CITATION IN DISSERTATIONS
A GUIDELINE

Citations serve many functions in an academic context. Primarily, they distinguish your work from other authors and indicate that you have used external content or that your ideas go beyond the current state of the art.

If content from a previously published work is used, this must be clearly indicated. This not only protects intellectual property, but also makes it possible to transparently present new findings that go beyond the current state of knowledge. It also helps referring to established methods and procedures or to substantiate your own results by referring to reference data.

In the following you will find information on **plagiarism, secondary publication** of your own previously published articles and data, as well as **support and advice** offered by the University Library.

Please inform yourself as soon as possible about the subject-specific requirements for dissertations and citation rules at your faculty or department.

With regard to cumulative dissertations, the Framework Regulations for Doctoral Studies of the BTU as well as the Doctoral Regulations and the **subject-specific catalogue of criteria for cumulative dissertations** of your faculty should be taken into account in particular.

All members and affiliates of the BTU are obliged to make the **Statute for Safeguarding of Good Scientific Practice** the basis of their scientific work and to actively contribute to the prevention of scientific misconduct within their sphere of activity.

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AVOID PLAGIARISM

Failure to identify someone else's intellectual property as such (plagiarism) can lead to termination of the doctoral procedure, revocation of the academic degree and, in certain circumstances, even to legal proceedings. Furthermore, not only in dissertations, but also in publications or (interim) reports, care must be taken to ensure a correct scientific working method.

To avoid plagiarism, you should be aware of the main types[1]:

Full plagiarism
Copying someone else's work in its entirety and submitting it under one's own name.

Self-plagiarism
Submitting the same piece of work, or parts of it, to more than one examination or seminar. This also includes copying one's own publications or manuscripts without acknowledging the source.

Paraphrasing without referencing
Taking ideas and text from someone else's work, slightly adapting it and using your own words, without citing the source.
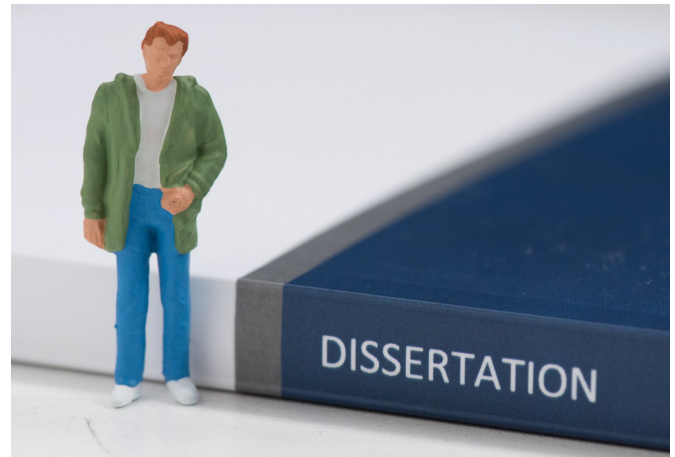
Plagiarism through translation
Translating the text literally or logically from another language without citing the source.

Copy & paste plagiarism
Copying text from other authors without citing the source. This includes downloading and using text from the internet without citing the source.

Ghostwriter plagiarism
Submitting a work written by another person (commissioned work) under one's own name.

Structural plagiarism[2]
Copying the structure from someone else´s work without citing the source, e.g. in outlines or lists of related works.

Poor citation
Parts of another author´s text are copied, possibly paraphrased, and the appropriate source is cited, but the citation is not referring to the text taken.

Students and employees of BTU can use the plagiarism detection software ↗ Turnitin free of charge.

Please consider the following information:

- Obtain permission from the copyright holder

- No storage on Turnitin´s external server
  Action „Edit Settings" → „Submit papers to: no repository"

- Remove the cover page and personal information from the document

[1] C. Schwarzenegger, W. Wohlers (2006): Plagiatsformen und disziplinarrechtliche Konsequenzen, In: Universität Zürich, unijournal 4/06, S. 3.

[2] Justus-Liebig-Universität Giessen: Gutes Wissenschaftliches Arbeiten statt Plagiate und Täuschung. Welche Plagiatsformen gibt es? Available at: https://www.uni-giessen.de/studium/lehre/plagiate/plagiatsformen, last access on 08.11.2022.

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HOW DO I CITE MYSELF?

INTEGRATION OF ALREADY PUBLISHED PAPERS

If complete articles that have already been published are presented again in the context of a dissertation, this is usually not a citation but a second publication. Especially in the case of cumulative theses, previously published research results are an essential part of the thesis.

Second publications are regulated by the Copyright Act (§ 38 UrhG).

Using whole sections or articles

If you want to include sections, chapters or entire publications in your dissertation, you must first clarify your rights. Even if you are the author and thus the " creator " of your publication, you cede the rights of use to the publisher in the event of publication. Before submitting or publishing your manuscript, you should find out whether and under what conditions your publisher's contract allows for a second publication.
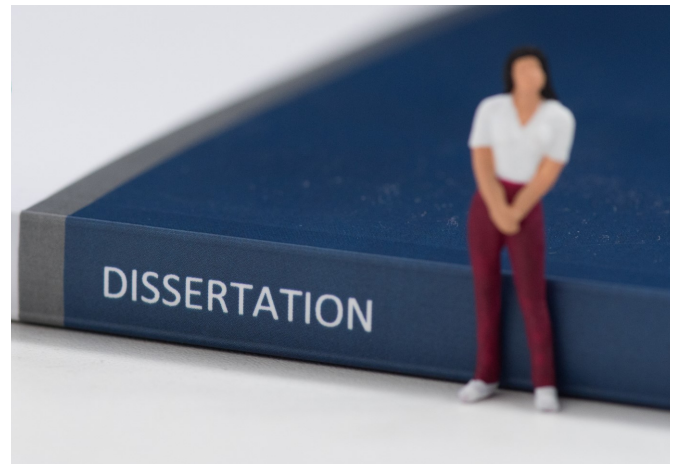
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A publisher may allow the use of the originally submitted version. However, sometimes only the final version in the finished publisher's layout is allowed to be used.

Some publishers allow a delayed second publication, i.e. only after an embargo period has expired. You must clarify this in advance.

In most cases you will find the information in the publishers' copyright regulations under the heading "Rights and Content".

Preprint

Submitted manuscript, original version

⇨ Originally submitted version of the article prior to the scientific review process

Postprint

Final peer-reviewed manuscript, accepted manuscript

⇨ Version of an article that contains all the changes from the scientific review process but has not yet been formatted or otherwise enriched by the publisher

Published

Version of Records, published version of the article

⇨ Final version of an article in publisher's layout including publisher's logo

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Intended use

The intended use is important for the publisher's approval. Often secondary publication in your own dissertation is allowed, but sometimes it is not. When asking for permission, always specify exactly what use is to be permitted (e.g. Which parts of the article will be used: the whole article, only the text, only tables or figures?, How will the dissertation be published: in printed or electronic form, or both?, In which language will the dissertation be published?).

It is recommended to avoid publishing houses that do not allow the use of their publications in the context of a thesis as a publication organ.
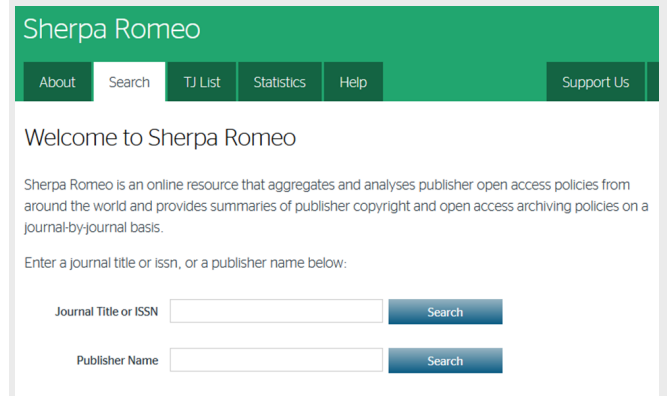
Reference to first publication

When publishing your own dissertation, you should make sure that the distinction between "new" and "already known" is clear. A general introductory sentence such as "Parts of this chapter / thesis have already been published in XYZ" does not do this adequately. Often the easiest way is to include the already published article and the reference to the first publication with the DOI (Digital Object Identifier) in the chosen citation style of the work as well as the copyright information. The results that have not been published yet and that are therefore "new" are presented subsequently. This procedure often makes citation easier.

List of publications included in the doctoral procedure for cumulative theses

In a cumulative dissertation, each publication must be accompanied by a summary highlighting the individual contributions of the doctoral candidate. The summary may end with the following statement "I was significantly involved in the essential phases of idea generation and in the development of all parts of the thesis" and, if applicable, the limitation "except for ..." or by equivalent wording.

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ANY QUESTIONS?
ADVICE AND SUPPORT

Further information on citation rules, avoiding plagiarism as well as on writing and publishing scientific papers can be found on the website of the University Library Cottbus-Senftenberg:

- Reference Management
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