

Guidelines for supervision of theses at MedUni Vienna

(applicable to master's theses,
undergraduate theses and doctoral theses
for full-time degree programmes and
continuing education programmes)

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1 Introduction

We would like to thank you for agreeing to supervise a degree/doctoral thesis at MedUni Vienna.

These guidelines are intended to outline the framework for supervising a thesis, and to support you when supervising students' work.

For doctoral theses at MedUni Vienna, the following also apply (unless otherwise explicitly stated in these guidelines):

- Information on doctoral programmes offered by the Medical University of Vienna
- MedUni Vienna: Our doctorate programmes
- Statutes of the Medical University of Vienna
- Austrian Universitätsgesetz (Universities Act) 2002, as amended
(https://www.ris.bka.gv.at/Dokument.wxe?Abfrage=Erv&Dokumentnummer=ERV_2002_1_120)

For master's theses written as part of a postgraduate course, the current guidelines for master theses for continuing education programmes also apply (unless otherwise explicitly stated in these guidelines).

2 General

2.1 Role of the supervisor

Your duties include actively promoting the development of the next generation of researchers. Supervision of degree theses is demanding in terms of time and content. At the same time, the quality of theses is a mark of the high quality of education at MedUni Vienna.

A major part of your role is to ensure that work is carried out and the thesis is written to a high academic standard, following the Good Scientific Practice guidelines¹ and other standards adopted by MedUni Vienna. Consequently, MedUni Vienna expects supervisors to adhere to the following principles:

- Mentoring students with the aim of ensuring that, as far as possible, the potential advantages of plagiarism do not affect their work.
- Supporting students in choosing and defining a thesis topic and being available as the contact person for discussion of all related issues.
- Prompting students to register their thesis properly.²
- Supervising progress on the thesis by means of regular status meetings, to help assure the quality of the work through expert professional support.

Further requirements:

- The degree/doctoral thesis must be supervised by a member of MedUni Vienna or a recognised post-secondary education institution in Austria or abroad; detailed information on the individuals who may act as supervisors is provided in the MedUni Vienna statutes.
- The requirements for supervisors are specified in sections 17a and 17b of Part II of the Statutes of the Medical University of Vienna. Please note the differences in respect of undergraduate, master's and doctoral theses in this regard.
- The supervisor must provide the student with specialist support and advice, and be available for discussions, while the student is writing their thesis, to the extent outlined in the project study/thesis proposal.
- The feasibility of writing an undergraduate thesis, master's thesis or doctoral thesis in a particular organisational unit must be confirmed by the head of the unit in question before work on the thesis begins. In this regard, the requirements of sections 81(3)(2) and 83(2) Universities Act regarding the use of financial resources and equipment must be taken into account.

¹ Good scientific practice means observing legal regulations, ethical standards and the current state of knowledge in the respective field, in the context of the role and aims of the institution concerned.

² Undergraduate thesis: the student must notify the curriculum director of the topic and the name of the thesis supervisor, in writing, by submitting a detailed description of the planned approach before starting work on the thesis or dissertation (section 17a[7]).

Doctoral thesis: the student must notify the curriculum director of the topic and the name of the thesis or dissertation supervisor in writing, including a work plan, before starting work (section 17b[7]).

- If the student participates in a project in which the supervisor is involved, the supervisor must contact the MedUni Vienna Legal Department (rechtsabteilung@meduniwien.ac.at) regarding the agreement on participation in projects by students.
- **Undergraduate and master's theses:** pursuant to section 81(2) Universities Act, the scope must be defined in such a way that completion of the thesis is possible and reasonable within six months.
- **Doctoral theses:** the supervisor may not be assigned as the reviewer (see section 17b[12] of Part II of the Statutes of the Medical University of Vienna).

2.2 Topics

Curriculum directors are responsible for ensuring that topic suggestions and opportunities are communicated appropriately.

- The topic of the thesis must be related to one of the disciplines represented at the Medical University of Vienna or included on the curriculum (see section 59[1][5] Universities Act and sections 17a[4] and 17b[4] of Part II of the Statutes of the Medical University of Vienna).
- Pursuant to section 81(2) Universities Act, the scope of undergraduate and master's theses must be defined in such a way that completion of the thesis is possible and reasonable within six months.
- Students are permitted to work jointly on a topic, but it must be possible to separately assess the performance of each student (sections 81[3] and 83[2] Universities Act).
- The student must notify the curriculum director of the topic of their undergraduate/master's thesis and the name of the supervisor in writing by submitting a detailed description of the planned project before starting work on the thesis (see section 17a[7] of Part II of the Statutes of the Medical University of Vienna).
- **Doctoral theses:** The student must notify the curriculum director of the topic of their doctoral thesis and the name of the supervisor in writing, including a work plan, before starting work (section 17b[7] of Part II of the Statutes of the Medical University of Vienna).
- Once completed, the thesis must be submitted to the curriculum director for assessment (sections 17a[11] and 17b[12] of Part II of the Statutes of the Medical University of Vienna).

2.3 Deadlines

- Following submission, the thesis must be assessed within the period specified by law.
- For undergraduate and master's theses, this means the supervisor must review and assess the thesis within six weeks of the date of submission. If the thesis is not reviewed and assessed within this period, at the student's request the curriculum director must assign another member of the university to carry out the review and assessment in accordance with section 17a[2] or [3] of Part II of the Statutes of the Medical University of Vienna (see section 17a[11] of Part II of the Statutes).
- If, in the course of the plagiarism review, the curriculum director identifies deficiencies in a submitted thesis that significantly impede assessment, the student must be given the opportunity to rectify the deficiencies and resubmit the revised thesis. The supervisor must

review and assess the resubmitted undergraduate/master's thesis within six weeks of resubmission (see section 17a[1 1 a] of Part II of the Statutes of the Medical University of Vienna).

- **Doctoral theses:** the supervisor may not be assigned as the reviewer (see section 17b[12] of Part II of the Statutes of the Medical University of Vienna).

2.4 Data protection and ethical considerations

Please bear in mind that after receiving a positive grade, theses are published online in the MedUni Vienna University Library repository (or after a maximum of five years if publication is blocked pursuant to section 86[4] Universities Act). Therefore, wherever possible personal data such as a CV³, address, signature, telephone number, matriculation number, etc. should not be included. Students must also avoid publishing information that could endanger the wellbeing of other people (e.g. in the use of interviews or other personal data).

If a thesis addresses questions focused on individuals or patients, or topics that form part of MedUni Vienna's teaching and learning research, the university's Data Protection Committee, the Ethics Committee and/or the Clearing Board for Teaching must be consulted and their approval obtained.

2.5 Degree/doctoral theses completed as part of research projects

If a student's thesis will be written as part of a research project, an agreement between the student and the MedUni Vienna must be concluded in advance (except in the case of doctoral candidates who have an employment contract with the university). Supervisors can obtain the contract template (Agreement on Participation in Projects by Students) on request from the Legal Department. In case of doubt please contact the MedUni Vienna Legal Department.

2.6 Copyright, obligation to publish and blocking request

Section 86(1) Universities Act states that students must publish an academic thesis that has received a positive assessment before they can be awarded their degree. At MedUni Vienna, students fulfil this obligation by uploading the final electronic version of their thesis to the repository at the University Library.

Publication of a student's thesis is required before award of their degree. When submitting an academic paper in this way, the author is entitled to request that access to the uploaded paper is withheld for a maximum of five years from the date of submission. Pursuant to section 86(4) Universities Act, the request must be granted if the student establishes that their legal or business interests would be materially endangered by permitting access. This means that not every possible threat to interests is sufficient to allow the request; the threat must jeopardise material interests.

The provisions of the Austrian Urheberrechtsgesetz (Copyright Act), Federal Law Gazette No. 111/1936, as amended must be considered in the course of working on the topic and supervising the student.

³ An academic CV may be provided voluntarily.

Note: Please remind your supervisees that full-text publication in a public access repository amounts to publication under copyright law, which would contravene the requirements of most publishing houses (initial publication).

Note: publications related to undergraduate and master's theses

The following points should be noted in case of (joint) publication of data BEFORE approval of an undergraduate or master's thesis:

- The publication must include a statement to the effect that data (or parts of the data) were collected in the course of an undergraduate or master's degree thesis.
- The degree candidate must be listed as a co-author of the publication.
- When writing the thesis, students must bear in mind that the publisher may now hold copyright, and that the use of illustrations or tables from the publication might only be permitted with the agreement of the publisher.
- Ensure that references include correct page numbers, even if copyright is held by the author(s) themselves, as this is a requirement of good scientific practice (caution: risk of self-plagiarism!).
- In the text itself it is unlikely that problems will arise, since an undergraduate thesis is formulated differently to a research paper. Nevertheless, care must be taken to avoid plagiarism; where necessary, use different formulations or cite the corresponding parts of the publication.

The following points should be noted in case of (joint) publication of data AFTER approval of an undergraduate thesis:

- If the undergraduate thesis has already been approved, the student is the copyright holder and, to an extent, also the publisher.
- The publication must contain a statement to the effect that data were collected as part of an undergraduate thesis.
- Include the degree candidate as a co-author: identical passages of text must be avoided as far as possible, which should not be a major problem due to format requirements; usually, other outcomes are also included in the publication. Since in this case the copyright was originally held by the student, in case of publication the student transfers copyright to the publisher.

3 Quality assurance *before* writing begins

Please explain to your supervisees that they need to decide on **one** literature and knowledge management system and **one** citation system (Harvard, Vancouver) before starting work on their thesis.

Please also inform supervisees that they can receive support for database research, e-journals and library use at any time in the University Library (contact schulung-bibliothek@meduniwien.ac.at).

When writing a degree/doctoral thesis, the guidance for text composition for academic degree theses must be observed, as found in the Guidelines for Producing Degree/Doctoral Theses (see also section 6. Other relevant guidelines and regulations).

When conducting literature research, academic literature (including online) must always be given precedence over non-academic literature.

4 Quality assurance *during* the writing process

Please make your supervisees aware of the *golden rules for avoiding plagiarism for students*:

Golden rules for avoiding plagiarism for students

- Make sure you understand the significance of plagiarism, self-plagiarism and deception of reviewers. Present *new* text and findings.
- DO NOT COPY ANYTHING, ANYWHERE in your work.
- If you have transferred exclusive copyright to a publisher, ask the publisher for permission if you want to use works that have already been published, including your own.
- You are permitted to use plagiarism-checking software to identify possible instances of plagiarism in your thesis before submitting the final version.

The thesis needs to be composed in the student's own words as far as possible (no "copying and pasting" from published works or other degree/doctoral theses); if necessary, related research projects must be stated and existing publications listed. This is best achieved by observing the following points (see also the checklist in the appendix):

- Use quotation marks ("...") to indicate direct quotations, with a reference to the page number.
- The reference must be inserted directly at the relevant point in the text (and not just at the end of the paragraph).
- References must always follow the chosen citation style, correctly and in full, in the text as well as in the bibliography.
- For passages that are similar to the original text, a reference with page number should also be given.
- Thinking, content and ideas adopted from other sources must be acknowledged as such.
- References for illustrations, graphics, tables and formulas taken from literature must include the exact page number or, if applicable, the illustration/graphic/table/formula number in the original publication.
- Changes made to illustrations, tables and graphics must be noted/indicated (e.g. adapted from, amended from, based on). A licence to edit the illustration must also be obtained from the publisher/rights holder. (Please make your supervisees aware of the [Teaching guidelines regarding data protection and copyright](#)).
- If formulations such as "A number of studies have shown that..." are used, the studies (publications) must also be referenced.
- References must also be provided for specific studies referred to in the text.
- Secondary citations must be indicated as such.
- If specific figures are stated in the text, they must be clearly supported by a reference.

- Academic literature (including academic literature published online) must always be given precedence over other publications.
- Formulas must be numbered on the right-hand edge of the page, in accordance with chapter number (to simplify corrections), e.g. (1.1), (1.2)
- Illustrations and tables must also be numbered with the chapter number (this makes changes easier), e.g. Figure 1.1: [description], Figure 1.2: [description]
- All images and tables must be accompanied by descriptions. Lists of illustrations, tables and formulas must be provided in the thesis, including a clear reference to their position in the text (page number, etc.) The numbering and descriptions of illustrations, tables and formulas must be identical in the list and in the text.
- Embedded illustrations, tables and formulas must be introduced and explained in the text and not simply inserted without explanation.
- Referencing pictures and photographs
 - The agreement of the publisher must be obtained (evidenced by e.g. the invoice number, licence number, date of approval) for the use of illustrations that are not produced by the author, in addition to correct citation of the source (in the list of illustrations and/or where the illustration appears in the text).
 - A graphic or picture that is not used in its originally published form but has been edited is not defined as requiring a citation: special consent must be obtained in such cases, otherwise editing and use may constitute copyright infringement, which can have legal consequences (criminal and civil).
 - Creative Commons licences: In the case of illustrations or images that are published under a so-called free licence or Creative Commons (CC) licence, the terms of licence applying to the work must be observed.

Note: Please be aware that pictures found on the internet are, in most cases, subject to copyright and cannot simply be copied and used. For such images either a licence/right of use must be obtained from the copyright holder, or the licence terms applying to the work must be observed.

5 Quality assurance after writing | Plagiarism review at MedUni Vienna

Academic papers that are authored and supervised at MedUni Vienna undergo a plagiarism review following submission to the university (i.e. upload in MedCampus), and following assessment are made publicly accessible via the MedUni Vienna University Library repository (<https://repositorium.meduniwien.ac.at>).⁴

The following steps need to be carried out by the supervisee and supervisor:

- Upload thesis in MedCampus
- Conduct plagiarism review
- Based on the result of the plagiarism review, changes may need to be made to the thesis by the student, with the support of the supervisor
- Approval/assessment by supervisor/reviewer
- Publication in the MedUni Vienna repository

Please note the deadlines for the assessment and plagiarism review process! (See also Section 2.3 Deadlines)

⁴If a request to withhold access (blocking request) has been granted, the work will only become publicly accessible after the block has expired.

6 How can supervisors identify and avoid plagiarism?

According to section 51(2)(31) Universities Act, an act of plagiarism is committed “when text, content, or ideas are appropriated and presented as one’s own. This encompasses in particular the appropriation and use of text, theories, hypotheses, findings or data by directly quoting, paraphrasing or translating them without appropriate acknowledgement and reference to the source and the original author.”

According to section 51(2)(32) Universities Act, academic or artistic dishonesty is committed when unauthorised aids have been used, unauthorised assistance has been received from another person (in particular use of work contracted from a third party) in writing an academic thesis, taking an examination or preparing an artistic submission, or data and results have been fabricated or falsified.

Plagiarism is the unlawful incorporation of another person’s intellectual property into one’s own work, without acknowledging the other person’s work as such. However, plagiarism takes various forms and is not limited to word-for-word copying. In practice, mixed forms of the types of plagiarism covered below (see next section) can occur (please note that the list is not exhaustive).

The following points should be followed in order to identify and avoid instances of plagiarism:

- Make sure the supervisee provides regular updates on their work on the thesis
- Read passages of the text and look up sources (check for translation plagiarism!)
- Support the supervisee during the writing process
- Check sources, especially for illustrations and tables
- Remind the supervisee to deal with sources with care
- Provide the supervisee with information on correct referencing in good time
- Encourage and illustrate diligent working methods

6.1 Consequences of plagiarism

It is important to remember that plagiarism is not a trivial offence, and in addition to consequences that have become well-known due to reports in the media – such as revocation of an academic degree and nullification of assessments that have already taken place – there may also be legal consequences under criminal and civil law. Plagiarism is intellectual property theft and can be punished accordingly. As a result, the student may be ordered to pay damages to the original author, and certain deliberate acts of copyright infringement may be punished by up to six months in prison or a fine of up to 360 day-fines.

In case of plagiarism, sanctions under university law may also be imposed in accordance with the university’s statutes.

If deficiencies that significantly impede assessment are identified in the course of the plagiarism review and/or during the assessment of the undergraduate, master’s or doctoral thesis, the student must be given the opportunity to rectify these deficiencies and resubmit the revised thesis (see section 17a[11 a] and [11 b], and section 17b[13] of Part II of the Statutes of the Medical University of Vienna).

If it is determined *in the course of assessment* that an academic thesis contravenes the rules of good scientific practice, the thesis must be graded as “not satisfactory” (section 15a[2] of Part II of the statutes).

If it is determined *after assessment and before graduation* that an academic thesis contravenes the rules of good scientific practice, then in accordance with section 73 Universities Act the assessment must be nullified, by notice of the curriculum director (see section 15a[3] of Part II of the statutes).

If it becomes clear *after graduation* that the academic degree or title has been obtained under false pretences, in particular by means of the pretence of scientific or artistic achievements, the academic degree or title is to be revoked pursuant to section 89 Universities Act.

7 Forms of plagiarism

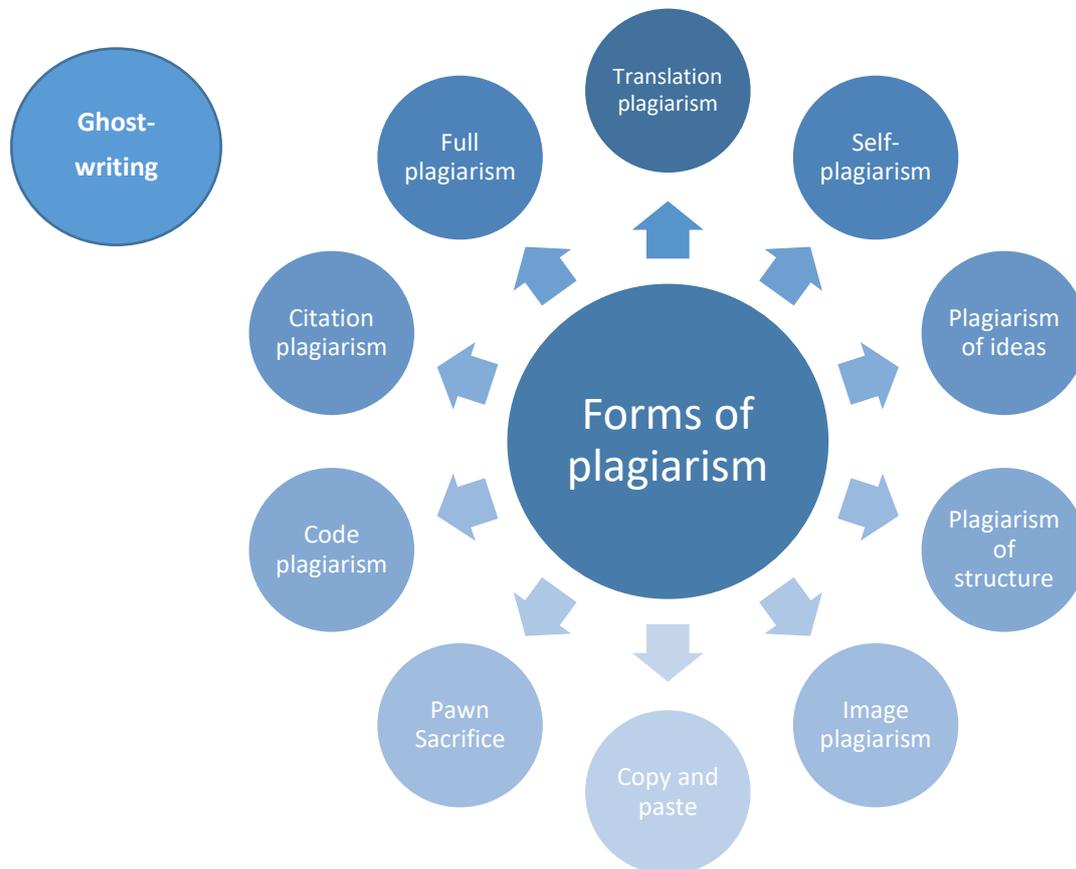


Figure 1: Forms of plagiarism

7.1 Full plagiarism

Full plagiarism, complete plagiarism or literal plagiarism is the copying of another's work or sections of it without obtaining the consent of the actual author. Sometimes the actual source will be included in the bibliography (i.e. the short reference in the text or the referencing footnote have been “forgotten”), or alternatively the source may not be listed at all.

7.2 Translation plagiarism

Translation plagiarism is the translation of works or parts of works produced in a foreign language and incorporation into one's own work, without acknowledging the source and providing a reference.

7.3 Self-plagiarism | auto-plagiarism | recycling | augmented publication

Self-plagiarism is the use of existing and/or published texts without acknowledgement or correct referencing. This undisclosed duplication of work happens when the author neglects to provide references to their own previous publications.

Alternatively, the author may add (slightly modified) data and/or information to content from papers that have already been presented or published, change the title or aim of a study and/or recalculate results.

In this case, references to the author's own work are also lacking.

7.4 Plagiarism of ideas

This form of plagiarism occurs when ideas, opinions or insights are incorporated without appropriately acknowledging their source. The essence or content of the idea is retained, but reformulated in the author's own words and consequently presented as their own work.

7.5 Plagiarism of structure

Plagiarism of structure is a particular form of plagiarism of ideas, where the structure of another author's text is fully or partly appropriated (e.g. table of contents, chapter structure, sequence of presentation).

7.6 Image or illustration plagiarism (incorrect citation of pictures, photos, etc.)

Image or illustration plagiarism occurs when illustrations from a plagiarised text are appropriated, or illustrations produced by another person are explicitly presented as the author's own work. This includes full or partial plagiarism of photos, graphics, videos, pictures, tables, diagrams, etc., when the true source is not mentioned or not correctly referenced, or the required permission has not been obtained.

7.7 Copy and paste | shake and paste | find and replace

These terms refer to instances of plagiarism where texts are not independently produced by the author, but are assembled from sources that are sometimes acknowledged and sometimes unacknowledged. "Find and replace" plagiarism is a form of invalid paraphrasing, where individual words are replaced by synonyms.

7.8 Pawn Sacrifice

This form of plagiarism comprises word-for-word incorporation of passages of text under the guise of paraphrasing. The footnote refers only to an insignificant part of the original text, large sections are appropriated from the same source without referencing, and quotation marks to denote quotation are missing.

7.9 Code plagiarism

Code plagiarism is use of programming code, algorithms, classes or functions without permission or reference (see Maurer, H. A., Kappe, F., Zaka, B. [2006]. Plagiarism – A Survey. *Journal of Universal Computer Science*, 12[8]: 1050-1084.)

7.10 Citation plagiarism

Citation plagiarism occurs when references, including bibliographic information, are taken from other sources without acknowledgement.

7.11 Ghostwriting

Ghostwriting involves passing off another author's work as one's own with their consent. The real author of the text transfers rights of use to the client and waives their right to be named as author. If the ghostwriter adheres to good scientific practice, such ghostwriting arrangements need not automatically result in plagiarism.

At a university, ghostwriting is against the law when the work concerned is assessed work that the student must produce personally. In this context, use of a ghostwriter constitutes academic misconduct, and just like plagiarism is subject to sanctions under university law.

8 Other relevant guidelines and regulations

When writing and when supervising a thesis at MedUni Vienna, in addition to the generally applicable legal regulations, care should be taken that the following guidelines and regulations are observed, where relevant:

- The Austrian Arzneimittelgesetz (Pharmaceuticals Act), Medizinproduktgesetz (Medical Products Act), Gentechnikgesetz (Gene Technology Act), Tierversuchsgesetz (Animal Experimentation Act) and Tierversuchs-Verordnung (Animal Experiments Order), as amended
- Copyright Act, Federal Law Gazette No. 111/1936, as amended
- The Declaration of Helsinki: <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>
- Medical University of Vienna Guidelines on Good Scientific Practice – Ethics in Science and Research: <https://www.meduniwien.ac.at/web/en/rechtliches/good-scientific-practice/>
- MedUni Vienna Ethics Committee regulations: <http://ethikkommission.meduniwien.ac.at> (German only)
- MedUni Vienna Data Protection Committee regulations: <https://www.meduniwien.ac.at/web/en/about-us/organisation/committees/data-protection-committee/>
- MedUni Vienna Data Clearing House regulations: <https://www.meduniwien.ac.at/web/en/about-us/organisation/committees/data-clearing-house/>
- *Where applicable:* Regulations of the MedUni Vienna Data Clearing House for Teaching: <https://www.meduniwien.ac.at/web/ueber-uns/organisation/organisationseinheiten-mit-spezieller-servicefunktion/teaching-center/clearing-stelle-lehre-der-meduni-wien/> (German only)
- Guidelines on the protection and utilisation of intellectual property; Gazette of the Medical University of Vienna, 2020/2021 academic year, Vol. 28, No. 31: https://www.meduniwien.ac.at/web/fileadmin/content/serviceeinrichtungen/rechtsabteilung/mitteilungsblaetter_2021/28_Mitteilungsblatt_21052021_IP_Richtlinien.pdf (German only)
- Vancouver Style: <https://www.icmje.org> and <https://www.ncbi.nlm.nih.gov/books/NBK7262/>
- Harvard Style: <https://www.usq.edu.au/library/referencing/harvard-agps-referencing-guide>
- Cite Them Right (print or online version: <https://www.citethemrightonline.com>)
- Topic bank for the Medicine undergraduate programme: <https://ssm.meduniwien.ac.at/n202/block24/>
- Topic bank for the Medical Informatics master's programme: <https://cemsis.meduniwien.ac.at/master-medinf/studium/themenboerse/>
- Website for MedUni Vienna students: <https://www.meduniwien.ac.at/web/studierende> (German only)
- Information on gender-reflective language, and support tools for gender and diversity-related aspects in research: www.meduniwien.ac.at/diversity-resources (German only)
- MedUni Vienna Affiliation Policy: https://www.meduniwien.ac.at/web/fileadmin/content/serviceeinrichtungen/rechtsabteilung/compliance/220801_Affiliation_Policy_2022_EN.pdf

- Teaching guidelines regarding data protection and copyright:
https://www.meduniwien.ac.at/web/fileadmin/content/serviceeinrichtungen/studienabteilung/studierende/humanmedizin/pdf/2021_0111_Leitlinie_Lehre_Datenschutz_und_Urheberrecht.pdf
(German only)
- Guidelines for Writing Degree/Doctoral Theses at MedUni Vienna [Link → nach Veröffentlichung einfügen]
- MedUni Vienna Open Access Policy: <https://ub.meduniwien.ac.at/services/open-access-publizieren/> (German only)

9 Degree/doctoral theses – quality checklist

Before submitting the project plan

- The student chooses a topic and registers the undergraduate/master's thesis with the Studies and Examinations Department
- Check whether approval must be obtained (e.g. from the Ethics Committee or Committee for Animal Experimentation) – the authorisation number must be stated in the thesis or, alternatively, a note confirming that approval has been obtained
- Is the approval of the Data Protection Committee/Data Clearing House for Teaching required?
- Does an agreement need to be concluded between the student and MedUni Vienna (if the thesis will be written as part of a research project)? In case of doubt, please contact the MedUni Vienna Legal Department (rechtsabteilung@meduniwien.ac.at).

Before writing

- Careful choice of literature/knowledge management system
- Thorough literature research: academic literature (including online) must always be given precedence over other publications (for assistance with database research, e-journals and use of the library, please contact the Teaching Library at schulung-bibliothek@meduniwien.ac.at
- Make reference to the degree thesis in publications prior to approval, describe the contribution of the degree thesis and include references to it where applicable

During the writing process

- Include complete and correct references in line with the chosen citation style, both in the text and in the bibliography
- The features of each citation style are based on specific manuals:
 - **Vancouver style**
NLM Citing Medicine
AMA Manual of Style, 11th Edition
APA Publication Manual, 7th Edition
IEEE Reference Guide
 - **Harvard style**
e.g. AGPS
The Chicago Manual of Style, 17th Edition
 - **Footnote system**
The Chicago Manual of Style, 17th Edition
- **General** overview
Cite Them Right ([book](#) or [online version](#), login “Medical University of Vienna”)
- Indicate other authors' thinking, ideas and content as such
- Insert references directly at the relevant point in the text (not just at the end of the paragraph)
- Attribute specific figures clearly to the relevant source
- Always specifically reference any studies referred to (exception: secondary quotations)

- Use quotation marks (“...”) to indicate direct quotations, with a reference to the exact page number
- Include page numbers in references where text is very similar to the original source text
- References to illustrations, tables, graphics and formulas must include the exact page number (where appropriate, provide the original number of the illustration, table, graphic or formula)
- Proper numbering of illustrations, tables, graphics and formulas
- Make reference to changes made to illustrations, tables and graphics (e.g. adapted from, amended from, based on), and obtain a licence for modification of the illustration, etc. from the publisher/rights holder
- Permission to use the source and the publisher’s declaration of consent (evidenced by e.g. the invoice number, licence number and date of approval) must be obtained and included in the thesis, e.g. in the list of illustrations or next to the illustration in question
- For assistance with obtaining approval, visit <https://www.copyright.com/>
- Where applicable, state the research project within which the thesis is being written
- List publications where the thesis or part of the thesis has previously appeared (e.g. poster presentations, abstracts), reformulate texts taken from such publications, and reference relevant parts of the publications, including exact page numbers
- Methods section: use your own words as far as possible – do not copy and paste from published works or other degree/doctoral theses

Before uploading

- Make sure the pages of the thesis are properly numbered
- Use Roman numerals (i, ii, iii, iv, etc.) to number pages in the appendix
- Ensure you have followed formatting requirements
- Make sure that the structure of the thesis meets the requirements
 - Table of contents
 - List of illustrations
 - List of tables
 - List of formulas
- All chapters must be included in the table of contents
- All illustrations, tables, graphics and formulas must be properly numbered and include a title in accordance with the relevant standards
- Make sure references to adapted illustrations, tables and graphics are included (modified from, adapted from, etc.)
- Ensure material is not copyright-protected
- Check the quality of quoted sources
- Check the bibliography to make sure it contains all quoted sources
- Check bibliography entries to ensure that source information is uniform and correct

- Check URLs and links in the bibliography to ensure they function properly

10 References

In addition to MedUni Vienna's regulations regarding degree/doctoral theses, this manual is based on:

- Reports by the Electronic Publishing – Friendly FAQ working group
- The guidelines for writing master's/undergraduate theses for the Medicine and Dentistry undergraduate programmes and the Nursing Science master's programme at the Medical University of Graz
- Information on plagiarism on the University of Vienna website:
<https://studienpraeses.univie.ac.at/infos-zum-studienrecht/wissenschaftliche-arbeiten/plagiat>
(German only)
(all as amended at December 2021)
- Glossary for Academic Integrity – Erasmus+ project "European Network for Academic Integrity" (ENAI), 31 January 2018 (<http://www.academicintegrity.eu/wp/>)