

References (citing someone else's work)

In the text

You have to give the author's name followed by the year of publication and the page number in brackets.

Example: Schmitz (1999: 131ff.) investigated ...

When you do not mention the author's name in the text, you have to give this in the brackets as well.

Example: A new study (Schmitz, 1999: 184) showed ...

When the work was published by two authors both have to be mentioned in the text or in brackets.

Example: Eals & Silverman (1993) tested the hypothesis ...

When the work was published by more than two authors state the first author's name followed by the addition 'et al.' (this is Latin for 'and others').

Example: Caplan et al. (1985: 778) diskutieren...

In the bibliography

The full reference for all works that are cited in the text has to be given in the bibliography. This should be ordered alphabetically after the first author's last name. All authors have to be given.

If you found literature that is also relevant for your topic, but that you have not cited in your text, you can give this also as 'Additional Literature'.

The full references should have the following form:

Book (Monography)

Author/s (year of publication): *Title*. Edition. Place of publication: Publisher.

Examples:

GUIRDHAM, Maureen (1995): *Interpersonal Skills at Work*. 2. ed. London: Prentice Hall.

SAMOVAR, Larry A. & PORTER, Richard E. (1976): *Intercultural communication: a reader*. 2. ed. Belmont, CA: Wadsworth.

Chapter in edited book

Author/s of article (year of publication): *Title of article*. Pages, in: Editor (Ed.): Title of edited book. Edition. Place of publication: Publisher.

Example:

HENLEY, Nancy M. & LAFRANCE, Marianne (1997): Gender as Culture: Difference and Dominance in Nonverbal Behavior. S. 351-371, in: WOLFGANG, Aaron (Ed.): *Nonverbal Behavior: perspectives, applications, intercultural insights*. 2. ed. Seattle: Hogrefe & Huber.

Article in journal

Author/s of article (year of publication): *Title of article*. Pages, in: author/s of edited book (Ed.): Title of edited book. Edition. Place of publication: Publisher.

Examples:

Bélanger, France (1999): Communication Patterns In Distributed Work Groups: A Network Analysis. *IEEE Transactions on Professional Communications* 42 (4): 261-275.

DUMLAO, Rebecca & DUKE, Shearlean (2003): The Web and E-Mail in Science Communication. *Science Communication* 24 (3): 283 - 308

Electronic source

When citing electronic sources you use the usual citation format and add: Online in Internet: URL: *URL-adress* [cited *Date of visit *].

The date should be in the format year-month-day (YYYY-MM-DD)

Example:

JOUBERT, Trudi: *Roles and social interaction*. Online in Internet: URL: <http://hagar.up.ac.za/catts/learner/cooplrn/c1.html> [cited 2003-06-30].

BAUER, Maureen (2002): Learn Tips For Effective Communication At Work. The BostonChannel.com. Online in Internet: URL: <http://html.thebostonchannel.com-/sh/employment/stories/employment--570020010205-090243.html> [cited 2003-06-30]