raumentwicklung
Urban Development

How do I compile a bibliography?

An aid for students in the creation of scientific bibliographical data

Contents

0. Introduction

Many different style guides for the correct form of citations and bibliographies exist, which often depend on the internal conventions and culture of the research discipline. The style guides can differ considerably, for example with respect to the position of citations directly in the text (in brackets), as a footnote, or as endnote. General information on this topic and the question why sources should be cited in scientific works can be found in the TUM Citation Guide at https://mediatum.ub.tum.de/1225458.

The following guidelines for citations and reference lists specify the TUM-wide Citation Guide and are recommended for use at the Chair of Urban Development. Examples for each case can be found in the grey boxes.

1. Citations in the text

Even though there is still a strong persistence of citations using footnotes particularly in social sciences in Germany, internationally the so-called "Harvard Referencing Style" has largely prevailed, in which author's names and dates are given in the body text. This makes original authors directly "visible" and does not hide their work in small print at the bottom of the page. This style is recommended for written coursework at the Chair of Urban Development.

"Many global players have chosen the area around the airport as their headquarters" (Müller 2012: 12-13).

Müller (2012: 12-13) remarks that many global players have chosen to locate their company headquarters in the airport environs.

Harvard Referencing Style

- In the body text, the last name of the author, the year of the publication, followed by a colon and the page number / page numbers are given in brackets.

- Where there are less than four authors, all last names are listed separated by comma in the same order as in the references. Between the penultimate and the last name in the list there is an "and" instead of the comma.

"The importance of the airport for the regional economy has greatly increased" (Schaafsma, Armkreutz and Güller 2008: 44)

- Where there are four or more authors, only the first author is given followed by the addition "et al." (Lat. "et alii" - "and others"). Individual journals often set other numbers of authors to which this rule then applies.

- Page references can be omitted in exceptional cases if a citation refers to an entire work as such, or if a page specification is impossible (e.g. for websites). In principle, however, reference should be made as precisely as possible. This also means that indicating page numbers with the convention "7 et seq." (Lat. "et sequentes" - "and the following") should be avoided. Instead, where possible, the range of page numbers should be exactly defined ("7-12").

- If a part of the original is omitted in the quote, [...] must be used in the place of the omission.

- A spelling or grammar error in the original cannot be corrected in a direct quotation but can be marked by "[sic!]" (Lat. - "so") directly after the error, which must be given exactly as in the original.

> "Many [...] have chosen the area around the aerport [sic!]" (Müller 2012: 12-13)

Highlights in the quoted text, for example using italic or bold print, should be indicated as your own or there in the original. This is done by adding "emphasis in original" or "own highlight" / "author's emphasis" after the page reference. The same applies to translations ("own translation" / "author's translation").

2. Bibliography: General information

The list of references contains all the sources used in the text. Within an academic work, the selected referencing style must be absolutely uniform. In general, the following must be considered:

- The first name of each author should be written out; in the case of authors with several first names, further first names can be abbreviated - always ensure uniformity within references.

- Missing information about the author, the year of publication and the place of publication by n.a. (no author), n.d. (no date) and n.p. (no place of publication / no publisher).[1]

- Professional titles and academic titles such as Prof. or Dr. are not given in the references.

- The German name prefix "von" comes after the first name and is not separated by a comma. Equivalents, such as the Dutch "van", on the other hand, are usually given at the beginning (Schwarzenberg, Walter von... BUT De Soto, Hernando..., Van Wenzemael, Joris...).

  > Weizsäcker, Ernst Ulrich von (1990): Earth Policy, Ecological Realpolitik at the Threshold of the Century of the Environment. Darmstadt: Scientific Book Society

- Where there are several authors, all names are listed in sequence in the same order as indicated in the source by comma or semicolon. Between the penultimate and last name, there is an "and" instead of a comma. In contrast to the source information in the body text, in the references "et al." is not used.

- The primary author name in the references is given in the form "surname, first name(s)", in order to ensure retrievability using the surname. For the secondary authors, the form "first name, last name" is increasingly used (see the example under "Articles in academic journals").

- The references are arranged alphabetically, *not* by source type (websites, monographs, ...)

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[1] In German texts these are indicated by o.V. (ohne VerfasserInnenangabe = no author) or N.N. (Lat. "nomen nescio", I do not know the name), o.O. (ohne Ortsangabe = no place of publication) and o.J. (ohne Jahresangabe = no date).

- If several works are used by the same author, these should be arranged chronologically. If several works from the same year are used, these should be marked with the addition of a small letter after the year.

> Egli, Hans-Rudolf (1990a): Landscape and Settlement. In: Swiss Soc. For Ethnology (ed.): Farmers of the Canton of Berne. Vol. 1, Basel: n.a., 11-63.
> Egli, Hans-Rudolf (1990b): The objectives of Swiss agricultural policy. In: Jean-Bernard Racine and Claude N. Raffestin (eds.): Geography of Switzerland and the Swiss. Lausanne: Payot, 363-375.

- In order to facilitate readability, the title of the work can be set in italics and family names of the authors can be highlighted (by indenting from the second line, **bold** or SMALL CAPITALS).

- Close source references with a point (i.e. full stop).

- A "annotated list of references" is followed by a short paragraph after each source, in which the content of the quoted source is summarized in a short form (3-5 sentences). Special attention is paid to *what is new and interesting about the source for the author* who is citing it. The formatting must make clear which summary belongs to which source.

3. References: Examples

The most important principle with regard to the references is that the literature cited is retrievable, e.g. in a library. At the same time, sources should be sufficiently concise that they do not contain unnecessary or duplicate information. The bibliographical references of the most important sources are listed below.

3.1 Monographs

Monographs are books, which are written entirely by one single author or a group of authors, i.e. where chapters are not allocated to individual authors.

Surname, first name (year of publication): Title. Subtitle. Series, Volume, Edition, Place of publication: Publisher.

> Werlen, Benno (1997): Society, Action and Space. Basic social theory of action. 3rd Edition, Wiesbaden: Franz Steiner.

Series, volume or edition should not be mentioned if the book is not part of a series or a multi-volume work or there is only one edition.

3.2 Collective volumes and contributions in these

Collective volumes are books in which chapters are associated with different individual authors or groups of authors, often with a preface by the editors, with can be the authors of one or more chapters themselves. If the entire volume is cited, the format of monographs is used, with the addition of (ed.) or (eds.) between first name and year of publication. The following format should be used for citing a single chapter of the volume:

Surname, first name (year of publication): Title. Subtitle. In: Editor First name Editor surname (ed/s.): Title. Subtitle. Series, Volume, Edition, Place of publication: Publisher, page range.

Derudder, Ben (2007): The mismatch between concepts and evidence in the study of a global urban network. In: Peter Taylor, Ben Derudder, Pieter Saey and Frank Witlox (eds.): Cities in Globalization. Practices, polices and theories. London: Routledge, 271-285.

3.3 Theses

Surname, First name (Year of publication): Title. Subtitle. Type of publication and department (e.g. Master's thesis), University, Place of publication.

Lüthi, Stefan (2006): Interrelationships in regional innovation systems. A Triangulation of Quantitative and Qualitative Methods of Network Analysis. Diploma thesis at the Geographical Institute, University of Zurich, Zurich.

3.4 Articles in academic journals or newspapers

Surname, First name (Year of publication): Title. Subtitle. In: Name of journal, Year or Volume (edition), Page range.

Halbert, Ludovic, Frank Convery und Alain Thierstein (2006): Reflections on the Polycentric Metropolis. In: Built Environment, 32 (2), 110-113.

Many German-language journals, unlike Anglo-American equivalents, have no year or volume, only an issue number. In this case, the volume is simply omitted.

3.5 Reports

Reports are documents published by institutions. If authors can be named, they should be stated, otherwise the publishing institution can be named instead of an author. The institution is also stated as the publisher of the document.

Surname, first name /publishing institution (year of publication): Title. Subtitle. Series, Report, Report-Nr. Place of publication: Publisher/ publishing institution.

UN Habitat (2019): The Ninth Session of the World Urban Forum. Cities 2030, Cities for All. Implementing the New Urban Agenda. Report, May 2019. Nairobi, Kenya: United Nations Human Settlements Programme (UN-Habitat).

Soike, Roman und Jens Libbe (2018): Smart Cities in Deutschland – eine Bestandsaufnahme. Difu Papers, 01/2018. Berlin: Deutsches Institut für Urbanistik.

3.6 The Internet as a source

Surname, First name (Year of publication): Title. Subtitle. <URL>, Access: Access date.

Name of organization or website (Year of publication): Title. Subtitle. <URL>, Access: Access date.

Florida, Richard (2012): Airports and the Wealth of Cities.
    <https://www.citylab.com/transportation/2012/05/airports-and-wealth-cities/885/>, Zugriff
    am 05.12.2017.

UN Habitat (2014): World Urban Forum. Urban Equity in Development – Cities for Life.
    <http://wuf7.unhabitat.org>, accessed: 05.09.2015.

Also for internet sources, a particular author should be named where possible (for example, in blogs or online editions of newspapers). Only if the author cannot be determined exactly can the name of the organization that publishes the website or, if necessary, the name of the website be used instead.

Internet sources have the problem that they can be very short-lived. For this reason, the entry in the bibliography must contain an access date, in addition to the full web address, indicated by "accessed:".

A document which has appeared both as an online publication (e.g., PDF) and printed, is always cited as a printed work.

Social media posts should be quoted like blog posts. It is important however to take a screenshot of the post cited.

3.7 Own interviews

Surname of Interviewed, First name of Interviewed (Year): Interview by author. Place, Date. Transcript in Annex X.

Reiter, Dieter (2017): Interview by author. Munich, 20.09.2017. Transcript in Annex 2B.

Either a transcribed (text) version or audio files of the interview should be added to the work as annex. The in-text citation should refer to minute positions instead of page numbers.