

Documentation

Preliminaries

Any idea, conclusion, information or data specifically derived from the work of someone else must be acknowledged and this process is known as documentation. Two basic styles of documentation are now used in research. The older style of note citations—footnotes at the bottom of the page and a separate bibliography at the end of the thesis—involves double labour and therefore, it has been dispensed with.

The second style of documentation, the use of parenthetical citation, now dominates in sciences as well as in language and literature. Simplicity is the main virtue of this style. Here references are placed in parentheses within the text itself and consist of author and page (or, in the case of scientific papers, author and date). The complete publication details on the sources are given in the bibliography section, now labelled “Works Cited” or “References List,” at the end of the thesis. The new style thus calls for only one complete citation—the bibliography only and is widely used by researchers.

Theses in the field of language and literature follow the style laid down by the Modern Language Association (MLA).

The two major recommendations of the MLA style are that the traditional footnotes or endnotes be replaced by “parenthetical references” within the text. The footnotes are displaced by content notes which include explanations, additional information, reference to other sources, information about procedure or acknowledgment of special assistance, and so on.

The second change MLA recommends is that a list titled “Works Cited” be put at the end of the thesis, replacing the bibliography section and incorporating several minor adjustments in bibliography form. This involves

- i. use of Arabic numerals for everything except titles (HenryVIII) or preliminary pages of text traditionally numbered with roman numerals (i, ii, x and so on);
- ii. omission of abbreviations such as “p” or “pp” for page numbers and replacing “1” and “11” with “line” or “lines” (until lineation is well-established); and
- iii. a new form for journal entries, as follows:
Smith, Raymond D., Jr. “The Imagery of Christabel.” *McNeese Review* 14 (1973): 32-44.

Note: The omission of the comma after the journal article, changed order of entries, and the colon following the year separates the volume and the page.

Parenthetical Documentation

You must acknowledge any borrowed information by inserting a brief parenthetical reference immediately after the quotation/paraphrase. Keep the parenthetical references as concise as possible so that the interruption in the text is minimal. Introduce paraphrases and quotations by giving the author's name in the text:

Commenting on how some buyers rehabilitate homes for investment purposes, Richard J. Roddewig states that "some people become so interested in renovating and preserving older homes that they make a business of purchasing, renovating, reselling their houses and contracting for other homeowners" (26).

Note that you have to give the first name and last name of the author when you use it for the first time in the text. Subsequently, you may use the last name.

When the name of the author is not mentioned in the text, place in parentheses the author's last name followed by the page number:

According to one study, "some people become so interested in renovating and preserving older homes that they make a business of purchasing, renovating, and reselling their houses and contracting for other homeowners" (Roddewig 26).

The parenthetical information refers readers to the list of "Works Cited" which is arranged alphabetically by author to find complete publishing information. For instance, for the above quotation, the reference in the "Works Cited" may be listed as follows:

Roddewig, Richard J. "The Three R's: Renovation, Restoration, and Re-use." *Real Estate Today* Oct. 1980: 22.

If you cite more than one work by the same author, use the title or a shortened version of the title in the parenthetical reference. Citing only author and page may confuse the reader since "Works Cited" will contain two or more references to the same author.

Example

One researcher claims to have found subliminal messages in Vodka ads (Key, *Subliminal Seduction* 99).

Wilson Bryan Key claims to have found subliminal messages in Vodka ads (*Subliminal Seduction* 99).

If you are acknowledging a work that is unsigned or written by a corporate author, use a shortened version of the title or the corporate name.

Example

Studies show that “about one in thirty-five teen-agers uses credit cards, and the number is growing (“Credit Cards”).

If you are acknowledging part of a multivolume work, include the volume number followed by a colon and a space, and page number in the parenthetical reference.

Example (Kroos, 4: 12-13).

If you are referring to the entire volume, give the name of the author, followed by a comma, and the abbreviation “vol”. followed by the volume number.

Example (Kroos, vol. 4).

For literary works, include the appropriate unit—chapter, book, stanza—by using abbreviations after the page number and a semicolon.

Example (Hemingway 13: ch, 1).

In general, use Arabic numerals rather than roman numerals in citing volumes or divisions of a work.

When you are using a source written by two authors, mention the names of both the authors.

Example

According to Dean Memering and Frank O’Hare, a written code “signifies the relationship between language and the idea in writing” (11).

A writer’s code “signifies the relationship between language and the idea in writing” (Memering and O’Hare 11).

For a work with more than three authors or editors, use the name of the first author followed by “et al” or “and others”.

Example

In many television dramas, George Courstock et al say that “the use of violent, socially disapproved or even illegal methods in order to achieve socially approved ends is a common theme” (4).

Works Cited

The *MLA Style Manual* considers “Works Cited” more appropriate than “Bibliography” because the list usually includes not only books and articles but other sources as well. A typical entry of the MLA style follows this order:

Author’s last name, first name. *Italicized title*. City of publication: Abbreviated publisher, year of publication.

Note: 1. If more than one place of publication is given on the title page, use only the first. If no date of publication is given, use the latest copyright date, usually found on the reverse of the title page.

2. While shortening the publishers' name, omit articles, business abbreviations, and descriptive words. Cite the last name alone when there is one publisher's name (Norton, Heath etc.); if more than one name is there, cite only the first of these names (Harcourt, Faber). Use abbreviations as much as possible.

Documenting Books

One author:

Cowley, Malcolm. *Exile's Return*. New York: Compass Books, 1956. Print.
Frye, Northrop. *Anatomy of Criticism: Four Essays*. Princeton: Princeton UP, 1957. Print.

Two authors:

Rosenthal, M. L., and Sally M. Gall. *The Modern Poetic Sequence: The Genius of Modern Poetry*. New York: Oxford UP, 1983. Print

Three authors:

Richardson, Charles E., Fred V. Hein, and Dana L. Farnsworth. *Living: Health, Behaviour, and Environment*. 6th ed. Glenview: Scott, 1975. Print.

More than three authors:

Lewis, Laurel J., et al. *Linear Systems Analysis*. New York: McGraw, 1969. Print.

Documenting Articles

Articles in periodicals are usually arranged in the following order:

Author's name, title of the article within quotations, *name of the periodical italicized*, series number or name, volume number, date of publication, inclusive page numbers.

An article in a professional journal with continuous annual pagination:

Miles, Josephine. "The Poetry of Praise." *Kenyon Review* 23 (1961): 104-25. Print.

Dyke, Vernon Van. "Human Rights and the Rights of Groups." *American Journal of Political Science* 18 (1974): 725-41. Print.

An article in a professional journal that paginates each issue separately:

Mangan, Doreen. "Henri Casselli: Superb Contradictions." *American Artist* 38.2 (1974): 39-43. Print.

Signed magazine article:

Crickmer, Barry. "Can we control Spending?" *Nation's Business* Apr. 1982: 22-24. Print.

Unsigned magazine article:

"The St. Louis Center: An Indian Inspiration." *Span* Nov. 1988: 21-23. Print.

Signed newspaper article:

Sperling, Godfrey Jr. "Ford's Plan to Spur Republican Revival." *Christian Science Monitor* 29 Nov. 1974: 20. Print.

Unsigned newspaper article:

"Culture Shock: Williamsburg and Disney World, Back to Back." *New York Times* 28 Sept. 1975, sec.10:1. Print.

Other Methods of Documentation

The documentation procedure discussed so far is based on MLA style, and the emphasis is on the author, the work, and the page number. The style is followed mostly by language and literary scholars. Other disciplines follow different methods of documentation, and the two commonly adopted systems by almost all courses of study are the author-date system and author-number system. Under the author-date system, the date of publication is included immediately after the name of the author (Zigler 1959), and under the author-number system, the in-text citations are changed to numbers as in "Cohen (18)." However, the procedure involves some minor changes in the "Works Cited" list which is now labeled as "References" or "List of References."

If you are using the author-date system, you shall alphabetize the "List of References" by the last name of the author. Disciplines in the social sciences spell in full the names of the periodicals and underline them. If you are using the author-number system, you must number the list of references so as to correspond to the number in your in-text citations. Also, you should capitalize only the first word of titles or books and articles. Some branches of study such as chemistry and physics, omit the title of the periodical article completely and usually abbreviate, and seldom underline, the name of the periodical. Even though a mastery of MLA style would facilitate a smooth transition to these methods of documentation, for the sake of convenience, I have provided some of the basic principles of documentation adopted by various disciplines.

Author-Data Method (APA style)

Popularly known as the APA style, the system (established by the American Psychological Association [APA]), is very much similar to the parenthetical citation system recommended by the MLA, but differs from it in mentioning in parenthetical citations only the name of the author and the date of the source cited. Like the MLA style, it eliminated all reference notes at the bottom of the page (or at the end of the thesis), and requires only a final “Reference List.” The style is popularly used in the fields of social sciences (Anthropology, Economics, Physical Education, Political Science, Psychology, and Sociology), biological and earth sciences (Agriculture, Archaeology, Astronomy, Botany, Geology, and Zoology), Education, Linguistics, and Business. Here are some of the basic guidelines for using the APA style.

In-text Citation

If you use the APA style, your in-text reference should include the last name(s) of author(s) and the date of publication. On first mention in the text, specify all authors’ names unless there are more than five authors. Page numbers are usually omitted from APA citations because documentation in technical and scientific fields generally refers to an entire work, not usually to a specific brief passage within the source. If you refer to a specific page or pages, specify them in your parenthetical citation.

One work by a single author.

1. Place the year immediately after the author’s name:

Kachru (1981) emphasizes a crucial distinction between national and international language.

2. if you do not mention the author’s name in your sentence, insert the name and year within parentheses:

The study emphasizes a crucial distinction between national and international language (Kachru 1981).

If you refer to the same study within a paragraph, you need not mention the year in the subsequent references as long as the study would not be confused with other studies in your thesis:

In a recent study, Kachru (1981) emphasized a crucial distinction between national and international language. . . . Kachru also found that . . .

3. One work by two or more authors.

- a. For two authors, employ both names each time the reference occurs in your text.

According to Spack and Sadow (1983), assigned tasks such as maintaining journals and free writing enable students to become more confident with writing more fluently...

- b. For works with three or more authors, name them all the first time the reference occurs, but thereafter include only the surname of the first author, followed by “et al.” and the year of publication.

First reference

According to Saegert, Scott, and Perkins (1974) ...

Subsequent reference

According to Saegert et al.(1974),...

- c. For six or more authors, use only the surname of the first author followed by “et al” and the year, in the first as well as subsequent citations:

There are fifty six pages of rules for word formation in English in the Great Quirk et al. (1972)

Or

Naiman et al. (1975), for example, reported findings that appear to confirm this for students learning French as a second language.

Or

The field dependent person, on the other hand, perceives all parts of the organized field as a total experience (Naiman et al., 1978).

4. Corporate authorship

When a work is authored by a committee, and institution, a corporation, or a governmental agency, the name of such corporate authors should be spelled out every time they appear as a reference source in your text. Occasionally, the name is spelled out when cited for the first time and is abbreviated in subsequent citations. However, such abbreviations in subsequent citations are acceptable only when the reference is clearly recognized and understood:

The recent publication of the Modern Language Association (1984) ...
Subsequently it may be referred to as the MLA.

5. Works without an author

When the name of an author is listed as “Anonymous,” indicate the word “Anonymous,” in parenthesis in the text, followed by the date:

According to the *New Copyright Law* (Anonymous, 1987)...

Note: In your final reference list, the work should be alphabetized under “A” for “Anonymous.”

In cases where the author's name does not appear, show in parentheses the first two or three words from the title of the book or article, followed by the year:

Spokane's *The Spokesman Review* ("Faulkner Dies," 1982) gets at the heart of America's greatest fiction writer when it states that . . .

In the final reference list, the work is alphabetized according to the first significant word in the title. Normally, statutes and other legal materials are treated as reference to works without authors.

6. Authors with the same surnames

If you use two or more authors with the same surname, include the authors' initials in all in-text citations even if the date is different:

J.R. Anderson (1983) and T. S. Anderson (1984) studied the concept of . . .

7. Two or more works within the same parentheses

Sometimes you may cite two or more works supporting the same point. In such cases, you must observe the following guidelines:

- a. If you are using two or more works by the same author(s), arrange the works in order of the year of publication:

Research of the past three years (Jones & Hall, 1986, 1987, 1988) has revealed many potential . . .

- b. If you are using two or more works (by the same author) that have the same date of publication, identify the works by "a," "b," "c," etc.

According to these studies (Torgerson & Andrews, 1981a,1981b), the prevalent attitude is . . .

- c. If you are citing within the same parentheses two or more works by different authors, the works should be listed alphabetically according to the surnames of the first authors. Use semicolons to separate the studies:
 - i. That is why English literature is full of references to the swing of the methodological pendulum (Eskey, 1983; Ramis, 1983), along with . . .
 - ii. Three independent studies (Fredericks & Jones, 1979; Jones & Andrews, 1980; Torgerson, 1981) tried to build on the same theory but . . .
 - iii. Several articles of the 1970s (Eskey, 1970, 1971; Pierce, 1973; Wilson, 1973) focus on the advanced reader . . .

8. Whenever you refer to a specific quotation, figure, or table, you must include the author, the year, and the appropriate page, figure number, or table number:
- i. Writing is, Peter Elbow (1985) says, “the ideal medium for getting it wrong” (p. 286).
 - ii. (Spetch & Wilkie, 1982, Fig. 4).

If the quotation or paraphrase falls at the end of the sentence, then write it as follows:
Writing is “the ideal medium for getting it wrong” (Elbow 1985, p. 286).

A block quotation is treated as follows:

Further, Weinrich’s (1953) definition of interference is not based on which language was learned first:

Throughout the analysis of the forms of linguistic interference, conventional terms like “mother tongue,” “first,” “second,” or “native” language were avoided; for from the structural point of view the genetic question . . . is irrelevant.” (p. 74)

9. Personal communication
Personal communications such as letters, memos, and telephone conversations will not be listed in the reference list. However, you may have to cite them in your text. Give the initials, the surname of the communicator, and the date on which the communication took place:
- (G.P. Berlyn, personal communication, December 18, 1987)
or
(G.P. Berlyn, personal communication, December 18, 1987) provided considerable insight on . . .

10. Citation as part of a parenthetical comment

When a citation appears as part of a parenthetical comment, use commas rather than brackets to set off the date:

- a. (See also Appendix B of Horton, 1985, for additional proof)
- b. Sometimes researchers distinguish between errors caused by factors such as fatigue and inattention (what Chomsky, 1965, called “performance” factors), and errors resulting from lack of knowledge of the rules of the language (what Chomsky, 1965, called “competence” factors).

Reference List (APA style)

Start your list of references on a new page. Centre the title “References” or “References Cited” on the page, two inches from the top. Leave a quadruple space between the title and the

first entry. List all entries in alphabetical order. List chronologically two or more works by the same author. Second and subsequent entries are listed with a line of three hypens followed by a period.

When you prepare the reference list, you must list the various elements as follows:

- i. Surnames of author(s) with only the initials of the first and middle names. In lists of multiple authors' or editors' names, reverse the order of all names. Use an ampersand (“&”) in place of “and.”
- ii. Year of publication in parentheses, followed by a period.
- iii. Title of the book, italicized with only the first letter of the first word capitalized, followed by a period. When there is a subtitle, the first letter of the first word of the subtitle is also capitalized.
- iv. Place of publication, followed by a colon.
- v. Name of the publisher, given in the briefest intelligible form, followed by a period.

A periodical entry includes name(s) of the author(s), date within parentheses, followed by a period, title of the article without quotation marks, and with only the first letter of the first word capitalized, followed by a period; name of the journal or magazine italicized and with all major words capitalized, followed by a comma; **volume number italicized**; and inclusive page numbers. The page numbers must be given in full (626-677). If a periodical includes a volume number, italicize it and then change to regular type and give the page range without *pp*.

If the periodical does not use volume numbers, include *pp*. before the page numbers so the reader will understand that the numbers refer to pagination.

Use *p*. if the source is a page or less long. For example, precede page numbers for newspaper articles and book chapters with *p*. or *pp*.

- vi. If you are quoting an online source with no page numbers, cite the paragraph number, and use “para.” instead of the paragraph symbol.
- vii. Do not abbreviate names of months. Also, you must place the year first, followed by the month and the day of the month and by separating year and month with a comma.
- viii. APA format for lectures, addresses, and publicly presented papers does not provide the day of the month as the MLA style does.
- ix. APA style indents second and subsequent lines of bibliography entries only three spaces.

The above are some broad guidelines stipulated by the APA format of documentation.

Number System

The number system of documentation is used mainly in the applied sciences, such as chemistry, computer science, mathematics, and physics, and in the medical sciences (medicine, nursing, and general health). The system requires an in-text number in place of the author, work,

page number or year. That number must be used each time the source is cited within the text and must appear in front of the work listed in "References." Observe the following stipulations while using number citations in your text:

1. Place the citation, enclosed within parentheses, immediately after the authority's name:

Prakash and Rai (21) have studied the dielectric behaviour of a mixture of aniline and nitrobenzene.

However, several disciplines use the alternate style of a raised superscript number.

Prakash and Rai²¹ have . . .

2. If you do not use the authority's name in your running text, follow one of the following three methods:

- a. Insert the name and the number within parentheses:

Oxidation of mannitol (Ram and Rao, 24) and also sugars (Mehrotra and Amis, 32) in aqueous sulphuric acid resulted . . .

- b. Insert both the name and number within parentheses, with the number enclosed within brackets:

In normal coordinate analysis (Wilson and Decius [2]) angular coordinates representing changes of interbond angles are used . . .

- c. Insert only the number within parentheses:

Kinetic studies (66-67) showed the oxidative rate to be first order dependent on both concentration of ketone and CE (IV).

3. If necessary, add specific data to the entry:

The result of the respiration experiment published by Jones (3, p. 412) had been predicted earlier by Smith (5).

4. If you are using more than one authority in your text, use the following format:

Other authors have confirmed Smith's observations concerning the pathogenesis of the injuries (6-8).

Or

Other authors have confirmed Smith's observations concerning the pathogenesis of the injuries.⁶⁻⁸.

The reference is to three sources in "References": 6,7,&8.

Works Cited

Your “Works Cited” list should be arranged in alphabetical order and numbered consecutively. (The number will not appear in consecutive order in your text.) However, you may arrange the number references consecutively and thus forego alphabetical arrangement. An entry for the system is usually similar to that of the author-date system except that it is preceded by a numeral on the margin and a period.

Chemistry

In-text Citations

Use raised superscript numerals as references occur (Bowen⁴) and number your references in consecutive order, not alphabetical order:

A great impetus was given to research in this area by the studies of Kronig,⁶⁵ Broersma,⁶⁶ and Pacault and Sevis.⁶⁷ A brief account of the early work in this field was given by Selwood.⁶⁸

List of References

Label the list as “References.” For books, the titles are not underlined but placed within quotation marks, and the name of the publisher precedes the city of publication.

For journals, the title of the article is omitted, the journal is abbreviated and italicized, the date is marked for bold face (or wavy line), the volume is italicized followed by the page numbers.

References

- (1) Cole, J.A.; Ferguson, S. J. “The Nitrogen and Sulphur Cycles”; Cambridge Univ. Press: Cambridge, 1988, p. 490.
- (2) Winstein, S.; Buckles, R.E. *J.Am.Chem. Soc.* **1942**, *64*, 2780.
- (3) Slothers, J. B. “Carbon 13 N.M.R. Spectroscopy”; Academic Press: New York, 1972.
- (4) Ahmed, F.; Vikram, S.; Badwani; Kumar, S.J. *Indian. Chem Soc.* **1981**, *2*, 162.
- (5) Walling, C.; McElehill, E.A. *J.Am.Chem.Soc.* **1951**. *73*, 2927.