



# International Master of Environmental Science Primer on Academic Citation

Universität zu Köln

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# INTRODUCTION

The University of Cologne's International Master of Environmental Science (IMES) program welcomes students from all over the world and from diverse professional and academic backgrounds. This diversity results in varying approaches to scholarship, and, more technically, the methods of research and styles of academic writing. The manner in which a physicist writes a research paper is different from a lawyer's style of writing. Moreover, a British ecologist might follow a completely different style from a Singaporean ecologist.

One of the core requirements of the IMES research degree programme is for students to submit a thoroughly researched Master's thesis of publishable quality. Since every cohort has students belonging to a different spectrum of disciplines, from economists and sociologists to physicists and biologists, the research topics and methods vary accordingly.

In order to eliminate uncertainty during the academic research process and to introduce students to different styles and tools of referencing and writing, we present this Primer.

In addition to reviewing proper citation form and content, this Primer will delve into questions of intellectual property while writing, describe several databases and sources which students can use, and explain the concepts of plagiarism, referencing and citation. Following that, the Primer provides brief samples of citation from several popular referencing styles. Finally, it also recommends a working citation style which IMES students may follow for their research papers and academic writing.

If there are any questions regarding references, intellectual properties, or ethical conflicts, please do not hesitate to contact the IMES office by emailing [mshinde@uni-koeln.de](mailto:mshinde@uni-koeln.de). We would be happy to guide you!

Since this is the first edition of the Primer, we look forward to receiving feedback and suggestions for improvement.

# PLAGIARISM AND ETHICS

As a Master's degree student, you should think about your writing not only as an academic exercise for your lecturer, but also as a preparatory exercise for your career or for a public audience. Your citations are, therefore, not just to demonstrate that you did not cheat and steal someone else's thoughts, but are to guide the reader to be able to find the work upon which your own work is based, in the likely event that the reader wants to know more. Moreover, it is crucial to follow ethical practices in citation not just for the purpose of academic integrity and accuracy but also to ensure that you do not violate anyone's intellectual property.

## **Intellectual Property**

Any original creation that is a product of one's own imagination, intellect and effort is one's intellectual property with respect to the right to copy, publish, distribute and sell the same. This includes artwork, musical compositions, films, photographs, literature, and academic publications. The ownership of a copyright at the point of creation rests with the creator and can only be transferred through contractual agreement or through assigning those rights to another party. For example, allowing a scientific journal to publish your paper may require you to transfer copyright to the journal, so that the right to publish, sell or transfer that copyright rests with the journal. However, the moral rights to your creation always lie with you and cannot be taken away.

However, even if material is copyrighted, the doctrine of fair use in copyright law allows for the reproduction of copyrighted material for certain purposes, including use for critique and academic research. If the fair use exception to copyright protection applies, attribution and citation of those sources is still necessary, without which it might seem that you are passing it off as your own work, which would amount to a violation.

It is also important to note that a thesis or an assignment written for credits as part of a course or towards a degree are not copyrightable even if they are your own work, because they are equivalent to an examination submission and not a 'creation'

in the sense of copyrightable material. **Therefore, do not use the © symbol followed by your name in papers or your thesis.** If you write a paper for a journal or online publication, however, and do not use it for academic credit, you will likely be required to transfer copyright to that publication for your work.

Also, while conducting research, you may come across certain life experiences or stories, especially while interviewing subjects. It is advisable to gain written or recorded consent of these subjects for allowing those findings to be shared or published. Students are free to contact the IMES office for guidance in drafting any specific consent forms that they may require for their research.

## **Plagiarism**

In March 2011, Germany was rocked by a scandal involving one of the most popular politicians, Karl-Theodor zu Guttenberg. Guttenberg was accused of plagiarizing his doctoral thesis at the University of Bayreuth. He admitted to having substantially copied work of other authors in his thesis, and he resigned from his position of Minister of Defence. Even though he claimed that the copying was inadvertent, the University of Bayreuth revoked his doctorate, and his political career virtually ended. This was the consequence of plagiarism by a man who was touted to be a future Chancellor of the Federal Republic of Germany.<sup>1</sup>

Using sources incorrectly and failing to give appropriate attribution for words, ideas or concepts constitutes plagiarism.<sup>2</sup> The intention to plagiarize is usually irrelevant, and accidental plagiarism also constitutes academic malpractice, due to the lack of due diligence done by the author. It is important to keep in mind that it is not only a failure to give credit for direct quotations, but also a failure to give credit to the ideas of another person that are not necessarily expressed in the exact same words.

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<sup>1</sup> Helen Pidd, *German defence minister resigns in PhD plagiarism row*, THE GUARDIAN, (Mar. 1, 2011), <https://www.theguardian.com/world/2011/mar/01/german-defence-minister-resigns-plagiarism> (last visited Jan 15, 2017).

<sup>2</sup> THE ACADEMIC WRITING HELP CENTRE, U. OF OTTAWA, SAYS WHO? INTEGRITY IN WRITING: AVOIDING PLAGIARISM, (2006) <https://socialsciences.uottawa.ca/mentoring/sites/socialsciences.uottawa.ca.mentoring/files/plagiarism.pdf> (last visited Jan 15, 2017).

## **Quoting, Paraphrasing and Summarizing**

The purpose of academic writing is to express high-quality, original thoughts, ideas and data, while also referring to existing scholarship in the area, and drawing from different sources. A master's degree student is not expected to research or create original data, and it is therefore even more important that master's degree student understand how to properly use the ideas of other persons. Embedding and incorporating sources within your writing requires diligence and is usually done using three common methods: quoting, paraphrasing or summarizing.

### **Quoting**

While writing, if you believe that certain words must be quoted exactly as they appear in the text, maybe because you want to analyze those exact words later, because they cannot be expressed meaningfully in any other way, or because they have lyrical value like a poem, song or speech, you can quote those words exactly following the guidelines in the booklet. What matters is that it should be absolutely clear to the reader that you are quoting the words, making the use of correct citation mandatory.

### **Paraphrasing**

While writing, when you want to mention or explain certain ideas, data or thoughts expressed by other authors, you can express the essence of their material in your own words by writing it in a manner which best suits the structure and flow of your own writing. It is important to remember that even though you are writing it in your own words, the original idea belongs to someone else, and must be correctly attributed according to the rules of the citation style you have selected.

### **Summarizing**

Summarizing is condensing a source or extracting key takeaways and writing them in a brief version for the sake of advancing your own writing. It is different from paraphrasing because you are not just writing in your own words, but also compressing the source for clarity or emphasis.

## University of Cologne

### University of Cologne Guidelines for Safeguarding Good Academic Practice and Dealing with Academic Misconduct<sup>3</sup>

The University of Cologne has published guidelines on what would constitute academic misconduct, and the disciplinary procedure on how to resolve cases when discovered. The entire Guidelines are annexed to this booklet, and it is advisable to read them thoroughly to acquaint you with the University practices.

**Section 6 of Part 2 (Academic Misconduct)** of the Guidelines defines academic misconduct as *“intentional or grossly negligent statements of falsehoods, violation of the intellectual property of others or other sabotage of research.”* Section 6(2) is especially relevant for the purposes of academic citation as it is considered to be academic misconduct in cases of *“Infringements of intellectual property rights by others, or significant scientific findings, hypotheses, theories or approaches originating from another/others, such as a) the unauthorized use of the intellectual property of another under the pretense of authorship (plagiarism), b) the exploitation of research approaches and ideas, especially exploitation by the reviewer/s of said research approaches and ideas (idea theft), c) the presumption or unsubstantiated assumption of authorship or co-authorship, d) the falsification of content, e) the unauthorized publication and/or making available of research, findings, hypothesis, theory or approach to third parties before these are published.”*

**Section 7** also makes it clear that ‘active participation in others’ misconduct’ or ‘knowledge of falsification by others’ is considered to constitute academic misconduct.

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<sup>3</sup> University of Cologne Guidelines for Safeguarding Good Academic Practice and Dealing with Academic Misconduct, (English translation of the official notices, Amtliche Mitteilungen 24/2011 - Ordnung der UzK zur Sicherung guter wissenschaftlicher Praxis und zum Umgang mit wissenschaftlichem Fehlverhalten) (22 July, 2011).

## SOURCES AND DATABASES

Very often, we use the terms “source,” “search engine” and “database” interchangeably. A source is any document, webpage or material from which you quote or make deductions or draw inferences from, towards advancing your research. A search engine like Google or Bing is an online algorithmic tool which aggregates and links web-based sources, information, images and news, driven by simple word search terms. A database is an online collection of specific sources which are organized in a searchable manner either by concept or by simple word search.

A source for academic research can be anything from a conversation over drinks, to an international treaty. Sources can be classified in terms of the nature of the material, oral versus written and so on. A researcher’s concerns are whether a source is **authoritative, reliable and representative**. However, the first distinction is to check whether a source is primary, secondary or tertiary.

### Types of Sources

The kinds of sources your research might use may depend on your discipline or the topic of your research. What is considered a primary source in the humanities is different from what is considered a primary source for the natural sciences.

Primary: A primary source is any material or document which is the first-hand or original record of any information or data. In the humanities this could include interviews and letters, or original artwork such as films, music or photographs. Primary sources can also exist in the form of artifacts. In the natural sciences however, research is often conducted through experiments and observation. This data is considered to be a primary source of data when published for the first time in any governmental or academic journal or publication.<sup>4</sup> In this regard patents, as legal documents, would be characterized as primary sources.

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<sup>4</sup> KATE L. TURABIAN, *A MANUAL FOR WRITERS OF RESEARCH PAPERS, THESES, AND DISSERTATIONS*, at 25 (7<sup>th</sup> ed. 2007).



Secondary: Secondary sources are sources which depend upon primary sources to create their meaning. Secondary sources would be textbooks, commentaries, book reviews and some periodical articles, for example. They provide different opinions and interpretations of primary sources. Secondary sources help in directing you to primary sources, and in such a case, it is advisable to also consult the primary source firsthand, instead of citing its interpretation by another person in a secondary source.<sup>5</sup>

Tertiary: Tertiary sources are reference materials usually involving summaries or compilations of primary and secondary sources, which do not usually contain original information at all, such as encyclopedias and dictionaries. They should be used only to guide a researcher to primary or secondary sources or to attain basic understanding of a new concept, but must be cited, if used.

## **The Curious Case of Wikipedia**

Over time, Wikipedia has become the first go-to website for anyone looking to get a quick and brief summary answer to any question they may have. This phenomenon is probably due to researchers relying exclusively upon word-searching in search engines, rather than taking the time and thought to conduct concept-searching in databases. Furthermore, it is important to remember that while a Wikipedia article can point one in the general direction of source material, it is not in itself a credible source. It is an open source, crowd-sourced and editable by anyone. The authors remain anonymous. You should notice that the name looks like the word “encyclopedia” and then recall what this Primer said above: encyclopedias are tertiary sources and tertiary sources “are not generally cited and should be used only to guide a researcher to primary or secondary sources or to attain basic understanding of a new concept.” Whether anyone checks the accuracy of any particular Wikipedia entry is a matter of chance. A researcher who depends upon Wikipedia is taking the risk that what he or she is reading is an unsubstantiated opinion and may even be put in place as a hoax or for intentionally persuasive purposes and not to inform. Without being able to test the rate of accuracy of Wikipedia, we could well assign it a fifty percent chance of being accurate. Do you

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<sup>5</sup> AMY E. SLOAN, BASIC LEGAL RESEARCH: TOOLS AND STRATEGIES, at 44 (5<sup>th</sup> ed. 2012).

want to trust your work, your thesis, your job, or the health and safety of the public to a fifty percent chance of being right? Avoid using Wikipedia as a source in your writing.

## Online Resources at the University

The University of Cologne subscribes to hundreds of online research databases and individual sources for research. Your university username and password allows you free access to all these sources through the WLAN access within university premises or through setting up vpn access for outside the premises. While it is true that database research takes a little more work than word-searching from your email provider's engine, the results that you find are genuine scientific works that has been peer-reviewed or vetted and can be trusted as being authoritative and reliable. The University Libraries offer the following resources at the respective URLs:

- [Research Databases](#): The various faculties and institutes of the university subscribe to several research databases, and these are all arranged according to the faculty that primarily requires their use. Therefore depending on your area of research you can explore the research databases under the respective faculty links on the 'Datenbanken'. Research Databases are compiled and curated collections of articles, reports and materials from different journals, newspapers, magazines and books. The Database has purchased the right to distribute those articles from the owners of the intellectual property, and your subscription to the databases allows the ability to download and print the articles for your research and education. It is important to remember that databases are merely a method to electronically access sources using convenient filters and are not sources by themselves, akin to a digital library. Examples: HeinOnline, JStor, ScienceDirect.
- [E-Papers](#): This is a fundamentally important resource as the webpage allows you to access newspapers from across the world, in several languages, including access to the archives.
- [Magazines](#): Similar to the databases, the magazines (*Zeitschriften*) are all arranged according to the faculties which might use them, and their archives can be accessed through the urls.

- [E-Books](#): This page connects to topic-based web pages containing downloadable eBooks, and to links of third party e-book collections such as Project Gutenberg and the Open Access Library.
- [Digital Collections](#): These are digital collections of academic material and data. It does not act as a database as much as it usually contains theme- or topic-based materials.

## ACADEMIC CITATION STYLES

There are many high-quality citation style guides available for use, and different disciplines, universities and geographic regions have their own preferences. While writing for publication in a journal, it is important to check which style of citation they require. Because the IMES programme is interdisciplinary, you should follow a style recommended by your lecturer in the field in which you are writing. Citation and writing styles are matters of custom, not some form of natural science, and therefore change not only from discipline to discipline, but from programme to programme and journal to journal.

We discuss certain popular citation styles. Their complete versions can be found online or in the library and we have provided links to quick style guides for each style.

### Sample Book

Title: False Feathers: A Perspective on Academic Plagiarism  
Author: Debora Weber-Wulff  
ISBN No.: ISBN-13: 978-3642399602  
Publisher: Springer-Verlag Berlin Heidelberg; 2014 Edition

### Sample Article

Title: Student Online Plagiarism: How Do We Respond?  
Author(s): Patrick M. Scanlon  
Source: College Teaching, Vol. 51, No. 4 (Fall, 2003), pp. 161-165  
Published by: Taylor & Francis, Ltd.  
Stable URL: <http://www.jstor.org/stable/27559159>

### Sample Online Source

Title: Report Accuses Mexico's President of Plagiarism in Law School Thesis  
Author: Azam Ahmed  
Publication/ Website: The New York Times (nytimes.com)  
Date of Publication: August 22, 2016  
Url: <http://www.nytimes.com/2016/08/23/world/americas/report-accuses-mexicos-president-of-plagiarism-in-law-school-thesis.html>  
Date and Time of Access: November 24, 2016, 1545 HRS

## A: In-Text Citation

Certain styles of citation, especially those in the social and natural sciences, use in-text citation, wherein the last name of the author and the year of the publication are mentioned in parenthesis at the end of the sentence containing the referenced material and then all the references are arranged in alphabetical order at the end. Alternatively the serial number of the reference is put in parenthesis within the text.

One example of such an in text citation style is **Council of Scientific Editors (CSE) 'Scientific Style'**.

The sample sources above would be cited in CSE in the following manner:

### **Book**

In text: (Weber-Wulff 2014)

Reference: Weber-Wulff, D. 2014. False Feathers: A Perspective on Academic Plagiarism. Heidelberg: Springer-Verlag.

### **Article**

In text: (Scanlon 2003)

Reference: Scanlon, PM. 2003. Student Online Plagiarism: How Do We Respond?. College Teaching. 51(4): 161-165.

### **Online Source**

In text: (Ahmed 2016)

Reference: Ahmed, A. (2016, August 22). Report Accuses Mexico's President of Plagiarism in Law School Thesis. The New York Times.  
<http://www.nytimes.com/2016/08/23/world/americas/report-accuses-mexicos-president-of-plagiarism-in-law-school-thesis.html>. [accessed 2012 December 1]

The detailed CSE style guide can be found here:

<http://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html>

Other in-text citation styles include:

- ❖ American Anthropological Association (AAA) Style Guide

The style guide can be found here:

[http://www.plagiarism.org/assets/downloads/AAA\\_StyleGuide\\_2009.pdf](http://www.plagiarism.org/assets/downloads/AAA_StyleGuide_2009.pdf)

- ❖ Modern Language Association (MLA) Style

The style guide can be found here:

<https://owl.english.purdue.edu/owl/resource/747/01/>

- ❖ Harvard Style

The style guide can be found here:

<http://openjournals.net/files/Ref/HARVARD2009%20Reference%20guide.pdf>

## B: Footnoted or Endnoted Citation Styles

Several citation styles use footnoted references, as opposed to embedded in text citation and references. Here, as soon as a source is used, it is numbered using superscript numerals, and the corresponding numbered footnote is inserted at the bottom of the page, or an endnote is inserted at the end of the article. This style is especially popular in the humanities and legal research and writing. However, some styles like the Chicago Manual also provide for in-text citation.

One such example of a footnoted style is The Bluebook (20<sup>th</sup> Edition). The sample sources would be cited in Bluebook as follows:

### **Book**

DEBORAH WEBER-WULFF, *FALSE FEATHERS: A PERSPECTIVE ON ACADEMIC PLAGIARISM*, 129 (1<sup>st</sup> ed. 2014).

### **Article**

Patrick M. Scanlon, *Student Online Plagiarism: How Do We Respond?*, 51 C. TEACHING, 161, 164 (2003).

### **Online Source**

Azam Ahmed, *Report Accuses Mexico's President of Plagiarism in Law School Thesis*, N. Y. TIMES (Aug. 22, 2016), <http://www.nytimes.com/2016/08/23/world/americas/report-accuses-mexicos-president-of-plagiarism-in-law-school-thesis.html> (last visited Feb 20, 2017).

The Bluebook is available in print format in the library and can be accessed online via a paid account with different subscription packages. The Quick Style Guide is available via a free account. Details can be found here:

<https://www.legalbluebook.com/Public/TwentiethEdition.aspx>

Other examples of footnoted citation styles are:

- ❖ Chicago Manual of Style. The complete book is available in the library and the quick guide can be found here:

<https://owl.english.purdue.edu/owl/resource/717/01/>

- ❖ Oxford University Standard for the Citation of Legal Authorities (OSCOLA). A complete pdf of the book is available on the website of the University of Oxford website here:

[https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf) ;

The quick style guide is available here:

[https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012quickreferenceguide.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf)



## RECOMMENDED CITATION STYLE FOR IMES

Students should always consult their lecturer and follow the lecturer's preferred style and citation forms for his or her lectures or seminars. If the lecturer has no preferred style or citation form, we recommend the APA or the **American Psychological Association** style of in-text citation, because it is the style of citation followed by the *The Journal of Health, Environment and Education* published by the University of Cologne and with which the IMES programme is closely associated. The following is a sample of sources in APA Style.

### **Book**

In text: (Weber-Wulff, 2014, p. 129)

Reference: Weber-Wulff, D. (2014). *False Feathers: A Perspective on Academic Plagiarism*. Heidelberg: Springer-Verlag.

### **Article**

In text: (Scanlon, 2003)

Reference: Scanlon, P.M. (2003). Student Online Plagiarism: How Do We Respond?. *College Teaching*, 51(4), 161-165.

### **Online Source**

In text: (Ahmed, 2016)

Reference: Ahmed, A. (2016, August 22). Report Accuses Mexico's President of Plagiarism in Law School Thesis. *The New York Times*. Retrieved from <http://www.nytimes.com/2016/08/23/world/americas/report-accuses-mexicos-president-of-plagiarism-in-law-school-thesis.html>.

The detailed guide to the APA style (free for use) can be found at the links below. Students are advised to read and comply with the rules regarding quotations, citation and referencing in detail from these websites before beginning to write academic publications.

- 1) Purdue Online Writing Lab: <https://owl.english.purdue.edu/owl/resource/560/01/>
- 2) EasyBib: <http://www.easybib.com/guides/citation-guides/apa-format/>

# FORMATTING

Correctly cited work should also be accompanied by a uniform style of formatting to ensure an institutional standard for academic and professional submissions. This is especially vital when the assignment or publication has a minimum or maximum page limit, as opposed to a word count, because different styles of formatting can change the page count. As with citation, please consult your lecturer for his or her preferred format. For example, certain courses require that figures and tables be included as an appendix or annexure and not part of the main body. If he or she has none, you may wish to use the APA formatting guidelines that are available online. We can also recommend a simpler format as follows, for your convenience.

- **Paper Size:** A4
- **Margins:** Normal MS Word settings: 2.54 cm (1 inch) on all four sides of the paper.
- **Numbering:** All pages (not including the Cover Page) to be numbered in the bottom right corner of the page with the simple digits of the number itself. (It is unnecessary to use the word 'page' or 'pg.' before the digits.)
- **Spacing:** All text to be spaced with 2.0 line spacing, and justified.
- **Font:** Times New Roman or Arial or Garamond
- **Font Size:** Main Body: 12 ; Headings: 14 (Bold)
- **Indent:** Each new paragraph to begin with an indent of 0.5 inches. You can customize this by using the indents and spacing settings in the software you use to write.
- **Headings:** All headings to be left-oriented or centered.
- **Figures:** All graphs, figures and charts are to be encased within a border of 1 point thickness to be numbered consecutively and accompanied by a caption containing consecutive numbering such as "Fig. 1" followed by a 1-2 line description of the figure. Legends, if any, should be included within the border area of the figure.

# SAMPLE COVER PAGE

The cover page should contain all the details that could be relevant to the instructor. The following is a sample, which could be used as a template.

Title in bold; size 16, and all accompanied text in size 12.

<p style="text-align: center;"><b>University of Cologne</b> <b>International Master of Environmental Science</b> <i>For the Course: 'Comparative Environmental Law' (Prof. Kirk W. Junker)</i> WS-2016</p> <p style="text-align: center;"><b>Comparing the Efficiency of Carbon Taxes in Australia and Germany</b></p> <p style="text-align: center;">Submitted by: Jane Doe</p> <p style="text-align: center;">Matriculation Number: 75364812</p> <p style="text-align: center;">Date of Submission: February 28<sup>th</sup>, 2017</p>
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## REFERENCING TOOLS

Owing to ingenious new applications, referencing in a manner which has accurate format requires little to no effort. Popular tools are:

- 1) [Easy Bib](#)
- 2) [BibMe](#)
- 3) [Zotero](#)
- 4) [Mendeley](#)
- 5) [EndNote](#)

These can help you store and manage citation, in the correct format, without going through the process of manually typing each reference. However, it is not advisable to rely exclusively on these, as they can have technical errors, and the best practice would be to manually review them as well.