



School of
Management and Law

Citation Guide



Building Competence. Crossing Borders.



Preface

Dear Student

When writing an academic text, knowledge and information from different sources are collected, processed, and linked in new ways. Citation standards help you to cite the sources you use correctly and allow readers to recognize your personal contribution. There are a number of different citation standards in use all over the world. While the legal sciences rely mainly on footnotes, APA¹ Style and the DPG² Standard are both widely accepted for use in the social sciences. Papers on business-related and economic topics, therefore, require the use of APA Style or DPG Standard. This guide is based on APA Style and summarizes its most important citation rules.

The ZHAW School of Management and Law (SML) recognizes two standards:

- For papers on legal topics, follow the rules set out in the citation guide created by Roger Müller (Müller, 2012).
- For papers on business and economic topics, refer to this Citation Guide (or its German counterpart, "*Zitierleitfaden*").

This is the English version of the German manual entitled *Zitierleitfaden*. The rules of citation are the same, and the two documents can be used interchangeably. In cases of conflict (e.g., immediately following an update), the German version shall prevail.

Information that has been added or changed to reflect the specific situation of writing an academic paper in English has been clearly marked. Examples mainly refer to English source texts and aim to show how citations and references should appear in an English paper.

¹ American Psychological Association

² German Psychological Society (Deutsche Gesellschaft für Psychologie)



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Crediting Sources in the Text (Inline Citation)

An author is usually a person or institution (e.g., the Federal Statistical Office). If the author of a text cannot be identified, there is no need to add any further information. (If the paper is in German, “o.V.” [*ohne Verfasser*] should be added.) To indicate that the year of publication cannot be identified, the abbreviation “n.d.” (*no date*) is used. (If the paper is in German, “o.J.” [*ohne Jahr*].)

An academic paper is not created out of nothing; it relies on existing knowledge. Its author develops new insights based on the theories, models, ideas, and data of other authors. Academic writing means reflecting on insights developed by others and using them as the basis for introducing new ideas.

In the text, sources are referenced using an analogous, indirect quotation (paraphrase). Paraphrasing means taking ideas formulated by someone else (your source) and using your own words to summarize them. To do this effectively, three things need to be remembered:

1. Every quotation must be verifiable.
2. Primary rather than secondary sources should be used (see FAQs).
3. Shortcuts, such as adding a citation only at the end of a whole paragraph or chapter, must be avoided.



EXAMPLE OF AN INDIRECT QUOTATION

Due to the rise of the internet, consumers' behavior online has become a focal point for consumer behavior research. While it was originally anticipated that this shift would result in perfectly competitive markets, other factors such as social media and the inability to access everything online have forced researchers to reconsider their initial expectations (Close, 2012, p. 18). In particular ...

Instead of paraphrasing part of a text from a source, you can also quote it verbatim (i.e., word for word). This is called a direct quotation. To distinguish them from your own words, such direct quotations should be placed between double quotation marks³; the wording must not be altered⁴. To indicate omissions, you can use [...], as long as the omission has no effect on the meaning of the statement.

EXAMPLE OF A DIRECT QUOTATION

Due to the rise of the internet, consumers' behavior online has become a focal point for consumer behavior research. While it was originally anticipated that this shift would result in perfectly competitive markets, other factors have come into play which require reconsideration of "the assumptions that were made about how consumers would [...] buy online and communicate with other consumers and with sellers as well" (Close, 2012, p. 18).

An academic paper should not consist of page after page of direct quotations. Instead, direct quotations should be used sparingly. They are frequently used to:

- emphasize a specific argument or
- present a statement from the original text exactly as it was written.

³ The double quotation marks used in English texts look like this: "...". They are different from the German *Gänsefüßchen*, which look like this: «...» (To replace them in your text, you need to first change the language of your WORD document to American or British English.)

⁴ For instance, if the author you are quoting has used British English but you use American English in your own text, you should not adjust his/her spelling or punctuation.

Whenever you incorporate figures or tables from other sources, add a citation in the caption or legend. By not indicating a source, you are implying that you have created the illustration yourself.

Basic rule: In-text citations must correspond to the reference list, meaning all sources referenced in the text must appear in the reference list and vice versa.

To credit a source, your in-text citation should contain the author's name, the year of publication, and, if possible, the page number and must be part of a complete sentence. All or part of the citation is placed between parentheses. There are two types of citation: parenthetical and in-text. With a parenthetical citation, all locator information (name, year, and page number⁵) is placed in parentheses. With an in-text citation, the author's name is part of the sentence and only the year and page number are in parentheses: "Miller (2017, p. 66) suggested that..." In every case, however, it must be clear what idea or statement the citation refers to.

If a work has between three and five authors, all authors are named when it is cited for the first time (e.g., Balzert, Schäfer, Schröder, and Kern, 2008, p. 33). In subsequent citations of the same work, only the lead author is cited, followed by the Latin abbreviation "et al." – which means "and others" (Balzert et al., 2008, p. 516). If a work has more than five authors, you should also use the short version when you reference it for the first time. In the reference list, however, all the authors' names must be listed.

For an institution, an abbreviation can be introduced when citing it for the first time: (Swiss Federal Statistical Office [SFSO], 2014, p. 22). In subsequent citations, the abbreviation can be used instead of the full name: (SFSO, 2014, p. 59). In the reference list, however, the full name must appear.

Every citation must be linked to a full reference (see "Full Reference") including all bibliographical information. All full references are collocated in a reference list (see "Rules for Compiling a Reference List").

⁵ If you are writing in German, the page number is preceded by "S.", if you are writing in English by «p.» (or «pp.» for multiple pages).

Creating a Full Reference

Visit the APA website (www.apastyle.org) or refer to the APA Manual for current rules on dealing with all types of sources. If in doubt, look for an answer to your problem there.

Sometimes, electronic sources, such as online journals or newspaper articles, do not have page numbers. In these cases, the rule concerning page numbers does not apply.⁶

The bibliographic information provided by a full reference allows readers to locate the source themselves. Although there are different types of sources, the basic structure of every reference is always similar, as shown in Table 1 below.

Table 1

BASIC STRUCTURE OF BIBLIOGRAPHICAL REFERENCES

Who is the author?	Last name, initial of first name
When was the work published?	Year of publication (or date, if applicable)
What is the title of the work?	Title and subtitle
Where does the text come from? (journal, publisher, electronic source, etc.)	<ul style="list-style-type: none"> – Name of journal, year, page range – (First place listed): publisher's name – DOI⁷ or URL (see below)

Some works are stored in physical libraries, while other resources are available online only. Many journals and books exist both in printed and in electronic form. Images, as well as video and audio materials, may also be found online. Use the DOI (digital object identifier) to refer to electronic sources in your reference list. Use the URL if no DOI is available. You do not have to add a retrieval date.

⁶ According to APA (2010, pp. 171-172), paragraph numbers ("para. XX") should be used to replace page numbers (see also older versions the Citation Guide). However, this is not necessary at the ZHAW SML.

⁷ DOI refers to a permanent identification system for intellectual property in the digital environment. It enables the user to source the current web address of a source even if this has changed since you last visited it, while a URL can be short-lived.

There are many different types of sources. The most important ones for writing academic papers at the ZHAW SML are listed below:

- 1. JOURNAL ARTICLES**
- 2. MONOGRAPHS (BOOKS)**
- 3. ARTICLES IN ANTHOLOGIES (PRINT AND ONLINE)**
- 4. WORKING PAPERS**
- 5. PHD THESES AND MASTER'S THESES**
- 6. CONTRIBUTIONS TO CONFERENCES (PAPERS, POSTERS)**
- 7. LEGAL TEXTS**
- 8. DATA FROM DATABASES**
- 9. NEWSPAPER ARTICLES**
- 10. LECTURE MATERIALS**
- 11. INTERNET (BLOGS AND WEBSITES)**
- 12. AUDIO-VISUAL DOCUMENTS**
- 13. ENTRIES IN WORKS OF REFERENCE**

This Citation Guide does not regulate the citation of content, only the source of origin of the content.

If you cite a source (a book, for instance) from the Internet, you must apply the citation rules for the original source type, in this case a monograph, because even in its electronic form the source is still a book. In addition, you need to add the DOI (or URL). The same applies to all other types of online source.

1. JOURNAL ARTICLES

Author, A. A. (year). Title of article. Name of journal, volume number (issue number), p./pp. x–y.

Bettis, R. A. (1981). Performance differences in related and unrelated diversified firms⁸.
Strategic Management Journal, 2(4), 379–393.

Bleeke, J., & Ernst, D. (1991). The way to win in cross border alliances. *Harvard Business Review*, 69(6), 12–135.

Muldoon, K., Towse, J., Simms, V., Perra, O., & Menzies, V. (2012). A longitudinal analysis of estimation, counting skills, and mathematical ability across the first school year. *Developmental Psychology*, 49(2), 250–257. doi: 0.1037/a0028240.

Vervoort Isler, P., & Teta, A. (2012). Die Chefs von morgen: kompetent und kritisch. *io Management*, 2012(5), 12–15.

2. MONOGRAPHS (BOOKS)

Author, A.A. (year). Title of work. Location: Publisher.

Cook, D. T. (2004). *The commodification of childhood* (3rd ed.). pp. 6–7. Durham, North Carolina¹⁰: Duke University Press.

Rein, I., Shields, B., & Grossman, A. (2014). *The sports strategist: Developing leaders for a high-performance industry* (p. 18). New York: Oxford University Press.

Hauser, B. (2014). *Internal and External Context Specificity of Leadership in M&A Integration*. Wiesbaden: Springer. doi:10.1007/978-3-658-08077-8.

⁸ According to APA, except for proper nouns only the first letter of the first word (and the first word after a colon) is capitalized in the reference list, even if the actual title capitalizes more.

⁹ According to APA, there is no need to add the abbreviation for page or pages ("p." or "pp.") before the page number. Applies only in the case of journal articles.

¹⁰ According to APA, the U.S. state or the country of publication is included except where the name of the state is already included in the publisher's name.

3. ARTICLES IN ANTHOLOGIES

Author, A. A. (year). Title of article. In First Name Last Name (Ed.): Title of anthology, p./pp. x–y). Location: Publisher.

Posner, R. A. (1984). An economic theory of privacy. In: F. D. Schoeman (Ed.): *Philosophical dimensions of privacy: An anthology* (pp. 333–345). Cambridge, England: Cambridge University Press.

Servaes, J. (2006). Communication and development paradigms: An overview. In: A. Gumucio Dagron & T. Tuftte (Eds.¹¹): *Communication for social change anthology: Historical and contemporary readings*. Retrieved from <http://books.google.ch> (Original work published 1985)

4. WORKING PAPERS

Author, A. A. (year). Title (Working Paper No. x). Location: Publisher.

Duncan, R. G. (1971). *Multiple decision-making structures in adapting to environmental uncertainty*. Working paper No. 54–71. Evanston, IL: Northwestern University, Graduate School of Management.

Sonderegger, R., Diggelmann, T., & Schad, H. (2012). *Commuting and work-related mobility in the lower rhine valley*. ITW Working Paper Mobility No. 1/2012. Lucerne University¹².

5. PHD AND MASTER'S THESES

Author, A. A. (year). Title (doctoral dissertation /master's thesis).

Location: Institution/Database.

Cooley, T. (2009). *Design, development, and implementation of a Wireless Local Area Network (WLAN): The Hartford Job Corps Academy case study* (Dissertation). Retrieved from ProQuest Dissertations and Theses database (UMI No. 3344745).

Lichtenthaler, E. R. V. (2000). *Organisation der Technology Intelligence: Eine empirische Untersuchung in technologieintensiven, international tätigen Grossunternehmen* (Unpublished Dissertation No. 13787). Zurich: ETH Zurich.

Hall, B. (1976). *Deprivation theory and occult belief* (unpublished Master's thesis). Albuquerque: University of New Mexico.

¹¹ If there are more than two editors, the abbreviation reads "Eds."

¹² See fn 10 on previous page.

6. CONTRIBUTIONS TO CONFERENCES (PAPERS, POSTERS)

Author, A. A. (year, month). Title of contribution. Type of presentation and Conference, Organizer, Location.

Mehmet, M. (2013, December). *Social affordance: The human/technological meeting point for social media marketing*. Paper presented at the Australian and New Zealand Marketing Academy Conference, Auckland, New Zealand.

Liu, W. (2016, September). *Should international companies beware of headhunters?*
Poster session presented at the 7th Annual Conference of the Swiss-Japanese Chamber of Commerce and Industry, Zurich, Switzerland. Abstract retrieved from http://sjcci.org/abstracts_2016.htm

7. LEGAL TEXTS

Institution (year). Title of legal text. Location: Institution/Publisher.

Facebook. (2013). *Statement of rights and responsibilities*. Retrieved from <https://www.facebook.com/legal/terms>.

Federal Department of Finance [FDF] (2011). *Verordnung über die Eigenmittel und Risikoverteilung für Banken und Effektenhändler*. Entwurf vom 24. Oktober 2011. Bern: FDF.

International Monetary Fund (2012). *Georgia: Report on observance of standards and codes—Data module*. Washington, D.C.: International Monetary Fund.

8. DATA FROM DATABASES

Author, A. A. (year). Database information. Retrieved from <http://www.examplepage.com>

Global Financial Data. (n.d.). *Data for models/backtesting*. Retrieved from <https://www.globalfinancialdata.com/Access/Modeling.html>

The World Bank. (2014). *Turn down the heat: Confronting the new climate normal*. Retrieved from <https://openknowledge.worldbank.org/handle/10986/20595>

9. NEWSPAPER ARTICLES

Author, A. A. (year). Title of article. Name of newspaper. Date of publication. p./pp. x–y¹³.

Meier, B. (2013). Johnson & Johnson in deal to resolve hip cases. *The New York Times*. 2013, November 11. pp. B1, B12.

Brody, J. E. (2007). Mental reserves keep brain agile. *The New York Times*. 2007, December 11. Retrieved from <http://www.nytimes.com>

Six sites meet for comprehensive anti-gang initiative conference. *OJJDP News@ a Glance*. 2006, November 2. Retrieved from http://www.ncjrs.gov/html/ojjdp/news_at_glance/2222.html

10. LECTURE MATERIALS

Author, A. A. (year). Title of lecture. Semester. Location: University, Institute¹⁴.

Edwards, J. (2013). Mixing business with music. Entrepreneurship 2013 series. London Business School, London, England.

Munch, P. (2015). Legal and economic analysis of EU competition law [Powerpoint slides]. Retrieved from <https://moodle.zhaw.ch/course/view.php?id=28897>.

11. INTERNET (BLOGS AND WEBSITES)

Author, A. A. (year). Title of post¹⁵. Retrieved from doi: or http://URL

Avolio, B. J., Howell, J. M., & Sosik, J. J. (1999, April 1). A funny thing happened on the way to the bottom line: Humor as a moderator of leadership style effects. Retrieved from doi: 10.2307/257094.

Maskan, A. K. (2014, November 30)¹⁶. Job satisfaction levels of secondary school physics, chemistry and biology teachers [blog¹⁷]. Retrieved from <http://www.academicjournals.org/journal/ERR/article-abstract/701292748671>.

U.S. Food and Drug Administration (2009). *Smoking cessation products to help you quit*. Retrieved from [von http://www.fda.gov/hearthealth/riskfactors/riskfactors.html](http://www.fda.gov/hearthealth/riskfactors/riskfactors.html).

¹³ While APA recommends a slightly different format (Author, A. A. (date)...), students are required to use the format given here.

¹⁴ Instead, ZHAW SML students could also add the name of their degree program. In some cases, the source may be lecture slides downloaded from Moodle (see second example).

¹⁵ While APA does not recommend italicizing titles of blogs and websites, ZHAW SML students are requested to do so.

¹⁶ Recommended by APA

¹⁷ Recommended by APA

12. AUDIO-VISUAL DOCUMENTS

Author, A. A. (year). Title or topic. Program.

Date of program. Location: Station. Author, A. A. (year). Title. [Type of data].

Retrieved from <http://www.examplepage.com>.

Aden, B. (1975). Someone saved my heart tonight [Recorded by Elton Meyer]. *Captain wonderful and the red bandana* [CD]. London, England: Big Mouse Music Limited.

Addams, I. M. (Producer¹⁸). (2000, November 1). *The nightly news hour* [Television broadcast]. New York, NY: Central Broadcasting Service.

O'Shea, P. (Photographer). (2010, August 29). *Rescued hedgehog* [digital image]. Retrieved from <http://flickr.com/photos/peteoshea/5476076002/>.

Ted Talks. (2014, May 19). *Simon Sinek: Why good leaders make you feel safe* [Video file]. Retrieved from <https://www.youtube.com/watch?v=ImyZMtPVodo>.

13. ENTRIES IN WORKS OF REFERENCE

Term researched (year). In *Work of reference* (edition).

Location: Publisher.

Accumulated dividend (2010). In *Dictionary of finance and investment terms* (8th ed., 6). Hauppauge: Barron's Educational Series, Inc.

Islam (1992). In *The New Encyclopaedia Britannica* (Volume 22, S. 1–43). Chicago: The New Encyclopaedia Britannica.

If a source has only had one edition, there is no need to include the information "first edition" in the reference.

When citing an online source, always include the DOI or URL in your reference.

To be on the safe side, especially in the case of short-lived information, always use a suitable medium for storing digital content such as video or audio clips, or Internet sites.

In the case of newspaper articles or radio and TV broadcasts where the author of a text or program is unknown, list the newspaper or the radio/TV channel as the author.

Wikipedia is NOT a reliable source for academic research.

¹⁸ Recommended by APA.

Compiling the Reference List

You need to compile full bibliographic references of all the sources you have used in your reference list. This list is organized according to the following rules:

- It is sorted in ascending alphabetic order (from A–Z) based on the last name of the first author of a source.
- For several texts by the same author(s), the texts are listed chronologically (the oldest first).
- For several texts by the same author(s) in the same year, the texts are made distinct by attaching a letter to the year (2000a, 2000b, etc.). The letters are assigned in alphabetical order according to the titles of the works.

The following formatting standards apply:

- The second line and all subsequent lines of a reference must be indented.
- Some parts of a reference are italicized to help the reader identify the part that will help him or her find the text in a library catalog. It depends on whether the source is an independent work or part of a more extensive publication. This is why the titles of monographs (books) are italicized. With journal or newspaper articles, it is the name of the journal or newspaper – and with contributions to anthologies, it is the name of the anthology – that is italicized because this is the information you will find in a catalog.

Everything cited in your text must be included in your reference list, and everything listed in your reference list must be mentioned in your text (inline citation).

The first names are abbreviated rather than written out in full by using the initials of the author's first names, followed by a period.

Sample Text

The German guide *Zitierleitfaden* includes an excerpt from a fictitious research paper written in German to demonstrate the correct use of a citation.

For a reference article written in English, refer to the three sample papers in the APA Manual (2010, pp. 41–59). They are also available online and can be retrieved from

>>> <https://apastyle.apa.org/manual/related/sample-experiment-paper-1.pdf>

>>> <https://apastyle.apa.org/manual/related/sample-experiment-paper-2.pdf>

>>> <https://apastyle.apa.org/manual/related/sample-meta-analysis.pdf>



Summary

The table below summarizes the main rules and formats. If in doubt, refer to the APA Manual.

Table 2

INLINE CITATIONS AND QUOTATIONS

Indirect quotation	(Author, year, p./pp. page number[s])
Direct quotation	(Author, year, p./pp. page number[s]) Quotation between double quotation marks (“...”)
Figure	Figure #: Title of figure (Author, year, p./pp. page number[s])
Table	Table #: Title of figure (Author, year, p./pp. page number[s])



Table 3

OVERVIEW OF REFERENCE FORMATS

1. Journal articles

Author, A. A. (year). Title of article. *Name of journal*, volume number (issue number), page/page range.

2. Monographs (books)

Author, A. A. (year). *Title of work*. Location: Publisher.

3. Articles in anthologies

Author, A. A. (year). Title of article. In: A. Author (Ed.): *Title of anthology* (xx ed.), pp. x–y.
Location: Publisher.

4. Working papers

Author, A. A. (year). *Title* (Working Paper No. x). Location: Publisher

5. PhD and master's thesis

Author, A. A. (year). *Title* (doctoral dissertation / master's thesis). Location: Institution / Database.

6. Contributions to conferences (papers, posters)

Author, A. A. (year, month). *Title of contribution*. Paper / Poster session presented at the Event / meeting of Organization, Location.

7. Legal texts

Institution (year). *Title of legal text*. Location: Institution / Publisher.

8. Data from databases

Author, A. A. (year). *Data base information*. Retrieved from <http://www.examplepage.com>

9. Newspaper articles

Author, A. A. (date). Title of article. *Name of newspaper*. Date of publication. p./pp. x–y

10. Lecture materials

Author, A. A. (date). Title of lecture. Semester. Location: University, Institute

11. Internet (blogs and websites)

Author, A. A. (date). Title of post. Retrieved from <http://www.examplepage.com>

12. Audio-visual documents

Author, A. A. (year). Title or topic. *Program*. Date of program. Location: Station.
Author, A. A. (year). *Title*. Type of data (video or audio). Retrieved from <http://www.examplepage.com>

13. Entries in works of reference

Term researched (year). In *Work of reference* (edition). Location: Publisher.

FAQs

USEFUL APA LINKS

>>> <http://etools.fernuni.ch/wiss-schreiben/apa/de/apa-help/apa-help.html>

(Provides help in finding general citation rules; no special cases; in German only)

>>> <http://www.apastyle.org/learn/quick-guide-on-references.aspx>

(Quick answers to common questions)

FREQUENTLY ASKED QUESTIONS

The APA Style uses English abbreviations (for example, ed./eds., p./pp.).

How do I deal with them if I write in German?

Where the *Zitierleitfaden* does not explicitly regulate the language of an abbreviation, use the German form.

How should I deal with oral/written communication?

Interviews, e-mails, and telephone conversations do not have to be included in your reference list. This is why they are not mentioned in this Citation Guide. APA considers them to be non-recoverable data. If necessary, a reference to an interview can be made in the text.

Example: Hans Müller (personal communication, 10 June 2019) states that ...

For more information, go to >>> <http://www.apastyle.org/learn/faqs/cite-interview.aspx>

Internet references no longer have a retrieval date. Are they no longer needed?

A DOI number (Digital Object Identifier) replaces the URL, which makes a retrieval date obsolete. Even if no DOI number is available, it is not necessary to supply a retrieval date.

How should I deal with secondary citations?

Secondary citations should be avoided. It is always better to quote the original source. If the original source cannot be obtained, the correct citation is: (author, year, p. page number (of the primary source) cited in author, year, p. page number (of the secondary source). Only the secondary source is included in the reference list.

What part of a bibliographical reference should I italicize?

It depends on whether you are dealing with an independent work or if it is contained within a larger publication. In the case of independent works, the title must be set in italics; otherwise, italicize the title of the publication in which it is contained.

May I quote lecture notes?

In principle, you are allowed to cite lecture documents (see Publication Type 10). However, this should be done sparingly. It is always better to refer to original sources.



References and Background Information

American Psychological Association [APA] (2009). *Publication Manual of the American Psychological Association*. 6th ed. Washington, D.C.: APA.

Bergmann, A. (2010). *Weisung – Wissenschaftliche Integrität*. Winterthur: ZHAW.

Müller, R. (2012). *Zitierguide – Leitfaden zum fachgerechten Zitieren in rechtswissenschaftlichen Arbeiten*. 3rd edition. Zurich: Schulthess Verlag.

Swiss Academies of Arts and Sciences (2008). *Integrity in scientific research: Principles and procedures*. Bern: Swiss Academies of Arts and Sciences.

Retrieved from >>> <http://www.akademien-schweiz.ch/en/index/Publikationen/Archiv/Richtlinien-Empfehlungen.html>

ZHAW School of Management and Law (2016). Guidelines for Writing a Bachelor's Thesis (BSc) [Translation]. Winterthur: ZHAW.

Retrieved from >>> https://intra.zhaw.ch/fileadmin/user_upload/80_Dept/W_School_of_Management/_Dokumente/studierende/2bachelor_master_english/bachelor_thesis/While/30_Merkblatt_Management_Summary_EN_0217.pdf

ZHAW School of Management and Law (2018). Guidelines for Writing a Master's Thesis (BSc)

[Translation]. Winterthur: ZHAW. Retrieved from https://intra.zhaw.ch/fileadmin/user_upload/80_Dept/W_School_of_Management/_Dokumente/studierende/2bachelor_master_english/bachelor_thesis/Before/10_RL_Bachelorarbeit_BSc_v2_5_0_20160901_en.pdf

ZHAW School of Management and Law (2016). Guidelines for Writing a Master's Thesis (MAS

/ EMBA) [Translation]. Winterthur: ZHAW. Retrieved from https://intra.zhaw.ch/fileadmin/user_upload/80_Dept/W_School_of_Management/_Dokumente/studierende/2bachelor_master_english/bachelor_thesis/Before/10_RL_Bachelorarbeit_BSc_v2_5_0_20160901_en.pdf

USEFUL TERMS AND ABBREVIATIONS

German	English	
abgerufen von	retrieved from	
Ausgabe	issue	
Band	Vol. (Volume)	
e.a./et al.	et al.	
f.	et seq.	
ff.	et seqq.	
Hrsg. (Herausgeber)	Ed. (Editor)	Eds. (Editors)
Nr.	No.	
o.A. (ohne Autor)	–	
o.J. (ohne Jahr)	n.d. (no date)	
Quelle	source	
S.	p.	pp. (more than one page)
siehe	see	
überarbeitete Auflage	revised edition	
Verfasser	author	
Verlag	publisher	
vgl.	cf.	





Useful Links

FINDING SOURCES: ONLINE RESEARCH

Professional online research and knowledge management for universities.

Available online at >>> <http://www.recherchieren-im-internet.ch>

FINDING AND OBTAINING SOURCE MATERIAL

The ZHAW Library offers a wide range of media and learning resources. The library team offers advice and support on all aspects of research and media procurement.

Available online at >>> <https://www.zhaw.ch/de/hochschulbibliothek/einstieg-aktuelles/>

RESEARCH ASSISTANCE SOFTWARE (ZOTERO)

Free tool to help researchers collect, organize, cite, and share research (www.zotero.org).

Available online at >>> <https://www.zhaw.ch/de/hochschulbibliothek/schreiben-publizieren/#c7027>

AVOIDING PLAGIARISM

Plagiarism violates the rules and conventions of academia. This leaflet helps you to avoid this pitfall. Available online at >>> [https://gmpublic.zhaw.ch/GPMDocProdZPublic/2_](https://gmpublic.zhaw.ch/GPMDocProdZPublic/2_Studium/2_05_Lehre_Studium/Z_MB_Vermeidung_Plagiaten.pdf)

[Studium/2_05_Lehre_Studium/Z_MB_Vermeidung_Plagiaten.pdf](https://gmpublic.zhaw.ch/GPMDocProdZPublic/2_Studium/2_05_Lehre_Studium/Z_MB_Vermeidung_Plagiaten.pdf)

INTEGRITY IN SCIENTIFIC RESEARCH

Principles and procedures. Available online at >>> <http://www.akademien-schweiz.ch/dms/D/Projekte-und-Themen/Integritaet/Richtlinien-Integrit-t/Richtlinien%20Integrit%C3%A4t.pdf>

THESIS WRITER

Thesis Writer is a learning platform that helps students when writing a Bachelor's or Master's thesis. Available online at >>> <https://thesiswriter.zhaw.ch/>

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MyStudybox provides learning resources on cross-disciplinary competence areas, such as scientific research and writing. Available online at >>> <https://mystudybox.sml.zhaw.ch/>

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APA-style Blog. Available online at >>> <https://blog.apastyle.org>



Published by

ZHAW School of Management and Law

Editors of German Version

Andreas Butz, Flavio Di Giusto, Jeannette Philipp, Ute Woschnack

English Version

Danielle Adams, John Christian, Michelle Fawcett

Design

ZHAW School of Management and Law

Pictures

Beat Märki, www.bilderhaus.ch, and Peter Maurer, www.petermaurer.ch

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