



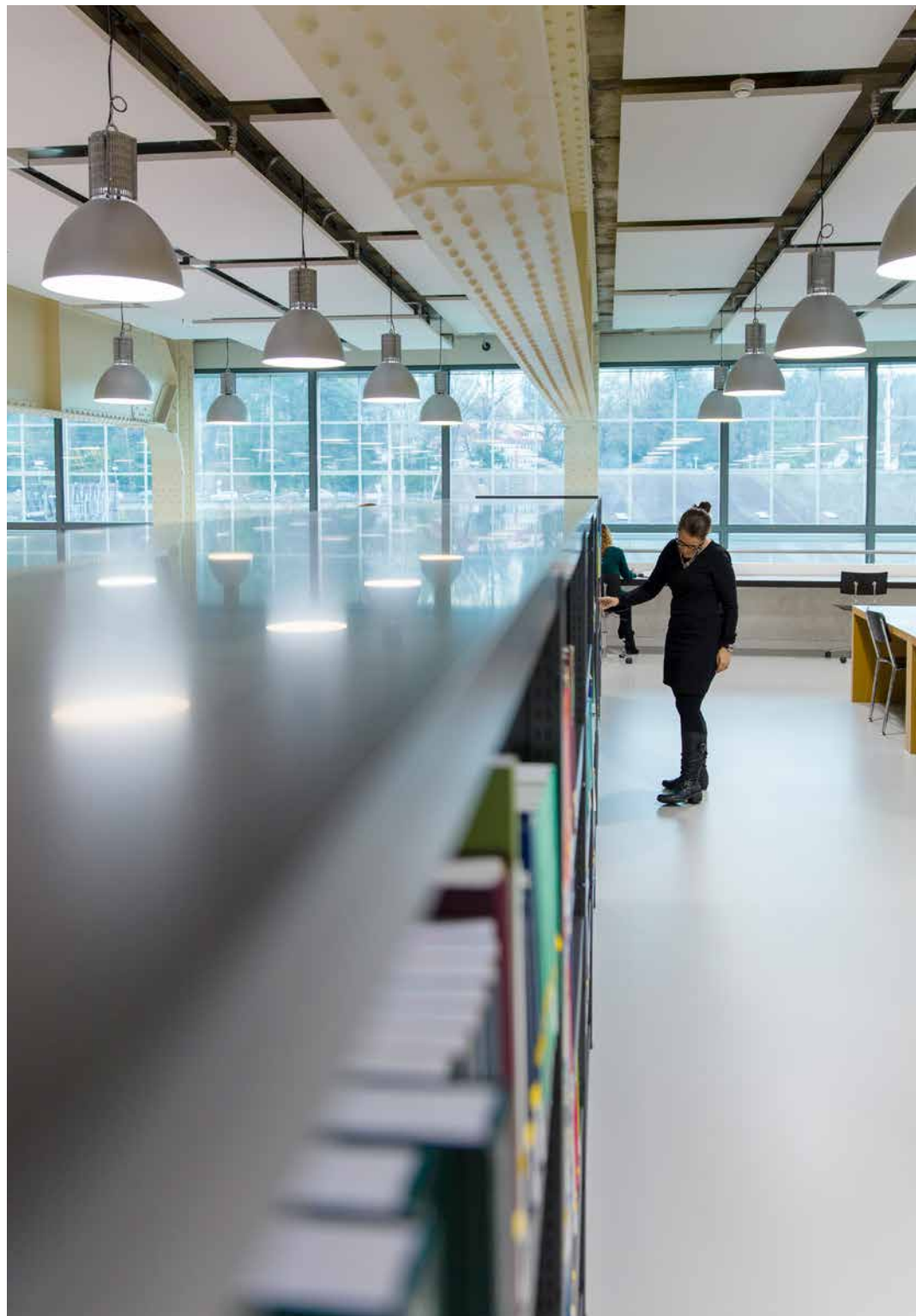
School of
Management and Law



Citation Guide



Building Competence. Crossing Borders.



Preface

Dear students

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 DGP² 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 DGP Standard. This guide is based on APA Style (7th ed.) 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 (In-Text 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 stating them in your own words. 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.

As every source must be verifiable, an in-text citation must be included for every indirect quotation and every direct quotation. If several works are cited in support of the argument, they are listed in alphabetical (ascending) order in the parentheses. The sources are separated with a semicolon (;). Works by the same authors are separated with a comma (,). If an author has published several works in one year, this is indicated by a, b, c, etc. after the year of publication. Example: The project of developing a tool-based consulting approach ties back to the discussions on didactic design patterns (Baumgartner & Bergner, 2014; Kohls et al., 2017; Reinmann, 2019a, 2019b).

If a work has one or two authors, all authors are named in all citations (e.g., Waibel & Käppeli, 2019, p. 33). If a work has more than two authors, only the lead author is cited, followed by the Latin abbreviation “et al.” which means “and others” (e.g., Balzert et al., 2008, p. 516). In the reference list, however, all the authors’ names must be listed for works with up to 20 authors.

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”).

Creating a Full Reference

Visit the APA website (<https://apastyle.apa.org/>) or refer to the Publication Manual of the American Psychological Association, 7th edition, 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.⁵

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.)	– Name of journal, year, page range – Publisher's name – DOI ⁶ 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.

⁵ According to APA (2020, pp. 273-274), paragraph numbers ("para. XX") or sections headings should be used to replace page numbers (see also older versions the SML Citation Guide). However, this is not necessary at the ZHAW SML.

⁶ 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 SML 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), x-y.

Dai, H., Chan, C., & Mogilner, C. (2020). People rely less on consumer reviews for experiential than material purchases. *Journal of Consumer Research*, 46(6), 1052-1075. <https://doi.org/10.1093/jcr/ucz042>

Escribá-Esteve, A., Sánchez-Peinado, L., & Sánchez-Peinado, E. (2009). The influence of top management teams in the strategic orientation and performance of small and medium sized enterprises. *British Journal of Management*, 20(4), 581-597. <https://doi.org/10.1111/j.1467-8551.2008.00606.x>

Porter, M. E. (2008). The five competitive forces that shape strategy. *Harvard Business Review*, 86(1), 78-93.

Posen, H. E., Yi, S., & Lee, J. (2020). A contingency perspective on imitation strategies: When is “benchmarking” ineffective? *Strategic Management Journal*, 41(2), 198-221. <https://doi.org/10.1002/smj.3101>

Schwepker, Charles H., Jr. (2019). Strengthening customer value development and ethical intent in the salesforce: The influence of ethical values person–organization fit and trust in manager. *Journal of Business Ethics*, 159(3), 913-925. <https://doi.org/10.1007/s10551-018-3851-0>

2. MONOGRAPHS (BOOKS)

Author, A.A. (year). Title of work (edition). Publisher.

Hauser, B. (2014). *Internal and external context specificity of leadership in M&A integration*. Springer. <https://doi.org/10.1007/978-3-658-08077-8>

Hofstede, G., Hofstede, G. J., & Minkov, M. (2010). *Cultures and organizations* (3rd ed.). McGraw Hill.

Maioreescu-Murphy, R. D. (2020). *Corporate diversity communication strategy: An insight into American MNCs' online communities and social media engagement*. Palgrave Macmillan.

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

3. ARTICLES IN ANTHOLOGIES

Author, A. A. (year). Title of article. In First Initial Last Name (Ed.), Title of anthology (pp. x-y). Publisher.

Hermans, M., & Finchelstein, D. (2020). Internationalization capabilities of Argentine firms. In A. Cuervo-Cazurra, W. Newburry & S. Park (Eds.), *Building strategic capabilities in emerging markets* (pp. 207-234). Cambridge University Press.

Quesada-Pallarès, C., Ciraso-Calí, A., Pineda-Herrero, P., & Janer-Hidalgo, À. (2015). Training for innovation in Spain. In S. Bohlinger, U. Haake, C. H. Jørgensen, H. Toiviainen & A. Wallo (Eds.), *Working and Learning in Times of Uncertainty. Research on the Education and Learning of Adults* (pp. 183-195). Sense Publishers. https://doi.org/10.1007/978-94-6300-244-8_14

4. WORKING PAPERS

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

Auer, R., & Tercero-Lucas, D. (2021). *Distrust or speculation? The socioeconomic drivers of U.S. cryptocurrency investments* (BIS Working Paper No. 951). Bank for International Settlements. <https://www.bis.org/publ/work951.pdf>

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 University of Applied Sciences and Arts.

5. PHD AND MASTER'S THESES

Author, A. A. (year). Title [doctoral dissertation/master's thesis, Institution]. Database.

Castillo, C. M. (2016). *Online hotel reviews and potential customers: Does the response strategy matter?* [Master's thesis, University of Iceland]. Skemman. <http://hdl.handle.net/1946/23497>

Chen, X. (2019). *Corporate governance structures, corporate entrepreneurship and firm performance: A study of Chinese listed firms* (Publication No. 27767095) [Doctoral dissertation, Nottingham Trent University]. ProQuest Dissertations & Theses A&I.

Funk, A. (2020). *Factors influencing environmentally-friendly consumer behavior in the food domain* [Doctoral dissertation, ETH Zurich]. <https://doi.org/10.3929/ethz-b-000477437>

6. CONTRIBUTIONS TO CONFERENCES (PAPERS, POSTERS)

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

Ebert, N., Ackermann, K. A., & Heinrich, P. (2020, April 25-30). *Does context in privacy communication really matter? – A survey on consumer concerns and preferences* [Paper].

2020 CHI Conference on Human Factors in Computing Systems, Honolulu, HI, USA. Association for Computing Machinery. <https://doi.org/10.1145/3313831.3376575>

Quaye, D., Mensah, I., & Andoh, C. (2019, December 6-8). *Digitization, customer engagement and performance of small and medium enterprises in Ghana* [Paper].

2nd International Conference on Advanced Research in Business, Management and Economics, Hamburg, Germany. Diamond Scientific Publishing. <https://www.doi.org/10.33422/2nd.icabme.2019.12.883>

Zhao, P., Haitao, H., & Axhausen, K. W. (2021, January 25-29). *Understanding the variations of micro-mobility behavior due to COVID-19 in Switzerland* [Poster presentation].

100th Annual Meeting of the Transportation Research Board (TRB 2021), Washington, DC, USA. <https://doi.org/10.3929/ethz-b-000430395>

7. LEGAL TEXTS

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

EU-UK Withdrawal Agreement, February 1, 2020, https://ec.europa.eu/info/relations-united-kingdom/eu-uk-withdrawal-agreement_en

United Nations Paris Agreement, December 12, 2015, https://unfccc.int/sites/default/files/english_paris_agreement.pdf

8. DATA FROM DATABASES

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

Statistics Canada (2020). *Table 33-10-0148-01 Affiliation with a foreign parent company, by industry and enterprise size* [Data set]. <https://doi.org/10.25318/3310014801-eng>

The World Bank, Economy & Growth Indicators (2021). *Exports of goods and services (% of GDP)* [Data set]. <https://data.worldbank.org/indicator/NE.EXP.GNFS.ZS>

9. NEWSPAPER ARTICLES

Author, A. A. (Date of publication). Title of article. Name of newspaper, x-y.

Creswell, J. (2021, June 10). Starbucks, Flush With Customers, Is Running Low on Ingredients. *The New York Times*. <https://www.nytimes.com/2021/06/10/business/starbucks-shortages.html>

Haddon, H. (2021, April 28). Starbucks Forecasts Rising Profit. *The Wall Street Journal*, B2.

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

10. LECTURE MATERIALS

Author, A. A. (year). Title of lecture. University, Institute⁷.

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

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

11. INTERNET (BLOGS AND WEBSITES)

Author, A. A. (year, date). Title of post. http://www.examplepage.com

Benveniste, A. (2021, June 10). *This online marketplace wants New Yorkers to ditch Amazon and shop local*. CNN. <https://edition.cnn.com/2021/06/10/business/local-new-york-shop-online/index.html>

Schneider, T. (2021, May 6). *Swiss insurers and the digital innovation opportunity*. KPMG Switzerland Blog. <https://home.kpmg/ch/en/blogs/home/posts/2021/05/swiss-insurers.html>

Swiss Bankers Association (SwissBanking) (2021). *Sustainable finance*. <https://www.swissbanking.ch/en/topics/sustainable-finance>

Young, D., & Gerard, M. (2021, April 29). *Four steps to sustainable business model innovation*. <https://www.bcg.com/publications/2021/four-strategies-for-sustainable-business-model-innovation>

⁷ Instead, 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).

12. AUDIOVISUAL DOCUMENTS

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

Author, A. A. (year, date). Title [Type of data]. <http://www.examplepage.com>

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

Bayley, C. (Producer). (2020, November 23). Making fashion sustainable [Podcast]. In *The World of Business*. <https://www.bbc.co.uk/programmes/p0812m79>

O'Shea, P. (2010, August 29). *Rescued Hedgehog* [Digital image]. <http://flickr.com/photos/peteoshea/5476076002/>

TED (2019, October 28). *Efosa Ojomo: Reducing corruption takes a specific kind of investment* [Video]. YouTube. <https://www.youtube.com/watch?v=jltYcaQ24q4>

13. ENTRIES IN WORKS OF REFERENCE

Author, A. A. (year). Term researched. In *Work of reference* (edition). Publisher.

American Psychological Association (n.d.). Wellness. In *APA Dictionary of Psychology*. Retrieved July 7, 2021, from <https://dictionary.apa.org/wellness>

Downes, J., & Goodman, J. E. (2010). Accumulated dividend. In *Dictionary of finance and investment terms* (8th ed.). Barron's Educational Series.

Squire, B. (2015). Offshoring. In C. L. Cooper (Ed.), *Wiley Encyclopedia of Management: Vol. 10 Operations Management* (3rd ed.). Wiley. <https://doi.org/10.1002/9781118785317.weom100009>

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.

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 (see “Crediting Sources in the Text”).”

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 sample papers in the APA Publication Manual. They are also available online and can be retrieved from

>>> <https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers>



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])



References and Background Information

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

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

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

Swiss Academies of Arts and Sciences (2020). *Code of conduct for scientific integrity*. Swiss Academies of Arts and Sciences.

>>> https://api.swiss-academies.ch/site/assets/files/31840/kodex_layout_en_web.pdf

ZHAW School of Management and Law (2020). *Guidelines for Writing a Bachelor's Thesis (BSc)* [Translation]. ZHAW.

>>> https://intra.zhaw.ch/fileadmin/user_upload/80_Dept/W_School_of_Management/_Dokumente/staff/Regelungen/Richtlinien/Guidelines_for_Writing_a_Bachelor_s_Thesis.pdf

ZHAW School of Management and Law (2021). *Guidelines for Writing a Master's Thesis (MSc)* [Translation]. ZHAW. >>> https://intra.zhaw.ch/fileadmin/user_upload/80_Dept/W_School_of_Management/_Dokumente/staff/Regelungen/Richtlinien/Guidelines_for_Writing_a_Master_s_Thesis.pdf

>>> https://intra.zhaw.ch/fileadmin/user_upload/80_Dept/W_School_of_Management/_Dokumente/staff/Regelungen/Richtlinien/Guidelines_for_Writing_a_Master_s_Thesis.pdf

ZHAW School of Management and Law (2020). *Guidelines for Writing a Master's Thesis (MAS/EMBA)* [Translation]. ZHAW. >>> https://intra.zhaw.ch/fileadmin/user_upload/80_Dept/W_School_of_Management/_Dokumente/staff/Regelungen/Richtlinien/Guidelines_for_Writing_a_Master_s_Thesis_MAS_EMBA.pdf

>>> https://intra.zhaw.ch/fileadmin/user_upload/80_Dept/W_School_of_Management/_Dokumente/staff/Regelungen/Richtlinien/Guidelines_for_Writing_a_Master_s_Thesis_MAS_EMBA.pdf

FAQs

USEFUL APA LINKS

>>> <https://academicwriter.apa.org/>

>>> <https://apastyle.apa.org/style-grammar-guidelines/citations>

>>> <https://apastyle.apa.org/style-grammar-guidelines/references>

(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 >>> <https://apastyle.apa.org/style-grammar-guidelines/citations/personal-communications>

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.



Useful Links

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/en/library/start/>

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/en/library/writing-publishing/>

AVOIDING PLAGIARISM

Plagiarism violates the rules and conventions of academia. This leaflet helps you to avoid this pitfall. Available online at >>> https://intra.zhaw.ch/fileadmin/user_upload/80_Dept/W_School_of_Management/Dokumente/studierende/2bachelor_master_english/master_thesis/20_Merkblatt_Plagiate_EN_281016.pdf

INTEGRITY IN SCIENTIFIC RESEARCH

Code of conduct for scientific integrity. Available online at >>> https://api.swiss-academies.ch/site/assets/files/25852/kodex_layout_en_web.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/en_gb

MYSTUDYBOX

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

RECOMMENDATIONS ON CITATION AND STYLE

APA Style Blog. Available online at >>> <https://apastyle.apa.org/blog>

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.	





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