

Written contribution: citations

Putting together a written contribution is more than cutting and pasting material you've copied (or copied from the Internet and put into your own text). You have to put the content into your own words and cite particularly important segments, in order to be able to comment on them and to incorporate them into your own argument.

Why are citations important?

The written word as well as works of art are described as "literary property," so the originator of certain ideas, works or scientific discoveries must be named. Whoever fails to do so is committing plagiarism – that is, theft of literary property.

Why citations?

There are rules for citations:

- A quote is marked by quotation marks.
- If you cite someone, you have to use his or her exact words (spoken or written).
- If you leave out something, you must note that using parentheses and an ellipsis: (...).
- You must always give the source of a quote. This also applies if you write passages that are very similar to, or that summarize, another text.
- If you use images in your contribution, you must indicate their origin (for example, name the book or archive where the image is located).
- In a conversation, the date and the names of the interviewer and interviewee must be given. A transcript of the interview, or the most important passages of the interview, should be included in the appendix.
- With Internet sites, the web address and the date (on which the information was downloaded) must be given. The site in question should also be included in the appendix.
- Every reference should be found as a footnote on the same page as the quote itself. Footnotes appear in numerical order. In the bibliography, the following must be included: author's name, the title of the text and, if applicable, its subtitle, the edition, the place and year of its publication, and the applicable page or pages. You can decide whether to list using the given name or last name first. In a very long bibliography, the second variant is recommended as being more accessible. You also can decide whether you want to put a comma or colon after the name. Most important is that you choose one method of citation, and stick with it!

Rules
for citations



Citation examples for ...

- A monograph: Norman Davies: *God's Playground: A History of Poland: Vol. 1. Revised Edition.* New York 2005.
- An essay from a collection or in a magazine: Christoph Geibel: *Presentation and Documentation. The Devil Is in the Details.* In: Lothar Dittmer/Detlef Siegfried (editors.): *Pathfinder. A Practical Guide for Historical Project Work,* Weinheim and Basel 1997, pp. 176–185.
- An archival source: Protocol of the board meeting of the resettlement committee, from March 10, 1948, Saxonian State Archive, Leipzig, Regional Department of Grimma, No. 120, p. 120.
- A newspaper article: Parin, Paul: *Reading History with Eric Hobsbawm* (book discussion: Eric Hobsbawm: *How much history does the future need?* Hanser Publishing Company, Vienna, Munich, 1998). In: *WoZ, The Wochenzeitung* (Zürich), No. 14, April 8, 1999.
- An Internet site: www.eustory.eu, July 27, 2007.

**Citation
examples**