

---

**Service contract**

---

This contract is made between

✓ The German Institute of Development and Sustainability (IDOS) gGmbH, Tulpenfeld 6, 53113 Bonn, Germany

and

.....Contractor,

Asociación Pro-Fundación para las Ciencias Sociales (APFCS) Andrés Martínez Trueba 1300, Montevideo Uruguay CP11200	Bank: Banco de la República Oriental del Uruguay (BROU) Accountnumber: 00156029100007 Swift Code: BROUUYMM
---	--

based on the General Terms of Contract (German: AVBG, Appendix 2), hereby commissions  
.....its agent

with the project tasks specified in the Terms of Reference (Appendix 1- description of services to be rendered) within the framework of the research project:

<b>Cooperation in a research project on "Green Hydrogen Policy Making" in Argentina and Uruguay</b>
---

<b>Important! Please indicate in all correspondence and invoices:</b>	<b>Institute</b>
<b>If you have any questions on the contract itself or transactions of financial matters, please contact:</b>	<b>Ms. Sonja Packschies</b> <b>Phone: +49-228-94727-244</b> <b>Fax: +49-228-94927-130</b> <b>sonja.packschies@idos-research.de</b>

1. **Agent declaration**

The agent will conduct the task as a service provider.

2. **Period of services**

In fulfilling this contract the agent will be active from 06.03.-30.06.2024

3. **Contract obligations / Work / Report**

All services to be rendered and all products to be submitted and any other obligation apply as stipulated in Appendix 1.

#### 4. **Remuneration**

The agent will receive the following maximum remuneration for his services:

Month / category	Grants for postgraduates reserchers (in Euro)
March	1.020,00
April	1.020,00
May	1.020,00
Jun	1.020,00
Catering and venue workshop	750,00
<b>Subtotal</b>	<b>4.830,00</b>
Lump sum for administration	725,00
Travel costs up to	2.000,00
<b>TOTAL</b>	<b>7.555,00</b>

The overall remuneration sum covers all expenses of the agent in fulfilling her contract obligations. All ancillary costs related to the execution of the contract as well as any taxes, social contributions, levies etc. applicable to the Agent are covered by the remuneration except for VAT. Since under the charge tax mechanism the service is taxable and liable to tax in the Federal Republic of Germany, IDOS shall pay the VAT at the current rate directly to the tax office responsible i.e. Finanzamt Bonn.

Based on the E-Billing Act of April 4, 2017 (Federal Law Gazette I, 770 et seq.) IDOS is obliged to be able to receive electronic invoices in accordance with CEN Standard 16931 via digital channels from November 27, 2019 onwards and to process them without media discontinuity. Only the OZG-compliant invoice receipt platform (OZG-RE), which can be accessed at <https://xrechnung-bdr.de>, is to be used for the transmission of electronic invoices. Electronic invoices sent to any other address cannot be taken into account.

The Institute's routing ID is 992-01497-46 and our VAT ID is DE210856958. Please use B1PK24006 as order number.

#### 5. **Payments on account**

- 5.1 The agent will receive the first payment of 2.777,50 EUR upon the signature of this contract.
- 5.2 The agent will receive the last payment of 2.777,50 EUR after all contract obligations have been met.
- 5.3 The payments will be made on reception of an e-invoice by the agent.
- 5.4 **The last invoice must be submitted by 31.07.2024 at the latest. The IDOS may refuse to make disbursements after 31.08.2024.**
- 5.5 Travel costs up to 2.000 € will be reimbursed for travels within Uruguay and Argentina following the guidelines of IDOS' travel Reimbursement Guidelines for non-employees



up to a maximum of 2.000 Euro. Travel costs will only be settled on submission of original tickets and invoices to IDOS.

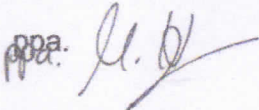
**6. Components of the contract**

The following documents are components of the contract and are appended to it

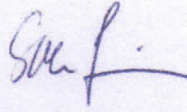
- Terms of Reference: Appendix 1
- General Terms of Contract (German: AVB): Appendix 2
- IDOS referencing guidelines (APA Style, 6th edition – <http://www.apastyle.org/>): Appendix 3
- Guidelines on Safeguarding Good Scientific Practice: Appendix 4
- Travel Reimbursement Guidelines for non-employees: Appendix 5

Bonn, 12<sup>th</sup> March 2024

for the contractor



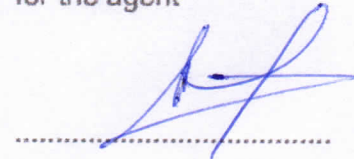
.....  
Margret Heyen  
(Head of Service Facilities)



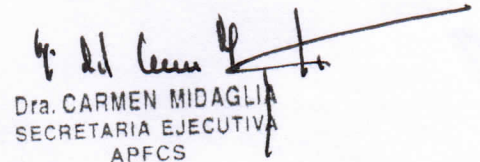
.....  
Dr. Sven Grimm  
(Head of Programme)

Montevideo 20 de Marzo 2024

for the agent



.....  
Ec. ROSARIO DOMINGO  
PRESIDENTE  
APFCS

  
Dra. CARMEN MIDAGLIA  
SECRETARIA EJECUTIVA  
APFCS

## Terms of Reference

### Cooperation in a research project on "Green Hydrogen Policy Making" in Argentina and Uruguay

The Postgraduate Course (PGC) has been one of the pillars of IDOS (formerly DIE) since its foundation in 1964. It combines the three institute's main tasks, research, policy advice and high-level training at Postgraduate level. A core of the PGC are research missions to countries of the Global South (in the following: Research Teams, RT). They cover the main part of the nine-month PGC. From November to end of January or beginning of February, the group prepares the research topic, studies the specific conditions in the country and starts working on the research methods and instruments. Already in this phase, IDOS cooperates closely with counterparts in the country. This happens during the first weeks via online communication. During December or January, one representative from the counterpart organizations visits IDOS to assist in the final preparations of the RT.

One RT Argentina and Uruguay in the 59 PGC deals with policymaking related to the ramp-up of the hydrogen economy in the two South American countries, under high levels of technical and systemic uncertainties. For the implementation of the research project, IDOS concludes a service contract with Universidad de la República of Uruguay (UDELAR), which includes hiring a junior researcher for the RT and organizing a final workshop.

#### The research team will

- conduct expert interviews and focus group discussion in Argentina and Uruguay between March and end of April 2024; in this phase UDELAR will support the research team in all aspects related to content and research methods, including identifying interview partners and appropriate locations for focus group discussions. Travel and accommodation costs incurred while conducting interviews or attending project-related meetings will be covered by IDOS. For accommodation costs, an upper limit of 30 EUR per night shall apply.
- In May and June 2024 the final report of the RT will be written, UDELAR will support the analysis of the collected data and the drafting of the report.

#### The following deliverables are agreed upon:

- hiring of a junior researchers between March and June 2024 (4 months)
- Ensuring an adequate support to the research team during the empirical phase.
- Organization of a final workshop in Montevideo in April 2024.
- A final report to be delivered latest at June 30 of 2024.





# IDOS

German Institute  
of Development  
and Sustainability

Appendix 2  
March 14, 2024

## General Terms of Contract for Contracts on Expert and Consulting Services (German: AVBG)

### 1 General principles and obligations

#### 1.1 Cooperation with other institutions

The AGENT is obliged to cooperate adequately with all organisations and experts relevant to the project activity.

#### 1.2 Statements made to third parties

The AGENT must refrain from all statements to third parties that could be construed as commitments to provide any further payments or services in connection with the project activity.

#### 1.3 Behaviour abroad

The development-related task involved entails an obligation on the part of the AGENT to adapt his/her personal behaviour to given local conditions

The AGENT is obliged to respect all valid national regulations, including those on the crossing of borders and relevant agreements/exchanges of notes as well as regulations on foreign currency.

#### 1.4 EMPLOYER's handling of personal data

The AGENT hereby consents that his personal data may be processed by the EMPLOYER (§§ 1 and 3 of the Federal Law on Data Protection). The EMPLOYER is obliged to ensure that such data are protected. The EMPLOYER will process personal data only to the extent that this is necessary for technical or organisational reasons.

#### 1.5 Review of contract performance

The EMPLOYER is entitled to review at any time the state of performance of the present contract and the results of the work associated with it. The AGENT is obliged to keep ready the documents needed for the purpose and to provide whatever information is required.

### 2 Reports/expertises

#### 2.1 Form

The AGENT is obliged to submit to the EMPLOYER documents and working results in the number, form, and language stipulated in the contract.

The bibliography must be prepared in accordance with the EMPLOYER's standards. The same applies for quotations and footnotes. Examples are included in Annex 1.

#### 2.2 Completion

In submitting his/her draft on the date stipulated, the AGENT will be presenting to the EMPLOYER his/her report/expertise. This will be followed, at the EMPLOYER's institute, by an internal discussion designed to examine and verify the quality of the report/expertise submitted.



The AGENT is obliged to work into his/her draft the results of the internal discussion. The time and labour required constitute part of his fee.

### **2.3 Costs and remuneration of publications**

The German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE) (publisher) shall bear the costs of copy-editing, editing, layout and typesetting as well as the printing costs for the legal deposit copies. Costs for any reprints for the author's own use shall be borne by the author. The author shall not receive any remuneration for the publication of the manuscript.

## **3 Rights of use/documents on working results**

### **3.1 Transfer of rights of use**

The AGENT will transfer to the EMPLOYER an irrevocable, cost-free, transferable, and exclusive right to use, in whatever way he may see fit, all documents and working results that may have accrued or been acquired in the performance of the contract. The EMPLOYER has the right to establish, without the AGENT's consent, simple user rights and, without the AGENT's collaboration, to use or to alter all such documents after the contract has been terminated. The AGENT will be given a hearing whenever substantial alterations are concerned.

#### **3.1.1 Rights of use and exploitation of publications that originated from Expert and Consulting Services and are published in a DIE series:**

The author ensures that he/she is the owner of the manuscript and/or owns the exclusive right to transfer the rights of use.

In addition, the author ensures that the publication of his/her manuscript shall not infringe upon any third-party rights. If the consent of third parties is required for the publication of the manuscript, the author hereby declares that he/she has obtained such approval. This also applies to copyrights for all images in this publication (tables, graphs, pictorial representations as well as other sources from the internet). If any authorisation for reproduction is required, this must be submitted along with the manuscript.

The author transfers the unrestricted rights of use and exploitation of his/her manuscript for all forms or media and in all languages to the publisher.

The author hereby declares his/her agreement with the publisher's open access policy.

The publisher welcomes any additional distribution of the manuscript by the author. However, the unrestricted rights of use and exploitation for all forms or media and in all languages shall remain with the publisher in all cases, regardless of the manner of distribution chosen by the author.

The author indemnifies the publisher from all claims by third parties which are made in connection with the manuscript submitted to the publisher by the author.

The author assumes technical responsibility for the accuracy of his/her manuscript.

### **3.2 Publications**

Publications by the AGENT require the previous consent of the EMPLOYER, even after termination of the contract. The EMPLOYER's consent is not required for a brief public presentation of the AGENT's task and activities. The DIE must in any case be named as EMPLOYER.

### **3.3 Secrecy**

EMPLOYER approval is required before any financial and personnel matters associated with the project(s) are divulged to third parties. This provision will remain in effect after the contract has terminated.

### **3.4 Safekeeping of documents**

As a rule, the AGENT is obliged to safekeep documents and working results for 10 years following acceptance and/or termination of his/her contractual assignment and to hand them over on request to the EMPLOYER for review.



#### 4 Cancellation of contract

The EMPLOYER may cancel the contract if any important ground to do so is found to be given. Important grounds are given if

- the conditions on which the contract was concluded are no longer given;
- the contract was concluded on the basis of information provided by the AGENT that is in any essential sense incorrect or incomplete;
- The AGENT fails to comply with given obligations - that need not be set out in detail in the elements of the contract.

If the contract is cancelled, the AGENT is obliged to return to the EMPLOYER, completely and without delay, all payments he/she has received from the latter to this point.

If the AGENT falls into arrears with such payments, the sum to be repaid will, as per § 288, para. 2 BGB, and beginning at the point of time that such arrears occur, bear a rate of interest 8% above the base interest rate of the European Central Bank.

#### 5 Recall

##### 5.1 Reasons

The EMPLOYER can demand the immediate return of the AGENT from abroad for any important reason. This applies as well for third parties commissioned by the EMPLOYER. Such reasons are given in particular if

- political reasons or crises make a recall necessary;
- the behaviour of the AGENT or a family member accompanying him/her is detrimental to Germany's interests or is objected to by the host country or the responsible agency in the host country.

##### 5.2 Claim to remuneration in the case of recall

In the case of § 5.1 No. 1, the AGENT will retain his claim to remuneration. The AGENT must, however, credit to the EMPLOYER's account all costs that have in this way been saved or could be saved as well as whatever earnings he may otherwise have acquired or willfully refrained from acquiring.

In the case of § 5.1 No.2, the legal consequences will be dealt with as per § 4. The AGENT will bear all additional costs that may stem from the recall.

#### 6 Health-related requirements and non-liability

The AGENT is responsible for taking the health-related steps needed to travel abroad in connection with the project. He/she is obliged to seek the necessary vaccinations. The EMPLOYER is exempt from any liability for material damage, illness, bodily harm, or death of the AGENT and the consequences stemming from the latter. The AGENT is responsible for his own insurance protection. Costs for health, life, and accident insurance will not be refunded to him by the EMPLOYER.



## **7 Remuneration and terms of payment**

- 7.1 In general, no cross-charging of individual remuneration rates is permissible.
- 7.2 Payment will be made only against invoice. All receipts and documents required for the purpose must be appended in original form.
- 7.3 The AGENT is obliged to present his/her final invoice immediately after the point of time specified for completion of his/her work. The AGENT will refund any excess payments made by the EMPLOYER without delay following presentation of the final invoice. Final payment will be made at the latest 45 days following presentation of the final invoice and, if applicable, acceptance of his/her work (§8).
- 7.4 All AGENT claims deriving from the contract will expire by limitation if they are not filed in writing with the EMPLOYER within six months after termination of the contractual assignment period or the point of time stipulated in the contract for completion of the work specified.
- 7.5 Settlement of costs incurred in foreign currency
- In general, costs in foreign currency will be settled at the exchange rate indicated in the relevant receipts for the purchase of foreign currency; such receipts must be appended to the AGENT's accounts. If such receipts are not presented, the account will be settled as per the official average rate of exchange noted by the central bank.
- 7.6 Procurement of materials
- When material procurements are stipulated in the contract, the receipts specified in § 5.2 must be accompanied by certification by the recipient as specified in the contract.

## **8 Acceptance/confirmation of performance**

### **8.1 Acceptance**

Acceptance/confirmation of performance will be provided by the person named in the contract within 20 days after provision by the AGENT of written notification of his readiness for acceptance/confirmation of services rendered or delivery of the AGENT's work to the person responsible for the assignment. The acceptance/confirmation of performance will be demonstrated by a confirmation of acceptance/provision of services signed by the person responsible. Advance payments and payments on account do not constitute a partial acceptance. It is, however, possible to agree on acceptance in part of services rendered. The EMPLOYER's final payment does not constitute an acceptance.

### **8.2 Services/work not provided in full**

If the AGENT fails to provide part of the services/work set out in the performance specification, and if rework/subsequent improvement is no longer possible, the EMPLOYER is entitled to reduce the AGENT's remuneration in an amount commensurate with this shortfall.

## **9 Provision on nonassignability**

Claims stemming from the contract may not be assigned, unless the EMPLOYER has agreed to such an assignment in writing.

## **10 Contractual penalty**

If the AGENT fails to meet the deadlines specified in the contract and fails to deliver the work specified within an extension granted him or her by the EMPLOYER, the EMPLOYER is entitled, beginning with the expiration



of the extension granted, to demand a contractual penalty of 1%, but not more than a total of 10%, of the remuneration agreed on.

## 11 Amendment/written form/contract form

The contract as well as any and all amendments, supplements, and important communications require written form.

The contract will be issued in duplicate. One copy will remain with the AGENT.

## 12 Elements of the contract

The elements of the contract have the following order:

1. The contract text, including performance specification (TOR) and timetable
2. The General Terms of Contract (German: AVBG)
3. German Federal Law on Travel Expenses (BRKG)
4. The DIE referencing guidelines (APA 6<sup>th</sup> style) for references in the text body, quotations and footnotes as well as for preparing a list of references or bibliography"

## DIE referencing guidelines (APA Style, 6th edition – <http://www.apastyle.org/>)

### 1 References in text (in-text citations):

Reference sources should be embedded in the text (not in footnotes!) and cited partially, e.g. (Brandt, 1998, p. 5). If there is more than one publication within brackets these should be in alphabetical order and are separated using semicolons, e.g. (Ashoff, 2002, p. 7; Brandt, 1998; World Bank, 2003a). Footnotes are only to be used for references entailing further explanations.

#### Examples:

Kind of reference	First citation in text	Second and further citation in text	First citation in brackets in text	Second and further citation in brackets in text (no "ibid.")
One author (1)	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
Two authors (2)	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
Three authors (3)	Bradley, Ramirez and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
Four authors (4)	Bradley, Ramirez, Soo and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
Five authors (5)	Walker, Allen, Bradley, Ramirez and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
Six or more (6+) authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups/institutions as authors	European Union (EU, 2003)	EU (2003)	(EU [European Union], 2003) <sup>1</sup>	(EU, 2003)
Groups as authors without acronym	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

If 'et al.' is used for a second citation and this means that, by chance, two different sources might be confused because both begin with the same author:

(Beaton et al., 2013)

then the second author should also be mentioned:

(Beaton, Gerasimchuk et al., 2013)

(Beaton, Lontoh et al., 2013)

For citation in text see:

<http://blog.apastyle.org/apastyle/2011/01/writing-in-text-citations-in-apa-style.html>

<sup>1</sup> This is a deviation from the APA 6th style. For practical reasons, DIE has decided to stick with abbreviated institutions rather than spelling them out (except when mentioning them for the first time).



## 2 Name of author(s)

**Surnames first.** First names should always be abbreviated.

Link two authors using „&“.

Separation of several authors through commas, the last name is linked using „&“.

Examples: Ashoff, G.

Ashoff, G., Loewe, M., & Liebig, K.

Ashoff, G. (Ed.).

If a publication has more than seven authors the first six are listed, followed by a space, three dots (...) and the name of the last author.

Rosler, A., Ulrich, C., Billino, J., Sterzer, P., Weidauer, S., Bernhardt, T., ...Kleinschmidt, A. (2005). Effects of arousing emotional scenes on the distribution of visuospatial attention: Changes with aging and early subcortical vascular dementia. *Journal of the Neurological Sciences*, 229, 109-116.  
doi:10.1016/j.jns.2004.11.007

**Institutions** are not written out.<sup>2</sup> The full name is listed in the first appearance in the list of references:

Example:

OECD (Organisation for Economic Co-operation and Development). (2015a). .....

OECD. (2015b). ...

OECD. (2016). ...

Several institutions are linked with a slash (/) without using spaces.

OECD/DAC.

World Bank:

In references, the World Bank is written without the article but when mentioned in the text with the article:

He is a researcher at the World Bank.

But in the list of references:

World Bank. (2017). *Doing business 2017: Equal opportunity for all*. Retrieved from  
<http://dx.doi.org/10.1596/978-1-4648-0948-4>

Not: The World Bank. (2017). ...

As a place of publication:

Washington, DC: World Bank (not: Washington, DC: The World Bank)

## 3 Year of publication

Year of publication in brackets after the author's name; full stop after the brackets.

Messner, D. (2000). ...

Several publications of the same author in the same year:

Messner, D. (2000a). ...

Messner, D. (2000b). ...

Messner, D. (2000c). ...

Several publications of the same author in different years are sorted in ascending order:

Messner, D. (1999).

Messner, D. (2001).

Messner, D. (2004).

<sup>2</sup> This is a deviation from the APA 6th style. For practical reasons, DIE has decided to stick with abbreviated institutions rather than spelling them out (except when mentioning them for the first time).



## 4 Title of publication

Titles with subtitles: Subtitles are separated using a colon; the first letter of the subtitle is capitalised:

Moore, M. (2011). *The governance agenda in long term perspective: Globalisation, revenues and the differentiation of states*. Retrieved from <https://www.ids.ac.uk/files/dmfile/Wp378.pdf>.

Exception: When titles already contain a different punctuation mark, e.g. a dash (-):

Wolff, P. (2002). *Vietnam – the incomplete transformation*

Further subtitles are also added using a colon:

Meier, K. (1999). *Politik und Entwicklungshilfe: Zwei Welten treffen aufeinander: Vergleichende Untersuchungen*

English titles are written in lower case (except for names and the first letter after a colon).

Müller, K. (2005). *Transforming the Latvian health system: Accessibility of health services from a pro-poor perspective*.

The reference always ends with a full stop. Exceptions: If the reference ends with a website (cf. 5.6), a doi address or a reference to the original work (cf. 7.).

## 5 Source citation

### 5.1 Monograph

**Place of publication and publisher** should always be indicated; this information is separated by a colon.

Author, A., & Author, B. (year of publication). *Title* (edition, where applicable). Place of publication: Publisher (series, where applicable).

Klingebiel, S., Mahn, T., & Negre, M. (2016). *The fragmentation of aid: Concepts, measurements and implications for development cooperation*. Basingstoke: Palgrave Macmillan UK.

In cases of two or more publishers, only the first publisher and place of publication should be cited. In the case of several offices, only the main or first office is cited.

### 5.2 Publication in a series:

Author, date and title of the publication, then name and numbering of series in brackets:

Rudolph, A. (2017). *The concept of SDG-sensitive development cooperation: Implications for OECD-DAC members* (Discussion Paper 1/2017). Bonn: German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE).

If an institution/body is cited as the **author and publisher** of a publication, its name should **not be repeated** as the publisher. Instead, write "Author":

BMZ (Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung). (2003). *Elfter Bericht zur Entwicklungspolitik der Bundesregierung* (BMZ-Materialien 111). Bonn: Author.

If a publication is listed under its editor and the **editor is at the same time the publisher**, it should end with place: Editor.

### 5.3 Chapter in an anthology/multi-author publication:

The aforementioned structure is followed by:

...Title. In E. Editor (Ed.), *Title* (pages). Place: publisher.

**No colon** after the "In".

Note: In this case only the title of the anthology is italicised, but not the title of the chapter.

When listing the name(s) of editor(s) in an anthology, the initial(s) of the first name(s) always come before the surname(s). Editors are marked adding (Ed.) or (Eds.) respectively.

The publication title is separated from the editors using a comma (not a full stop)!



Page numbers are preceded by „p.“; „pp.“.  
Page numbers are linked using a hyphen (-).

Haybron, D. M. (2008) Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

#### 5.4 Source in a journal:

The aforementioned structure is followed by:

Author, A. (year). Title. *Name of journal*, volume(issue), pages.

The title of the journal is italicised, the title of the article isn't. The volume is italicised. No space between volume and issue. If there is no issue, the comma after the volume number is italicised, too. Never add "Vol." or "No.".

Editor and place of publication are not listed. Exception: If the editors write an article or the whole journal is listed as a reference, the authors are also listed as editors:

Rotf, L. (Ed.). (2012). Beyond the LOLcats: Maru, Nyan Cat, and more [Special issue]. *The Journal of Internet Memes*, 115(3).

In this case, page numbers are **not** preceded by "p."; "pp.":

Berry, A., Rodriguez, E., & Sandee, H. (2002). Firm and group dynamics in the small and medium enterprise sector in Indonesia. *Small Business Economics*, 18(2), 141-161.

Wolff, P. (2005). China im Wandel der Zeit. *Außenwirtschaft*, 34(5), 213-287.

[34 = volume; (5) = issue]

How to reference a complete journal with a certain issue number of volume:  
<http://blog.apastyle.org/apastyle/2012/09/citing-a-whole-periodical.html>

If a journal uses continuous numbering (and does not include volume information):

... *Journal title*, continuous number, page numbers

... *Asian Survey*, 237, 4-65.

For non-continuous numbering with year and missing volume number:  
... *Zeitschrift Entwicklungspolitik*, 2004(2), 3-7.

#### 5.5 Newspaper article

The **newspaper title** should be **italicised**.

Volume, number, place of publication and publisher are not cited.

The **publication date** should be cited in the language format used for the publication for which the bibliography is to be prepared:

Schwartz, J. (30 April 1993). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

#### 5.6 Online sources

The aforementioned structure is followed by:

.... Title. Retrieved from <http://www.....>

The Internet source is set off from the title by a **full stop**.

If the publication has appeared in bibliographic form (e.g. in a journal or series), the latter source must be cited. An additional reference to the Internet source is optional.

If a publication has appeared only online, the Internet source must be cited.

If the electronic document (e.g. a journal article) has a doi number, this number must be cited:

Author, A. (year). Title. *Title of journal*, continuous number, page numbers. doi: ...

References of online sources and doi addresses are **not** ended by a full stop.



It is not necessary to cite the access date. Exception: Websites that are subject to frequent edits (e.g. Wikipedia).  
Note for editors or student assistants: If the access date in the manuscript is missing, please insert the date of revision.

Online sources are **black** and **non-underlined**. Please refrain from manual line breaks in publications that have not yet been formatted.

Loewe, M. (2013). *Industrial Policy in Egypt 2004-2011* (Discussion Paper 13/2013). Bonn: German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE). Retrieved from [http://www.die-gdi.de/uploads/media/DP\\_13.2013.pdf](http://www.die-gdi.de/uploads/media/DP_13.2013.pdf)

## 5.7 Unpublished literature / „Grey literature“

Missing details can be cited as follows:

s. a. (sine anno)	=	no year of publication
s. l. (sine loco)	=	no place of publication
mimeo	=	unpublished manuscript
in press	=	manuscripts submitted and accepted for publication

(Cf.: <http://blog.apastyle.org/apastyle/2012/08/almost-published.html>)

Brandt, H. (s. a.). *Hat Afrika noch eine Zukunft? Überlegungen für die kommenden Jahre*. Eschborn: Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ).

If references haven't been published the precise details must be cited (i.e. form of document, e.g. dissertation or manuscript). Unpublished documents have often been presented at conferences:

Adams-Labonte, S. K. (2012, August). *Daytime impairment due to college students' technology use during sleep: Similarities to sleep apnea*. Poster session prepared for the meeting of the American Psychological Association, Orlando, FL.

(Cf.: <http://blog.apastyle.org/apastyle/2012/08/how-to-cite-materials-from-meetings-and-symposia.html>)

## 6 Publication data

These include: place of publication, publisher, edition, pagination, publication in a series.

Please ensure that abbreviations of publication data are adapted to the publication language, e.g.:

Hrsg.	=	Ed. (Eds.)
Abgerufen von =	=	Retrieved from
Brüssel	=	Brussels
Juli	=	July
Bd.	=	Vol.
2. Aufl.	=	2nd ed.

Publications with place of origin/publisher in the United States should be cited including the respective state (abbreviated). (postal code, cf. <http://www.infoplease.com/ipa/A0110468.html>)

Haybron, D. M. (2008). *Philosophy and the science of subjective well-being*. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Hofstede, G. (1980). *Culture's consequences: International differences in work-related values*. Newbury Park, CA: Sage.



## 7 Information on volume/edition

Multi-volume publications: Details about volume or/and edition should be cited in the original language using brackets after the title.

Krause, M. (2003). Hoffnung oder Albtraum? In *Lexikon der internationalen Politik* (Vol. 3, 2nd edition, pp. 45-67). Freiburg: Herder.

### Whole anthology citation:

Strachey, J. (Ed. & Trans.). (1953). *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 4). Retrieved from <http://books.google.com/books>

### Multivolume anthology citation:

Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1-6). New York, NY: McGraw-Hill.

### Work in an anthology citation:

Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 4). Retrieved from <http://books.google.com/books> (Original work published 1900)

Lewin, K. (1999). Personal adjustment and group belongingness. In M. Gold (Ed.), *A Kurt Lewin reader: The complete social scientist* (pp. 327-332). Washington, DC: American Psychological Association. (Original work published 1941)

## 8 Citing the German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE) in English:

(Also see Section I "Common text elements – standard page footer")

Stamm, A. (2004). *Kooperation mit Ankerländern als Herausforderung und Chance* (Discussion Paper 3/2004). Bonn: German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE).

## **Guidelines on Safeguarding Good Scientific Practice and Preventing Scientific Misconduct at the German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)**

### **FOREWORD**

Guided by the recommendations presented by the Deutsche Forschungsgemeinschaft / German Research Foundation (DFG), the German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE) has adopted a set of "Guidelines on Safeguarding Good Scientific Practice and Preventing Scientific Misconduct". The paramount concern of the "Guidelines" is to heighten and to sustain the consciousness of the basic principles of good scientific practice and to convey them, at an early point of time, and to consistently recall them to scientists and young scholars as the self-evident constituent conditions of scientific work. The "Guidelines" are also intended to emphasise that the DIE cannot accept scientific misconduct, because any tolerance of it would undercut public confidence in science and scholarship and destroy the mutual trust of scientists and scholars.

### **§ 1 Good scientific practice**

(1) Scientific work rests on basic principles valid everywhere and in all scientific disciplines. The paramount principle is honesty towards oneself and towards others. Honesty is at the same time an ethical norm and the basis of the rules of good professional conduct, the details of which differ by discipline; that is, it is the basis of good scientific practice.

(2) Examples of good scientific practice would include in particular:

- general principles of scientific work, in particular
  - o working with reasonable diligence,
  - o carefully documenting results,
  - o consistently questioning one's own findings,
  - o practising strict honesty with regard to the contributions of partners, competitors, and predecessors;
- cooperation and leadership responsibility in working groups,
- mentorship for young scientists and scholars,
- securing and storing primary data,
- a regard for scientific publications as the primary medium through which scientists give an account of their work,
- respect of intellectual property rights,
- compliance with ethical standards in carrying out surveys.

(3) Good scientific practice cannot be achieved at the DIE without the active cooperation of all its staff members. The duty to respect and convey the key rules needed for the purpose lies with the DIE's individual scientists and scholars, and in particular with those active as project heads, heads of working groups, advisers, or in any other senior or supervisory functions. The DIE's departments are responsible for carrying out the duties assigned to them in supporting and mentoring young scientists and scholars and in organising day-to-day scientific activities.



## § 2 Scientific misconduct

(1) Scientific misconduct is regarded as the occurrence, in a scientific context, of grossly negligent violations of ethical norms, conscious misrepresentations, or infringements of the intellectual property rights of others or any other conscious impairment of their research activities. Determinations of such misconduct will be made on a strictly case-by-case basis.

(2) Scientific misconduct may be seen as given in particular in cases involving

### 1. misrepresentations based on

- fabrication of data;
  - o falsification of data and sources through e.g.
  - o suppression of relevant sources, evidence, or texts,
  - o manipulation of sources, (re)presentations, or figures,
- selection and suppression of undesired findings without disclosure;
- misrepresentations in a letter of application or an application for support (including misrepresentations on publication organs and publications in press);
- misrepresentations to selection committees or expert commissions of the scientific performance of
- applicants;

### 2. infringements of intellectual property rights as regards a protected work created by another person or important scientific findings, hypotheses, theories or tenets, or research methods stemming from other persons through

- unauthorised use involving arrogation of authorship (plagiarism),
- exploitation of research methods and ideas of others, in particular in connection with an activity as a reviewer (wrongful appropriation of ideas),
- arrogation of authorship or co-authorship without having provided a scientific contribution of one's own,
- falsification of content,
- unauthorised publication or unauthorised provision of access to third parties as long as the work, findings, hypotheses, theoretical content, or research method in question has not been published,
- claims to co-authorship of another person without that person's consent;

### 3. impairment of the research activity of others through

- sabotage of the research activity of others, e.g. through
  - o malicious misplacement or theft of books, archival materials, manuscripts, or datasets,
  - o deliberately rendering unusable scientifically relevant data carriers,
- elimination of primary data to the extent that this constitutes a violation of legal provisions or the principles of scientific work acknowledged in the discipline in question,
- unauthorised destruction or passing on to others of research material.

(3) Co-responsibility for misconduct may result, inter alia, from active involvement in the misconduct of others, shared knowledge of falsifications by others, co-authorship of publications containing falsifications, and gross violation of supervisory duties.

## § 3 Prevention of scientific misconduct



In order to safeguard good scientific practice and to prevent scientific misconduct in research, the following rules will be observed at the DIE:

1. The principles of scientific work and good scientific practice will be imparted to all staff members. This will include due emphasis of the special significance of honesty and responsibility in science and of the possibility of scientific misconduct with a view to appropriately sensitising the staff members.
2. Collaboration in working groups will be conducted in such a way as to ensure that the findings reached in specialised work-sharing can be reciprocally communicated, subjected to critical discourse, and integrated into a joint knowledge base.
3. Measures will be undertaken to ensure that the DIE's young scientists and scholars receive appropriate support and mentoring.
4. The performance and evaluation criteria applied for promotion, hiring, and allocation of resources will be guided by the principle that quality and originality always have precedence over quantity.
5. The primary data on which publications are based will be stored for ten years, on durable and secured data carriers, in the institution in which they were produced.
6. The principle of strict honesty will be observed with regard to contributions of partners, competitors, and predecessors. Only those who have contributed in essential ways to the research on which a publication is based may be designated as its co-authors.

#### **§ 4 Ombudspersons**

(1) The DIE's plenary spokespersons will function as ombudspersons. For their fellow staff members, these are confidential persons and contact partners, they are authorised to receive allegations and information bearing on scientific misconduct, and they are available as contact persons to all staff members when it comes to questions of good scientific practice.

(2) The ombudspersons will subject information provided to them to a summary examination of its truth content and its significance, investigate possible motives, and consider possible ways to settle such allegations.

#### **§ 5 Committee**

(1) If the plenary spokespersons are, in individual cases and in compliance with the rules set out above, unable to bring about an amicable settlement of an allegation or a complaint, or if, in their opinion, there is reason to suspect a serious violation of the rules of good scientific practice, they will inform the Institute's executive management and will ask to furnish a board of inquiry which should clear up whether scientific misconduct is in play. The board of inquiry consists of a Department Head of one department and two other researchers, who may not belong to the same department, in which the incident occurred.

#### **§ 6 Procedures in cases of scientific misconduct**

(1) The general procedural principles will include in particular

- that those against whom allegations have been raised will, in every phase of the proceedings, have the opportunity to give evidence bearing on the allegations raised against them;
- that both an investigator and the accused party will have the right to challenge the investigator's impartiality;



- that information on the persons involved in such proceedings and the evidence presented will be kept strictly confidential until proof of culpable misconduct has been established;
- that the events and procedures of individual segments of the overall proceedings will be duly recorded in written form.

(2) The investigation committee is authorised to obtain the information and evidence it needs to clarify the case in question and, on a case-by-case basis, to call on expert witnesses from the discipline concerned. Freely assessing the evidence presented, the investigation committee will examine whether it is faced with a case of scientific misconduct.

(3) Suspicious circumstances reported to the ombudspersons by an informant may be presented in the context of the investigation, without having to reveal the informant's identity, unless the informant consented to its disclosure. The accused person will be informed without delay of possibly incriminating facts and evidence. Both the accused person and the informant will be given appropriate opportunity to give evidence on their own behalf; on request, they will be given an oral hearing. Both the accused person and the informant will have the right to designate a person of their confidence as their counsel.

(4) If the informant's identity is unknown to the accused person, it must be revealed if the accused person would otherwise be unable to defend him- or herself appropriately, in particular because the informant's credibility is an essential element involved in establishing misconduct. In exceptional cases, the informant's identity will not be required to be revealed if the facts and circumstances of the case and the body of evidence speak clearly for themselves.

(5) The committee will present to the Institute Council (*Institutsrat*) a final report on the findings of its investigation, including a recommendation on how to proceed further in the case. At the same time, it will inform both accused persons and informants on the substantial findings of its investigation.

(6) Based on the final report and the recommendation of the investigation committee, the Institute Council (*Institutsrat*) will determine whether to terminate the proceedings or whether scientific misconduct has been proved. In the latter case, the Institute Council (*Institutsrat*) will decide on sanctions to be imposed. These may, for instance, include academic sanctions or sanctions provided for under industrial relations law or under civil or penal law. If allegations of scientific misconduct are determined to have been raised wrongfully, the Institute Council (*Institutsrat*) will take measures to ensure that the accused person is fully rehabilitated.

Bonn, 26.03.2010

#### References:

The Deutsche Forschungsgemeinschaft / German Research Council's "Empfehlungen zur Sicherung guter wissenschaftlicher Praxis" / "Proposals for Safeguarding Good Scientific Practice".



## **TRAVEL REIMBURSEMENT GUIDELINES FOR NON-EMPLOYEES**

The German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE) will reimburse travel expenses necessarily incurred for travel from the individual's place of residence or work to the agreed assignment location upon submission of all original receipts and vouchers (invoices, tickets, boarding cards, etc.). The trip must be billed as soon as it has finished. A travel expenses reimbursement form is provided for this purpose. If the traveller is afforded any kind of allowance by a third party, this must be explicitly stated on the travel expenses form.

### **Air and rail travel**

For air and rail travel, DIE will only reimburse the costs of an economy and second-class ticket respectively. DIE does not bear cancellation costs.

### **Own car**

If travellers use their own car, then they are entitled to claim back EUR 0.20 per kilometre driven, up to a maximum of EUR 100.00 in total for one return journey. Parking charges can also be reimbursed up to a maximum of EUR 5.00 per day, subject to submission of the relevant receipts.

### **Taxi**

Taxi fares can only be reimbursed if there are reasonable grounds and the traveller provides further details on the travel expenses form.

By reasonable grounds, we mean that:

- there are compelling business reasons
- there are compelling personal reasons (e.g. health issues)
- public transport is unavailable, or not available at the time of travel
- it is necessary to travel between 11.00 pm and 6.00 am.

If there are no recognised reasonable grounds for travelling by taxi, then travellers will be entitled to claim back EUR 0.20 per kilometre if they indicate this on the travel expenses form.

### **Public transport**

Wherever possible, journeys from the railway station/airport to the event venue should be undertaken using public transport. This option is already included in the price for rail travel and certain hotels.

### **Accommodation costs**

Accommodation costs will only be reimbursed if it would otherwise have been necessary to commence the trip before 6.00 am or if it would not have been possible for the traveller to return to their place of residence by midnight.

DIE will only reimburse costs for accommodation and breakfast. Any further expenses and charges (minibar, telephone, other services, additional meals, etc.) will not be reimbursed.

The maximum reimbursable amount for Bonn is EUR 88.00 per night, including breakfast.

The maximum reimbursable amount for Berlin is EUR 90.00 per night, including breakfast.



If travellers are heading to another destination in Germany or abroad, then they must contact DIE before making a hotel reservation in order to find out about the maximum amount applicable to that assignment location.

If, for reasonable grounds, it is not possible to keep to this maximum amount, then travellers may exceptionally claim reimbursement of higher accommodation costs, subject to prior agreement with the responsible project coordinator. Where there is no prior agreement, DIE will only reimburse expenses up to the maximum amount.

Travellers may claim a flat-rate reimbursement of EUR 20.00 per night for accommodation in Germany for which no receipt is provided. For accommodation abroad, this flat rate is EUR 30.00 per night.

A handwritten signature in blue ink, located on the left side of the page. The signature is stylized and appears to be a cursive name.