

Helpful Hints for a successful course of study at the Department 03:

Handling sources

1. Introductory remarks

Below, you will find some useful information on how to handle literature and other sources, which may be useful for a successful semester at the Department of Social Sciences and Philosophy. Before you start working, we would like you to familiarize yourself with our requirements regarding examinations. In addition, please speak with your examiners and request additional guidelines.

This information on how to handle literature and other source materials apply to all examination achievements at the Department 03. You should be especially mindful of this information when you are writing term/seminar papers, essays or excerpts. For oral presentations, however, it is equally important that you observe all important principles for bibliographic references. We urgently recommend that you also consult our other “Helpful Hints”.

Please discuss with your examiner whether you are permitted to submit your exam in electronic format. If so, please save your work as a pdf file after you have given it a unique file name (e.g., “Last name_first name_semester”).

2. Literature

The objective of any scientific work is the discussion of a question or issue in the context of the existing literature. For this reason, comprehensive literature research, target-specific evaluation and correct reproduction of the consulted text material is part of the fundamental work approach.

Your literature selection should not be quantity-oriented, but primarily focused on quality and relevance for a given topic. Focus your literature selection on works that will support your line of reasoning and confirm in this way that your own considerations are based on the arguments of others. Please note that different types of literature are not equally suited for all inquiries. Monographs offer different analytical possibilities than, e.g., anthologies. Primary source materials from statistics or daily newspapers are useful for different research questions than scientific articles. Online publications may be used as a source, but should carefully be examined regarding their (scientific) reliability. Quotations from Wikipedia are not permitted!

3. Tips for literature research

Please use the resources of the university library for your literature research (“Katalog Plus”, databases, e-journals). Most instructors also use the online teaching platform ILIAS to provide the literature that is needed for the seminar. If different editions of the same work are available, please use the most recent edition, if possible. If a lot of time has passed since the initial publication date of a resource, place the first publication date in brackets (e.g., Röpke, Wilhelm (1968 [1937]) Die Lehre von der Wirtschaft. Zurich: Rentsch.).

To work efficiently and avoid wasting time when you read the literature, ask yourself these questions: 1. What is my (research) question for which I want to find an answer in this text?; 2. What kind of literature is it?; 3. What is the main statement of the text?; and 4. How does what I just read fit in with the topic of my work?

4. Citing and quoting

Direct (verbatim) quotations are always placed in quotation marks; indirect (paraphrased) quotations can be identified by references like “see” or “compare” or “cf.” When you quote an author, you should try to reproduce that author’s thoughts without misrepresenting them, and you should clearly differentiate your own interpretation from any analysis of the quotation. If you wish to use literature in languages other than German or English, please note that quotations may have to be translated and provided with the notation “translated by author”. Please ask your instructor whether you can use these kinds of sources and whether you have to translate them. If possible, quotations should always be taken from the original source. If the original source is not available, the quotation may be extracted from a secondary source. In this case, however, you must cite both sources (e.g., Jonathan Israel: *Democratic Enlightenment*, quoted in: Schröder 2014: 45.).

a. Different citation methods

Choose one method of citation and be consistent! Our Faculty prefers the Harvard method (author, year: pages); but ask your instructor if another method is preferred. Insert the abbreviated titles in the body of the text or refer to a footnote identified by an Arabic numeral. In addition, use footnotes to provide additional references that supplement your work, references to earlier or later sections in your paper, or for content-specific margin notes which are not crucial for a better understanding of your paper. In general, we recommend using footnotes sparingly.

Use brackets to insert a notation into a direct quotation to clarify that you have modified the quotation with your own addition.

Before using a quotation, weigh carefully if it will add value to your paper. Use quotations sparingly! Place the quotations you have used in a sensible context within your paper; for example, state the reason why you chose to use the quotation.

5. Bibliography/List of references

Organize the bibliography/list of the reference by types of sources, e.g. books and periodical articles, online resources, films and media, and newspaper articles. The titles should be organized by the last name of the author and in alphabetical order. If the reference list includes several publications by the same author, the order depends on the year of publication.

For referencing books, use the format as seen in the following example:

Buckley-Zistel, Susanne (2008) *Conflict transformation and social change in Uganda: remembering after violence*. Houndmills, Basingstoke {et.al.}: Palgrave Macmillan.

For anthologies and multiples editors, use this format:

Zimmermann, Hubert; Dür, Andreas (Ed.) (2012) *Key controversies in European integration*. 2nd Ed. London: Palgrave Macmillan Education.

Or for essays in anthologies, use this format:

Kannankulam, John; Hirsch, Joachim (2011) Poulantzas and form analysis. On the relation between two approaches to historical-materialist state theory. In: Alexander Gallas, Lars Bretthauer, John Kannankulam; Lars Stütze (Ed.) Reading Poulantzas. Wales: The Merlin Press. pp. 56-71.

Or for periodical articles, use this format:

Halbmayer, Ernst (2017) Rethinking Culture, Area, and Comparison from the Axial Age to the Contemporary Multi-Centric World. In: Zeitschrift für Ethnologie 142: pp. 1-24.

Or for online sources, use this format:

Zifonun, Dariuš; Soeffner, Hans-Georg (2008) Integration – An Outline from the Perspective of the Sociology of Knowledge. In: Qualitative Sociology Review, Vol. 4, H. 2, S. 3-23. www.qualitativesociologyreview.org (Accessed February 26, 2019)

If an online source does not specify an author, identify the organization that published the page instead.

Include only those resources that you have actually used in your bibliography!

6. Plagiarism

Any time you refer to statements, phrases or results by others, irrespective of whether verbatim or by paraphrasing, you must identify the original source. Plagiarism is theft of intellectual property, and the university treats it as an attempt at cheating. As a result, the examination in question may be graded as “failed”. Remember, quoting sources correctly is important! Please include the following statement with your written papers:

“I herewith affirm that I have written this paper independently and without outside assistance. I have clearly identified any sources that I extracted from other works, either verbatim or by paraphrasing. This paper was not used in any other course in fulfillment of a testing requirement, and it has not been published”.

All written papers must (also) be submitted in electronic format to facilitate a plagiarism review of your paper.