

Citation Guide of the School of Spatial Planning

Lion Lukas Naumann
(Chair of Real Estate Development)
Vilim Brezina
(Chair of Spatial Planning and Environmental Law)

Translation:
Jun.-Prof. Dr René Westerholt (RAM)

August 2020

Sincere thanks go to

Prof. Dr Susanne Frank, Chair of Urban and Regional Sociology, and Dipl.-Ing. Ulla Greiwe from the Study and Project Centre of the School of Spatial Planning, who have contributed to this guide with their expert advice and support.

We would also like to thank Jun.-Prof. Dr René Westerholt, head of the Spatial Modelling Lab (RAM), for translating the German version of this guide into English and for adding additional, English-specific aspects and rules.

Preface

Dear Spatial Planning students!

Citations and bibliographical references are central elements of scholarly work. Scientific findings do not come from nowhere but are always based on previous ideas and findings of others, whose thoughts, questions, and conclusions are taken up, rejected, modified, and advanced in one's own contributions.

Citation styles are collections of rules that provide a uniform way of identifying such references. Numerous such styles exist: Experts count hundreds, or even thousands, of different citation styles. The choice for one or another usually depends on the traditions of the respective scientific disciplines or established subject cultures.

The field of Spatial Planning is an interdisciplinary one, combining numerous engineering and social science disciplines. The School of Spatial Planning, with its current 18 professorships, is an exemplary representation of this diversity of academic perspectives and approaches. It is therefore not surprising that many different citation styles are in use or taught at the various chairs and departments. We do not see any problem with this and would not like to change anything about this.

At the same time, however, we also understand the wish that students, tutors, and lecturers have increasingly voiced to us in recent years for the School to agree on a citation style that is recognised in all, or at least most, subject areas taught. Especially early in their studies, many students are confused by the sometimes very different systems of rules and norms.

We are responding to this concern by presenting this guide. In concrete terms, this means: Anyone who uses the citation style presented in this guide to cite their references in project reports or in term papers, Bachelor's or Master's dissertations can be assured that the format will be accepted in all fields of study represented at the School. The possibility of teaching or using other styles remains unaffected, of course.

The so-called Harvard Style, which the School has opted for, is one of the most common citation styles internationally. Since there are basic rules for Harvard, but no binding formal requirements, this guide is intended to provide an overview of the possibilities for its correct use. We hope that the guide will help you to succeed in your written work!

On behalf of the School, we would like to sincerely thank Lukas Naumann and Vilim Brezina, who prepared this guide in accordance with the topics of Spatial Planning! Greatest thanks also go to Jun.-Prof. Dr René Westerholt for preparing the English version of this guide.

Prof. Dr Susanne Frank (Head of the Commission for Studies and Teaching)
Ulla Greiwe (Study and Project Centre)

Contents

1.	Inline Citing	6
1.1	Direct quotations	7
1.2	Indirect quotations	9
1.2.1	Secondary quotations	10
1.2.2	Multiple authors and citing more than one reference	10
1.3	Quotations from edited volumes	12
1.4	Quoting interviews	13
1.5	Quoting legal sources	14
1.5.1	UK Government publications	14
1.5.2	UK Parliamentary Inquiries	14
1.5.3	Acts of Parliament (UK Statutes)	14
1.5.4	Reports of UK court cases	15
1.5.5	German laws	15
1.5.6	Commentaries on German laws	15
1.5.7	Court decisions	16
1.6	Quoting Internet material	17
1.7	Quoting videos	18
1.8	Quoting figures, tables, and maps	19
1.9	Overview of abbreviations and designations in quotations	21
2.	Referencing / Bibliography	22
2.1	Basics about the bibliography	22
2.2	Examples for common types of literature	23
2.2.1	Monographies	23
2.2.2	Contributions in edited volumes	23
2.2.3	Series	24
2.2.4	Journal articles	25
2.2.5	Maps	25
2.2.6	Newspaper articles	25
2.2.7	Online sources	26
2.3	Example on how to structure your bibliography	27
3.	Further Readings	30

1. Inline Citing

The Harvard-style citation system consists of a combination of a **citation in the running text** and the corresponding **full reference in the bibliography**. Citations in the text are covered in this section. Full references in the bibliography are found in the second section **REFERENCING**.

In principle, the following general rules apply when preparing academic papers according to the Harvard style:

- All specific, detailed statements, findings, and facts must be supported by cited evidence.
- Citations are integrated into the running text (short citations). Each citation consists of: Surname(s) of author(s), year of publication, and page numbers. Citations are structured identically for all types of literature (which is why the first chapter does not make any differences between individual types of literature).
- Full references are always provided in the bibliography.
- All citations used in the running text (and only these) must also be found in the bibliography.
- Even if several variants of citations are possible, the form once chosen must be retained.
- Each inline citation must be unambiguously assigned to a full reference given in the bibliography.

Examples of citations according to Harvard style:

Example

(Smith 2013, 7)

(Smith 2013: 7)

(Smith 2013, p.7)

1.1 Direct quotations

Direct quotation should be used when the wording plays a special role, for instance in definitions, political speeches, legal texts, or statements that are particularly impressive or at the core of a paper. In general, however, direct quotations should be used sparingly. (This recommendation explicitly does not apply to qualitative empirical work!)

“Direct quote” ([Author(s) + year: page numbers])

Example

“Modern society produces spatiotemporal datasets at an unprecedented velocity and volume” (Westerholt 2019: 66).

The full stop for ending the sentence is shifted by the quotation and is always placed after the citation.

Omissions are marked by square brackets [...], orthographic additions are inserted in square brackets. Omissions of individual words are marked by [..].

Example

“OGC defines a number of geospatial web standards [...] that enable web-based geospatial processing” (Westerholt & Resch 2015: 455).

Longer citations can be indented or emphasised by using a new paragraph, in which case the font is usually reduced in size:

Example

For Goffman identity is the outcome of ‘performances, in which the actors provide an impression of the self’ (Cramer et al. 2011: 3). The notion of ‘performances’ here suggests spectators:

“When an individual plays a part he implicitly requests his observers to take seriously the impression that is fostered before them. They are asked to believe that the character they see actually possesses the attributes he appears to possess, that the tasks that he performs will have the consequences that are implicitly claimed for it, and that, in general, matters are what they appear to be” (Goffman 1969: 28).

If foreign-language quotations are translated into English, they must be marked “translated by the author”. In the following example, a Croatian source was used. Since it is disputed whether a translated quotation is actually considered a literal quotation, paraphrasing and hence indirect citation is recommended in case of doubts (see also 1.2).

Example

According to Bienenfeld (2017: 18), spatial planning of the sea, that is, maritime spatial planning, is defined as the process of analysing and organising societal activities on and at the sea surface in order to achieve environmental, economic, and social goals (translated by the author).

If a direct quotation is to be complemented with a note, this is to be indicated in brackets.

Example

“In that year (2007, author’s note) ...” (BBSR 2017: 16).

Added highlighting in italics or bold type should be indicated by “highlighted by the author”. Highlighting in the original source should be retained.

Example

„Cash cycle enterprises must continually make assumptions about future social norms, of the technologies and the direction of complex changes in personal, natural and political conditions“ (Graaskamp 1981: 619, highlighted by the author).

If the original has italics, bold font, or any other kind of highlighting, state that the italics/bold font/etc. are in the original. It may sometimes be advisable to be unspecific by adding “highlights in the original” (for instance, when you are referring to various different kinds of highlights). However, you should be specific when doing this wherever possible (e.g. by adding “italics in original” to your citation).

Example

“Cash cycle enterprises must continually make assumptions about **future social norms**, of the technologies and the direction of complex changes in personal, natural and political conditions” (Graaskamp 1981: 619, bold font in original).

1.2 Indirect quotations

Indirect quotation means that a statement is paraphrased. It is customary to use the usual author-year citation when reproducing the meaning of a statement. Prefixing with „see“ or „c.f.“, on the other hand, is intended to indicate that someone else’s ideas are being used in a modified form or that one wishes to refer to another work for further, more detailed information of a more complex nature.

For indirect quotations, too, the full stop should always be placed after the citation. In the alternative case given in the following example, the citation (without name, only year and page number) is to be placed directly after the reference to the author. The latter is done when the name of an author is meaningfully integrated into a sentence.

Example

Paraphrased rendition

The OSM project allows volunteers to create and maintain a global geographic dataset by mapping features in accordance with a bottom-up and dynamic folksonomy (Mocnik et al. 2017: 219).

<alternative>

According to Mocnik et al. (2017: 219), the OSM project allows volunteers to create and maintain a global geographic dataset by mapping features in accordance with a bottom-up and dynamic folksonomy.

If a citation refers to several pages of a source, the first referenced page is postfixed *f.* (following page) or *ff.* (several following pages). Both *f.* and *ff.* are italicised, as they are adopted from Latin. In the case of several subsequent pages, however, it is preferable to indicate the specific page numbers.

Example

The spatial analysis of user-generated geographic information is affected by complex geometric and topological superpositions (Westerholt 2019: 66 *ff.*).

1.2.1 Secondary quotations

If a literal statement already quoted by the author of a source is to be quoted again in one's own text, this is indicated by "cited in Author Surname Year". In general, secondary quotations should be used rarely and only in exceptional cases!

[Author(s) + Year: Page numbers; cited in Author Surname Year: Page numbers]

Example

"[The lake is definitely] the pride and joy of Dortmunders, with thousands of people picnicking, walking, biking, and running along the shore on the trails every weekend" (Schwarze-Rodrian 2016: 198, cited in Frank 2021: 4 f.).

Note: The author of the original quotation is named first – followed by the author who takes up the quotation!

1.2.2 Multiple authors and citing more than one reference

If more than one author is involved in the writing of a text, the names of two authors are separated either by commas, „and“, or an ampersand (&). Sometimes, a slash (/) is also used.

Example

(Smith, Jones 2013: 17)

(Smith and Jones 2013: 17)

(Smith & Jones 2013: 17)

(Smith / Jones 2013: 17)

If more than two authors are involved, only the first author is listed, followed by an „et al.“ (Latin *et alii*, for: and others). Here, too, the *et al.* is written in italics, as it is taken from Latin. A complete list of all authors and editors is given in the bibliography.

Example

(Vaidya *et al.* 2004: 12)

If a statement is to be supported by more than one piece of evidence, the references should be separated by semicolons (though some journals also use commas instead).

Example

Various authors (Carsjens & Ligtenberg 2007; Geneletti 2008; Mendoza & Martins 2006) have addressed the assessment of the environmental effects of land-use plans.

If the cited work does not have an author, place, year or page number, this is indicated by “Anon.” (which is short for “Anonymous”). When no date is available, this is indicated by “n.d.” CAUTION: In such a case, it must first be checked whether the source is a good one in the sense of scientific soundness. Secondly: Case of unknown authorship are extremely rare. If necessary, check whether there is indeed no indication of an author (e.g. in the imprint of a website). If the work is instead by a recognised organisation and has no personal author, then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, government departments, etc.

Example

The UK public elects 650 Members of Parliament (MPs) to represent their interests and concerns in the House of Commons (House of Commons, n.d.).

<alternative (but should be avoided)>

The UK public elects 650 Members of Parliament (MPs) to represent their interests and concerns in the House of Commons (Anon., n.d.).

If a text refers to a reference in direct succession, the repeated citation can be replaced by *ibid.* (for: *ibidem*). *Ibid.* replaces the author, the year, and, if the page is the same, the page number. If another reference interrupts the sequence, the full citation must be given again.

Example

Lorem ipsum ut labor (Smith & Jones 1998: 15). At vero eos et accusam et justo duo dolores et ea rebum (*ibid.*: 19). Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat (Muller 1996: 20). Lorem ipsum ut labor (Smith & Jones 1998: 15).

If several citations are given for the same author in the same year, the year numbers in the running text should be suffixed by characters counted in alphabetical order, corresponding to the order in the running text. This applies accordingly to the list in the bibliography (see Chapter 2.1).

Example

This variable is included to take account of the link between life satisfaction and the amount of local greenspace (Houlden et al. 2019a: 205), which may affect one’s choice for a preferred place (Houlden et al. 2019b: 335).

1.3 Quotations from edited volumes

An edited volume consists of a collection of individual papers by different authors. A distinction must be made between editors, who are responsible for the compilation and coordination of the volume, and authors, who contribute the content of the individual papers. When quoting from a paper in an edited volume, always refer to the authors in your citations and not to the editor. The full reference in the bibliography should finally contain all identifying information, including the editors of the volume (see 2.2.2).

**Example*****Inline citation***

(Getis 2010: 260)

Reference in the bibliography

Getis, Arthur (2010). Spatial autocorrelation. In: Fischer, Manfred M.; Getis, Arthur (eds.): Handbook of Applied Spatial Analysis. Volume 1. Berlin, Heidelberg: Springer. pp. 255–278.

1.4 Quoting interviews

When quoting interviews, a distinction must be made between self-conducted and non-self-conducted interviews. If the interview was conducted by the author, a transcript of the interview raw material (e.g. from an audio file) with line numbering is usually prepared and included in a separate list of interviews.

Some quote ([interviewed person + year: line number])

Example

Mr Snow is confident that urban project development will consolidate in the medium term because of digitalisation (Snow 2018: 201).

The interview is then not included in the bibliography. If the interview was instead conducted by another person (for example, in a newspaper interview), the writer of the article is named as the author. In some cases, however, this may mean that the person paraphrased is no longer easily recognisable:

Representatives of the real estate industry voice a moderately positive response to the question about the future of urban project development: “The industry will consolidate in the medium term due to digitalisation, we are already seeing this trend now” (Just 2018: 201).

In this case, only Just could be identified as the author; it is not clear to the reader which person made the statement. A clearer formulation would therefore be:

Example

Representatives of the real estate sector express a moderately positive response to the question about the future of urban project development. Peter Schnee, for example, expresses confidence to the Times: “The industry will consolidate in the medium term due to digitalisation, we are already seeing this trend now” (Just 2018: 201).

In contrast to self-conducted interviews, interviews that are not conducted by the author must be included in the bibliography; the inclusion is analogous to the referencing of newspaper and journal articles (see 2.2.6).

1.5 Quoting legal sources

This subsection is based on the Harvard referencing rules concerning the Oxford Standard for Citation of Legal Authorities, the modern authority on citation of United Kingdom legislation. Quoting American or other English-language legal texts might differ from the information outlined below. Please note that advice on how to quote German legal sources is given below in Sections 1.5.5 – 1.5.7. In both cases, regardless of the respective legislation, all legal sources should be listed in a separate List of Legal Sources, parallel to the bibliography.

1.5.1 UK Government publications

Government publications are usually freely available on the Internet. You should indicate the specific department as the author, if available.

Example

The Department of Health and Social Care (2013) outlines the different elements of [...].

1.5.2 UK Parliamentary Inquiries

Inquiries may be published by order of Parliament. They are quoted by giving the name of the inquiry (often the surname of an MP who convened the inquiry) followed by the respective year.

Example

The Laming inquiry (2003) made recommendations [...].

1.5.3 Acts of Parliament (UK Statutes)

Acts (i.e. laws passed by both chambers of the Parliament) are quoted using the full name of the Act followed by the year when the bill was parliamentary passed. To refer to a section of an Act, do not surround the year in brackets (as the Act is not an author, apparently) and add the section-related details in the inline quotation only.

Example

Free early years provision must be provided by the local authority (The Education Act 2011).

<Referring to a section of an act only>

As defined in section 10 (2) of the Education Act 2011 [...].

1.5.4 Reports of UK court cases

Law reports are quoted by giving the names of the parties involved (surrounded by single quotes) followed by the year. Unlike other quotations, “and others” is used instead of *et al.*

Example

The case of ‘R v. Smith’ (2018) has shown that [...].

1.5.5 German laws

German laws are cited by giving the relevant paragraph, section (sentence, number, and letter if applicable), followed by the official abbreviation of the law in question (look up the latter online if in doubt). Do not translate abbreviations like Abs., Nr., etc. as these form part of the official denomination of the laws cited.

Example

(§ 12 Abs. 3 Nr. 2 BauGB)

<In your list of legal sources>

Baugesetzbuch in the version published 23 September 2004 (BGBl. I p. 2414), last amended by Article 4 of the Act of 31 July 2009 (BGBl. I p. 2585).

1.5.6 Commentaries on German laws

In German jurisprudence, laws are regularly commented on. These comments are then published as so-called Kommentar (commentaries), e.g. for the BGB there is the so-called Palandt and for the ZPO the so-called Zoeller. These are cited inline by giving the authors last name, the initials of the possible group of joint authors or publishers of the commentary, the name of the commentary (often the law referred to), the paragraph commented, and a so-called marginal number (Randnummer, short: Rn).

Example

(Battis in: B/K/L, BauGB, §4b, Rn1)

<*In your list of legal sources*>

Battis, Ulrich; Krautzberger, Michael; Löhr, Rolf-Peter: Bau-gesetzbuch, 11th edition 2009, Munich: C. H. Beck.

1.5.7 Court decisions

Court decisions are neither included in the bibliography nor in the list of legal sources. Therefore, either a separate list of decisions must be prepared, or a complete reference must be made in the running text. The citation includes the name of the deciding court, the date of the decision, a case reference number, a reference to the specific place of the cited content in the decision in question, and a marginal number.

Example

(OVG Münster, decision from 2 September 2009, 11 D 32/08. AK, juris, Rn 75).

1.6 Quoting Internet material

Generally, the quality of Internet references should be scrutinised just as critically as that of any other kind of literature. The ‘open’ and very accessible search on the Internet (e.g. using Google), however, brings with it an increased risk of coming across unverified information and claims. When quoting from the Internet, care must thus be taken to ensure that the authors or editors/responsible persons and the publishing venue are clearly identifiable in your citation. The full Internet address, however, is only given in the bibliography. Analogous to other citations, authors or editors and/or persons responsible and the year are given as a citation in the running text.

Example

„The sharing economy is one of those interesting junctures where no one knows how big it might get or how many industries and companies it might affect“ (Sacks 2011).

When using a file, e.g. in PDF format, which contains page numbers, the relevant information must also be included in the citation. Check whether the reference is part of an Internet source (e.g. text on a website) or merely retrieved from the Internet (e.g. retrieval of the full text of a monograph from the university library catalogue, which is then just cited as a monograph in that case).

Example

In West Germany, population dynamics are slowing down significantly (BBSR 2018: 16).

When using statements from Twitter, the date, URL and username must be listed in the bibliography entry.

Inline citation

Example

“Looking forward to helping New York City and Governor @andrewcuomo complete the long anticipated, and partially built, Second Avenue Subway. Would be extended to East 125th Street in Harlem. Long in the making, they now have the team that can get it done” (Trump 2019).

Reference in the bibliography

Trump, Donald (2019): Twitter @therealdonaldtrump, 24 August 2019. Retrieved from <https://twitter.com/realDonaldTrump/status/1165283849447845888>.

1.7 Quoting videos

In principle, citing videos or video lectures is only useful in rare cases. If, for example, statements from a scientific lecture are quoted, these are usually also available in text form. However, if it is necessary to quote a video, please cite it using the name (or username) of the creator followed by the minutes of the video referred to. In the bibliography, the following information shall be listed:

- full title of the video,
- the name or username of the creator (not of the channel operator),
- full title of the source page and a full URL,
- if available, the date the video was created,
- medium used for publication,
- date of access.

Example

Inline citation

(Rezo 2019: min 31'32" – 31'39")

Reference in the bibliography

Rezo / TUBE ONE Networks GmbH (2019): Die Zerstörung der CDU. YouTube, 18 May 2019. Retrieved from <https://www.youtube.com/watch?v=4Y1lZQsyuSQ> [last accessed 21 May 2019].

1.8 Quoting figures, tables, and maps

The references of figures, tables, and maps are to be identified and numbered consecutively. References in the text are made by (cf. Fig. 1) or (cf. Tab. 1). In addition to the figure, table, or map caption, each figure, table, or map usually also has a title. The caption is followed by a usual quotation just like you would include it for any other kind of reference. Maps are treated like figures when it comes to quoting them.

[Figure number: Figure title. Figure caption (Quotation).]

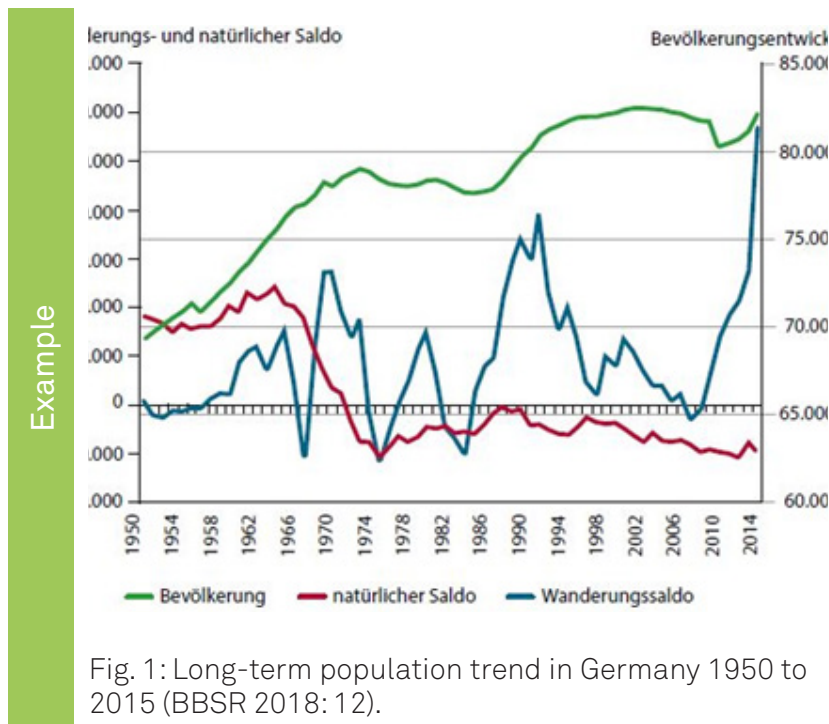
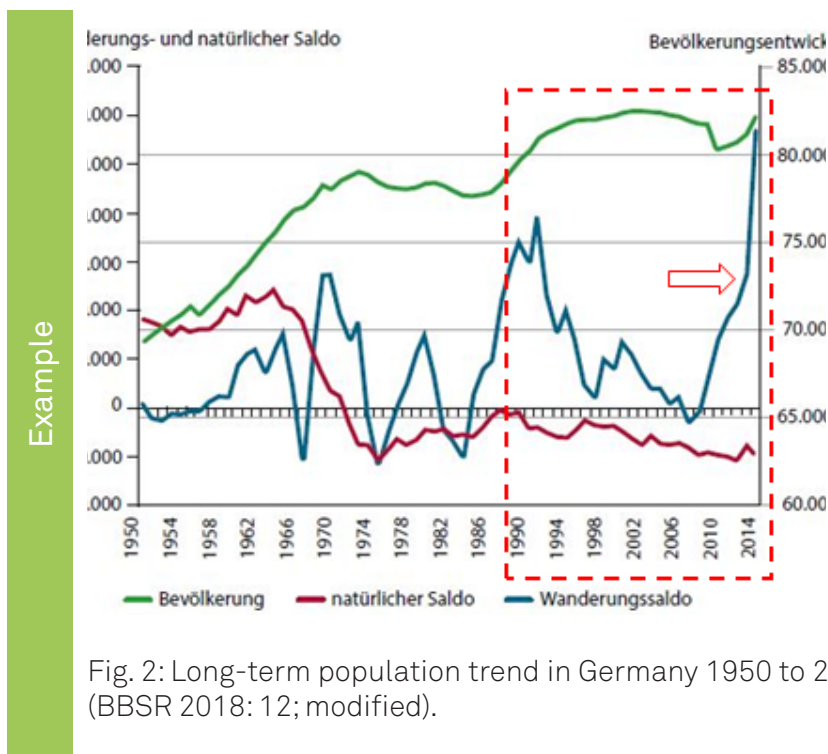
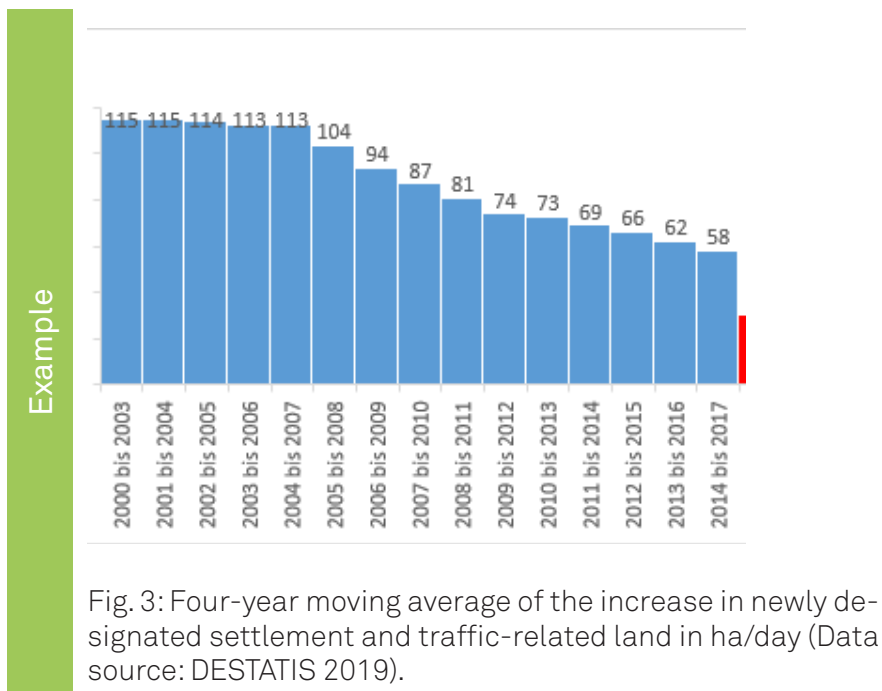


Fig. 1: Long-term population trend in Germany 1950 to 2015 (BBSR 2018: 12).

If a figure is amended, this is noted in the caption. In the following example quotation, the original figure has been taken over and some highlighting has been added.



If a figure (e.g. a diagram) is created from third-party data, the data source used must be named.



The figures and tables are listed in full including giving page references in a separate list following the Table of Contents (called the List of Figures or List of Tables respectively).

1.9 Overview of abbreviations and designations in quotations

The following is a summary of common abbreviations and designations used in quotations (the most important ones have already been explained in this section).

Issue	Abbreviation/ designation	Explanation
Mistake in the source	[sic!]	“sic erat scriptum” - Abbreviation from Latin meaning “as it was written”.
Own supplement in a direct quotation	[], author’s note	Words inserted in direct quotations for better understanding are placed in square brackets. In the citation, “author’s note” is added.
Omitting words or parts of sentences in a direct quotation	[.] [...]	Omissions of individual words are marked with [..]; omitted parts of sentences with [...] instead.
Indication of highlights that are in the original and have been retained in the quotation.	italics in the original bold font in the original [etc.]	“[TYPE OF HIGHLIGHT] in the original” is added to the citation.
Indication of added highlights that are not in the original.	highlighted by the author	“highlighted by the author” is added to the citation.
More than two authors are involved in the cited source	<i>et al.</i>	Only the first named is reproduced and followed by an “ <i>et al.</i> ” (Latin <i>et alii</i> , for: and others).
The text you quote is itself quoting from another source.	cited in	In the citation, “cited in” and the original author(s) are added.
You lack information about the author	Anon.	Short for “anonymous”.
You lack the indication of the place of publication	s.l.	Short for “sine loco” (Latin for “no place”).
You lack information about the year of publication	n.d.	Short for “no date”.

2. Referencing / Bibliography

2.1 Basics about the bibliography

When compiling the bibliography, some basic principles should be taken into account:

- All references used in the work are listed in full.
- A consistent format should be retained throughout.
- The references are listed in alphabetical order according to the last names of the authors or editors respectively.
- If there are several works by the same author or editor, these are listed chronologically.
- A classification by type of source (e.g. printed literature and Internet sources) is neither necessary nor useful.

Surname and first name are separated by commas and spaces. Several authors or editors are separated by semicolons or slashes. Academic titles are never listed!

Example

Smith, Peter; Jones, Brandon (2013): Title of the work, etc.

<alternative>

Smith, Peter/ Jones, Brandon (2013): Title of the work etc.

If several works by one author appear, those that s/he has written alone should be listed first. If these were published in the same year, they should be marked with small alphabetical characters and arranged in chronological order.

Example

Jones, Brandon (2013): Title of the work, etc.

Jones, Brandon; Smith, Peter (2001): Title of the work, etc.

Jones, Brandon; Unwin, David (2016): Title of the work, etc.

Smith, Peter (2013a): Title of the work, etc.

Smith, Peter (2013b): Title of the work, etc.

2.2 Examples for common types of literature

2.2.1 Monographies

If a monograph was written by more than one author, all names should be listed in the bibliography in the order in which they appear (and not alphabetically).

[Surname, First name (Year): Title of the work. Volume and issue (only if applicable). Publisher, Place of publication.]

Example

Smith, Peter; Jones, Brandon (2016): Project Development in the Real Estate Industry: Practical Foundations. Springer, Heidelberg.

2.2.2 Contributions in edited volumes

In case of contributions in edited volumes, the authors of the contribution and not the editors of the edited volume are to be named in the inline citation. Then, in the bibliography, the full reference should be given (including information about the editors).

[Surname, First name (Year): Title of the work. In: Surname, First name editor(s) (ed. / or eds.): Title of the edited volume, Volume and issue (only if applicable). Publisher, Place of publication. Page range of the cited work.]

Example

Jones, Peter; Smith, Brandon (2008): Real estate economics as a scientific discipline. In: Unwin, David (ed.): Real Estate Economics Volume I: Economic Principles, 4th edition. De Gruyter, Munich. pp. 47–69.

- The name of the edited volume is: „Real estate economics Volume I: Economic fundamentals“;
- the name of the editor is David Unwin,
- the names of the authors are Peter Jones and Brandon Smith (note: If only the editor David Unwin was mentioned in the inline citation, it would not be clear, at least from the running text, that Peter Jones is the author of the contribution).

2.2.3 Series

Serial volumes with irregular publication dates are called series. Each individual work in a series has its own title. A distinction is made between monographic series and omnibus series. The former is referenced as follows:

[Surname, First name (Year): Title of the work. Series: Name of the series, Volume, Edition (if applicable). Publisher, Place of publication. Page range of the cited work.]

Example

Smith, Peter (2013): Restructuring shrinking cities: Identifying the scope for urban governance in medium-sized cities in East Germany. Series: Blaue Reihe – Dortmunder Beiträge zur Raumplanung, vol. 141, 1st edition. Klartext, Essen. pp. 17–35.

In the case of omnibus series, the editor and title of the omnibus must also be mentioned.

[Surname, First name (Year): Title of the work. In: Surname, First name of the editor (ed. / eds.): Title of the specific collection that forms part of the omnibus. Series: Name of the omnibus series, Volume, Edition (if applicable). Publisher, Place of publication. Page range of the cited work.]

Example

Hunter M., Hayward R.; Hare, T. (2019): Planetary Nomenclature. In: Hargitai H. (ed.): Planetary Cartography and GIS. Series: Lecture Notes in Geoinformation and Cartography. Springer, Cham. pp. 65–74

2.2.4 Journal articles

[Surname, First name (Year): Title of the work. Journal name, Volume (Issue, if applicable). Page range of the cited work.]

Note: The journal name is formatted using italic highlighting.

Example

Steiger, E., Westerholt, R., Resch, B.; Zipf, A. (2015): Twitter as an indicator for whereabouts of people? Correlating Twitter with UK census data. *Computers, Environment and Urban Systems*, 54, pp. 255–265.

2.2.5 Maps

[Surname, First name (or institution if no author is available) (Year): Title of the map. Publisher (if applicable), Place of publication. Map scale 1:X.]

Example

The Federal Office for Building and Regional Planning (2004): Central Places 2004. Bonn. 1:1.125.000.

2.2.6 Newspaper articles

[Surname, First name (Year): Title of the article. In: Newspaper, Volume, Issue (if applicable), Date of publication. Page range of the cited article.]

Example

Uchatius, Wolfgang (2019): Ich habe kein schlechtes Gewissen mehr. In: DIE ZEIT, vol. 29, 11 July 2019. pp. 13–15.

2.2.7 Online sources

A website is not guaranteed to remain unchanged or to keep the same URL. Therefore, care should be taken to indicate the corresponding URL and the date of retrieval. The referencing of Internet sources is structured analogously to hardcopy publications. Thereby, “title of the page” replaces the conventional title and the “URL” replaces the place of publication.

[Surname (or institution if no author is available), First name (Year): Specific title of the website (or sub-page). Retrieved from: complete URL [last accessed: date of your last access].

Example

Sacks, Danielle (2011): The Sharing Economy. Retrieved from: <https://www.fastcompany.com/1747551/sharing-economy> [last accessed 4 April 2019].

As with other publications, chronology and alphabetisation must be respected. Furthermore, a publication that has merely been retrieved from the Internet does not necessarily constitute an Internet source (e.g. monographs in PDF format retrieved from a website are still monographs and should hence be referenced as such).

2.3 Example on how to structure your bibliography

The following bibliography exemplifies some of the works cited in the examples in this guide. However, it is not exhaustive and serves the purpose of illustration only. In any academic work, as noted several times before, completeness must be ensured.

Bibliography

Bienenfeld, Josip (2017): Izmjene i dopune zakona o prostornom uređenju. In: Berlengi Fellner, Ana; Bienenfeld, Josip; Dragić, Krešimir; Gašparić, Iva; Knežević, Davorka; Stančić, Frane (eds.): Gradnja i prostorno uređenje, legalizacija, koncesije i izvlaštenje. Novi informator, Zagreb. pp. 15–32.

Bölting, Torsten (2016): Regionale Kooperation von Wohnungsunternehmen. Analyse von Mechanismen der Zusammenarbeit und von Erfolgsfaktoren am Beispiel der Kooperation kommunaler Wohnungsunternehmen im Ruhrgebiet. Dissertation, TU Dortmund University, Dortmund, Germany. Retrieved from https://eldorado.tu-dortmund.de/bitstream/2003/36088/1/Dissertation_Boelting.pdf.

Carsjens, Gerrit; Ligtenberg, Arend (2007): A GIS-based support tool for sustainable spatial planning in metropolitan areas. *Landscape and Urban Planning*, 80(2). pp. 72–83.

Example

Destatis – Federal Statistical Office (2018): Construction. Time series on the housing stock: Germany, West Germany, New Länder. Retrieved from <https://www.destatis.de/DE/Themen/Branchen-Unternehmen/Bauen/Tabellen/liste-wohnungsbestand.html> [last accessed 4 April 2019].

DIHK – Federation of German Chambers of Industry and Commerce (2018): Economy needs construction sites: Sustainable land development required. Retrieved from <https://www.dihk.de/media/bauland/pdf/DIHKWirtschaftsbenoetigtBauland.pdf> [last accessed 6 June 2019].

Steiger, E., Westerholt, R., Zipf, A. (2016). Research on social media feeds—A GIScience perspective. In: Capineri, Christina; Haklay, Muki; Huang, Haosheng; Antoniou, Vyron; Kettunen, Juhani; Ostermann, Frank; Purves, Ross (eds.): *European Handbook of Crowdsourced Geographic Information*. Ubiquity Press, London, UK. pp. 237–254.

Dörr, Julian; Goldschmidt, Nils (2018): On the value of sharing. The Share Economy as a path towards a better economy? In: Dörr, Julian; Goldschmidt, Nils; Schorkopf, Frank (eds.): *Share Economy. Institutional foundations and socio-political framework conditions*. Series: *The Unity of the Social Sciences in the 21st Century*, vol. 1. Mohr Siebeck, Tübingen. pp. 1–20.

Gehrels, Roland (2009): Rising Sea Level as an Indicator of Global Change. In: Letcher, Trevor M. (eds.): Climate Change. Observed Impacts on Planet Earth. Elsevier, Amsterdam. pp. 325–336.

Graaskamp, James (1992): Fundamentals of Real Estate Development. Journal of Property Valuation & Investment, 10(3). pp. 619–639.

Hardin, Garrett (1968): The Tragedy of the Commons. Science, 162(3859). pp. 1243–1248.

Heinrich, Anna Juliane (2013): Restructuring shrinking cities: Identifying the scope for urban governance in medium-sized cities in East Germany. Series: Blaue Reihe – Dortmunder Beiträge zur Raumplanung, vol. 141, 1st edition. Klartext, Essen. pp. 17–35.

Kunzmann, Klaus R. (2018a): Cities in Time. disP - The Planning Review, 54(3). pp. 68–69.

Kunzmann, Klaus R. (2018b): Memories of John Friedmann. Planning Theory & Practice, 54(1). pp. 13–17.

Moderne Stadt (n.d.): Clouth Quartier. Retrieved from <https://www.modernestadt.de/projekte/clouth-quartier/> [last accessed 07 October 2019].

Popper, Karl R. (1935): Logik der Forschung. Zur Erkenntnistheorie der modernen Naturwissenschaft. Springer, Wien.

Rezo / TUBE ONE Networks GmbH (2019): Die Zerstörung der CDU. YouTube, 18 May 2019. Retrieved from <https://www.youtube.com/watch?v=4Y1lZQsyuSQ> [last accessed 21 May 2019].

Sacks, Danielle (2011): The Sharing Economy. Retrieved from <https://www.fast-company.com/1747551/sharing-economy> [last accessed 04 April 2019].

The Federal Office for Building and Regional Planning (2018): Spatial Planning Report 2017. Safeguarding services of general interest. The Federal Office for Building and Regional Planning, Bonn. Retrieved from https://www.bbsr.bund.de/BBSR/DE/Veroeffentlichungen/Sonderveroeffentlichungen/2017/rob-2017-final-dl.pdf?__blob=publicationFile&v=7 [last accessed 4 April 2019].

The Federal Office for Building and Regional Planning (2019a): Development of the market structure in the German construction industry, Nr 18-2019. The Federal Office for Building and Regional Planning, Bonn. Retrieved from https://www.bbsr.bund.de/BBSR/DE/Veroeffentlichungen/BBSROnline/2019/bbsr-online-18-2019-dl.pdf?__blob=publicationFile&v=2 [last accessed 8 December 2019].

The Federal Office for Building and Regional Planning (2019b): Strukturdaten zur Produktion und Beschäftigung im Baugewerbe, Nr. 17-2019. The Federal Office for Building and Regional Planning, Bonn. Retrieved from https://www.bbsr.bund.de/BBSR/DE/Veroeffentlichungen/BBSROnline/2019/bbsr-online-17-2019-dl.pdf?__blob=publicationFile&v=2 [last accessed 8 December 2019].

Example

Trump, Donald (2019): Twitter @therealdonaldtrump, 24.08.2019. Retrieved from <https://twitter.com/realDonaldTrump/status/1165283849447845888>.

Uchatius, Wolfgang (2019): Ich habe kein schlechtes Gewissen mehr. In: DIE ZEIT, vol. 29, 11 July 2019. pp. 13–15.

Vaidya, Omkarprasad; Kumar, Sushil (2004): Analytic Hierarchy Process: An Overview of Applications. *European Journal of Operational Research*, 169(2006). pp. 1–29.

3. Further readings

- Bailey, Stephen (2011): *Academic Writing – A Handbook for International Students*. 3rd edition. Routledge, London. Available online: [https://www.kau.edu.sa/files/0013287/subjects/academic-writing-handbook-international-students-3rd-ed%20\(2\).pdf](https://www.kau.edu.sa/files/0013287/subjects/academic-writing-handbook-international-students-3rd-ed%20(2).pdf).
- Kaplan Australia (2017): *Harvard Referencing Guide*. Available online: https://files.transtutors.com/cdn/uploadassignments/2340377_2_kaplan-harvard-referencing-student-user-guide-v2.pdf.
- Osmond, Alex (2015): *Academic Writing and Grammar for Students*. 2nd edition. SAGE, London.



Layout

Sophie-Marie Weidig, Verena Gerwinat