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

- 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 ≠ Google search
WHERE IS IT WORTH SEARCHING OR ACCEPTABLE TO SEARCH?

- 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

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

- National (Hungarian) journals

- Website of international institutions and organizations

- (Field specific) internet portals

1.2.1.
1.2.2.
1.2.3.
1.2.4.
1.2.5.
WEB OF SCIENCE (WoS) DATABASE

- 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

- 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)

- 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)

- 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

- information used (ideas & content)
  - your own: Citation is not always needed!
  - someone else’s: Citation is always needed!
    - quote
    - paraphrase

Citation is always needed!
“change is an inevitable consequence of project implementations”
(Hornstein, 2015, p. 295)

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

### BASIC ITEMS OF CITATIONS & REFERENCES

<table>
<thead>
<tr>
<th></th>
<th><strong>Journal article—One author</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parenthetical in-text citation</strong></td>
<td>(Hornstein, 2015, p. 5)</td>
</tr>
<tr>
<td></td>
<td>(Hornstein, 2015)</td>
</tr>
<tr>
<td><strong>Narrative in-text citation</strong></td>
<td>Hornstein (2015, p. 5)</td>
</tr>
<tr>
<td></td>
<td>Hornstein (2015)</td>
</tr>
</tbody>
</table>
PLAGIARISM

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

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: 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?

3.1.1.3.12.
THE MAIN STEPS OF CITING & REFERENCING

1. IDENTIFICATION OF SOURCE TYPE
IDENTIFICATION OF SOURCE TYPE

START

journal article?

book?

book section?

web page?

working paper?

conf. proceedings?

magazine article

published lecture notes?

thesis?

corporate documents?

audio-visual medium?

legal source?

search for a similar type to the source to be cited

END

3.1.3.1. 3.1.3.2. 3.1.3.3. 3.1.3.6. 3.1.3.7. 3.1.3.8. 3.1.3.10. 3.1.3.11. 3.1.3.12. 3.1.3.13. 3.1.3.9. 3.1.3.20.
THE MAIN STEPS OF CITING & REFERENCING

1. IDENTIFICATION OF SOURCE TYPE
2. AUTHOR’S DATA
3. DATA OF PUBLICATION TIME
PUBLICATION TIME & AUTHOR DATA

START

input: source type

Year known?

Y

Author known?

Y

Author person?

Y

More than 1 author?

Y

More than 20 authors?

Y

citing a source with organizational author

Pl.: 3.1.3.7.

Pl.: 3.1.3.1.

Pl.: 3.1.3.1.

Pl.: 3.1.3.1.

END

N

N

N

N

N

N

N

N

citing a source with 1 author

Pl.: 3.1.3.1.

citing a source with 2 authors

Pl.: 3.1.3.1.

citing a source with 3-20 authors

Pl.: 3.1.3.1.

END

learn how to create an in-text citation with no year

Pl.: 3.1.3.8.

N

Pl.: 3.1.3.16. citation without author

END

3.1.3.16.
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
START

Journal article?

Y

More than 1 author?

N

in-text citation for 1 author

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

Author, A. A. (year). Title of the article. Name of the Periodical, volume(issue), #–#.

https://doi.org/xxx

reference list item

URL
START

Journal article?

Y

More than 1 author?

Y

More than 2 authors?

Y

in-text citation for 2 authors

N

reference list item

More than 1 author?

Y

Y

AUTHOR

YEAR/DATE

TITLE

PUBLISHED IN

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


ADDITIONAL DETAILS

URL
Journal article?

Y

More than 1 author?

N

More than 2 authors?

N

Reference list item

N

More than 20 authors?

Y

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

Y


Title of the article. Name of the Periodical, volume(issue), #–#.

https://doi.org/xxx

Year/Date

Additional Details

URL

Published In

Title

Author
Journal article?

More than 1 author?

More than 2 authors?

More than 20 authors?

in-text citation for 20+ authors

reference list item

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

3.1.3.1.
START

Journal article? Y

Book? N

More than 1 author? Y

in-text citation for 1 author

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.

URL

reference list item
### Book—One author (person)

|-------------------------------|----------------------|--------------|

### e-Book—One author (person)

<table>
<thead>
<tr>
<th>Parenthetical in-text citation</th>
<th>(Andor, 2018, sec. 1.1)</th>
<th>(Andor, 2018)</th>
</tr>
</thead>
</table>
3.1.3.1. Journal article?

3.1.3.2. Book?

Book chapter?

More than 1 author?

AUTHOR YEAR/DATE TITLE

Author, A. A. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), Title of the book (edition or volume number, pp. #–#). Publisher. DOI or URL in case of e-books

in-text citation for 1 author

reference list item
3.1.3.1. Journal article?

3.1.3.2. Book?

3.1.3.3. Book chapter?

Web page?

Author person?

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

PUBLISHED IN

URL
3.1.3.1. Journal article?

3.1.3.2. Book?

3.1.3.3. Book chapter?

Web page?

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

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

Author, A. A. (year, month day). Title of source. Title/name of webpage. URL

AUTHOR YEAR/DATE TITLE

in-text citation reference list item

PUBLISHED IN URL
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?
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.


D: Pentathlon. (2020, April 30). *HR measures in the event of coronavirus.*
THANK YOU FOR YOUR KIND ATTENTION!