



Guidelines for Citation and Referencing

There are **various citation styles** in use. These guidelines follow the **7th edition of the APA** (American Psychological Association) Publication Manual and serve as a guideline for **all written works submitted to the Department of English Language Education**. Please note in particular the differences to the citation system used in literary and cultural studies (MLA).

The print version of the APA7 Manual (complete book) is available in the UP library. Detailed information on the APA citation style (including many additional citation examples as well as helpful advice on writing style, formatting etc.) can also be found online:

- **APA Style:** <https://apastyle.apa.org/>
- **Purdue University Online Writing Lab:** https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

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General remarks

In an academic paper, you have to acknowledge how the research of other authors contributed to your own work. **Citations** are needed in your text when you **directly quote** from someone else's work and when you **paraphrase** (i.e. summarize someone else's ideas in your own words). All in-text citations need to have a corresponding entry in the **reference list** at the end of your paper.

I. In-text citations

According to APA style, references are given in the running text, not in footnotes. Author names are provided with year of publication (e.g. Crystal, 2003) with a comma. They are not spelt in capital letters (i.e. not CRYSTAL, 2003).

With up to two authors, state both of the authors (e.g. Ford & Fox, 2010).

With more than two authors, use the abbreviation "et al." in the running text (e.g. Sacks et al., 1974). In the reference list, state all authors (see II. References).

When referring to several publications, use a semicolon to separate the different works and place the authors in alphabetical order (Adams et al., 2019; Smith & Miller, 2015; Williams, 2017).

When you quote, you must provide the exact location of the passage quoted, i.e. author name, year of publication and page number(s), e.g.

(Ford & Fox, 2010, p. 2)

(Ford & Fox, 2010, pp. 2-4)

Note that when citing from several pages, the abbreviation "pp." is required.

Please note: The ELE department requires students to **provide page numbers** not only for direct quotations, but also for paraphrases! This will help readers to locate relevant passages in a source you used and will make your paper more precise and transparent.

When no page number is given, please refer to chapter or section number, e.g.

(Quirk et al., 1985, section 15.1)

(Miller, 2010, chap. 2)

A paper/book should only be referred to in general, i.e. without specific page numbers, when the relevant thoughts are distributed across the entire work, e.g.

Task-Based Language Teaching (Kolb & Schocker, 2021; Müller-Hartmann & Schocker-v. Ditfurth, 2011;) has become a well-established approach in the primary and secondary EFL classroom.



Paranthenetical citations vs. narrative citations

There are two types of in-text citations in APA format: paranthenetical and narrative.

In paranthenetical citations, include all information (author(s), year of publication, page number(s)) **in parantheses after the direct quote** or at the end of the information drawn from the publication, e.g.

The importance English has gained throughout the history is maintained today thanks to its predominant use in a wide range of domains ranging from politics to business, and entertainment to education (Crystal, 2012, pp. 29–30), making it a truly global language.

In narrative citations, **the author's name or the authors' names are mentioned in the sentence, followed by the year of publication in parantheses**. The page number is provided in parantheses after the direct quote or at the end of the information drawn from the publication, e.g.

House (1999) defines ELF as "interactions between members of two or more different linguacultures in English, for none of whom English is the mother tongue" (p. 74).

1. Direct quotations

Direct quotations can be either short or long.

1.a Short quotations:

Enclose direct quotations in double inverted commas and provide the exact source in the immediate vicinity, e.g.

Paranthenetical citation:

Many scholars argue that the "origins of the written language lie in the spoken language" (Crystal, 2003, p. 236).

Narrative citation: The page number in parantheses is provided after the quote.

Crystal (2003) argues that the "origins of the written language lie in the spoken language" (p. 236).

1.b Long quotations (block quotations):

Long quotations (40 or more words) should be set off by the use of an indented margin. Omit quotation marks. Do not add a period after the closing paranthesis.

Paranthenetical citation:

The argumentation is the following:

The origins of the written language lie in the spoken language, not the other way round. It is therefore one of life's ironies that traditionally in present-day education we do not learn about spoken language until well after we have learned the basic properties of the written language. (Crystal, 2003, p. 236)

This position has been ...



Narrative citation:

Crystal's (2003) argumentation is the following:

The origins of the written language lie in the spoken language, not the other way round. It is therefore one of life's ironies that traditionally in present-day education we do not learn about spoken language until well after we have learned the basic properties of the written language. (p. 236)

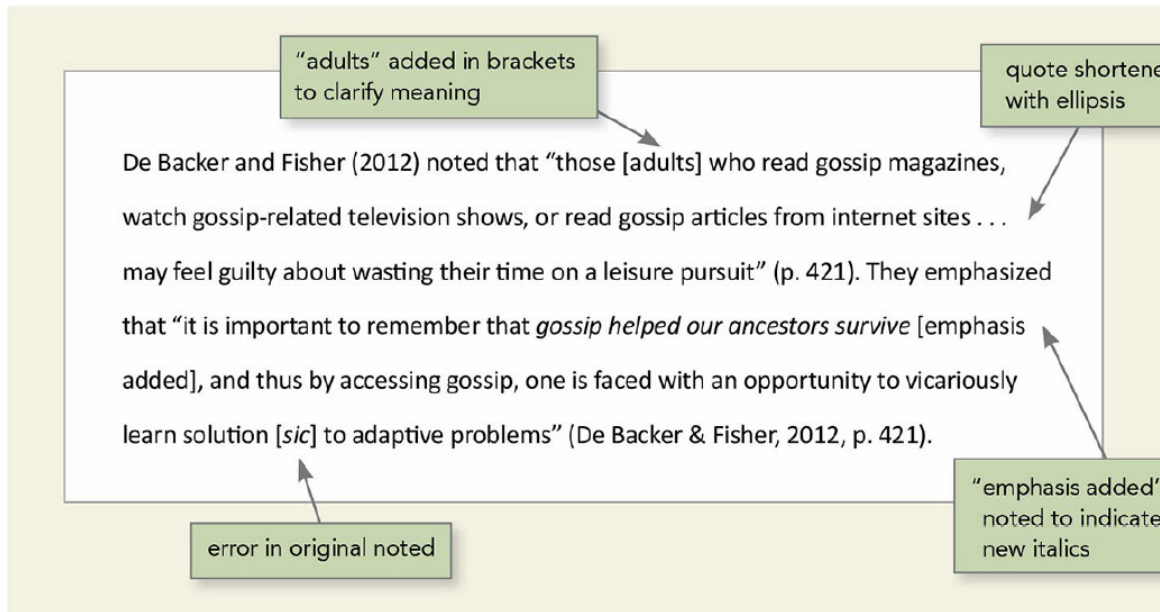
This position has been ...

1.c Making changes to quotations

In general, a direct quotation **must be accurate**, i.e. it has to be an exact reproduction of the original source with regard to wording, spelling and punctuation. However, you are **allowed to make changes in some situations**, e.g. to integrate the quote grammatically into your sentence, but you can't change the meaning. Some changes do not require explanations; others do (see table below).

Changes	Examples
changes requiring no explanation	<ul style="list-style-type: none">• The first letter of the first word in a quote may be changed to uppercase or lowercase to fit the context of the sentence.• Punctuation marks may be changed to fit the sentence context as long as you do not alter the meaning.• Single quotation marks may be changed to double quotation marks and vice versa.• Footnote or endnote number callouts can be omitted.
changes requiring explanation	<ul style="list-style-type: none">• When adding words, use square brackets, e.g. "those [children] who are ..."• When shortening a quote, use ellipsis: ... (three periods with spaces around each other).• When adding emphasis, use italics and insert [emphasis added] immediately after the emphasis.• If an original text contains an error (that might confuse readers), add the abbreviation [<i>sic</i>] immediately after the error.

Some of these cases are illustrated in Figure 1 below.



taken from: APA Publication Manual, 7th edition (2020, p. 275), Figure 8.6: Example of Changes Made to a Direct Quotation

2. Paraphrases

Ideas from a text can also be **paraphrased** (i.e. summarized/restated in your own words). As with direct quotations, the author, the year of publication and the page number(s) should be stated to be able to trace the original. APA style does not use the abbreviation "cf." (in German = *vgl.*).

Example: Sentence in the original text by Lightbown & Spada (1999, p. 59)

"Learners' preferences for learning, whether due to their learning style or to their beliefs about how languages are learned, will influence the kinds of strategies they choose in order to learn new material."

Paraphrase (parenthetical citation):

Personal variables, such as learner preferences, beliefs about language learning or learning style, influence the strategies that learners use (Lightbown & Spada, 1999, p. 59).

Paraphrase (narrative citation):

According to Lightbown & Spada (1999), personal variables, such as learner preferences, beliefs about language learning or learning style, influence the strategies that learners use (p. 59).

Be aware of the difference between providing a summary and minor paraphrasing (where you only make slight adjustments to the original words). The latter requires direct quotation or else runs the risk of being classified as plagiarism.



When writing your paper, you might use sources in different languages. If you **translate a passage** into another language to use it in your paper (e.g. information from a German source in your English paper), this translation is considered a paraphrase, not a direct quotation. Do not use quotation marks around the text you translated. However, you have to include author and date of original material in the in-text citation. Please see "Quoting and Translations/Using Foreign Languages in Academic Writing in English" (under VI. Sources) for more information.

3. Omitting the year in repeated narrative citations

In general, include the author, year, and page number in every in-text citation. If you cite a work several times within a paragraph using narrative citation, omit the year of publication after mentioning it once. With every new paragraph, provide all information. Parenthetical citation always requires the full information, i.e. also within a paragraph. APA style does not use the abbreviation "ibid." (in German = *ebd.*), e.g.

Byram (1997) developed his influential model of Intercultural Communicative Competence from his experience with language teacher education, defining a clear set of dimensions of what ICC entails, namely attitudes, knowledge and skills (p. 34). Byram argued that learners need intercultural competence to prepare them for interaction with people of other cultures and to better understand their own social identities and those of others (p. 38).

4. Citing from secondary sources

Generally, you should avoid citing from secondary sources. If you still do so, make it clear that you have read about something elsewhere, e.g.:

Walt Whitman (1885) states that language is "not an abstract construction of the learned, or of dictionary makers, but is something arising out of the work, needs, ties, joys, affections, tastes of long generations of humanity" (p. 95, as cited in Mayer, 2008, p. 11).

Include the original source **in your list of references**. In the example above, this would be Mayer (2008).

5. Citing from the Internet

Your in-text citation for an electronic source should follow the same guidelines as for other sources, i.e. be truthful to the original in terms of quoting (i.e., use quotation marks) and summarizing. Provide the author (when unknown, the title of the source) and year as well as the date of publication, if possible. When referring to the title of the source within your paper, you should capitalize nouns, verbs, adjectives, adverbs and all words with four or more letters. Capitalization differs in the reference list (see II. References). In addition, provide a hint as to the kind of source (website, blog etc.), e.g.

Peterson (2013, website) points out that Luther posted the 95 Theses on the door of the Wittenberg Castle Church in order to spur debate among the Christians.

What follows is an analysis of the video "How to Cook a Christmas Pudding" (2011, YouTube).



In the bibliography, it is important to provide complete information of internet sources, i.e. author, the title of the article/source, the original publication date (if possible - if not, use *n.d.* = no date), the <URL> and the date of access, if necessary (see II. References).

Please refer to APA 7 for **more information on citing from the Internet:**

<https://apastyle.apa.org/style-grammar-guidelines/references/examples#online-media>

II. References

All works mentioned in the text **MUST** be documented in a **list of references** at the end of your paper. Do not list more references than those you actually used. You should list your references in alphabetical order according to the author's surname and then year of publication. Use hanging indents to visually separate the individual entries in your list. The citation form must be **consistent throughout the reference list**. If a source has an **URL** or **DOI (digital object identifier)**, you should include it as well.

1. Books (with one or more authors)

Author(s) (Year). *Title of book: Subtitle of book* (if any). Publisher. DOI (if any)

e.g.

Nesselhauf, N. (2004). *Collocations in a Learner Corpus*. John Benjamins.

Kolb, A. & Schocker, M. (2021). *Teaching English in the Primary School. A task-based introduction for pre- and in-service teachers*. Klett Kallmeyer.

Use lowercase letters when your reference list contains several publications of an author in the same year (e.g. 2005a, 2005b). Single-author works precede works written in collaboration, e.g.

Nesselhauf, N. (2005a). ...

Nesselhauf, N. (2005b). ...

Nesselhauf, N. & Mair, C. (2005). ...

Nesselhauf, N., Mair, C. & Römer, U. (2005). ...

2. Articles in journals

Author(s) (Year). Title of article: Subtitle of article (if any). *Title of Journal, volume(issue)*, page numbers of article. DOI (if any)

e.g.

Loewen, S. & Sato, M. (2018). Interaction and instructed second language acquisition. *Language Teaching*, 51(3), 285–329. <https://doi.org/10.1017/S0261444818000125>

Surkamp, C. & Elis, F. (2016). Dramapädagogik: Spielerisch Sprache lernen. *Der fremdsprachliche Unterricht Englisch*, 50(142), 2-9.



3. Articles/chapters in edited books

Author(s) (Year). Title of article: Subtitle of article (if any). In Author(s) (Ed./Eds.), *Title of edited book: Subtitle of edited book* (if any) (page numbers of article). Publisher.

e.g.

Aijmer, K. (1997). *I think* - an English modal particle. In T. Swan & O. J. Westvik (Eds.), *Modality in Germanic Languages. Historical and Cognitive Perspectives* (pp. 1-47). De Gruyter.

Müller-Hartmann, A. & Schocker, M. (2020). Aufgabenorientierte Formate im Fremdsprachenunterricht. In W. Hallet, F.G. Königs & H. Martinez (Eds.), *Handbuch Methoden im Fremdsprachenunterricht* (pp. 52-54). Klett Kallmeyer.

4. Online sources

Please note: Many types of works (e.g. books, articles) can be retrieved online. If you want to cite a source you found online, you should first check into which category it fits best. It is not appropriate to cite a journal article or a book (electronic or hard copy) as an online source even if you found it online.

Websites are referenced by providing the name of the author(s) (if known), the most specific date (e.g. year, month and day, year and month, or year only), the title of the webpage (in italics), and the name of the website (see example below). Sometimes you need to check the website's legal notice (German: *Impressum*) or copyright statement at the very bottom of the website to find out who the author or editor is.

In your reference you should also add the URL. The URL should link directly to the cited work. Include a retrieval date when the website content is likely or designed to change over time (e.g. when a website/blog/social media/wiki is frequently updated), e.g.

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved July 3, 2019 from <https://www.census.gov.popclock>

For *Lehramt* students: We recommend the following format for referencing the *Rahmenlehrplan (Teil C)*:

SBJF & MBS [Senatsverwaltung für Bildung, Jugend und Familie Berlin & Ministerium für Bildung, Jugend und Sport des Landes Brandenburg] (Eds.), (2024). *Rahmenlehrplan Jahrgangsstufen 1 – 10. Teil C. Moderne Fremdsprachen. Jahrgangsstufen 1 – 10*. Berlin, Potsdam: Senatsverwaltung für Bildung, Jugend und Familie Berlin & Ministerium für Bildung, Jugend und Sport des Landes Brandenburg. Retrieved from https://bildungsserver.berlin-brandenburg.de/fileadmin/bbb/unterricht/rahmenlehrplaene/Rahmenlehrplanprojekt/amtliche_Fassung/Teil_C_Mod_Fremdsprachen_2024_06_17.pdf

Please note: If you use generative artificial intelligence (AI) (e.g. tools such as ChatGPT) in your research and writing process, please note that you have to clarify this with the examiner of your paper (see chapter IV. Plagiarism).

Advice on how to cite AI tools can be found here:

<https://apastyle.apa.org/blog/how-to-cite-chatgpt>

III. Tables, diagrams and other figures

Tables, diagrams and other figures must be numbered (if more than one) and titled. Their title should explain what they demonstrate. Refer to them in the text and explain what is depicted and why this is relevant for your text. If you reprint or adapt a figure from another published work, you have to indicate the original source in the note below the figure and add it to the reference list.

Table 1

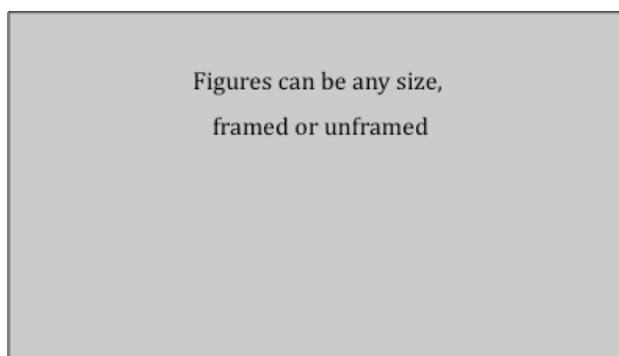
Title of the table

Example	XY	XYZ
...
...
...

Note. (e.g. source, explanations, if needed)

Figure 1

Title of the figure



Note. (e.g. source, explanations, if needed)

IV. Plagiarism

Plagiarism means that you appropriate someone else's ideas, writings or work and present them as your own. This will be sanctioned (see [Richtlinie zur Sicherung guter wissenschaftlicher Praxis für Studierende an der Universität Potsdam](#)). You must always acknowledge all sources (see citation and bibliographical references).



Always attach a signed printout of the department's form for the declaration of authorship and acknowledgement of plagiarism guidelines to your paper (at the very end). The declaration form ([Statement of Originality/Eigenständigkeitserklärung](#)) can be downloaded from the department's website. Your paper will not be graded if you do not include this declaration.

Reminder: Please note that you have to clarify any use of generative artificial intelligence (AI) with the examiner of your paper (see Statement of Originality).

If you have any questions related to citation and referencing which are not covered in these guidelines, please use the links to other APA7 resources and/or talk to your instructor or supervisor.

Please note: The UP's [Center for Languages and Key Competences \(Zessko\)](#) offers regular workshops on academic writing as well as individual writing assistance or special events such as writing nights.

V. Formatting your paper

For all papers, please adhere to the following format:

- **spacing:** 1.5
- **font type & size for the text:** Arial (11pt) or Times New Roman (12pt)
- **text-alignment:** justified (*Blocksatz*)
- **margins:** left: 3.0 cm; right: 3.0 cm; top: 2.5 cm; bottom: 2.5 cm
- **pages must be numbered consecutively** (title page, table of contents and appendix are excluded from the count; start page numbering on the page of your introduction)
- **use subchapters and label & number them** (preferably no more than three tiers (1.1.1), but never more than four (1.1.1.1)).
- use **appropriate paragraphing** to **structure** your text
- do **not** insert **page breaks after sub-sections** (exception: if the first paragraph of the next subsection consists of less than three lines at the bottom of a page, you should enter a page break)

Please use **footnotes** (at the end of the page) and not endnotes (at the end of your paper). Use footnotes sparingly. They are not intended for referencing citations and literature.



VI. Sources:

APA Style: <https://apastyle.apa.org/>

Purdue University Online Writing Lab:

- General information:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- Sample papers:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html
- Poster with basic information:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_classroom_poster.html
- Quoting and Translations/ Using Foreign Languages in Academic Writing in English:
https://owl.purdue.edu/owl/general_writing/academic_writing/using_foreign_languages_in_academic_writing_in_english/index.html
<https://apastyle.apa.org/blog/cite-your-own-translations>
- How to cite AI tools (e.g. ChatGPT):
<https://apastyle.apa.org/blog/how-to-cite-chatgpt>