Research Ethics Guideline for Applications at DAAD

We want to know which part of your text you have written yourself, and we want to understand which sources you used. This is how to mark influence from other sources exactly:

List of references

To give an overview of the sources used, your paper needs a table or list of references (bibliography) at the end, listing those texts and only those texts that you refer to in the text. Details and formatting vary strongly between faculties. There are guidelines by subject area available at http://en.wikipedia.org/wiki/Citation Please stick strictly to exactly one scheme, both for the formatting of the list and for formatting of the in-text references.

Literal quotation

Maybe you find a brilliant idea or a good description of some relevant facts somewhere. There are different ways ahead:

Use quotation marks: You literally copy the text and you do not change a letter while doing so. You mark the beginning of this quote with left quotation marks " " " and you mark the end with right quotation marks " " ". When using a whole (sub-)clause from a source you must use quotation marks.

Use an indented paragraph: If your quote is longer than one sentence, or two lines, the tiny quotation marks are easily over-looked.

> " Therefore it is good scientific practice in the so-called text sciences, dealing by definition with long portions of texts, to put those quotes in a separate paragraph. This paragraph is usually indented. "

The scope of this possible quotation is hard to miss. After any of the two types of literal quotes you indicate the source according to the referencing style you chose.

Give reference for findings or ideas

Sometimes you don't want to quote a text literally because the grammar doesn't quite fit into your sentence. Or you just want to mention that your line of thought is different from some other publication. Or you want to use a standard procedure and you are not going to describe it because it is well known to the experts. In any of those cases, you still refer to the original

source! This is usually done using the abbreviation cf. spelled out as Latin confer or compare. If the "borrowed" idea is more than can be expressed in one sentence, scientist use the following way: As we know Freud first introduced the idea that our conscious mind is not the only instance in control of our actions. Even when ···bla bla ··· he said (cf. Freud1915, 189). So the surname of the researcher starts the scope and the reference ends the scope.

NB: If you do not use quotation marks or if you do use "cf." we will assume that you have formulated the text yourself and you have not copied more than three or four consecutive words literally!

Referencing

After any type of scientific "borrowing" mentioned above you need a reference. The way you give that reference depends on the referencing style you chose. It could be something like (Freud1915, 189) or [1, 189] or a footnote like this1

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1 Freud: "Das Unbewusste". In: Internationale Zeitschrift für Ärztliche Psychoanalyse. Bd. 3 (4). 1915, p. 189

The former two options guiding us to an entry in the list of references, the later giving all the bibliographical information needed to find the source. Whichever style you choose and whichever faculty you are coming from: DAAD wants to know the source exactly, so **we always need to know the page number** where we can prove your claim.

Indirect quotes

Sometimes the original source is very hard to get or in a foreign language you don't speak. You read about it in a textbook or another secondary source and you want to quote something. This is perfectly all right if it doesn't mean one single textbook is your only source of inspiration. Here is how you reference such a second-hand quote properly:

Freud: "Das Unbewusste". In: Internationale Zeitschrift für Ärztliche Psychoanalyse. Bd. 3 (4). 1915, p. 189. cited in Miller2010, p. 12

Only Miller2010 should appear in your list of references, as you haven't had Freud1915 in your hands.

In a nutshell:

Reading your text we want to know which part is your very own. To help us you must always mark the scope of borrowed ideas and tell us where exactly you found them.