

Aarhus University, Business and Social Sciences

Academic Practice

Guidelines for Staff and Students - English

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1. Background

Teaching Group English is responsible for a wide range of courses on BA and MA programmes. These courses are taught by full-time and part-time staff with various academic backgrounds. Students have various educational backgrounds and a main goal of the programmes is to develop academic competences that enable students to pass BA and MA exams according to academic criteria and requirements. It is therefore necessary to create and maintain common understandings amongst both students and lecturers from the start of programmes.

2. Standards of good academic practice

In these guidelines *good academic practice* means compliance with generally accepted rules and principles that ensure proper citation, proper referencing and the non-occurrence of plagiarism.

Generally accepted standards of good academic practice extend to all courses on the BA and MA programmes offered by Teaching Group English. Each programme consists of several courses collectively forming a coherent whole and, therefore, each course contributes by adopting and enforcing such standards. The purpose of introducing standards of good academic practice is to provide students with the appropriate knowledge and skills so that they can develop the ability to present arguments in a proper way in academic contexts; and each course contributes to the acquisition of knowledge and development of skills on an ongoing basis.

Means of helping students to develop the necessary knowledge and skills are integral parts of all courses. Students who regularly learn about and use relevant knowledge and skills during their course activities are likely to acquire a proper understanding of good academic practice and to be able to produce work that complies with such practice. The knowledge and skills acquired allow students to gain a number of competences including, but not limited to, the ability to:

- think critically
- analyse and evaluate critically
- work independently
- identify and access relevant data sources
- collect and collate data
- write clearly and in an appropriate style
- construct coherent arguments

All courses contribute to the development of such competences. Students are expected to acquire the necessary knowledge, skills and competences by adopting standards of good academic practice. This means that students must comply with these standards in all types of academic work. The relevant types of work include, but are not limited to:

- Written assignments during courses
- Oral presentations in class
- PowerPoint uploads or presentations in class
- Texts (whether print or electronic) distributed to fellow students as part of assignments
- Podcasts as part of assignments
- Exam papers

- PowerPoint presentations at oral exams

Lecturers must comply with these standards in all types of academic work. The relevant types of work include, but are not limited to:

- Written assignments during courses – include the evaluation of academic writing in your corrections
- Oral presentations in class – refer to academic resources in a meaningful and academic way
- PowerPoint uploads or presentations in class – should include proper citations/references
- Texts (whether print or electronic) – should include proper citations/references
- Podcasts as part of assignments – should include proper citations/references
- Exam papers – should include proper citations/references (excluding cases where the students are evaluated for their referencing performance)
- Semester plans and reading lists – should follow the guidelines consistently

By using generally accepted standards of academic practice on an ongoing basis, students can test their knowledge, skills and competences, monitor their progress, and receive feedback from lecturers and fellow students. In addition, individual students will comply with good academic practice and expect fellow students to do the same thing.

3. Cheating and other forms of academic dishonesty

In general, cheating and other forms of academic dishonesty arise when material is submitted for credit. In a memorandum published in 2011, the *Censorformandskabet for erhvervskommunikation og -sprog* points out that, in relation to exams, cheating and other forms of academic dishonesty should be taken very seriously, because such matters amount to:

- **Theft:** stealing or usurpation of marks students are not entitled to, nor deserve.
- **Violation of rights:** the rights of fellow students are violated as they are exposed to illegitimate competition.
- **Fraud:** employers of graduates are deceived because they are exposed to the risk of hiring or commissioning the wrong persons, or hiring or commissioning persons for the wrong reasons resulting in extra costs incurred by recruiting on a fraudulent basis. (Gruelund 2011: 2)

All courses teach students to comply with standards of good academic practice so that cheating and other forms of academic dishonesty can be avoided. Compliance with such standards ensures that plagiarism does not occur.

In these guidelines *plagiarism* means presenting someone else's ideas, words or work, in whole or in part, as one's own.

Some important consequences of this definition are that:

- Plagiarism can be intentional or unintentional (ignorance of the standards of good academic practice is no valid excuse).
- Plagiarism occurs whether or not the original author or creator has given permission.
- Plagiarism can occur in any type of work (not limited to written texts).

- Plagiarism can occur whether or not work is submitted for credit (e.g. as part of presentations in class, written coursework, and examinations).

Forms of plagiarism include, but are not limited to:

- Passing off the work of someone else as one's own. It is irrelevant that the person(s) who made the work consent(s) and whether or not the work or the consent has been bought.
- Copying sentences, paragraphs or other parts from texts or other types of work without citing the original source, including copying from one's own previous work.
- Copying sentences, paragraphs or other parts from texts or other types of work with citation of the original source but without placing the copied material between citation marks.
- Translating sentences, paragraphs or other parts of texts or other types of work without citation of the original source, without indication of the translator, and without placing the translation between citation marks.
- Wrong paraphrasing by changing a few words but copying the structure of a sentence or paragraph and failing to credit the original source.

There are no universally applicable rules about the minimum length a passage must have to be placed between quotation marks, but passages of five (5) or more words should always be clearly presented as quotations.

Appendix B contains examples of what the *Censorformandskabet for erhvervs kommunikation og -sprog* considers to be proper citation in order to avoid plagiarism. Those examples are part of the guidelines prepared for external examiners for business language and business communication (Appendix B).

4. Citation and referencing

Plagiarism can be avoided, in whole or in part, by the consistent use of good citation and referencing practice. When they refer to sources, students show that they are familiar with research relevant to a topic and the references give readers the opportunity to explore matters further. There are a number of ways in which to make citations and references, and the following author-date system is recommended because it is easy for writers to use and easy for readers to follow.

5. "Author-date" reference system

This system places citations, also called references, in the text (footnotes are **NOT** used for citation in author-date reference systems). Therefore, these citations are also referred to as in-text citations, or in-text references. The system has two elements: short in-text citations and a detailed reference list (sometimes also referred to as a bibliography, see paragraph 13 below) at the end of the paper or other work in which all the required data are presented. There are different versions of this system and the one recommended in these guidelines is Harvard referencing style, which has various presentation forms. In general, an in-text citation consists of the surname of the author(s), the year of publication, and page number(s). There are several options of citing and referencing as illustrated below.

6. Referring to a source in general

This type of citation is used if you want to make a general reference to a book, article or other work as a whole, e.g.:

Jones (2010) provides a general description of this approach.

The computer is a versatile tool (Jones 2010).

Initials are only used if reference is made to two different authors with the same surname and their publications were published in the same year, e.g.:

P. Jones (2010) provides a general description, while H. Jones (2010) provides specific details.

7. Referring to a specific place or passage in a source text

When the ideas, words or work of others are referred to in quotations, paraphrases and summaries, citations should be used. Such citations must contain the relevant page number(s) so that readers do not have to look through the entire book, etc. in search of the place or passage referred to. Citations are given as the surname of the author, the year of publication followed by a colon, and the page number(s), e.g.:

Jones (2010: 56) claims that this approach is better than the one traditionally used.

Smith (2009: 25-27) claims that the traditional approach is seriously flawed.

The first approach is better than the one traditionally used (Jones 2010: 56).

The traditional approach has a critical flaw (Smith 2009: 25-27).

If the specific place or passage appears in an online source with no page numbers, replace page number(s) with the number, and if no number the headline, of the paragraph or section in which the relevant information is placed if possible (using the abbreviation "para." or "sec.") in the citation, e.g.:

The new European environmental policy has turned out to be successful (European Information Office 2008: para. 5).

If the online source has no page numbers, no numbered and no headlined paragraphs or sections, count the paragraphs in the text from the beginning of the text and give the number of the paragraph in which the relevant information is placed (using the abbreviation "para.") in the citation, e.g.:

The actions of the European Commission have been heavily criticised recently (Europe Group 2005: para. 10).

8. Several references within parentheses

Sometimes it may be appropriate to refer to a string of sources. Write such citations in either alphabetical or chronological order within parentheses, using semicolons to separate different years of publication or different authors, as in the following examples:

The traditional approach has been heavily criticized (Anderson 2010; Jones 2011; Smith 2009).

Several researchers argue that lexicography is not a linguistic discipline (Smith 2009: 234; Anderson 2010: 56-57; Jones 2011: 23).

If two different authors have the same surname, they should be listed in chronological order, e.g.:

Translators and interpreters are highly sought after by multinational corporations (Jones 2006; Jones 2010; Smith 2008).

If a citation contains several works by the same author published in different years, they should be listed in chronological order with years separated by a comma and the author surname should be given only once, e.g.:

There are several ways in which lecturers can improve their presentations (Jones 2001, 2003).

9. References with more than one author or editor

Many books and articles have more than one author, and some books have more than one editor. If the citation contains two surnames these are conjoined with the word “and”, e.g.:

Smith and Jones (2011: 98) propose a new solution to the problem.

Researchers have found a solution to the problem (Smith and Jones 2011: 98).

When there are more than two authors or editors, use the surname of the first author/editor followed by “et al.”, e.g.:

Anderson et al. (2008) provide a good introduction to the subject.

This subject was discussed as early as in the 1920s (Anderson et al. 2008: 120-125).

10. References to internet sources

Citation of a source found on the internet is made in the appropriate form of citation as listed in paragraphs 6-9 above: surname of author followed by the year of publication and page number(s). This is usually no problem if the source is an e-book or e-article, e.g.:

Jones (2010: 56) claims that this approach is better than the one traditionally used.

The traditional approach has a critical flaw (Smith 2009: 25-27).

Not all internet sites indicate the name of the author(s) of the texts. In these cases, the institution or organization responsible for the text on the website is considered the author, e.g. an international news magazine or a company. In such cases, the name of the author will be an “institutional author”, e.g.:

This concept can be divided into three elements (Purdue University 2006).

The following three examples of citations are **NOT** acceptable:

This concept can conveniently be divided into three separate elements (<http://www2.hawaii.edu/~jacso/extra/gs/>).

The number of unemployed people is high (<http://www.google.dk/>).

There are specific requirements for e-information tools (doi: 10.5788/21-1-37).

Using a URL or DOI web address identification as an in-text citation is **NOT** good academic practice. It is the equivalent of writing the mobile phone number of the author instead of his or her name, etc.: URL and DOI in-text citations are useless for the purpose of academic writing and citation (see paragraph 17 below).

11. Quotations

These must always be accompanied by citations before or after the quotations. This type of citation must contain the surname(s) of the author(s), year of publication and page number(s), e.g.:

Jones (2010: 56) claims that “....quotation....”.

“....quotation....” (Jones 2010: 56).

“....quotation....” (Smith and Jones 2011: 98).

Quotations with fewer than 40 words should be incorporated in the text and it must be clearly indicated that they are quotations by the use of double quotation marks (“...”) or single quotation marks (‘...’). Choose either double or single quotation marks and be consistent throughout. Quotations with 40 or more words should be taken out of the text and indented without quotation marks.

Sometimes it is appropriate to shorten a quotation from a long passage by omitting words (called an ellipsis). This is done by substituting the omitted words by three dots inside square brackets, e.g.:

“Research on plagiarism supports the view that students are increasingly able to cheat [...] and increasingly unable to comply with academic rules and conventions.” (Carroll 2007: 33)

It may sometimes be appropriate to add words to a quotation to make the meaning clear. This is done by adding words inside square brackets, e.g.:

“She [the supervisor] then gave the student valuable advice.” (Smith 2011: 34).

12. Tables and figures

Tables and figures that students have not made themselves must always be accompanied by citations of the sources. This type of citation must contain “Source” in italics followed by a colon, the surname(s) of the author(s), year of publication and page number and be placed within parentheses, e.g.:

(*Source: Jones 2010: 56*)

(*Source: Smith and Jones 2011: 98*)

13. Reference lists

Many use the terms “reference list” and “bibliography” as synonyms. Strictly speaking, a reference list contains all the in-text citations included in a work, whereas a bibliography contains all in-text citations plus other material that was considered relevant for completing the work.

It is important to remember that in-text citations and reference lists operate together in the author-date system: readers should be able to locate an in-text citation easily and quickly in the reference list. Therefore, the reference list is an alphabetical list arranged according to the surnames of authors and editors. If two or more authors or editors have the same surname, these are then arranged alphabetically according to initials. If the reference list contains more than one publication by the same author, these publications are then arranged in chronological order with the oldest listed first (see also paragraph 18 below). A reference list should **NOT** be divided into sections: for example, a reference list with one section containing an alphabetical list of books, another section containing an alphabetical list of journal articles, and a third section with an alphabetical list of internet sources. This defeats the purpose of the referencing system, because readers will have to look in all three sections in order to be sure that they have found the correct source of an in-text citation.

14. Bibliographical references to books

References to books must contain the following data: author surname followed by a comma and author initial(s), year of publication in parentheses, title of book in italics, indication of second or later edition (using the abbreviation “edn.”) followed by a full stop, place of publication followed by a colon, name of publisher, e.g.:

Jones, L. (2010) *An Introduction to Machine Translation*. London: Continuum.

Anderson, R., Jones, L., Preston, K. and Smith, B. (2008) *An Introduction to Academic Writing*. Oxford: Oxford University Press.

Smith, R. and Jones, L. (2011) *Writing for Social Scientists*. Basingstoke: Palgrave.

Koshy, V. (2010) *Action Research for Improving Educational Practice*, 2nd edn. London: Sage.

References to books written by editors should contain the abbreviation “ed.” (one editor) or “eds” (several editors) in parentheses following the name(s), e.g.:

Andrews, P. (ed.) (2005) *Dictionaries and their Users*. New York: Free Press.

Nielsen, S. and Tarp, S. (eds) (2009) *Lexicography in the 21st Century. In honour of Henning Bergenholtz*. Amsterdam: John Benjamins.

15. Bibliographical references to articles or chapters (contributions) in edited volumes

A reference to an article or a chapter in an edited book includes more data, e.g. the title of the article, initial(s) and surname of the editor after “In”, and the first and the last page numbers of the article in the book, e.g.:

Harvey, J. (1986) Social Sciences. In A. J. Walford (ed.) *Reviews and Reviewing: A Guide*. London: Mansel Publishing, 53-89.

Nielsen, S. (2010) Specialised Translation Dictionaries for Learners. In P. A. Fuertes-Olivera (ed.) *Specialised Dictionaries for Learners*. Berlin: Walter de Gruyter, 69-82.

16. Bibliographical references to journal articles

This type of reference looks somewhat like references to articles in edited volumes, but instead of the name of editors and book titles, they contain the title of the journal (but no “In”), and the number of the issue and/or volume. The place of publication is never indicated and titles of journals are always written in italics, e.g.:

Kling, R. K. and McKim, G. (1999) Scholarly communication and the continuum of electronic publishing. *Journal of the American Society for Information Science* 50(10), 890-906.

Moon, R. (2008) Sinclair, Phraseology, and Lexicography. *International Journal of Lexicography* 21(3), 243–254.

Some non-academic journals do not indicate the authors of their articles and in such cases, the name of the journal in italics is used instead of author names, e.g.:

The Economist (2012) Winging it. *The Economist*, 14 April, 61-62.

A reference to an article in an online journal should contain the year of publication (if indicated in the internet source), the URL of the article (**not** the journal home page), and the date when the text was retrieved within square brackets, e.g.:

Allen, J. (1999) Different Types of Controlled Languages. *TC-Forum* 1. Available at: <http://www.tcforum.org/topiccl/cl15diff.htm> [Accessed 10 April 2012].

Some journal articles, often in non-academic journals, have no author indication and in such situations, the name of the journal in italics is used as a substitute for author name, e.g.:

The Economist (2012) Winging it. *The Economist*. [online] 14 April. Available at: <http://www.economist.com/node/21552591> [Accessed 28 April 2012].

17. Bibliographical references to internet publications

There are generally two ways in which to identify internet pages: Uniform Resource Locators (URLs) and Digital Object Identifiers (DOIs). A URL is a specific example of a Uniform Resource Indicator (URI) in an open system, whereas a DOI is a persistent identifier in a registered and managed system.

All internet sources should be cited as closely as possible to corresponding printed publication types and according to the rules and examples given above indicating a URL or DOI (**NOT** underlined), e.g.:

Jacso, P. (2006) *Google Scholar and the Scientist*. Available at:
<http://www2.hawaii.edu/~jacso/extra/gs> [Accessed 27 April 2012].

Fuertes-Olivera, P. A. and Nielsen, S. (2011) The dynamics of terms in accounting. What the construction of the accounting dictionaries reveals about metaphorical terms in culture-bound subject fields. *Terminology* 17(1), 157-180. DOI: 10.1075/term.17.1.09.fue [Accessed 30 April 2012]

If an internet publication does not have a person as author, the institution or organisation on whose website the text is found must be indicated. The reference must also contain the “title” in italics of the webpage (usually a headline) and **NOT** the institutional or organizational home page, e.g.:

Swinburne University (2010) *Courses*. Available at:
<http://www.courses.swinburne.edu.au/Partners/BrowseExchangePartners.aspx> [Accessed 12 May 2012].

The following four examples of bibliographical references to internet sources are **NOT** acceptable:

Google: <http://www.google.dk/>

Google search.

<http://www.courses.swinburne.edu.au/Partners/BrowseExchangePartners.aspx>

doi: 10.1093/ijl/ecr008

Using a URL or DOI name alone as a bibliographical reference is contrary to good academic practice. It is the equivalent of writing the mobile phone number of the author instead of his or her name, the title of his or her work, etc.: URLs and DOIs alone used as bibliographical references are useless for the purpose of academic writing and documentation of sources.

If an internet source has both a URL and a DOI address, the DOI should be used, as it is of a more permanent nature than a URL.

Sometimes internet publications are only accessible from a website through log-in with user name and password and in such cases, the URL address should be that of the log-in web page, because the URL of the particular part of the site where the publication is located does not give access to it without log-in (see e.g. the examples in paragraphs 26 and 51 in Appendix A).

18. Multiple publications by the same author

If an author is represented with several publications in a reference list, these references should be listed in chronological order with the data indicated above. Sometimes an author has published more than one book and/or article in the same year, and in those instances lower-case letters are placed after the year of publication to distinguish different publications by an author from the same year, e.g.:

Tarp, S. (2008a) Revival of a dusty old profession. *Hermes. Journal of Language and Communication Studies* 41, 175-188.

Tarp, S. (2008b) *Lexicography in the Borderland between Knowledge and Non-knowledge: General Lexicographical Theory with Particular Focus on Learner's Lexicography*. Tübingen: Max Niemeyer.

In-text citations of these publications would look as follows:

Tarp (2008a: 178) argues that lexicography has a long tradition of excellent research.

Lexicographic work is based on a long-standing tradition (Tarp 2008b: 25-26).

Lower-case letters are allocated according to the order in which the sources are cited in the work. In the above example, Tarp (2008a) appears first in the text and Tarp (2008b) appears at a place later in the text.

Reference

Gruelund, M. (2011) *Vejledning for censorer på de erhvervskommunikative og -sprogliche uddannelser i afsløring af eksamenssnyd og anden akademisk uredelighed*. Aarhus: Censorformandskabet for erhvervskommunikation og -sprog.

Further guidance

The above guidelines give a general description of the Harvard referencing system and show some of the most usual types of citations and references. Further help and guidance can be found in the appendices to these guidelines. Appendix A below contains detailed guidance of how to use the author-date system (Harvard referencing style) illustrated by specific examples. Appendix B contains examples of what the *Censorformandskabet for erhvervskommunikation og -sprog* considers to be proper citation in order to avoid plagiarism. Appendix C contains examples of when to cite and reference as well as examples of common mistakes made by students when referencing internet sources. Appendix D contains a short list of references that look at citation, referencing and plagiarism from various perspectives.

Appendix A: Application Guidance

This Appendix is an integral part of Academic Practice, Guidelines for Staff and Students.

This Application Guidance illustrates how to write in-text citations and bibliographical reference lists using Harvard referencing style. There are several correct variants of Harvard referencing style other than the one recommended here. For these guidelines, the authors have adopted an easy-to-follow, minimalist approach to the different possibilities for Harvard referencing that is acceptable in the courses taught by Teaching Group English.

1. Book with one author

Author surname followed by a comma and author initial(s), year of publication in parentheses, title of book in italics, indication of second or later edition (using the abbreviation “edn.”) followed by a full stop, place of publication followed by a colon, name of publisher:

Denscombe, M. (2010) *The Good Research Guide. For small-scale social research projects*. Maidenhead: Open University Press.

In-text citation: Denscombe (2010: 125) or (Denscombe 2010: 125).

Koshy, V. (2010) *Action Research for Improving Educational Practice*, 2nd edn. London: Sage.

In-text citation: Koshy (2010: 69) or (Koshy 2010: 69).

2. Book with two authors

First author surname followed by a comma and author initial(s) followed by “and”, second author surname followed by a comma and author initial(s), year of publication in parentheses, title of book in italics, indication of second or later edition (using the abbreviation “edn.”) followed by a full stop, place of publication followed by a colon, name of publisher:

Petre, M. and Rugg, G. (2010) *The Unwritten Rules of PhD Research*. Maidenhead: Open University Press.

In-text citation: Petre and Rugg (2010: 35) or (Petre and Rugg 2010: 35).

Marshall, C. and Rossman, G. B. (1999) *Designing Qualitative Research*, 3rd edn. Thousand Oaks: Sage.

In-text citation: Marshall and Rossman (1999: 100) or (Marshall and Rossman 1999: 100).

3. Book with three or more authors

First author surname followed by a comma and author initial(s) followed by a comma, second author surname followed by a comma and author initial(s) followed by “and”, third author surname followed by a comma and author initial(s), year of publication in parentheses, title of book in italics, indication of second or later edition (using the abbreviation “edn.”) followed by a full stop, place of publication followed by a colon, name of publisher:

Blaxter, L., Hughes, C. and Tight, M. (2010) *How to Research*. Maidenhead: Open University Press.

In-text citation: Blaxter et al. (2010: 54) or (Blaxter et al. 2010: 54).

Wall, S., Minocha, S. and Rees, B. (2010) *International Business*, 3rd edn. Harlow: Financial Times/Prentice Hall.

In-text citation: Wall et al. (2010: 235) or (Wall et al. 2010: 235).

For references to books with more than three authors proceed as with three and add an “and” between the last two author names, and use the surname of the first author followed by “et al.” in the in-text citation.

4. Book with one editor

Editor surname followed by a comma and editor initial(s), “ed.” in parentheses, year of publication in parentheses, title of book in italics, indication of second or later edition (using the abbreviation “edn.”) followed by a full stop, place of publication followed by a colon, name of publisher:

Andrews, P. (ed.) (2005) *Dictionaries and their Users*. New York: Free Press.

In-text citation: Andrews (2005: 2) or (Andrews 2005: 2).

5. Book with two or more editors

First editor surname followed by a comma and editor initial(s) followed by “and”, second editor surname followed by a comma and editor initial(s), “eds” in parentheses, year of publication in parentheses, title of book in italics, indication of second or later edition (using the abbreviation “edn.”) followed by a full stop, place of publication followed by a colon, name of publisher:

Nielsen, S. and Tarp, S. (eds) (2009) *Lexicography in the 21st Century. In honour of Henning Bergenholtz*. Amsterdam: John Benjamins.

In-text citation: Nielsen and Tarp (2009) or (Nielsen and Tarp 2009).

Denzin, N. and Lincoln, Y. (eds) (2000) *Handbook of Qualitative Research*, 2nd edn. Thousand Oaks: Sage.

In-text citation: Denzin and Lincoln (2000) or (Denzin and Lincoln 2000).

For references to books with more than two editors, separate the editors with a comma and add an “and” between the last two author names, and use the surname of the first editor followed by “et al.” in the in-text citation (see the examples in paragraph 3).

6. Chapter (contribution) in edited volume

Chapter author surname followed by comma and author initial(s), year of publication in parentheses, title of the chapter followed by full stop, “In” followed by editor initial(s) and surname followed by “ed.” in parentheses, title of edited volume in italics followed by a full stop, place of publication followed by a colon, name of publisher followed by a comma, first and last page numbers of the chapter:

Harvey, J. (1986) Social Sciences. In A. J. Walford (ed.) *Reviews and Reviewing: A Guide*. London: Mansel Publishing, 53-89.

In-text citation: Harvey (1986: 70) or (Harvey 1986: 70).

Leroyer, P. (2009) Lexicography Hits the Road: New Information Tools for Tourists. In H. Bergenholtz, S. Nielsen and S. Tarp (eds) *Lexicography at a Crossroads. Dictionaries and Encyclopedias Today, Lexicographical Tools Tomorrow*. Bern: Peter Lang, 285-310.

In-text citation: Leroyer (2009: 300) or (Leroyer 2009: 300).

7. Journal article (print)

Article author surname followed by comma and author initial(s), year of publication in parentheses, title of the article followed by a full stop, name of journal in italics, number or volume followed by a comma, first and last page numbers of the article:

Mizrachi, N. and Shuval, J. (2005) Between formal and enacted policy: changing the contours of boundaries. *Social Science and Medicine* 60, 1649-1660.

In-text citation: Mizrachi and Shuval (2005: 1653) or (Mizrachi and Shuval 2005: 1653).

8. Journal article (online)

Article author surname(s) followed by comma and author initial(s), year of publication in parentheses, title of the article followed by a full stop, name of journal in italics, number or volume followed by a comma, first and last page numbers of the article followed by a full stop, “Available at:” followed by URL, date of retrieval in square brackets:

Bergenholtz, H. and Gouws, R. (2010) A new perspective on the access process. *Hermes. Journal of Language and Communication Studies* 44, 103-127. Available at: <http://download2.hermes.asb.dk/archive/download/Hermes-44-bergenholtz&gouws.pdf>

In-text citation: Bergenholtz and Gouws (2010: 110) or (Bergenholtz and Gouws 2010: 110).

Some journals use article numbers instead of page numbers. References include: article author surname(s) followed by comma and author initial(s), year of publication in parentheses, title of the article followed by a full stop, name of journal in italics, number of article followed by a full stop, "Available at:" followed by URL, date of retrieval in square brackets:

Groenwald, T. (2004) A phenomenological research design illustrated. *International Journal of Qualitative Methods* 3(1), article 4. Available at: http://www.ualberta.ca/~iiqm/backissues/3_1/pdf/groenewald.pdf [Accessed 20 April 2012].

In-text citation: Groenwald (2004: 22) or (Groenwald 2004: 22).

References with DOI numbers: article author surname(s) followed by comma and author initial(s), year of publication in parentheses, title of the article followed by a full stop, name of journal in italics, number or volume followed by a comma, first and last page numbers of the article followed by a full stop, "DOI:" followed by DOI number, date of retrieval in square brackets:

Fuertes-Olivera, P. A. and Nielsen, S. (2012) Online Dictionaries for Assisting Translators of LSP Texts: The Accounting Dictionaries. *International Journal of Lexicography* 25(2), 191-215. DOI: 10.1093/ijl.ecr034 [Accessed 30 May 2012].

In-text citation: Fuertes-Olivera and Nielsen (2012: 195) or (Fuertes-Olivera and Nielsen 2012: 195).

9. Newspaper article (print)

Article author surname followed by comma and author initial(s), year of publication in parentheses, title of the article followed by a full stop, name of newspaper in italics followed by a comma, date of publication followed by a comma, first and last page numbers of the article:

Simon, B. (1991) Sharks in the water. *Financial Times*, 27 November, 16.

In-text citation: Simon (1991) or (Simon 1991).

10. Newspaper article (online)

Article author surname followed by comma and author initial(s), year of publication in parentheses, title of the article followed by a full stop, name of newspaper in italics followed by a comma, "online" in square brackets, date of publication followed by a full stop, "Available at:" followed by URL, date of retrieval in square brackets:

Williams, R. (2012) Sky News admits hacking emails but says it was 'in the public interest'. *The Independent*, [online] 5 April. Available at: <http://www.independent.co.uk/news/uk/crime/sky-news-admits-hacking-emails-but-says-it-was-in-the-public-interest-7621831.html> [Accessed 5 April 2012].

In-text citation: Williams (2012) or (Williams 2012).

11. Company report (print)

Company name, year of publication in parentheses, title of report in italics followed by a full stop, place of publication followed by a colon, name of publishing company:

Marks & Spencer (2011) *Annual report and financial statements 2011*. London: Marks & Spencer.

In-text citation: Marks & Spencer (2011: 33) or (Marks & Spencer 2011: 33).

If the publication specifies one or more named authors/editors, the name(s) replace(s) the organisation name. Follow the recommendations in paragraphs 1-5 above.

12. Company report (online)

Company name, year of publication in parentheses, title of the report in italics followed by a full stop, "online" in square brackets, "Available at:" followed by URL, date of retrieval in square brackets:

Marks & Spencer (2011) *Annual report and financial statements 2011*. [online] Available at: <http://corporate.marksandspencer.com/documents/publications/2011/annual%20report%202011> [Accessed 20 April 2012].

In-text citation: Marks & Spencer (2011: 33) or (Marks & Spencer 2011: 33).

13. Web pages with authors

Author surname followed by comma and author initial(s), year of publication in parentheses, title of report in italics followed by a full stop, "Available at:" followed by URL, date of retrieval in square brackets:

Chapman, T. (2012) *Tracy Chapman. Our bright future*. Available at: <http://www.tracychapman.com/> [Accessed 7 May 2012].

In-text citation: Chapman (2012) or (Chapman 2012).

14. Web pages of organisations with authors

Name of organisation, year of publication in parentheses, title of work in italics followed by a full stop, "Available at:" followed by URL, date of retrieval in square brackets:

Danfoss (2012) *Solutions ready. For the challenge of climate change*. Available at: <http://www.danfoss.com/> [Accessed 7 May 2012].

In-text citation: Danfoss (2012) or (Danfoss 2012).

15. Web pages without authors

Title of web page in italics, year of publication in parentheses, if indicated, followed by a full stop, “online” in square brackets, “Available at:” followed by URL, date of retrieval in square brackets.

If an anonymous web page has no title, make a suitable one describing the general topic of the text. Web pages without authors and/or titles should generally not be used as sources since it is impossible to make a credible evaluation of their authority, currency and reliability.

16. Blog (weblog)

Author surname followed by a comma and author initial(s), year of publication in parentheses, title of blog entry in italics followed by a comma and title of the blog also in italics, “online” in square brackets, blog posting date followed by a full stop, “Available at:” followed by URL, date of retrieval in square brackets:

Jackson, C. J. (2011) *The Alchemist by Paulo Coelho, Writer’s Blog* [online], 27 July. Available at: <http://www.writingcraft.blogspot.com/> [Accessed 7 May 2012].

In-text citation: Jackson (2011) reports about “The Alchemist by Paulo Coelho”...

17. Podcast and archived TV programme

Broadcaster or author, year of publication in parentheses, programme title, series title (if relevant) followed by a full stop, indication of type of medium in square brackets, date of transmission followed by a full stop, “Available at:” followed by URL, date of retrieval in square brackets:

RTE Radio 1 (2007) A special programme from the Met Office in Glasnevin. *Quantum Leap*. [podcast] 19 April. Available at: <http://pc.rte.ie/2007/pc/pod-v-19042007-39m15s-quantum-leap.mp3> [Accessed 20 April 2012].

In-text citation: RTE Radio 1 (2007) or (RTE Radio 1, 2007).

DGInterpretation (2008) *Interpreting for Europe ... into English*. [podcast] 13 July. Available at: http://ec.europa.eu/dgs/scic/documents-terminology-and-bibliography/video-and-sound/index_en.htm [Accessed 20 April 2012].

In-text citation: DGInterpretation (2008) or (DGInterpretation 2008).

18. YouTube video

Screen name of contributor, year of posting in parentheses, video title in italics, series title (if relevant) followed by a full stop, indication of type of medium in square brackets, "Available at:" followed by URL, date of retrieval in square brackets:

DardenMBA (2009) *Stakeholder Theory*. [video online] Available at:
<http://www.youtube.com/watch?v=Ih5lBe1cnQw> [Accessed 20 April 2012].

In-text citation: DardenMBA (2009) or (DardenMBA 2009).

19. Wikis

Wikipedia entries are collaborative texts without scientific proof. Reference to them should be avoided. Follow the references given in the Wikipedia entry (at the end of the entry) and refer to and cite authors of the original sources. If a Wikipedia reference cannot be avoided, the date of retrieval is of utmost importance.

Author(s) surname followed by a comma and initial(s), if there are any, title of the wiki entry in italics, year of publication in parentheses (often specified in the footer of the Wikipedia page as "This page was last modified on xx.xx.xxxx, xx:xx:xx AM/PM"), name of wiki ("Wikipedia" or other designation) in italics followed by a full stop, "Available at:" followed by URL, date of retrieval in square brackets:

Introspection (2012) *Wikipedia*. [online] last updated 9 May at 02:29. Available at:
<http://en.wikipedia.org/wiki/Self-reflection> [Accessed 18 June 2012].

In-text citation: Introspection (2012) or (Introspection 2012).

20. Social networking web sites

Author surname followed by a comma and author initial(s), year the site was published/last updated in parentheses, title of page in italics followed by a comma, title of internet site also in italics, day/month of the posted message followed by a full stop, "Available at:" followed by the URL, date of retrieval in square brackets:

The Economist (2012) *Breaching China's one-child policy*. [facebook] 18 June. Available at:
<http://www.facebook.com> [Accessed 20 June 2012].

In-text citation: The Economist (2012) or (The Economist policy 2012).

21. E-books (free online)

Author surname followed by a comma and author initial(s), year of publication in parentheses, title of book in italics followed by a full stop, indication of type of medium in square brackets, place of publication

followed by a colon, name of publisher followed by a full stop, "Available at:" followed by URL, date of retrieval in square brackets:

Steffensen, H., Fedders, J., Pedersen, S. F., Jensen, R. H., Kromann, M. and Wulff, K. (2012) *Regnskabshåndbogen 2012*. [online] København: pwc. Available at: <http://www.pwc.dk/da/revisor/regnskabshaandbogen.jhtml> [Accessed 20 April 2012].

In-text citation: Steffensen et al. (2012: 235) or (Steffensen et al. 2012: 235).

22. Audio books

Author surname followed by a comma and author initial(s), year of distribution in parentheses, title of book/recording in italics followed by a full stop, book series followed by "Audiobook" in square brackets, place of distribution (if available) followed by a colon, publisher/distribution company

King, S. (2012) *The Wind Through the Keyhole: The Dark Tower*. Series: The Dark Tower, Book 4.5 [Audiobook] Simon & Schuster Audio.

In-text citation: King 2012 or (King 2012).

23. DVDs, Blu-ray, videos and films

Title of DVD/Blu-ray/video/film in italics, year of release in parentheses, "Directed by ..." followed by a full stop, indication of format in square brackets, place of origin, film studio, maker or distributor:

The Illusionist (2006) Directed by N. Burger. [film] Los Angeles: Yari Film Group.

In-text citation: *The Illusionist* (2006) or (*The Illusionist* 2006).

The Illusionist (2006) Directed by N. Burger. [DVD] Los Angeles: Yari Film Group, 20th Century Fox.

In-text citation: *The Illusionist* (2006) or (*The Illusionist* 2006).

24. Compendia

Online compendia should not be referred to as an entity. The individual references stated in the online compendium should be referred to in the style suggested in these guidelines.

Printed compendia typically include a reference list (very often at the back of the compendium). Individual references from the compendium should be treated as standard references, and only elements of the compendium produced by the author(s) of the compendium (typically a preface or an introduction or an overview) should be referred to as a compendium reference.

Author surname(s) followed by a comma and author initial(s), year of publication in parentheses, full title of the compendium in italics followed by a full stop, additional information given followed by a full stop, place of publication, publisher/distributor.

English Section CLM 2nd Term (2011) *Analysis and Production of Specialized Text*. Internt undervisningsmateriale nr. O 108. Aarhus. Aarhus School of Business, Aarhus University.

In-text citation: English Section CLM 2nd Term (2011) or (English Section CLM 2nd Term 2011).

Schjoldager, A. (2003) *Understanding Translation*. Internt Undervisningsmateriale O nr. 83. Aarhus: Aarhus School of Business, Department of English.

In-text citation: Schjoldager (2003: 25) or (Schjoldager 2003: 25).

25. Lecture notes (students' written notes)

Good academic practice would generally require students to cite and refer to the original sources referenced by lecturers. This is generally better than citing or referring to lectures.

Lecturer surname followed by a comma and lecturer initial(s), year of lecture in parentheses, title or topic of lecture in italics followed by a full stop, "lecture" in square brackets, details of course including semester followed by a comma, date of lecture followed by a full stop, place of institution followed by a colon, name of institution followed by a comma, department name:

Schjoldager, A. (2011) *Oversættelses kvalitet og –revision*. [lecture] TT teori og metode, clm Engelsk, first semester, 25 October. Aarhus: Aarhus University, Department of Business Communication.

In-text citation: Schjoldager (2011) or (Schjoldager 2011).

26. Lecture material

Good academic practice would generally require students to cite and refer to the original sources referenced by lecturers. This is generally better than citing or referring to lectures. If necessary, the source referred to needs to be as complete as possible.

Surname of lecturer followed by a comma and lecturer initial(s), year of lecture in parentheses, title or topic of lecture in italics followed by a full stop, details of course including semester, date of lecture followed by a full stop, place of institution followed by a colon, name of institution followed by a comma, name of department followed by a full stop, "online" in square brackets, "Available at:" followed by URL, date of retrieval in square brackets:

Flanagan, M. and Heine, C. (2012) *Web-based Communication. Summing up and Evaluation*. BA elective course, class 13, week 18. Aarhus University, Department of Business Communication. [online] Available at: <http://campusnet.asb.dk> [Accessed 7 May 2012].

In text citation: Flanagan and Heine (2012) or (Flanagan and Heine 2012).

27. Tutor handouts

Surname of lecturer/tutor followed by a comma and lecturer/tutor initial(s), year of lecture/tutorial in parentheses, title of lecture/tutorial in italics followed by a full stop, "tutorial handout" in square brackets, details of course including semester, date of lecture/tutorial followed by a full stop, place of institution followed by a colon, name of institution followed by a comma, name of department followed by a comma, "unpublished":

Nielsen, S. (2010) *Civil Proceedings: In the Queen's Bench Division – An Outline*. [tutorial handout] Juridisk oversættelse – Proces- og strafferet, 1. semester, 2. oktober. Aarhus: Aarhus School of Business, Department of Language and Business Communication, unpublished.

In-text citation: Nielsen (2010) or (Nielsen 2010).

28. Tutor notes on virtual learning environments (VLEs)

Follow the recommendations in paragraph 26.

29. Student theses (print)

Author surname followed by a comma and author initial(s), year of publication in parentheses, title of thesis in italics followed by a full stop, "Unpublished ... thesis" with indication of level followed by a full stop, official name of university followed by a comma, department:

Christensen, A. B. and Jacobsen, M. S. (2001) *En komparativ analyse af deliktsansvaret i USA og Danmark – med særlig fokus på uagtsomme forhold*. Unpublished MA thesis. Handelshøjskolen i Århus, Engelsk Institut.

In-text citation: Christensen and Jacobsen (2001: 35) or (Christensen and Jacobsen 2001: 35).

30. Student theses (electronic)

Author surname followed by a comma and author initial(s), year of publication in parentheses, title of thesis in italics followed by a full stop, indication of level followed by a full stop, official name of university followed by a comma, department followed by a full stop, indication of type of medium in square brackets, "Available at:" followed by URL, date of retrieval in square brackets:

Melchior, M. (2011) *Oversættelsesstrategier i juridisk oversættelse - en korpusbaseret undersøgelse af kilde- og målsprogsorientering i oversatte lovtekster*. MA thesis. Handelshøjskolen, Aarhus Universitet, Institut for Sprog og Erhvervs kommunikation. [PDF]

Available at: <http://pure.au.dk/portal-asb-student/files/42102945/37422027.pdf> [Accessed 20 April 2012].

In-text citation: Melchior (2011: 42) or (Melchior 2011: 42).

31. Coursework (unpublished)

Author (student) surname followed by a comma and author initial(s), year of production in parentheses, title of work in italics followed by a full stop, "Unpublished coursework" with details of course including semester, date of submission followed by a full stop, place of institution followed by a colon, name of institution followed by a comma, name of department followed by a full stop:

Jensen, H. (2011) *What Lies Behind Dell's competitiveness?* Unpublished coursework, Researching Aspects of Business, BA English, fifth semester, 25 October. Aarhus: Aarhus University, Department of Business Communication.

In-text citation: Jensen (2011) or (Jensen 2011).

32. Statutes (print)

For Danish statutes: Short title of statute in italics followed by a full stop, long title of statute including number, date and year, indication of any amendments in parentheses:

Købeloven. Lovbekendtgørelse nr. 237 af 28. marts 2003 (med senere ændringer).

In-text citation: købelovens § 25 or (købelovens § 25).

For UK Acts of Parliament: Short title of statute in italics, year of statute in italics, chapter number in parentheses followed by a full stop, place of publication followed by a colon, name of publisher:

Welfare Reform Act 2012 (c. 5). London: TSO (The Stationary Office).

In-text citation: Welfare Reform Act 2012 or (Welfare Reform Act 2012).

33. Statutes (online)

For Danish statutes: Short title of statute in italics followed by a full stop, long title of statute including number, date and year, indication of any amendments in parentheses followed by a full stop, indication of type of medium in square brackets, "Available at:" followed by URL, date of retrieval in square brackets:

Købeloven. Lovbekendtgørelse nr. 237 af 28. marts 2003 (med senere ændringer). [online] Available at: <https://www.retsinformation.dk/Forms/R0710.aspx?id=1419> [Accessed 20 April 2012].

In-text citation: købelovens § 25 or (købeloven § 25)

For UK Acts of Parliament: Short title of statute in italics, year of statute in italics, chapter number in parentheses followed by a full stop, indication of type of medium in square brackets, "Available at:" followed by URL, date of retrieval in square brackets:

Welfare Reform Act 2012 (c. 5). [online] Available at:
http://www.legislation.gov.uk/ukpga/2012/5/pdfs/ukpga_20120005_en.pdf [Accessed 20 April 2012].

In-text citation: *Welfare Reform Act 2012* or (*Welfare Reform Act 2012*).

34. EU legislation (print)

Name(s) of EU institution(s) adopting legislation, type of legislative act, number followed by title followed by a full stop, "Official Journal" followed by series letter (C, L or S) and number in italics followed by a comma, year and date, page number(s):

European Parliament and Council Directive 2012/12/EU of 19 April 2012 amending Council Directive 2001/112/EC relating to fruit juices and certain similar products intended for human consumption. *Official Journal L 115*, 27.4.2012, 1–11.

In-text citation: European Parliament and Council Directive 2012/12 or (European Parliament and Council Directive 2012/12).

European Commission Regulation 402/2012 of 10 May 2012 imposing a provisional anti-dumping duty on imports of aluminium radiators originating in the People's Republic of China. *Official Journal L 124*, 11.5.2012, 17–31.

In-text citation: European Commission Regulation 402/2012 or (European Commission Regulation 402/2012).

35. EU legislation (online)

Name(s) of EU institution(s) adopting legislation, type of legislative act, number followed by title followed by a full stop, "Official Journal" followed by series letter (C, L or S) and number in italics followed by a comma, "online" in square brackets, year and date followed by a comma, page number(s) followed by a full stop, "Available at:" followed by URL, date of retrieval in square brackets:

European Parliament and Council Directive 2012/12/EU of 19 April 2012 amending Council Directive 2001/112/EC relating to fruit juices and certain similar products intended for human consumption. *Official Journal L 115*, [online] 27.4.2012, 1–11. Available at:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:115:0001:0011:EN:PDF>
[Accessed 5 May 2012]

In-text citation: European Parliament and Council Directive 2012/12 or (European Parliament and Council Directive 2012/12).

European Commission Regulation 402/2012 of 10 May 2012 imposing a provisional anti-dumping duty on imports of aluminium radiators originating in the People's Republic of China. *Official Journal L 124*, [online] 11.5.2012, 17–31. Available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:124:0017:0031:EN:PDF> [Accessed 28 April 2012]

In-text citation: European Commission Regulation 402/2012 or (European Commission Regulation 402/2012).

36. Publications of international organisations

Organisation name, year of publication in parentheses, title of publication in italics followed by a full stop, place of publication followed by a colon, name of publishing company or organisation:

United Nations (2010) *Millennium Development Goals Report*. New York: United Nations.

In-text citation: United Nations (2010: 34) or (United Nations 2010: 34).

OECD (2009) *Science, Technology and Industry Scoreboard 2009*. Paris: OECD.

In-text citation: OECD (2009: 15) or (OECD 2009: 15).

European Commission (2011) *Pocketbook on the enlargement countries*. Luxembourg: Publications Office of the European Union.

In-text citation: European Commission (2011: 54) or (European Commission 2011: 54).

If the publication specifies one or more named authors/editors, the name(s) replace(s) the organisation name. Follow the recommendations in paragraphs 1-5 above.

37. Sources with no author

Some journal articles, often in non-academic journals, and dictionaries have no author indication and in such situations, the name of the journal or dictionary is used as a substitute for author name.

Printed journals: name of journal in italics, year of publication in parentheses, title of the article followed by a full stop, date of publication followed by a comma, page number(s):

The Economist (2012) Winging it. 14 April, 61-62.

In-text citation: *The Economist* (2012) or (*The Economist* 2012).

Printed dictionaries: title of dictionary in italics, year of publication in parentheses followed by a full stop, indication of second or later edition (using the abbreviation “edn.”) followed by a full stop, place of publication followed by a colon, name of publisher:

Longman Dictionary of English Language and Culture (2005). 4th edn. Harlow: Longman.

In-text citation: *Longman Dictionary English of Language and Culture* (2005) or (*Longman Dictionary of English Language and Culture* 2005).

Online journals: name of journal in italics, year of publication in parentheses, title of the article followed by a full stop, "online" in square brackets, date of publication followed by a full stop, "Available at:" followed by URL, date of retrieval in square brackets:

The Economist (2012) Winging it. [online] 14 April. Available at: <http://www.economist.com/node/21552591> [Accessed 28 April 2012].

In-text citation: *The Economist* (2012) or (*The Economist* 2012).

Online dictionaries: title of dictionary in italics, year of publication in parenthesis (if available) followed by a full stop, indication of second or later edition (using the abbreviation "edn.") followed by a full stop, "online" in square brackets, "Available at:" followed by URL, date of retrieval in square brackets:

English Pronunciation Dictionary (2003-2011). [online] Available at: <http://seas3.elte.hu/epd/index.pl> [Accessed 15 June 2012].

In-text citation: *English Pronunciation Dictionary* (2003-2011) or (*English Pronunciation Dictionary* 2003-2011).

38. Sources with no date

Some sources may not indicate their date or year of publication and in such cases the in-text citation should contain "n.d." (the abbreviation of "no date") in parentheses instead of publication year:

Jones (n.d.) provides a general description of this approach.

The computer is a versatile tool (Jones n.d.).

In the reference list, the related reference to a printed book is:

Jones, L. (n.d.) *An Introduction to Machine Translation*. London: Continuum.

A bibliographical reference to an online source with no date is treated similarly:

Zuram, D. (n.d.) *PhD's: What they don't tell you*. Available at: <http://www.findaphd.com/student/study/study-4.asp> [Accessed 10 June 2012].

In-text citation: Zuram (n.d.) or (Zuram n.d.).

39. Referring to a secondary source

This type of second-hand reference occurs when an available source quotes another, perhaps unavailable, source. The in-text citation contains the original source as well as the available source:

“The unemployment rate has increased steadily” (Hansen 2010 cited in Jones 2012: 103).

The reference list will only contain Jones (2012), as Hansen (2010) was not consulted or read.

40. Private interviews

Interviews conducted by students are not publicly available sources and therefore do not appear in reference lists. Interviews should be transcribed and included in an appendix to which reference is made. The appendix should include at least the name of the interviewee, the name of the interviewer, type of medium or format of interview, place and date of interview.

A reference to an “anonymous source” or an “informed source” is **NOT** acceptable academic practice. Generally, all sources that are used to support arguments must be available to and identifiable by those who have to evaluate the work, e.g. examiners.

Occasionally, academic principles justify the non-disclosure of the identities of interviewees in a work, e.g. in connection with surveys and focus groups, and in such cases, the names of the individual interviewees should be replaced by an appropriate designation and a number, e.g. “Interviewee 1”, “Interviewee 2”, etc.

41. Interview from newspaper or magazine

Surname of interviewee followed by a comma and interviewee initial(s), year of publication in parentheses, title of interview if indicated followed by a full stop, “Interviewed by” and name of interviewer followed by a full stop, name or title of printed source in italics followed by a comma, date of publication followed by a comma, first and last page numbers of interview:

Clegg, N. (2012) Nick Clegg Interview: We’re not going to do it the way we did in the 80s.
Interviewed by Andrew Rawnsley. *The Observer*, 6 June, 24.

In-text citation: Clegg (2012) or (Clegg 2012).

42. Interview from online source

Surname of interviewee followed by a comma and interviewee initial(s), year of publication in parentheses, title of interview if indicated followed by a full stop, “Interviewed by” and name of interviewer followed by a full stop, name or title of online source in italics followed by a comma, “online” in square brackets, date of publication followed by a full stop, “Available at:” followed by URL, date of retrieval in square brackets:

Glover, D. (2012) Danny Glover Speaks Out on Trayvon Martin, Mumia Abu-Jamal, the Justice Dept., and More. Interviewed by Curtis Stephen. *The Daily Beast*, [online] 24 April. Available

at: <http://www.thedailybeast.com/articles/2012/04/24/danny-glover-speaks-out-on-trayvon-martin-mumia-abu-jamal-justice-dept-and-more.html> [Accessed 25 May 2012].

In-text citation: Glover (2012) or (Glover 2012).

Romney, M. (2012) Governor Mitt Romney talks to TIME. Interviewed by Mark Halperin. *TIME Video*, [online] 23 May. Available at: http://www.time.com/time/video/player/0,32068,1653239395001_2115560,00.html [Accessed 25 May 2012]

In-text citation: Romney (2012) or (Romney 2012).

43. Email correspondence

Surname of sender followed by a comma and sender initial(s), year of email in parentheses, title of message in italics followed by a full stop, "email" in square brackets, name of recipient followed by a full stop, date and time the email was sent:

Heine, C. (2012) *Academic Practice*. [email] to S. Nielsen. 5 June, 10:35.

In-text citation: Heine (2012) or (Heine 2012).

Email correspondence used as a source should be printed and included in an appendix with all header data and message content. Care should be taken as emails may contain data that the sender may not wish to be made public and permission to cite should be sought from the sender.

44. Press release (online)

Author surname followed by a comma and author initial(s), alternatively name of institutional author, year of publication in parentheses, title of press release in italics followed by a full stop, "press release" in square brackets, date of publication, "Available at:" followed by URL, date of retrieval in square brackets:

UK Supreme Court (2012) *Assange (Appellant) v The Swedish Prosecution Authority (Respondent)* [2012] UKSC 22 On appeal from [2012] EWHC Admin 2849. [press release] 30 May. Available at: http://www.supremecourt.gov.uk/decided-cases/docs/UKSC_2011_0264_PressSummary.pdf [Accessed 1 June 2012].

45. Book illustrations, diagrams, tables

Book author surname followed by a comma and author initial(s), year of publication in parentheses, title of book in italics, indication of second or later edition (using the abbreviations "edn.") followed by a full stop, place of publication followed by a colon, name of publisher.

Follow the recommendations in paragraphs 1-5 above.

46. Online illustrations, diagrams, tables

Surname of creator followed by a comma and creator initial(s), year of production in parentheses, title of illustration, diagram or table in italics followed by a full stop, indication of type of medium in square brackets, "Available at:" followed by URL, date of retrieval in square brackets:

Dean, R. (2012) *Tales from Topographic Oceans*. [electronic print] Available at: <http://www.rogerdean.com/store/serigraphs/tales-from-t-o.html> [Accessed 18 April 2012].

In-text citation: Dean (2012) or (Dean 2012).

47. Paintings/drawings

Artist surname followed by a comma and artist initial(s), year of creation in parentheses, title of painting or drawing in italics followed by a full stop, indication of medium in square brackets, name of institution or collection followed by a comma, town or city of institution or collection:

Nielsen, E. (1900) *Georg Jensen*. [oil on canvas] Designmuseum Danmark, Copenhagen.

In-text citation: Nielsen (1900) or (Nielsen 1900).

48. Photographs

Surname of photographer followed by a comma and photographer initial(s), year of production in parentheses, title of photograph in italics followed by a full stop, indication of type of medium in square brackets, collection details as available, e.g. collection, document number, geographical place followed by colon, name of library, archive, repository:

Sarony, N. (1891) *Charles Sanders Peirce*. [photograph] Indianapolis: The Peirce Edition Project, School of Liberal Arts, Indiana University.

In-text citation: Sarony (1891) or (Sarony 1891).

49. Photographs from the internet

Surname of photographer followed by a comma and photographer initial(s), year of production in parentheses, title of image in italics followed by a full stop, indication of collection in italics, if relevant, followed by a full stop, indication of type of medium in square brackets, "Available at:" followed by URL, date of retrieval in square brackets:

Wirz, R. (2012) *Alsatian Vineyards*. *Flickr*. [photograph online] Available at: <http://www.flickr.com/photos/35634552@N03/7232253268/> [Accessed 20 May 2012]

In-text citation: Wirz (2012) or (Wirz 2012).

If the photographer is not known, the reference should begin with the title of the work in italics.

If the photographer, the title of the work and year of production are not known, the reference should begin with a description of the subject of the photograph, “n.d.” (the abbreviation of “no date”) in parentheses, indication of medium in square brackets, “Available at:” followed by URL, date of retrieval in square brackets:

Doctor placing gauze on patient's arm after administering a shot (n.d.) [image online]
Available at: <http://www.inmagine.com/paa589/paa589000083-photo> [Accessed 20 April 2012].

In-text citation: Doctor placing gauze (n.d.) or (Doctor placing gauze, n.d.).

50. Slideshare

Author surname followed by a comma and author initial(s), year of publication in parentheses, title of slide followed by a full stop, slide number followed by a full stop, “Slideshare” in italics followed by a comma, date of upload followed by a full stop, “Available at:” followed by URL, date of retrieval in square brackets:

Mikroyannidis, A. (2012) Build Your Personal Learning Environment. Slide 7. *Slideshare*, 23 May. Available at:
<http://www.slideshare.net/alexmikro/build-your-personal-learning-environment>
[Accessed 26 May 2012].

In-text citation: Mikroyannidis (2012) or (Mikroyannidis 2012).

51. Online dictionary with author or editor

Author/editor surname followed by a comma and author/editor initial(s), year of publication in parentheses, title of dictionary followed by a full stop, “online” in square brackets, place of publication (if relevant) followed by a colon, publisher followed by a full stop, “Available at:” followed by URL, date of retrieval in square brackets:

Nielsen, S. (2002-2008) *Dansk-engelsk CISG-Ordbog*. [online] Aarhus: Aarhus School of Business. Available at: <http://www.sprog.asb.dk/sn/cisg/> [Accessed 20 June 2012].

In-text citation: Nielsen (2002-2008) or *Dansk-engelsk CISG-ordbog* (Nielsen 2002-2008).

Levin, J. R. (ed.) (2006-2012) *Dansk-Engelsk Ordbog*. [online] Odense: Ordbogen.com. Available at: <http://ordbogen.com> [Accessed 27 April 2012]

In-text citation: Levin (2006-2012) or *Dansk-Engelsk Ordbog* (Levin 2006-2012).

It is not always apparent who the authors or editors (or editors-in-chief) of online dictionaries are, but it is often possible to find information about them in supporting texts on the homepage/website with titles such as “About the Dictionary” and “Information”.

Dictionaries published by institutions and organisations do not always have a person as author and in such cases the name of the “institutional author” should be given:

Farlex (2012) *Financial Dictionary*. [online] Available at: <http://financial-dictionary.thefreedictionary.com/> [Accessed 18 June 2012].

In-text citation: Farlex (2012) or *Financial Dictionary* (Farlex 2012).

52. Television programmes

Title of programme in italics, year of broadcast in parentheses, "TV" in square brackets, name of broadcaster and channel followed by a comma, full date of broadcast followed by a comma, time of broadcast:

Sænkningen af Royal Oak (2012) [TV] DR2, 29 May 2012, 18:00.

In-text citation: *Sænkningen af Royal Oak* (2012) or (*Sænkningen af Royal Oak* 2012).

If the programme is available online add to the bibliographical reference above: URL and date of retrieval in square brackets.

53. Episodes of television series

Title of series in italics, year of broadcast in parentheses, title of episode followed by a comma, series number followed by a comma, episode number followed by a full stop, "TV" in square brackets, name of broadcaster or channel followed by a comma, full date of broadcast followed by a comma, time of broadcast:

Coco Chanel (2012) Episode 2. [TV] DR1, 28 May 2012, 14:20.

In-text citation: *Coco Chanel* (2012) or (*Coco Chanel* 2012).

The Big Bang Theory (2012) The Bus Pants Utilization, season 4, episode 12. [TV] Kanal 5, 25 May 2012, 19:30.

In-text citation: *The Big Bang Theory* (2012) or (*The Big Bang Theory* 2012).

If the programme is available online add to the bibliographical reference above: "Available at:" followed by URL and date of retrieval in square brackets.

54. Translated books

Author surname followed by a comma and author initial(s), year of publication in parentheses, title of book in italics followed by a full stop, "Translated by" followed by initial(s) and surname(s) of translator(s) followed by a full stop, place of publication followed by a colon, name of publisher:

Kant, I. (1988) *Logic*. Translated by R. Hartman and W. Schwarz. New York: Dover.

In-text citations: Kant (1988: 34) or (Kant 1988: 34).

55. Translated articles

Article author surname followed by a comma and author initial(s), year of publication of translated article in parentheses, title of the article followed by a full stop, “Translated by” followed by initial(s) and surname(s) of translator(s) followed by a full stop, name of journal in italics followed by a comma, number or volume followed by a comma, first and last page numbers of the translated article:

Ščerba, L. V. (1995) Towards a general theory of lexicography. Translated by D. M. Farina. *International Journal of Lexicography* 8(4), 314-350.

In-text citation: Ščerba (1995) or (Ščerba 1995).

56. Printed advertisement

Name of advertisement creator, year of publication of the printed work containing the advertisement in parentheses, title of advertisement or description of product or service followed by a full stop, “advertisement” in square brackets, name of publication containing the advertisement in italics followed by a comma, date of publication followed by a comma, page number(s):

ExxonMobil (2012) The world’s energy future relies on investments made today. [advertisement] *Newsweek*, 28 May, 11.

In-text citation: ExxonMobil (2012) or (ExxonMobil 2012).

57. Place of publication

The place of publication of printed material is the city or town of the publisher (**NOT** the city or town of the printer). In some cases, the place of publication may be a name shared by several cities or towns and in order to avoid confusion a qualifier can be added, e.g.:

van Mannen, M. (1990) *Researching Lived Experience: Human Science for an Action Sensitive Pedagogy*. London, Ontario: Althouse.

Zerubavel, E. (1999) *The Clockwork Muse: A Practical Guide to Writing Theses, Dissertations and Books*. Cambridge, Massachusetts: Harvard University Press.

Some large cities in the world with non-English names have anglicised names and in such cases, the anglicised name should be used, e.g. Copenhagen and Florence.

If two or more place names are indicated on an equal footing together with the publisher, only the first place name should be given.

If no place of publication is indicated, use the abbreviation “s.l.” in parentheses (s.l. is the abbreviation of sine loco) instead of the town or city of the publisher.

Appendix B: Korrekt citatbrug for studerende

This Appendix contains examples of what the *Censorformandskabet for erhvervskommunikation og -sprog* considers to be proper citation in order to avoid plagiarism. It should be appreciated that the examples below are part of the guidelines prepared for external examiners for business language and business communication.

“Bilag 1

Censorformandskabets opfattelse af korrekt citatbrug for studerende.

Inspireret af regelsæt gældende på KU, SDU, CBS og www.stopplagiat.nu

- 1 Korrekt brug af citater fra andres eller eget arbejde *skal*, uanset omfang, altid anføres med kildeangivelse og citationstegn eller med en formatering i citatet, der tydeligt afviger fra formateringen af egen opgavetekst (f.eks. indrykket og med *kursiv* - kursiv bør i så fald ikke bruges til andre formål i teksten). En korrekt kildeangivelse kunne f.eks. være, at forfatterens/forfatterens navn, værkets titel, udgivelsesår samt sidetal angives enten i parentes efter det tekstafrsnit, hvori kilden anvendes, eller ved hjælp af en slut- eller fodnote.
- 2 Direkte oversættelse af fremmedsprogede tekster til dansk eller et andet fremmedsprog *skal*, uanset omfang, altid anføres med kildeangivelse og citationstegn eller med en formatering i citatet, der tydeligt afviger fra formateringen af egen opgavetekst (f.eks. indrykket og med *kursiv* - kursiv bør i så fald ikke bruges til andre formål i teksten). Det skal ligeledes anføres, om det er *opgaveskriver* eller andre, der har foretaget oversættelsen.
- 3 Indsættelse af et eller flere ord i et citat skal markeres – typisk i en firkantet parentes.
- 4 Fjernelse af ord eller sætninger fra et citat skal markeres – typisk tre punktummer i en firkantet parentes.
- 5 Er det kun fakta eller argumentation, der hentes fra en anden tekst, sættes en note med præcis henvisning til, på hvilke sider fakta/argumentationen er hentet.
- 6 Henvises der til utrykt materiale f. eks. andres eksamensopgaver eller mundtlige meddelelser, gælder samme regler som ved direkte citering ovenfor under punkt 1 og 2.
- 7 Henvises der til eller citeres fra hjemmesider, gælder samme regler som ved direkte citering ovenfor under punkt 1 og 2 eller med angivelse af note i form af en URL-adresse og dato for besøg af hjemmesiden.
- 8 Alle kilder, som den studerende har anvendt, skal fremgå af litteraturlisten/kildefortegnelsen ved afleveringen af opgaven. Der kan således ikke senere, f. eks. hvis en snydformodning er under behandling, fremsendes nogen form for supplerende materiale.
- 9 "Almen viden" er viden, som man regner med, at alle inden for en bestemt gruppe eller et regionalt, institutionelt eller fagligt fællesskab kender. Det kan være facts om fx samfund, historie, sprog eller litteratur. Det antages f. eks. i Danmark, at alle ved, at Folketinget har 179 medlemmer, og at H. C. Andersen er forfatter til en række kendte eventyr. I begge tilfælde vil det som hovedregel ikke være nødvendigt at angive en kilde. Det vil dog altid være afhængigt af kontekst og faglige traditioner, hvornår der kræves en kildehenvisning." (Gruelund 2011: 13)

Gruelund, M. (2011) *Vejledning for censorer på de erhvervskommunikative og -sprogliche uddannelser i afsløring af eksamenssnyd og anden akademisk uredelighed*. Aarhus: Censorformandskabet for erhvervskommunikation og -sprog.

Appendix C: When to cite and common mistakes

This Appendix contains examples from Neville (2010) on when to cite and reference as well as examples of common mistakes made by students when referencing internet sources.

“When to reference: six scenarios

You should reference evidence in assignments in the following situations:

1. To inform the reader of the source of tables, statistics, diagrams, photographs and other illustrations included in your assignment
2. When describing or discussing a theory, model, practice or example associated with a particular writer; or using their work to illustrate examples in your text (this links specifically to the next two items)
3. To give weight or credibility to an argument supported by you in your assignment
4. When giving emphasis to a particular theory, model or practice that has found a measure of agreement and support amongst commentators
5. To inform the reader of the sources of direct quotations or definitions in your assignment
6. When paraphrasing another person’s work, which is outside the realm of common knowledge, and that you feel is particularly significant, or likely to be a subject of debate.” (Neville 2010: 19)

“Common mistakes

- You should not put a www address as a citation. You always put the name of an author, or the source organisation, but never cite a uniform/universal resource locator (URL) or digital object identifier (DOI) address in the body of an assignment unless there is absolutely no other way of identifying the source.
- You do not need a separate list of www sites in your “References”, “Works cited” or “Bibliography” sections. In all referencing styles, Internet sites are incorporated along with other sources into one list at the end of the assignment.
- Another common mistake is to simply paste in a URL address to a list of references without any other supporting information, such as the title of item, name of hosting organisation, or date the information was viewed.” (Neville 2010: 162-163)

Neville, C. (2010) *The Complete Guide to Referencing and Avoiding Plagiarism*, 2nd edn. Maidenhead: Open University Press.

Appendix D: Further reading

This appendix contains a short annotated list of references that look at citation, referencing and plagiarism from various perspectives.

Anglia Ruskin University Library (2011) *University Library Guide to the Harvard Style of Referencing*, 3rd edn. [PDF] Available at: http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing_2011.pdf [Accessed 20 April 2012].

This online resource is a comprehensive guide to Harvard style referencing for printed and electronic sources, and it has adopted a rather maximalist approach. It is available as PDF and as an interactive online resource. It has so far been regularly updated and revised.

Carroll, J. (2007) *A Handbook for Deterring Plagiarism in Higher Education*, 2nd edn. Oxford: Oxford Centre for Staff and Learning Development/Oxford Brookes University.

This book contains a detailed discussion of plagiarism and provides advice on how lecturers can design courses and assignments so that the risk of student plagiarism is reduced or avoided. Includes advice on how to teach the requisite skills to students.

Dansk Standard (2010) *DS/ISO 690. Information og dokumentation – Vejledning for bibliografiske referencer og henvisninger til informationskilder. Information and documentation – Guidelines for bibliographic references and citations to information resources*. Charlottenlund: Dansk Standard.

This standard is not prescriptive but merely informative. It gives guidelines for preparing citations and bibliographic references, and the style used is merely informative. It deals with printed as well as electronic works.

Neville, C. (2010) *The Complete Guide to Referencing and Avoiding Plagiarism*, 2nd edn. Maidenhead: Open University Press.

This book discusses in some detail the referencing process and guidance to avoid plagiarism. It explains why and when citations and references should be made and shows how to cite from printed as well as electronic sources.

Pears, R. and Shields, G. (2010) *Cite them right. The essential referencing guide*, 8th edn. Basingstoke: Palgrave Macmillan.

This book gives many and detailed examples of citations and bibliographic references for print and electronic sources, and contains a short guide on avoiding plagiarism as well as a short glossary.

Pecorari, D. (2010) *Academic Writing and Plagiarism: A Linguistic Analysis*. London: Continuum.

This book contains an in-depth examination of plagiarism from a text linguistic perspective. It examines student performance and compares this with institutional expectations and suggests ways in which to reduce the gap between the two.