

# Citation rules for scientific papers

## Theses for the Institute for Markets and Strategy, WU Vienna University of Economics and Business

### References in the main text

#### Exact quotes

- They have to be marked with quotation marks
- The source has to be named directly after the quote (in parentheses) or in a footnote

... with books, journal articles, storable internet sources (e.g. pdf, doc, ...):

Author, year: Page(s)

e.g. Badelt/Österle 2001: 30

... other internet sources:

Institutions (year): www [note.: exact address in bibliography – see below]

e.g. Eurocarers 2010: www

#### Analogous quotes

- You also have to write down your source references
- Their source has to be followed by see. after the text passage (in parentheses) or in a footnote

... with books, journal articles, storable internet sources (e.g. pdf, doc, ...):

See. Author year: page(s)

e.g. see. Badelt/Österle 2001: 30

... other internet sources:

see. Institution (year): www

e.g. see. Eurocarers 2010: www

### References in the bibliography

... with books:

Author (year): Title. Subtitle. edition, location [note.: in case of more locations, first location adding i.a.]: Publishing House.

e.g. Badelt, Christoph/Österle, August (2001): Grundzüge der Sozialpolitik. Allgemeiner Teil: Sozialökonomische Grundlagen. 2. Auflage, Wien: Manz.

... with editorial boards:

Author (ed.) (year): Title. Subtitle. Edition, Location: Publishing House.

e.g. Wallace, William/Wallace, Helen/Pollack, Mark A. (Publisher.) (2005): Policy-Making in the European Union. 5<sup>th</sup> Edition, Oxford: Oxford University Press.

... with an article from an editorial board:

Author (year): Title. Subtitle, in: Author (Publisher.): Title. Subtitle. Edition, Location: Publishing House, Page.

e.g. Alcock, Pete (1998): The Discipline of Social Policy, in: Alcock, Pete/Erskine, Angus/May, Margaret (ed.): The Student's Companion to Social Policy. London: Blackwell, S. 95–113.

... with journal articles:

Author (year): Title. Subtitle, in: Journal, Year/Volume, Number/No., Page.

e.g. Ruspini, Elisabetta (1998): Women and Poverty Dynamics. The Case of Germany and Britain, in: Journal of European Social Policy, Vol. 8, No. 4, S. 291–316.

... with internet sources with Authors and Title or storable internet sources (e.g. pdf, doc, ...):

Author (year): Title. Subtitle. Location, Address of Site (Date of last access).

e.g. Gough, Ian (2003): European Social Policy 'Lessons' for Emerging Market Economies: 12 Theses, [www.worldbank.org/eapsocial/asemsocial/f1ml/keypapers.htm](http://www.worldbank.org/eapsocial/asemsocial/f1ml/keypapers.htm) (last access: 27. 2. 2003).

e.g. Seidl, Elisabeth (2006): Zu Gast im Pflegeheim. Wien, [www.bmsk.gv.at/cms/site/attachments/7/8/3/identCH0041/CMS1182516881825/zugastimpflegeheim.pdf](http://www.bmsk.gv.at/cms/site/attachments/7/8/3/identCH0041/CMS1182516881825/zugastimpflegeheim.pdf) (last access: 11. 11. 2010).

... *other internet sources*:

Institution (year): Title, exact address of the page (date of access).

e.g. Eurocarers (2010): EU activities, [www.eurocarers.org/euactivities.php](http://www.eurocarers.org/euactivities.php) (last access: 11. 11. 2010).

## General information regarding the bibliography

The bibliography

- ✓ contains all sources cited directly or indirectly,
- ✓ but no sources that (although read, but) were not processed in the main text,
- ✓ contains – for traceability or verifiability of information – as many details about the source as possible and necessary,
- ✓ is – like the current source specification in the main text – identical in the chosen citation form,
- ✓ cites other internet sources (Headline: Internet sources) specifically

Find additional citation suggestions in the following literature:

Troyka, Lynn Quitman/Hesse, Douglas (2006): Simon & Schuster handbook for writers. Toronto, Ontario: Pearson Prentice Hall.

Or in a number of scientific journals.

## Please note that

The aforementioned style corresponds mostly to the „Harvard system of referencing“. You can also use a different style of citation. If you are working with a commonly used citation software (Endnote, Citavi, etc.) you will receive a number of different options. The most important thing is to (a) choose a style and keep it throughout the entire paper and (b) not cite an internet quote simply with a link.