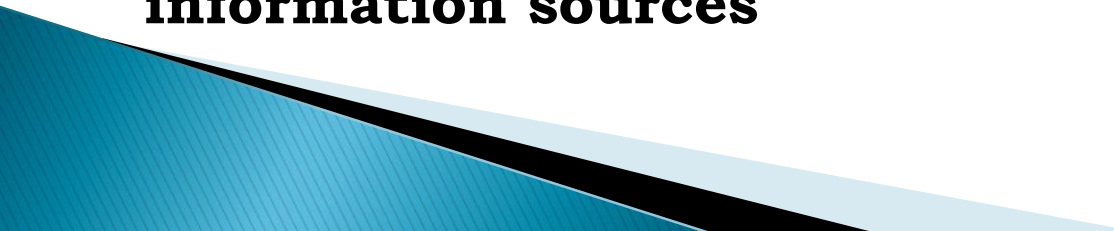


# **Documentation of Information Sources in Academic Report (Part – I)**

## **Pre - Ph.D. Course Work Paper I**

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# **Documentation of Information Sources**

- A research paper blends our ideas with ideas and information from other resources**
  - Locating scholarly resources and then citing these references accurately should be the foundation of academic and professional writing**
  - Using sources in your research paper is an important part of building and supporting your argument**
  - An essential part of the writing process involves documenting your research and acknowledging the ideas of others**
  - Thus, the process by which we acknowledge the use of works, ideas, conclusions, information, data, graphics, and products of others is known as documentation of information sources**
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# Documentation Style

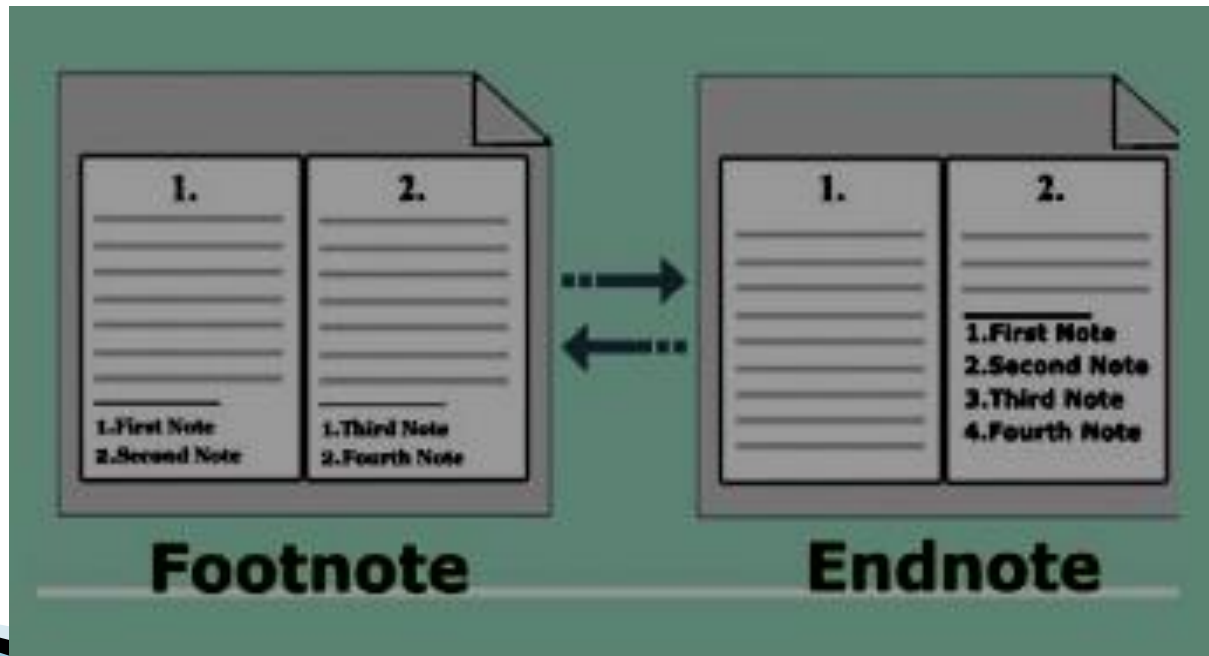
- **Documentation style is a standard approach to citation of sources that the author of the paper has consulted, abstracted, or quoted**
- **The terms citation, footnotes, endnotes, work cited, references and bibliography are associated with a particular documentation style**
- **Identification of sources takes place in two places in a research paper:**
  - **An in-text citation (in your paper as you use direct quotation, paraphrase or summary of ideas and information from the sources you have researched)**
  - **An entry in the reference list at the end of your assignment**

## **Correct documentation**

- 1. Provides attribution or credit to the original author or creator**
  - 2. Allows someone to find the documents you cited on their own**
  - 3. Enables the reader to follow the continuum of research. What important contributions were made before your work and where does your body of research contribute to or add to the current knowledge**
  - 4. Enables others to verify the accuracy and completeness of your work. A thorough reference list demonstrates that you are knowledgeable about your field of enquiry**
  - 5. Communicates transparency, trust and integrity and helps in avoiding plagiarism**
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# Footnote and Endnote

Footnote and endnote are used in printed documents to explain, comment on, or provide reference for text in a document. The difference is how they appear with the text.



# Comparison between Footnote and Endnote

<b>Parameter of Comparison</b>	<b>Footnote</b>	<b>Endnote</b>
<b>Mark</b>	<b>The chronological numerical specification connotes to a footnote</b>	<b>Endnotes are usually marked with cross-referencing tools such as asterisk, dagger (†) or a double dagger (‡)</b>
<b>Placement</b>	<b>Appears numerically at the end of each page</b>	<b>Appears at the end of the document and is also automatically numbered</b>
<b>Layout</b>	<b>Part of the paper and found on each sheet</b>	<b>Part of the reading but shown as separate part of the reading</b>

<b>Parameter of Comparison</b>	<b>Footnote</b>	<b>Endnote</b>
<b>Purpose</b>	<b>Gives instant linkages, to and fro to the current line the reader is reading.</b>	<b>Gives an overview, summary, point of view of a subtopic, chapter, point or a specific term</b>
<b>Readability/ Accessibility</b>	<b>Given that the footnote is on the same page, the additional information is in front of the eyes and easy to navigate.</b>	<b>Endnotes are towards the end and need a little bit of back and forth while one is in the process of reading</b>
<b>Length</b>	<b>The length of a footnote is 1-2 sentences</b>	<b>The length of an endnote runs from 5-7 lines up to a paragraph</b>

# **Bibliography and References**

## **Bibliography:**

**A bibliography, generally, is a list of all the sources you used to generate your ideas about the topic including those cited in your assignment as well as those you did not cite**

## **Reference:**

**A reference list, generally, contains only sources you have cited in-text in your assignment**





# Difference between Reference and Bibliography

<b>Parameter of Comparison</b>	<b>Reference</b>	<b>Bibliography</b>
<b>Contents</b>	<b>Contains the sources of materials such as texts, books, websites, magazines, periodicals, and scientific papers which have actually been quoted in the work</b>	<b>Contains all the research materials such as text, books, websites, magazines, periodicals, and scientific papers which are not necessarily quoted in the work</b>
<b>Order</b>	<b>Appears immediately beneath the essay and above the bibliography</b>	<b>Appears below the reference list</b>
<b>Scope</b>	<b>Only limited to the materials and contents that have actually been quoted in the work. It is hence quite limited in scope</b>	<b>Contains those material and contents which have been quoted in the work and some others which are relevant but not quoted</b>

<b>Parameter of Comparison</b>	<b>Reference</b>	<b>Bibliography</b>
<b>Arrangement</b>	<b>A reference may be arranged numerically or alphabetically. This means the reference list is more flexible than a bibliography</b>	<b>A bibliography may only be arranged alphabetically. As such, it is not as flexible as the reference list</b>
<b>Contents</b>	<b>A reference showcases the sources of the information such as a website or book followed by the year of publication or the time when you visited the web page</b>	<b>A bibliography, on the other hand, includes much more information than a reference. It contains the last and first names of the author, title of the book, the year of publication, place, and name of the publisher</b>

## **To Conclude...**

- **A paper should not be just a collection of ideas and facts of others. Sources should only support or substantiate your ideas**
- **Different academic disciplines use different documentation style**
- **It is important to fully understand the documentation style to be used in your paper**
- **For a social science research paper, APA format is typically expected. APA format is followed strictly in both formatting the paper and citing sources.**
- **When in doubt, follow APA 7<sup>th</sup> edition guidelines**
- **Be consistent and do not mix style**

**To be continued ...**



# References

- <https://askanydifference.com/difference-between-reference-and-bibliography/>
- <https://askanydifference.com/difference-between-footnote-and-endnote/>
- <https://diffzi.com/footnote-vs-endnote/>
- [https://studenthelp.secure.griffith.edu.au/app/answers/detail/a\\_id/1676/~/what-is-the-difference-between-a-reference-list-and-a-bibliography%3Fdef](https://studenthelp.secure.griffith.edu.au/app/answers/detail/a_id/1676/~/what-is-the-difference-between-a-reference-list-and-a-bibliography%3Fdef)
- <https://lib.dmu.edu/su/ethicaldoc/whycite>
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- <https://www.esc.edu/online-writing-center/resources/research/research-paper-steps/documenting-sources/>