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CITATION GUIDE

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1. QUOTATIONS

These referencing and quotation guidelines are based on:

The Chicago Manual of Style. 2010. 16th edition. Chicago: University of Chicago Press.

In academic writing references to the work of others are provided in order to:

- Acknowledge and show respect for other researchers' contributions to the field
- Enable readers to track the sources used if they wish to find more information
- Allow the accuracy of the work to be checked
- Avoid plagiarism

1.1 Plagiarism

Plagiarism is an act of fraud. It involves stealing intellectual property from others and passing it on as one's own by not crediting the source. Students should be aware that all academic papers at the FHWN are checked for plagiarism. If a student has been found guilty of having committed plagiarism, s/he is deprived of his/her work. The same applies if the academic paper has not been compiled by the student him/herself. Further disciplinary measures such as the termination of the study contract may be taken by the university.

1.2 General Rules

- For EVERY source used in the paper a reference MUST be provided. This applies to direct as well as to indirect quotations.
- Information that is considered to be common knowledge (generally accepted as being true) in the respective field does not have to be cited. However, as this is generally interpreted rather narrowly, more references have to be provided than students often think is necessary. Hence, in case of any doubt – a reference should be provided in order to avoid any risk of plagiarism.
- References to the work of others are included in two places of the document: (1) within the main body of the text (in-text citations); as well as (2) in a bibliography (or list of references) at the end of the document. Assigning references to headings is considered inadequate.
- There are two distinct types of quotations, direct and indirect quotations. Both types of quotations might either be integral references (the cited author's name has a grammatical function in the sentence) or non-integral references (the cited author's name stands outside the structure of the sentence and has no grammatical function)
- References should mainly be made to works written in English. References to works in any other language should be avoided unless agreed with the supervisor.

1.3 Direct Quotations

Direct quotations are words, phrases or longer passages copied verbatim from the source. The author uses the exact same wording as the original source.

For direct quotation, the following general rules apply:

- All direct quotations are set off by double quotation marks ("").
- The page number is provided in the in-text reference, in addition to author's name and year of publication.
- If direct quotations are longer than two lines, they are set off from the rest of the text by continuous indentation ("block-quotation") as well as by a space before the quotation, and after it. The quotation itself is single-spaced and has a smaller font size.
- Neither the wording nor the spelling nor the punctuation must be changed; if something has to be omitted from the middle of a quotations, it should be marked with three ellipsis points.

NOTE: Never change the meaning of a sentence or a phrase by omitting words or phrases.

EXAMPLE:

The following outlook on the challenges faced by the Syrian government and economic sector upon the end of the crisis is provided by World Bank analysts (2014b):

Once the situation stabilizes, Syria will have to grapple with immediate economic challenges including output and employment collapse in the trade sector, accelerated exchange rate depreciation in the parallel market, the hoarding of hard foreign currency, likely foreign exchange reserve losses, rising inflation, and legal and financial issues associated with frozen assets. ... It needs to develop its non-oil sectors and maintaining fiscal sustainability while at the same time providing social protection to a growing number of young unemployed Syrians, and to regions affected by climate change.

Besides the direct economic effects of the crisis on the Syrian economy, spillover effects have severe impacts on the economies of neighboring countries, especially Lebanon, Jordan and Iraq.

- If there is a mistake in the source (e.g. in spelling, grammar or content), it should be left as it is in the quotation; [sic!] (lat.: thus, such) in square brackets should be added immediately after the word with the mistake in it.

EXAMPLE:

"In fact, the Club was considered to be the ideal place for amorous encounters, with the sunshine, the beaches and the wonderfully relaxed atmosphere giving it a 'sun and sox' [sic!] image" (Rijkens 1992, 48).

- A part of a quotation can be emphasized by italics or bold face; in that case the note "emphasis added" has to be included after the parenthetical reference.

EXAMPLE:

"It is easy to catch economists, as good scientists, in the act of *using stories for their science*" (McCloskey 1990, 2; emphasis added).

1.4 Indirect Quotations

Indirect quotations are ideas taken over from source material in condensed or paraphrased form.

- Although not set off by double quotation marks ("), the source has to be acknowledged!
- In academic papers at FHWN, the page number is provided in the in-text reference, in addition to author's name and year of publication.¹

EXAMPLE:

(Rijkens 1992, 48)

- The actual wording must differ from the original otherwise it would be a direct quote
- Indirect quotes are commonly introduced with certain phrases. E.g.:
 - Y argues that ...
 - As X points out ...
 - A recent study by Z shows that ...

1.5 Quotations from a Secondary Source

Quotations from a secondary source are quotations of words, phrases or longer passages which have been quoted by the respective author him/herself.

NOTE: Quotations from secondary sources should be avoided wherever possible. It is only allowed to use a quotation from a secondary source, if the original work cannot be obtained (e.g. because it is old and not accessible). If a quotation from a secondary source is used, the primary source has to be acknowledged as well. Both works involved have to be included in the bibliography.

EXAMPLE:

The increasing interest of large companies in minorities is exemplified by Estee Lauder which "targeted African Americans with special product lines designed for darker skin tones" (Kotler 2000, cited in Tan 2005, 25).

1.6 In-text References

References to sources of both direct and indirect quotations are given in parentheses immediately after the quotation and not in footnotes (in-text referencing).

NOTE: In-text references of direct quotations AND indirect quotations should comprise the following: author's last name – space - the year of publication – comma – space - the page number.

The full stop comes after the parenthesis, without a space.

EXAMPLE:

Alternatively, mission can be seen as "a means through which deliberate reflection and strategic planning can lead to systemic transformation" (Malloy 2007, 9).

¹ Note that this does not apply to all academic literature. There, page numbers are frequently omitted in references of indirect quotations.

- For works by two authors the surnames are joined by "and". If there are three authors, the names of the first two (in the same order as they appear in the bibliography) are separated by a comma and the third one is added after and.

EXAMPLE:

(Samuelson and Nordhaus 1985, 42)
(Smith, Brown and Jones 1991, 231)

- If there are more than three authors, only the name of the first one is quoted, followed by et al. (lat.: et al., meaning "and others").

EXAMPLE:

(Miller et al. 1991, 132)

NOTE: In the corresponding entry in the bibliography, all authors should be quoted in full.

- An institutional author, like the United Nations for example, is treated like an individual author.

EXAMPLE:

(UNEP 2010, 22)

- After indirect quotations, reference may be made to more than one source. In that case the different sources are separated with a semi-colon.

EXAMPLE:

...and language has been shown to play a crucial role (Ewing 1990, 25; Lee 1991, 55).

- If several works by the same author in the same year are used, references to these works should be accompanied by letters. Again, in-text references have to correspond to the full references in the bibliography.

EXAMPLE:

(Walshok 1999a, 13), (Walshok 1999b, 125)

- If quotation covers more than one page in the original, the following form should be used:

(Wallace 1980, 111-112).

- For reference to conducted interviews, footnotes instead of in-text references are used.

NOTE: There must be 1:1 correspondence between the in-text references and the bibliographical entries at the end of the paper, that is, the combination of a surname and a year must refer to one, and only one publication listed in the bibliography.

1.7 Figures and Tables

Figures and tables that have been taken from a book or an article need to be followed by a reference. The reference should include the author's name, year of publication, and the page number.

EXAMPLE:

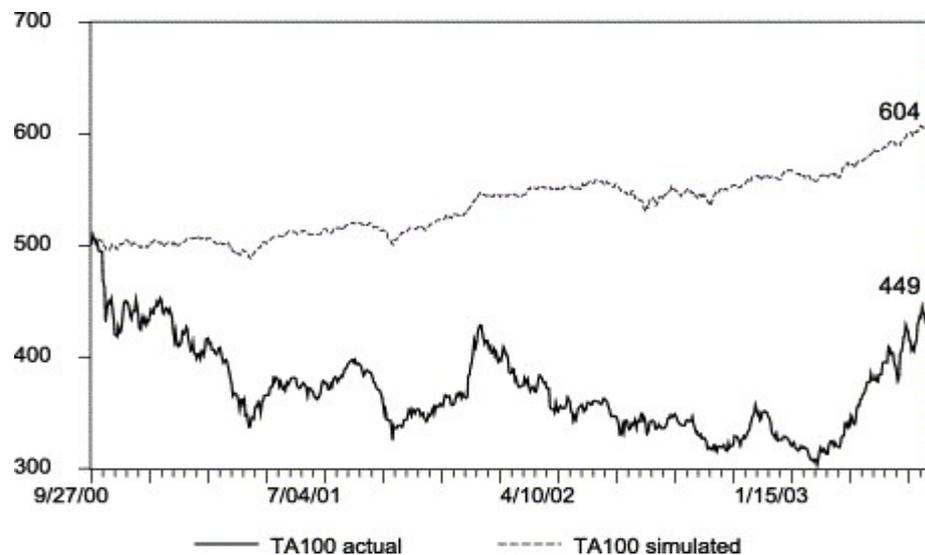


Figure 1: Comparison of TA100 Index: Actual and Simulated

(Source: Eldor and Melnick 2004, 378)

If a graph has been created by the student him/herself from data found in the literature, one of the following citation formats should be used:

EXAMPLE:

Figure 2: Exchange rate volatility between 1994 and 2001. Adapted from Willis and Cruise (1993, 45).

Figure 3: Industrial production, retail sales and unemployment in selected Asian countries. Based on data from *The Economist*, 2 June 2002, 96.

1.8 Footnotes

Footnotes should be reserved for notes and comments that the author wants to make but which are not central enough to the main argument to be put into the text. There should not be too many footnotes, and individual footnotes should not be too long, as this often indicates that there is something wrong with the way the author has structured their argument.

As for the layout of footnotes, note the following points:

- Footnotes are typed single-spaced
- Footnotes start with no. 1 at the beginning of each chapter
- Footnotes are placed at the end of each page, with a line separating the text from the footnotes
- Numbers in the text are raised and placed to the right of the immediately preceding word or punctuation mark; they ought to be smaller than the running text

2. BIBLIOGRAPHY

The bibliography must contain all the sources the author has quoted (directly or indirectly) in the paper. Sources the author has read but not quoted are not listed in the bibliography.

2.1 Structure and Layout

- All entries are ordered alphabetically according to the last name of the author
- For the same author, entries are ordered by year from earliest to most recent
- Again, if there are two publications by the same author in the same year, add „a“, „b“ etc. to the year
- All publications by one author alone precede publications of the same author with other authors
- All lines except the first of each entry are indented so that the surname of the author stands out clearly on the left (“hanging indent”)
- Entries should be separated by a space
- The bibliography is typed single-spaced
- Unless the author quotes from a first edition, s/he has to state which edition is used after the title
- In the bibliography as well as in the running text, the titles of books (not of articles) and the names of serial publications (e.g. academic journals) must be italicized
- Again, institutional authors (e.g. Advertising Standards Authority, Procter & Gamble, etc.) are treated like individual authors
- Anonymous articles and reference works are alphabetised by title (with ‘a/an’ and ‘the’ being disregarded)

EXAMPLE:

Anatomy of a Rotten Deal. In: *The Economist*, 18 May 2002, 51-52.

NOTE: Ideally, every reference you list should have a specified author. If the respective article does not have a specified author but you still want to use it, you may start the reference entry with the article title.

- In titles, all nouns, adjectives, adverbs and verbs are capitalized. E.g.:
 - *The Economist*
 - *Business Week*
 - *The Wealth of Nations*
 - *The Journal of Plagiarism Research*

2.2 Formats for Different Types of Bibliographical Entries

2.2.1 Books (one author)

EXAMPLE:

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York:

2.2.2 Books (two or more authors)

EXAMPLE:

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

2.2.3 Contribution to an edited volume

EXAMPLE:

Kelly, John D. 2010. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.

2.2.4 Book published electronically

If a book is available in more than one format, the author should cite the version they consulted. For books consulted online, an URL should be listed, including an access date.

EXAMPLE:

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>. Accessed February 28, 2018.

2.2.5 Article in a print journal

While in the text, the specific page numbers consulted should be listed; in the bibliography the page range for the whole article is required.

EXAMPLE:

Weinstein, Joshua I. 2009. "The Market in Plato's *Republic*." *Classical Philology* 104:439–58.

2.2.6 Article in an online journal

If the journal lists one, DOI (Digital Object Identifier) should be provided. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, an URL should be listed, including an access date.

EXAMPLE:

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115, 405–50. Accessed February 28, 2010. doi:10.1086/599247.

2.2.7 Article in a newspaper or popular magazine

EXAMPLE:

Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.

2.2.8 Article in an online newspaper or popular magazine

EXAMPLE:

Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/politics/health.html>.

2.2.9 Thesis or dissertation

EXAMPLE:

Choi, Mihwa. 2008. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.

2.2.10 Paper presented at a meeting or conference

EXAMPLE:

Adelman, Rachel. 2009. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24.

2.2.11 Websites

Since content on a website is subject to change, an access date or, if available, a date that the site was last modified should be included. In the absence of a date of publication, the access date or last-modified date should be used as the basis of the citation.

EXAMPLE:

Google. 2009. "Google Privacy Policy." Last modified March 11. <http://www.google.com/en/privacypolicy.html>.

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19. <http://www.mcdonalds.com/corp/about/factsheets.html>.

If you are referring to content presented on a website in the course of your paper, the website has to be included in the bibliography. In case you are only listing the website (e.g. you name a company in the text) but are not referring to any of its content, you may list the website in a footnote on the respective page in text.

2.2.12 Interviews and Personal Communication

In citations for interviews and personal communications, the name of the person interviewed or the person from whom the communication is received should be listed first. This is followed by the name of the interviewer or recipient, if given, and supplemented by details regarding the place and date of the interview/communication.

- In the case of a published interview, publication information related to the medium in which the interview was published should be included.

EXAMPLE:

Jolie, Angelina. Interview with John Smith. *Newsweek*, February 3, 2009.

- Unpublished interviews and personal communications (such as face-to-face or telephone conversations, letters, or e-mails) are best cited in text or in notes rather than in the bibliography. However, transcripts of the interviews or personal communication should be included in the appendix.

EXAMPLE:

Smith, John. Interview by author. Tape recording. New York City, March 5, 2009.

Patricia Burns, e-mail message to author, December 15, 2008.

These guidelines are applicable if interviews are used as a type of literature source. If interviews are conducted in the course of empirical research, they present a type of data collection method and should be treated accordingly. Students should consult appropriate sources on interviews as a data collection method for further guidelines.

2.3 Missing information

- No date of publication given: n.d.
- No page numbers given: n.pag. (Note: adding n.pag. is not necessary when quoting from electronic sources, as it is general knowledge that these do not have conventional pagination)
- No place of publication given: n.p.

In bibliographical entries, the abbreviations indicating missing information are put in exactly the same places as the information they stand for.

2.4 General Note on Electronic Sources

Remember that reference of electronic sources must be accurate enough to enable readers to access the source themselves. In the bibliography, entries referring to Web-based information are not listed under a separate heading, but are simply listed with all the other, non-electronic sources. Like traditional sources, sources available on the Internet are also alphabetized by the (individual or institutional) author's name, if it is available, or by the title, if it is not.

As electronically available material does not have conventional page numbers, none can be given in parenthetical references and the bibliography. However, please note that pdf documents downloaded from the Web or accessed through on-line databases do contain page numbers, and that these must be quoted. Because electronic information is constantly revised and updated, not only the year of publication must be provided but also the day on which a given source was published on the web and/or the day on which it has been accessed. The access date is particularly important in those cases where the year or day of publication cannot be identified.

2.5 Reference Management Software

Students are encouraged but not required to use reference management programs such as e.g. EndNote, BibTeX, Citavi, etc. Students should choose “Chicago 16th Author-Date” as output style as this corresponds to the author-date version of the Chicago Manual of Style, Edition 16.

If students do not use a reference management software, they might find the Quick Guide of the Chicago Manual of Style helpful, which is available online:

http://www.chicagomanualofstyle.org/tools_citationguide.html

(author-date style)