

LITERATURE AND CITATION REQUIREMENTS

Information for Bachelor students



THE BASICS FOR LITERATURE COLLECTION AND PROCESSING

THE IMPORTANCE OF LITERATURE COLLECTION

- **You cannot write a thesis without researching and analyzing the literature.**
- **In the case of an academic, scientific type of thesis, it is the bulk of the work**
- **Also essential for solving a corporate/business problem**

ON LITERATURE COLLECTION IN GENERAL

1.1.

- You must search for relevant literature independently.
- The work and time required to collect and process literature is typically underestimated by students.
- A preliminary review of the relevant literature is already necessary when choosing a topic.
- Literature search \neq Google search

WHERE IS IT WORTH SEARCHING OR ACCEPTABLE TO SEARCH?

1.2.

- Mainly in scientific and professional (specialized) journals, publications and books.
- Mostly in English, but there are also national publications.
- Most of the scientific resources are freely available on the Internet.
- ELTE University Library, The Metropolitan Ervin Szabó Library.

THE SCIENTIFIC WEB

- Google Scholar

<https://scholar.google.com>

1.2.1.

- Specialised databases with university access (EduID, Caesar ID)

<https://konyvtar.elte.hu/en/egyetemi-konyvtar/kutatastamogatas/adatbazisok/adatbazislista>

1.2.2.

- National (Hungarian) journals

1.2.3.

- Website of international institutions and organizations

1.2.4.

- (Field specific) internet portals

1.2.5.

WEB OF SCIENCE (WoS) DATABASE

1.2.2.

- One of the best-known collections of scientific journals
<https://apps.webofknowledge.com>
- Database of the most prestigious foreign scientific journals
- Search and direct download (with university access)
- Online resources and webinars on how to search effectively
https://clarivate.com/webofsciencegroup/training/?wpv-training-class-product=web-of-science&wpv_aux_current_post_id=44142&wpv_aux_parent_post_id=44142&wpv_view_count=44137&training-class-language=english
- Also has a Hungarian language site
<https://clarivate.libguides.com/europe/hungary>

WHAT TO LOOK OUT FOR - TIPS

1.2.3.

- A relevant literature summary and reference list of the literature you have read can help you collect but should not replace independent work.
- The literature used should be read in its original form.
- Check conference materials on current research directions in the subject.
- University notes should not be used as a source or should be used only to a minimal extent.
- Wikipedia and similar portals are not academic sources.
- Professional communication of the content read and cited can be mastered by reading the literature.
- Patchwork paraphrasing is considered plagiarism and should be avoided.
- The most important way to learn how to process literature is to read the literature itself!
- It is advisable to organize sources from the outset.

BASIC TYPES OF PROJECT ASSIGNMENTS, THESES (1)

1.2.4.

- **Expectations for literature research differ according to the type of thesis.**
- **For academic essays**
 - literature review is particularly important;
 - more sources of academic quality must be processed;
 - Web of Science, national journals are particularly recommended;
 - literature review of basic works and recent research.

BASIC TYPES OF PROJECT ASSIGNMENTS, THESES (2)

1.2.4.

■ Corporate/business problem, business case study

- literature review is also essential here; how the problem is solved will be a key part of the assessment;
- the data and methods used, their robustness, advantages and disadvantages should be described and supported by a literature review;
- lower expectations on the number of sources to be processed.

■ General requirements

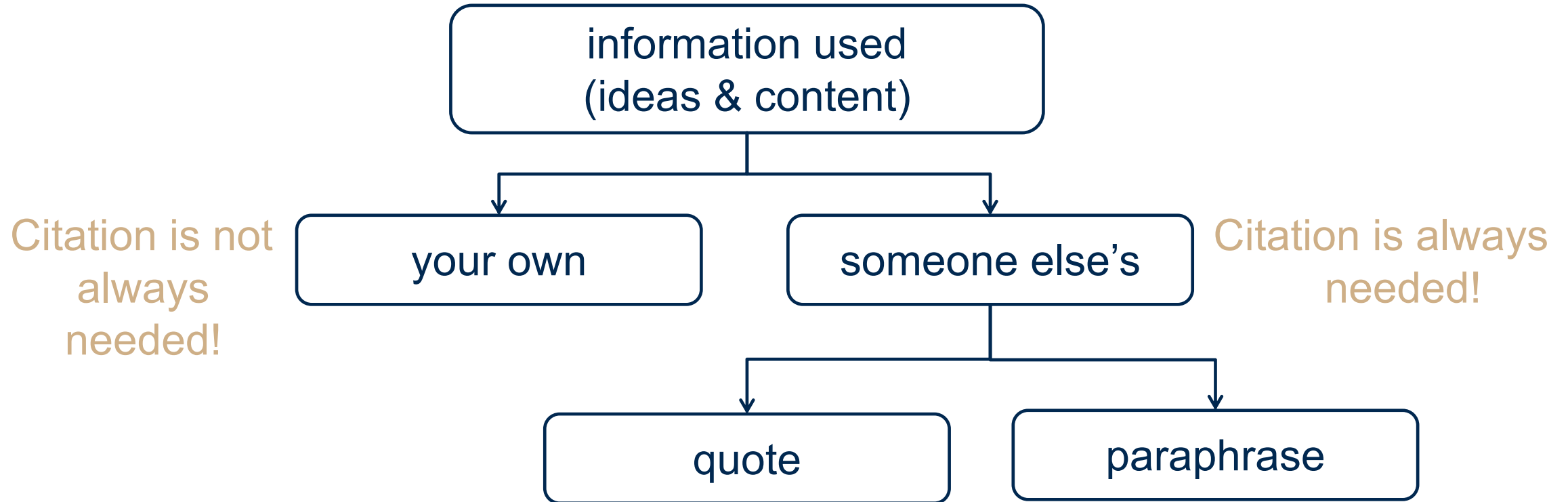
- Sufficient quantity is a basic requirement but does not guarantee a good grade.
- You should rely on a proportionate number of sources in the paper; you should not rely overwhelmingly on 1 or 2 sources.

CITATION AND REFERENCING BASICS

Based on the 7th edition of the APA Handbook

THE (RE)USE OF INFORMATION

2.1.



BASIC ITEMS OF CITATIONS & REFERENCES

3.1.1. In-text citation: parenthetical or narrative

3.1.2.1. Direct quotation

„change is an inevitable consequence of project implementations”
(Hornstein, 2015, p. 295)



3.1.2.2. Paraphrases

According to Hornstein (2015), when projects are implemented, changes will most likely follow.



3.1.1. References list item

Hornstein, H. A. (2015). The integration of project management and organizational change management is now a necessity. *International Journal of Project Management*, 33(2), 291–298.
<https://doi.org/10.1016/j.ijproman.2014.08.005>

BASIC ITEMS OF CITATIONS & REFERENCES

	Journal article—One author	
	direct quotation	paraphrase
Parenthetical in-text citation	(Hornstein, 2015, p. 5)	(Hornstein, 2015)
Narrative in-text citation	Hornstein (2015, p. 5)	Hornstein (2015)
Reference list item	Hornstein, H. A. (2015). The integration of project management and organizational change management is now a necessity. <i>International Journal of Project Management</i> , 33(2), 291–298. https://doi.org/10.1016/j.ijproman.2014.08.005	

PLAGIARISM

2.2.

- „to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.” (Merriam-Webster Dictionary, n.d.)

■ Types:

– **deliberate**

(e.g., intentionally omitting citations of someone else's work which was used in yours)

– **accidental**

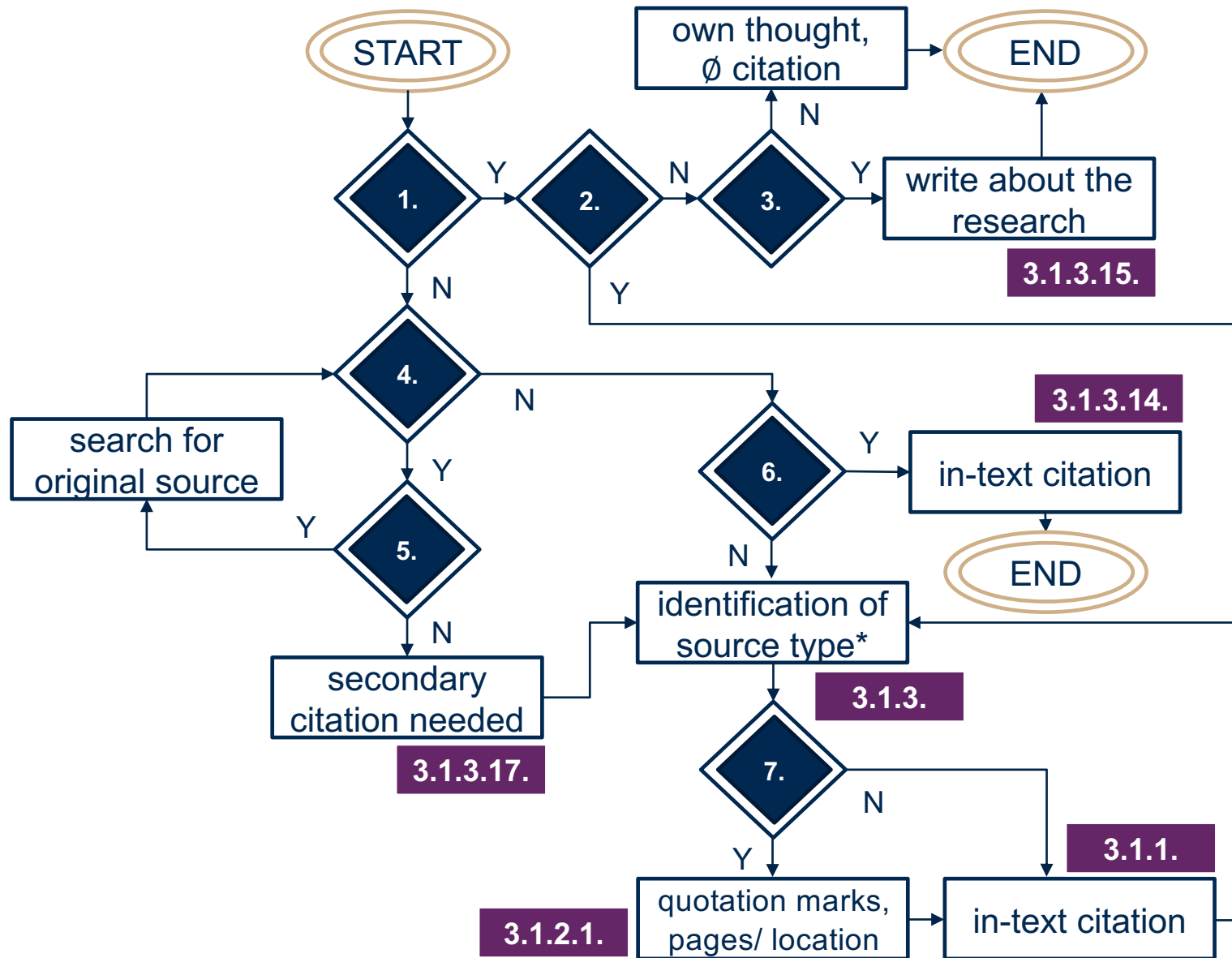
(e.g., of poor quotation/paraphrasing, or inaccurate citation/referencing)

Feature/Type	Least severe types		More severe types			Most severe types	
Severity	<div></div>						
Extent	a couple of words	one sentence	a few sentences	whole paragraph(s)	entire section(s)	entire pages	whole paper
Originality of copied material	common phrase or idea		phrase or idea used by a small number of scholars			unique phrase or idea	
Position / context / type of material	standard methods in the Methods section		describing other authors' findings in the Literature review			Data, finding, or conclusions in Hypothesis development or Theory building	
Citation and referencing	source inaccurately cited in the text but accurately referenced		source not/inaccurately cited in the text and inaccurately/accurately referenced			source not cited in the text and not referenced at all	
Intention to deceive	no deliberate intention to deceive		presumably some intention to deceive			deliberate intention to deceive	
Consequences of plagiarism	lecturer's decision (see section 74/C (3) in ELTE's Academic Regulations for Students)		refusal of grading (see section 74/C (1) in ELTE's Academic Regulations for Students))			disciplinary offence (see section 74/C (2) in ELTE's Academic Regulations for Students))	

Source: : Adaptation based on Colquitt (2012, p. 750), Wagner (2011, p. 3), and ELTE (2020, Section 74/C)



WHEN AND HOW TO USE CITATIONS?

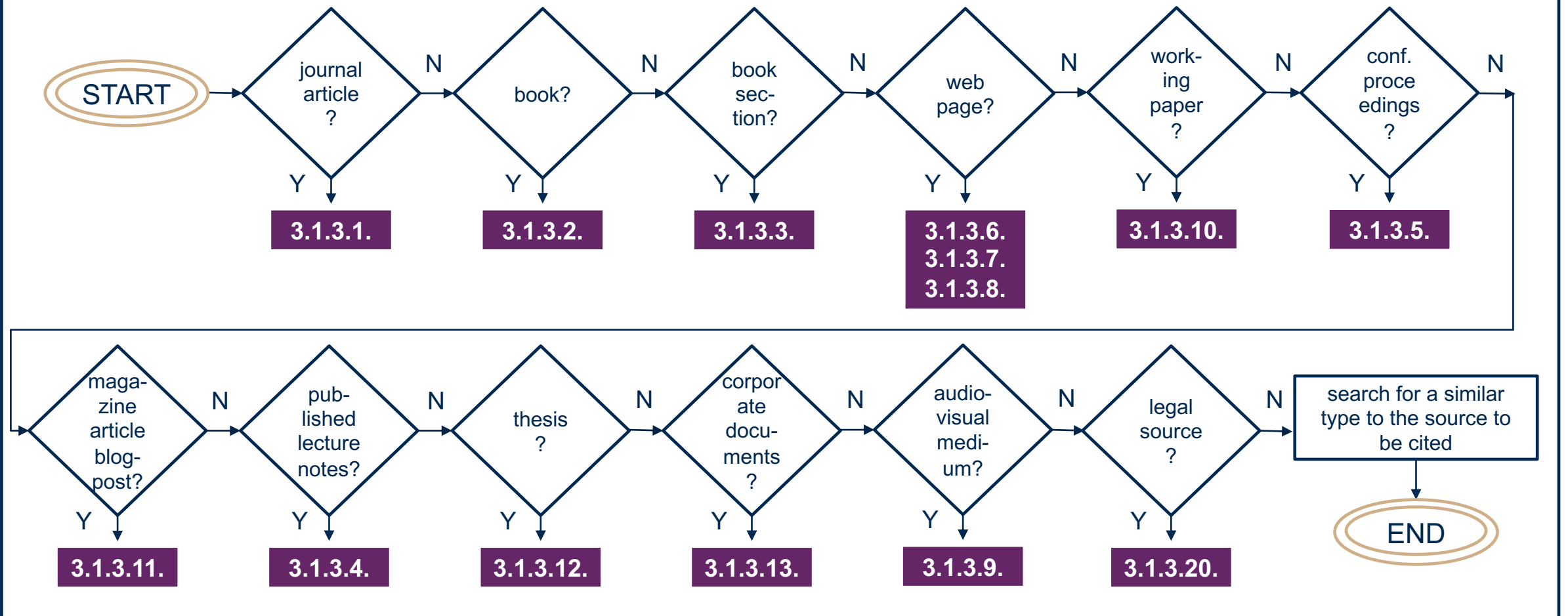


- 1: Own information/data?
- 2: From already published own publication? **3.1.3.12.?**
- 3: Data/results(s) of own primary research?
- 4: Any citation showing the source of information?
- 5: Can the original be found?
- 6: Oral communication?
- 7: Will it be used verbatim? **3.1.2.**

THE MAIN STEPS OF CITING & REFERENCING

1. IDENTIFICATION OF SOURCE TYPE

IDENTIFICATION OF SOURCE TYPE



THE MAIN STEPS OF CITING & REFERENCING

1. IDENTIFICATION OF SOURCE TYPE

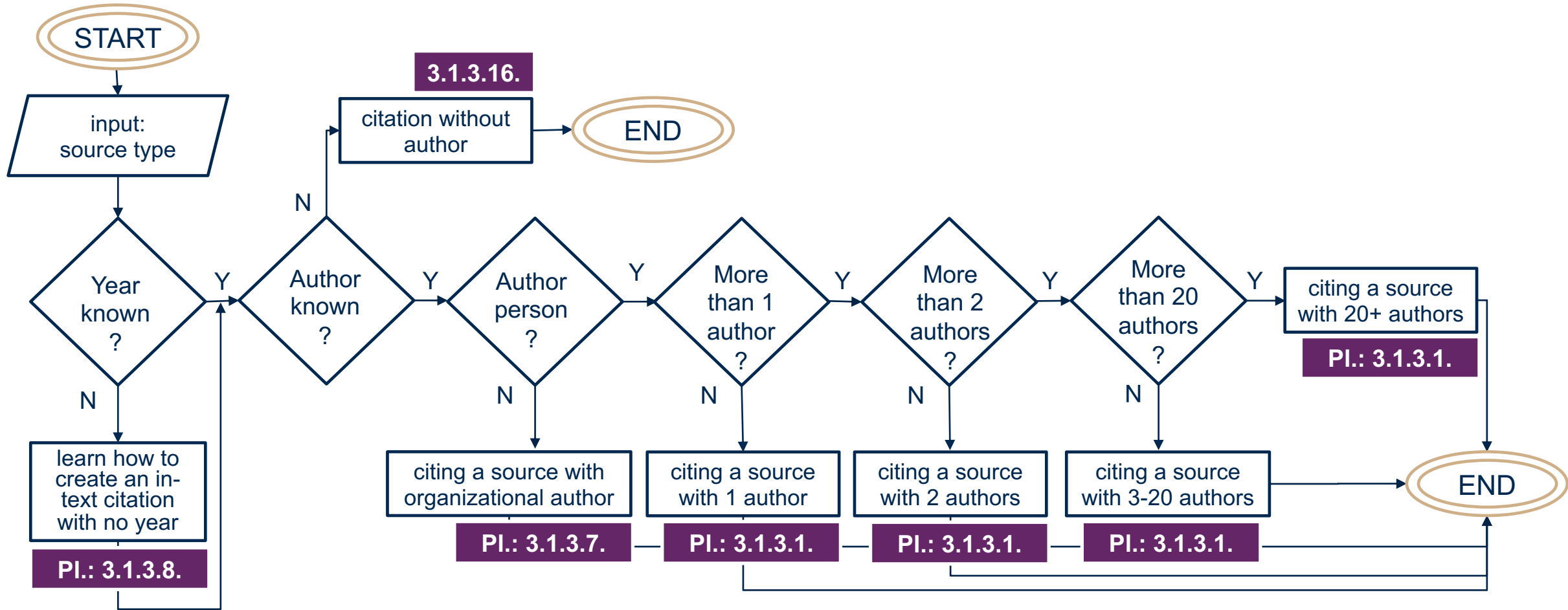


2. AUTHOR'S DATA



3. DATA OF PUBLICATION TIME

PUBLICATION TIME & AUTHOR DATA



THE MAIN STEPS OF CITING & REFERENCING

1. IDENTIFICATION OF SOURCE TYPE



2. AUTHOR'S DATA



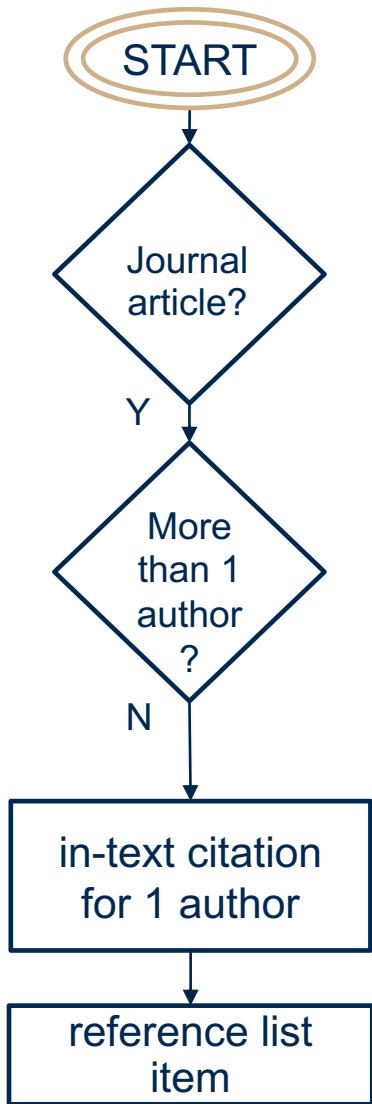
3. DATA OF PUBLICATION TIME



4. IN-TEXT CITATION

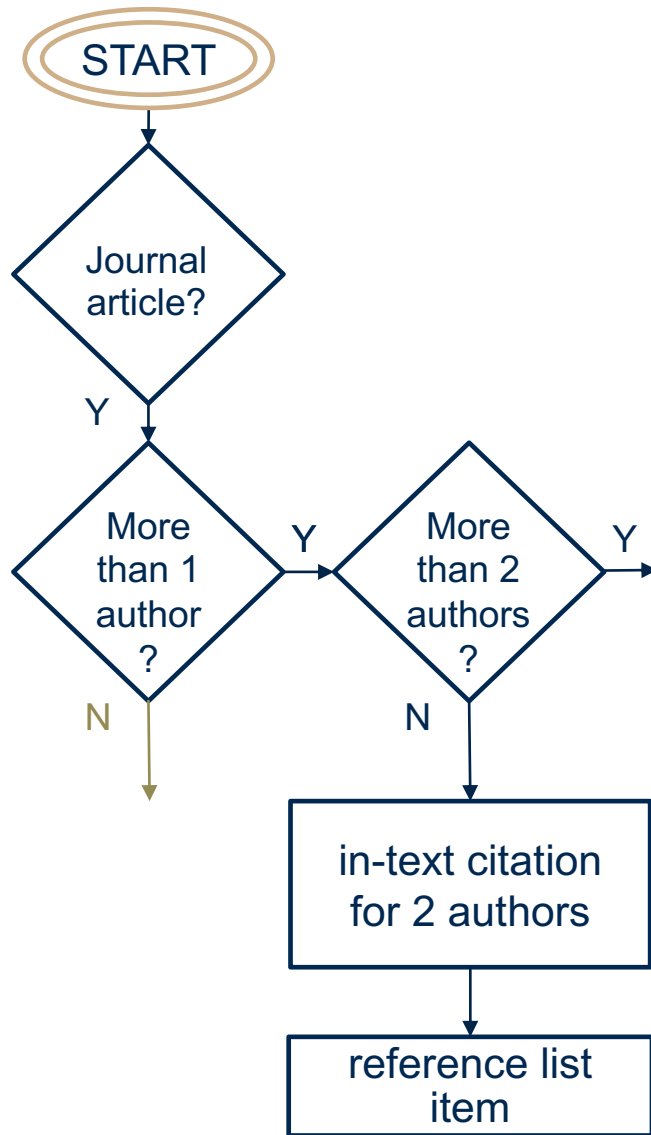


5. REFERENCE LIST ENTRY



Author (year, p. x) or (Author, year, p. x)

AUTHOR YEAR/DATE **TITLE** **PUBLISHED IN** **ADDITIONAL DETAILS**
Author, A. A. (year). Title of the article. *Name of the Periodical*, volume(issue), #–#.
https://doi.org/xxx
URL

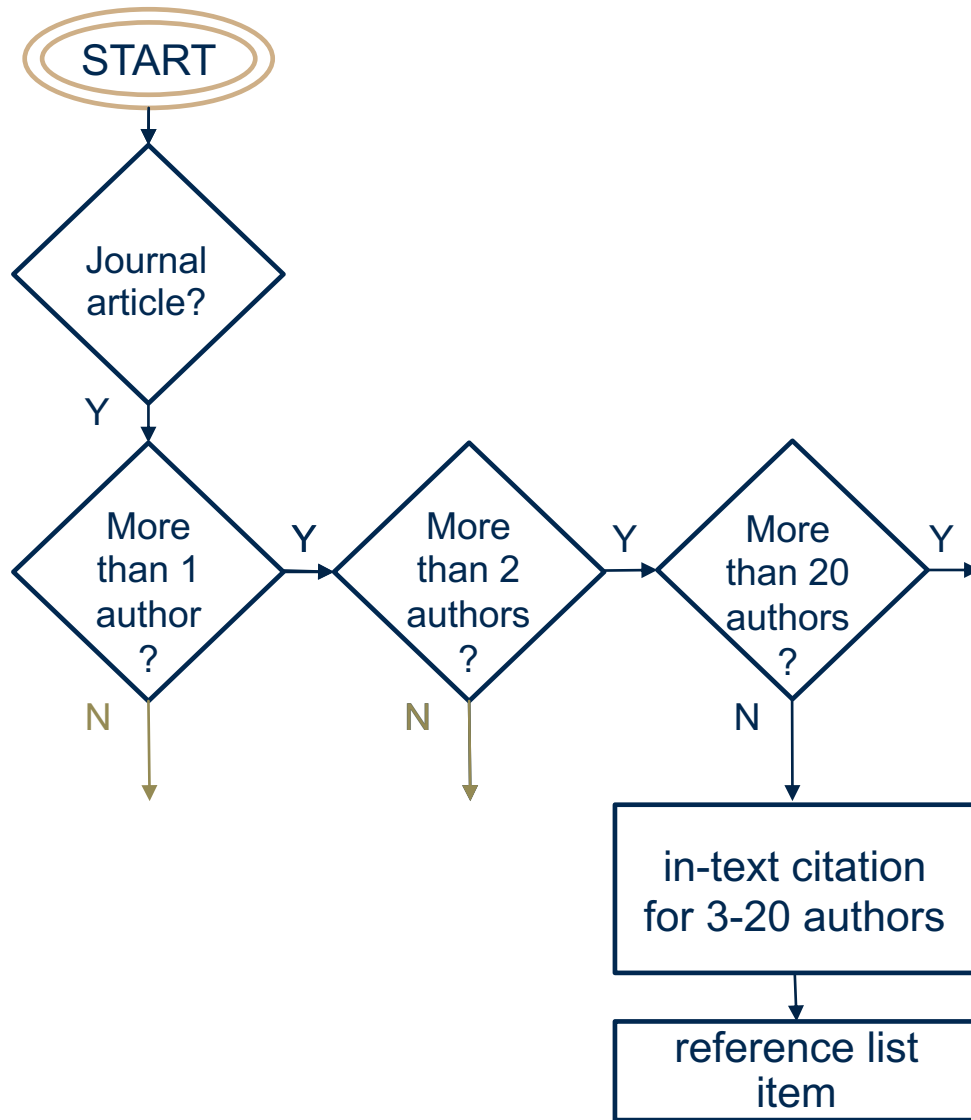


Author and Author (year, p. x) or (Author & Author, year, p. x)

AUTHOR	YEAR/DATE	TITLE	PUBLISHED IN
Author, A. A., & Author, B. B.	(Year).	Title of the article.	<i>Name of the Periodical</i> , volume(issue), #–#. https://doi.org/xxx

ADDITIONAL DETAILS

URL



Author et al. (year, p. x) or (Author et al., year, p. x)

Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (Year).
 Title of the article. *Name of the Periodical*, volume(issue), #—
 #. <https://doi.org/xxx>

TITLE

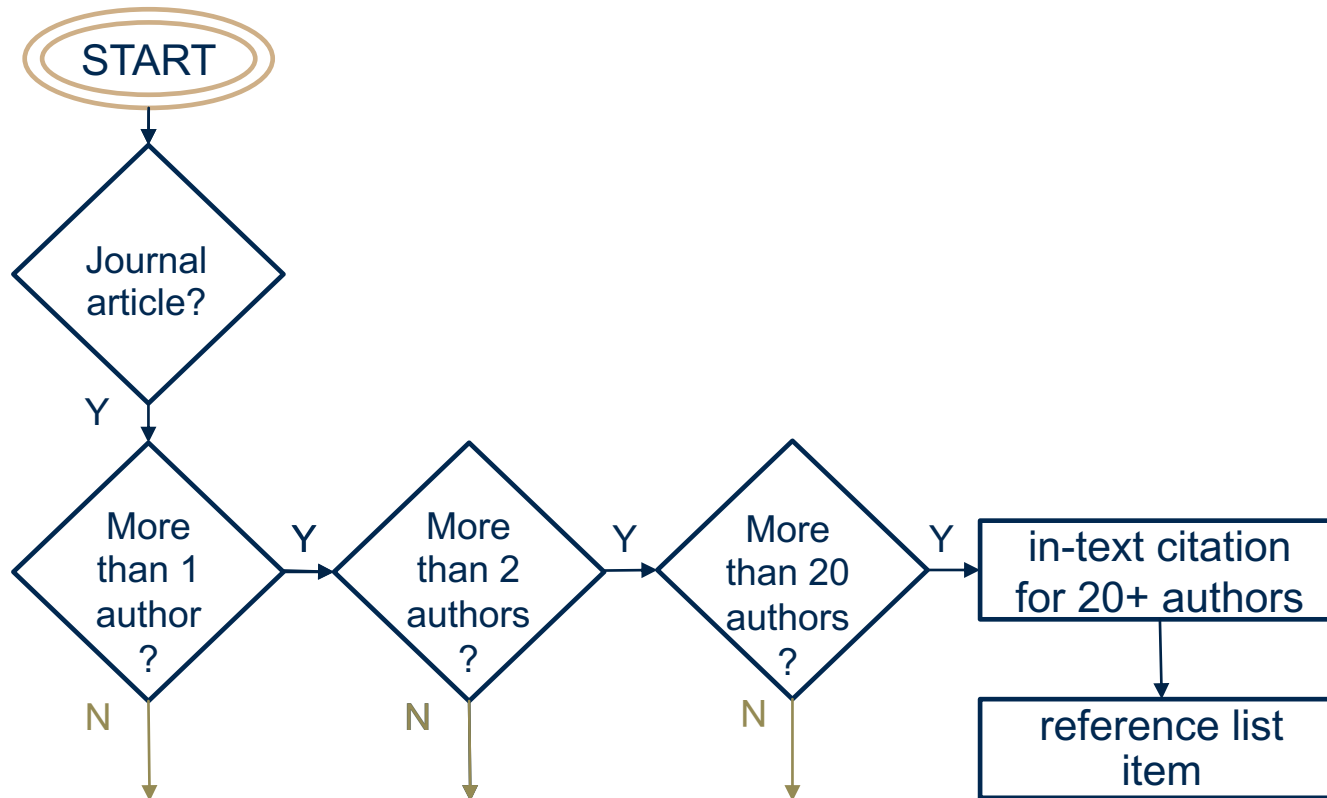
URL

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IN

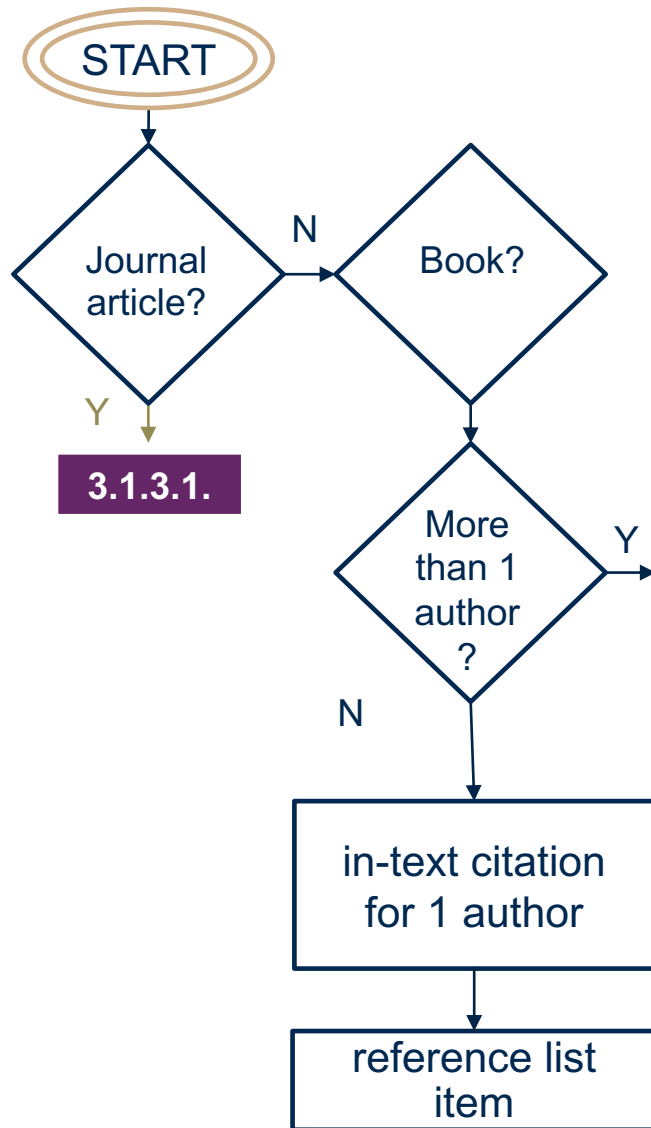
ADDITIONAL
DETAILS

YEAR/
DATE



Author et al. (year, p. x) or
(Author et al., year, p. x)

3.1.3.1.



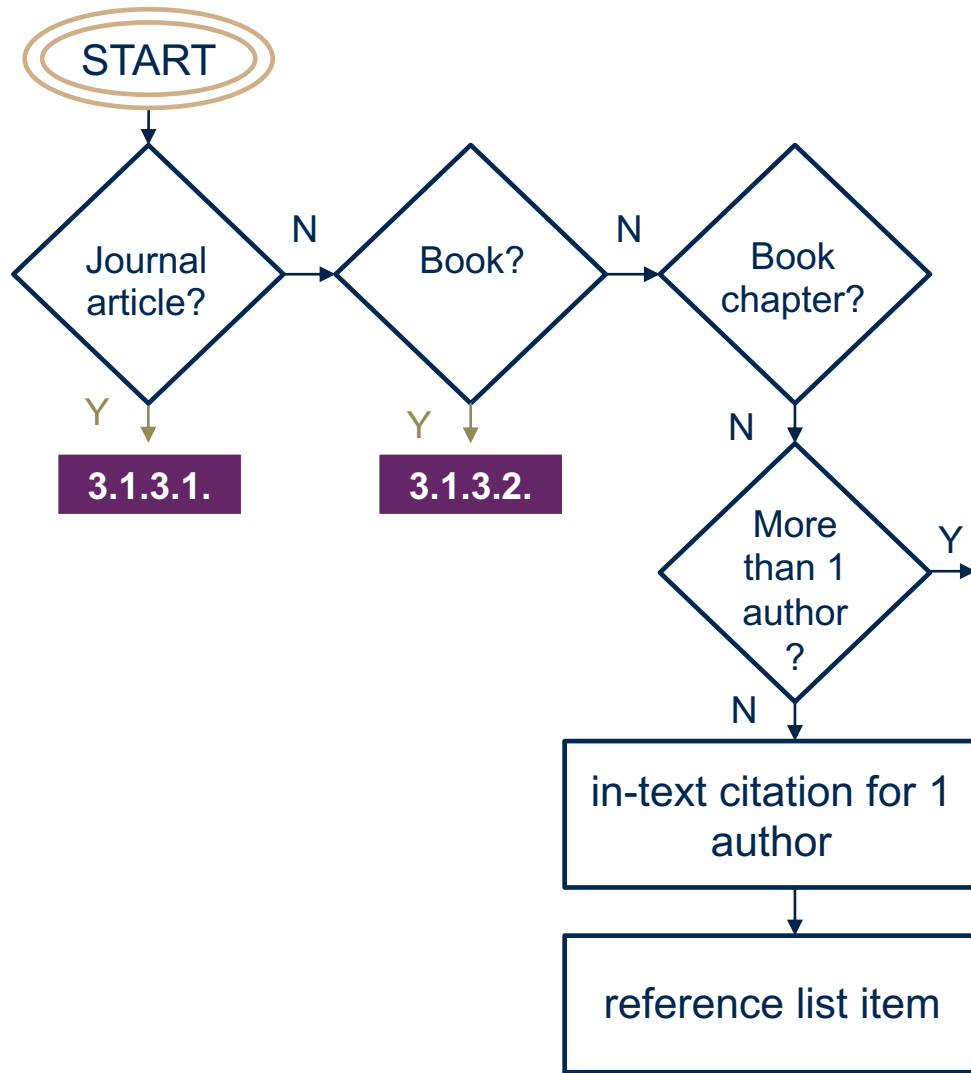
Author (year, p. x) or (Author, year, p. x)

AUTHOR **YEAR/DATE** **TITLE** **ADDITIONAL DETAILS**
Author, A. A. (Copyright Year). *Title of the book* (edition or volume number).
Publisher's name. DOI or URL in case of e-books
PUBLISHER **URL**

BOOK VS E-BOOK

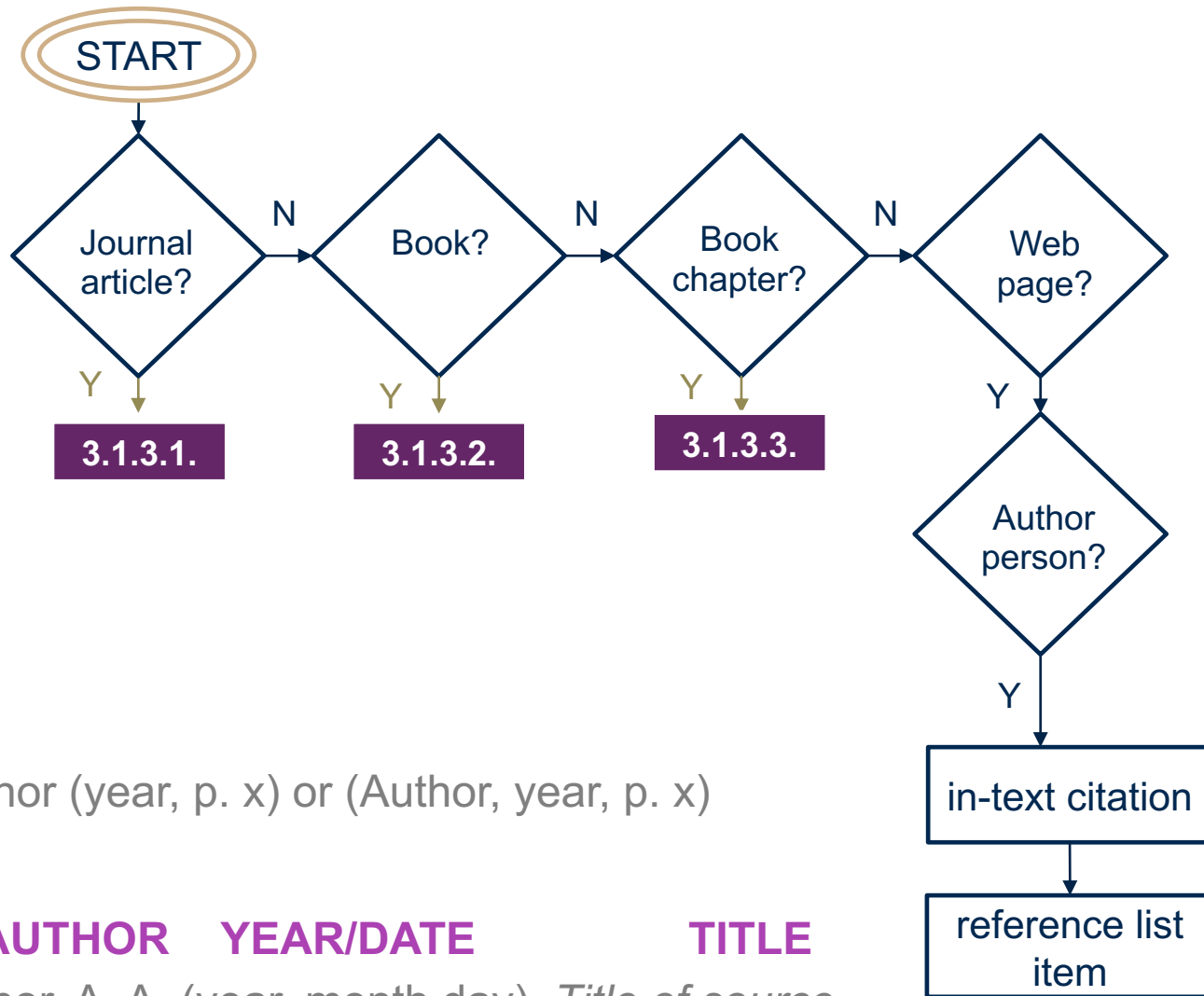
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	direct quotation	paraphrase
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Narrative in-text citation	Andor (2017, p. 15) AUTHOR TITLE	Andor (2017) PUBLISHER
Reference list item	Andor, G. (2017). <i>Üzleti gazdaságtan</i> . Akadémiai Kiadó. YEAR/DATE	

	e-Book—One author (person)	
	direct quotation	paraphrase
Parenthetical in-text citation	(Andor, 2018, sec. 1.1)	(Andor, 2018)
Narrative in-text citation	Andor (2018, sec. 1.1) AUTHOR TITLE	Andor (2018) PUBLISHER
Reference list item	Andor, G. (2018). <i>Üzleti gazdaságtan</i> . Akadémiai Kiadó. https://mersz.hu/kiadvany/300 YEAR/DATE URL	



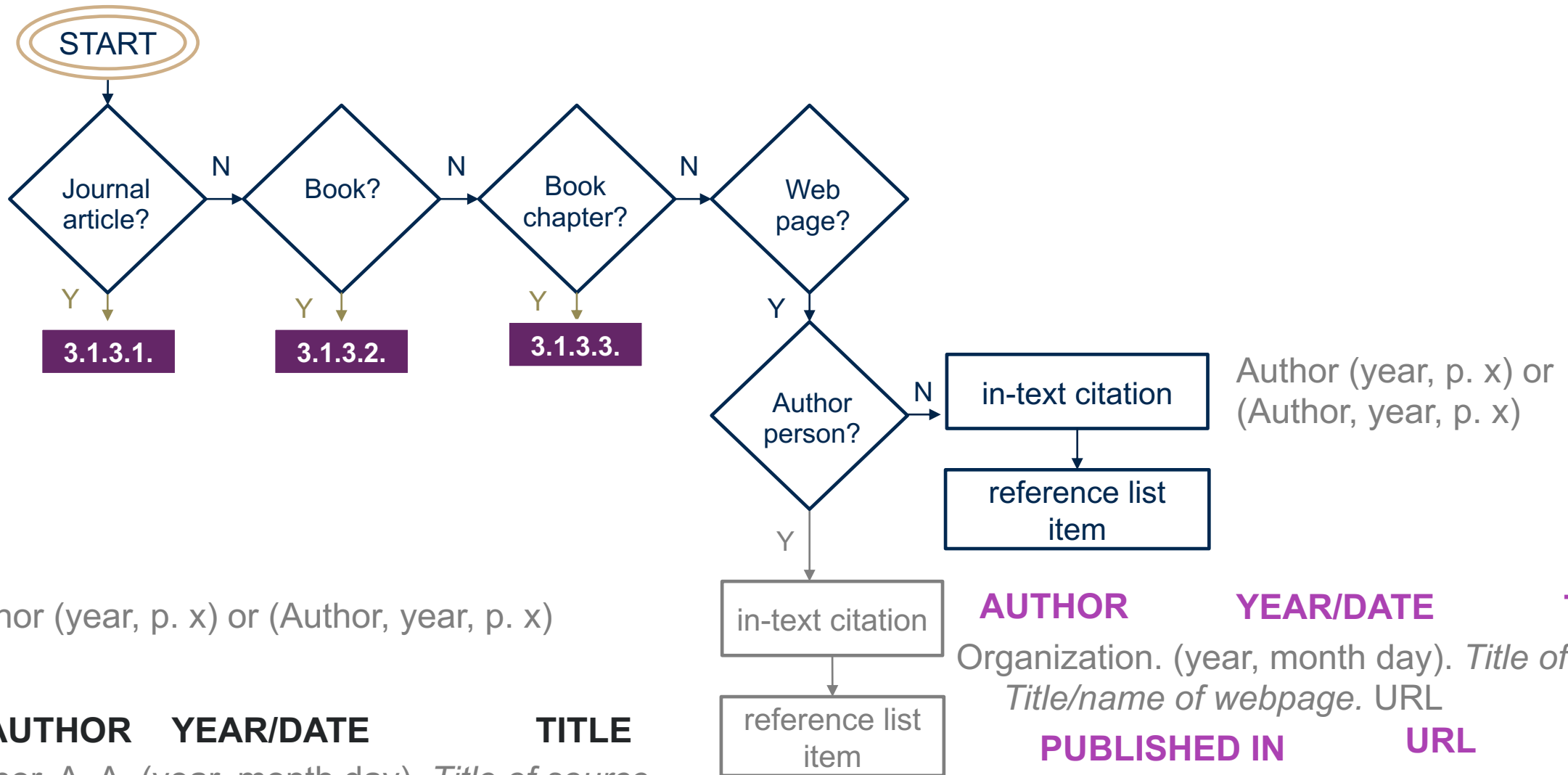
Author (year, p. x) or (Author, year, p. x)

AUTHOR	YEAR/DATE	TITLE	PUBLISHED IN	EDITOR	ADDITIONAL DETAILS	PUBLISHER	URL
Author, A. A.	(Copyright Year).	Title of the book chapter	In A. A.	Editor & B. B. Editor (Eds.),	<u>Title of the book</u> (edition or volume number, pp. #–#).	Publisher.	DOI or URL in case of e-books



Author (year, p. x) or (Author, year, p. x)

AUTHOR **YEAR/DATE** **TITLE**
 Author, A. A. (year, month day). *Title of source.*
Title/name of webpage. URL



Author (year, p. x) or
(Author, year, p. x)

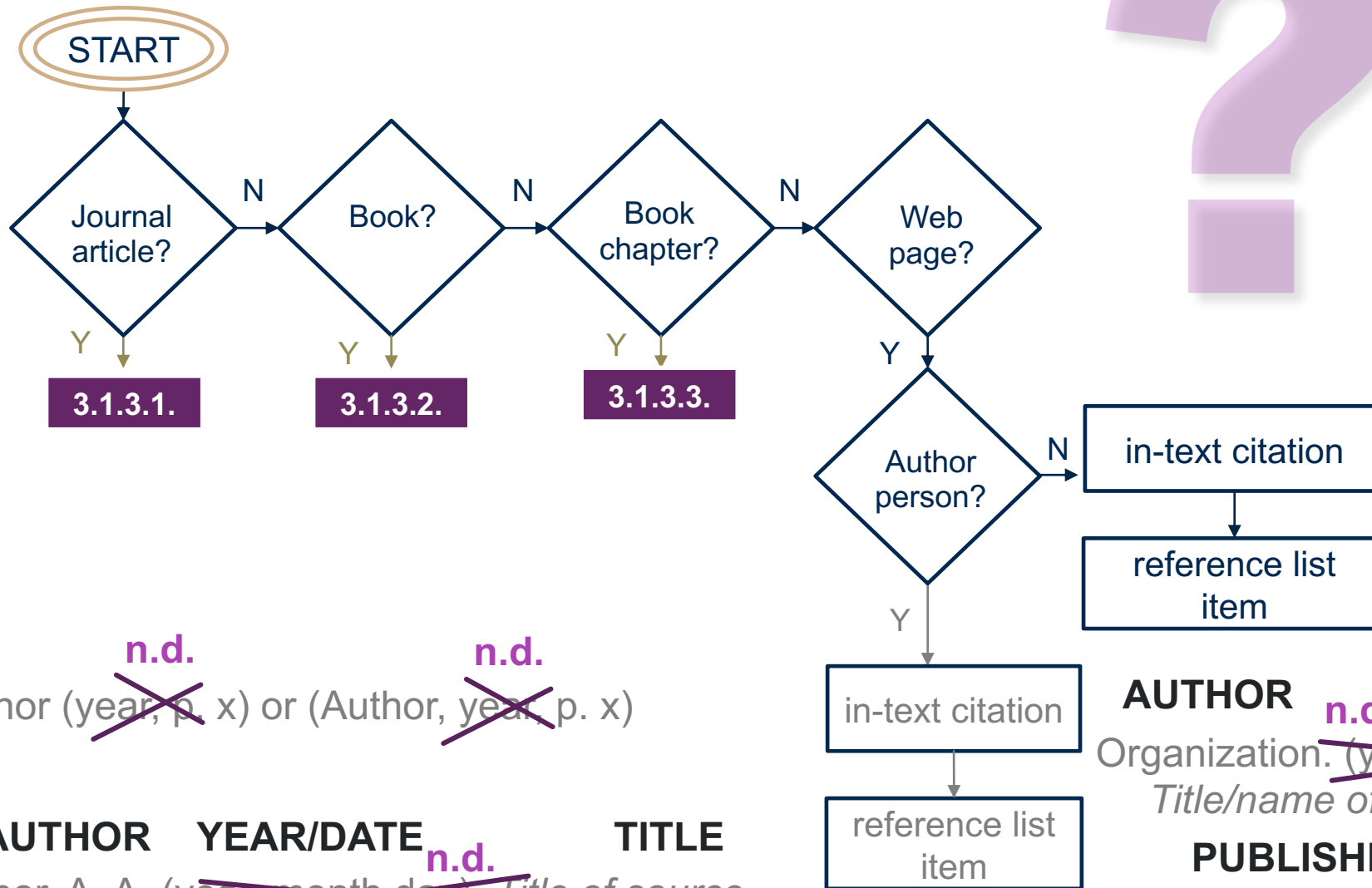
AUTHOR **YEAR/DATE** **TITLE**
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Title/name of webpage. URL
PUBLISHED IN **URL**

Author (year, p. x) or (Author, year, p. x)

AUTHOR **YEAR/DATE** **TITLE**
 Author, A. A. (year, month day). *Title of source.*
Title/name of webpage. URL



NO YEAR OR DATE?



n.d.

~~Author (year, p. x) or (Author, year, p. x)~~

n.d.

n.d.

n.d.

~~Author (year, p. x) or (Author, year, p. x)~~

AUTHOR **YEAR/DATE**

n.d.

TITLE

~~Author, A. A. (year, month day). Title of source.~~

Title/name of webpage. Retrieved Month Day, Year, from URL

AUTHOR

n.d.

YEAR/DATE

TITLE

~~Organization. (year, month day). Title of source.~~

Title/name of webpage. Retrieved Month Day, Year, from URL

PUBLISHED IN

URL + DATE OF ACCESS/RETRIEVAL

THE MAIN STEPS OF CITING & REFERENCING

1. IDENTIFICATION OF SOURCE TYPE



2. AUTHOR'S DATA



3. DATA OF PUBLICATION TIME



4. IN-TEXT CITATION



5. REFERENCE LIST ENTRY

FREQUENTLY ASKED QUESTIONS

4.1. Formatting, language usage, and style

E.g.,

4.1.3. How to indicate a misspelling or a typo in direct quotations?

4.1.6. How to indicate the source of figures, tables, etc. in captions?

FREQUENTLY ASKED QUESTIONS

4.1. Formatting, language usage, and style

4.2. In-text citations

E.g.,

4.2.1. How to indicate the location of a direct quotation if the cited text extends to the next page?

4.2.10. How to cite several works by the same author published in different years in one in-text citation?

FREQUENTLY ASKED QUESTIONS

4.1. Formatting, language usage, and style

4.2. In-text citations

4.3. **References**

E.g.,

4.3.1. How to order items in the References section?

4.3.8. How to cite/reference a lecturer's material?

FREQUENTLY ASKED QUESTIONS

4.1. Formatting, language usage, and style

4.2. In-text citations

4.2. References

4.4. **Miscellaneous**

E.g.,

4.4.1. Who is responsible for citations and references in my work?

4.4.2. What is the difference between a bibliography and the list of references?



MIDTERM—EXAMPLES

TRUE OR FALSE?

- Plagiarism, regardless of its seriousness, is a disciplinary offence.
- References should be arranged alphabetically by the first author's surname and should not be grouped by type of source (e.g., journal article, book).

DATA OF THE SOURCE TO BE CITED

Author: Pentathlon

Title: HR measures in the event of coronavirus

Date of creation/change:
April 30, 2020

URL:
intranet.pentathlon.com/HR_information/CA20200430.pdf

Additional info:
We intend to rephrase information from paragraph 2 to use it in the text.

CHOOSE THE CORRECT IN-TEXT CITATION FORMAT!

Author: Pentathlon

Title: HR measures in the event of coronavirus

Date of creation/change:
April 30, 2020

URL:
intranet.pentathlon.com/HR_information/CA20200430.pdf

Additional info:
We intend to rephrase information from paragraph 2 to use it in the text.

A: (Pentathlon, 2020, April 30, para. 2)

B: (Pentathlon, 2020, April 30)

C: (Pentathlon, 2020, p. 2)

D: (Pentathlon, 2020)

CHOOSE THE CORRECT FORMAT FOR THE REFERENCE LIST ITEM!

Author: Pentathlon

Title: HR measures in the event of coronavirus

Date of creation/change:

April 30, 2020

URL:

intranet.pentathlon.com/HR_information/CA20200430.pdf

Additional info:

We intend to rephrase information from paragraph 2 to use it in the text.

- A:** Pentathlon. (2020). *HR measures in the event of coronavirus* [Internal Company Document]. Unpublished.
intranet.pentathlon.com/HR_information/CA20200430.pdf
- B:** Pentathlon. (2020, April 30). *HR measures in the event of coronavirus* [Internal Company Document]. Unpublished.
- C:** Pentathlon. (2020). *HR measures in the event of coronavirus*.
intranet.pentathlon.com/HR_information/CA20200430.pdf
- D:** Pentathlon. (2020, April 30). *HR measures in the event of coronavirus*.

**THANK YOU FOR YOUR KIND
ATTENTION!**