

CITATIONS

When we use another person's idea in our search, we must include a brief notation next to that idea to let our readers know who developed it. This brief notation is called an *in-text citation*. At the end of the work we include a fuller notation, which provides details that enable readers to identify and locate the source in which we found that data. This fuller notation is referred to as *end- of – paper citation*.





Which details must be included in citations and how each is formatted depends on the citation style we use.

Styles

1. APA Style
2. MLA Style
3. Chicago style
4. CSE Style

CITATION STYLES

Also c/a documentation styles or bibliographic styles

- There are **thousands of citation styles** associated with different journals, publishing companies, and library databases.
- We need to be concerned only if we plan to publish our research with the particular journal
- All citation styles require similar information, but **organize that information in different ways**
- Difference lies in primarily
 -  What is included?
 -  In which order?
 -  Capitalization
 -  Punctuation

COMMONLY USED CITATION STYLES

- Commonly used in college writings are **MLA, APA, Chicago** and **CSE**
- Each style is associated with different disciplines

Style	Full form	Disciplines
MLA	Modern Languages Association	Humanities – Languages, literature, philosophy, religion, arts
APA	American Psychological Association	Social Sciences – Psychology, education, sociology, economics, political science....
Chicago		Primarily used in History. Sometimes used in other humanities and social sciences
CSE	Council of Science Editors	Natural Sciences

CITATIONS

- In both **APA style** and **MLA style**, the in-text-citation goes inside a set of parentheses.
- In **Chicago and CSA style**, in-text-citations are indicated with superscript numerals that refer to footnotes (bottom of page) or endnotes (end of chapter)
- In all four styles, *end-of-paper citations* are listed in the last page of the paper, usually separate page.
- In **APA** and **Chicago** style, that page is titled '**References**'
- In **MLA** style, that page is titled '**Works Cited**'
- In **CSE** style, that page is titled '**Cited References**'

CITATIONS

- Each citation style has different rules about **HOW** *in-text* and *end-of-paper* citations for various **source types** (books, articles, web pages, videos) and **situations** (online, print, no author, multiple authors) **must be constructed** (what is included, and in what order) and **formatted** (punctuation, italics, capitalization)
- **Do not cite your own ideas, unless they have been published.**
- **Do not cite common knowledge, or any such information that most people know without having to look it up.**

FOOTNOTES

Footnotes are notes placed at the bottom of a page on which the references or quotation which they identify or supplement ends.

- **Cite references** or **comment** on a designated part of the text above it.
- **Comments** – Material not immediately necessary or directly related to the body of the research text but still of supplemental value. This may be interesting information, elucidation or explanation of a point of view.
- **References** - Cross references, citation of authorities and sources, acknowledgement and can also let reader know where they can look for other sources on the subject

- Customarily separated from the textual material by a space of half a inch and a line about one and a half inches long
- Numbered consecutively, usually beginning with 1 in each chapter separately. The number is placed as *a superscript at the end of the quotation*.
- At the bottom of the page, again the number should be **indented** and **written as superscript in front of the corresponding footnote**.
- **Always typed in single space and separated from one another by double space.**

Footnotes¹ are essential in printed documents and Prince knows how to generate them. Most readers will read the footnotes before they read the text from where the footnotes are anchored².

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1. A footnote is a note placed at the bottom of a page of a book or manuscript that comments on or cites a reference for a designated part of the text.
 2. Often, the most interesting information is found in the footnotes.

Some examples

The theory was first put forward in 1987.¹
Scholtz² has argued that...
Several recent studies³ have suggested that...
For example, see ⁴.
The largest lesion in the first study was 10 cm.⁵

- It is not necessary to mention either the author(s) or the date of the reference in the text unless otherwise relevant to the text.
- Footnotes are used only when there are only a small number of references.
- If the number is large, they may be placed either at the end of the chapter or the end of the report.
- If used for referencing, the footnote lists the author, title and details of publication.

- A footnote cannot appear out of sequence
- The content of a footnote which applies to more than one citation must be repeated under **a new citation number**.
- Avoid repetition of exact citation. Use a cross –reference :

E.g. ¹⁰ See note 3 above

- The **first footnote reference** to any given work should be complete in its documentation, giving all essential facts about the edition used (Author's name in **normal order**, title of work, place and date of publication and pagination references)
- **Subsequent citations** of sources already given with minor differences such as page numbers, should be shortened whenever possible (Short form should consist of author's surname, shortened title and page number)

DOCUMENTATION FORMAT

- **Author's names** are presented in full if known, with first name or initials with surname
 - The **title and sub-title** are capitalized (Title case)
 - **Publication details** for a book are enclosed in parentheses
 - Commas are used to separate main elements of a citation.
 - **Titles of books** and **journals** are italicized if typed, or underlined if hand written.
 - Titles of chapters, titled parts of a book, **titles of journal articles** are enclosed in quotation marks
- E.g. ¹. C.R. Kothari, *Research Methodology: Methods and Techniques* (New Age Techno : 2004), 100.
- ². Richard L. Morrill, " Ideal and Reality in Reapportionment", *Annals of the Association of American Geographers*, 63 (4) (1973) ::463-77

- If referring to **immediately preceding** footnote, use **ibid** followed by a comma and page number

E.g. *ibid.*

ibid., 78.

- If a reference is repeated after some intervening other references **two abbreviations *Op. cit.* or *Loc. Cit.* may be used preceded by name of author**

***Op. cit.* (*opera citato* , in the work cited)**

***Loc. cit* (*loco citato* , in the place cited) – when new reference is made to the **same pagination** as cited in the previous note**

REFERENCES

- While writing an assignment, article or book, the writer often looks for the sources to generate an idea or data
- REFERENCES are list of sources that **has been referred/ quoted in the research work** – the text, research report or assignment
- **Appear at the end of a manuscript.**
- **They follow a Who-When-What- Where format**

McAdoo, T. (2017, September 20). References versus citations [Blog post]. Retrieved from <http://blog.apastyle.org/apastyle/2017/09/References-versus-citations>

IMPORTANCE

- **These serve to**
 - **Acknowledging others' works, showing gratitude and giving due credit to the authors cited.**
 - **Help the readers in finding the original sources of information**
 - **To provide a path for the readers to retrieve those sources and read them first hand**
 - **Prevents plagiarism**
 - **Indicates that researcher has done good research on the subject by studying widely, reviewing and referring to variety of sources to gain information**

May include

- Books
- Research papers
- Articles from magazines, journals, newspapers
- Interview transcripts
- Internet sources – websites, blogs, videos etc.
- Government reports
- Other official reports
- Thesis, dissertation..

Arranged alphabetically and numerically

GO FOR RELIABLE SOURCES ONLY. It increases credence and supports your arguments.

PLAGIARISM

Any act of misrepresenting the sources of one's information and ideas.

- **When writing essays**, it is the act of presenting another person's written words or ideas as one's own.
- **When reporting experimental work**, it includes the acts of falsifying data and presenting another's data as one's own.
- **In speeches**, it involves quoting passages of others' speeches or written words without mention of the author.

Source :<https://library.sacredheart.edu/c.php?g=29803&p=185940>

PLAGIARISM - FORMS

Include, but are not limited to

- Copying whole papers or passages from another student or from any source.
- Allowing another student to copy or submit one's work.
- Buying or obtaining a paper from any source, including term-paper sellers and internet sources, and submitting that paper or passages of it as one's own work.
- Pasting a passage from the internet or any computer source into one's paper without quoting and attributing the passage.
- Fabricating or falsifying a bibliography.

WAYS TO AVOID PLAGIARISM

Credit must be given when using one of the following in the own research paper

- **Another person's idea, opinion, or theory**
- **Any facts, statistics, graphs, drawings or other non-textual elements used or that you adapted from another source**
- **Any pieces of information that are not common knowledge**
- **Quotations of another person's actual spoken or written words**
- **Paraphrase of another person's spoken or written words**

BIBLIOGRAPHY

- ✚ Contains a list of all the books, magazines, journals, websites or publications **which are in some way relevant to the study, that has been consulted by the researcher during the research.**
- ✚ Includes both *in-text citations* and other sources that are used to generate the idea, even if they have not been cited in the text.
- ✚ Some bibliographies contain only the sources that the author feels are most significant or useful to the readers
- ✚ Arranged alphabetically

APPENDICES

- ❏ An appendix **contains supplementary material/ information** that is **NOT** an essential part of the text but may be helpful in providing a more comprehensive understanding of the research problem .
- ❏ Your research writing must be complete **WITHOUT** the appendices, and it must contain all information including tables, diagrams, and results necessary to address the research problem.
- ❏ Even if appendix were removed, the research would still be understandable.
- ❏ Contains **information which is too cumbersome** to be included in the body of the paper.

Source:

<https://library.sacredheart.edu/c.php?g=29803&p=185936#:~:text=Definition,the%20body%20of%20the%20paper.>

USE APPENDICES WHEN...

- Appendices are useful when the incorporation of material in the body of the work would make it poorly structured or it would be too long and detailed.
- To ensure inclusion of **helpful, supporting, or essential material** that would otherwise clutter or break up the narrative flow of the paper, or it would be distracting to the reader.
- It is usually good practice to **include your raw data** in an appendix, laying it out in a clear format so the reader can re-check your results.

STRUCTURE & WRITING STYLE

- ❏ Always list the appendix or appendices in a **table of contents**. This will help the reader know before reading the work what information is included in the appendices.
- ❏ An appendix should be streamlined and NOT loaded with a lot **information**. If you have a very long and complex appendix, it is a good idea to **break it down into separate appendices**, allowing the reader to find relevant information quickly.
- ❏ A **separate appendix** should be used for **each distinct topic** or set of data
- ❏ **Should be given an appropriate title** descriptive of its contents

STRUCTURE & WRITING STYLE

- ❏ May precede or follow your list of references.
- ❏ The heading should be "Appendix," followed by a letter or number [e.g., "Appendix A" or "Appendix 1"], centered and written in bold.
- ❏ Any tables and figures included in the appendix **should be numbered as a separate sequence** from the main text of the thesis/paper
- ❏ The order they are presented is dictated by the order they are mentioned in the text of your research paper.
- ❏ Each appendix begins on a new page.
- ❏ The page number(s) of the appendix/appendices will continue on with the numbering from the last page of the text.

CONTENTS

Whatever Appendices contain should be referred to or summarized in the main text of your paper/thesis

May contain all or few of the following

- ❏ Supporting evidence [e.g. raw data] [raw data appear in the appendix, but with summarized data appearing in the body of the text].
- ❏ Contributory facts or specialized data
- ❏ Sample calculations
- ❏ Technical figures, graphs, tables, statistics
- ❏ Maps, charts, photographs, drawings

CONTENTS

- ✚ Letters, emails, and other copies of correspondence
- ✚ Detailed description of research instruments
- ✚ Questionnaire/survey instruments, with the results appearing in the text
- ✚ Complete transcripts of interviews
- ✚ Complete field notes from observations
- ✚ Specification of data sheets

Do not include vague or irrelevant information

Remember the reading should be understandable without them.