Documentation with Special Reference to Work Cited and in-text Citation

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Abstract

Any research work is the pursuance on the footprints the scholastic predecessors. Actually, the term 'research' itself suggests scientific exploration again and again. Hence, it happens to be the very essence of paying owe to each and every explorer whosoever has delved into the depth of truth on the concerned ground. If the researcher while borrowing some ideas , language or statistics from his predecessors , does not acknowledge the direct and indirect source , then it is a both a moral and legal crime. This present research paper is on the proper recording and acknowledgement of all the sources to avoid plagiarism with the explanation of important aspects of documentation .

Keywords : documentation, acknowledge , recording, authorship etc.

Nearly all research builds on previous research. Researchers commonly begin a project by studying past work on their topics and deriving relevant information and ideas from their predecessors. This process is largely responsible for continual expansion of human knowledge. In presenting their works, researchers generously acknowledge their debts to their predecessors by carefully documenting each source, so that earlier contributions receive appropriate credit and readers can evaluate the basis for claims and conclusions. Through

documentation the researcher provides the readers with a description of key features of each source (such as its authorship and its medium of publication). Documentation also assists the readers in locating the sources the researcher used .Hence the present topic must be conceptualized with its every nook and corner for any researcher in terms of recording the slightest sources in the field of research.

In a report or research paper, documentation is the evidence provided (in the form of endnotes, footnotes, and entries in bibliographies) for information and ideas borrowed from others. That evidence includes both primary sources and secondary sources. There are numerous documentation styles and formats, including MLA style (used for research in the humanities), APA style (psychology, sociology, education), Chicago style (history), and ACS style (chemistry).

In the 2009 *MLA Handbook for Writers of Research Papers*(NewYork:MLA),MLA recommends the use of a parenthetical system of documentation. With the MLA parenthetical system, the researcher places citations in parentheses within the text to point sources in an alphabetized list of works cited that appears at the end of the research paper.

How to Cite Sources in the Paper

The list of works cited appears at the end of the paper. The list should begin on a new page and number each page, continuing the page numbers .The page number appears in the upper right hand corner, half an inch from the top and flush with the right margin. Its instructed to centre the title, Work Cited, an inch from the top of the page. Double space between the title and the entry should be there.Each entry should flush with the left margin. If an entry runs more than one line, indent the subsequent line or lines one half inch from the left margin. This format is sometimes called hanging indention .Hanging Indention makes alphabetical lists easier to use. Double space should exist in the entire list, both between and within entries .This list can be continued on as many pages as necessary.

Arrangement of Entries

Entries in a work cited list are arranged in alphabetical order, which helps the readers to find the entry corresponding to the citation in the text. In general, alphabetize entries in the list of work cited by the author's last name, using the letter by letter system. In this system, the order of names is determined by the letters before the commas that separate last names and

first names .Space and other punctuation marks are ignored. The letters following the commas are considered only when two or more last names are identical .If two or more entries citing co-authors begin with the same name,alphabetization should be there by the last names of the second author listed .Again if the author's name unknown, the researcher should alphabetize by the title, ignoring any initial A, An or The or the equivalent in the another language. For example, the title *An Encyclopedia of the Latin American Novel* would be alphabetized under 'e' rather than 'a'. If the title begins with a numerical the title should be alphabetized as if the numeral were spelled out .For instance,*1914: The Coming of the First World War* should be alphabetized as if it began "Nineteen Fourteen …"

If the name of an author whose works the researcher used appears in various spellings in the works (for example,Virgil, Vergil) all the entries should be consolidated for the sources under the preferred variant in the work cited list. Other kinds of bibliographies may be arranged differently. An annotated list, a list of worksconsulted, or a list of selected readings for a historical study, for example, may be organized chronologically by publication date. Some bibliographies are divided into sections and the items alphabetized in each section. A list may be broken down into primary and secondary sources or into different research media or genres (books, articles,films). Alternatively it may be arranged by subject matter (literature and law , law in literature , law as literature) , by period (Classical utopia , Renaissance utopia) or by area(Egyptian mythology ,Greek mythology , Norse mythology).

Two or More Works by the Same Author

To cite two or more works by the same author, the name should be given in the first entry only .Therefore, in place of the name three hyphens should exist followed by a period and the title. Three hyphens stand for exactly the same name as in the preceding entry. If the person named edited, translated or compiled the work, a comma should be placed after the three hyphens and the appropriate abbreviation is to be kept be giving the title .If the same person served as,say, the editor of two or more works listed consecutively, the abbreviation 'ed.' must be repeated with each entry.This sort of label does not affect the order in which entries appear; works listed under the same name are alphabetized by title.

Cross Reference

To avoid unnecessary repetition in citing two or more works from the same collection, the researcher may create complete entry for the collection and cross reference individual pieces to the entry. In a cross reference, can be stated the author and the title of the piece, the last name of the editor or the editors of the collection, and the inclusive page or reference numbers. If the piece is a translation, number of the title may be added unless one person translated the entire collection.

Citing Periodical Print Publication

Entries for publications in print periodicals consist of several elements in a prescribed sequence. This list shows most of the possible components of an entry for an article in a print periodical and the order in which they are normally arranged:

1. Author's name

2. Title of the article

3. Name of the periodical (italicized)

4. Series number or name (ifrelevant)

5. Volume number (for a scholarly journal)

6. Issue number (ifavailable, for a scholarly journal)

7. Date of publication (for a scholarly journal, the year, for other periodicals, the day,

the month,and theyear, as available)

8. Inclusive page numbers

9. Medium of publication consulted

10. Supplementary information

An Article in a Scholarly Journal

The work cited list entry for an article in a printed scholarly journal has three divisions:

Here is an example:

Piper, Andrew. "Rethinking the Print Object: Goethe and the Book of Everything." PMLA 121.1 (2006): 124-38. Print.

Author's Name

Author's name should be taken from the beginning or the end of the article and is reversed for alphabetizing, adding a comma after the last name. A period is put after the complete name.

Piper, Andrew.

Title of the Article

In general it is recommended to state the full title of the article, enclosed in quotation marks (notitalicized). Unless the title has its own concluding punctuation (e.g., a question mark), put a period before the closing quotation mark.

Piper, Andrew. "Rethinking the Print Object: Goethe and the Book of Everything*."*

Publication Information

In general , after the title of the article , the journal's title is to be given (italicized) along with that the volume number , a period , a colon , the inclusive page numbers , a period , the medium of publication consulted , and a period should come thereafter .

Piper, Andrew. "Rethinking the Print Object: Goethe and the Book of Everything." PMLA

121.1(2006):pp. 124-38. Print.

Some scholarly journals do not use volume number at all, numbering issues only. The issue number of such journals is cited alone. Aagain some other scholarly journals have been published in more than one series. In this case the number (in Arabic digit with the appropriate ordinal suffix:2nd,3rd, 4th etc.) and the abbreviation 'ser.' between the journal title and the volume number is to be written.

An Article in a Newspaper

To cite an English language newspaper, the name is given as it appears on the masthead but any introductory article is omitted. (NewYork Times not The New York Times).But in case of non- English-language newspapers (Le monde) the article is retained .If the city of publication is not included in the name of a locally published newspaper, the researcher does not require adding the city of publication. Next comes the complete date – day month and year.

An Article in a Magazine

To cite a magazine published every week or every two weeks, the complete dates are to be given followed by a colon, the inclusive page numbers of the article, and the medium of publication consulted .If the article is not printed on consecutive pages first page number and a plus sign could be written leaving no intervening space.

A Review

If the review is tilted but unsigned, the entry begins with the title of the review and alphabetize by the title. If the review is neither tilted nor signed, it starts with 'Rev.' of and alphabetize under the title of the work reviewed.

An Anonymous Article

If no author's name is given for the article the researcher is citing the entry should begin with the title. The initial A,An or The should be ignored during the alphabetization of the entry. The name of a wise service or news bureau should be excluded.

An Editorial

In case of citing a signed editorial, it should start with the author's name, title and the descriptive level editorial. , neither italicized nor enclosed in quotation marks .It concludes with the appropriate publication information.

A Letter to the Editor

To identify a letter to the editor, the descriptive label letter after the name of the author should be added without italicized words and quotation marks.

A Serialized Article

To cite a serialized article or a series of related articles published in more than one issue of a periodical, include all bibliographic information in one entry if each installment has the same author and title.

Creating in-Text Citations

The in-text citation is a brief reference within the text that indicates the source the researcher consulted. It should properly attribute any ideas, paraphrases, or direct quotations to the source, and should direct readers to the entry in the list of works cited. For the most

part, an in-text citation is the author's name and page number (or just the page number, if the author is named in the sentence) in parentheses:

Imperialism is "the practice, the theory, and the attitudes of a dominating metropolitan center ruling a distant territory" (Said 9).Or

According to Edward W. Said, imperialism is defined by "the practice, the theory, and the attitudes of a dominating metropolitan center ruling a distant territory" (9).

When creating in-text citations for media that has a runtime, such as a movie or podcast, include the range of hours, minutes and seconds you plan to reference, like so (00:02:15-00:02:35).

Ultimately, the researcher is not to distract but to drag the reader into the flow of the research work. The goal is to attribute the source and provide the reader with a reference without interrupting the text. The readers should be able to follow the flow of the argument without becoming distracted by extra information. In this regard the endnotes or the footnotes are avoided.

Works Cited

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