

# Quotes, Bibliography and List of Illustrations

Brief guide for project reports at the Chair of  
Landscape Architecture and Transformation (LAT) of the TU Munich.  
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## General:

Please note that quotations at different teaching and research institutions may be handled differently to a certain extent.

The following basic principles always apply:

- any use of other texts or sources is to be marked (otherwise plagiarism);
- quotations must be documented in such a way that they can be identified beyond doubt;
- once the marking of quotations (e.g. footnote) has been chosen, it must be applied consistently throughout the written work;
- texts can be taken literally/directly (in quotation marks) or analogously/indirectly (paraphrase). Both are filled with the exact page number from the original source.

## *The literal quote*

- The literal quotation shall be complete, true to the original, including any (printing) errors, even obsolete words and spellings. Underlining and *italics* should be used;
- if you want to make your own accents in the literal quotation, this is possible in the form of remarks in square brackets, example: "In the shadow of the beautiful mainstream landscape [in contemporary visual art, AN or Author's Note], by the way, a dark counter-image also runs along from the beginning". This procedure should be used very cautiously in order not to change the quotations in their original version;
- omissions in the literal quotation which serve to shorten the original text are marked with three dots in square brackets [...];
- if several sentences of the original text are cited from one page, which are not directly behind each other, this must be marked as follows: "First sentence cited. [...] Second sentence cited. Third quoted sentence.";
- quotations within quotations are marked with single quotation marks and do not need to be referenced.  
Example: "Neue Landschaft verlangt 'die Lesbarkeit der Realität', die 'dem jeweiligen Ort' gerecht wird."

## *Paraphrase*

- The paraphrase serves the explanation or clarification of a described fact with own words and is to be regarded as analogous quotation.  
Example: The original text states: "The feeling of landscape is thus a product of history, not a timeless element of the human condition". Paraphrase: "Rolf Peter Sieferle claims that the feeling for landscape is not anchored in being human in itself, but that it has developed over the course of history".
- The quotation is not highlighted by quotation marks in a text but by a reference to the literature. The relevant footnote text is marked with "cf." (= from the Latin "confer" or "conferatur", meaning "compare").  
Example: cf. Sieferle, Rolf Peter: "Entstehung und Zerstörung der Landschaft" in: Smuda, Manfred (ed.): Landschaft. Frankfurt am Main 1986; p. 259.

## *Marking of quotations*

There are three ways in which quotations can be labelled in the running text:

- (a) in the text itself using brackets**
- (b) as a footnote (note)**
- (c) as an endnote**

In the interest of the best possible readability of all texts, the Chair of Landscape Architecture and Transformation prefers to work with footnotes, but all three methods are basically correct. Once a citation method has been chosen, it must be used consistently throughout the text.

### ***a) Sources in the text (reference method):***

This variant is known as the English (or American) citation method or Harvard notation. In the Harvard system, the essential bibliographical data is written directly after the citation. This information is given in round brackets. Using this data, the work must be clearly identifiable in the bibliography, which contains the complete bibliographical information. Different works by the same author that were written in the same year should be labelled with small letters, with the first cited source beginning with a.

Example: (Müller 1993a: 34 f), or in the case of an analogous quotation: (cf. Meier 1998: 215). If several authors of the same surname are quoted, the first name is also given, example: (Burckhardt, Lucius 1985: 230).

### ***b) Footnote:***

This is the preferred citation style at the Chair of Landscape Architecture and Transformation. Citations are numbered consecutively with <sup>superscript numbers</sup> ("note numbers"). Arabic numerals are preferred. Roman numerals or other special characters are also possible, but are difficult for the reader to read above a certain value (e.g. 87 = LXXXVII).

Example of quotation in the text: "Als Leitbilder zur Entwicklung von postindustrieller Wildnis taugen die vorindustriellen Klischeevorstellungen von malerisch geordneter Waldlandschaft nicht."<sup>1</sup>

Example footnote: <sup>1</sup> Weilacher, Udo: "Ferme Orneé Mechtenberg. Feldversuche zwischen postindustrieller Wildnis und neuer Nützlichkeit" in: Regionalverband Ruhr (Hrsg.): Feldstudien. Zur neuen Ästhetik urbaner Landwirtschaft. Basel 2010; p. 89.

- In the case of footnotes, the appropriate references are also listed in detail on each page;
- According to the citation rules (see below), the footnote must contain all the information required to clearly identify the citation in the original source;
- If you are quoting from the same author's work in immediate succession, you can choose the short citation form (usually: author and year of publication, page of the citation).

Example: 2 Weilacher 2010 (see note 1); p. 90.

A footnote is a remark. This means that additional comments and not just references are permitted in a footnote. Whether one speaks of footnotes or annotations in the text is at the discretion of the respective author, but a single decision must be applied consistently in the text.

### ***c) Endnote***

In contrast to the footnote (note), which is always at the bottom of the respective page of the text, the endnotes are at the end of the entire text. In terms of form and content, endnotes correspond to footnotes. At the chair, footnotes are generally preferred, but here, too, the citation method once chosen must be used consistently throughout the entire written work.

### ***Citation rules according to source***

- All quotations must always be accompanied by a precise page reference. If the quotation or the paraphrase goes over two pages, for example "pp. 123 f." will be used. (next page) or better, because more precisely: "pp. 122/123". Longer pages are marked with "ff.". (following pages), for example "pp. 259 ff." (set a point after ff), or better, because more precisely: "pp. 259 – 263";
- if you quote from a **one-volume book** written by an author, the source is given according to the following scheme: author's name, first name: title of the book. Place of publication year of publication; page  
Example: Haber, Wolfgang: Die unbequemen Wahrheiten der Ökologie. Eine Nachhaltigkeitsperspektive für das 21. Jahrhundert. Munich 2010; pp. 31-39;
- if an **essay** that has appeared in an **editor's anthology** is quoted, the source is indicated according to the following scheme: author's name, first name: "essay title" in: editor's name, first name (ed.): book title. place of publication year of publication; page;  
Example: Siefert, Rolf Peter: "Entstehung und Zerstörung der Landschaft" in: Smuda, Manfred (ed.): Landschaft. Frankfurt am Main 1986; p. 259.  
Articles drawn by name are to be quoted exactly like essays;
- articles from **journals** are quoted according to the following pattern: name of author, first name: "title of article" in: name of the journal. Issue number/year of publication; page;  
Example: Hard, Gerhard: "Gemalte Poesie" in: Politische Ökologie. Issue 96/2005; p. 19;
- when quoting a **website**, the date of the visit must always be indicated in brackets after the website

address. Otherwise, the normal citation guidelines apply.

Example 1: <http://www.lai.ar.tum.de/> (29.03.2011).

Example 2: Weilacher, Udo: "Televisionäre Landschaften? Neue Wahrnehmungsperspektiven – Chancen für die Entwurfspraxis" in: <http://www.lai.ar.tum.de/lehre/video-werkstatt-lai/> PDF (23.10.2010).

- If the place and year are missing, write "n.p." ("no place") or "n.d." ("no date"). If no author is named, the title should be preceded by: "n.a." ("no author");
- if there are several places of publication, up to three should all be named and separated by commas. if there are more than three, place "et al." after the name of the last place of publication;
- if there are more than three authors, only the first author needs to be named, the others can fall under "et al.". If there are fewer than four authors, they are usually separated by a slash /. The same applies to several editors of a book;
- the editorship of one or more persons is indicated in German-language bibliographies by "Hrsg." or "Hg.", in English-language bibliographies by "ed." or "eds." (from the English "editor").

### **Bibliography**

All works used in the preparation of the thesis - both those cited and those not cited but read(!) - must be listed in the bibliography. If the bibliography is large (more than one manuscript page = 1,800 characters including spaces), it is advisable to sort it, for example into books and book chapters, journal articles, internet sources.

- The bibliography is generally created in alphabetical order (author's/editor's surname);
- if several works were written by one author, the sources are sorted according to age;
- several works by one author that were written in one and the same year must also be labelled with small letters in connection with the English citation style, whereby the first cited source begins with a.  
Example: (Müller 1993a: 34 f). This measure is not necessary when working with footnotes.

### **List of Figures:**

Just as for text quotations, images and graphics in the text are always subject to the same rules:

- any use of images or graphics for which one does not own the copyrights is to be marked (otherwise plagiarism/copyright infringement);
- images as well as graphics and their sources must be documented in such a way that they can be identified beyond doubt;
- images and graphics from books, journals or the Internet are documented with the exact source, in the case of print media with exact page numbers and, if possible, with the name of the photographer and the copyright holder within the list of illustrations (usually: after the bibliography);
- in the list of illustrations, the illustrations are listed in tabular form according to illustration numbers or, if the illustrations in the book do not bear a number, according to page numbers;
- the source of the illustration used must always be indicated in tabular form in the list of illustrations according to the following scheme: illustration number, page, photo: name of the photographer (if known), copyright holder (if known): reference (as for quotations, see above):

Example 1: Fig. 2, p. 52, photo: Shigeo Anzai, © Insamu Noguchi Foundation Inc., New York, from: Noguchi, Isamu: A Sculptor's World. New York 1968; p. 123.

Example 2: Fig. 8, p. 56, Peter Paul Rubens: Die Schöpfung der Milchstraße, 1636-38, oil on canvas 181 x 244cm, Madrid, Prado, from: Exhibition catalogue Bonn, Kunst- und Ausstellungshalle der Bundesrepublik Deutschland, 1999: Museo del Prado. Malerei am Hof Philipps IV., fig. p. 137.

For illustrations without numbering in the text: Fig. p. 52 above left, photo: Shigeo Anzai, © Insamu Noguchi Foundation Inc., New York from: Noguchi, Isamu: A Sculptor's World. New York 1968; p. 123;

- all illustrations made by the author himself do not have to be verified individually. As a rule, it is sufficient to note at the end of the list of illustrations: "All illustrations not specifically listed here are from the author".

### **Use of ChatGPT and other AI text and image generators:**

Important: copyright issues regarding the use of ChatGPT (or similar) have not yet been conclusively clarified. The following applies at the LAT: **If ChatGPT is used in the creation of the work, ChatGPT - including the prompts used (= text input in the programme dialogue) - must be quoted later as the source.**

The following limits must be observed when using ChatGPT etc. and require a critical approach to this and similar programmes:

- ChatGPT invents content, including source information! Therefore, all generated content must be checked for accuracy and correct handling of copyrights;
- all data fed into ChatGPT etc. is stored on servers and used for further training of the model. Nothing is known about the exact handling of the data. Therefore, sensitive or personal data should never be entered into the prompt.

Further information from TUM on this topic can be found in English here:

<https://www.prolehre.tum.de/prolehre/materialien-und-tools/handreichungen/> select the menu option: "ChatGPT - Didaktische Perspektiven".