Guidelines for style and citation in academic papers at the Faculty of Social and Cultural Sciences at the European University Viadrina

Contents

Disclaimer

This guide contains rules for citation in academic papers which are generally accepted by at the Faculty of Social and Cultural Sciences. **The use of these rules is not mandatory**. You may also use different citation rules if agreed with your lecturer or examiner.

This guide applies to academic works in English. Please consult the **German version of the guide** for citation guidelines in German-language texts.

Introduction

Rules of good research practice

According to the **Rules of Good research Practice at the European University Viadrina Frankfurt (Oder)**, it is essential for academic work to maintain "strict honesty with regard to one's own contributions and those of third parties" (§ 1). Correct citation and referencing in academic work is therefore of fundamental importance. To ensure that sources used are traceable and can be verified, every direct or indirect quotation must be clearly labelled and the literature used must be correctly referenced. Every academic work at the Faculty of Social and Cultural Sciences must be accompanied by a **declaration of originality**, which assures compliance with these regulations. The binding **template for the declaration of originality** can be found on the faculty's website. If direct or indirect quotations are not clearly marked, this constitutes plagiarism and thus a violation of the rules of good research practice, which may result in failure of the respective coursework and, in serious cases, even expulsion from the study programme.

Use of AI tools

These principles of good research practice also apply when AI tools are used to create texts or other academic work. For further details, please consult the Faculty of Social and Cultural Sciences' **regulations on the use of AI tools**.

Consistency of style and citation

For the sake of clarity and consistency, attention should be paid to a **consistent style of text and citations** when writing academic papers. In this regard, a basic distinction can be made between **citations in footnotes** and **citations in the main text**. Depending on the academic culture, one or the other variant is generally preferred. There are many different standards for citing references in footnotes or in the text. **This guide provides recommendations for both variants that are always accepted by the Faculty of Social and Cultural Sciences**. Regardless of whether you decide to follow these recommendations or use a different citation style, please always ensure consistency.

Reference management software

We recommend using reference management software to assist with managing references and citing sources in academic work.[1]

Stylistic guidelines

Written assignments at the Faculty of Social and Cultural Sciences usually consist of the following elements, typically in the order specified:

1. **Cover page**: Please use the **faculty's official template** to ensure that all necessary information is provided.
2. Table of contents
3. Optional: List of tables, figures and/or abbreviations
4. Main text
5. Bibliography
6. Optional: Appendices
7. Signed **declaration of originality**: Please use the **faculty's official template**.

To ensure good readability, academic papers should always follow a **consistent style**, i.e. identical elements (e.g. main text, headings and subheadings, footnotes, tables) should be formatted in the same way (e.g. font, font size, line spacing, indents, text alignment, page numbers). When writing academic papers at the faculty, please adhere to the following formatting guidelines:

- **Font**: Please use a common and easily legible font and font size for the main text, e.g. Times New Roman (12 pt), Arial (11 pt) or Calibri (11 pt).
- **Line Spacing**: Please use 1.5 line spacing for the main text (single line spacing is generally used in footnotes and indented quotations; line spacing may also vary in the bibliography, tables, etc., if necessary).
- **Page margin**: generally 2.5 cm, 2 cm is sufficient for the bottom margin.
- **Page numbers**: Please number the pages of your thesis in the footer, starting with the introduction of the main text (cover page, table of contents and lists of tables, figures or abbreviations are not numbered).
- **Figures and tables**: Please number figures and tables consecutively (Figure 1, Figure 2, etc. or Table 1, Table 2, etc.). Theses containing many tables and/or figures should include a list of figures and/or tables.
- **Hyphenation**: Please refrain from hyphenating words at the end of lines.
- **Direct quotations** (i.e. verbatim quotations from another text) are enclosed in double quotation marks ("..."): Direct quotations longer than three lines are set apart from the running text, i.e. they are indented, single-spaced and set in a smaller font size (usually 10 pt). Quotations within a quotation are enclosed in single quotation marks ('…'). Omissions within a quotation are indicated by three dots in square brackets: […]; additions within a quotation are also enclosed in square brackets.

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[1] The Viadrina provides a campus licence for the reference management software Citavi to all students and staff. However, there are also various free open-source programmes available, such as Zotero. Further information can be found on the University Library's website.

The study and examination regulations for the faculty's study programmes usually contain **specifications regarding the length of written assignments**. The specified number of words or characters, which must also be stated on the cover page of each paper, refers to the main text (excluding the cover page, table of contents, footnotes, bibliography, appendices, lists of tables and figures). If no range is specified for the length, a deviation of up to 10 % is generally accepted.

Citations in the main text

If you use in-text citations, which is common in the social sciences and linguistics, among other fields, you insert a short reference in the main text for direct and indirect quotations. Together with the full bibliographic information in the bibliography, this reference clearly indicates the authorship. The reference should be as precise as possible; for quotations from written sources, this usually means including the page number.[2] Please use footnotes only for further comments or explanations.

We recommend using the **Harvard style**[3] for in-text citations and provide information and examples of how to use it below.

References in the text

The short reference for a **direct quotation**[4] typically consists of the author's surname, year of publication and page number. It usually follows immediately after the quotation and is part of the sentence and is therefore enclosed by a full stop. If, for example, several elements of the same work are quoted in one sentence, the reference can also be placed at the end of the sentence or in another suitable place. It is important that the text clearly indicates where a quotation comes from and to which quotation the reference refers. Information at the end of a paragraph or page is usually not sufficient to clearly indicate which information comes from which text or represents your own thoughts.

> "Correct citation is a must" (Musterfrau 2020: p. 3).

> "Correct citation is a must" if one wishes to "adhere to good research practice" (Musterfrau 2020: p. 3).

Unlike in German works, there is no special indication of **indirect quotations**[5] in English texts, such as the abbreviation 'vgl.'. The reference in the text is identical to that for direct quotations.

> Correct citation is a central element of academic work (Musterfrau 2020: p. 3).

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[2] For quotations from audio or video footage, the time code (minutes and seconds) should be provided.
[3] A characteristic feature of the Harvard style is that it only sets out the basic principles of citation, but does not provide definitive guidelines on all issues, for instance whether a page reference in a short citation should include the abbreviation 'p.' or not. Other citation styles, such as APA, MLA or Chicago provide very specific guidelines.
[4] A direct quotation is the verbatim use of text from another source in your own work.
[5] An indirect quotation is a quotation in which the thoughts of other authors are adopted in meaning but not verbatim.

If the **author is mentioned in the main text**, only the year of publication and the page number are given in the short reference.

According to Musterfrau (2020: p. 3), correct citation is essential.

If you cite a **work by two authors**, you list them all in the short reference, separated by the word 'and' (not an ampersand). If both authors have the same surname, you also add the first letter of their first name, separated by a comma.

(Musterfrau and Mustermann 2023: p. 12)

(Musterfrau, C. and Musterfrau, K. 2024: p. 183)

When citing **three authors**, the first two are separated by a comma, and the third by the word 'and'.

(Musterfrau, Musterperson and Mastermind: 2006: p. 34)

If there are **more than three authors**, only the first is named, followed by 'et al.' (= and others).

(van Musterfrau et al. 2024: p. 10)

If you quote content from **several consecutive pages** directly or indirectly, you should specify the exact page range. Please avoid using the abbreviations 'f.' or 'ff.' (= following page(s)), because the latter in particular does not clearly indicate how many subsequent pages the reference applies to.

(Musterfrau 2020: pp. 3-5)

When **citing the same work consecutively**, the abbreviation 'ibid.' (= in the same place) can be used for all further references after the first complete short citation. If a subsequent reference refers to a page number other than the one first mentioned, the page number is added.

"Correct citation is a must" (Musterfrau 2020: p. 3). Those who do not know the basic rules of citation will hardly be able to "adhere to good research practice" (ibid.). Therefore, research should be an integral part of the curriculum of undergraduate programmes (ibid.: p. 10).

In rare cases, **secondary citations**, i.e. original quotations from a secondary source, may be used in academic papers without referencing the original source. Please indicate secondary citations with the phrase 'cited from'.[6] Whenever possible, however, you should try to consult the original source.

(Musterfrau 2020 cited from Musterperson 2025: p. 65)

Occasionally, there are works for which the **author or publication year is not available**. In these cases, the abbreviation n. a. (= no author) or n. d. (= no date) is used.

(n. a. 2022: p. 3)

(Musterfrau n. d.: p. 34)

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[6] In this case, only the secondary source that was actually consulted is listed in the bibliography.

Bibliography

The bibliography lists all works cited directly or indirectly in the paper – and only these – with complete bibliographic details. In some academic disciplines or for certain research fields, it is customary to include a separate list of specific types of sources, e.g. archival materials in historical papers or a filmography in film or media studies papers.[7]

The **bibliography is organised** according to the following principles:

- The bibliography is arranged in **alphabetical order** by the authors' surnames; works by multiple authors are listed under the surname of the first-mentioned author.
- If the bibliography contains several works by one person, these are sorted chronologically by year of publication, starting with the most recent. Single-authored publications are listed before co-authored works with this person as the first-mentioned author.
- If you have cited several works by the same author from the same publication year, add a lowercase letter in alphabetical order after the year to ensure clear distinguishability (2020a, 2020b, 2020c, etc.). This addition is used accordingly in the references in the main text (see above).
- Name affixes such as 'von' or 'de' are usually written in lower case in the bibliography and appear after the first name. Thus, they have no effect on the sorting of the cited works. If they are capitalised and/or part of the name (e.g. O'Sullivan, El-Mafaalani), the name is not separated and the affixes are taken into account when sorting.[8]
- Each reference in the bibliography ends with a full stop.

Below you will find a **detailed style guide for the most common types of publications**.[9]

Monographs are listed in the following format:

Surname, first name (year of publication): *Title (italics). Subtitle (italics)* (if applicable), edition (if applicable), place of publication: Publisher.

Musterfrau, Kim (2020): *Easy citing. Tips and recommendations*, 2nd edition, Musterstadt: Musterverlag.

In the case of **co-authored works**, all authors are listed with their first and surnames, separated by a comma. From the second author onwards, the names are listed in the order first name before surname:[10]

Surname 1, first name 1, first name 2 surname 2, first name 3 surname 3, first name 4 surname 4 (year of publication): *Title (italics). Subtitle (italics)* (if applicable), edition (if applicable), place of publication: Publisher.

Musterfrau, Luca van, Andrea Mustermann, Kim Musterfrau, Charles Musterfrau, Jean Mastermind (2024): *How academic writing works*, Musterstadt: Musterverlag.

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[7] If you are unsure whether your work requires a separate list of certain types of sources, please contact your lecturer or examiner.

[8] 'Musterfrau, Luca van' would therefore appear in the bibliography before O'Sullivan, but after El-Mafaalani.

[9] Depending on the subject and topic, many other types of sources or publications may be used in addition to those mentioned here, e.g. interviews, films, TV series, podcasts, social media posts, satellite data, paintings, photographs, letters, personal archives and manuscripts. For other types of publications, please consult citation guidelines for the Harvard style online and follow the general principles of this guide.

[10] This format for naming multiple authors of a monograph also applies to authors and editors of other types of publications.

In addition to the information provided for monographs, the editorship of **anthologies and edited volumes** is also indicated in the reference by the abbreviation 'ed.' before the year of publication in the parentheses.

> SurnameEditor, first nameEditor (ed., year of publication): *TitleEdited volume (italics)* (if applicable). *SubtitleEdited volume* (italics) (if applicable), edition (if applicable), place of publication: Publisher.

> Musterfrau, Charles, Kim Mustermann, Jean Mastermind (ed., 2024): *The joy of academic work. Always in good mood,* Musterstadt: Musterverlag.

When citing **individual contributions from an edited volume**, the title of the edited volume, not the individual contribution, is italicised in the reference. In addition, the page range of the cited contribution in the edited volume is indicated at the end of the reference.

> SurnameAuthor, first nameAuthor (year of publication): TitleContribution. SubtitleContribution (if applicable), in: first nameEditor surnameEditor (ed.), *titleEdited volume (italics). SubtitleEdited volume (italics)* (if applicable), edition (if applicable), place of publication: Publisher, page range.

> Musterperson, Nikita (2024): Small quotations with a big impact, in: Musterfrau, Charles, Kim Mustermann, Jean Mastermind (ed.), *The joy of academic work. Always in good mood*, Musterstadt: Musterverlag, pp. 62-85.

Similar to contributions in edited volumes, **articles in academic journals** do not have the title of the article in italics, but rather the title of the journal, and the page range of the article is provided at the end of the reference (the subtitle of the journal is usually omitted). In addition, the reference includes the year and issue number of the journal. If the journal article was accessed online, the Digital Object Identifier (DOI) can also be included. The DOI has a similar format to a URL, but unlike a URL, it refers uniquely and permanently to the cited article. The place of publication and publisher are not specified for journals. The subtitle of a journal is also generally omitted.

> Surname, first name (year of publication): TitleContribution. SubtitleContribution (if applicable), in: *TitleJournal (italics)*, volume(issue number), page range, DOI (if applicable).

> Musterperson, Nikita, Kim Musterfrau (2025): Just start writing – but do it right, in: *Musterzeitschrift*, 4(3), pp. 12-27, DOI: https://doi.org/xxx.

Dissertations that are not published by publishers, e.g. master's or doctoral theses, are also a common source in academia. When citing dissertations, the title is not italicised in the bibliography and the bibliographic information includes the type of the dissertation and the university where it was submitted.

> Surname, first name (year of publication): Title. Subtitle (if applicable), type of dissertation, name of university.

> Musterfrau, Charles (2015): Academic work through the ages, doctoral thesis, Muster University Musterstadt.

Publications from the Internet are listed in the bibliography according to the same principles as other types of publications. If no author can be identified, a company, organisation or similar may be specified instead.[11] For online sources, the URL where the source can be accessed and the date of access must always be provided. If a DOI is

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[11] This also applies to other types of publications.

available, you should use this instead of the URL and date of access. The title of sources from the Internet is not italicised.

> Surname, first name (year of publication): Title of article. Subtitle of article (if applicable), in: name of website, date of publication (if applicable), URL (accessed: date).

> Clemitson, Suze: Celebrating Alfonsina Strada, the woman who cycled the Giro d'Italia, in: The Guardian, 12 May 2014, https://www.theguardian.com/sport/100-tours-100-tales/2014/may/12/alfonsina-strada-giro-italia-woman-grand-tour (accessed: 14 November 2025).

Citations in footnotes

Many disciplines in the humanities in German-speaking countries use footnotes for citations, e.g. history and literary studies. Here, you do not insert the references for direct and indirect citations in the main text, but in consecutively numbered footnotes at the bottom of the page.[12] The reference should be as precise as possible; for quotations from written sources, this usually means including the page number.[13]

Footnotes can also be used for comments or explanations, although this should be the exception. As a rule, if a thought is important, it belongs in the main text. If it is not important, it usually does not need to appear in the footnotes either.

Position of footnotes in the text

If the reference in the footnote refers to the **entire sentence**, the corresponding footnote is placed after the full stop at the end of the sentence:

> "Correct citation is a must."[14]

If the reference in the footnote refers only to a **part of a sentence**, a group of words or a single word, place it directly after it:

> Relevant experts describe correct citation as "a must"[15] and almost all scientists agree with this view.

Please make sure to insert a reference in the footnote that clearly indicates the authorship. Each footnote should end with a full stop.

References in footnotes

When citing sources in footnotes, a distinction is made between full references and short references. A **full reference** corresponds to the complete bibliographic information in the bibliography (see below). Full references are used in footnotes when a source is mentioned

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[12] In Microsoft Word, use the 'Insert Footnote' command in the 'References' tab or the key combination 'Alt Gr + F'. The superscript number and the numbering of the footnotes are then set automatically.
[13] For quotations from audio or video footage, the time code (minutes and seconds) should be provided.
[14] Musterfrau, Easy citing, p. 3.
[15] Musterfrau, Easy citing, p. 3.

for the first time. For each subsequent mention of the same source, please use a **short reference**. Short references usually consist of the author's surname, a short title of your choice and the page number. When choosing the short title, make sure that it can be clearly assigned to the corresponding title in the bibliography.[16]

The reference in the footnote immediately follows the superscript number:

> [1] Musterfrau, Easy citing, p. 3.

Unlike in German works, there is **no special indication of indirect quotations**[17] in English texts, such as the abbreviation 'vgl.'. The reference in the footnote is identical to that for direct quotations.[18]

When **citing the same work consecutively**, the abbreviation 'ibid.' (= in the same place) can be used for all further references after the first complete short citation. If a subsequent reference refers to a page number other than the one first mentioned, the page number is added.

> [1] Ibid., p. 12.

If you quote **content from several consecutive pages** directly or indirectly, you should specify the exact page range. Please avoid using the abbreviations 'f.' or 'ff.' (= following page(s)), because the latter in particular does not clearly indicate how many subsequent pages the reference applies to.

> [1] Musterfrau, Easy citing, pp. 3-5.

In rare cases, **secondary citations**, i.e. original quotations from a secondary source, may be used in academic papers without referencing the original source. Please indicate secondary citations with the phrase 'cited from'.[19] Whenever possible, however, you should try to consult the original source.

> [1] Musterfrau, Easy citing, p. 77, cited from Musterperson, Small quotations, p. 65.

Occasionally, there are **works for which the author is not available**. In these cases, the abbreviation n. a. (= no author) is used.

> [1] N. a., Lost in citation, p. 3.

Bibliography

The bibliography lists all works cited directly or indirectly in the paper – and only these – with complete bibliographic details. In some academic disciplines or for certain research fields, it is customary to include a separate list of specific types of sources, e.g. archival materials in historical papers or a filmography in film or media studies papers.[20]

The **bibliography is organised** according to the following principles:

- The bibliography is arranged **in alphabetical order** by the authors' surnames; works by multiple authors are listed under the surname of the first-mentioned author.

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[16] You can find examples of how to create short references in the 'Bibliography' section below.
[17] An indirect quotation is a quotation in which the thoughts of other authors are adopted in meaning but not verbatim.
[18] A direct quotation is the verbatim use of text from another source in your own work.
[19] In this case, only the secondary source that was actually consulted is listed in the bibliography.
[20] If you are unsure whether your work requires a separate list of certain types of sources, please contact your lecturer or examiner.

- If the bibliography contains several works by one person, these are sorted chronologically by year of publication, starting with the most recent. Single-authored publications are listed before co-authored works with this person as the first-mentioned author.
- Name affixes such as 'von' or 'de' are usually written in lower case in the bibliography and appear after the first name. Thus, they have no effect on the sorting of the cited works. If they are capitalised and/or part of the name (e.g. O'Sullivan, El-Mafaalani), the name is not separated and the affixes are taken into account when sorting.[21]
- Each reference in the bibliography ends with a full stop.

Below you will find a detailed **style guide for the most common types of publications**.[22] Please note: In the complete bibliographical reference, the author and title are separated by a colon, whereas in the short titles in the footnotes they are separated by a comma.

Monographs are listed in the following format:

Surname, first name: *Title (italics). Subtitle (italics)* (if applicable), edition (if applicable), place year. (No publisher information is given; the edition is only mentioned if it is the second or a later edition.)

Musterfrau, Kim: *Easy citing. Tips and recommendations*, 2nd edition, Musterstadt 2020.

Short reference in footnote:

[1] Musterfrau, Easy citing, p. 77.

In the case of **co-authored works**, all authors are listed with their first and surnames, separated by a comma. From the second author onwards, the names are listed in the order first name before surname:[23]

Surname 1, first name 1, first name 2 surname 2, first name 3 surname 3, first name 4 surname 4: *Title (italics). Subtitle (italics)* (if applicable), edition (if applicable), place year.

Musterfrau, Luca van, Andrea Mustermann, Kim Musterfrau, Charles Musterfrau, Jean Mastermind: *Too many authors spoil the book*, Musterstadt 2024.

Short reference in footnote:

[1] Van Musterfrau et. al., Too many authors, p. 22.

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[21] 'Musterfrau, Luca van' would therefore appear in the bibliography before O'Sullivan, but after El-Mafaalani.
[22] For types of publications not mentioned in the following examples, please consult citation guidelines for the Harvard style online and follow the general principles of this guide.
[23] This format for naming multiple authors of a monograph also applies to authors and editors of other types of publications.

In addition to the information provided for monographs, the editorship of **anthologies and edited volumes** is also indicated in the reference by the abbreviation 'ed.' in the parentheses after the name(s) of the editor(s).

> SurnameEditor, first nameEditor (ed.): *TitleEdited volume (italics)* (if applicable). *SubtitleEdited volume* (italics) (if applicable), edition (if applicable), place year.

> Musterfrau, Charles, Kim Mustermann, Jean Mastermind (ed.): *The joy of academic work. Always in good mood*, Musterstadt 2024.

Short reference in footnote:

> [1] Musterfrau, Mustermann and Mastermind, Joy of academic work.

When citing individual **contributions from an edited volume**, the title of the edited volume, not the individual contribution, is italicised in the reference. In addition, the page range of the cited contribution in the edited volume is indicated at the end of the reference.

> SurnameAuthor, first nameAuthor: TitleContribution. SubtitleContribution (if applicable), in: first nameEditor surnameEditor (ed.), *titleEdited volume (italics)*. *SubtitleEdited volume (italics)* (if applicable), edition (if applicable), place year, page range.

> Musterperson, Nikita: Small quotations with a big impact, in: Musterfrau, Charles, Kim Mustermann, Jean Mastermind (ed.), *The joy of academic work. Always in good mood*, Musterstadt 2024, pp. 62-85.

Short reference in footnote:

> [1] Musterperson, Small quotations, p. 75.

Journal articles are listed in the following format:

> Surname, first name: Title. Subtitle (if applicapble), in: *Journal title (italics)* volume, issue number (year), page range, DOI (if applicable) (subtitles of journals are not usually included in the reference).

> Musterperson, Nikita and Kim Musterfrau: Just start writing – but do it right, in: Musterzeitschrift 4, no. 3 (2026), pp. 12-27, DOI: https://doi.org/xxx.

Short reference in footnotes:

> [1] Musterperson and Musterfrau, Just start writing, p. 15.

Dissertations that are not published by publishers, e.g. master's or doctoral theses, are also a common source in academia. When citing dissertations, the title is not italicised in the bibliography and the bibliographic information includes the type of the dissertation and the university where it was submitted.

> Surname, first name: Title. Subtitle (if applicable), type of dissertation, name of university year.

> Musterfrau, Charles (2015): Academic work through the ages, doctoral thesis, Muster University 2015.

Short reference in footnotes:

> [1] Musterfrau, Academic work, pp. 10-12.

Publications from the Internet are listed in the bibliography according to the same principles as other types of publications. If no author can be identified, a company, organisation or similar may be specified instead.[24] For online sources, the URL where the source can be accessed and the date of access must always be provided. If a DOI is available, you should use this instead of the URL and date of access. The title of sources from the Internet is not italicised.

> Surname, first name: Title. Subtitle (if applicable), in: Title or brief description of the homepage, date of publication (if applicable), URL (accessed: date).

> Clemitson, Suze: Celebrating Alfonsina Strada, the woman who cycled the Giro d'Italia, in: The Guardian, 12 May 2014, https://www.theguardian.com/sport/100-tours-100-tales/2014/may/12/alfonsina-strada-giro-italia-woman-grand-tour (accessed: 14 November 2025).

Short reference in footnote:

> [1] Clemitson, Celebrating Alfonsina Strada.

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[24] This also applies to other types of publications.