## What are citations/ quotations / bibliographic references?

In order to write a paper, it is necessary to use information and to quote excerpts from works by other authors, so that the person writing the paper may support his ideas and substantiate what he is saying. It is also necessary to cite the sources that the author has studied in order to obtain information. In this way he avoids plagiarism and in addition allows the reader to refer directly to the original source in order to verify or even compare what he wrote in relation to the source.

The use of citations helps the reader to understand the broader thematic context which the author used in order to complete his paper. In this way, he is given the opportunity to consult other sources related to the issue in order to proceed exploring it, if he wishes.

In addition, the citations:

- state the methodology followed in order for the author to identify and utilise his sources and
- guarantee scientific prestige.

Using citations, the author strengthens and proves the quality of his work but also his integrity and ability as a responsible and active member of the scientific and research community.

Among other things, the use of citations gives recognition to the author, as it confirms the authenticity and legitimacy of his ideas and perceptions. In order to ensure the copyright of the original author, it is deemed necessary by law that the use or presentation of ideas or an excerpt of his work must be accompanied by a reference to the source with the necessary bibliographic information.

In-text citations are explanatory notes, which are included in the text of a book or paper and refer to sources from which data or excerpts have been taken and allow the reader to refer to for their verification, comparison with others or for more information. In the case of citations, the relevant bibliographic information is incorporated in the text and thus do not continuously interrupt the flow and reading of the text.

When citing sources in the text, the bibliographic information must be in parentheses or included as part of a statement. Bibliographic information should be in the form of **author/chronology** in order to allow the reader to find the full source data used through the bibliography list. ***Example*:** (Walker 2006)

If there are two authors from a specific source then the names are mentioned in the order they appear. ***Example***: (Walker & Harding 2006)

If in the source being used there are more than two authors then *et al*. is used. ***Example***: (Fennell *et al*. 2004)

Page numbers may or may not be included depending on the specific type of the source reference to indicate a specific page or sequence of pages. ***Example:*** (Walker 2006, p. 55) or (Fennell et al. 2004, pp. 35-40) or (Fennell et al. 2004, p. 35 ff.)

When two or more texts with different authors are mentioned, they are set apart with a colon or semicolon (;). ***Example***: (Fennell 2004; Walker 2006)

The citations may be:

**1. Citation in the form of a footnote/note**

The information is displayed as a footnote at the footer or as a note at the end of the chapter or the entire paper. Footnotes/notes are indicated by adding an ascending number in the form of an exponent at the point where the author wishes to place the citation.

a) **Footnotes:** appear in the footer in a smaller font and stand out from the rest of the text with a dividing line at the bottom of the page.
b) **Notes:** appear at the end of each chapter or at the end of the entire paper. The numbering here can be continuous for all chapters or start from the beginning for each chapter separately.

- **Continuous numbering:** We count all citations with continuous numbering from the beginning to the end of the paper. However,

this should be done only in small papers, presentations, articles in journals, etc. A serious disadvantage of continuous numbering is that the citations reach very large numbers.

- **Per chapter**: It is also possible to avoid large numbers by using continuous numbering not for the entire paper, but per chapter. That is, when the numbering of citations of one chapter is finished, we do not continue the numbering in the next, but we start from the beginning with the number 1. In the case of numbering per chapter, many authors move the citations to the end of each chapter or to the end of the book.

## 2. Direct citation

Double quotation marks ("") are used to enclose additional words of an author. The location of the source used (page numbers) must be mentioned.

*Example:*

According to Thanopoulos (2003), "business, like any organized social expression, acquires a 'culture'" (p. 17).

## 3. Indirect reference / paraphrase

If research findings or ideas of another author are paraphrased, then it would be good to include them in the text but in the words of the person writing the paper. When an idea contained in another work is paraphrased or mentioned, it is not always necessary to indicate the source location (page number), although it is considered useful. However, the author's ideas and those of other authors should be clearly visible in the text.

*Example*:

The "law of the fist" is neither moral nor a natural privilege (Papanoutsos 1975).

Despite the fact that Thanopoulos (2003) defines as a business all the initiatives that include the formulation of processes, the combination

of factors of production, the taking of risks and the satisfaction of real needs through which a specific goal is achieved, I believe that...

**4. Reference to a secondary source**

If an author's idea is cited by another author, then the phrase 'cited in' is used. However, in the bibliography at the end of the paper only the secondary source is listed.

*Example*:

Holland (cited in Thanopoulos 2003, p. 164) argues that the value of money lies in the responsibility for public debt.

## What is Plagiarism?

Plagiarism is an act that infringes on copyright, as it means the appropriation of another creator's work and ideas. In other words, plagiarism is the presentation of ideas, perceptions and works of another author as a creation of the person writing the paper.

Thus, in order to avoid accusations of plagiarism, all the sources used to complete a paper/research should be referenced. Citations are also used for all quotations from works by other authors, since the literal quotation without quotation marks and without reference to the source is also plagiarism. In addition, the sources should be cited in case some ideas, theories or information, although known to the general public, may nevertheless remain unknown to the readers of this paper.

Finally, sources that provide additional information on the subject matter of a paper, either to express different views on the subject or simply to help the reader refer to the original sources, must be mentioned.

## Bibliographic Reference Style

From time to time different systems of bibliographic references have been developed, which differ from each other in the way the bibliographic information is structured and displayed. Some of these systems are: APA

(American Psychological Association), Chicago B. or Numeric, Harvard, MLA (Modern Language Association), Cambridge, etc. However, worldwide it is sometimes common to use specific styles of bibliographic references for specific subject areas.

Examples:

- **APA:**

  Batt, Chris (1998). *Information Technology in Public Libraries*. 6th ed. London: Library Association Publishing.

- **Numeric:**

  Batt, Chris. *Information Technology in Public Libraries*. 6th ed. London: Library Association Publishing, 1998.

- **MLA:**

  BATT, Chris. *Information Technology in Public Libraries*. 6th ed. London: Library Association Publishing, 1998.

- **Harvard:**

  BATT, Chris, 1998. *Information Technology in Public Libraries*. 6th ed. London: Library Association Publishing.

  - Baranzini, Mauro and Scazzieri, Roberto (eds.) 1990. *The economic theory of structure and change*. Cambridge: Cambridge University Press.

  - Higginbotham, James 1983. 'On semantics', *Linguistic Inquiry* 16: 547-94.

  - Morishima, Michio 1990. 'Economic theory and industrial revolution', in Baranzini and Scazzieri (eds.), pp. 175-97.

  In-text citation:
  (Culler 1998, p. 20) ἠ (Culler 1998: 20)

- **Cambridge:**

  - A. T. Runnock, *Medieval fortress building*, new edition, 2 vols. (Cambridge: Cambridge University Press, 1976), vol. I, pp. 135-7.

- G. S. Rousseau and Pat Rogers (eds.), *The enduring legacy: Alexander Pope, tercentenary essays* (Cambridge: Cambridge University Press, 1988), p. 44.

- Elizabeth Salter, 'Piers Plowman and the pilgrimage to tru*th*', *Essays and Studies* 11 (1958), 34-5.

- H. R. Southall, 'Regional unemployment patterns in Britain, 1851 to 1914', unpublished PhD thesis, University of Cambridge (1984), p. 72.

In bibliography:

- Runnock, A. T., *Medieval fortress building*, Cambridge: Cambridge University Press, 1976.

- Salter, Elizabeth, 'Piers Plowman and the pilgrimage to truth', *Essays and Studies* 11 (1958), 30-48.

- Tieje, Arthur Jerrold, 'A peculiar phase of the theory of realism in preRichardsonian fiction', *PMLA* 28 (1913), 213-52.

**How to add a citation**

To insert a citation at the desired point, follow the procedure below:

1.    Click on "Insert"
2.    Click on the option "References"
3.    Click on the option "Footnote"
4.    The program will enter the number at the point you selected and will take you to the bottom of the page, where you will enter your citation with the necessary information.

**Instructions for in-text citations**

▪      **Citations for books**

Γεωργογιάννης, Π. (1999), *Θέματα Διαπολιτισμικής Εκπαίδευσης,* Αθήνα: Gutenberg.

{Author's surname }, {First name initial}. {(year of publication)}, {*Book title*}, {City of publication}: {Publishing House}.

- **Citations for translated books**

Bernstein, B. (1989), *Παιδαγωγικοί κώδικες και κοινωνικός έλεγχος*, (μτφρ.) Ι. Σολομών, Αθήνα: Αλεξάνδρεια.

{Author's surname}, {First name initial}. {(year of publication)}, {Book title}, {(trans. Translator's name}, {City of publication}: {Publishing House}.

- **Citations for articles and journals**

Μήτσης, Ν. (2002), «Η δεξιότητα της ομιλίας υπό το πρίσμα της επικοινωνιακής προσέγγισης της ελληνικής ως δεύτερης ή ξένης γλώσσας», *Διαπολιτισμική Εκπαίδευση – Ελληνικά ως Δεύτερη ή Ξένη Γλώσσα*, τόμ. 2, σσ. 4-10.

{Author's surname}, {First name initial}. {(year of publication)}, {Article title in quotation marks}, {*Journal title*}, {volume or issue number, {no. pages}.

- **Citations for book chapters**

Μάρκου, Γ. (1997), «Σχολική και κοινωνική (επαν)ένταξη παλιννοστούντων μαθητών: η σκοπιά των γονέων», στο: Ε. Σκούρτου (επιμ.), *Θέματα Διγλωσσίας και Εκπαίδευσης*, Αθήνα: Νήσος, σσ. 103-137.

{Author's surname}, {First name initial}. {(year of publication)}, {Chapter title in quotation marks }, in: {Editor's Name Initial }. {Editor's surname}(ed.),{Book Title}, {City of publication}: {Publishing House}, {no. of pages}.

- **Citations for conference minutes**

Γαλάνης, Γ. & Πρεντουλή, Δ. (2002), «Αλβανόφωνοι δάσκαλοι μέσα σε ελληνικές τάξεις. Πρόκληση ή αναγκαιότητα για την ελληνική κοινωνία;», στο: Π. Γεωργογιάννης (επιμ.) (2002), *Διαπολιτισμική Εκπαίδευση – Ελληνικά ως Δεύτερη ή Ξένη γλώσσα*, τόμ. ΙΙ, Πρακτικά 4ου Διεθνούς Συνεδρίου (Πάτρα, 28 Ιουνίου-1 Ιουλίου 2001), Πάτρα, σσ. 44-62.

{Author's surname}, {First name initial}. {(year of publication)}, {Presentation title in quotation marks}, in: {Editor's Initial Name}. {Editor's surname} (ed.) (year of publication),{*Book Title*, Volume No.}, {Conference Minutes (Place, Date of Conference)}, {City of publication}:
{Publishing House}, {no. of pages}.

- **Citations for webpages**

Cornes, A., *Intercultural Empathy*, in: http://www.global-excellence.com/getfile.php?g=40 (δημοσιεύτηκε στις 5/1/2009).

{Author's surname}, {First name initial}., {*Article Title*}, in: (full webpage address) {(date of article's publication online)}.

**The most common abbreviations in citations are:**

| |
|---|
| [see]= see |
| confer [cf.]= compare |
| opere citato [op.cit]= in the work cited<br>ibidem [ibid.]= in the same place |
| [ff.]= and following: used to refer to the pages or lines that come after the number mentioned |
| [trans.] = translation |
| (ed. /eds.)=    edited by |
| [ed./edn.]= edition |
| [p.]= page |
| pp.]= pages |
| [fn./n.]= (foot) note |
| [vol./vols.]= volume/s |

Note: If we use the same study of the same author many times, then in place of the complete bibliographic reference we add only the name of the author and then the indication **op.cit. (opere citato=in the work cited)** and the indication of pages. Many authors have replaced **ent. above** with the modern Greek **ibid. (ibidem=in the same place)**. In case we use more than one work of the same author in the citations then the indications [op.cit./ibid.] do not serve, because it is not possible for the reader to realise which of the works we are referring to.

**Bibliography entry (at the end of the paper)**

**Greek**

Αθανασίου, Λ. (2000), *Μέθοδοι και τεχνικές έρευνας στις επιστήμες της αγωγής*, Ιωάννινα.

Άρτζυλ, Μ. (1981), *Ψυχολογία της συμπεριφοράς*, Αθήνα: Θυμάρι.

Βρύζας, Κ. (1997), *Παγκόσμια Επικοινωνία και Πολιτιστικές Ταυτότητες*, Αθήνα: Gutenberg.

Γεώργας, Π. (1999), *Κοινωνική Ψυχολογία, τόμ. Α΄*, Αθήνα: Ελληνικά Γράμματα.
Γεωργογιάννης, Π. (1997), *Θέματα Διαπολιτισμικής Εκπαίδευσης*, Αθήνα: Gutenberg.

Παλαιολόγου, Ν. (1999), «Δυσκολίες στη μάθηση των μαθητών από την πρώην Σοβιετική Ένωση στην πρωτοβάθμια εκπαίδευση: αποτελέσματα έρευνας», στο: Π. Γεωργογιάννης (επιμ.) (1999), *Η ελληνική ως δεύτερη ή ξένη γλώσσα: Μια διαπολιτισμική προσέγγιση*, τόμ. ΙΙ, Πρακτικά 1ου Διεθνούς Συνεδρίου (Πάτρα, 12-14 Ιουνίου 1998), Πάτρα, σσ. 231-257.


**Foreign**

Auernheimer, G. (1990), *Einfuehrung in die Interkulturelle Erziehung*, Darmstadt: Primus Verlag.

Barbalet, J. (2002), *Emotions and sociology*, USA: Blackwell.

MacDowell, D. M. (1971) (ed.), *Aristophanes. Wasps*, Oxford: Oxford University Press.

Whitmarsh, T. (1998), "Reading power in Roman Greece: the *paideia* of Dio Chrysostom", in: Y. L. Too and N. Livingstone (1998) (eds.), *Pedagogy and Power. Rhetorics of Classical Learning,* pp. 192-213.

——— (2001), *Greek Literature and the Roman Empire. The Politics of Imitation*, Oxford: Oxford University Press.