HNU BASIC

Version	What has changed?
1.2 (current)	• All document types can contain the DOI at the end of the bibliography entry. If there is no DOI, you can add the URL plus access date. • Access dates are written in dd.mm.yyyy. • Edition numbers are written numerically: 21. edition
1.1	The document types book, book section and journal article now allow for the additional, optional mentioning of URL and access date.
1.0	Creation of this citation style.

Creator: Timo Guter
Deputy Head of the Library
Contact: timo.guter@hnu.de

PREFACE

No citation style covers every single use case. If you cannot find an answer to a specific question in this citation style, **you can create your own answer**. Just make sure to stick to your new rule throughout your whole text.

You can use this citation style if your professor does not require you to use another style. You can find an overview on the recommendations of individual professors online at Citation styles at HNU.

DOWNLOADS FOR CITATION SOFTWARE

If you are using citation software, you can download this citation style at Citation styles at HNU. All variants of HNU Basic exist for all citation software used at HNU.

1 CITATION

1.1 Variants

There are 3 variants of HNU Basic, each variant existing in both German and English. The bibliography is always identical, only the citation changes:

Variant	Citation	
	German version	*English version*
Footnotes	*In footnote:* vgl. Thompson/Gamble 2017, S. 45-46	*In footnote:* see Thompson/Gamble 2017, pp. 45-46
Footnotes with Title (but without subtitle)	*In footnote:* vgl. Thompson/Gamble 2017: Crafting and executing strategy, S. 45-46	*In footnote:* see Thompson/Gamble 2017: Crafting and executing strategy, pp. 45-46
Harvard	*In text:* (Thompson/Gamble 2017, S. 45-46)	*In text:* (Thompson/Gamble 2017, pp. 45-46)

Please choose a variant and stick to it throughout your document.

Each citation consists of:

1. authors' last name or the institutions (amount: same as in the bibliography)
2. year
3. only in the *Footnotes with Title* variant: title without subtitle
4. cited pages (without f. or ff.)

If you do not have page numbers (e. g. when quoting an HTML text) and the quoted paper is large, you can give your reader additional information instead of page numbers:

Variant	Additional information instead of page numbers
Footnotes	*In footnote:* see Thompson/Gamble 2017, section: Introduction
Footnotes with Title (but without subtitle)	*In footnote:* see Thompson/Gamble 2017: Crafting and executing strategy, section: Introduction
Harvard	*In text:* (Thompson/Gamble 2017, section: Introduction)

1.2 Direct citations

You should avoid frequent use of direct citations because this makes your text harder to read. Only use direct citations if the wording is important, and frame them in quotation marks: " ". Do not use the prefix see in your citations.

1.3 Indirect citations

Indirect citations (paraphrasing) are much more common than direct citations: You rephrase the thoughts of another person.

When using the *Footnotes* or *Footnotes with Title* variants, add the prefix see at the start of your citation. When using the Harvard variant, do not use see in order to keep the citation as short as possible:

Variant	Indirect citations
Footnotes	*In footnote:* see Thompson/Gamble 2017, pp. 45-46
Footnotes with Title (but without subtitle)	*In footnote:* see Thompson/Gamble 2017: Crafting and executing strategy, pp. 45-46
Harvard	In text: (Thompson/Gamble 2017, pp. 45-46)

Tip: If you find it hard to choose your own words, try closing the original source and writing from memory after a few minutes. In doing so, you automatically free yourself from the constraints of the original sentence.

1.4 Secondary citations

If you want to quote a source and this source is already quoting another source, you have to use the original source. By doing so you avoid *citation worms*: No reader has to go back more than one step.

If you cannot access the original source, you are allowed to use a secondary citation: enter the original source first and then add the source you are currently using. The bibliography then has to contain both sources.

Variant	Secondary citations
Footnotes	*In footnote:* see Bliemel 2014, p. 240, cited in Thompson/Gamble 2017, p. 50
Footnotes with Title (but without subtitle)	*In footnote:* see Bliemel 2014: Getting entrepreneurship out of the classroom and into students' heads, p. 240, cited in Thompson/Gamble 2017: Crafting and executing strategy, p. 50
Harvard	*In text:* (Bliemel 2014, p. 240, cited in Thompson/Gamble 2017, p. 50)

1.5 Position

Variant	Position
Footnotes	The superscript number of a footnote always appears *after* the punctuation mark (e. g. after a full stop, a comma or a semicolon). A footnote only applies to the statement directly in front of it. If you want to apply a citation to a whole paragraph, please mention the authors/institutions at the beginning of that section and place the superscript number at the end of it: Thompson and Gamble refer to […] and add […] which needs further research.[3] <hr>[3] see Thompson/Gamble 2017, pp. 45-50
Footnotes with Title (but without subtitle)	The superscript number of a footnote always appears *after* the punctuation mark (e. g. after a full stop, a comma or a semicolon). A footnote only applies to the statement directly in front of it. If you want to apply a citation to a whole paragraph, please mention the authors/institutions at the beginning of that section and place the superscript number at the end of it: Thompson and Gamble refer to […] and add […] which needs further research.[3] <hr>[3] see Thompson/Gamble 2017: Crafting and executing strategy, pp. 45-50
Harvard	The parentheses always appear *before* the punctuation mark (e. g. before a full stop, a comma or a semicolon). A citation only applies to the statement directly in front of it. If you want to apply a citation to a whole paragraph, please mention the authors/institutions at the beginning of that section and place the parentheses at the end of it: Thompson and Gamble refer to […] and add […] which needs further research (Thompson/Gamble 2017, pp. 45-50).

2 BIBLIOGRAPHY

2.1 Sections and sorting

Create a *single, complete bibliography* (instead of splitting it into multiple sections for web sources, printed sources etc.). This will make it easier for your reader to move from the citation in the text to the corresponding bibliography entry.

Within your bibliography, sort entries the following way:

- Alphabetically by author
- If the authors are identical: chronologically by year (older entries are above newer entries)
- If the authors and the year are identical: alphabetically by title. Additionally, add a letter to the year of the bibliography entry and to all corresponding citations in the text to avoid ambiguous citations. Example:
  Bliemel, Martin J. (2014a): Entrepreneurship research …
  Bliemel, Martin J. (2014b): Getting entrepreneurship …

2.2 The 5 questions you need to answer for your reader

Your reader's questions	Your answering options	What to write if you do not have an answer
1) Who is responsible?	• author* • if there is no author: editor/institution*	n. a. (= no author)
2) When was it published?	• year	n. d. (= no date)
3) What is it?	• title (plus an additional description if necessary, e. g.: [press release] or [interview])	create your own title, e. g.: Facebook profile
4) Which version?	• edition (only 2. edition and later editions. The 1. edition is omitted because most books only ever get one edition)	can be omitted
5) Where do I get it?	• place published + publisher • or containing source + location within that source (starting and ending page of the article) • or URL + access date**	If you cannot answer this question for your reader (e. g. when citing internal documents or documents you created yourself), please include the document in your appendix. By doing so, you offer your reader an alternative way to access this document that would have been unavailable for them.

*   If there are up to 3 authors/institutions/editors, mention all of them (in citations and in the bibliography). If there are more than 3, only mention the first one and then abbreviate the list by using et al.: Wolf, Christof et al. (2016): …

** If the document is available both in printed form and online, you are allowed to add URL and access date after place published and publisher or after containing source and location within that source.

2.3 The most common document types in the bibliography

Book	Thompson, Arthur A./Gamble, John E. (2017): Crafting and executing strategy: the quest for competitive advantage. 21. edition. New York: McGraw-Hill.
Book section (of a book with different articles by different authors)	Wolf, Christof et al. (2016): Total survey error: a paradigm for survey methodology. In: Lyberg, Lars E./Weisberg, Herbert F. (eds.): The SAGE handbook of survey methodology. Los Angeles: Sage, pp. 27-40.
Journal article	Bliemel, Martin J. (2014): Getting entrepreneurship out of the classroom and into students' heads. In: Entrepreneurship Research Journal, Vol. 4 (2), pp. 237-260.
Web page	Clear, James (2019): The ultimate productivity hack is saying No. URL: https://jamesclear.com/saying-no (01.04.2021).

If you want to add the URL and access date as additional information, always add them after the other access method:

Bliemel, Martin J. (2014): Getting entrepreneurship out of the classroom and into students' heads. In: Entrepreneurship Research Journal, Vol. 4 (2), pp. 237-260. URL: https://www.degruyter.com/document/doi/10.1515/erj-2013-0053/html (01.04.2021).

2.4 Example: a finished bibliography

Bliemel, Martin J. (2014): Getting entrepreneurship out of the classroom and into students' heads. In: Entrepreneurship Research Journal, Vol. 4 (2), pp. 237-260.

Clear, James (2019): The ultimate productivity hack is saying No. URL: https://jamesclear.com/saying-no (01.04.2021).

Thompson, Arthur A./Gamble, John E. (2017): Crafting and executing strategy: the quest for competitive advantage. 21. edition. New York: McGraw-Hill.

Wolf, Christof et al. (2016): Total survey error: a paradigm for survey methodology. In: Lyberg, Lars E./Weisberg, Herbert F. (eds.): The SAGE handbook of survey methodology. Los Angeles: Sage, pp. 27-40.

Tip: Indenting all rows after the first row to the right is called a *hanging indent*. This is how you create it in Microsoft Word:

- When using Zotero: Change the word style *Bibliography* > Formatting > Paragraph > Special: Hanging.

- When using EndNote: EndNote-Add-In in Word > Configure Bibliography > Layout > Hanging Indent. If you get an error, try changing the full stop in your decimal number to a comma or vice versa.

- When creating the bibliography manually: Select the whole bibliography > right click > Paragraph > Special: Hanging.