Station – Further processing of information

Instructions - Please work on the topic described below and introduce it to your fellow students (max. 10 minutes)!

If you are writing a scientific paper, you can rely on the thoughts of others and develop them further. For this reason, it is necessary to state exactly which source you have used.

1. If you refer to the thoughts of others, you can formulate them in your own words (indirect quotation) or quote them verbatim (direct quotation).
2. The quote must also be documented. This happens once directly in the text or by means of a footnote with a short document. The complete bibliographic data of the sources are summarized in a bibliography at the end of the document.
3. A great help in the creation of the documents and the bibliography are literature management programs. Here you can choose from different citation styles. The program helps to correctly document the sources in the short document and the bibliography is created automatically. The Hochschule Aalen uses the literature management program Citavi.

Direct quotes

Direct quotations are literal takeovers from other sources. Please note the following:

- Direct quotations are enclosed in quotation marks.
- Longer quotations should be distinguished from the rest of the text by a different font size or similar.
- It is permissible to omit text from the direct quotation if it does not distort the meaning. The omitted text is marked like this: […].
- If in the direct quotation a word is placed in quotation marks, this quotation mark must be replaced by single quotation marks.

Here is an example of a longer direct quotation with a document in the text:

Meanwhile, Google no longer only acts as a search engine operator, but has also gained additional business fields:

„Google stopped being just a search engine many years ago, and is now involved in an increasing number of ventures from mobile phones to cloud computing to consumer services and more. It´s the world´s most dominant search engine, indexes trillions of pages and is searched billions of times every day." (P. Bradley 2017, p. 37).

Indirect quotes

When quoting, it must be clear when you write yourself and when the source has its say:

Hoffmann (1985, p. 66) himself remarked that….

This does not apply to the same extent in all sciences (cf. Haufe 2010, p. 114).

Even when quoting in a meaningful way, individual passages may be taken literally, but they must not overgrow the text:

> It must therefore be sufficiently explained to participants in an information competence module that Google is by no means the *"neutral mediator between user and content"* that many consider it to be. Search engine operators *"support their users in a variety of ways in the search process, but obviously also pursue their own interests in no small measure".* (cf. Lewandowski et al. 2014, p. 20)

The Document

If one lets the thoughts and ideas of others have their say, it is necessary to quote the source. This can happen in the text (see examples above) or within a footnote. A document is made up of the author's details, the year and a page number. The citation style determines whether the author's first name is also given and how many of the authors or editors are named. The citation style also decides whether the entire page range of the quotation (author, year, pp. 15-16) or only the first page is mentioned (author, year, pp. 30ff). If you have several sources published by an author, all of which were published in the same year, you can distinguish the sources in this way:
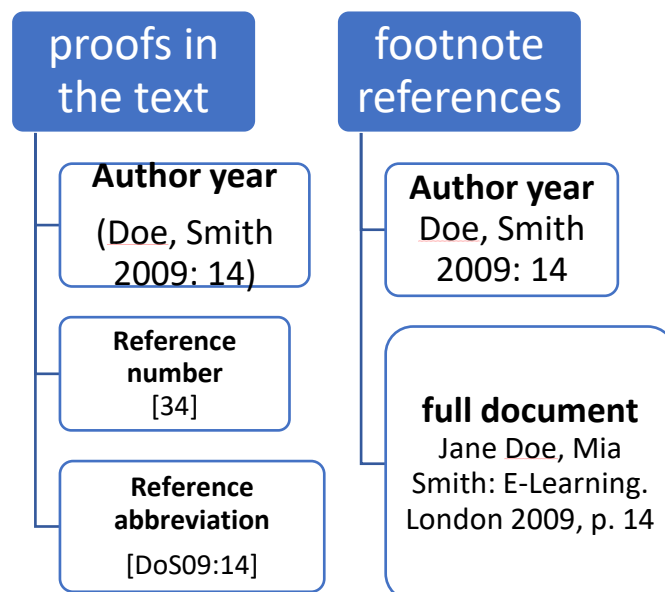
> cf. White 2015**a**, p. 4

> cf. White, 2015**b**, p. 97

It should also be noted that in the case of analogous (indirect) quotations, a cf. is placed before the document. This stands for confer.

In the case of technical fields, it is sometimes also customary to simply state a reference number in square brackets in the text. Thus the first source to be quoted would be [1] and the second [2] etc. More detailed information can then only be found in the bibliography. In a variant of this style, the page reference will also be given: [1, p. 12].

In the following illustration you will find a list of possible document forms:

proofs in the text

Author year
(Doe, Smith 2009: 14)

Reference number
[34]

Reference abbreviation
[DoS09:14]

footnote references

Author year
Doe, Smith 2009: 14

full document
Jane Doe, Mia Smith: E-Learning. London 2009, p. 14

The information in the bibliography

In addition to a short document in the text or footnote, the sources used must be listed in a bibliography at the end of the paper. These are usually listed alphabetically by author or publisher name.

Example monograph:

Müller, Ragnar; Plieninger, Jürgen; Rapp, Christian (2013): Research 2.0. Finding and further processing in studies and occupation. Wiesbaden: Springer.

Author (year): Title oft he book. Subtitles. Place of publishing: publisher.

Example of a contribution in a collectible:

Strobel, Anja; Franke-Bartholdt, Luise (2017): Interview procedure and biographical questionnaire. In: Diana Eva Krause (Hg.): Staff selection. The most important diagnostic procedures for Human Resources Management. Wiesbaden: Springer Gabler, S. 91–126.

Author of the contribution (year): Title of the contribution. In: Editor: Title of the book. Subtitle of the book. Place of publication: Publisher, page area of the contribution.

Example journal article:

Wu, Han; Song, Haizeng, Lin, Zixia: Preparation of SnO Nanoshells with Enhanced Lithium-Storage Properties. In: Journal of nanoscience and nanotechnology, vol. 20, issue 3, pages 1832-1837.

Authors of the Article: Article Title. In: Name of Journal, volume, issue, page range.

Example website:

Ray, Michael: Tea Party movement. Definition, Beliefs, & Facts. Available online at https://www.britannica.com/topic/Tea-Party-movement, last checked on 24.09.2019.

Author or publisher: Title of the website or section. Addition to title. Link, date of last visit.