor-, Master- und Diplomarbeiten, 5. Aufl., Wiesbaden 2013*
- *Disterer, Georg: Studienarbeiten schreiben – Seminar-, Bachelor-, Master- und Diplomarbeiten in den Wirtschaftswissenschaften, 7. Aufl., Berlin, Heidelberg 2014*
- *Eco, Umberto: Wie man eine wissenschaftliche Abschlussarbeit schreibt – Doktorarbeit, Diplomarbeit und Magisterarbeit in den Geisteswissenschaften und Sozialwissenschaften, 13. Aufl., Heidelberg 2010*
- *Karmasin, Matthias/Ribing, Rainer: Die Gestaltung wissenschaftlicher Arbeiten – Ein Leitfaden für Seminararbeiten, Bachelor-, Master- und Magisterarbeiten sowie Dissertationen, 8. Aufl., Stuttgart 2014*
- *Rossig, Wolfram: Wissenschaftliche Arbeiten – Leitfaden für Haus- und Seminararbeiten, Bachelor- und Masterthesis, Diplom- und Magisterarbeiten, Dissertationen, 9. Aufl., Achim 2011*

2. Formal requirements of academic papers

2.1 General requirements

The external appearance of an academic paper plays an important role and should not be underestimated. A clear and clean structure increases the reading comfort and stimulates the interest of the reader. Contrary negligent conduct in the formal composition could lead to suffering of transparency and comprehensibility. In the worst case the reader becomes tired and loses interest in reading.

Besides a clear typeface an adequate style of writing is also of great importance for an academic paper. If certain rules are followed while writing, a broader overview is created, the content is understood by the reader in a better way and the paper appears more sovereign. When formulating the text, a simple and objective style of writing should be used. Short and precise sentences which communicate the idea of the author, promote the understanding of the content and message. An emotional style of writing and the first-person view has to be avoided in an academic paper. It should not contain any entertainment value but rather provide a source of information and evoke professional interest.

The pages of an academic paper have to be numbered consecutively. In general, the page numbers are positioned at the right top or bottom edge at a distance between one and two cm. Additionally, they are mentioned in the table of content next to the respective bullet point. Regarding the numeration, the cover page has to be skipped and it starts with the following page and ends with the last page of the academic paper. Therefore, the roman numbering is used until the beginning of the main text. With the first page of the main text it turns into the Arabic numerals. The advantage of this technique is an easier determination of the extent of the paper because only the main text, meaning introduction, main body and conclusion, counts. Nevertheless, continuous Arabic numerals are also allowed.

Every main chapter and register, affidavit and abstract starts on a new page.

In academic papers all transferred body of thought has to be identified. For this purpose footnotes are useful. They are not only serving as a reference but more as additional information in form of notes, sources related to other parts of the text or explanations which are not mandatory for the text comprehension. When using a quote, the footnote is positioned directly behind the punctuation. If the footnote refers to the preceding word, it should directly follow it.

The related text is always written or rather starts on the same page below a so-called line of quotation. Normally a 2 points smaller font size with single line spacing is used. Footnotes are numbered consecutively throughout the entire paper and completed with a dot.

2.2 Special (formal) requirements of the Faculty 07

The following formal requirements apply to scientific papers as well as to final assignments in the department of Textile and Clothing Technology of the University of Applied Science.

If agreed especially in terms of creative work, deviations from the following adjustments can apply.

Text arrangement:

Paper size:	DIN A4 portrait format, printed on one side only
Margin width:	left 3-4 cm, right 2-3 cm, top 2 cm and bottom 2-2.5 cm
Line spacing:	in headlines: 1 line
	in the main text: 1.5 lines
	in footnotes: 1 line
	in header/ footer: 1 line
	in between headlines and main text freely selectable
	entire paragraph in direct quotation: 1 line
	figure/ table labeling: 1 line
Footnote:	separation from the main text by using a horizontal line
Page number:	right above the text or on the bottom right of the page

Text format:

Font size:	12 points
Font:	Arial or Times New Roman
Footnote:	10 points
Header/ footer:	12 points
Figure/ table labeling:	10 points
Text alignment:	justification

Basic structure of a final assignment:

- Cover page
- Possibly acknowledgement
- Table of contents
- Possibly list of figures
- Possibly list of tables
- Possibly list of abbreviations
- Content
- Bibliography
- Affidavit (each copy signed by hand)
- Abstract (approx. 6 lines for archiving)
- Possibly annex

In regard of the content-related structure it has to be distinguished between empirical and theoretical study/ literature research. The specific composition also depends on the topic. Nevertheless, some requirements can be mentioned as general guide.

The content of an empirical study should contain the following parts:

- Introduction
- State of research
- Own research question
- Method
 - a. Analysis procedure
 - b. Examination program
 - c. Obtaining and description of data collection
 - d. Methods used for data analysis
- Presentation of the results
- Discussion of the results
- Limits of the presented study and outlook
- Summary

On the contrary the content of a theoretical study should contain the following parts:

- Introduction

- Basics / State of the art
- Own research question
- Discussion of research question
- Conclusion
- Summary

With respect to the formatting of the headlines there is more flexibility. Two often used alternatives are mentioned below.

Alternative A:

Level 1: 14 points, in bold

Level 2: 12 points, in bold

Level 3: 12 points, standard

Level 4: 12 points, in italics

Alternative B:

Level 1: 16 points, in bold

Level 2: 14 points, in bold

Level 3: 12 points, in bold

Level 4: 12 points, standard

Furthermore, the following requirements have to be fulfilled:

- Generally, not more than four levels should be used.
- It is not allowed to list only one subheading. That means if there is a subheading 2.1, there also have to be a subheading 2.2.
- A subdivision has to be content-related and represent a logical structure.
- All headlines of the same level have to be constructed in the same way.
- Headlines should not be formulated in whole sentences or as a question.
- Headlines are not completed with a dot or shown underlined.

3. Structure of an academic papers

3.1 Title page

The title page forms the “packaging” of the academic paper. The specific composition is predefined by the department of Textile and Clothing Technology and can be downloaded via the following link:

<https://web.hs-niederrhein.de/faculties/textile-and-clothing-technology/students/#c23044>

3.2 Table of contents

The table of contents presents the structure of the paper and assigns the individual (sub-) chapter of the text to the page number on which they start. Moreover, the further components like the bibliography, list of figures, tables and abbreviations, affidavit, abstract and possibly annex have to be listed in the table of contents including the page number.

The table of contents should show a clear structure of the paper. The individual headlines should be concise and significant. In addition, attention should be paid to the conformity of the headlines in the table of contents and the text. Same is valid for the page numbers on which the individual chapters start according to the table of content and the text.

The structure should be formed pursuant to the so-called “decadic classification”.

Example:

1. Textile companies in the sports sector

1.1. Adidas

1.1.1. Adidas Germany

1.1.2. Adidas United Kingdom

1.2. Nike

1.3. Reebok

2. Textile manufacturer in the fashion industry

2.1. Boss

2.2. Levis

2.3. Diesel

3.3 List of figures

Each figure which is included in the paper has to be consecutively numbered (e.g. fig. 1) and identified with a headline and reference. In the list of figures all figures have to be numbered and presented with the headline and page number on which they are listed.

Example:

List of figures

Figure 1: Headline 1.....	8
Figure 2: Headline 2.....	17
Figure 3: Headline 3.....	23

3.4 List of tables

According to the figures, also all tables which are included in the paper, have to be numbered and presented with a headline and page number on which they are listed, in a list of tables.

If there are only a few figures and tables mentioned in a paper, it might be useful to summarize both in a list of illustrations. In this case figures and tables are named as illustrations and consecutively numbered.

3.5 List of abbreviations

In principle all common abbreviations which are included in the dictionary, do not have to be mentioned in the list of abbreviations (like: e.g., etc.). All other abbreviations which are used in the paper, have to be presented in the list of abbreviations in alphabetical order. This includes in particular technical abbreviations, laws, regulations or decrees, institutions, journals, manuals and textbooks. To not disturb the reading, own abbreviations should be used carefully. Additionally, the first use of the abbreviation should be characterized by a following bracket containing the abbreviation in order to connect it to the original term (e.g. European Union (EU)).

Example:

List of abbreviations

CSR	Corporate Social Responsibility
EU	European Union
Fig.	Figure

Abbreviations which are only used for one figure, are not mentioned in the list of abbreviations. They are listed in a separate explanation next to the figure.

3.6 Introduction

The introduction is the first chapter of the text and its purpose is to introduce the reader to the topic, to outline the relevance of the analysis and to give an overview of the academic paper.

Following the introduction should contain the three below mentioned bullet points:

- Introduction to topic (What is the paper about and why is the topic relevant?)
- Objective of the paper (What can be discovered with the help of the paper?)
- Process of analysis (How is the paper structured?)

Normally it makes sense to write the introduction after concluding the academic paper because the structure is changing during the writing process. Furthermore, there is the possibility to define and exclude several aspects of the paper. Such containments have to be explained plausibly.

3.7 Main part

The main part is the core of an academic paper and needs a considerable investment of time and effort. At this point the systematical processing of the research issue takes place. Therefore, the complete processing of the topic has to be considered. Moreover, all necessary information has to be given in the text and must not be added in the footnotes or annexes. When composing the main part, a complete line of argumentation has to be respected which means that the ideas are linked to each other. Aspects which appear to be abstract have to be clarified with the help of figures and supporting examples. Unnecessary aspects which seem to be interesting for the reader but have no relevant information for the research issue, have to be left out. On the other hand, extensive and topic-related aspects have to be fully involved. Characteristically for an academic paper is the source analysis. It also includes the presentation of possibly existing

opposing opinions. If the literature represents different opinions, they have to be evaluated by the author. He/she also has to clarify his/her own reasonable opinion.

3.8 Ending

The ending represents the finalization of an academic paper. At this point the paper should be summarized and central statements and results have to be described in detail. In this process the author acts neutral and not evaluating concerning the results. An evaluation is only the reviewer's responsibility.

It is important to connect the wording of the ending with the critical question of the introduction. Thus, the reader is reminded of the problem solved in the paper.

Furthermore, the ending could include the limits of the paper and/ or an outlook for future developments.

3.9 Bibliography and references

3.9.1 General remarks

In the bibliography all actual quoted sources of the paper are listed in alphabetic order according to the names of the authors. Literature which was read about the specific topic but not quoted in the paper, must not be listed in the bibliography. The bibliography contains only sources of literature (books and essays). If other sources (online sources, lecture notes, in-house publications, exclusively produced interviews etc.) are used, particular registers have to be carried out or a general "list of sources" for all sources is created.

The bibliography and references have to include the following requirements:

- Every source has to be fully proven which means all necessary information for the identification of the source has to be given. An absolute evidence includes the last and first name of the author or rather the publisher, the year of publication, the book title or title of the article, the edition (excluding first edition), the place of publication (excluding journal articles).
- The sources have to be proven consistent which means that the selected scheme maintains unchanged. Generally, there are different methods to form a bibliography. In this guidebook

a method, that is based on the assumption that the short citation format is used (see chapter 4), is described.

- The register has to be clearly structured to help the reader finding a specific source. Therefore, a two-columned presentation could be helpful. The first column includes the author whereas the second one structures the rest information of the source.

General requirements for all sources:

- The sources are listed in alphabetic order according to the last name of the (first-mentioned) author.
- It is possible to write out or abbreviate the first name in a logical way.
- Academic titles of the author are not mentioned.
- If several sources of one author are quoted, they have to be ordered chronologically starting with the latest literature.
- If a specific work is published in different editions, the latest edition has to be quoted and mentioned in the bibliography. Additions like “improved” or “extended” are not mentioned.
- If several sources of one author, created in the same year of publication, are quoted, they have to be identified with an additional letter (e.g. 2011a, 2011b etc.). It should be noted that the different letters also have to be added in the footnotes (cf. chapter 4).
- If several authors are mentioned, the names have to be separated by a slash “/”. Only the first author is listed with the addition “et al.” (et alii (Latin) = and others), if more than three authors are involved. This note refers to the additional authors.
- If a source has no author but an editor, the editor is named instead. Therefore, the addition “(ed.)” has to follow the name. Please note: The addition “(ed.)” is only mentioned in the bibliography not in the footnotes. Here only the name(s) is/are listed (cf. chapter 4).
- If neither the author nor the editor of a source can be identified, the abbreviation “N.U.” (name unknown) is used instead of the name.
- For sources without the place or year of publication the abbreviations “n.p.” (no place of publication) and “n.d.” (no date) are used.
- Laws do not have to be listed in the bibliography. The referring article with its paragraph and sentence is named in the text or footnote. If a common abbreviation in accordance to the law is used, it has to be mentioned in the list of abbreviations (e.g. first sentence of Article 4(3) of the InsO (InsO = Insolvency Code)).

3.9.2 Monographies

Last name, first name (years of publication): book title, possibly subtitle, possibly edition, place of publication

Examples:

Dütz, Wilhelm/
Thüsing, Gregor (2012): Labour law, 17th edition, Munich

Langenbeck, Jochen (2011): Cost and performance accounting, 2nd edition, Herne

Olfert, Klaus (ed.) (2010): Cost accounting, 16th edition, Herne

3.9.3 Articles published in anthologies

Last name, first name (years of publication): title, possibly subtitle, in: ed. of the anthology, title of the anthology, possibly edition, place of publication, page(s)

Example:

Roussos, Klanthis (2011): The notion of Consumer, in: Joost, Detlev/Oetker, Hartmut/Paschke, Marian (ed.), Commemorative Publication for Franz Jürgen Säcker to his 70. Birthday, Munich, p. 141 – 156

3.9.4 Essays published in journals

Last name, first name (years of publication): title of essay, possibly subtitle, in: title of the journal, year, journal number, page(s)

Example:

Hoberg, Peter (2012): Investment Appraisal with Taxes – Calculation of several Investments with the help of complete financial plans, in: The Company, year 65, No. 26/27, p. 1454 – 1456

3.9.5 Articles published in journals

Last name, first name (years of publication): title of article, possibly subtitle, in: title of the journal, journal number dated day/month/year, page(s)

Example:

Hönning, Antje (2012): Record-Unemployment caused by the Euro Crises, in: Rheinische Post, No. 230 dated 02.10.2012, p. B1

3.9.6 Doctoral thesis/ Habilitation treatise

Published doctoral thesis/ habilitation treatise

Last name, first name (years of publication): title, possibly subtitle, doctoral thesis or habilitation treatise, place of publication

Example:

Depken, Christian (1999): New developments in account treatment of polluted assets, doctoral thesis, Frankfurt/Main

Unpublished doctoral thesis/ habilitation treatise

Last name, first name (years of publication): title, possibly subtitle, doctoral thesis or habilitation treatise, name of university, place of the university

Example:

Müller, Hans (2010): New developments in the formal composition of scientific papers, habilitation treatise, XY University, Munich

An unpublished diploma, bachelor or master thesis has to be listed in the bibliography in the same way.

3.9.7 Publications of companies/ institutions

Name of the company/ institution (ed.) (years of publication): title, place of publication

Example:

Gerry Weber International AG (ed.) (2012): Annual Report 2010/11, Halle (Westf.)

3.9.8 Translations

If a source has been translated in English, the translator has to be named in respect of the original language, e.g. “translated from German by Peter Müller”.

Example:

Rowling, Joanne K. (2007): Harry Potter und die Heiligtümer des Todes, translated from English by Klaus Fritz, Hamburg

3.9.9 Interview

Last name, first name of the interview partner (years of publication): possibly title of the interview, in: name of the show, date of broadcast

Example:

Steinbrück, Peer (2012): in: What now, Mr. Steinbrück?, 01.10.2012

If the interview is not freely available because it is for example conducted by the student him-/herself, it has to be included in the annex.

3.9.10 Online sources

Last name, first name (years of publication): title/ topic of the website, available at: website, checked on: date

If no author can be identified, the operator of the website has to be named with the addition (ed.).

Examples:

Patalong, Frank (2012): Robots replace Humans, available at: <http://www.spiegel.de/wirtschaft/unternehmen/automatisiertesys teme-veraendern-lager-wirtschaft-a-847701.html>, checked on: 02.10.2012

Gesamtverband der deutschen Textil- und Modeindustrie e.V. (ed.) (2012): Verbändebündnis warnt vor Wettbewerbsverzerrungen beim Vertragsrecht: Mittelstand gegen Änderungen des AGB Rechts, available at: <http://www.textilmode.de/deutsch/Themen/Presse/Verbaendebuendnis-warnt-vor-Wettbewerbsver zerrung-beim-Vertragsrecht-Mittelstand-gegen-Aenderungendes-AGB-Rechts-E4157.htm>, checked on: 02.10.2012

Please note: Especially by using longer web addresses a line break is inevitable. In this case the separation of the web address should not be realized by an additional space because this could lead to a misinterpretation of the website.

To ensure the permanent availability of the online sources, they have to be saved as a PDF document directly via the web browser. All online sources need to be stored on a CD and added to the scientific paper.

3.9.11 Films

Film title (years of publication): (possibly original title), name of the director, land of production

Example:

Der Teufel trägt Prada (2006): In the original: The Devil Wears Prada, director: Frankel, David, USA

3.10 Affidavit

By using the declaration of honor or affidavit the author confirms that he/she has written the scientific paper independent and without the help of others. After printing the affidavit of each copy has to be provided with a handwritten signature of the first and last name of the author.

The exact wording of the department of Textiles and Clothing Technology of the University of Applied Science is prescribed as follows:

I herewith declare, that I have completed the present thesis by myself and without the use of any aids other than those listed. All passages that were taken either directly or mutatis mutandis from published and non-published sources, have been marked as such. The thesis has never been submitted to a different examination authority in the same or a similar form

(Location and date)

(Signature of the author)

3.11 Abstract

The abstract consists of approximately 6 lines and is needed for the archiving process of the scientific paper at the university.

3.12 Appendix

The appendix of a scientific paper is positioned at the end of the text and provides additional information. Its preparation is not obligatory. The appendix should consist of materials which are not necessary for the understanding of the context but interesting for the reader. Furthermore, investigation forms of empirical studies, including their results, or self-conducted interviews or questionnaires may be included in the appendix. However, the function of an appendix is not to contain unnecessary and unimportant information. Therefore, pay attention to a careful selection of information.

The page numbering is continued in the appendix and every single component of the appendix has to be numbered. This helps the author to refer to the relevant appendix, directly in the text.

4. Quotation

4.1 Preliminary remarks

An important characteristic of a scientific paper is the building upon already existing and specialised literature. Besides the compilation of personal reflections and elaborations it is important to inform the reader about the current state of science.

Additionally, personal thoughts can be supported with the help of quotations. Especially in the case of daring hypothesis, quotations of statements by well-known personalities may be the convincing criteria for the reader. On the other hand, it is also possible to quote an author with a contrary opinion to underline the controversy.

The most important rule of quoting is the identification of sources used for literal or analogous quotations of another author. This also refers to tables, figures, statistics and anything similar. The nonlabelling of quotations plays an important role in science. The impact of detection is not only limited to a negative grading of the paper but also leads to accusation of plagiarism¹ in the case of unlabelled copying of whole sections or the related content. Even years later this could result in a withdrawal of a degree or title.

In general, there are two options to quote a passage in the text: In the form of a direct (literal) or indirect (analogous) quote. In principle the text should consist of more indirect quotes because direct quotes are likely to appear as simple “copying” and contain no personal contribution. Direct quotes are only used if a rewording would affect a distorting of the meaning or the author wants to underline another opinion.

Notwithstanding the above, the page-specific reference of the direct or indirect quotation has to be shown. If the quotation only refers to one page, this page has to be shown. If two or more pages are related to the quotation, the page number is added by the abbreviation f. (two) or ff. (more).

Generally, quotations are characterized by footnotes (“**Chicago Style**”, also called European citation format). This means at the end of the sentence a small, superscript number is positioned. This number is also mentioned in the lower part of the same page including the reference of the

¹ Plagiarism= The illegal publication of adopted thoughts, ideas or similar of another author without any identification.

quotation. The different quotations are consecutively numbered. If a sentence or section refers to more than one source, these sources are named one after another within the same footnote. Concluding a sentence is only finished by one footnote.

If a scientific paper only includes footnotes due to quotations, they can be left out and replaced by closing parentheses. These parentheses contain the evidences of the quotation (name of the author, year of publication, possibly page number). This so called “**Harvard Style**” citation format is widely distributed in the United States.² In case of numerous quotations this method can disturb the reader’s attention. In addition, the difference in using direct and indirect quotes is only visible with the help of quotation marks.

Another citation format is the numbering system (“**Vancouver Style**”, author-numbering-system). According to this numbers are used as placeholders for references: [1], [2]. In the bibliography the references are assigned to the numbers, in the same order as they are mentioned in the text.

As mentioned in the beginning of the guidelines, the specific citation format has to be arranged in coordination with the responsible professor. The following remarks are limited to the European citation format.

Besides copied text passages also copied figures, tables and pictures have to be identified. In this case the reference is directly positioned below the figure (and not mentioned in a footnote).

Examples:

Source: Meier (2011), p. 200. (in case of an identical copy of the original document)

Source: based on Meier (2011), p. 200. (in case of a modified copy of the original document)

If a figure is created by the author, the source is titled as “compiled by the author”.

When writing empirical studies, especially technical and technological based, the information “compiled by the author” is normally left out. The reason is a large number of self-created

² More details are available at: <http://guides.is.uwa.edu.au/harvard>

illustrations, diagrams or pictures. In this case all unlabeled illustrations are regarded as compiled by the author, all copied illustrations have to contain a reference.

4.2 Selecting texts (which texts are worth quoting)

In a scientific paper not every type of literature can be quoted. Primarily the author has the function to verify the integrity, completeness and reliability of a source. Additionally, the fundamental prerequisite of an used source is its public availability and directly connected transparency. This means the reader needs to have a short-term access to the respective source. Resulting internal publications like bachelor and master theses normally cannot be used as sources but in some cases, there are exceptions. Therefore, it is necessary to ask your supervisor which sources can and cannot be used.

The main sources of scientific papers are books. Furthermore, it is recommendable to make use of journal articles because they often include current findings on a specific topic.

Public Magazines³ and the tabloid press⁴ are sources which are not worth quoting. The use of online sources is as well seen as quite critically. If a student quotes an online source, it is his responsibility to evaluate whether the source is reliable and correct or not. It is prohibited to use online sources which offer no information about the author or editor.⁵ A critical argument against the use of online sources is the missing prerequisite of constant public availability. Not every website has a constant access or remains unchanged. Many websites are modified over time which makes it impossible to retrace a certain quote. Therefore, it is recommendable to print the used online sources and include them in the appendix of the scientific paper or save them as PDF file on a data CD.

4.3 How to quote

4.3.1 Complete quote

If a scientific paper has no bibliography, the complete quote is mentioned in the footnote. This footnote is positioned directly on the same page as the respective quote. In the case of a repeated use of the same source it is possible to mention only the author, page number and reference to

³ For example illustrated magazines, women's or men's magazines.

⁴ For example the German Bild.

⁵ They can be found in the imprint.

the first evidence of the source.⁶ However, this method is regarded as critical because it interrupts the flow of reading and consequently disturbs the reader.

Since most of the scientific papers for the department of Textiles and Clothing Technology include a bibliography, the method of complete quotes is not discussed further.

4.3.2 Abbreviated quote

The abbreviated quote is the common used citation format. This method requires a bibliography because the evidence, first or subsequent, is reduced to the specification of the author, year of publication and page number of the source (e.g. Müller (2010), p. 8). If the source is written by more than one author, only the first name is listed. By using the addition “et al.” the other authors are representatively added. Further specifications are not necessary because the evidence only represents a connection between the quote and the bibliography. The complete quote is included in the bibliography at the end of the scientific paper in alphabetical order. In the case of online sources, a brief information such as “online” has to be prepended and completed with the specification of the author and year of publication. The entire uniform resource locator is only mentioned in the complete quote.

4.4 Forms of quoting

4.4.1 Direct quote

A direct quote is a literal transposition of another person’s body of thought. They are used to underline and complete a statement but do not substitute own elaborations. Those kinds of quotes have to be transferred literally which means that even spelling mistakes of the quoted sources are not corrected. Additionally, it is permitted to correct spelling mistakes which are only based on the spelling reform. If required these mistakes can be highlighted with an exclamation mark [!] or [sic.!]⁷, enclosed in square brackets, to underline the incorrect spelling in the source. All modifications of the original wording (for example emphases in italics, underlines and additions of words) have to be highlighted directly within the quote by using square brackets. These square brackets include the annotation that the modification is created by the author and not a part of the original source.

⁶ Usually the footnote of the first evidence is mentioned in brackets.

⁷ Meaning: “In real“

Examples:

“The knowledge concerning the **correct** [emphasis not in the original text] citation format plays an important role.”

“This knowledge [of the correct citation format; remark of the author] can be acquired in different ways.”

To differentiate direct quotes from own wording quotation marks are used. If the following punctuation is no part of the quote, the quotation marks are positioned in front of the punctuation.⁸

If parts of a quotation are left out this has to be made clear. These so-called ellipses are characterized by two dots enclosed in a square bracket [..] for one word and three dots [...] for more than one word and whole sentences. If a part of a sentence at the beginning or end of a quote is left out, ellipses are not necessary. Consequently, a direct quote never starts or ends with ellipses.

A direct quote can be embedded in a scientific paper as an individual sentence. One method is to introduce the sentence with a colon or to include the quote syntactically in your own statement. If due to that grammatical changes have to be made, they are demonstrated in a square bracket.

The number of the footnote directly follows the quotation marks. The evidence starts with the name of the author without any preliminary remarks.

Example:

¹² Müller (2010), p. 8.

4.4.2 Indirect quote

If an author reproduces someone else’s way of thinking by using his own words, he makes use of an indirect quote. Even if the text is written in the author’s own words, the indirect quote has to be recognizable in same way as a direct quote has. Otherwise a case of fraud is presented.

⁸ The punctuation is only a part of the quote if one or more full sentences are quoted. Otherwise it is part of the text.

Contrary to the direct quote, the indirect quote is embedded in the text without any quotation marks. Depending on the extent of the indirect quote, the number of the footnote is placed at the end of the sentence or section. To differentiate the indirect quote from the direct quote the footnote starts with the annotation “cf.”. The rest of the evidence is made in the same way as it is done for a direct quote.

Example:

¹³ Cf. Müller (2010), p. 10 f.

If more than one source is used for an indirect quote, all of them have to be mentioned in the footnote. It is possible that the authors of the sources refer to each other. In this case the oldest source is mentioned first to underline a possibly reproduction of someone else’s way of thinking.

Example:

¹⁴ Cf. Müller (2010), p. 10 f.; Meier (2013), p. 56.

If sources of authors with the same last name are used, the first letter of the first name is also mentioned in the evidence.

Example:

¹⁵ Cf. Schulz, P. (2010), p. 70.

¹⁶ Cf. Schulz, S. (2015), p. 89.

If more than one source of the same author with the same year of publication is used, they are differentiated by the addition of a lowercase letter following the year of publication (e.g. 2011a, 2011b etc.).

Example:

¹⁷ Cf. Meyer (2016a), p. 78.

¹⁸ Cf. Meyer (2016b), p. 27.

The author of a text can also be embodied by institutions, organizations and companies.

Example:

¹⁹ Cf. EU-Commission (2015), p. 18.

In general, the short citation format can also be used for online sources by adding the URL only in the list of references. In many cases the year of publication of online sources is missing which is the reason why the addition n.d. is added in brackets.

Example:

²⁰ Cf. online: EU-Commission (n.d.).

In contrast to a direct quote longer sections of a source can be reproduced in the scientific paper by using an indirect quote. In this case it is possible to introduce the indirect quote at the beginning of the section by naming the author of the original source. It is prohibited to place footnotes at the end of a headline or subtitle even if nearly the whole chapter is based on one source.

4.4.3 Special quotes

4.4.3.1 *Quotes from a foreign language*

Nowadays the largest part of scientific literature is published in English. It is expected to include this kind of literature in the research and not to be focused on literature in one's mother tongue. If direct quotes in English are used, they have to be taken in the original language. Direct quotes in other languages have to be translated. According to this the original text has to be added in the footnote.

Example:

¹⁴ Originally: „Un tempo l'università era un'università di élite.“, Eco (1997), p. 1.

4.4.3.2 *Secondary quotes*

A secondary quote is based on a second-hand source and not on the original source. Generally, **those kinds of quotes have to be avoided** because only primary quotes, which are based on original sources, are permitted and reliable. The reason for the avoidance of secondary quotes is the risk of changes in the meaning of the original wording. The citing author could have made a mistake in his citation which leads to these kinds of changes. Therefore, it is important to avoid the use of quotes offered in other scientific papers.

If the effort⁹ to get access to the primary source includes a higher level than usual, it is allowed to make use of the secondary source **as an exception**. This use has to be made clear. Nevertheless, the use of secondary sources must not replace the own literature research. In the first place the author of the scientific paper should try to get access to the primary source. If the use of a secondary source is inevitable the specification of both sources, primary and secondary, have to be mentioned in the footnote.

Example:

¹⁵Cf. Meyer (1980), p. 20, quoted from Müller (2005), p. 80.

In the bibliography the primary source, with reference to the secondary source, is listed.

Example:

Meyer, Paul (1980): Citation rules for well-advances, Munich 1980, quoted from
Müller, Hans (2005), Writing of a scientific paper, Berlin
2005

4.4.3.3 Quote within a quote

If a direct quote includes a direct quote of another author this direct quote has to be enclosed by single quotation marks. In the footnote and in the bibliography both sources have to be mentioned.

Example:

“Direct quote ‘Quote within the quote‘ continuation of the direct quote“¹.

¹ Müller (2011), p. 4 including a quote of Maier (2009), p. 23.

This citation format is really confusing and should preferably be avoided.

4.4.3.4 Quotes from films

It is also possible to quote pictures or statements of films. Therefore, the short citation format of the footnote should only include the title, the year of production and the timecode (TC) which means the exact timing (minutes) where the quote is placed. The list of references should also

⁹ This means the effort, to get access to an original source, should be greater for a Bachelor or Master Thesis compared to a study work.

include further information like the director, the country of production and if necessary the original title.

Example:

²¹ Cf. The Devil wears Prada (2006), TC: 00:33:15-00:36:34.