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Fact Sheet: Quoting Correctly – How to Avoid Rip-Offs

How do I quote correctly?:

Literal quotes are transferred word-by-word without any modification from the source within quotation marks. Unnecessary passages can be left out but have to be indicated through ellipsis in square brackets. Literal quotes should only be used at important points like definitions, technical terms or discussed theses.

A quote can be changed only in three special cases: quotes within quotes have to be put in singular quotation marks. Accentuation within quotes can be either bold, italic or in a different script type. An original can be transferred into **new spelling** for uniformity of language, if it follows the old spelling rules.

Indirect quotes and corresponding repetition which are quite similar to the spelling of the source can be mostly cited in subjunctive. At the end of each quote or repetition stands the author's name and the year of publishing in brackets (example author 2017).

If you want to **refer to a specific page** or text passage then you have to indicate the pages after the year of publishing (example author 2017: 7-9).

If an author has **published more than one work in a year** and you want to quote from both, the works within one year get ordered by letters: (example author 2017a; 2017b)

Quotes from foreign languages should be translated. The translation should be indicated either in footnotes or in brackets (*transl. by the author*).

In-Text References:

Different Ways to Reproduce another Author's Arguments:

1. **Analogous rendering of a passage**

When longer passages of a text are rendered or summarized it suffices to refer to the author, the year of publication and the page number in brackets (e.g. "(Manteltasche, 2001, p.12)" or (Manteltasche, 2001, pp.13-14) or in a footnote at the end of the paragraph.

2. **Indirect quotations/paraphrasing**

Indirect quotations remain close to the wording of the author and are usually

delivered in indirect speech. The author, year of publication and the page number have to be referred to in a footnote/in brackets at the end of the quotation.

3. Direct quotations

Direct quotations are literally copied and indicated through quotation marks. Passages that are unimportant for the context can be omitted but have to be indicated through ellipsis ("..."). Only definitions, special terms or original, disputable arguments should be quoted directly. Again, at the end of the quote the author, the year of publication and the page number have to be stated in brackets or in a footnote.

Classical Citation Method – Footnotes:

For your in-text references you may decide between the 'classical' and the American citation method. It is very important that you stick to one method throughout your whole paper. In the classical method the reference is placed in a footnote that is indicated by an elevated number at the end of the quote. When a book is mentioned for the first time, the footnote has to include the name of the author, the full title of the book, and other bibliographical details like the date and place of publication, publisher, journal and so forth. In further mention, it suffices to state only the last name of the author and refer to the footnote that includes the full reference. If you refer to the same source several times in a row, you can use "(ibid.)" instead of repeating the author's name.

Examples for Monographs:

- Dagobert Mantel, *The History of the Rice Pudding 1832-1838*, Cambridge 1999, p.48
- Ann Miller, *Murphy's Law. Life's little Annoyances are not as Random as they Seem.*, Boulder (CO) 1991, p.83
- Mantel (footnote 1), p.49

Examples for Journal Articles or Contributions to Edited Volumes:

- Daniel Wuffle, *Should You Brush Your Teeth on Nov. 6 1984? A Rational Choice Perspective*, in: *Political Science Quarterly*, 113:1, Spring 1998, p.1-20, here p.3
- Frank Schrank-Schlüssel, *The Social Function of Unintelligibility*, in: Pauline von der Teich (ed.), *Essentials of Applied Research*, 3rd edition, Frankfurt am Main/New York 1999, p.437-467, here p.456-458.
- Wuffle (footnote 1), p.6 Ibid.

Please refer to internet sources by stating the name of the publisher, the publication date, the title, the access date and the link. Example:

- Andreas Hasenclever/Peter Mayer/Volker Rittberger, Volker, Is Distributive Justice a Necessary Condition for a High Level of Regime Robustness? University of Tübingen Working Paper 26, 2010. Retrieved October 12, 2011 from www.uni-tuebingen.de/xyz

'American' Citation Method - Harvard Style:

The Harvard Style is an alternative to the use of footnotes and a space-saving method, since sources are only mentioned briefly within the main text. A reference consists of the last name of the author, the publication year, and the page number – all in round brackets at the end of the sentence. If your bibliography contains several works by the same author, please label them with a, b, c... and denote the respective letter in your in-text references.

Examples:

- (Mantel tasche 1999: 48)
- (Miller 1991: 83)
- (Mantel tasche 1997a: 45; 1997b: 89)
- Additional aspects

Although it is preferable to quote only from work 'at hand', quoting someone from another one's work is possible by way of exception. Quotes within quotes should be indicated with single quotation marks ('...'). Example in-text reference: (Spargel 1984: 68 quoted in Mantel tasche 2002:102); example list of references: Spargel, Helmut 1984: Phantasmological Approaches to the Analysis of Neglected Trivia, in: Eskimo Nell Annual Review 21:8, 689-742. Quoted in:

Dagobert Mantel tasche 2002: Owls and Larks, Knotters and Simplifiers. The Origins of Modern Political Science, 2:1, 36-42.

The list of references has to include both the original work and the quoted work.

- If you want to highlight a certain aspect in a quote, it can be set in bold or italics; however, please be consistent throughout your paper
- If a book or an article was published by more than three authors it suffices to state the name of the first one and "et al."
- If no publication date or place can be determined please address this by stating "(n.d.)" or "(n.p.)"
- If the work is unpublished, please add "unpublished work" to the reference. If it will be published soon, please add "forthcoming" and information about the date and place of publication.

What's a rip-off?:

A rip-off is an arrogation of the authors which means the unauthorized and unlabeled use of intellectual property of another person. If you use arguments, facts, text passages, whatsoever, directly or indirectly quoted without referring to the author you are doing a rip-off!

What consequences does a rip-off have?:

Handing in a paper, review, essay etc. without making a reference to all used authors is not a trivial offence! It's a violation against scientific basic rules which fulfills the elements of cheating. Cheating is marked without exception as failed with a 5,0.