



**FACHHOCHSCHULE
WIENER NEUSTADT**

Austrian Network for Higher Education

University of Applied Sciences

CITATION GUIDE

for the Faculties of Health , Engineering, and Business

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1. Introduction

Good academic practice requires, among other things, that academic texts be presented in as uniform and consistent a format as possible. Essentially, this serves three purposes:

1. Interested readers are not distracted by unnecessary stylistic inconsistencies within a text, but can concentrate fully on the text's content.
2. It is clear where the author obtained the information. By clearly indicating the source of the information directly within the body text itself through so-called in-text citations, the highest possible degree of traceability is ensured. Furthermore, this academic writing style prevents the risk of committing plagiarism.
3. Finally, a rule-based approach enables the rapid retrieval of the literature sources cited in the body of the text, as the reference entries for the cited publications in the bibliography significantly facilitate searches in relevant library catalogs and databases. Depending on the citation style used, these reference entries must contain specific information about the publication and must also be formatted according to certain formal guidelines specified by the chosen citation style.

Unfortunately, there is no single citation style applicable to all academic disciplines for citing sources in the main text and compiling a bibliography. Rather, there are various citation systems that provide formal and stylistic guidelines and recommendations regarding how citations in the main text and the bibliography should appear. Scholars are bound by such citation systems, for example, when they wish to publish in an academic journal. However, citation rules must also be followed for academic theses. In any case, it is advisable (unless there are already mandatory requirements for using a specific citation style) to choose a particular citation style and to consistently and uniformly apply the relevant formal and content-related rules for in-text citations and for compiling the bibliography.

Essentially, the various citation systems can be categorized based on whether they use an **author-date system** (citing the author(s) and the publication date in the in-text citation and including a reference entry in the bibliography) or a **number-based system** (citing a reference number in the in-text citation and including a reference entry in the bibliography).

2. Citation Guide

This citation guide contains citation styles recommended for the preparation of academic papers in the degree programs of the Faculties of Health, Technology, and Business at the University of Applied Sciences Wiener Neustadt GmbH (FHWN) and is divided into a **General Section** and a **Specific Section**.

While the General Section discusses fundamental aspects of the formal and content-related structure of citations and the bibliography—which are equally relevant to all citation styles presented—the Specific Section contains the guidelines for the individual citation systems recommended by the university and used particularly frequently. Students can therefore find the specific guidelines relevant to their field of study in the respective section of the specific part. These are:

- **The APA Style (Author-Date System)**, based on the “Publication Manual of the American Psychological Association. The Official Guide to APA Style. 7th edition” by the American Psychological Association (APA)
→ **primarily used in the degree programs of the Faculty of Health Sciences as well as in the degree programs at the Wieselburg Campus**
- **The IEEE style (numbering system)**, based on the “REFERENCE GUIDE” published by the Institute of Electrical and Electronics Engineers (IEEE)
→ **primarily used in the degree programs of the Faculty of Engineering**
- **The Chicago style (author-date system)**, based on the publication “The Chicago Manual of Style. Eighteenth Edition.”
→ **primarily used in the degree programs of the Faculty of Economics**

It should be explicitly emphasized once again at this point that these are merely recommendations and that, regardless of faculty affiliation, each individual degree program is of course free to determine and reserve the right to decide which citation style students should use in the individual courses. The same applies to academic theses. The specific citation style to be used for writing an academic thesis must always be clarified in advance with the respective advisor in consultation with the program director. This guide is therefore intended as a general guide for all academic work that students produce as part of their studies.

References:

American Psychological Association. (2020). *Publication Manual of the American Psychological Association: The Official Guide to APA Style* (7th ed.). American Psychological Association.

Institute of Electrical and Electronics Engineers (IEEE) Publication Operations. *REFERENCE GUIDE* (2025). Accessed on: Aug. 19, 2025. Available at: <https://docs.google.com/document/d/1j1L96U2NagwWI9MEVDNVKt9pXxRzTH7h3krI3Mb6wZE/edit?ab=t.0#heading=h.b2e0set9htjw>

The University of Chicago. 2024. *The Chicago Manual of Style*. 18th ed. The University of Chicago Press.

3. Reference management software

Before we begin discussing the **General Section** and the **Specific Section**, we would like to offer an initial, extremely important recommendation at this point.

Students are encouraged to use bibliographic management or reference management programs such as Citavi, EndNote, or Zotero. Once the appropriate citation style has been selected (i.e., either “APA 7th,” “IEEE,” or “Chicago 18th Author-Date”), these programs enable the automated creation of in-text citations and a bibliography directly within the word processing program (e.g., MS Word). The software licenses are provided free of charge by FHWN (see the Download section of IT Services on the FHWN website). Training and support are offered by the university library.

The following reference management programs are currently available at the University of Applied Sciences Wiener Neustadt:

- Citavi, compatible with Windows
- EndNote, compatible with Mac and Windows
- Zotero, compatible with Mac, Windows, Linux, and iOS

In addition, MS Word offers an integrated reference management tool; however, it provides fewer features and does not support some citation styles, or only offers them in an outdated version¹.

We therefore strongly recommend using Citavi, EndNote, or Zotero. The FHWN Library offers courses on using Citavi and EndNote. Additionally, online tutorials for Citavi, EndNote, and Zotero are available at:

<https://www.fhwn.ac.at/hochschule/infrastruktur/bibliothek/service#literaturverwaltung>



Regardless of which reference management program (Citavi, EndNote, Zotero, or even MS Word) is used, there may be minor formal deviations in the resulting citation format (in-text citations as well as the reference entries inserted by the reference management program in the bibliography) compared to the guidelines in the citation guide. In this case, the output with these minor deviations is considered acceptable provided the respective reference management program is used correctly.

It should be noted in this context that when using EndNote, the output language cannot simply be switched to German (this is only partially possible, and even then in a rather cumbersome manner). As a result, when creating a bibliography using EndNote, English notation, terms, and date formats are used. The recommendation to use EndNote implies that English-language bibliographies created using EndNote are also acceptable in German-language works.

¹ Currently (as of March 31, 2026), in Word (Microsoft® Word for Microsoft 365 MSO, Version 2602 Build 16.0.19725.20126, 64-bit) you can currently select the APA style only in the 6th edition, the Chicago style in the 15th edition, and the IEEE style only in the 2006 version.

4. General Section

The General Section contains fundamental aspects and formatting guidelines that apply equally to all written works, regardless of the chosen citation style.

4.1 Citation Principle

In academic papers, references are made to the works of others in order to:

- demonstrate recognition and respect for the contributions of other scholars in the field.
- make it easier for readers to trace the sources used if additional information is needed.
- verify the accuracy of the work.
- avoid academic misconduct, particularly in the form of plagiarism.

4.2 Plagiarism

But what exactly is plagiarism? Plagiarism occurs when the ideas of others are presented in such a way that it appears as though the person citing these ideas developed and/or formulated them themselves. This can happen intentionally or unintentionally, but this makes no difference in the assessment (the rule applies: *Ignorantia legis non excusat*, known as the general principle: *ignorance of the law is no excuse*).

Plagiarism occurs when sources are not properly cited, for example, when passages from other works are copied verbatim without being marked as direct quotations; it also occurs when certain ideas, theories, hypotheses, or findings are described in one's own words without citing their original source. **Plagiarism constitutes academic dishonesty** and is therefore strictly punished. Work found to be plagiarized is declared null and void. An academic degree obtained fraudulently through plagiarism may also be revoked retroactively. The same applies if academic work is not produced by the student themselves—keyword: *ghostwriting*—or if artificial intelligence (AI) is used to generate the body text → ; see, for example, the cross-faculty binding *AI Guidelines*, which regulate the permitted and prohibited use of AI in the preparation of academic work. Further disciplinary measures, such as the termination of the training contract, may also result. Students should therefore be aware that all academic work at FHWN is checked for plagiarism. In case of doubt, one should therefore heed the following principle: Better to cite once too often than once too little!

4.3 General Rules

- A reference to the source must be provided for every source used in the preparation of an academic paper. This applies to both direct (verbatim) and indirect (paraphrased) quotations.



Direct quotations: Text passages are quoted verbatim = 1:1.

Indirect quotations: Content from a source is paraphrased = reproduced in your own words.

- References to the work of others must be included in two places within the document: (1) within the main body of the text (in-text citations) and (2) in a bibliography at the end of the document. Assigning source references to headings or chapters is insufficient and should therefore be avoided. Furthermore, care should be taken to always insert the in-text citation immediately following the passage to be cited, rather than collecting all citations into a single in-text citation at the end of an entire section or paragraph. This should be distinguished, however, from the perfectly permissible practice of listing multiple citations in a single in-text citation to provide multiple sources of support for a claim or argument made in the body text.
- References should primarily cite works in English and German. References to works in other languages should be avoided unless otherwise agreed upon with the course instructor or advisor.
- All information written down based on a source must be cited. Information drawn from one's own knowledge and considered common knowledge in the relevant field does not need to be cited. In case of doubt, however, a citation should always be included.

4.4 In-text citations

Direct and indirect quotations are indicated, depending on the chosen citation style, either in parentheses () or square [] brackets immediately after the quotation (in-text citation) and not in the form of footnotes². Different basic formatting guidelines apply to the respective citation styles:

STRUCTURE OF THE IN-TEXT CITATION

APA

Format: (Last name, year of publication). or
(Last name, year of publication, additional specifications such as page number or page range).

The period is placed *after* the parenthesis without a space.

IEEE

Format: [Reference number]. or
[Reference number, additional specifications such as page number or page range].



The reference number is an Arabic numeral. Each source is assigned a reference number the first time it is mentioned in the body of the text, with the number assigned based on the order in which it appears in the text. This means that the first source mentioned is assigned reference number 1, the second source mentioned is assigned reference number 2, and so on.

The period is placed *after* the square bracket without a space.

Chicago Style

Format: (Last name, year of publication) or
(Last Name, Year of Publication, additional specifications such as page number or page range)

The period is placed *after* the parenthesis without a space.

² Important exception: for legal papers, for example, when applying the Abbreviation and Citation Rules (AZR), the footnote system must indeed be used. It should also be noted that the Chicago style offers a footnote system as an alternative to the author-date system, though this is not covered further in the citation guide.

FORMAT OF THE INTERNAL REFERENCE

APA

... (Drucker, 2000).

... (Drucker, 2000, p. 6).

IEEE

... [i]. → where $i = 1, 2, \dots, n$; depending on the occurrence of the reference in the text

... [i, p. 6]. → where $i = 1, 2, \dots, n$; depending on where the reference appears in the text

Chicago

...(Drucker 2000).

...(Drucker 2000, 6).

Further style-specific formatting guidelines for in-text citations can be found in the relevant section of the specific part.

4.5 Direct quotation

Direct quotations are phrases or longer passages taken verbatim from the source; this applies to word choice, spelling, formatting, and punctuation.

The following general rules apply to direct quotations:



- All direct quotations are always placed in quotation marks “” (→ except for longer direct quotations, which should be included as block quotations).
- Never alter the meaning of a sentence by omitting words or phrases.
- APA: The page number or page range must be indicated in the in-text citation, in addition to the last name and year of publication, separated by a comma and a space, and preceded by the letter abbreviation “S.”
- IEEE: The page number or page range must be indicated in the in-text citation, preceded by the letter abbreviation “S.,” in addition to the reference number, separated by a comma and a space. In general, however, direct quotations are rather uncommon in the IEEE citation style.
- Chicago: In addition to the author’s last name and year of publication, the page number or page range should be listed in the in-text citation as a simple number without any additional information, separated by a comma and a space.

DIRECT QUOTE

APA

“Television does not open a window to the world, but rather a window to our culture and society” (Schmidt, 1994, p. 17).

IEEE

“Television does not open a window to the world, but rather a window to our culture and society” [i, p. 17]→ where i = 1, 2, ..., n; depending on the occurrence of the source in the text

Chicago

“Television does not open a window to the world, but rather a window to our culture and society” (Schmidt 1994, 17).

Further style-specific formatting guidelines for direct quotations can be found in the relevant section of the specific style guide.

4.6 Indirect quotation

Indirect quotations are statements, findings, thoughts, ideas, or, more generally, information taken from other sources but paraphrased in one's own words.



- Paraphrased quotations are not marked with quotation marks, but like direct quotations, they must also be accompanied by an in-text citation and a reference entry in the bibliography.
- The actual wording must differ significantly from the original and not merely slightly; otherwise, it would constitute a direct quotation (albeit one that is not correctly formatted due to the minor deviations).
- In academic papers at FHWN, it is recommended for the sake of better traceability to include the page number even in the in-text citation of indirect quotations. However, this is not mandatory. In case of doubt, it is recommended to consult with the course instructor or advisor.
- The use of “cf.” to introduce an in-text citation is not permitted, unless the source cited is actually included for the purpose of comparison with other sources and not merely for reference purposes.

INDIRECT QUOTATION

APA

Raab-Steiner and Benesch (2015, pp. 44–45) describe the necessity of evaluating the research question from an ethical perspective.

or

Furthermore, a research question should be evaluated from an ethical perspective. First and foremost, the voluntary participation of the respondents is considered a basic prerequisite (Raub-Steiner & Benesch, 2015, pp. 44–45).

IEEE

Raub-Steiner and Benesch [i, pp. 44–45] describe the necessity of evaluating the research question from an ethical perspective.

or

Furthermore, a research question should be evaluated from an ethical perspective. First and foremost, the voluntary nature of the respondents' participation is considered a fundamental prerequisite [i, pp. 44–45].

→ where $i = 1, 2, \dots, n$; depending on the occurrence of the reference in the main text

Chicago

Raub-Steiner and Benesch (2015, 44–45) describe the necessity of evaluating the research question from an ethical perspective.

or

Furthermore, a research question should be evaluated from an ethical perspective. First and foremost, the voluntary participation of the respondents is considered a basic prerequisite (Raub-Steiner and

Further style-specific formatting guidelines for indirect citations can be found in the relevant section of the specific part.

4.7 Repetition of citations within a paragraph

If a source is cited multiple times within a single paragraph in the body text and no other source is cited between the multiple mentions, then in the Chicago citation style, the abbreviation “*ibid.*” may be used instead of repeating the author’s last name.³ However, this abbreviation may not be used in either APA style or IEEE citation style.

³ Although the Chicago Manual of Style permits the use of the abbreviation, it does not recommend it, as this makes it more difficult to clearly assign a reference to a specific source in the bibliography.

USE OF THE ABBREVIATION “IBID.” IN THE CHICAGO CITATION STYLE FOR MULTIPLE CONSECUTIVE CITATIONS FROM THE SAME SOURCE

(Döring 2023, 45)...(ibid., 50).

DO NOT USE THE ABBREVIATION “IBID.” IN THE CHICAGO CITATION STYLE FOR MULTIPLE CONSECUTIVE CITATIONS FROM THE SAME SOURCE IF ANOTHER SOURCE IS CITED IN BETWEEN

(Döring 2023, 45)...(Field 2024, 30)...(Döring 2023, 50).

4.8 Footnotes

Footnotes are reserved for notes and comments and should be used sparingly. Please note the following points regarding the formatting of footnotes:

- Footnotes are formatted on a single line.
- The footnote text is smaller than the main text.⁴
- In MS Word, footnotes are automatically inserted using the keyboard shortcut [Ctrl] + [Alt] + [F].

4.9 Bibliography

The bibliography must and may only contain all sources cited directly or indirectly in the thesis. Sources for which there is no in-text citation in the main text should not be included in the bibliography.



There must be a correspondence between the in-text citations in the main text and the bibliographic entries at the end of the paper. Therefore, a single in-text citation or reference number may refer to only one publication in the bibliography.

Further style-specific formatting guidelines for the bibliography can be found in the relevant section of the Specific Part.

4.10 Parenthetical and narrative style

In general, in-text citations within citation systems that use an author-date system (APA and Chicago Style) can be formulated in a parenthetical or narrative manner.



Parenthetical means that the last name(s) and year of publication are given in parentheses, which can appear in the middle of the sentence or at the end of the sentence.

Narrative means that this information is incorporated into the text, with the parentheses containing only the year of publication or (more rarely) omitted entirely.

In the case of the parenthetical style, the surname(s) and year of publication are given in parentheses, and in the case of APA style, they are separated by a semicolon followed by a space . In Chicago style, the semicolon is omitted and only a space is inserted. If the citation appears at the end of the sentence, the period or other closing punctuation mark is placed directly after the closing parenthesis without a space. If

⁴ (e.g., 10 pt instead of 11.5 pt)

additional text is included in parentheses after the year of publication, an additional comma is placed after the year of publication. If the main text and the citation are included together in parentheses, a semicolon is used to separate the main text from the citation, rather than a parenthesis within a parenthesis.

When choosing the parenthetical style, there is a risk of writing the main text in a so-called “factual style.” It is therefore recommended to use the narrative style primarily.

E.g.

PARENTHETICAL STYLE

APA

One-sided reporting can distort the public’s perception of an issue as presented by experts (Koehler, 2016). → In this example, the reference at the end of the sentence

...(see Koehler, 2016, for more details) → for additional text in parentheses

...(e.g., one-sided reporting; Koehler, 2016) → for body text and a quotation in parentheses

Chicago

One-sided reporting can distort the public’s perception of an issue as presented by experts (Koehler 2016). → In this example, the citation appears at the end of the sentence

...(see Koehler 2016, for more details) → for additional text in parentheses

...(e.g., one-sided reporting; Koehler 2016) → for body text and a quotation in parentheses

In the case of narrative writing, the last name(s) is (are) usually cited in the body text, and the year of publication is given in parentheses immediately after the last name(s). However, it is also possible to include both the last name(s) and the year of publication in the body text, in which case parentheses are not needed (though this is rather uncommon).

E.g.

NARRATIVE STYLE

APA and Chicago

Koehler (2016) noted the dangers of one-sided reporting.

In 2016, Koehler noted the dangers of one-sided reporting.

In the case of citation styles that use a number-based system, such as the IEEE style, a distinction can be made between an “information-focused” and an “author-focused” style, with the information-focused style being significantly more common.

E.g.

INFORMATION-FOCUSED STYLE

..., which is why a corresponding algorithm was developed in [i]. as a noun
... which is why a corresponding algorithm was developed for this purpose [i]. as a
footnote
→ where $i = 1, 2, \dots, n$; depending on the occurrence of the reference in the main text

NOTATION EMPHASIZING AUTHORSHIP

... which is why Dörn [i] refers to an algorithm developed specifically for this purpose.



In the “information-emphasizing” style, reference numbers can be treated either as footnotes or as main text elements.

In the “author-emphasizing” style, the reference numbers are listed immediately after the authors are mentioned.

4.11 Missing Information

If information such as the year of publication or place of publication is unknown in a publication and cannot be determined, the following abbreviations are typically used in place of the missing information in the bibliographic entries:

- No publication date or year: “n.d.” (“no date”)
- Style-specific for Chicago and APA: No page number: “n.p.” (“no page”), Note: Adding “n.p.” is not necessary when citing from electronic sources, as it is generally known that these do not have conventional page numbering
- Style-specific (IEEE and Chicago): No place of publication: “o.O.” (“no place”)
- Author unknown and no institution can be attributed to the author: “o.A.” (“no author”)

5. Special section

The specific section of the citation guide contains style-specific rules for citing sources and formatting the bibliography, and is divided into three subsections:

- **Chapter 5.1 contains the special rules for APA style**
- **Chapter 5.2 contains the special rules for the IEEE style**
- **Chapter 5.3 contains the special rules for the Chicago style**

The descriptions for each citation style are structured according to the following outline: first, there are explanations of the specific formatting guidelines for in-text citations (direct and indirect quotations) and, additionally, for citing figures and tables within the main text. This is followed by specific formatting guidelines regarding the layout, structure, and formatting of the bibliography as well as the reference entries, along with examples of the most common types of reference entries.

The following explanations are intended to provide an overview of common formatting guidelines and rules for in-text citations and reference entries in the bibliography; however, they cannot provide an exhaustive treatment of all possible special cases. It is therefore entirely possible that there may be no corresponding example of a reference entry for a specific type of source or that a question regarding in-text citations remains unanswered. If you cannot find what you are looking for in the citation guide, we therefore recommend, as a first step, consulting the relevant official publications (see the overview in Chapter 2, "Citation Guide"). If reading the official sources on your own and consulting relevant help websites and forums does not help, you should contact your advisor or the person responsible for the course, and ultimately the Institute of Scientific Methodology & Market Research (<https://www.fhwn.ac.at/en/university/institutes/scientific-methodology-market-research>).

5.1 APA Citation Guidelines

5.1.1 Special Formats: In-Text Citations

Multiple sources: Indirect citations may refer to more than one source.⁵ In this case, the various sources are listed alphabetically and separated by a semicolon.

MULTIPLE SOURCES

... has shown that it plays a decisive role (Ewing, 1990, p. 25; Lee, 1991, p. 55).

Note: In this specific example, page numbers are also included; see Chapter 4.6 Indirect Citations for recommendations on including page numbers even in indirect citations.

E.g.

In the case of narrative citation, the last names of two authors are linked with “and.” If there are more than two authors, only the first name is listed, followed by “et al.” (Latin: “and others”). In the case of parenthetical citation (references are given in parentheses), for works by two authors, the last names are connected with the “&” symbol. For more than two authors, the same procedure is followed as in narrative citation: only the first name is listed, followed by the addition “et al.”



In the bibliography, however, all authors are listed in full.

An institutional author (company, organization) is treated as a single author.

TWO AUTHORS

Narrative style: Samuelsen and Nordhaus (1985, p. 42)

Parenthetical style: (Samuelsen & Nordhaus, 1985, p. 42)

MORE THAN TWO AUTHORS

Narrative style: Geyer et al. (2015, p. 20)

Parenthetical citation: (Geyer et al., 2015, p. 20)

MULTIPLE WORKS BY THE SAME AUTHOR FROM THE SAME YEAR

Narrative style: Walshok (1999a, p. 125)

Parenthetical citation: (Walshok, 1999b, p. 13)

INSTITUTIONAL AUTHOR IN A SINGLE CITATION

(United Nations Environment Programme, 2010, p. 22)

INSTITUTIONAL AUTHOR IN CASES OF MULTIPLE CITATIONS

First citation: (United Nations Environment Programme, 2010)

Subsequent citations: (UNEP, 2010)

E.g.

⁵ Note: this applies only if multiple sources are cited for the same statement or claim. The sources must therefore be clearly assignable to a specific statement or claim. It would not be permissible, for example, to list all sources at the end of a paragraph containing several different statements and/or claims from various sources in a single internal reference, as this makes it difficult or even impossible to clearly assign a statement or claim to a specific source. If one or more of the cited sources are more relevant to substantiating a statement, these are listed first in alphabetical order, followed by a semicolon and the phrase “see also.” The remaining sources should then also be listed in alphabetical order. Example: (Lee, 1991, p. 55; see also Ewing, 1990, p. 25).

If multiple works by the same author from the same year are used, references to these works should be labeled with letters (1999a; 1999b). Here, too, the in-text citations must correspond to the full bibliographic entries in the bibliography.

To cite a specific passage from a source (i.e., a direct reference), you must include the author(s), the date of the source, and details about the passage in question. There are many possible elements that can be cited, including pages, paragraphs, sections, tables, figures, supplementary materials, or footnotes from articles, books, reports, websites, or other works; chapters, prefaces, or other sections of books; timestamps from videos or audiobooks; and slide numbers in PowerPoint presentations. In the bibliography, include an entry for the entire source (not just the passage used).

E.g.

EXAMPLES OF SPECIFIC CITATIONS

(Centers for Disease Control and Prevention, 2019, p. 10)	Page reference
(Shimamura, 2017, Chapter 3)	Citation of a chapter
(Armstrong, 2015, pp. 3–17)	Reference to a page range
(Shadid, 2020, paras. 2–3) paragraph/paragraphs	Reference to a
(Kovačič & Horvat, 2019, Table 1)	Reference to a table
(Thompson, 2020, Slide 7)	Reference to a PowerPoint slide
(Beck Institute for Cognitive Behavior Therapy, 2012, 1:30:40)	Reference to a timestamp
(Aristotle, ca. 350 B.C.E./1994, Part IV)	Reference to a section
(<i>King James Bible</i> , 1769/2017, 1 Cor. 13:1)	Reference to a verse
(Shakespeare, 1623/1995, 1.3.36-37)	Reference to multiple verses

Regarding page references, the following variants should also be presented:

E.g.

MULTIPLE PAGES

(Kocks, 2001, p. 24)	The citation refers to a passage on page 24.
(Kocks, 2001, pp. 24–25)	The citation refers to a passage that spans pages 24 and 25.
(Kocks, 2001, pp. 24–27)	The citation refers to a passage that spans pages 24 through 27.
(Kocks, 2001, pp. 24, 27)	The citation refers to passages on pages 24 and 27.

Note: For space reasons, only the parenthetical notation was used in these examples.

Information that is not contained in any source and therefore cannot be found by readers should be classified as personal communications, such as personal conversations, text messages (WhatsApp, SMS, etc.), email messages, personal interviews, telephone conversations, letters, and so on. Personal communications should only be included if the information is not actually contained in any other source that can be found. No reference entries are created in the bibliography for personal communications. They are cited exclusively in the body text by using the initials of the communicator's first name(s) and providing as specific a date as possible:

E.g.

PERSONAL COMMUNICATIONS

Narrative style: E.-M. Paradis (personal communication, August 8, 2019)

Parenthetical style: (E.-M. Paradis, personal communication, August 8, 2019)

In the case of group authors, the name may in some cases be abbreviated in the body text (but not in the reference entry!), although this is not mandatory but can sometimes improve the readability of the text. To use abbreviations in the body text, the full name must be written out the first time it is mentioned, followed by the abbreviation; thereafter, only the abbreviation is used:

E.g.

ABBREVIATIONS FOR GROUP AUTHORS

Narrative style: The American Psychological Association (APA, 2017) describes...

Parenthetical style: (American Psychological Association [APA], 2017)

If, on the other hand, two groups of authors share the same abbreviation (such as “APA” for the American Psychological Association and the American Psychiatric Association), these must always be written out in full.

5.1.2 Direct quotation

5.1.2.1 Integration of quotations into the text

Citations can be either in-text citations or endnotes. In an in-text citation, the name of the cited author(s) serves a grammatical function within the sentence. Thus, this form of citation corresponds to narrative writing. In a non-integrated reference, the name of the cited author(s) appears outside the structure of the sentence and has no grammatical function. Thus, this form of citation corresponds to parenthetical style. High-quality academic work is characterized, among other things, by the successful integration of citations into the text.

E.g.

INTEGRATED REFERENCE

Mayring (2015, p. 13) describes that content analysis “does not merely focus on the content of communication” and proposes “*category-guided text analysis*” as an alternative term.

or

“Since it does not focus solely on the content of communication, the term ‘content analysis’ remains problematic; ‘*category-guided text analysis*’ would likely be more accurate,” argues Mayring (2015, p. 13).

or

“Since it does not focus solely on the content of communication, the term ‘content analysis’ remains problematic;” argues Mayring (2015, p. 13) and proposes “*category-guided text analysis*” as an alternative term.

NON-INTEGRATED REFERENCE

“Since it does not focus solely on the content of communication, the term ‘content analysis’ remains problematic; ‘*category-guided text analysis*’ would likely be more accurate” (Mayring, 2015, p. 13).



VERBS FOR TEXT INTEGRATION

analyze, comment, argue, point out, assert, observe, report, describe, demonstrate, discuss, develop, explain, elaborate, mention, indicate, write, study, illustrate, clarify, refer to, suggest, show, etc.

5.1.2.2 Special rules for direct quotation

5.1.2.2.1 Block quote

If direct quotations are 40 words or longer, they are set apart from the rest of the text by indenting 1.27 cm (“block quotation”). The quotation itself is single-line, uses a smaller font size, and is not enclosed in quotation marks.

E.g.

EXAMPLE OF A BLOCK QUOTE

However, simply choosing a topic is not enough. As Raab-Steiner and Benesch (2015, p. 38) point out, an academic paper is characterized by a central research question:

The formulated topic constitutes the working title—in a sense, an umbrella term that serves as a constant point of reference throughout the research process, and naturally should do so. However, extensive elaborations on a chosen topic are by no means a contribution to the further development of a discipline, a field of study, or science. First and foremost, it is about ... the expansion of knowledge. This can subsequently only be achieved by formulating and answering a research question.

Formulating a well-defined research question first requires an intensive engagement with the scientific literature. ...

5.1.2.2.2 Omissions

Neither the wording of a direct quotation nor the spelling or punctuation may be altered. If parts of a quotation are omitted, the omission should be marked with three dots.

E.g.

OMISSION IN A DIRECT QUOTATION

“The lower the incentive compatibility, ... the greater the motivation problems and the more likely it is that the agreed-upon tasks and rules will not be fulfilled” (Picto et al., 2008, p. 7).

5.1.2.2.3 Errors in the original text

If there is an error in the source (e.g., in spelling, grammar, or content), it should be quoted unchanged. Immediately after the word containing the error, the abbreviation “sic” (Latin for “sic erat scriptum”: “so it was written”) is added in italics within square brackets.

E.g.

ERRORS IN THE ORIGINAL TEXT

“Suffice it to say [*sic*] that Klemperer’s contribution to the understanding of fascism is of inestimable value” (Jäger, 2002, para. 5).

Note: “para.” stands for paragraph instead of the page number (since there is none in this specific case); see also the examples of targeted references in Chapter 5.1.1 Special Formats: Inline References.

5.1.2.2.4 Changing the first letter

The first letter of the quotation can be replaced with an uppercase or lowercase letter. The changed letter may, but does not have to, be placed in square brackets.

E.g.

CHANGING THE FIRST LETTER

Mayring (2015, p. 13) proposes the term “category-guided text analysis” as an alternative designation for text analysis, “since it does not focus solely on the content of communication.”

5.1.2.2.5 Personal additions/comments

Your own additions and comments can be inserted in square brackets within the quotation.

E.g.

AUTHOR'S NOTE

“The building [Stuttgart Werkbund housing estate] was constructed in 1927.”

5.1.2.2.6 Emphasis by the author

Part of a quotation can be emphasized by using italics. In this case, the note “Emphasis by author” must be added immediately afterward in square brackets.

E.g.

EMPHASIS BY THE AUTHOR

“The lower the incentive compatibility, ... the greater the motivation problems and the more likely it is that the agreed-upon tasks and rules *will not be fulfilled* [emphasis added]” (Picto et al., 2008, p. 7).

5.1.2.2.7 Quotation marks in the original text

If the original text contains double quotation marks, these must be replaced with single quotation marks in the citation. In the case of block quotations, however, double quotation marks are used.

E.g.

DOUBLE QUOTATION MARKS IN THE ORIGINAL TEXT

“The first two criteria for relevant journalism can be examined by looking at how journalists deal with the American war aim of ‘democratizing Iraq’” (Jensen, 2003, p. 15).

5.1.2.2.8 Foreign-language quotation

If the quotation is written in a foreign language, it is cited in the original language. English quotations do not require translation. Quotations in other languages are translated in a footnote.

E.g.

QUOTE IN ANOTHER LANGUAGE

“Women in male-dominated fields adopted masculine stereotypes”¹ (Doutre, 2014, p. 332).

¹ “Women working in masculine fields adopted masculine stereotypes” (Translated by [Translator's name]).

→ If the author of the work translated it themselves, write “Trans. by the author.”

5.1.3 Secondary citation

If you are quoting something that is already included as a quotation in the source, it is a secondary quotation.



Secondary citations should be avoided whenever possible. It is only permissible to use a citation from a secondary source if the original work is not accessible. When a citation from a secondary source is used, the primary source must also be acknowledged in the in-text citation (primary source, cited in secondary source). Only the secondary source is included in the bibliography.

E.g.

SECONDARY CITATION

(Fullan, 1993, cited in Hahn, 2003, p. 19)

5.1.4 Figures and graphics

Figures and graphics taken from another source should include a copyright notice, even if they are reproduced in a modified form for one's own purposes. Figures from websites are cited by author(s) (or institution) and the year the content was created. The source reference should be included in the footnote text directly below the figure as a short citation (in the form of an indirect quotation), and the source should be listed in the bibliography with the complete bibliographic details. The short citation should include the name of the author(s), the year of publication, and the page number.

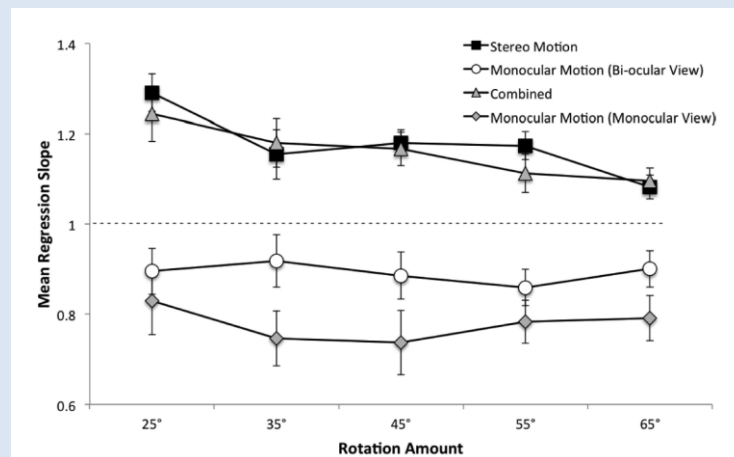
The components of figures are: "Figure" + figure number in bold, figure title directly below in italics, followed by the figure, possibly accompanied by a caption (which explains the components/elements of the figure), and below the figure the caption text, in which the copyright notice must also be included if necessary.

In the body text, figures are numbered (using Arabic numerals) and always cited in the following format: "Figure 1," "Figure 2," etc.

FIGURES

Figure 3

Average regression slopes in Experiment 1



Note: The mean regression slopes in Experiment 1 are shown for the stereo motion, binocularly perceived monocular motion, combined, and monocularly perceived monocular motion conditions, plotted against the angle of rotation. Error bars represent standard errors (from Wang et al., 2018, p. 1513). Copyright 2018 American Psychological Association.

For self-generated figures based on data taken from another source, the following phrase should be used in the caption below the figure:

FIGURES CREATED BY THE AUTHOR FROM DATA OBTAINED FROM ANOTHER SOURCE

Note: Exchange rate trends from 1994 to 2001. Created based on...

5.1.5 Tables

In addition to figures, the use of tables is often useful. Tabular presentations are very well suited for compiling a large number of results in a clear and organized manner. There are also certain formatting rules for tables. Thus, tables are also numbered (using Arabic numerals) in the body text and always cited in the following format: “Table 1,” “Table 2,” etc. Every inserted table must be referenced in the body text. Tables have their own numbering system within the body text (and thus there is no combined numbering system for figures and tables).

Tables taken from another source should include a copyright notice. Tables from websites are cited by author (or institution) and the year the content was created. The source citation must be included in the footnote text directly below the table as a short citation (in the form of an indirect quotation), and the source must be listed in the bibliography with the complete bibliographic details. The short citation should include the name(s) of the author(s), the year of publication, and the page number.

The components of a table are: “Table” + table number in bold, table title directly below in italics, followed by the table, and below the table the annotation text, in which the copyright notice should also be included if necessary.

E.g.

TABLES

Table 2

Average accuracy (%) in the image categorization task under each condition (Experiment 1)

Sound type	Congruency	SOA (ms)							<i>M</i>
		-1,000	-500	-250	-100	0	100	250	
Naturalistic sounds	Congruent	97.9	98.0	98.3	97.9	98.2	98.1	98.0	98.1
	Related	98.3	98.1	98.0	96.8	98.9	96.9	97.5	97.8
	Incongruent	96.8	97.6	98.1	97.0	98.0	98.3	98.4	97.7
	Noise	97.9	98.3	97.3	97.2	96.8	97.7	98.1	97.6
Spoken words	Congruent	97.9	98.5	96.9	97.6	97.6	97.7	98.5	97.8
	Related	96.8	97.0	98.4	98.3	98.3	97.7	98.5	97.9
	Incongruent	97.7	97.1	96.7	97.9	97.7	97.5	97.3	97.4
	Noise	97.7	97.5	97.1	97.2	97.7	97.9	98.1	97.6

Note: SOA = stimulus onset asynchrony. Negative SOAs indicate that the auditory cue was presented first, while positive SOAs indicate that the target image was shown first (from Chen & Spence, 2018, p. 1494). Copyright 2018 American Psychological Association.

Note: Self-created figures and tables based on data you have collected yourself, however, are not strictly speaking a “citation issue” (since nothing is actually being cited) and are therefore not discussed further in this citation guide. It should be noted that the official guidelines do not require references to one’s own figures, graphs, or tables to be explicitly labeled, for example using phrases such as “Source: own illustration” or “Source: own survey,” even though this practice may be useful for explicitly highlighting one’s own contribution. In addition to any program-specific design guidelines for creating figures, graphs, and tables, reference should also be made to the relevant recommendations in the Publication Manual (American Psychological Association, 2020, Chapter 7).

5.1.6 Bibliography

5.1.6.1 Layout and Structure

- The bibliography begins on a new page following the main text.
- The chapter heading “Bibliography” is formatted in bold and centered at the top.
- The bibliography is formatted with double spacing both within and between reference entries.
- All lines except the first line of each reference entry are indented by 1.27 cm (0.5 inches) (negative first-line indentation).
- All reference entries are listed alphabetically by the authors’ last names.
 - *General rules regarding order:*
 - Reference entries are listed alphabetically by the last name of the first author, followed by the initials of the first name.
 - Example:
Dax, P. (2012).
Hopf, G. (2009).
 - For alphabetical sorting of names, the rule “nothing before something” applies.
 - Example:
Loft, V. H. (2010).
Loftus, E. F. (1975).
Loft comes before Loftus, even though in the alphabet “u” comes before “v.”
 - When sorting names alphabetically, all spaces or punctuation marks (e.g., apostrophes, hyphens) in two-part surnames are ignored, as are all elements in parentheses (e.g., roles such as “Ed.”) or square brackets (e.g., user*names).
 - Examples:
Benjamin, A. S. (2000)
ben Yaakov, D. (2015).

Villafuertes, S. A. (2017).
Villa-Lobos, J. (2020).
 - For first authors with the same first and last names, they are listed based on suffixes (“Jr.” for junior, “Sr.” for senior, “III” for the third descendant in a generation with the same name) that indicate the chronological order of birth: from the oldest first author to the youngest first author.
 - Example:
Santiago, J., Sr., is listed before Santiago, J., Jr.
 - *Order of multiple sources by the same first author*
 - In the case of multiple sources by the same first author(s), a separate, complete reference entry must be created for each source, specifying the first author(s).
 - If there is only one first author, the sources are listed by publication year, with the oldest appearing first. References without a date come before references with a date; references in press are listed last.
 - Example:
Patel, S. N. (n.d.).
Patel, S. N. (2016).
Patel, S. N. (2020a).

- Patel, S. N. (2020b, April).
Patel, S. N. (in press).
- References with a single first author precede references with multiple authors that begin with the same first author, even if the work with multiple authors was published earlier.
 - Example:
Davison, T. E. (2019).
Davison, T. E., & McCabe, M. P. (2015).
 - Reference entries with multiple authors of equal rank are ordered by year of publication, from oldest to most recent.
 - Example:
Costa, P. T., Jr., & McCrae, R. R. (2013).
Costa, P. T., Jr., & McCrae, R. R. (2014).
 - References with multiple authors, where the first author is the same but there are different subsequent authors, are sorted alphabetically by the last name of the second author or, if the second author is also the same, by the last name of the third author, and so on.
 - Examples:
Jacobson, T. E., Duncan, B., & Young, S. E. (2019).
Jacobson, T. E., & Raymond, K. M. (2017).

Pfeiffer, S. J., Chu, W.-W., & Park, S. H. (2018).
Pfeiffer, S. J., Chu, W.-W., & Wall, T. L. (2018).
- *Order of multiple sources by the same author with the same date*
- Ambiguities can arise when multiple sources by the same author and with the same date are cited in a work (i.e., the same authors in the same order and in the same year of publication), since the same citation in the text would then correspond to multiple reference entries. To distinguish between references with the same author and year, a lowercase letter is added after the year in both the bibliography and the reference entry according to the following scheme:
 - Sources with year specifications, e.g., “2020a,” “2020b”
 - Sources without a date: “n.d.-a,” “n.d.-b”
 - Sources in press, e.g., “in press-a,” “in press-b.”
 - The letters are assigned in two steps. Step 1: First, the dates must be compared. Reference entries with only a year come before references with more specific dates, and the more specific dates are listed in chronological order.
 - Example:
Azikiwe, H., & Bello, A. (2020a).
Azikiwe, H., & Bello, A. (2020b, March 26).
Azikiwe, H., & Bello, A. (2020c, April 2).
 - Step 2: If the reference entries contain identical data, the references are sorted alphabetically by title (ignoring the words “A,” “An,” and “The” at the beginning of the reference title).
 - Example:
Judge, T. A., & Kammeyer-Mueller, J. D. (2012a). General and specific measures in organizational behavior research: Considerations, examples, and recommendations for researchers. *Journal of Organizational Behavior*, 33(2), 161-174. <https://doi.org/10.1002/job.764>

Judge, T. A., & Kammeyer-Mueller, J. D. (2012b). On the value of aiming high: The causes and consequences of ambition. *Journal of Applied Psychology, 97*(4), 758-775. <https://doi.org/10.1037/a0028084>

- Exception to Step 2: These are publications in a series (e.g., Part 1 and Part 2); in this case, the reference entries are listed in the order of the series, not alphabetically by title.
- *Order of sources by first authors with the same last name*
 - Works by first authors with the same last name but different first names are listed alphabetically by the initial letter(s).
 - Example:
Taylor, J. M., & Neimeyer, G. J. (2015).
Taylor, T. (2014).
 - In such cases, the initials of the first authors must also be included in all in-text citations, even if the publication year differs.
 - Examples:
(J. M. Taylor & Neimeyer, 2015).
(T. Taylor, 2014).
(J. M. Taylor & Neimeyer, 2015; T. Taylor, 2014).
- *Order of sources without an author or by an anonymous author*
 - If the authorship of a source is indicated by the word “Anonymous” (but only then!), the reference entry begins with the word “Anonymous” and is listed alphabetically accordingly.
 - If this is not the case, the reference entry is sorted alphabetically by the title of the source (ignoring the following initial letters in the title: “A,” “An,” and “The”).
 - Numbers are listed after they are written out in full.
 - Examples:
Top 100 business schools (written out: one hundred)
Top 10 nursing specialties (written out: ten)

Theological studies
200 years (written out: two hundred)
- In both the bibliography and the main text, the titles of books (but not of articles) and the names of serial publications (e.g., academic journals) are set *in italics*.
- For articles from academic journals and contributions from anthologies, the page numbers of the entire article must be listed in the bibliography (not just the pages used).

5.1.6.2 Formatting

A reference entry generally consists of four elements in the following order: **author(s)**, **date**, **title**, and **source**.

Examples

Book:

Döring, N. (2022). *Research Methods and Evaluation in the Social Sciences and Humanities* (6th ed.). Springer. <https://doi.org/10.1007/978-3-662-64762-2>

Academic journal article:

Botto, S. V., & Rochat, P. (2018). Sensitivity to the evaluation of others emerges by 24 months. *Developmental Psychology*, 54(9), 1723-1734. <https://doi.org/10.1037/dev0000548>

- **Author(s)**

- In a reference entry, the first element, “Author(s),” generally refers to the person(s) or group(s) responsible for a work. This element may include not only authors of articles, books, reports, and other works, but in certain cases also other individuals who played a significant role in the creation of a work, such as book editors, film directors, grant researchers, podcast hosts, etc.
- An author can be a single individual or multiple individuals, a group (institution, agency, organization, etc.), or a combination of individuals and groups.
- Formatting of information about the author(s)
 - The names of individual authors should be listed according to the following format: full last name followed by a comma and the initials of the first name(s), each abbreviated with a period and separated by a space: Last Name, A. A. A.
 - The names of multiple authors are separated by a comma without a space immediately after the period following the initial of the last first name from the last name of the next author, even in the case of two authors: Last Name, A. A. A., & Last Name, B. B. B.
 - In the case of only two group authors or for reference entries to book chapters in edited works or reference works with only two editors, no en dash is placed between the names of the two authors: Example of two group authors: American Psychological Association & National Institutes of Health. Example of two editors: G. Y. Iwamasa & P. A. Hays (eds.). When citing editors in reference entries for book chapters, it should also be noted that, contrary to the basic format, the initials of the first names precede the full last names.
 - In the case of two to 20 authors, the details for each author are provided, with the respective details separated by a comma and a space, and the last author listed is preceded by an “&” symbol and a space: Last Name, A. A. A., & Last Name B. B. B.
 - For reference entries to book chapters with more than two editors, the editors’ details are separated by commas, and the last editor listed is preceded by an “&” symbol and a space:
 - A reference may list up to 20 authors. If there are more than 20 authors, list the first 19 authors, followed by three dots “...” and, without an “&,” the details of the last author following the three dots.
 - For first names with a hyphen, retain the hyphen and insert a period after each initial letter, but do not include a space (e.g., Xu, A.-J. for Ai-Jun Xu). If the second element

of a hyphenated name is lowercase, it is a single name (e.g., Raboso, L. for Lee-ann Raboso).

- Use commas to separate initials and suffixes such as Jr. and III: Last Name, A. A. A., Jr., & Last Name, B. B. B.
- If non-primary authors are listed with the word “with” (e.g., on a book cover), they should be indicated in parentheses in the reference entry: Meyers, K. (with Long., W. T.). The in-text citation, however, refers exclusively to the primary author: (Meyers, 2019).
- If an author has only one name (e.g., some celebrities, some authors from Indonesia, ancient Greek and Roman authors, some group or corporate authors) or an inseparable multi-part name (e.g., Malcolm X, Lady Gaga), or, in rare cases, a significant title (Queen Elizabeth II) or even just a username (or pseudonym), the full name or username must be provided without abbreviation in both the reference entry and the in-text citation. For example, the following entries are correct: Plato, Sukarno, or Lady Gaga. It would be incorrect to abbreviate as follows: P.; S.; or Gaga, L. A period is placed after the author’s name: Plato. (2017).
- Titles, positions, ranks, or academic achievements should not be included with names in the reference entry (e.g., Father, President, General, PhD, University Professor). In some bibliographies, the author’s role is indicated in parentheses if necessary (e.g., film director).
- If both the username and the real name of an author are known—as is the case with some individual social media authors or groups—the real name of the person (in inverted form) or group should be listed, followed by the username in square brackets: Last Name, A. A. A. [username].
- If the @ symbol is part of a username, this symbol should be included in parentheses within the username, for example: The New York Public Library [@nypl].
- Special considerations for group authors
 - Group authors may include government agencies, nonprofit organizations, companies, hospitals, working groups, and study groups. A group may author a publication alone or in collaboration with individuals or other groups.
 - In the reference entry, the full name of a group author must be provided, followed by a period: National Institute of Mental Health.
 - An abbreviation may be used for the group author in the body text, but not in the reference entry.
 - If multiple levels of government agencies are listed as authors of a work, the most specific agency should be listed as the author in the reference entry, such as “Scholarship Office VIENNA” instead of “Federal Ministry for Women, Science, and Research, Scholarship Office VIENNA.” Instead, the name of the higher-level entity that does not appear as a group author is listed as the publisher in the “Source” element of the reference entry.
 - In the case of multiple levels of other organizations or institutions, the higher-level entity is listed before the subdivision in the name, for example: University of Vienna, Faculty of Psychology, Institute for Psychology of Cognition, Emotion, and Methods.
 - Government agencies, organizations, etc., that appear as group authors are not listed repeatedly in the “Source” element.
 - If a publication lists both a publishing organization, government agency, etc., on the title page or cover, as well as individual persons as authors, then the individual persons must be listed as authors in the reference entry, not the government agency or organization. The government agency or organization is then listed in the “Source” element of the reference entry. If, on the other hand, only the organization or

government agency is listed on the title page or cover, it is listed as a group author in the reference entry. If a document contains a recommended reference, the author names listed therein indicate who should be cited (note that the format of the recommended reference may need to be adapted to APA style).

- Special considerations when there is no author
 - See the guidelines in Chapter 5.1.6.1. Layout and Structure under the heading *Order of Sources Without an Author or by an Anonymous Author*

- **Date**

- Information regarding the date—i.e., the publication date—can generally be provided in the following formats: year only, e.g., (2020); year and month, e.g., (2020, March); year, month, and day (i.e., an exact date), e.g., (2020, March 24); Year and season, e.g., (2020, spring); or a date range, such as a year range, e.g., (2020–2022).
- For books, the copyright date on the book’s copyright page should be used as the publication date, even if the copyright date differs from the publication date.
- For journal articles, the year of the volume should be used, even if it differs from the copyright year.
- For websites, ensure that the copyright date applies to the cited content. Do not use the copyright date in the website’s footer, as this date may not indicate when the content was published on the website. If a note specifies the date the page was last updated (“last updated”), this date should be used, provided it applies to the cited content. If no separate publication date is specified for the cited content on the website, the content is undated (n.d.).
- Formatting of date information
 - Most references include only the year of publication. However, for sources that appear more frequently, more specific dates must be provided (e.g., year, month, and day for newspaper and blog posts).
 - The publication date should be given in parentheses, followed by a period: (2020).
 - For sources from a reference category that includes the month, day, and/or season in addition to the year, the year should be listed first, followed by a comma and then the month and day or the season, such as (2020, August 26) or (2020, spring/summer).
 - For unpublished, informally published, or works in progress, the year of creation must be indicated. Terms such as “in progress” or “submitted for publication” must not be used.
 - If a work has been accepted for publication but has not yet been published, the term “in press” should be used instead of a year.
 - For online pre-publications, use the year of the online pre-publication. However, if the final publication date is also available, use that instead.
 - If the date of first publication can only be approximated, use the abbreviation “ca.”
- Access date
 - Generally, most reference entries do not include an access date.
 - However, a retrieval date must be specified in the source element when citing a non-archived (i.e., non-stable) work that is likely to change or is intended to change. Specifying this date alerts readers that the retrieved version of the work may differ from the version they are using.
 - For works that may change over time but for which archived versions are available (e.g., Cochrane Reviews or Wikipedia articles), a retrieval date is not required, as the archived version of the page is stable and can be accessed (e.g., via a permalink).
 - The retrieval date is displayed before the URL if necessary. Here is an example: Retrieved on October 11, 2020, from <https://xxxx>
- No date

- If no publication date can be determined, the abbreviation “n.d.” is used in parentheses without a space between the “n” and the “d”: Gagnon, R. (n.d.).

- **Title**

- In a reference entry, the title refers to the title of the cited source.
- There are two categories of titles: 1) standalone sources, e.g., entire books, reports, gray literature, dissertations and theses, informally published works, datasets, videos, films, TV series, podcasts, social media, and works on websites; and 2) sources that are part of a larger publication (e.g., journal articles, anthology chapters, and TV and podcast episodes).
- If a source is standalone (e.g., a report), the title of the source is the title element of the reference entry.
- If a source is part of a parent publication (e.g., a journal article), the title of the source is the title element of the reference entry, and the name or title of the parent publication (e.g., the name of the journal) should then be specified in the “Source” element.
- Formatting of Title Information
 - If a source is part of a parent publication (e.g., journal article, anthology chapter), the title is written neither in *italics* nor in quotation marks.
 - For standalone works (e.g., books, reports, or websites), the title is written *in italics*.
 - Sentence case is used: most words are lowercase. Only the following words are capitalized in the title: the first word of the title; the first word of a subtitle; the first word after a colon or a dash; nouns followed by numbers or letters; proper nouns.
 - For books and reports, all additional information found in the publication for identification and retrieval purposes (e.g., edition, report number, volume number) must be listed in parentheses after the title. No period may be inserted between the title and the parentheses, and the information in parentheses must not be written *in italics*. If both edition and volume information are included, they must be separated by a comma, with the edition number listed first; here is an example: *Nursing: A concept-based approach to learning* (2nd ed., Vol. 1).
 - If a numbered volume has its own title, the volume number and title are listed as part of the title and not in parentheses.
 - The title ends with a period. However, if the title ends with a question mark or exclamation point, this punctuation mark replaces the period.
- No title
 - For sources without a title, a description of the work should be included in square brackets. Whenever possible, the medium should be named in the description of the untitled source (e.g., a map) rather than providing two descriptions in parentheses. Here is an example: [Map showing the population density of the United States in 2010].
 - For untitled comments on periodicals such as newspaper and magazine articles, in addition to a description, include a maximum of the first 20 words of the comment or post.
 - For untitled social media posts, in addition to a description in parentheses, include a maximum of the first 20 words of the comment or post (*in italics*).

- **Source**

- In a reference entry, the “Source” element provides information on where readers can find the cited source. As with titles, sources can be divided into two broad categories: 1) sources that are part of a parent publication, and 2) standalone sources.
- The citation details for a source that is part of a parent publisher (e.g., journal article, anthology chapter) consist of the information for the parent publisher (i.e., the journal or anthology) plus an applicable Digital Object Identifier (DOI) or Uniform Resource Locator (URL).
- Citation information for an independent source (e.g., book, report, dissertation, thesis, film, TV series, podcast, dataset, social media, website, etc.) consists of information about the publisher

of the source, database, or archive, social media site, or website, plus an applicable DOI or URL.

- Sources associated with a specific location (e.g., conference presentations) include location information and, depending on the source, a DOI or URL.
- Formatting of source information:
 - Depending on the category mentioned above, the source element of a reference entry consists of one or two parts. For example, the source for a printed book without a DOI consists of one part: the book publisher. However, the source for a journal article with a DOI consists of two parts: the journal information—i.e., journal title, volume number, issue number (if applicable), and page range or article number—and the DOI details.
 - Information in the source element of a reference entry may be omitted to avoid repetition. For example, if the author and editor are the same person, the editor is not listed twice in the source element.
 - Periodical Source(s)
 - If the source is a periodical (e.g., journal, magazine, newspaper, newsletter, or blog), the title of the periodical, the volume number, the issue number, and the page range or article number must always be provided; here is an example: *Psychology of Popular Media Culture*, 52(2), 101–118.
 - The name of the source is written *in italics*, followed by a comma (not *italicized*) without a space.
 - Title case is used:
 - The following words in the title are capitalized: The first word (even if the first word is an adverb such as “The”); the first word of a subtitle (even if the first word is an adverb); the first word after a colon or dash (even if it is an adverb); Nouns, including hyphenated nouns (e.g., “Self-Report,” not “Self-report”); words with four or more letters (e.g., “With,” “Between,” “From”)
 - Only adverbs with three letters or fewer are capitalized (except for the first word in a name or the first word after a colon or dash): short conjunctions such as “and,” “as,” “but,” “for,” “if,” “nor,” “or,” “so,” “yet”; Articles such as “a,” “an,” “the”; short prepositions such as “as,” “at,” “by,” “for,” “in,” “of,” “off,” “on,” “per,” “to,” “up,” “via.”
 - If the official journal title includes an abbreviation, this must be indicated in the reference (e.g., *PLOS ONE*, *JAMA Pediatrics*). However, journal titles themselves must not be abbreviated (e.g., *The New England Journal of Medicine* must not be abbreviated to *N Engl J Med*). Abbreviated titles from other reference lists or databases should also not be used (e.g., if an article from *JAMA Pediatrics* is also listed in PubMed Central, the reference should cite *JAMA Pediatrics* and not the PubMed Central abbreviation *JAMA Pediatr*).
 - The volume number is written *in italics*.
 - If there is an issue number in addition to the volume number, this must also be included. The issue number is placed in parentheses immediately after the volume number (without a space in between). A semicolon is placed after the closing parenthesis. The parentheses, the issue number, and the semicolon are not written *in italics*.
 - If there is neither a volume nor an issue number (as is often the case with newspapers, magazines, or blogs), then only the name should be given, for example: *The New York Times*.

- The page range (or article number) is then placed (after the volume or issue number, following a comma) without italics. The starting and ending page numbers are separated by a short hyphen (-), followed by a period. If there is no page range but an article number, insert the word “article,” a space, and then the article number, e.g.: *PLOS ONE*, 11(7), article e0158474. If both an article number and a page range are available, only the article number is included in the reference entry, and the page numbers are used, if necessary, solely for in-text citations.
- The source element ends with a period, followed by a DOI or a URL. The following guidelines apply:
 - For all sources with a DOI, the DOI must be provided, regardless of whether it is the online or print version.
 - If a printed source does not have a DOI, then no URL is provided as a possible alternative.
 - If an online source has both a DOI and a URL, only the DOI should be provided.
 - If an online source has a URL but no DOI, the URL must be provided according to the following rules:
 - For sources without a DOI from websites (excluding databases), a URL must be provided (provided it is accessible to readers).
 - For works without a DOI from most scientific research databases (such as Web of Science, Scopus, etc.), no URL or database information should be provided, as these sources are widely available; that is, the reference entry should be formatted as a printed source without a DOI.
 - For sources from databases that publish sources with limited distribution (such as the ERIC database) or original, copyrighted material available only in that database (such as the UpToDate database), the name of the database or archive and the URL of the work must be provided. If the URL requires a login or is session-specific and therefore cannot be accessed by readers, the URL of the database or archive’s homepage or login page should be cited instead of the source’s URL.
 - If the URL no longer works and thus no longer provides readers with access to the content to be cited, the source must be treated as a personal communication (see Chapter 5.1.1 Special Formats: In-text Citations), for which no separate reference entry is to be created—it is therefore cited only in the body text in the form of an in-text citation.
 - Other alphanumeric identifiers, such as the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN), are not provided.
 - Formatting of DOIs and URLs
 - Both DOIs and URLs must be presented as hyperlinks (i.e., beginning with “http://” or “https://”). Since a hyperlink leads directly to the content, it is not necessary to insert the phrase “Retrieved from” or “Accessed on” before a DOI or URL.
 - The hyperlink may be displayed either as a hyperlink (typically in blue text and underlined) or as plain text—it is important that the presentation is consistent for all hyperlinks.

- We recommend consistent use according to the following current format: “<https://doi.org/xxxx>”, where “<https://doi.org/>” represents the link and “xxxx” represents the DOI number.
 - If sources use an older DOI format (“<http://dx.doi.org/>” or “doi:” or “DOI:”), these older formats must be updated to the current format, even if the older format appears on the title page of the source or in the database.
 - No period is placed after the DOI or URL.
- Book chapters in an edited volume and reference works
 - For book chapters in an edited volume (=chapters in an anthology) and entries in reference works (e.g., dictionary definitions), the source is the anthology or the entire reference work.
 - For an anthology, the source element of the reference entry must include the word “In,” followed by the initials and last names (not inverted) of the editor(s), followed by the word “Ed.” in parentheses; only when there are more than two editors is a comma placed before the “&” symbol after the period following the initials of the penultimate author’s last name (see the relevant explanations for the first element, Author/Authors).
 - This is followed by a comma, the title of the entire book or reference work in sentence case (see the definition under the “Title” element above), the page or page range of the chapter or entry in parentheses without italics, followed by a period. The name of the editor(s) should then be provided. Here is the format: In E. E. Editor (ed.), *Title of the book* (pp. XX–XX). Publisher. Here is an example: In R. Rosner (ed.), *Principles and Practice of Forensic Psychiatry* (2nd ed., pp. 7–13). CRC Press.
 - If the anthology or reference work includes information on the edition or volume in addition to the page numbers, these should be listed in the same parentheses in the following order: edition, volume number, and page numbers (separated by commas). Here is the format: In E. E. Editor (ed.), *Title of the book* (Xth ed., vol. X, pp. XX–XX). Here is an example: In S. T. Fiske, D. T. Gilbert, & G. Lindzey (eds.), *Handbook of social psychology* (5th ed., vol. 1, pp. 3–50). John Wiley & Sons.
 - If a numbered volume of a book has its own title, the volume number and title should be listed after the book’s main title (for English-language sources, use “Volume” instead of “Bd.”, since this term is part of the title). The main title is followed by a colon; “Volume” is abbreviated as “Vol.”; the volume number is followed by a period; and then the volume title appears. Here is the format: In E. E. Editor (Ed.), *Main title of the book: Vol. X / Vol. X. Title of the volume* (Xth ed., pp. XX–XX). Here is an example: In L. S. Liben & U. Mueller (Eds.), *Handbook of child psychology and developmental science: Vol. 2. Cognitive Processes* (7th ed., pp. 339–380). John Wiley & Sons.
 - For reference works (e.g., Merriam-Webster’s Dictionary, APA Dictionary of Psychology, reference works for mobile apps) with a group author, the names of the group author(s) are not repeated in the source element if the editor is the same as the author. In such cases, simply include “In” followed by the name of the reference work in italics. Here is an example: American Psychological Association. (n.d.). Positive transference. In *APA Dictionary of Psychology*. Retrieved August 31, 2019, from <https://dictionary.apa.org/positive-transference>

- These guidelines also apply to TV episodes, podcast episodes, and songs from albums.
- The source element ends with a period, followed by a DOI or a URL (depending on availability). For the applicable guidelines, see the relevant explanations for periodical sources above.
- Publisher(s)
 - The name of the publisher(s) is specified in the source element for a range of reference categories, including full books, anthology chapters, reports, computer software, and mobile apps, as well as datasets.
 - The place of publication is not included in the reference entry.
 - The publisher's name should be given as it appears in the source, followed by a period.
 - Do not abbreviate the publisher's name unless the abbreviated name is listed in the source.
 - The format of publisher names may change over time and depending on the source (e.g., SAGE Publishing vs. Sage Publications). Use the spelling and capitalization of the publisher name as it appears in the cited source. A standardized spelling of a publisher name is not required if it appears in multiple entries in a bibliography.
 - If the source is published by a publisher's imprint, the imprint should be listed as the publisher. For example, if a source comes from the American Psychological Association's imprint Magination Press, then this imprint should also be listed as the publisher. Here is an example: Newman, L. (2021). *As babies dream*. Magination Press.
 - Designations of corporate structure (e.g., Inc., Ltd., LLC) are not included in the name of the publisher(s).
 - If two or more publishers are listed on the copyright page, they should all be listed in the order they appear in the source, separated by a semicolon. Example: Guilford Press; Basic Books.
 - If the author is the same as the publisher (e.g., in an annual report written and published by the same company, a reference work by a professional organization, or a work from an organization's website), the author is not listed again as the publisher. Here is an example: U.S. Securities and Exchange Commission. (2026). *Agency financial report: Fiscal year 2025*. <https://www.sec.gov/files/sec-2025-agency-financial-report.pdf>
 - The source element ends with a period, followed by a DOI or a URL (depending on availability). For the applicable guidelines, see the relevant explanations for periodical sources above.
- Database and archive source(s)
 - Database and archive information is rarely available as reference entries. URLs for databases or library services, for example, typically require a login and/or are session-specific. This means they are inaccessible to most readers and are therefore not suitable for inclusion in a bibliography.
 - A reference to a database or other online archive should only be included if it is absolutely necessary for readers to access the cited source from that specific database or archive.
 - The name of the database or archive must be cited if it contains original, copyrighted sources that are available only in that database or archive (e.g.,

Cochrane Database of Systematic Reviews or UpToDate). The reference entries for these sources are similar to those for journal articles; the name of the database or archive is listed in the source element in *italics* using title case (see the explanation above regarding periodical sources), just like the title of a journal. Here is an example: Mehrholz, J., Pohl, M., Platz, T., Kugler, J., & Elsner, B. (2018). Electromechanical and robot-assisted arm training for improving activities of daily living, arm function, and arm muscle strength after stroke. *Cochrane Database of Systematic Reviews*. <https://doi.org/10.1002/14651858.CD006876.pub5>

- For sources with limited distribution, such as
 - dissertations and theses published in ProQuest Dissertations and Theses Global
 - Sources in a university archive
 - Peer-reviewed and non-peer-reviewed manuscripts in a preprint archive such as PsyArXiv or a subject-specific or institutional repository; here is an example: Stults-Kolehmainen, M. A., & Sinha, R. (2015). *The effects of stress on physical activity and exercise*. PubMed Central. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3894304>
 - Sources in an institutional or government repository and monographs published in ERIC or primary sources published in JSTOR; here is an example: Ho, H.-K. (2014). *Teacher preparation for early childhood special education in Taiwan* (ED545393). ERIC. <https://files.eric.ed.gov/fulltext/ED545393.pdf>

These references are similar to the reference entries for reports; the name of the database or archive is specified in the source element in mixed case without italics, just like the name of an editor.

- Database information for sources from most academic research databases or platforms should not be included, as the sources in these resources are widely available. Examples include:
 - APA PsycNET
 - PsycINFO
 - Academic Search Complete
 - CINAHL
 - Ebook Central
 - EBSCOhost
 - Google Scholar
 - JSTOR (excluding the primary sources collection, as these are sources with limited distribution)
 - MEDLINE
 - Nexis Uni
 - Ovid
 - ProQuest (excluding the dissertation and thesis databases, as these are sources with limited distribution)
 - PubMed Central (excluding final peer-reviewed manuscripts by authors, as these are sources with limited distribution)
 - ScienceDirect
 - Scopus
 - Web of Science

If a source from one of these databases or platforms is cited, the name of the database or platform is not included in the reference entry in the bibliography, unless the source falls under one of the exceptions.

- The source element ends with a period, followed by a DOI or a URL (depending on availability). For the applicable guidelines, see the relevant explanations for periodical sources above.
- Source(s) with specific locations
 - For location-specific sources, such as conference presentations, the location must be specified in the source element of the reference entry: the city, state, province, or territory (if applicable), and the country. Use the two-letter country code for U.S. states and the corresponding country codes (if available) for states, provinces, or territories of other countries.
 - Examples:
New York, NY, United States
Vancouver, BC, Canada
Istanbul, TUR, Turkey
London, UK, England
Vienna, AUT, Austria
- Social media source(s)
 - Social media posts should only be used as sources if the content was originally published there (e.g., an original Instagram post). When linking to sources via social media (e.g., pinning on Pinterest), the source used must be cited directly, and it should not be mentioned that the source was originally found via a link on social media, unless this is necessary to describe the research methodology.
 - When social media posts are the source (e.g., Instagram photo, tweet, Facebook post), the name of the social media site must be listed in title case (see the explanation above regarding periodical sources) without italics in the source element, e.g., Twitter.
 - A period should follow the name of the social media site, followed by the URL.
- Website(s)
 - The name of the website must be given in title case (see the explanation above regarding periodical sources) without italics.
 - A period should be inserted after the website name, followed by the URL.
 - If the author of the source matches the name of the website, the name of the website is not included in the source element to avoid repetition. In this case, the source element consists only of the source's URL.

Finally, the following pages provide examples of bibliographic entries (= reference entries in the bibliography) for the most common publication types.

5.1.6.3 Selected formats of bibliographic entries

E.g.

BOOK (SINGLE AUTHOR)

Brink, A. (2013). *Writing Academic Papers: A Process-Oriented Guide to Writing Bachelor's, Master's, and Diploma Theses* (5th ed.). Springer.

BOOK (TWO TO 20 AUTHORS)

Lechner, K., Egger, A., & Schauer, R. (2010). *Introduction to General Business Administration*. Linde.

ARTICLE IN AN ANTHOLOGY

Kelly, J. D. (2010). Seeing red: Mao fetishism, pax americana, and the moral economy of war. In J. D. Kelly, B. Jauregui, S. T. Mitchell, & J. Walton (Eds.), *Anthropology and Global Counterinsurgency* (pp. 67–83). University of Chicago Press.

ONLINE BOOK

Backhaus, K., Erichson, B., Gensler, S., Weiber, R., & Weiber, T. (2025). *Multivariate Analysis Methods. An Application-Oriented Introduction* (18th ed.). Springer Gabler Wiesbaden. <https://doi.org/10.1007/978-3-658-47929-9>

ARTICLE IN A SCIENTIFIC JOURNAL

Kossinets, G., & Watts, D. J. (2009). Origins of homophily in an evolving social network. *American Journal of Sociology*, 115(2), 405–450. <https://doi.org/10.1086/599247>

ARTICLE IN A POPULAR SCIENCE MAGAZINE

Weir, K. (January 2017). Forgiveness can improve mental and physical health. *Monitor on Psychology*, 48(1), 30. <https://www.apa.org/monitor/2017/01/ce-corner>

ARTICLE IN A NEWSPAPER

Blum, D. (December 13, 2023). Are flax seeds all that? *New York Times*. <https://www.nytimes.com/2023/12/13/well/eat/flax-seeds-benefits.html>

THESIS OR DISSERTATION

Choi, M. (2008). *Contesting imaginaries in death rituals during the Northern Song Dynasty* [Unpublished dissertation]. University of Chicago.

CONFERENCE PAPER

Generally, the following categories are distinguished:
Conference session/paper presentation/poster presentation/symposium;
the applicable category should be indicated in square brackets in the reference entry.

Nixon, L., Zhu, S., Rafelsberger, W., Fischer, F., Göbel, M., & Scharl, A. (October 23–27, 2017). *Video retrieval for multimedia verification of breaking news on social networks* [Conference session]. 1st International Workshop on Multimedia Verification (MuVer-2017), ACM Multimedia Conference, Mountain View, California, CA, USA.

UNPUBLISHED WORKS

Yoo, J., Miyamoto, Y., Rigotti, A., & Ryff, C. (2016). *Linking positive affect to blood lipids: A cultural perspective* [Unpublished manuscript]. Department of Psychology, University of Wisconsin-Madison.

5.1.6.4 Bibliographic references for special source formats

5.1.6.4.1 Social Media, Websites, and AI Tools

Only original sources on social media platforms (such as X, Facebook, Reddit, Instagram, Tumblr, LinkedIn, etc.) should be cited, not links to other sources (such as a link on LinkedIn to a self-hosted blog elsewhere); these should be cited directly. Social media posts may contain text only, text combined with audiovisual content such as photos and videos, or audiovisual content without text. In the reference entry, the first 20 words of the text must be included, and any additional audiovisual content must be listed in square brackets. If the social media source contains variations in spelling or capitalization, these should be reproduced as is. If a post contains hashtags and/or links, these must be retained. Emojis should also be reproduced if possible (otherwise, a description of the emoji must be provided in square brackets, e.g., [face with tears of joy emoji]—a list of all possible emoji descriptions is available at <https://unicode.org/emoji/charts/emoji-list.html>). Emojis also count as one word.

Websites should only be cited as a source if there is no other reference category that is more appropriate. If individual webpages from a website are cited, a separate reference entry must be created for each webpage. If, however, the website is only being referenced in general, no separate reference entry is created; instead, the name of the website should be included in the body text and the URL should be provided in parentheses. Here is an example: “The survey was created using Qualtrics (<https://www.qualtrics.com>).” Dates should be specified in as much detail as possible. If the author’s name and the website name are identical, the website name is no longer listed in the source element of the reference entry.

E.g.

X-POST/TWITTER TWEET

APA Databases [@APA_Databases]. (September 2, 2020). *We have curated a collection of journal articles from APA PsycArticles on #COVID19. View: <https://bit.ly/2QrWj76> for recent coverage* [Image attached] [Post]. X. https://x.com/APA_Databases/status/1301175576703664128

Badlands National Park [@BadlandsNPS]. (February 26, 2018). *Biologists have identified more than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity* [Tweet]. Twitter. <https://twitter.com/BadlandsNPS/status/968196500412133379>

X PROFILE/TWITTER PROFILE

Jordan, M. B. [@michaelb4jordan]. (n.d.). *Replies* [X Profile]. X. Retrieved January 9, 2020, from https://x.com/michaelb4jordan/with_replies

APA Style [@APA_Style]. (n.d.). *Tweets* [Twitter Profile]. Twitter. Retrieved November 1, 2019, from https://twitter.com/APA_Style

FACEBOOK POST / FACEBOOK PAGE

News From Science. (2019, June 21). *Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system—and beyond? This* [Image attached] [Status update]. Facebook. <https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater>

Community of Multiculturalism. (n.d.). *Home* [Facebook Profile]. Facebook. Retrieved October 14, 2020, from <https://www.facebook.com/communityofmulticulturalism/>

INSTAGRAM PHOTO/VIDEO/PROFILE/HIGHLIGHT

Philadelphia Museum of Art [@philamuseum]. (December 3, 2019). *"It's always wonderful to walk in and see my work in a collection where it's loved, and where people are* [Photo]. Instagram. <https://www.instagram.com/p/B5oDnnNhOt4/>

APA Public Interest Directorate [@apapubint]. (June 14, 2019). *Male depression is serious, but many men try to ignore it or refuse treatment. Different men have different symptoms, but* [Video]. Instagram. https://www.instagram.com/p/BysOqenB1v7/?utm_source=ig_web_copy_link

Swift, T. [@taylorswift]. (n.d.). Posts [Instagram Profile]. Instagram. Retrieved January 9, 2020, from <https://www.instagram.com/taylorswift>

The New York Public Library [@nypl]. (n.d.). The raven [Highlight]. Instagram. Retrieved January 6, 2020, from <https://www.instagram.com/stories/highlights/17962199170163462/>

LINKEDIN POST/PAGE

Goodwin, J. (September 2019). *The best part of attending the American Psychological Association's 2019 Convention in Chicago this year was having the opportunity to* [Image attached] [Post]. LinkedIn. https://www.linkedin.com/posts/jongoodwin3_apa2019-activity-6569581103441682432-CN98

John Tyler Community College. (n.d.). Home [LinkedIn page]. LinkedIn. Retrieved January 9, 2020, from <https://www.linkedin.com/school/john-tyler-community-college/>

TIKTOK VIDEO/PROFILE

Cook, P. [@chemteacherphil]. (September 17, 2021). *Fighting fire with fire. #sciencetok #learnontiktok* [Video]. TikTok. <https://www.tiktok.com/@chemteacherphil/video/7008953610872605957>

The Rock. [@therock]. (n.d.). CEO of #RockTok [TikTok Profile]. TikTok. Retrieved February 22, 2022, from <https://tiktok.com/@therock>

ONLINE FORUM (REDDIT, ETC.) POST/COMMENT

Little, J. [j450n_l]. (December 12, 2018). *I'm the first person in the world with a neural-enabled prosthetic hand. Using a specialized prosthetic and an implanted device* [Online Forum Post]. Reddit. https://www.reddit.com/r/AMA/comments/a5jxbe/im_the_first_person_in_the_world_with_a/

haffy-1223. (September 12, 2018). *What do you think while on the launchpad about to launch? [Comment on the online forum post I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!].* Reddit. https://www.reddit.com/r/IAmA/comments/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_anything/e5v0027/

WEBSITE / AI TOOL / AI CHAT

Mantel, B. (April 24, 2025). *How to be a caregiver for someone with multiple sclerosis.* AARP. <https://www.aarp.org/caregiving/health/info-2025/multiple-sclerosis-care-plan/>

OpenAI. (2025). *ChatGPT* [Large language model]. <https://chatgpt.com>

Google. (February 10, 2026). *Essential writing skills for graduates* [Generative AI chat]. Gemini 3 Flash. <https://gemini.google.com/share/c6ac3628eb98>

5.1.6.4.2 Audiovisual Content

Audiovisual content includes purely visual (paintings, sculptures, photos, etc.), purely auditory (such as music, podcasts), and audiovisual sources (such as films, TV programs, YouTube videos, TED Talks, webinars, and podcasts, among others). The formatting of reference entries generally depends on whether the item is a standalone source (such as a film, an entire TV series, podcasts, webinars, music albums, etc.) or part of a larger format (such as a single episode of a TV series, a specific podcast episode, or selected songs from a music album). The audiovisual source must be listed in square brackets within the title element of the reference entry, such as “[Film],” “[Song],” “[Painting],” etc. The source element should include information on the production company (for films, TV series, and podcasts), the music label (for music albums), the location and museum in the case of artworks, or information on the streaming provider in the case of a video stream.

E.g.

ARTWORKS IN A MUSEUM / ART EXHIBITION / MUSEUM DISPLAY

van Gogh, V. (1889). *Starry Night* [Painting]. The Museum of Modern Art, New York, NY, United States. https://www.moma.org/learn/moma_learning/vincent-van-gogh-the-starry-night-1889/

Martinez, J.-L., & Douar, F. (2018–2019). *Archaeology goes graphic* [Exhibition]. The Louvre, Paris, France. <https://www.louvre.fr/en/exhibitions-and-events/exhibitions/archaeology-goes-graphic>

[Plaque with background information on American Gothic]. (n.d.). Art Institute of Chicago, Chicago, IL, United States.

FILM IN ENGLISH / FILM IN ANOTHER LANGUAGE / TV SERIES / TV SERIES EPISODE

Verrette, T. (Director). (2021). *Zero Gravity* [Film]. Skylight Cinema; 20th Digital Studio.

Alfredson, T. (Director). (2008). *Let the Right One In* [Film]. EFTI; Sveriges Television (SVT); Filmpool Nord; Sandrew Metronome; WAG; Fido Film; The Chimney Pot; Ljudligan.

Serling, R. (Executive Producer). (1959–1964). *The Twilight Zone* [TV Series]. Cayuga Productions; CBS Productions.

Favreau, J. (Screenwriter), & Filoni, D. (Director). (November 12, 2019). Chapter 1 (Season 1, Episode 1) [TV series episode]. In J. Favreau, D. Filoni, K. Kennedy, & C. Wilson (executive producers), *The Mandalorian*. Lucasfilm; Golem Creations.

MUSICAL PIECE BY THE COMPOSER

Brouwer, L. (1987). *Cuban landscape with rain* [Notation for guitar]. Les Editions Doberman-Yppan.

PODCAST / PODCAST EPISODE

Meraji, S. M., & Demby, G. (Hosts). (2016–present). *Code Switch* [Audio Podcast]. National Public Radio. <https://www.npr.org/podcasts/510312/codeswitch>

Hannah-Jones, N. (Host). (September 13, 2019). How the bad blood started (No. 4) [Audio Podcast Episode]. In *1619*. The New York Times. <https://podcasts.apple.com/us/podcast/episode-4-how-the-bad-blood-started/id1476928106?i=1000449718223>

YOUTUBE VIDEO

Harvard University. (August 28, 2019). *Soft robotic gripper for jellyfish* [Video]. YouTube. <https://www.youtube.com/watch?v=guRoWTFxMs>

5.1.6.4.3 Interviews

An interview is generally defined as a dialogue or exchange of information between people. From a bibliographic perspective, three types of interviews are distinguished: the published interview, the personal interview, and the interview with research subjects.

Published interviews: These are cited according to the formatting guidelines for the respective source type (newspapers, radio, podcast episode, etc.) in which they appeared. The interviewee does not necessarily have to appear in the author element of the reference entry but can be mentioned in the title element if necessary.

E.g.

PUBLISHED INTERVIEWS IN A NEWSPAPER OR MAGAZINE/ON THE RADIO (ARCHIVE)

Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. *The New Yorker*. <https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell>

de Beauvoir, S. (May 4, 1960). *Simone de Beauvoir discusses the art of writing* [Interview]. Studs Terkel Radio Archive; The Chicago History Museum. <https://studsterkel.wfmt.com/programs/simone-de-beauvoir-discusses-art-writing>

Personal interviews: These are not included in any source and therefore cannot be found by readers, such as a telephone conversation with an author about a study incorporated into one's own work. These are treated as personal communications (see Chapter 5.1.1 Special Formats: In-text Citations).

Interviews with research participants: Interviews conducted systematically as part of empirical research must be cited according to a recognized citation format. The citation style used must allow the cited statements to be located and verified in the interview transcripts. The thesis must include a list of the interviews conducted, in which they are listed and numbered. Interviews are typically anonymized, so that the name of the interviewee is replaced by a code (Interview 1). If this meets the requirement for anonymization, the interviewee's position may be cited. For interviews that may be used without anonymization, the name of the interviewee and their job title are cited. Details regarding the location and date of the interview must be provided in any case.

The numbering of the interviews in the index and in the respective transcript must match so that every cited passage can be clearly traced back to an interview and a transcript.

The in-text citation includes the interview number and the reference to the text passage, which is based on the numbering of the transcripts. There are different variations here: If the lines are numbered in the transcripts, the line numbers are cited in the in-text citation. If the paragraphs are numbered in the transcripts, the paragraph numbers are cited in the in-text citation.

If direct quotations are taken from the interview transcripts, the formatting guidelines for direct quotations described in Section 5.1.2.2 Special Rules for Direct Quotations apply with regard to the length of the quotation. Quotations of fewer than 40 words are formatted with quotation marks; quotations of 40 words or more are formatted as block quotations.

Please note that a written declaration of consent must be obtained from the interviewee in advance to ensure permission to use the data (i.e., content) within the scope of your own work. This declaration of

consent must specify whether the data will be processed anonymously or non-anonymously. This declaration is legally binding. A template is available at the FHWN.

E.g.

LIST OF QUALITATIVE INTERVIEWS – ANONYMIZED

Interview 1, employee of Muster GmbH in a managerial position. Vienna, April 25, 2018.

Interview 2, employee of Muster GmbH. Vienna, April 26, 2018.

LIST OF QUALITATIVE INTERVIEWS – NON-ANONYMIZED

Interview 1, Maxima Muster, Managing Director of Muster GmbH. Vienna, April 25, 2018.

Interview 2, Ludwig Doe, sales employee at Muster GmbH. Vienna, April 26, 2018.

INTERNAL REFERENCES IN QUALITATIVE INTERVIEWS

Option 1, transcript is numbered by line: (Interview 1, p. 3, lines 25–29).

Option 2, transcript is numbered by paragraph: (Interview 1, para. 26).

5.1.6.4.4 Intranet

The bibliographic treatment of internal company sources, such as documents from the intranet, depends on whether the readership has the ability to locate these sources. If so, the sources must be cited and referenced according to the guidelines for the respective source type. If not, they must be treated as personal communications (see Chapter 5.1.1 Special Formats for In-Text Citations).

5.1.6.4.5 Data sets, hardware and software, as well as scales and tests

Data sets: must be cited and referenced in the case of secondary analyses. For publicly accessible data sets, the reference entries must include the author(s), the year of publication, the version number (if applicable) in parentheses, and the source that published, archived, produced, or distributed the data set. In the case of unpublished datasets, the year of publication corresponds to the year(s) of data collection, and the source corresponds to the creator of the dataset.

Hardware and Software: For widely known or frequently used software or mobile apps that are mentioned in the body text but not cited directly or indirectly, no in-text citation or reference entry is required. What constitutes “widely known” depends on the specific field of research and the intended audience. In the field of empirical social sciences, according to the Publication Manual, this includes the following: Microsoft Office (such as Word, Excel, PowerPoint), social media apps (e.g., Facebook, Instagram, X), survey software (such as Qualtrics, SurveyMonkey, Soscisurvey), transcription software (MaxQDA), Adobe software (such as Adobe Reader, Photoshop, Adobe Acrobat), Java, as well as statistical software packages (such as R, SPSS, SAS, XLSTAT). If this software is cited directly or indirectly, in-text citations and corresponding reference entries are indeed required. The same applies if the hardware and software are not widely known: citations and references must still be provided.

Scales and tests: where possible, the manuals and publications for the scales and tests should be cited via in-text references and included as reference entries in the bibliography. If these are not available, the test or scale—or even a sample dataset—may be cited directly. In the body text, scale and test names should not be written in *italics* in title case; in the reference entry, however, they should be in italics (see the explanations in Chapter 5.1.6.2 Formatting for the Source Element and the section on periodical sources). A test database is only mentioned if the scale or test originates from a test database.

PUBLISHED DATASET

O'Donohue, W. (2017). Content analysis of undergraduate psychology textbooks (ICPSR 36966; Version V1) [Data set]. ICPSR. <https://doi.org/10.3886/ICPSR36966.v1>

Pew Research Center. (2018). *American Trends Panel Wave 26* [Data set]. <https://www.pewsocialtrends.org/dataset/american-trends-panel-wave-26/>

UNPUBLISHED DATASET

Baer, R. A. (2015). [Unpublished raw data on the correlations between the Five Facet Mindfulness Questionnaire and the Kentucky Inventory of Mindfulness Skills]. University of Kentucky.

HARDWARE AND SOFTWARE

Tobii AB. (2026). *Tobii Pro (Nano & Lab)* [Hardware and software]. https://connect.tobii.com/s/nano-downloads?language=en_US

iMotions A/S. (2026). *iMotions Lab* (Version 11.1.2) [Software]. Biostat. <https://imotions.com/products/imotions-lab/>

SCALES AND TESTS

Tellegen, A., & Ben-Porath, Y. S. (2011). *Minnesota Multiphasic Personality Inventory-2 Restructured Form (MMPI-2-RF): Technical manual*. Pearson.

Project Implicit (n.d.). *Gender-Science IAT*. <https://implicit.harvard.edu/implicit/takeatest.html>

Alonso-Tapia, J., Nieto, C., Merino-Tejedor, E., Huertas, J. A., & Ruiz, M. (2018). *Situated Goals Questionnaire for University Students (SGQ-U, CMS-U)* [Test database entry]. PsycTESTS. <https://doi.org/10.1037/t66267-000>

5.1.6.4.6 Grey literature

The source type "gray literature" encompasses a wide variety of sources that are not published through official publishing channels or, for the most part, have not undergone the academic peer-review process. These are primarily texts and reports posted on the Internet, which are thus made available for download electronically. The authors of such text documents are mostly government agencies, public authorities, research institutions, national and international organizations, institutes, companies, etc. Regarding the formal structure of the reference entries, sources of this type usually contain all the information regarding the author(s), date, title, and source needed to create a complete reference entry. It is recommended to specify the exact source type in square brackets immediately after the title element. To avoid duplication of information in the reference entry, the publisher should not be listed in the source element if it is the same as the author(s).

GOVERNMENT AGENCY REPORT

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>

Canada Council for the Arts. (2013). *What we heard: Summary of key findings: 2013 Canada Council's Inter-Arts Office consultation*. https://publications.gc.ca/collections/collection_2017/canadacouncil/K23-65-2013-eng.pdf

REPORT BY AN INDIVIDUAL AUTHOR

Stuster, J., Adolf, J., Byrne, V., & Greene, M. (2018). *Human exploration of Mars: Preliminary lists of crew tasks* (Report No. NASA/CR-2018-220043). National Aeronautics and Space Administration. <https://ntrs.nasa.gov/archive/nasa/casi.ntrs.nasa.gov/20190001401.pdf>

WHITE PAPER WITH GROUP AUTHORS / WITH INDIVIDUAL AUTHORS

Department for Business, Innovation & Skills. (2016). *Success as a knowledge economy: Teaching excellence, social mobility, and student choice* [White Paper]. Crown. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/523396/bis-16-265-success-as-a-knowledge-economy.pdf

Furst, M., & DeMillo, R. A. (2006). *Creating symphonic-thinking computer science graduates for an increasingly competitive global environment* [White Paper]. Georgia Tech College of Computing.

BROCHURE

Cedars-Sinai. (2015). *Human papillomavirus (HPV) and oropharyngeal cancer* [Brochure]. <https://www.cedars-sinai.org/content/dam/cedars-sinai/cancer/sub-clinical-areas/head-neck/documents/hpv-throat-cancer-brochure.pdf>

PRESS RELEASE

U.S. Food and Drug Administration. (September 12, 2024). *FDA authorizes first over-the-counter hearing aid software* [Press release]. <https://www.fda.gov/news-events/press-announcements/fda-authorizes-first-over-counter-hearing-aid-software>

FACT SHEET

Agency for Toxic Substances and Disease Registry. (n.d.). *Asbestos in your environment: What you can do to limit exposure* [Fact Sheet]. U.S. Department of Health & Human Services. https://www.atsdr.cdc.gov/media/pdfs/2024/07/limitingenvironmentalexposures_factsheet-508.pdf

ANNUAL REPORT

U.S. Securities and Exchange Commission. (2026). *Agency financial report: Fiscal year 2025*. <https://www.sec.gov/files/sec-2025-agency-financial-report.pdf>

CODE OF ETHICS

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>

5.1.6.4.7 Bibliographic References for Legal Sources

First, we distinguish between (1) relevant legal scholarship and (2) other (e.g., economic) works that incorporate legal sources.

Re. 1) Legal scholarly works apply a recognized legal methodology (e.g., legal dogmatics, comparative law). They primarily draw on legal norms as sources and foundations for scholarly analysis. For legal scholarship, the application of the citation rules according to Dax and Hopf (2019) as well as reading the contents of Kerschner's book (2022) is recommended. A conceivable alternative to this would be, for example, the application of the Guide to Legal Citation (leg cit) by Keiler and Bezemek (2020).

Re 2) At the University of Applied Sciences Wiener Neustadt, academic papers are regularly written with the inclusion of legal sources. In these cases, the legal sources do not—as in the legal scholarship described above—constitute the primary material for applying the chosen method, but rather serve as supplementary sources for addressing the research topic. The following citation recommendation applies to these papers:

Specialized literature—including legal literature (books and articles in legal journals and the like)—is cited according to the APA (Author-Date) style. Special citation formats are used when citing legal sources. Legal sources include, in particular, laws, treaties, administrative acts, and decisions such as judgments and rulings.

When using legal sources to prepare an academic paper, all necessary information for the unambiguous identification of the legal source must already be provided in the main text. It should be noted that, when referring to certain legal norms, a distinction is made between the full form, the short form, and the abbreviation. Upon first mention, the common designation—which is usually the short form—must be given, followed by the abbreviation in parentheses. Any subsequent mention requires only the abbreviation.

For EU regulations and directives, the number of the legal provision must always be included with the abbreviation (e.g., GDPR 2016/79; Consumer Goods Purchase Directive 1999/44). In some cases, the number alone may serve to identify the legal source for European legal acts, e.g., Regulation 1/2003. For Austrian legal acts, however, it is not necessary to include the number with the abbreviation; the acronym is simply used, e.g., ABGB, UGB, B-VG, etc.

E.g.

LONG FORM

Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC

SHORT FORM WITH INTERNAL REFERENCE

General Data Protection Regulation (GDPR 2016/679)

ABBREVIATION

GDPR 2016/679

BODY TEXT

First mention: The General Data Protection Regulation (GDPR 2016/679) of the European Union, adopted in 2016, defines sensitive data in Article 9(1) as ...

Further mention: In Austria, the provisions of the GDPR 2016/679 were specified by ...

REFERENCE

Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR), OJ L 119/2016, 1-88.

A specific provision within a legal act is usually identified by a section (§); in the case of international, European, and constitutional legal acts, by an article (Art.). Sections or articles are often further subdivided into paragraphs (para.), subparagraphs (sub.), and sub-subparagraphs (sub-sub.). To clearly document the legal situation being discussed, specify the provision to be cited as precisely as possible using the aforementioned structural markers. The symbol “§§” refers to multiple sections simultaneously.

E.g.

REFERENCES IN THE TEXT

Example of legislative text

The Data Protection Act BGBl I 165/1999 (DSG) stipulates in § 6(4) that ...

Pursuant to § 744(1)(1) ABGB, the revocation of a bequest is presumed if

The acquisition of ownership of movable property in good faith is governed by §§ 367 et seq. ABGB.

*Case Law Example: The *authority* ruled as follows in its decision dated *Date* under *Case Number*:*

The Lilienfeld District Administration (BH) ruled as follows in its decision dated January 31, 2016, under file number 2001/232 ...

The Supreme Court (OGH) justifies its ruling of October 22, 2007 (1 Ob 169/07w) regarding the reinstatement of the original judgment ...

Example of a standard: ÖNORM B 1802 stipulates in Section 2.4 that ...

For legal sources not listed in the following examples, proceed in the same manner as shown in the examples provided here. If you are unfamiliar with the abbreviation of a legal source or if it is unclear what information the citation of a legal source should contain, please refer to Dax and Hopf (2019).



Dax, P., & Hopf, G. (with Maier, E.). (2019). *Abbreviation and Citation Rules AZR* (8th ed.). MANZ'sche Verlags- und Universitätsbuchhandlung GmbH.

Keiler, S., & Bezemek, C. (2020). *leg cit: A Guide to Legal Citation* (4th ed.). Verlag Österreich.

Citations should be made in accordance with the citation rules set forth here.

In addition, it is recommended to include a separate list of legal sources in the bibliography. There, the respective source references are listed with the full name of the legal source (long form) followed by the short form and abbreviation in parentheses. The source of the official publication of the legal act (e.g., the relevant Federal Law Gazette, BGBl; for European legal acts, the Official Journal of the EU, OJ) must always be cited. If the legal act was amended after its enactment, the reference to the most recent amendment must be provided in addition to the reference to the initial publication; for example, for the Trade Regulation Act, the citation would be: BGBl 194/1994 as amended (abbreviated as “in der Fassung”) BGBl I 45/2018. Statute books are cited using the format *Part Number/Year* (e.g., I 111/2002). The abbreviation “No.” is omitted.

Regulations and directives of the European Union are abbreviated as Reg. (EU) or Dir. (EU) and cited with the number and year as indicated in EUR-Lex. Here, too, the abbreviation “No.” is omitted.

There are special provisions for citing case law. Please apply the provisions of Dax and Hopf (2019) *mutatis mutandis*. When citing decisions, the relevant authority, the date, and the case number must always

be provided. In addition, for decisions of the ECHR and the ECJ, the names of the parties (*in italics*) are listed.

E.g.

LAWS

Federal Act on Special Civil Law Provisions for Companies (Austrian Commercial Code, UGB), dRGBI p. 219/1897 as amended by BGBl I 58/2018.

Federal Act on the Protection of Natural Persons with Regard to the Processing of Personal Data (Data Protection Act – DSG), Federal Law Gazette I 165/1999, as amended by Federal Law Gazette I 24/2018.

Income Tax Guidelines (EStR) 2000, GZ 06 0104/9-IV/6/00 as amended by GZ BMF-010203/0048-VI/6/2011.

Trade Regulation Act 1994 (GewO 1994), Federal Law Gazette 194/1994, as amended by Federal Law Gazette I 111/2002.

EU DIRECTIVES AND REGULATIONS

Commission Directive 2003/82/EC of September 11, 2003, amending Council Directive 91/414/EEC as regards standard phrases for specific hazards and safety instructions for plant protection products, OJ L 228, 11–28.

Commission Regulation (EC) No. 631/94 of March 21, 1994, on the supply of cereals under food aid, OJ L 78, 23–27.

STANDARDS AND PATENTS

DIN German Institute for Standardization e.V. (2014). DIN EN ISO 9001:2014-08, Quality Management Systems – Requirements (ISO/DIS 9001:2014).

Austrian Standards Institute. (1997). ÖNORM B 1802, Real Estate Valuation – Fundamentals.

Hiremath, S. C., Kumar, S., Lu, F., & Salehi, A. (2016). *Using metaphors to present concepts across different intellectual domains* (U.S. Patent No. 9,367,592). U.S. Patent and Trademark Office. <http://patft.uspto.gov/netacgi/nph-Parser?patentnumber=9367592>

CASE LAW AND DECISIONS

BH Lilienfeld, Decision of January 31, 2016, Ref. No. 2001/232.

Regional Administrative Court of Perg, Decision of April 26, 2006, Ref. No. Sich71-1146.

ECHR 11/03/2011 (GK), 57813/00, *S. H. et al. v. Austria*.

ECJ March 12, 2002, C-168/00, *Leitner v. TUI*.

Supreme Court 1/14/1997, 5 Ob 2364/96z.

Supreme Court of Austria, October 22, 2007, 1 Ob 169/07w.

5.1.7 Further Information

Quick guides and further information on the “Publication Manual of the American Psychological Association, 7th edition” can be found online at the following link:

<https://apastyle.apa.org>

Printed copies of the “Publication Manual of the American Psychological Association, 7th edition” are available in the university library. Please consult these materials first before contacting university staff with questions. If you cannot find an answer to your question in these materials or on relevant help websites and forums, please contact your academic advisor or the course instructor. Please direct questions regarding special cases to the Institute of Scientific Methodology & Market Research (<https://www.fhwn.ac.at/en/university/institutes/scientific-methodology-market-research>).

Further Reading

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association.

Dax, P., & Hopf, G. (with Maier, E.). (2019). *Abbreviation and Citation Rules AZR* (8th ed.). MANZ'sche Verlags- und Universitätsbuchhandlung GmbH.

Keiler, S., & Bezemek, C. (2020). *leg cit Guide to Legal Citation* (4th ed.). Verlag Österreich.

Kerschner, F. (2022). *Research Methods for Lawyers. Workbook for legal seminar papers, diploma theses, master's and bachelor's theses, dissertations, and academic articles with a comprehensive list of abbreviations* (7th ed.). facultas.

5.2 IEEE Citation Rules

5.2.1 Special Formats: In-Text Citations

Multiple sources: If multiple sources are cited for a single statement and multiple reference numbers are inserted in direct succession, each individual reference number must be listed.⁶ These are separated from one another by a space and a hyphen:

E.g.

MULTIPLE SOURCES (INFORMATION-FOCUSED STYLE + CONSECUTIVELY FOLLOWING REFERENCE NUMBERS)

... which is why a corresponding algorithm was developed in [i], [j], [k], [l]. as a noun

..., which is why a corresponding algorithm was developed for this purpose [i], [j], [k], [l]. as a footnote

MULTIPLE SOURCES (AUTHOR-ORIENTED STYLE + CONSECUTIVELY NUMBERED REFERENCES)

..., which is why a corresponding algorithm was developed by Dörn [i], Brown [j], Smith [k], and Jones [l].

→ where $i = 1, 2, \dots, n$ depending on the source's occurrence in the body text, and $j = i + 1, k = j + 1, l = k + 1$

Sources already cited in the body of the text are indicated with the same reference number when mentioned later.

E.g.

REFERENCE BACK TO A SOURCE

..., which is why Dörn [i] refers to an algorithm developed specifically for this purpose. Wagenknecht [j], on the other hand, cites other proposals for the problem at hand. Dörn [i] does mention these alternative solutions, but does not go into further detail.

→ where $i = 1, 2, \dots, n$ and $j = 2, 3, \dots, k$ depending on the occurrence of the source in the text

If multiple sources are cited for a single statement and thus multiple reference numbers are inserted that do not follow one another directly, the individual reference numbers are listed separately in this case as well, with a comma and a space inserted between each reference number according to the following scheme:

E.g.

MULTIPLE SOURCES (INFORMATION-FOCUSED STYLE + NON-CONSECUTIVE REFERENCE NUMBERS)

..., which is why a corresponding algorithm was developed in [i], [k], [m]. as a noun

..., which is why a corresponding algorithm was developed for this purpose [i], [k], [m]. as a footnote

MULTIPLE SOURCES (AUTHOR-FOCUSED STYLE + NON-CONSECUTIVE REFERENCE NUMBERS)

..., which is why Dörn [i], Brown [k], and Clark [m] developed a corresponding algorithm for this purpose.

→ where $i = 1, 2, \dots, n; k = i + 2, \dots, t$ and/or $m = k + 2, \dots, v$ depending on the source's occurrence in the body text

⁶ Note: This applies only if multiple sources are cited for the same statement or claim. The sources must therefore be clearly assignable to a specific statement or claim. It would not be permissible, for example, to list all these sources at the end of a paragraph containing several different statements and/or claims from various sources in a single in-text citation, as this makes it difficult or impossible to clearly assign a statement or claim to a specific source.

In the “author-focused” writing style, the question arises of how to handle multiple authors. In the case of two authors, the last names are listed in the same order as they appear in the publication being cited. The word “and” connects the two last names.

TWO AUTHORS

..., which is why Dörn and Wagenknecht [i] refer to an algorithm developed specifically for this purpose.

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the body text

E.g.

In the case of three or more authors, only the last name of the first author is cited in the body text, followed by a space and the abbreviation “et al.”

THREE OR MORE AUTHORS

..., which is why Dörn et al. [i] refer to a specially developed algorithm.

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the body text

E.g.

The following examples are classified as personal communications and therefore do not receive their own reference number, as they are sources that cannot be found by readers:

- Letters
- Personal communications
- Telephone conversations
- Emails and chats

These sources are simply cited directly in the body of the text as follows:

PERSONAL COMMUNICATION

According to information provided by S. Dörn via email on March 31, 2026, there is an algorithm specifically developed for this problem.

E.g.

If the citation refers to more than one page in the original, it should be cited as follows:

MULTIPLE PAGES

[i, p. 24]

The citation refers to a passage on page 24.

[i, pp. 24–25]

The citation refers to a passage that spans pages 24 and 25.

[i, pp. 24–27]

The citation refers to a passage that spans pages 24 through 27.

[i, p. 24, p. 27]

The citation refers to passages on pages 24 and 27.

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the body text

E.g.

It is often useful to refer to a specific page, example, equation, etc., in direct and indirect quotations within the main text. This is done according to the following pattern:



[Reference number, specific reference], where the specific reference can be a page number, an equation, a figure, etc.

The following list provides an overview of possible specific references within the context of internal citations:

SPECIFIC REFERENCES

E.g.

Single page	[i, p. 17]
Page range	[i, pp. 6–12]
Multiple individual pages	[i, p. 6, p. 12]
Paragraph	[i, para. 4.2]
Chapter	[i, Ch. 2, pp. 6–12]
Figure	[i, Fig. 3]
Table	[i, Table 14]
Equation	[i, Eq. (8)]
Appendix	[i, Appendix IV]
Algorithm	[i, Algorithm 9]
Theorem	[i, Thm. 3]
Section	[i, Section 2.3]
Lemma	[i, Lemma 2]

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the main text

5.2.2 Direct quotation

5.2.2.1 Basic forms

If the reference number is treated as a footnote in the “information-oriented” style, a space is inserted after the closing quotation mark, and the reference number is placed in square brackets along with the page number, following the format [Reference number, p. page number] or [Reference number, p. page number from-to] or [Reference number, p. page number, p. page number, ...].

E.g.

DIRECT QUOTATION: INFORMATION-EMPHASIZING STYLE + REFERENCE NUMBER AS A FOOTNOTE

..., whereby “there is a specially developed algorithm for this” [i, p. 15].

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the body text

If the reference number is treated as a noun within the “information-emphasizing” style, this information is inserted immediately after the number is mentioned; within the “author-emphasizing” writing style, it is inserted after the last names of the corresponding authors are mentioned.

E.g.

DIRECT QUOTE: INFORMATION-EMPHASIZING STYLE + REFERENCE NUMBER AS A NOUN

..., whereby in [i, p. 15] “there is a specially developed algorithm for this.”

DIRECT QUOTATION: AUTHOR-FOCUSED STYLE

..., whereby, according to Dörn [i, p. 15], “there is a specially developed algorithm for this.”

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the body text

5.2.2.2 Special rules for direct citation

5.2.2.2.1 Block quotation

If direct quotations are longer than 100 words, they are set apart from the rest of the text by continuous indentation (“block quotation”). The quotation itself is single-line, uses a smaller font size, and is not enclosed in quotation marks.

E.g.

EXAMPLE: BLOCK QUOTE

There are various definitions of the term Industry 4.0; here, one of the many definitions is provided as an example:

Intelligent algorithms have become a key technology today due to the emergence of so-called “Industry 4.0.” The term Industry 4.0 describes the transformation of industrial manufacturing and production through digitalization. In Industry 4.0, industrial products and services are fully permeated by algorithms and software. The goal is the systematic optimization of the value chain through a largely automated and self-organizing system, combined with a high degree of networking [i, p. 11]*.

As further explained in [i], ...

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the text

*Note: in this case, the source is the following: S. Dörn, *Programming for Engineers and Scientists. Intelligent Algorithms and Digital Technologies*. Berlin, Heidelberg: Springer Vieweg, 2018.

A quotation that contains more than one paragraph (even if the paragraphs are very short and comprise a total of fewer than 100 words) is also formatted as a block quotation. A multi-part block quotation should generally reflect the paragraph breaks of the original, with one important exception: The first quoted paragraph should begin flush left, even if the original text has an indent on the first line. The first line of the subsequent paragraphs, however, is indented.

E.g.

EXAMPLE OF A BLOCK QUOTATION COMPRISING MULTIPLE PARAGRAPHS

Moosbrugger and Kelava [i, pp. 15–16] comment on the term “questionnaire” as follows:

Scientifically sound (psychological) measurement instruments (tests or questionnaires), on the other hand, usually contain several thematically coordinated questions/tasks/items that refer to various manifestations of characteristics that cannot be directly observed (“latent constructs”). The items serve as indicators of these characteristics, through which the latent constructs can be operationalized, i.e., made measurable. To elicit the latent constructs, the responses to the items are not interpreted separately but are calculated into a test score that provides information about the level of the characteristic of interest on a scale...

To better distinguish a layperson’s questionnaire from a scientifically sound test or questionnaire, we first provide the following definition of a psychological test. This definition equally includes scientific questionnaires:

A test is a routine scientific procedure for measuring the levels of empirically distinguishable (psychological) traits, with the aim of obtaining as accurate a description as possible of the (relative) quantitative degree or qualitative category of individual trait levels.

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the body text

Block quotations should also be used in the following cases: for quoted correspondence (provided that salutations, signatures, etc., are included), for lists or enumerations, and in all cases requiring special formatting.

5.2.2.2.2 Omissions

Neither the wording of a direct quotation nor the spelling or punctuation may be altered. If parts of a quotation are omitted, the omission should be marked with three dots:

E.g.

OMISSION IN A DIRECT QUOTATION

“The lower the incentive compatibility, ... the greater the motivation problems and the more likely it is that the agreed-upon tasks and rules will not be fulfilled” [i, p. 7].

→ where $i = 1, 2, \dots, n$ depending on the source's occurrence in the body of the text

The three ellipsis points must always appear together on the same line (using non-breaking spaces⁷). If the ellipsis points appear at the beginning of a new line, the preceding punctuation mark (such as a period) appears at the end of the line above. A period is also inserted before the three ellipses to indicate the omission of a sentence ending, unless the sentence is intentionally quoted incompletely. A period is also placed before the three ellipses when an entire sentence (or several entire sentences) is to be omitted afterward.

E.g.

The following excerpt from Döring* serves as an illustration:

Secondary sources commonly used in academia include, for example, textbooks in which important studies are presented. This book also contains numerous descriptions of study examples. These textbook descriptions of studies have the character of secondary sources: the original works are each presented from very specific didactic perspectives and do not claim to cover all or even just the most important aspects—from the researchers' point of view. Anyone interested in the studies mentioned in more detail should therefore refer to the respective primary sources. Lectures and lecture notes that present empirical studies are classified as secondary sources and should not, for example, be cited in theses without first consulting the original source.

OMISSION IN A DIRECT QUOTATION WHEN OMITTING THE END OF A SENTENCE

The text passage shortened by omissions might look like this:

Secondary sources commonly used in academia include, for example, textbooks that present important studies. This book also contains numerous descriptions of study examples. These textbook descriptions of studies have the character of secondary sources. ...Lectures and lecture notes... should not, for example, be cited in theses without first consulting the original source.

*Note: In this case, the source is the following: N. Döring, *Research Methods and Evaluation in the Social and Human Sciences*, 6th ed. Berlin, Heidelberg: Springer, 2023.

The omission of one or more paragraphs within a quotation is indicated by a period followed by ellipsis at the end of the paragraph preceding the omitted section. If the first part of a paragraph within a

⁷ Non-breaking spaces prevent unwanted line breaks and can be inserted in Microsoft Word, for example, using the keyboard shortcut [Ctrl] + [Shift] + [Space].

quotation is omitted, a paragraph indent and ellipsis appear before the first quoted word. It is therefore possible to use ellipses both at the end of a paragraph and at the beginning of the next one.

E.g.

OMISSION IN A DIRECT QUOTATION WHEN OMITTING ONE OR MORE PARAGRAPHS

Since the social sciences focus on human behavior, experience, and coexistence, various specific methods are still relevant....These are also referred to as methods of empirical social research ("social research methods") to distinguish these specific empirical research methods from observational or measurement methods used in the natural and technical sciences....

...This also gives rise to a distinct canon of social science methods, which, however, builds upon methods from the natural sciences and the humanities. Thus, qualitative empirical social research follows in the tradition of the humanities, whereas quantitative empirical social research follows in the tradition of the natural sciences....

An attempt to overcome such classification problems is the concept of the human sciences, which unites all humanities, social sciences, natural sciences, and engineering disciplines or subdisciplines that deal with humans as their central object of study....

5.2.2.2.3 Errors in the original text

If there is an error in the source (e.g., in spelling, grammar, or content), it is generally permissible to quote the error as is. Immediately after the word containing the error, [sic] is added (Latin for "sic erat scriptum": "so it was written").

However, this should only be done when absolutely necessary, such as when readers might otherwise believe that it is a translation error rather than an error in the original text. Furthermore, the error should only be reproduced if a paraphrase or implicit correction is inappropriate. Furthermore, [sic] should not be used to draw attention to unconventional spellings; these should (if at all) be explained in a note or a preface. Similarly, a corresponding comment or note when reproducing text material with many errors and variant spellings (such as a collection of informal letters) renders multiple [sic] unnecessary.

In any case, obvious typos should be corrected silently (without a comment or [sic]), unless the quoted passage comes from an older work, a manuscript, or another unpublished source in which spelling peculiarities are generally preserved.

E.g.

ERRORS IN THE ORIGINAL TEXT

"Suffice it to say [sic] that Klemperer's contribution to the understanding of fascism is of inestimable value" [i, para. 5].

→ where i = 1, 2, ..., n depending on the occurrence of the source in the body of the text

5.2.2.2.4 Changing the first letter

The first letter of the quotation can be replaced with an uppercase or lowercase letter. The changed letter may, but does not have to, be placed in square brackets⁸.

E.g.

CHANGING THE FIRST LETTER

Mayring [2015, p. 13] proposes the term “category-guided text analysis” as an alternative designation for text analysis, “since it does not focus solely on the content of communication.”

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the body text

5.2.2.2.5 Own additions/comments

Your own additions and notes may be inserted in square brackets within the quotation to clarify ambiguities, fill in missing words or letters, correct an error, or reproduce the original word or phrasing in a translation if the English translation fails to convey the exact meaning. They must never be used in a way that alters or distorts the meaning of the original text or otherwise misquotes the source, and should be used sparingly whenever possible.

E.g.

ADDITION/NOTE

“The building [Stuttgart Werkbund housing estate] was constructed in 1927.”

5.2.2.2.6 Emphasis

Part of a quotation can be highlighted using *italics*. In this case, the note “*Italics added*” must also be included in the in-text citation, preceded by a semicolon and a space. If words are already written *in italics* in the original text, the note “*Italics in the original*” should also be included.

E.g.

AUTHOR'S EMPHASIS

“The lower the incentive compatibility, ... the greater the motivation problems and the more likely it is *that the agreed-upon tasks and rules will not be fulfilled*” [i, p. 7; *italics added*].

EMPHASIS IN THE ORIGINAL

“The event or state that the VL observes as a result of manipulating the independent variables is referred to as *the dependent variable (aV)*.” (i, p. 21; *italics in the original*).

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the text

⁸ According to the Chicago Manual of Style, which serves as a guide for the IEEE style, it is mandatory in some legal texts, certain text analyses or commentaries, and other contexts to indicate any changes in capitalization using square brackets.

5.2.2.2.7 Quotation marks in the original text

If the original text contains double quotation marks, these must be replaced with single quotation marks in the citation.

E.g.

DOUBLE QUOTATION MARKS IN THE ORIGINAL TEXT

“The first two criteria for relevant journalism can be examined by looking at how journalists deal with the American war aim of ‘democratizing Iraq’” [i, p. 15].

→ where i = 1, 2, ..., n depending on the occurrence of the source in the body text

In the case of a block quote, the quoted content within the block quote is enclosed in double quotation marks.

E.g.

EXAMPLE OF A BLOCK QUOTATION

Döring* [i, pp. 106–107] comments on the application of quality criteria from quantitative to qualitative research as follows:

One approach to defining quality criteria for qualitative research is to draw on the quality criteria of quantitative research or to apply them to the qualitative approach. In this context, “objectivity, reliability, and validity,” “reliability and validity,” or “objectivity, reliability, internal, and external validity” are usually taken as the core criteria of quantitative research with regard to methodological rigor.

This approach poses two problems. First, in these attempts at transfer, the systematics and definitions of quantitative quality criteria are often used imprecisely: There is often a conflation of the test quality criteria of objectivity, reliability, and validity (which relate to measurement instruments) with the validity criteria of scientific statements (especially internal and external validity), which depend primarily on characteristics of the study design. Second, it is questionable whether it makes sense to import criteria for studies that follow a completely different scientific-theoretical paradigm into the qualitative paradigm....

→ where i = 1, 2, ..., n depending on the occurrence of the source in the main text

*Note: In this case, the source is the following: N. Döring, *Research Methods and Evaluation in the Social and Human Sciences*, 6th ed. Berlin, Heidelberg: Springer, 2023.

5.2.2.2.8 Foreign-language citation

If the quotation is written in a foreign language, it is cited in the original language and should be accompanied by a translation if it can be assumed that the readership is not familiar with the foreign language (which should always be assumed in case of doubt).

Quotations from a language other than English are generally incorporated in the same way as other direct quotations, depending on their length, either as quotations in quotation marks or as block quotations. The punctuation corresponds to that of the original, although quotation marks can generally be replaced by special forms of quotation marks such as guillemets (“«” and “»”).

A translation can (and generally should) follow the original in parentheses—or the original can follow a translation. The only important thing is to choose a consistent approach. Quotation marks for the translation (or the original, depending on the chosen approach) should not be repeated in parentheses; however, any internal quotation marks must be included. If the translation or the original in parentheses consists of a long sentence or several sentences, the closing punctuation marks of the original and the translation must be clearly distinguishable. The source is placed before the translation or the original in parentheses and separated from the translation or the original by a semicolon and a space.

E.g.

QUOTE IN ANOTHER LANGUAGE

“Les femmes dans des activités masculines adoptaient des stéréotypes masculins” [i, p. 332; Women working in masculine fields adopted masculine stereotypes.].

→ where $i = 1, 2, \dots, n$ depending on the source’s occurrence in the text

If adding a translation or the original text significantly impedes readability, the translation or the original text may alternatively be included as a footnote. In this case, it is placed in quotation marks, but not in parentheses.

E.g.

QUOTE IN ANOTHER LANGUAGE

“Les femmes dans des activités masculines adoptaient des stéréotypes masculins.”¹ [i, p. 332).

¹ “Women working in male-dominated fields adopted masculine stereotypes.”

→ where $i = 1, 2, \dots, n$ depending on the occurrence of the source in the body text

5.2.3 Secondary citation

If something is to be cited that is already included as a quotation in the source, it is considered a secondary citation.



The use of secondary citations is **not** permitted according to IEEE. Therefore, if you wish to cite a source that you cannot access at first glance—regardless of whether it is digital or analog—you must attempt to successfully access the source. If this is not possible, you cannot and must not include the source as a citation in your own work.

5.2.4 Figures and Graphics

Figures and graphics taken from another source must also be numbered consecutively with a reference number and, like text sources, must be listed in the bibliography with the bibliographic details. In the body text itself, figures are indicated with “Fig.” and the consecutive numbering, but without square brackets: i.e., Fig. 1, Fig. 2, Fig. 3, etc. Figure captions are centered below the centered figure and, if necessary, should be supplemented with footnotes directly below the caption. All figures with text references must be addressed in the main text.

Further examples and a detailed description of the formatting guidelines can be found in the following publication:

Institute of Electrical and Electronics Engineers (IEEE) Publication Operations. *IEEE Editorial Style Manual for Authors*. (2025). Accessed: Aug. 21, 2025. Available at: <https://docs.google.com/document/d/1OaIFyqVfxKKMeIF79U3B93SjmlEiTnJC12wPJrKeSDM/edit?tab=t.0>

FIGURE

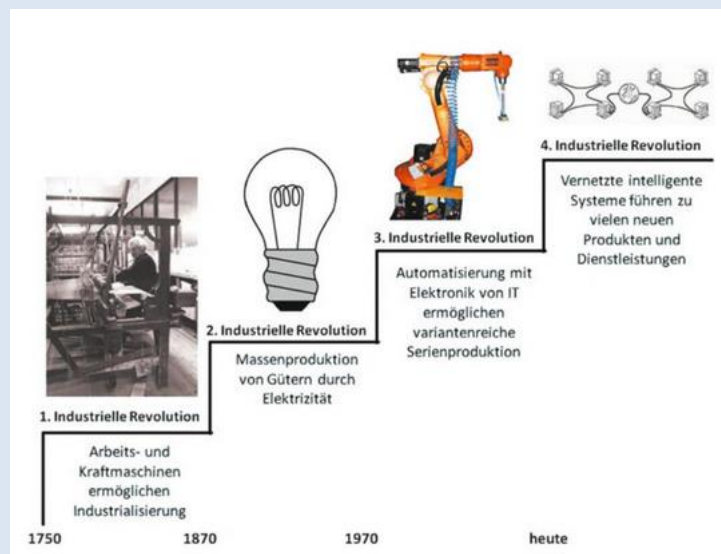


Fig. 5: Chronology of the Industrial Revolution [3].

*Note: In this case, the source is as follows: S. Dörn, *Programming for Engineers and Scientists. Intelligent Algorithms and Digital Technologies*, Berlin, Heidelberg: Springer Vieweg, 2018.

If the figure is self-created but based on a figure from another source, a reference number must also be assigned to the original source in this case. This must be indicated in the figure caption according to the format "Fig. No.: Title, created based on [reference number]" and listed in the bibliography with the bibliographic information.

5.2.5 Tables








In addition to figures, the use of tables is often useful. Tabular presentations are very well suited for compiling a large number of results in a clear and organized manner. There are also certain formatting requirements for tables. Tables taken from another source must also be numbered consecutively with a reference number and, like text sources, must be listed in the bibliography with the bibliographic details and referenced in the main text. In the main text itself, tables are indicated with "Table" and the sequential numbering, but without square brackets: i.e., Table 1, Table 2, Table 3, etc. Table captions are also centered above the centered table.

Further examples and a detailed description of the formatting guidelines can be found in the following publication:

Institute of Electrical and Electronics Engineers (IEEE) Publication Operations. *IEEE EDITORIAL STYLE MANUAL FOR AUTHORS*. (2025). Accessed on: Aug. 21, 2025. Available at: <https://docs.google.com/document/d/1OaIFYqVfxKKMeIF79U3B93SjmlEiTnJC12wPJrKeSDM/edit?tab=t.0>

TABLE

Table 4: Circuit symbols in circuit diagrams [3].

Schaltzeichen	Bedeutung
	mechanische Verbindung
	Handbetätigung
	mechanische Verbindung, jedoch mit selbsttätiger Rückstellung nach abgeschlossener Betätigung
	Antrieb durch Schaltnocken
	Kraftantrieb allgemein
	Motorantrieb
	mechanische Verbindung bei getrennter Darstellung der Kontaktebenen, z. B. im Stromlaufplan.

*Note: In this case, the source is as follows: H. Krämer, *Electrical Engineering in Mechanical Engineering*, 3rd completely revised edition, Braunschweig, Wiesbaden: Vieweg, 1991.

If the table was created by the author but is based on a table from another source, a reference number must also be assigned to the original source in this case. This number must be included in the table caption according to the format “Table No.: Table Title, created based on [reference number]” and in the bibliography, including the bibliographic information.

5.2.6 Bibliography

5.2.6.1 Layout

- The bibliography begins on a new page following the main text.
- The words “Bibliography” are centered at the very top and written in bold.
- Each reference entry begins with the reference number assigned in the main text; this is placed before the source citation in square brackets, left-aligned.
- After the reference number in square brackets, the source citation begins on the same line after a space of one tab stop; with the exception of the first line with the left-aligned reference number, all subsequent lines of a source citation must be uniformly indented
- All lines except the first of each entry are indented so that the name of the author(s) stands out clearly on the left (negative first-line indentation).
- The bibliography is formatted in a single column.
- Individual source entries must be separated by a space.
- For titles in English, all nouns, adjectives, adverbs, and verbs are capitalized. For example:
 - The Economist
 - Journal of Marketing
 - The Journal of Plagiarism Research
- Please also note the abbreviations for certain words, magazine titles, and journal titles, which can be found in the official documents on the IEEE citation system; these are then used in the reference citation in place of the full word or title. For example, there is the official document “List of IEEE Journal/Magazine Titles, Internal Acronyms, and Reference Abbreviations” (https://docs.google.com/spreadsheets/d/1D4xH38098a2xpg0sO16o9gQuje1bq_-GOinRRPTYZac/edit?gid=0#gid=0) for certain IEEE journals.
- For articles from journals and contributions from anthologies, the page numbers of the entire article must be listed in the bibliography (not just the pages cited).

5.2.6.2 Structure

- References are listed in the order in which they are cited in the main text.
- The bibliography begins with reference number 1 and ends in ascending order with the last (and thus highest) reference number assigned in the main text.
- A single reference number is assigned per citation.
- For up to six authors, names should be listed as follows: only the first letter of the first name (or first names) is given, followed by a period and a space, followed by the full last name.
- When listing authors, if there are seven or more authors, the names should be formatted as follows: the first author is listed in the same way as when there are fewer than seven authors, and all subsequent authors are abbreviated with “et al.”
- The designations Jr., Sr., and III. should not be preceded or followed by a separate comma (e.g., Jr.,)
- Institutional authors (e.g., Advertising Standards Authority, Procter & Gamble, etc.) are treated as individual authors.
- Ideally, each reference should be assigned to an individual or institutional author. If the author of a source is unknown, the reference entry begins with the title.
- Anonymous articles and reference works are sorted alphabetically by title (whereby direct and indirect articles such as “a,” “the,” etc. are not taken into account).

- If an academic journal lists a DOI (Digital Object Identifier), it should be provided.— A DOI is a permanent ID that, when appended to “http://dx.doi.org/” in the address bar of a web browser, leads to the source.
- If an online source does not have a DOI, the URL (Uniform Resource Locator) must be provided.
- A combination of DOI and URL is also possible, with the DOI listed first, followed by the URL address.
- For all source citations, with the exception of those ending with a URL, a period is used as the closing punctuation; if the source citation ends with a URL, there is no closing punctuation.
- In the case of URLs, the hyperlink must be removed if necessary.
- Finally, the variations as found in the Reference Guide are listed below:
 - Accessed on: abbreviated month and day of access, year of access. DOI. [Online]. Available at: URL (without a period)
 - Accessed on: abbreviated month and day of access, year of access. [Online]. Available at: URL (without a period)
 - Accessed on: abbreviated month and day of access, year of access. DOI (with a period at the end)
 - DOI. URL (without a period at the end)
 - DOI (with a period at the end)
 - URL (without a period at the end)
- Rules for line breaks in a URL that extends beyond a single line:
 - Break after a forward slash (/), double forward slash (//), or period (.).
 - Break before the hyphen in an address, but not after it; do not add hyphens or spaces; do not insert hyphens into addresses.
 - Break before a tilde (~), a hyphen (-), an underscore (_), a question mark, or a percent sign (%).
 - A line break before or after an equals sign (=) or an ampersand (&) (the same rule applies to the @ symbol).

Please note that in all of the following examples of bibliographic entries, an “[i]” has been used as a placeholder for the respective reference number. These examples are listed according to publication type.

5.2.6.3 Formats of bibliographic entries

E.g.

BOOK (ONE AUTHOR)

- [i] A. Brink, *Writing Academic Papers: A Process-Oriented Guide to Writing Bachelor's, Master's, and Diploma Theses*, 5th ed. Dordrecht, NL: Springer, 2013.
- [i] M. Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals*. New York, USA: Penguin, 2006.

BOOK (TWO TO SIX AUTHORS)

- [i] K. Lechner, A. Egger, and R. Schauer, *Introduction to General Business Administration*. Vienna, AT: Linde, 2010.

BOOK (MORE THAN SIX AUTHORS)

- [i] B. A. Mytschell et al., *Engineering Education for Sustainable Development*. London, UK: John Wiley & Sons, 2010.

ARTICLE IN AN ANTHOLOGY

- [i] J. D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, J. D. Kelly, B. Jauregui, S. T. Mitchell, and J. Walton, eds., Chicago, IL, USA: Univ. of Chicago Press, 2010, pp. 67–83.

ONLINE BOOK

- [i] P. B. Kurland and R. Lerner, eds. *The Founders' Constitution*. Chicago, IL, USA: Univ. of Chicago Press, 1987. Accessed: Feb. 28, 2025. [Online]. Available at: <http://press-pubs.uchicago.edu/founders/>

ARTICLE IN AN ACADEMIC JOURNAL

- [i] G. Kossinets and D. J. Watts, "Origins of Homophily in an Evolving Social Network," *Amer. J. of Sociology*, vol. 115, no. 2, pp. 405–450, Sept. 2009, doi: 10.1086/599247.
- [i] J. I. Weinstein, "The Market in Plato's Republic," *Classical Philology*, vol. 104, no. 4, pp. 439–458, Oct. 2009, doi: 10.1086/650979.

ARTICLE IN A NEWSPAPER OR POPULAR SCIENCE MAGAZINE

- [i] D. Mendelsohn, "But Enough about Me," *The New Yorker*, Jan. 17, 2010.

ONLINE ARTICLE IN A NEWSPAPER OR POPULAR SCIENCE MAGAZINE

- [i] S. G. Stolberg and R. Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, Feb. 27, 2010. [Online]. Available at: <https://www.nytimes.com/2010/02/28/us/politics/28health.html/>

THESIS OR DISSERTATION

- [i] M. Choi, "Contesting Imaginaries in Death Rituals during the Northern Song Dynasty," Ph.D. dissertation, Univ. of Chicago, IL, USA, 2008.

CONFERENCE PAPER

- [i] L. Nixon, S. Zhu, W. Rafelsberger, F. Fischer, M. Göbel, and A. Scharl, "Video Retrieval for Multimedia Verification of Breaking News on Social Networks," presented at the 1st International Workshop on Multimedia Verification (MuVer-2017), ACM Multimedia Conf., Mountain View, California, USA, Oct. 23–27, 2017.

WORKING PAPERS AND UNPUBLISHED WORKS

- [i] K. Wegenstein, "Regional Economic Development at University and University of Applied Sciences Locations." unpublished.

5.2.6.4 Bibliographic references for special source formats

5.2.6.4.1 Websites, Blogs, and Social Media

In general, citing online content should be approached with caution due to the often questionable reliability of such content. If online content is cited nonetheless, the medium (i.e., the website, blog, social media platform, etc.) must be included in the bibliography. Online content is also cited using the name(s) of the author(s). The name of the author(s) is often evident from much online content. If the author of the content is unknown, the institution whose website, blog, or similar platform is accessed is cited in place of a name (see the website or blog's legal notice).

In the bibliography, entries referring to web-based information are not listed under a separate heading but are included with traditional sources. As with traditional sources, online sources are sorted alphabetically by the author's name (individual or institutional) or by title if no name or institution can be identified.

Since online content can change, the year should be cited for website content and the exact date of publication for blog and social media posts. If no publication date is available, the year of the website's last update, if available, is used as the basis for the citation.

When citing social media content, the real name and the user name must be provided. The title should be either the entire content of a post or, for longer posts, the title of the post. A reference to the social media platform must be included, as well as precise details regarding the date and, if applicable, the time of the post.

E.g.

WEBSITE

- [i] Statistik Austria. "Inflation remains at 1.8% in February 2018." Statistik.at. Accessed: March 19, 2018. [Online]. Available at: http://www.statistik.at/web_de/presse/116472.html

BLOG

- [i] W. Germano, "Futurist Shock," *Lingua Franca, Chronicle of Higher Education*, Feb. 18, 2017. [Online]. Available at: <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock>.

SOCIAL MEDIA

- [i] J. Díaz, "It always surprises my students when I tell them that the 'real' Middle Ages was more diverse than the fictionalized versions most of us consume," Facebook. Accessed March 4, 2016. [Online]. Available at: <https://www.facebook.com/junotdiaz.writer/posts/972495572815454>
- [i] C. O'Brien (@ConanOBrien), "In honor of Earth Day, I'm recycling my tweets," Twitter. Accessed May 5, 2015. [Online]. Available at: <https://twitter.com/ConanOBrien/status/590940792967016448>
- [i] P. Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram. Accessed: Apr. 15, 2016. [Online]. Available at: <https://www.instagram.com/p/BDramfXTtNCt>

5.2.6.4.2 Multimedia Content

When referencing multimedia content, e.g., videos, audio recordings, etc., one must first critically assess who should be cited as the author of the referenced content. One must consider what is to be cited, i.e., which person is responsible for the content. Is it the person speaking in the recording, the person who produced the recording, or the person who wrote the script for it? One must consider who is considered the creator of the reproduced content or which person holds the rights to it (this can also be an institution). This person or institution should be listed as the author. The citation may also include a reference to the role of the person cited (vocalist, director, producer, etc.). The information available regarding multimedia content is highly diverse. Therefore, the citation should include any background information available regarding the production of the material. The publication date and the format of the medium (DVD, CD, MP3, MP4, AVI, YouTube video, podcast, etc.) must be specified. In addition, any relevant supplementary information that is available may be included (e.g., duration of the recording, location of the recording, etc.). For multimedia content accessed online, the date of access and the URL must be provided.

E.g.

MULTIMEDIA

- [i] C. Coolidge, "Equal Rights," in *American Leaders Speak: Recordings from World War I and the 1920 Election, 1918–1920*. Accessed Oct. 30, 2018. [Sound recording]. Available at: <http://memory.loc.gov/ammem/nfhtml>
- [i] J. Lyiscott, "3 Ways to Speak English," *TED Video*. Accessed: Jan. 10, 2016. [Online Video]. Available at: https://www.ted.com/talks/jamila_lyiscott_3_ways_to_speak_english
- [i] B. Nyland, "Tesla Model S Customer Stories – Winter Driving in Norway," *YouTube*. Accessed: Oct. 30, 2018. [Online Video]. Available at: <https://www.youtube.com/user/bjornnyland/featured>

5.2.6.4.3 Interviews

In the case of a published interview, publication information for the medium in which the interview appeared should be provided. In exceptional cases, it is permissible to cite unpublished interviews and personal communications; however, these should not be included in the bibliography but only mentioned in the main text (see also Chapter 5.2.1 Special Formats: In-text Citations). Transcripts of interviews or personal communications should be submitted on a separate data storage medium for bachelor's and master's theses. The consent of the person concerned to the use of the communication must be documented and retained.

E.g.

PUBLISHED INTERVIEWS

- [i] A. Jolie. Interview with John Smith. *Newsweek*, February 3, 2009.

UNPUBLISHED INTERVIEWS (IN THE BODY TEXT ONLY)

...according to information provided by John Smith during an interview with the author on March 5, 2009.

QUALITATIVE INTERVIEWS

Interviews conducted systematically as part of empirical research must be cited according to a recognized format. The citation style used must allow the cited statements to be located and verified in the interview transcripts. The paper must include a list of the interviews conducted, in which they are listed and numbered. Interviews are typically anonymized, so that the name of the interviewee is replaced by a code (Interview 1). If this meets the requirement for anonymization, the interviewee's position may be cited. For interviews that may be used without anonymization, the interviewee's name and job title are cited. Details regarding the location and date of the interview must always be included in the bibliography.

The numbering of the interviews in the list and in the respective transcript must match, so that every cited passage can be clearly traced back to an interview and a transcript.

The in-text citation includes the interview number and the reference to the text passage, which is based on the numbering of the transcripts. There are different variations here: If the lines are numbered in the transcripts, the line numbers are cited in the in-text citation. If the paragraphs are numbered in the transcripts, the paragraph numbers are cited in the in-text citation.

Please note that a written consent form must be obtained from the interviewee in advance to ensure permission to use the data (i.e., content) within the scope of your own work. This consent form must specify whether the data will be processed anonymously or non-anonymously. This form is legally binding. A template is available at the FHWN.

E.g.

LIST OF QUALITATIVE INTERVIEWS – ANONYMIZED

Interview 1, employee of Muster GmbH in a managerial position. Vienna, April 25, 2018.

Interview 2, employee of Muster GmbH. Vienna, April 26, 2018.

LIST OF QUALITATIVE INTERVIEWS – NON-ANONYMIZED

Interview 1, Maxima Muster, Managing Director of Muster GmbH. Vienna, April 25, 2018.

Interview 2, Ludwig Doe, sales employee at Muster GmbH. Vienna, April 26, 2018.

INTERNAL REFERENCES IN QUALITATIVE INTERVIEWS

Option 1, transcript is numbered by line: (Interview 1, lines 25–29).

Option 2, transcript is numbered by paragraph: (Interview 1, para. 26).

5.2.6.4.4 Internal documents (company documents, tender documents)

Internal, unpublished documents are cited with the addition “unpublished document.” The following examples are included as in-text citations and as references in the bibliography.

E.g.

WORD DOCUMENT

[i, p.]

[i] Company. Year. “Title of the document.” In: filename.doc, accessed on XX/XX/XXXX, UNPUBLISHED DOCUMENT.

POWERPOINT PRESENTATION

[i, p.]

[i] Company. Year. “Title of the presentation.” In: filename.ppt, as of XX/XX/XXXX, UNPUBLISHED DOCUMENT.

EXCEL DOCUMENT

[i]

[i] Company. Year. “Title (Optional: Add the title of the worksheet as a subtitle).” In: filename.xls, as of XX/XX/XXXX, UNPUBLISHED DOCUMENT.

IMAGE FILE

[i]

[i] Company. Year. “Title.” In: filename.jpg, accessed on XX/XX/XXXX, UNPUBLISHED IMAGE.

FOLDER/BROCHURE

[i, p.]

[i] Company. Year. “Title of the brochure.” Location.

[i] Company. Year. “Title of the brochure.” Place, UNPUBLISHED DOCUMENT.

TENDER DOCUMENTS

[i]

[i] Initial(s) of the teacher’s first name(s). Teacher’s last name. (Year). Course title [Media format].

5.2.6.4.5 Software and Program Code

If you refer to existing software or program code created by other programmers in your own academic work, you must also provide a corresponding citation in such cases. However, if the examples of computer code are widely known, as is the case with the well-known “Hello World” program, then a citation is not required. In case of doubt, however, you should consult with your advisor to clarify whether the code needs to be cited or not.

In the body of the text, software or program code is cited in the same way as a textual source. This means that a reference number is also assigned to the software or program code. In the bibliography, for software and program code, the year, the title of the program or program code, the version of the code, the type (software or program code), and the available URL or the name of the operating company must be listed. In the case of program code, the names of the programmer(s) of the code must also be listed at the beginning. The following examples show how these references should be listed in the bibliography:

In addition, reference should be made here to the FORCE11 citation principles regarding software, which

E.g.

SOFTWARE AND PROGRAM CODE

- [i] J. Smith, *Graphics Drawer source code*, Version 2.0. (2011). Accessed on: August 19, 2025. [Program code]. Available at: <http://www.graphicsdrawer.com>
- [i] *IBM SPSS Statistics*. Version 27, (2020). IBM.
- [i] *Antenna Products*. (2011). Antcom. Accessed on: January 11, 2025. [Online]. Available at: <https://www.antcom.com/products>
- [i] D. W. Arning et al. *Mixed Mode–Mixed Level Circuit Simulator*. (2011). Ngspice. Accessed on: Jan. 11, 2019. [Online]. Available at: <http://ngspice.sourceforge.net>
- [i] *MSDN Library Visual Studio 6.0*. (2001). Microsoft.

are also followed by the IEEE citation style and are outlined in the following publication:

A. M. Smith, D. S. Katz, and K. E. Niemeyer, “Software Citation Principles,” *PeerJ Computer Science*, vol. 2, e86, Sept. 2016. doi: 10.7717/peerj-cs.86.

5.2.6.4.6 Datasets

A reference is also required when citing existing datasets. In the body of the text, the dataset is cited like a text source by assigning a reference number. The following information must be included in the reference list: the author(s) responsible for creating the dataset; the publication date: year and full date (if available); the full title of the dataset, including the edition or version number, if available; publisher and/or distributor, as well as the electronic location or digital identifier (URL or DOI, if available). If the title and identifier are not specific to the exact instance of the dataset used, the information must be supplemented with the specific retrieval date. The following examples are provided, as they also appear in the IEEE Reference Guide:

DATASET WITH DOI NUMBER OR DOI ADDRESS

- [i] U.S. Department of Health and Human Services, Aug. 2013, "Treatment Episode Dataset: Discharges (TEDS-D): Concatenated, 2006 to 2009," U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Office of Applied Studies, doi: 10.3886/ICPSR30122.v2.
- [i] U.S. Department of Health and Human Services, Aug. 2013, "Treatment Episode Dataset: Discharges (TEDS-D): Concatenated, 2006 to 2009," U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Office of Applied Studies, doi: <http://dx.doi.org/10.3886/ICPSR30122.v2>.

DATASET WITH URL

- [i] U.S. Department of Health and Human Services, Aug. 2013, "Treatment Episode Dataset: Discharges (TEDS-D): Concatenated, 2006 to 2009," U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Office of Applied Studies. [Online]. Available at: <http://www.icpsr.umich.edu/icpsrweb/SAMHDA/studies/30122/version/>

In addition, reference should be made here to the FORCE11 citation principles regarding software, which the IEEE citation style also follows and which are outlined in the following publication:

Data Citation Synthesis Group: Joint Declaration of Data Citation Principles. Martone M. (ed.) San Diego, CA: FORCE11; 2014. <https://doi.org/10.25490/a97f-egykh>

5.2.6.4.7 Mathematical Formulas and Equations

There are detailed formatting guidelines for the presentation of mathematical symbols, formulas, and equations, which can be found in a separate IEEE guide. To keep the citation styles in this guide concise, we will not provide an example here but instead refer directly to this guideline:

Institute of Electrical and Electronics Engineers (IEEE) Publication Operations. *EDITING MATHEMATICS*. (2023). Accessed on: Aug. 21, 2025. Available at: <https://docs.google.com/document/d/1vd5snQbsksmAlm8p6LWb8RmG2dc--a9hbaFzQUPkxQ/edit?tab=t.0#heading=h.ategfdelart>

5.2.6.4.8 Bibliographic References for Legal Sources

First, we distinguish between (1) relevant legal scholarship and (2) other works (e.g., in economics) that incorporate legal sources.

Re. 1) Legal scholarly works apply a recognized legal methodology (e.g., legal dogmatics, comparative law). They primarily draw on legal norms as sources and foundations for scholarly analysis. For legal scholarship, the application of the citation rules according to Dax and Hopf (2019) as well as reading the contents of Kerschner's book (2022) is recommended. A conceivable alternative to this would be, for example, the application of the Guide to Legal Citation (leg cit) by Keiler and Bezemek (2020).

Re 2) At the University of Applied Sciences Wiener Neustadt, academic papers are regularly written with the inclusion of legal sources. In these cases, the legal sources do not—as in the legal scholarship described above—constitute the primary material for applying the chosen method, but rather serve as supplementary sources for addressing the research topic. The following citation recommendation applies to these papers:

Specialized literature—including legal literature (books and articles in legal journals and the like)—is cited according to the Chicago (Author-Date) style. Special citation formats are used when citing legal sources. Legal sources include, in particular, laws, treaties, administrative acts, and decisions such as judgments and rulings.

When using legal sources to write an academic paper, all necessary information for clearly identifying the legal source must be provided within the main text. Note that for some legal provisions, a distinction is made between the full form, the short form, and the abbreviation. Upon first mention, the common designation—which is usually the short form—must be provided, followed by the abbreviation in parentheses. Any subsequent mention requires only the abbreviation.

For EU regulations and directives, the number of the legal provision must always be included with the abbreviation (e.g., GDPR 2016/79; Consumer Goods Purchase Directive 1999/44). In some cases, the number alone may serve to identify the legal source for European legal acts, e.g., Reg. 1/2003. For Austrian legal acts, however, it is not necessary to include the number with the abbreviation; the acronym is simply used, e.g., ABGB, UGB, B-VG, etc.

E.g.

LONG FORM

Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC

INTERNAL CITATION IS PROVIDED VIA REFERENCE NUMBER

ABBREVIATION IN THE BODY TEXT

GDPR 2016/679

BODY TEXT

First mention: The General Data Protection Regulation (GDPR 2016/679) of the European Union, adopted in 2016, defines sensitive data in Art. 9, para. 1 as ...

Further mention: In Austria, the provisions of the GDPR 2016/679 were specified by ...

REFERENCE

[i] Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR), OJ L 119/2016, 1-88.

A specific provision within a legal act is usually identified by a section (§); in the case of international, European, and constitutional legal acts, by an article (Art.). Sections or articles are often further subdivided into paragraphs (para.), subparagraphs (sub.), and sub-subparagraphs (sub-sub.). To clearly document the legal situation being discussed, specify the provision to be cited as precisely as possible using the aforementioned structural markers. The symbol “§§” refers to multiple sections simultaneously.

E.g.

REFERENCES IN THE TEXT

Example of legislative text

The Data Protection Act BGBl I 165/1999 (DSG) stipulates in § 6(4) that ...

Pursuant to § 744(1)(1) ABGB, the revocation of a bequest is presumed if

The acquisition of ownership of movable property in good faith is governed by §§ 367f. ABGB.

*Example of case law: The *authority* decided as follows in its decision dated *date* under *file number*:*

The District Administration (BH) of Lilienfeld decided as follows in its decision dated January 31, 2016, under file number 2001/232 ...

The Supreme Court (OGH) justifies its judgment of October 22, 2007 (1 Ob 169/07w) regarding the reinstatement of the original judgment ...

Example of a standard: ÖNORM B 1802 stipulates in Section 2.4 that ...

For legal sources not listed in the following examples, proceed in a manner equivalent to the exemplary presentation shown here. If you are unfamiliar with the abbreviation of a legal source or if it is unclear what information the citation of a legal source should contain, please refer to Dax and Hopf (2019).



P. Dax and G. Hopf, eds. *Abkürzungs- und Zitierregeln AZR*, 8th ed. Vienna, Austria: MANZ'sche Verlags- und Universitätsbuchhandlung GmbH, 2019.

S. Keiler and C. Bezemek, *op. cit. Guide to Legal Citation*, 4th ed. Vienna, Austria: Verlag Österreich, 2020.

The application should be in accordance with the citation rules set forth here.

In addition, it is recommended to include a separate list of legal sources in the bibliography. There, the respective source references are listed with the full designation of the legal source (long form) followed by the short form and abbreviation in parentheses. In doing so, the source of the official publication of the legal act (e.g., the respective Federal Law Gazette, BGBl; for European legal acts, the Official Journal of the EU, OJ) must always be cited. If the legal act was amended after its enactment, the reference to the most recent amendment must be provided following the reference to the initial publication; for example, for the Trade Regulation Act, the citation is: BGBl 194/1994 as amended (abbreviated as “in der Fassung”) BGBl I 45/2018. Statute books are cited using the format *Part Number/Year* (e.g., I 111/2002). The abbreviation “No.” is omitted.

Regulations and directives of the European Union are abbreviated as Reg. (EU) or Dir. (EU) and cited with the number and year as indicated in EUR-Lex. Here, too, the abbreviation “No.” is omitted.

There are special provisions for citing case law. Please apply the provisions of Dax and Hopf (2019) *mutatis mutandis*. When citing decisions, the relevant authority, the date, and the case number must always

be provided. In addition, for decisions of the ECHR and the ECJ, the names of the parties are listed (*in italics*).

LAWS

- [i] Federal Act on Special Civil Law Provisions for Companies (Austrian Commercial Code, UGB), dRGBI p. 219/1897, as amended by BGBl I 58/2018.
- [i] Federal Act on the Protection of Natural Persons with Regard to the Processing of Personal Data (Data Protection Act – DSG), Federal Law Gazette I 165/1999, as amended by Federal Law Gazette I 24/2018.
- [i] Income Tax Guidelines (EStR) 2000, GZ 06 0104/9-IV/6/00 as amended by GZ BMF-010203/0048-VI/6/2011.
- [i] Trade Regulation Act 1994 (GewO 1994), Federal Law Gazette 194/1994, as amended by Federal Law Gazette I 111/2002.

EU DIRECTIVES AND REGULATIONS

- [i] Commission Directive 2003/82/EC of September 11, 2003, amending Council Directive 91/414/EEC as regards standard phrases for specific hazards and safety instructions for plant protection products, OJ L 228, 11–28.
- [i] Commission Regulation (EC) No. 631/94 of March 21, 1994, on the supply of cereals under food aid, OJ L 78, 23–27.

NORMS AND STANDARDS

- [i] German Institute for Standardization e.V. 2014. DIN EN ISO 9001:2014-08, Quality Management Systems — Requirements (ISO/DIS 9001:2014). Berlin: Beuth.
- [i] Austrian Standards Institute. 1997. ÖNORM B 1802, Real Estate Valuation – Fundamentals. Vienna.
- [i] *IEEE Criteria for Class IE Electric Systems*, IEEE Standard 308, 1969.

PATENTS

- [i] J. P. Wilkinson, “Nonlinear resonant circuit devices,” U.S. Patent 3,624,125, July 16, 1990.
- [i] K. Klionovski, “Broadband dual-band microstrip antenna,” (in Russia), RU Utility Model Patent 167296, Dec. 27, 2016.

PATENTS ONLINE

- [i] Musical toothbrush with adjustable neck and mirror, by L. M. R. Brooks. (May 19, 1992). Patent D 326 189 [Online]. Available at: NEXIS Library: LEXPAT File: DESIGN
- [i] Screwless, clip-mounted computer drive, by D. Williams. (Apr. 26, 2005). U.S. Patent 6,885,550 [Online]. Available at: <http://patft.uspto.gov/netacgi/6,885,550>

CASE LAW AND DECISIONS

- [i] BH Lilienfeld, Decision of Jan. 31, 2016, Ref. No. 2001/232.
- [i] Regional Tax Office Perg, Decision of April 26, 2006, Ref. No. Sich71-1146.
- [i] ECHR, November 3, 2011 (GK), 57813/00, *S. H. et al. v. Austria*.
- [i] ECJ, March 12, 2002, C-168/00, *Leitner v. TUI*.
- [i] Supreme Court of Austria, Jan. 14, 1997, 5 Ob 2364/96z.

5.2.7 Further Information

You can download all official documents related to the IEEE citation system—which forms the basis for the citation recommendations in the Citation Guide—for free via the following links:

- IEEE Reference Guide:
<https://docs.google.com/document/d/1j1L96U2NagwWI9MEVDNVKt9pXxRzTH7h3krI3Mb6wZE/edit#heading=h.b2e0set9htjw>
- IEEE Editorial Style Manual for Authors:
<https://docs.google.com/document/d/1OaIFyqVfxKKMeIF79U3B93SjmlEiTnJC12wPJrKeSDM/edit>
- IEEE Mathematics Guide:
<https://docs.google.com/document/d/1vd5snQbsksmAlm8p6LWb8RmG2dc--a9hbaFzQUPkxQ/edit#heading=h.ategfddelart>
- IEEE journal and magazine titles and reference abbreviations:
https://docs.google.com/spreadsheets/d/1D4xH38098a2xpg0sO16o9gQuje1bq_-GOinRRPTYZac/edit#gid=0

In addition to these resources, there are other relevant support websites:

- <https://ieee-dataport.org/help/how-cite-references-ieee-documentation-style>
- <https://libraryguides.vu.edu.au/ieeereferencing/gettingstarted>
- <https://libguides.murdoch.edu.au/IEEE/home>

Further sources:

P. Dax and G. Hopf, eds., *Abkürzungs- und Zitierregeln AZR*, 8th ed. Vienna, Austria: MANZ'sche Verlags- und Universitätsbuchhandlung GmbH, 2019.

S. Keiler and C. Bezemek, *op. cit. Guide to Legal Citation*, 4th ed. Vienna, Austria: Verlag Österreich, 2020.

F. Kerschner, *Academic Writing Techniques for Lawyers. Workbook for Legal seminar papers, diploma theses, master's and bachelor's theses, dissertations, and academic articles with a comprehensive list of abbreviations*, 7th ed. Vienna, Austria: facultas, 2022.

The University of Chicago, *The Chicago Manual of Style*. 18th ed. Chicago, IL, USA: The University of Chicago Press, 2024.

Please consult these documents first before contacting FH staff with questions. If you cannot find an answer to your questions here, please contact your academic advisor or the person responsible for the course. Please direct questions regarding special cases to the Institute of Scientific Methodology & Market Research (<https://www.fhwn.ac.at/en/university/institutes/scientific-methodology-market-research>).

5.3 Chicago Citation Guidelines

5.3.1 Special Formats: Internal References

Multiple sources: Indirect citations may refer to more than one source.⁹ In this case, the various sources should be listed within a single set of parentheses and separated by a semicolon.

MULTIPLE SOURCES

... has shown that it plays a decisive role (Ewing 1990; Lee 1991).

E.g.

The order of the references may be based on the order in which the sources are cited in the main text, or it may reflect the relative importance of the cited sources. If neither of these approaches applies to a given case, an alphabetical or chronological order is recommended.

Multiple authors: In the case of narrative citation, for works by two authors, the last names are linked with “and.” If there are more than two authors, only the first name is listed, followed by a space and the abbreviation “et al.” (Latin: “and others”). In the case of parenthetical citation (references in parentheses), the last names of two authors are also connected with the word “and.” For more than two authors, the same procedure as in narrative citation is followed: only the first name is listed, followed by a space and the abbreviation “et al.”



In the bibliography, for works with two authors, the names of both authors are connected by a semicolon, followed by a space and the word “and.” For three to six authors, the authors’ names are listed, and a semicolon followed by a space and the word “and” is inserted between the penultimate and last names. If there are more than six authors, the names of the first three authors are listed, followed by a semicolon with a space and the abbreviation “et al.”

Multiple authors with the same last name: If there are two or more sources in the bibliography by different authors but with the same last name, and these are cited in the main text via an in-text citation, then the in-text citation must be preceded by the first letter of the first name (or, if necessary, the second letter, or even the entire first name), followed by a period without a space and a space before the last name.

Institutional author: An institutional author (company, organization) is treated like an individual author, though an abbreviation should be used in the in-text citation for easier reading (in the bibliography, the abbreviation should also be listed first, with the full name added in parentheses).

One author, multiple sources: If multiple works by the same author(s) with different publication dates are cited, the years of the sources are separated by a comma and a space. However, if multiple works have the same publication date, the reference entries in the bibliography and corresponding in-text citations

⁹ Note: however, this applies only if multiple sources are cited for the same statement or claim. It must therefore be possible to clearly assign the sources to a specific statement or claim. For example, it would not be permissible to list all these sources at the end of a paragraph containing several different statements and/or claims from various sources in a single in-text citation, as this makes it difficult or impossible to clearly assign a statement or claim to a specific source.

should be labeled with letters (1999a; 1999b). Here, too, in-text citations must correspond to the complete bibliographic entries in the bibliography.

E.g.

IN-TEXT CITATIONS/EXAMPLES

TWO AUTHORS

Narrative style: Samuelsen and Nordhaus (1985)

Paranthenetical style: (Samuelsen and Nordhaus 1985)

MORE THAN TWO AUTHORS

Narrative style: Geyer et al. (2015)

Paranthenetical citation: (Geyer et al. 2015)

WORKS BY DIFFERENT AUTHORS WITH THE SAME LAST NAME

Narrative style: A. Miller (2020)

D. Miller (2022)

Paranthenetical notation: (A. Miller 2020)

(D. Miller 2022)

MULTIPLE WORKS BY THE SAME AUTHOR(S) WITH DIFFERENT / THE SAME PUBLICATION DATES

One author

Narrative style: Whittaker (1967, 1975)

Wiens (1989a, 1989b)

Paranthenetical citation: (Whittaker 1967, 1975)

(Wiens 1989a, 1989b)

Two authors

Narrative style: Samuelsen and Nordhaus (1976, 1985)

Samuelsen and Nordhaus (1985a, 1985b)

Paranthenetical style: (Samuelsen and Nordhaus 1976, 1985)

(Samuelsen and Nordhaus 1985a, 1985b)

Three or more authors

Narrative style: Schonen et al. (2023, 2024)

Miller et al. (2010a, 2010b)

Paranthenetical style: (Schronen et al. 2023, 2024)

(Miller et al. 2010a, 2010b)

When citing specific page numbers or a page range, use commas to separate the publication year from the page number or range, and semicolons to separate the sources:

(Wong 1999, 328; 2000, 475)

INSTITUTIONAL AUTHOR - INTERNAL REFERENCE

(BMK 2022)

When a specific reference—such as a particular page, a paragraph (para.), a section (sect.), an equation (eq.), or a chapter (ch.)—is cited in an internal reference, the year of publication is followed by a comma and a space, and then the details of the specific reference. When referring to an entire volume of a series without a page number, the abbreviation “Vol.” is used. If, in addition to the volume, information regarding the page number or page range is available, the abbreviation “Vol.” is omitted, and only a colon is required after the volume number. The “n” in the example by Fischer and Siple in the examples listed below stands for “footnote.” The last example illustrates a strategy for citing a specific location (e.g., a section heading, if no other details are available that could be mentioned in the specific citation) in a work that does not contain page or section numbers or other numerical references, as may be the case with some digital or electronic documents:

E.g.

INTERNAL REFERENCES WITH PAGE NUMBER(S)

(Kocks 2001, 24)	The citation refers to a passage on page 24.
(Kocks 2001, 24–25)	The citation refers to a passage that spans from page 24 to page 25.
(Kocks 2001, 24–27)	The citation refers to a passage that extends from page 24 to page 27.
(Kocks 2001, 24, 27)	The citation refers to passages on pages 24 and 27.
(Kocks 2001, 413, 417–18)	The citation refers to passages on pages 413 and a passage that extends from page 417 to page 418.

INTERNAL REFERENCES WITH FURTHER SPECIFICATIONS

(Claussen 2015, Section 2.15) or (Claussen 2015, ¶ 2.15)	Section 2.15
(Johnson 1979, Section 24) or (Johnson 1979, § 24)	Section 24
(Fowler and Hoyle 1965, Eq. 87)	Equation 87
(Hsu 2017, Ch. 4)	Chapter 4
(García 1987, Vol. 2)	Volume 2
(Barnes 1998, 2:354–55)	Volume 2, pp. 354–55
(Fischer and Siple 1990, 212n3)	Page 212, footnote 3
(Hellman 2017, under “The Battleground”)	Text section under the heading “The Battleground”

Note: Due to space constraints, only parenthetical notation was used in these examples.

The following examples are classified as personal communications and therefore do not receive their own reference number, as they are sources that cannot be found by readers:

- Letters
- Personal communications
- Phone calls
- Emails and chats

These sources are simply cited directly in the body of the text as follows:

E.g.

PERSONAL COMMUNICATION

According to information provided by Sebastian Dörn, there is an algorithm specifically developed for this problem (via email to the author, March 31, 2026).

5.3.2 Direct quote

5.3.2.1 Text integration of quotations

Quotations can be either integrated or non-integrated references. In an integrated reference, the name of the cited author(s) has a grammatical function within the sentence. Thus, this form of citation corresponds to narrative writing. In a non-integrated reference, the name of the cited author(s) stands outside the structure of the sentence and has no grammatical function. Thus, this form of citation corresponds to parenthetical style. High-quality academic work is characterized, among other things, by the successful integration of citations into the text.

E.g.

INTEGRATED REFERENCE

Mayring (2015, 13) describes that content analysis “does not merely focus on the content of communication” and proposes “*category-guided text analysis*” as an alternative term.

or

“Since it does not focus solely on the content of communication, the term ‘content analysis’ remains problematic; ‘*category-guided text analysis*’ would likely be more accurate,” argues Mayring (2015, 13).

or

“Since it does not focus solely on the content of communication, the term ‘content analysis’ remains problematic,” argues Mayring (2015, 13) and proposes “*category-guided text analysis*” as an alternative term.

NON-INTEGRATED REFERENCE

“Since it does not focus solely on the content of communication, the term ‘content analysis’ remains problematic; ‘*category-guided text analysis*’ would likely be more accurate” (Mayring 2015, 13).



VERBS FOR TEXT INTEGRATION

analyze, comment on, argue, point out, assert, observe, report, describe, demonstrate, discuss, develop, explain, elaborate, mention, point out, write, study, illustrate, clarify, refer to, suggest, show, etc.

5.3.2.2 Special rules for direct quotation

5.3.2.2.1 Block quotation

If direct quotations are longer than 100 words, they are set apart from the rest of the text by continuous indentation (“block quotation”). The quotation itself is single-line, uses a smaller font size¹⁰, and is not enclosed in quotation marks.

E.g.

EXAMPLE OF A BLOCK QUOTE

However, simply choosing a topic is not enough. Rather, an academic paper is characterized by a central research question, as Raab-Steiner and Benesch (2015, 38) clarify:

The formulated topic constitutes the working title, that is, in a sense, an umbrella term that one can and, of course, should use as a guide throughout the writing process. However, extensive elaborations on a chosen topic are by no means a contribution to the further development of a discipline, a field of study, or science. First and foremost, it is about ... the expansion of knowledge. This can subsequently only be achieved by formulating and answering a research question.

Formulating a well-defined research question first requires an intensive engagement with the scientific literature. ...

A quotation that contains more than one paragraph (even if the paragraphs are very short and comprise fewer than 100 words in total) is also formatted as a block quotation. A multi-part block quotation should generally reflect the paragraph breaks of the original, with one important exception: The first quoted paragraph should begin flush left, even if the original text has an indent on the first line. The first line of the subsequent paragraphs, however, is indented.

E.g.

EXAMPLE OF A BLOCK QUOTATION COMPRISING MULTIPLE PARAGRAPHS

Moosbrugger and Kelava (2020, 15–16) comment on the term “questionnaire” as follows:

Scientifically sound (psychological) measurement instruments (tests or questionnaires), on the other hand, usually contain several thematically coordinated questions/tasks/items that refer to various manifestations of characteristics that cannot be directly observed (“latent constructs”). The items serve as indicators of these characteristics, through which the latent constructs can be operationalized, i.e., made measurable. To elicit the latent constructs, the responses to the items are not interpreted separately but are calculated into a test score that provides information about the level of the characteristic of interest on a scale...

To better distinguish a layperson’s questionnaire from a scientifically sound test or questionnaire, we first provide the following definition of a psychological test. This definition equally includes scientific questionnaires:

A test is a routine scientific procedure for measuring the levels of empirically definable (psychological) traits, with the aim of obtaining as accurate a picture as possible of the (relative) quantitative degree or qualitative category of individual trait levels.

Block quotations should also be used in the following cases: for quoted correspondence (provided that salutations, signatures, etc., are included), for lists or enumerations, and in all cases requiring special formatting.

¹⁰ The Chicago Manual of Style does not provide any explicit guidelines on this (such as 10 pt instead of 12 pt).

5.3.2.2.2 Omissions

Neither the wording of a direct quotation nor the spelling or punctuation may be altered. If parts of a quotation are omitted, the omission should be marked with three dots.

E.g.

OMISSION IN A DIRECT QUOTATION

“The lower the incentive compatibility, ... the greater the motivation problems and the more likely it is that the agreed-upon tasks and rules will not be fulfilled” (Picto et al. 2008, 7).

The three ellipsis points must always appear together on the same line (using non-breaking spaces¹¹). If the ellipsis points appear at the beginning of a new line, the preceding punctuation mark (such as a period) appears at the end of the line above. A period is also inserted before the three ellipses to indicate the omission of the end of a sentence, unless the sentence is intentionally quoted incompletely. A period is also placed before the three ellipses when an entire sentence (or several entire sentences) is to be omitted afterward.

E.g.

The following text passage from Döring* (2023, 20), which is to be shortened, serves as an illustration:

Secondary sources commonly used in academia include, for example, textbooks in which important studies are presented. This book also contains numerous descriptions of study examples. These textbook descriptions of studies have the character of secondary sources: the original works are each presented from very specific didactic perspectives and do not claim to cover all or even just the most important aspects—from the researchers’ perspective. Those interested in the studies mentioned in more detail are therefore referred to the respective primary sources. Lectures and lecture notes that present empirical studies are classified as secondary sources and should not, for example, be cited in theses without first consulting the original source.

OMISSION IN A DIRECT QUOTATION WHEN OMITTING THE END OF A SENTENCE

The text passage shortened by omissions might look like this:

Secondary sources commonly used in academia include, for example, textbooks that present important studies. This book also contains numerous descriptions of study examples. These textbook descriptions of studies have the character of secondary sources. ...Lectures and lecture notes... should not, for example, be cited in theses without first consulting the original source.

*Note: In this case, the source is the following: Döring, Nicola. 2023. *Research Methods and Evaluation in the Social Sciences and Humanities*. 6th ed. Springer.

The omission of one or more paragraphs within a quotation is indicated by a period followed by ellipsis at the end of the paragraph preceding the omitted section. If the first part of a paragraph is omitted within a quotation, an indent and ellipsis appear before the first quoted word. It is therefore possible to use ellipses both at the end of a paragraph and at the beginning of the next one.

¹¹ Non-breaking spaces prevent unwanted line breaks and can be inserted in Microsoft Word using the keyboard shortcut [Ctrl] + [Shift] + [Spacebar].

E.g.

OMISSION IN DIRECT QUOTATION WHEN OMITTING ONE OR MORE PARAGRAPHS

Since the social sciences focus on human behavior, experience, and coexistence, ... various specific methods are still relevant. ... These are also referred to as methods of empirical social research (“social research methods”) to distinguish these specific empirical research methods from observational or measurement methods used in the natural and technical sciences....

...This also gives rise to a distinct canon of social science methods, which, however, builds upon methods from the natural sciences and the humanities. Thus, qualitative empirical social research follows in the tradition of the humanities, whereas quantitative empirical social research follows in the tradition of the natural sciences....

An attempt to overcome such classification problems is the concept of the human sciences, which unites all humanities, social sciences, natural sciences, and engineering disciplines or subdisciplines that deal with humans as their central object of study....

Two different types of ellipses are used in mathematical formulas and equations. For omitted operations and relations, the three ellipses are placed in the center, aligned with the formula symbols. In an omitted list of terms or similar (where the terms are separated by commas), the three ellipses are placed on the baseline (i.e., as in normal running text), and commas should follow each term in the list and follow the ellipses if the list has a final item.

E.g.

OMISSIONS IN MATHEMATICAL FORMULAS AND EQUATIONS: OPERATIONS AND RELATIONS

$$x_1 + x_2 + \cdots + x_n$$

OMISSIONS IN MATHEMATICAL FORMULAS AND EQUATIONS: OMITTED TERMS

$$x_1, x_2, \dots, x_n$$

5.3.2.2.3 Error in the original text

If there is an error in the source (e.g., in spelling, grammar, or content), it is generally permissible to quote the error as is. The abbreviation “[sic]” (Latin for “sic erat scriptum”: “so it was written”) is added immediately after the word containing the error.

However, this should only be done when absolutely necessary, such as when readers might otherwise believe that it is a translation error rather than an error in the original text. Furthermore, the error should only be reproduced if a paraphrase or implicit correction is inappropriate. Furthermore, [sic] should not be used to draw attention to unconventional spellings; these should (if at all) be explained in a note or a preface. Similarly, a corresponding comment or note when reproducing text material with many errors and variant spellings (such as a collection of informal letters) renders multiple [sic] unnecessary. In any case, obvious typos should be corrected silently (without comment or [sic]), unless the quoted passage comes from an older work, a manuscript, or another unpublished source, in which spelling peculiarities are generally preserved.

E.g.

ERROR IN THE ORIGINAL TEXT

“So much be said [sic] that Klemperer’s contribution to the understanding of fascism is of inestimable value” (Jäger 2002, n.p.).

5.3.2.2.4 Changing the first letter

The first letter of the quotation may be replaced with an uppercase or lowercase letter. The changed letter may, but does not have to, be placed in square brackets¹².

E.g.

CHANGING THE FIRST LETTER

Mayring (2015, 13) proposes the term “category-guided text analysis” as an alternative designation for text analysis, “since it does not focus solely on the content of communication.”

5.3.2.2.5 Personal additions/comments

Your own additions and comments may be inserted in square brackets within the quotation to clarify ambiguities, fill in missing words or letters, correct an error, or reproduce the original word or phrasing in a translation if the English translation fails to convey the exact meaning. They must never be used in a way that alters or distorts the meaning of the original text or otherwise misquotes the source, and should be used as sparingly as possible.

E.g.

ADDITION/NOTE

“The building [Stuttgart Werkbund Housing Estate] was constructed in 1927.”

5.3.2.2.6 Emphasis

A portion of a quotation can be highlighted using *italics*. In this case, the note “Italics added” must also be included in the in-text citation, preceded by a semicolon and a space. If words are already written *in italics* in the original text, the note “Italics in the original” should also be included.

E.g.

EMPHASIS ADDED

“The lower the incentive compatibility, ... the greater the motivation problems and the more likely it is that the agreed-upon tasks and rules *will not be fulfilled*” (Picto et al. 2008, 7; italics added).

EMPHASIS IN THE ORIGINAL

“The event or state that the researcher observes as a result of manipulating the independent variable is referred to as *the dependent variable* (DV).” (Zimber 2012, 21; italics in the original).

¹² According to the Chicago Manual of Style, it is considered mandatory in some legal texts, certain textual analyses or commentaries, and other contexts to indicate any changes in capitalization using square brackets.

5.3.2.2.7 Quotation marks in the original text

If the original text contains double quotation marks, these must be replaced with single quotation marks in the citation.

E.g.

DOUBLE QUOTATION MARKS IN THE ORIGINAL TEXT

“The first two criteria for relevant journalism can be examined by looking at how journalists deal with the American war aim of ‘democratizing Iraq’” (Jensen 2003, 15).

In the case of a block quotation, quoted content within the block quotation is placed in double quotation marks.

E.g.

EXAMPLE OF A BLOCK QUOTATION

Döring (2023, 106–107) comments on the application of quality criteria from quantitative to qualitative research as follows:

One approach to defining quality criteria for qualitative research is to draw on the quality criteria of quantitative research or to adapt them to the qualitative approach. In this context, the core criteria of quantitative research—typically “objectivity, reliability, and validity,” “reliability and validity,” or “objectivity, reliability, internal, and external validity”—are usually taken as the basis for methodological rigor.

This approach poses two problems. First, in these attempts at transfer, the systematics and definitions of quantitative quality criteria are often used imprecisely: There is often a conflation of the test quality criteria of objectivity, reliability, and validity (which relate to measurement instruments) with the validity criteria of scientific statements (especially internal and external validity), which depend primarily on characteristics of the study design. Second, it is worth questioning whether it makes sense to import criteria for studies that follow a completely different scientific-theoretical paradigm into the qualitative paradigm....

5.3.2.2.8 Foreign-language citation

If the quotation is written in a foreign language, it is cited in the original language and should be accompanied by a translation if it can be assumed that the readership is not familiar with the foreign language (which should always be assumed in case of doubt).

Quotations from a language other than English are generally incorporated in the same way as other direct quotations, depending on their length, either as quotations in quotation marks or as block quotations. The punctuation corresponds to that of the original, although quotation marks may generally be replaced by special forms of quotation marks such as guillemets (“«” and “»”).

A translation can (and generally should) follow the original in parentheses—or the original can follow a translation. The only important thing is to use a consistent approach. Quotation marks do not need to be repeated for the translation (or the original, depending on the approach chosen) within parentheses; however, any internal quotation marks must be included. If the translation or the original in parentheses consists of a long sentence or multiple sentences, the closing punctuation marks of the original and the translation should remain clearly distinguishable. The source is placed before the translation or the original in parentheses and separated from the translation or the original by a semicolon and a space.

E.g.

QUOTE IN ANOTHER LANGUAGE

“Les femmes dans des activités masculines adoptaient des stéréotypes masculins” (Doutre 2014, 332; Women working in male-dominated fields adopted masculine stereotypes.).

If adding a translation or the original text significantly impairs readability, the translation or the original text may alternatively be included as a footnote. In this case, it is placed in quotation marks, but not in parentheses.

E.g.

QUOTE IN ANOTHER LANGUAGE

“Les femmes dans des activités masculines adoptaient des stéréotypes masculins.”¹ (Doutre 2014, 332).

¹ “Women working in male-dominated fields adopted masculine stereotypes.”

5.3.3 Secondary citation

If you are quoting something that is already included as a quote in the source, it is a secondary quote.



Secondary citations should be avoided whenever possible. It is only permitted to use a citation from a secondary source if the original work is not accessible. When a citation from a secondary source is used, the primary source must also be acknowledged in the in-text citation (primary source, cited in secondary source). Only the secondary source is included in the bibliography.

E.g.

SECONDARY CITATION

(Fullan 1993, cited in Hahn 2003, 19)

5.3.4 Figures and graphics

Figures and graphics taken from another source must be accompanied by a reference. The reference should include the name(s) of the author(s), the year of publication, and the page number. Figures from websites are cited by author(s) (or institution) and the year the content was created. The source citation must be inserted in the text immediately below the figure as a short reference (in the form of an indirect quotation with the addition “Source:”), and the source must be listed in the bibliography with the complete bibliographic details.

Unless figures are presented separately (such as in a gallery, for example in the appendix), each figure should appear as soon as possible after the first reference to it in the text. The figure may only precede the reference if it is on the same page as the reference.

All text references to figures should be made in the following or a similar manner: “as shown in Figure 1”; “compare Figures 4 and 5.” A figure should never be referred to in the body text as “the photo on the opposite page” or “the graphic on this page.”

All figures with text references must be addressed in the body text. A separate list of figures may be provided for the figures.

FIGURES



Figure 1: People at risk of poverty or social exclusion (Source: EUROSTAT 2019)

For self-generated graphics based on data taken from another source, one of the following citation formats should be used:

ORIGINAL GRAPHICS BASED ON SOURCED DATA

Figure 2: Exchange rate trends from 1994 to 2001. Created based on Willis and Cruise (1993, 45).

Figure 3: Title of the figure. Data source: The Economist, June 2, 2002, 96.

REPRODUCED GRAPH

Figure 4: Figure title. Modified from Willis and Cruise (1993, 45).

5.3.5 Tables

In addition to figures, the use of tables is often useful. Tabular presentations are well-suited for compiling a large number of results in a clear and organized manner. There are also certain formatting guidelines for tables. In the main text, tables are assigned a number (Arabic numerals) and always cited in the following format: “Table 1,” “Table 2,” etc. Every table included must be referenced in the main text. Tables have their own numbering system within the main text (and thus there is no combined numbering system for figures and tables).

Tables taken from another source must be accompanied by a citation and referenced in the main text. The citation should include the author(s) names, the year of publication, and the page numbers. Tables from websites are cited by the author (or institution) and the year the content was created. The source citation must be included in the text directly below the table as a short reference (in the form of an indirect quotation with the addition “Source:”), and the source must be listed in the bibliography with the complete bibliographic details. The table heading is placed above the table, left-aligned. Footnotes or a legend may be inserted below the main body of the table. Only horizontal lines should be used.

A table should appear immediately after the first reference to it in the text, if possible. To facilitate page breaks, tables may span one or more pages or be arranged across facing pages. Tables that are less than one page in length are placed either at the beginning or at the end of a page.



TABLES

TABLE 1. Table title

Stub column head	Spanner head ^a		Spanner head	
	Column head	Column head	Column head	Column head
Stub entry				
Stub subentry	0.00	0.00	0.00 ^b	0.00
Stub subentry	0.00	0.00	0.00	0.00
Stub entry ^c				
Stub subentry	0.00	0.00	0.00	0.00
Stub subentry	0.00	0.00	0.00	0.00
Stub entry	0.00	0.00	0.00 ^b	0.00

Source: A source note acknowledges the source of the data, if not the author's own.
Note: General note to table. A general note might be used to explain how to interpret the data.
^aNote to the first spanner head.
^bNote that applies to the data in two different data cells.
^cNote to the second stub entry.

Table 1: Table Template (Source: The University of Chicago 2024, 160)

Note: Graphics and tables created by the author based on data collected by the author are not, however, a matter of citation (since nothing is actually being cited) and are therefore not discussed further in this citation guide. It should be noted that the official guidelines do not require references to one's own figures, graphs, or tables to be explicitly marked, for example with phrases such as "Source: own illustration" or "Source: own survey," even though this practice may be useful for explicitly highlighting one's own contribution. In addition to any program-specific design guidelines for the creation of figures, graphs, and tables, reference should also be made to the relevant recommendations in the Chicago Manual of Style (The Chicago Manual of Style 2024, Chapter 3).

5.3.6 Bibliography

5.3.6.1 Layout

- The bibliography begins on a new page following the main text.
- The words “Bibliography” are centered and written in bold at the very top.
- In both the bibliography and the main text, the titles of books (not journal articles) and the names of serial publications (e.g., academic journals) must be *in italics*.
- All lines except the first of each reference entry are indented so that the author’s or authors’ information stands out clearly on the left (negative first-line indentation).
- The bibliography is formatted in a single column.
- Individual reference entries should be separated by a space.
- For titles in English, all nouns, adjectives, adverbs, and verbs are capitalized. For example:
 - The Economist
 - Journal of Marketing
 - The Journal of Plagiarism Research
- For articles from academic journals, the page numbers for the entire article must be included in the reference entry (not just the pages used). For book chapters in edited volumes (anthologies), however, the page range should not be listed.
- Noun forms such as “editor” (Ed.), “translator” (Trans.), “volume” (Vol.), “edition” (Ed.), and “printing” (Prt.) are abbreviated in reference entries. Verb forms such as “published by” and “translated by,” however, are written out in full. None of this additional information is included in the body text, however.

5.3.6.2 Structure

- All reference entries are sorted alphabetically by the last names of the author(s).
- For the same author, reference entries are sorted by publication year from oldest to newest.
- All publications by a single author appear before joint publications by that same person with others. If joint publications have the same first author, the reference entries are sorted alphabetically by the last names of the co-authors.
- If there are two or more publications by the same person with the same publication year, lowercase letters “a,” “b,” etc., are added to the year in both the in-text citation and the bibliography. The order is determined alphabetically by title. However, this does not apply if the sources are by two or more authors from the same year in which the names appear in different orders: in such cases, no lowercase letters are added to the publication year.
- Unless citing from a first edition, the edition used must be specified after the title. To do this, place a period followed by a space after the title, followed by the abbreviation “ed.”
- Institutional authors (e.g., Advertising Standards Authority, Procter & Gamble, etc.) are treated as individual authors.
- Ideally, each reference should be attributed to an author’s name or an institution. If the author of a source is unknown and no institution can be identified as the author, the reference entry begins with the title. In in-text citations, “n.a.” is used in place of the author’s name (n.a. 2020).
- Anonymous articles and reference works are sorted alphabetically by title (whereby direct and indirect articles such as “a,” “the,” etc., are not taken into account).
- If an academic journal lists a DOI (Digital Object Identifier), it should be included. A DOI is a permanent ID that, when appended to “<https://doi.org/>” in the address bar of a web browser, leads to the source.

- If an online source does not have a DOI, the URL (Uniform Resource Locator) must be provided.
- Chicago does not require an access date if the publication date is known. If the publication date is unknown (e.g., for a website), the access date is provided.

The following pages provide examples of bibliographic entries depending on the type of publication.

5.3.6.3 Selected formats for bibliographic entries

E.g.

BOOK (SINGLE AUTHOR)

Brink, Alfred. 2013. *Writing Academic Papers: A Process-Oriented Guide to Writing Bachelor's, Master's, and Thesis Papers*. 5th ed. Springer.

BOOK (TWO TO SIX AUTHORS)

Lechner, Karl, Anton Egger, and Reinbert Schauer. 2010. *Introduction to General Business Administration*. Linde.

ARTICLE IN AN ANTHOLOGY

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. University of Chicago Press.

ONLINE BOOK

Backhaus Klaus, Bernd Erichson, Sonja Gensler, Rolf Weiber, and Thomas Weiber. 2025. *Multivariate Analysis Methods. An Application-Oriented Introduction*. 18th ed. Springer Gabler Wiesbaden. <https://doi.org/10.1007/978-3-658-47929-9>.

ARTICLE IN A SCIENTIFIC JOURNAL

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2): 405–450. <https://doi.org/10.1086/599247>.

ARTICLE IN A NEWSPAPER OR POPULAR SCIENCE MAGAZINE

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

ONLINE ARTICLE IN A NEWSPAPER OR POPULAR SCIENCE MAGAZINE

Blum, Dani. 2023. "Are Flax Seeds All That?" *New York Times*, December 13. <https://www.nytimes.com/2023/12/13/well/eat/flax-seeds-benefits.html>.

THESIS OR DISSERTATION

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

CONFERENCE PAPER

Nixon, Lyndon, Shu Zhu, Walter Rafelsberger, Fabian Fischer, Max Göbel, and Arno Scharl. 2017. "Video Retrieval for Multimedia Verification of Breaking News on Social Networks." Paper presented at the *1st International Workshop on Multimedia Verification (MuVer-2017)*, ACM Multimedia Conference. Mountain View, California, USA, October 23–27, 2017.

WORKING PAPERS AND UNPUBLISHED WORKS

Liu, Ernest, Yi Lu, Wenwei Peng, and Shaoda Wang. 2022. "Judicial Independence, Local Protectionism, and Economic Integration: Evidence from China." Working Paper No. 2022-120. Becker Friedman Institute for Economics, University of Chicago, August 30.

5.3.6.4 Bibliographic Citations for Special Source Formats

5.3.6.4.1 Websites, Blogs, and Social Media

In general, citing online content should be approached with caution due to the often questionable reliability of such content. If online content is cited nonetheless, the medium (i.e., the website, blog, social media platform, etc.) must be included in the bibliography. Online content is also cited using the name(s) of the author(s). The name of the author(s) is often evident from much online content. If the author of the content is unknown, the institution whose website, blog, or similar platform is accessed is cited in place of a name (see the website or blog's legal notice).

In the bibliography, entries referring to web-based information are not listed under a separate heading but are included with traditional sources. As with traditional sources, online sources are sorted alphabetically by the author's name (individual or institutional) or by title if no name or institution can be identified.

Since online content can change, the year should be cited for website content and the exact date of publication for blog and social media posts. If no publication date is available, the year of the website's last update, if available, is used as the basis for the citation.

When citing social media content, the real name and the username must be provided. The title should be either the entire content of a post or, for longer posts, the title of the post. A reference to the social media platform must be included, as well as precise details regarding the date and, if applicable, the time of the post.

E.g.

WEBSITE

Statistik Austria. 2018. "Inflation remains at 1.8% in February 2018." https://www.statistik.at/web_de/presse/116472.html.

BLOG

Germano, William. 2017. "Futurist Shock." *Lingua Franca* (Blog), *Chronicle of Higher Education*. February 15, 2017. <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/>.

SOCIAL MEDIA

Díaz, Junot. 2016. "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume." Facebook, February 24, 2016. <https://www.facebook.com/junotdiaz.writer/posts/972495572815454>.

O'Brien, Conan (@ConanOBrien). 2015. "In honor of Earth Day, I'm recycling my tweets." Twitter (now X), April 22. <https://twitter.com/ConanOBrien/status/590940792967016448>.

Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. <https://www.instagram.com/p/BDramfXTtNCt/>.

5.3.6.4.2 Multimedia content

When referencing multimedia content, e.g., videos, audio recordings, etc., one must first critically assess who should be cited as the author of the referenced content. You must consider what to cite, i.e., which person is responsible for the content. Is it the person speaking in the recording, the person who produced the recording, or the person who wrote the script for it? You must consider who is considered the creator of the reproduced content or which person holds the rights to it (this can also be an institution). This person or institution should be listed as the author. The citation may also include a reference to the role of the person cited (vocalist, director, producer, etc.). The information available regarding multimedia content is highly diverse. Therefore, the citation should include any background information available regarding the production of the material. The publication date and the format of the medium (DVD, CD, MP3, MP4, AVI, YouTube video, podcast, etc.) must be specified. In addition, any relevant supplementary information that is available may be included (e.g., duration of the recording, location of the recording, etc.). For multimedia content accessed online, the date of access and the URL must be provided.

5.3.6.4.3 Interviews

E.g.

MULTIMEDIA

Cowan, Vaitea. 2022. "How Green Hydrogen Could End the Fossil Fuel Era." TED Talk, Vancouver, BC, April. Video, 9 min., 15 sec. https://www.ted.com/talks/vaitea_cowan_how_green_hydrogen_could_end_the_fossil_fuel_era.

Ober, Lauren, host. 2022. *The Loudest Girl in the World*. Season 1, episode 2, "Goodbye, Routine; Hello, Meltdown!" Pushkin Industries, September 13. Podcast, 41 min., 37 sec. <https://www.pushkin.fm/podcasts/loudest-girl-in-the-world>.

Oliver, Eric. 2022. "Why So Many Americans Believe in So Many 'Crazy' Things." Moderated by Andrew McCall. Virtual lecture, February 23. Posted March 21, 2022, by University of Chicago. YouTube, 1:01:45. <https://youtu.be/hfq7AnCF5bg>.

In the case of a published interview, publication information for the medium in which the interview was published should be provided. In exceptional cases, it is permissible to cite unpublished interviews and personal communications; however, these should not be included in the bibliography but only mentioned in the main text (see also Chapter 5.3.1 Special Formats: In-text Citations). Transcripts of the interviews or personal communications should be submitted on a separate data storage medium for bachelor's and master's theses. The consent of the person concerned to the use of the communication must be documented and retained.

E.g.

PUBLISHED INTERVIEWS

Buolamwini, Joy. 2023. "If You Have a Face, You Have a Place in the Conversation About AI,' Expert Says." Interview by Tonya Mosley. *Fresh Air*, NPR, November 28. Audio, 37:58. <https://www.npr.org/2023/11/28/1215529902/unmasking-ai-facial-recognition-technology-joy-buolamwini>.

UNPUBLISHED INTERVIEWS (MENTIONED ONLY IN THE BODY TEXT)

In an interview with the author in Hinsdale, Illinois, on March 31, 2026, Richard Goss claimed that ...

QUALITATIVE INTERVIEWS

Interviews conducted systematically as part of empirical research must be cited according to a recognized format. The citation style used must allow the cited statements to be located and verified in the interview transcripts. The work must include a list of the interviews conducted, in which they are listed and numbered. Interviews are typically anonymized, so that the name of the interviewee is replaced by a code (Interview 1). If this meets the requirement for anonymization, the interviewee's position may be cited. For interviews that may be used without anonymization, the name of the interviewee and their job title are cited. Details regarding the location and date of the interview must always be included in the bibliography.

The numbering of the interviews in the list and in the respective transcript must match, so that every cited passage can be clearly traced back to an interview and a transcript.

The in-text citation includes the interview number and the reference to the text passage, which is based on the numbering of the transcripts. There are different variations here: If the lines are numbered in the transcripts, the line numbers are cited in the in-text citation. If the paragraphs are numbered in the transcripts, the paragraph numbers are cited in the in-text citation.

Please note that a written consent form must be obtained from the interviewee in advance to permit the use of the data (i.e., content) within the scope of your own work. This consent form must specify whether the data will be processed anonymously or non-anonymously. This form is legally binding. A template is available at the FHWN.

E.g.

LIST OF QUALITATIVE INTERVIEWS – ANONYMIZED

Interview 1, employee of Muster GmbH in a managerial position. Vienna, April 25, 2018.

Interview 2, employee of Muster GmbH. Vienna, April 26, 2018.

LIST OF QUALITATIVE INTERVIEWS – NON-ANONYMIZED

Interview 1, Maxima Muster, Managing Director of Muster GmbH. Vienna, April 25, 2018.

Interview 2, Ludwig Doe, sales employee at Muster GmbH. Vienna, April 26, 2018.

INTERNAL REFERENCES IN QUALITATIVE INTERVIEWS

Option 1, transcript is numbered by line: (Interview 1, lines 25–29).

Option 2, transcript is numbered by paragraph: (Interview 1, para. 26).

5.3.6.4.4 Internal company documents

Internal, unpublished documents are cited with the notation “unpublished document.” The following examples are shown as in-text citations and as references in the bibliography.

E.g.

WORD DOCUMENT

(Company Year, Page)

Company. Year. “Title of the document.” In: filename.doc, as of XX/XX/XXXX, UNPUBLISHED DOCUMENT.

POWERPOINT PRESENTATION

(Company Year, Page)

Company. Year. “Title of the presentation.” In: filename.ppt, as of XX/XX/XXXX, UNPUBLISHED DOCUMENT.

EXCEL DOCUMENT

(Company Year)

Company. Year. “Title (Optional: Add the title of the worksheet as a subtitle).” In: filename.xls, as of XX/XX/XXXX, UNPUBLISHED DOCUMENT.

IMAGE FILE

(Company Year)

Company. Year. “Title.” In: filename.jpg, as of XX/XX/XXXX, UNPUBLISHED IMAGE.

FOLDER/BROCHURE

(Company Year, Page)

Company. Year. “Title of the brochure.” Location.

Company. Year. “Title of the brochure.” Location, UNPUBLISHED DOCUMENT.

5.3.6.4.5 Bibliographic References for Legal Sources

First, we distinguish between (1) relevant legal scholarship and (2) other works (e.g., in economics) that incorporate legal sources.

Re. 1) Legal academic papers employ a recognized legal research method (e.g., legal dogmatics, comparative law). They primarily draw on legal norms as sources and the foundation of academic analysis. For legal academic papers, the application of the citation rules according to Dax and Hopf (2019) as well as reading the contents of Kerschner's book (2022) is recommended. A possible alternative to this would be, for example, the use of the Guide to Legal Citation (leg cit) by Keiler and Bezemek (2020).

Re 2) At the University of Applied Sciences Wiener Neustadt, academic papers are regularly written with the inclusion of legal sources. In these cases, the legal sources do not—as in the legal scholarship described above—constitute the primary material for applying the chosen method, but rather serve as supplementary sources for addressing the research topic. The following citation recommendation applies to these papers:

Specialized literature—including legal literature (books and articles in legal journals and the like)—is cited according to the Chicago (Author-Date) style. Special citation formats are used when citing legal sources. Legal sources include, in particular, laws, treaties, administrative acts, and decisions such as judgments and rulings.

When using legal sources to prepare an academic paper, all necessary information for the unambiguous identification of the legal source must be provided *in the main text*. It should be noted that, when referring to certain legal norms, a distinction is made between the full form, the short form, and the abbreviation. Upon first mention, the common designation—which is usually the short form—must be given, followed by the abbreviation in parentheses. Any subsequent mention requires only the abbreviation.

For EU regulations and directives, the number of the legal provision must always be included with the abbreviation (e.g., GDPR 2016/79; Consumer Goods Purchase Directive 1999/44). In some cases, the number alone may serve to identify the legal source for European legal acts, e.g., Regulation 1/2003. For Austrian legal acts, however, it is not necessary to include the number with the abbreviation; the acronym is simply used, e.g., ABGB, UGB, B-VG, etc.

E.g.

LONG FORM

Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC

SHORT FORM WITH INTERNAL REFERENCE

General Data Protection Regulation (GDPR 2016/679)

ABBREVIATION

GDPR 2016/679

BODY TEXT

First mention: The General Data Protection Regulation (GDPR 2016/679) of the European Union, adopted in 2016, defines sensitive data in Art. 9, para. 1 as ...

Further mention: In Austria, the provisions of the GDPR 2016/679 were specified by ...

REFERENCE

Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR), OJ L 119/2016, 1-88.

A specific provision within a legal act is usually identified by a section (§); in the case of international, European, and constitutional legal acts, by an article (Art.). Sections or articles are often further subdivided into paragraphs (para.), subparagraphs (sub.), and sub-subparagraphs (sub-sub.). To clearly document the legal situation being discussed, specify the provision to be cited as precisely as possible using the aforementioned structural markers. The symbol “§§” refers to multiple sections simultaneously.

E.g.

REFERENCES IN THE TEXT

Example of legislative text

Section 6(4) of the Data Protection Act (BGBl I 165/1999) provides that ...

Pursuant to § 744(1)(1) ABGB, the revocation of a bequest is presumed if

The acquisition of ownership of movable property in good faith is governed by §§ 367 et seq. ABGB.

*Case law example: The *authority* decided as follows in its decision dated *date* under *file number*:*

The District Administration (BH) of Lilienfeld decided as follows in its decision dated January 31, 2016, under file number 2001/232 ...

The Supreme Court (OGH) justifies its judgment of October 22, 2007 (1 Ob 169/07w) regarding the reinstatement of the original judgment ...

Example of a standard: ÖNORM B 1802 stipulates in Section 2.4 that ...

For legal sources not listed in the following examples, proceed in a manner equivalent to the exemplary presentation shown here. If you are unfamiliar with the abbreviation of a legal source or if it is unclear what information the citation of a legal source should contain, please refer to Dax and Hopf (2019).



Dax, Peter, and Gerhard Hopf. 2019. *Abbreviation and Citation Rules (AZR)*. 8th ed. MANZ'sche Verlags- und Universitätsbuchhandlung GmbH.

Keiler, Stephan, and Christoph Bezemek. 2020. *leg cit: A Guide to Legal Citation*. 4th ed. Verlag Österreich.

Citations should be made in accordance with the citation rules set forth here.

In addition, it is recommended to include a separate list of legal sources in the bibliography. There, the respective source references are listed with the full name of the legal source (long form) followed by the short form and abbreviation in parentheses. The source of the official publication of the legal act (e.g., the relevant Federal Law Gazette, BGBl; for European legal acts, the Official Journal of the EU, OJ) must always be cited. If the legal act was amended after its enactment, the reference to the most recent amendment must be provided following the reference to the initial publication; for example, for the Trade Regulation Act, the citation is: BGBl 194/1994 as amended (abbreviated “as amended”) BGBl I 45/2018. Statute books are cited using the format *Part Number/Year* (e.g., I 111/2002). The abbreviation “No.” is omitted.

Regulations and directives of the European Union are abbreviated as Reg. (EU) or Dir. (EU) and cited with the number and year as indicated in EUR-Lex. Here, too, the abbreviation “No.” is omitted.

There are special provisions for citing case law. Please apply the provisions of Friedl and Dax (2012) *mutatis mutandis*. When citing decisions, the relevant authority, the date, and the case number must always

be provided. In addition, for decisions of the ECHR and the ECJ, the names of the parties are listed (*in italics*).

LAWS

Federal Act on Special Civil Law Provisions for Companies (Austrian Commercial Code, UGB), dRGBI p. 219/1897, as amended by BGBl I 58/2018.

Federal Act on the Protection of Natural Persons with Regard to the Processing of Personal Data (Data Protection Act – DSGVO), Federal Law Gazette I 165/1999, as amended by Federal Law Gazette I 24/2018.

Income Tax Guidelines (EStR) 2000, GZ 06 0104/9-IV/6/00 as amended by GZ BMF-010203/0048-VI/6/2011.

Trade Regulation Act 1994 (GewO 1994), Federal Law Gazette 194/1994, as amended by Federal Law Gazette I 111/2002.

EU DIRECTIVES AND REGULATIONS

Commission Directive 2003/82/EC of September 11, 2003, amending Council Directive 91/414/EEC as regards standard phrases for specific hazards and safety instructions for plant protection products, OJ L 228, 11–28.

Commission Regulation (EC) No. 631/94 of March 21, 1994, on the supply of cereals under food aid, OJ L 78, 23–27.

STANDARDS AND PATENTS

German Institute for Standardization e.V. 2014. DIN EN ISO 9001:2014-08, Quality Management Systems – Requirements (ISO/DIS 9001:2014). Berlin: Beuth.

Austrian Standards Institute. 1997. ÖNORM B 1802, Real Estate Valuation – Fundamentals. Vienna.

Honda Motor Ltd. 2007. Seat structure for a motorcycle. Inventors: Yutaka Murata and Masao Ogawa. May 10, 2007. Filing date: May 19, 2004. DE, Patent specification DE602004003996T2.

International Accounting Standards Board. 2003. *International Financial Reporting Standards (IFRSs): Including International Accounting Standards (IASs) and Interpretations as of*. London: International Accounting Standards Board.

CASE LAW AND DECISIONS

Lilienfeld Administrative Court, Decision of Jan. 31, 2016, Ref. No. 2001/232.

BH Perg, Decision of April 26, 2006, Ref. No. Sich71-1146.

ECHR 11/03/2011 (Grand Chamber), 57813/00, *S. H. et al. v. Austria*.

ECJ 03/12/2002, C-168/00, *Leitner v. TUI*.

Supreme Court of Austria, January 14, 1997, 5 Ob 2364/96z.

Supreme Court of Austria, October 22, 2007, 1 Ob 169/07w.

Constitutional Court 10.10.2007, G 187/06.

5.3.7 Further information

The quick guide to the “Chicago Manual of Style” is available online at the following link:

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Printed copies of the *Chicago Manual of Style* are available in the university library. Please consult these resources first before contacting university staff with questions. If you cannot find an answer to your question in these resources or on relevant help websites and forums, please contact your academic advisor or the course instructor. Please direct questions regarding special cases to the Institute of Scientific Methodology & Market Research (<https://www.fhwn.ac.at/en/university/institutes/scientific-methodology-market-research>).

Further Reading

Dax, Peter, and Gerhard Hopf. 2019. *Abbreviation and Citation Rules (AZR)*. 8th ed. MANZ'sche Verlags- und Universitätsbuchhandlung GmbH.

Keiler, Stephan, and Christoph Bezemek. 2020. *leg cit: A Guide to Legal Citation*. 4th ed. Verlag Österreich.

Kerschner, Ferdinand. 2022. *Research Methods for Lawyers. Workbook for legal seminar papers, diploma theses, master's and bachelor's theses, dissertations, and academic articles, with a comprehensive list of abbreviations*. 7th ed. facultas.

The University of Chicago. 2024. *The Chicago Manual of Style*. 18th ed. The University of Chicago Press.

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