NATIONAL OPEN UNIVERSITY OF NIGERIA

COURSE CODE: LIS 207

COURSE TITLE: BIBLIOGRAPHY & CITATION TECHNIQUES

Course Guide

Course Code: LIS 207

Course Title: BIBLIOGRAPHY & CITATION TECHNIQUES

Course Developers: NKATA, U. KALU   PhD.

Department of Library and Information Sciences,

NOUN-Abuja.

AILAKHU, UGONNA VIVIAN PhD
Department of Library and Information Sciences,

NOUN-Abuja.

Course Writers: NKATA, U. KALU Ph D.

Department of Library and Information Sciences,

NOUN-Abuja.

AILAKHU, UGONNA VIVIAN PhD
Department of Library and Information Sciences,

NOUN-Abuja.

Course Editor: Dr.Saka A. Katamba

CONTENTS   **PAGE**

BIBLIOGRAPHY & CITATION TECHNIQUES

Introduction

Welcome to **LIS 207: BIBLIOGRAPHY & CITATION TECHNIQUES**.

This Course Guide is a brief description of what the course is about and the course material will give you the contents of what you are expected to learn in this course. It also contains some general guidelines on the amount of time you are expected to spend on each unit of this course in order to successfully complete the course. There is a separate Assignment File which contains detailed information on tutor-marked assignments that you are expected to answer at the completion of each unit.

What You Will Learn In This Course

This course will give you in brief the awareness of the importance of Bibliography and Citation techniques in library and information science. The course will introduce you to the definition of concepts; philosophy underlying bibliography and bibliographic citation; Purpose and functions of bibliography and bibliographic citation; Types of Bibliography; Construction and Presentation of Bibliographies; Bibliographic Annotations; Arrangement of bibliographic entries and indexes; Selection and Evaluation of bibliographic Items and indexes; Types of Citation and Referencing Styles; (APA, MLA, Chicago, Harvard etc.). Citation Process; Thesis Formatting and Final Report Writing

Course Aims

The aim of this course is to prepare you towards the application of bibliography and citation techniques in Library and Information Science. This will be achieved by

- Introducing you to bibliography and citation techniques.

- Helping you to appreciate how information can be gotten easily by using a good search engine.

- Outlining bibliography and citation techniques in library operations.

- Clarifying some basic concepts of bibliography and citation techniques in library operations.

Course Objectives

To achieve the above aims, some general objectives are set for the course. The course is divided into units and each unit has specific objective at the beginning. You may want to refer to them during and after you might have completed a unit to check the pace of your progress. The general objectives set below cover the

whole course. By meeting these objectives, you should have achieved the aims of the course.

On successful completion of the course, you should be able to

- Define and explain the meaning of Bibliography and citation techniques.
- Purpose and functions of bibliography and bibliographic citation
- Types of Bibliography; Construction and Presentation of Bibliographies
- Types of Citation and Referencing Styles
- Arrangement of bibliographic entries and indexes

Working through the Course

To complete this course, you are advised to read each study unit of this study material and read other materials, which may be provided by the National Open University of Nigeria (NOUN). Self-assessment exercises are included in each unit and you will be required to submit tutor-marked assignments for assignment purposes. There will be a final examination at the end of the course. The course will last for 22 weeks. The course will be divided into learnable units and you can allocate your own time to the units so that you can complete the course at a record time. You are advised to utilize the opportunity of tutorial sessions for comparing notes and sharing ideas with your colleagues.

Course Materials

Major components of the course are:

- The Course Guide
- Study Units
- Assignments
- References /Further Reading

- Presentation Schedule

Study Units

There are 9 study units divided into four modules in this course. The modules and units are presented as follows:

Module 1 Definitions of Concepts

Unit 1: Philosophy of Bibliography and Bibliography Citation

Unit 2: Bibliographic Annotations

Unit 3.Arrangement of Bibliographic Entries and Indexes

Module 2   Construction and Presentation of Bibliographies

Unit 1 Purpose and Functions of Bibliography and Bibliographic Citation

Unit 2 Practice and Methodology of Information Literacy

Module 3STRUCTURE OF BIBLIOGRAPHY AND CITATION

Unit 1 Types of Bibliography

Unit 2 Types of Citation and Referencing Styles

Module 4Thesis Formatting and Bibliography Compilation

Unit 1 Thesis Formatting and Final Report Writing

Unit 2 Practicum on Bibliography and Citation

Each unit consists of table of contents, introduction, statement of objectives, main content, conclusion, summary and references. There are activities at every point that will assist you in achieving the stated objectives of the individual units of this course.

Presentation Schedule

Your course materials will spell out the important dates for early and timely completion and submission of your Tutor-Marked Assignments and for attending tutorials. You should bear it in mind that assignments should be submitted at the stipulated time and date. Make sure you do not lag behind in your work.

Assignment File

There are at least twenty assignments in this course, that is, at least one assignment per unit. The assignment file contains all the works you are to submit to your tutor/facilitator for marking. Your assignments are as important as your examinations and they carry 30% of the scores earmarked for the course.

Assessment

Assessment method will be two-folds. These are assignments and written examination. The course materials are prepared to assist you to do the assignments. You are expected to utilize the information and knowledge from the recommended texts at the end of each unit. The assignments will carry 30% of the total marks while the final examination of about three hours duration will be written at the end of the course and this will carry 70%.

Tutor-Marked Assignment (TMA)

The Tutor-Marked Assignment is a continuous assessment component of your course and it accounts for 30% of the total score. You are required to submit at least six (6) TMAs before you are allowed to sit for the end of course examination. Your facilitator will give you the TMAs and you are expected to return same to him/her as and when due.

Your assignment file contains the assignment questions for the units in this course. The information and materials contained in your reading, study units and references will assist you in completing your assignments. You should demonstrate that you have adequate knowledge of the materials read and that you have equally made further research into other references, which will give you a wider viewpoint as well as provide you a deeper understanding of the subject.

Ensure that each tutor-marked assignment reaches your facilitator on or before the deadline stated in the presentation schedule and assignment file. In case of any unforeseen circumstances that may hinder you from submitting your assignment before the due date, contact your facilitator before the assignment is due to discuss the possibility of an extension. Extension will not be granted after the due date.

Final Examination and Grading

The final examination for LIS 207 is about three hour's duration and it has a value of 70% of the total marks. The examination questions will reflect the type of self -testing, practice activities and tutor-marked assignments/problems that have previously been encountered in the course. All areas of the course will be assessed.

You could form a discussion group with a considerable number of your colleagues and practice or discuss the activities and assignment written in each unit before the examination period.

Course Marking Scheme

Assessment	Marks
Assignment 1-21 (best 3 out of all the assignment submitted)	Three assignment marked, each 10% totaling 30%
Final Examination	70% of Overall Course Score
Total	100% of Course Score

How to Get the Most from this Course

1)   In distance learning, the study units replace the university lecturer. The advantage is that you can read and work through the course materials at your pace, time and location or environment that suits you best. Think of it as reading the lecture instead of listening to the lecturer. Just as the lecturer might give you in-class exercise, this study unit provides appropriate exercises that will keep you abreast the pace of your progress in the course.

2)   Each study unit is designed in peculiar format that will facilitate your learning. It starts with an introduction to the subject-matter of the unit and how a particular unit is integrated with the other units and the course as a whole. This is followed by the objectives. These objectives will let you know what you should be able to do by the time you have completed the unit. Use the objectives to assess your progress at the end of every unit.

3)   The main body of the unit will serve as a roadmap that will guide you through the required reading from other sources. This is usually from either your references or from a reading section.

4)   Self-activities are entrenched throughout the units and going through them religiously will help you to achieve the objectives of the unit and prepare you for the assignment and examination. Equally, go through each self-activity as you come across it in the study unit.

5)   You can follow this practical strategy for working through the course. In case you run into problem, do not hesitate to telephone your tutor/facilitator or visit the study centre nearest to you. Note that your tutor/facilitator's job is to help you. When you need assistance, do not hesitate to call and ask your tutor/facilitator to provide it.

Read This Course Guide Thoroughly, It Is Your First Assignment.

1)   Organize a Study Schedule - Design a 'course overview' to guide you through the course. Take note of the duration of every unit and the assignment related to it. Keep a diary of important information, e. g., details of your tutorials, duration of a semester, when you are to submit your assignment, etc. Map out your own schedule of work for each unit.

2)   Once you have mapped out your study schedule, follow it religiously and stay focused. A major cause of failure is not keeping abreast with the schedule of work. If you get into any difficulty concerning your study, inform your tutor/facilitator on time.

3)   Read the introduction and objectives of every unit before working through it.

4)   Assemble the study materials. Information about what you need is given at the beginning of each unit. You will always need both the study unit you are working on and one of your textbooks on your desk at the same time.

5)   Study critically the course information that will be continuously posted to you and do not fail to visit your Study Centre for up-to-date information.

6)   Before the due dates (at least 4 weeks before the dates), visit your Study Centre for your next required assignment. Be assured that you will learn a lot by doing your assignment meet the objectives of the course and will definitely help you to pass your examination. Make sure your assignments are submitted not later than the due dates.

7) A revision of each study unit objectives will assist you to confirm whether you have achieved them. In case you are not sure whether you have achieved the objectives, review the study materials or consult your tutor/ facilitator. When you are sure that you have achieved the unit's objectives, you can proceed to the next unit. Go through the course unit by unit and ensure that you space your study in a manner that you can keep to the schedule.

8) Do not wait till your tutor return the submitted assignment before you proceed to the next unit. Keep to your schedule. When your assignment is returned, take note of your tutor's comments, both on the tutor-marked assignment form and also the written comments on the assignment. Consult your tutor/facilitator if you have any problem or questions.

9) After completing the last unit, review the course and get prepared for the final examination. Ensure that you have achieved the unit objectives (listed at the beginning of each unit) and the course objectives (listed on the Course Guide).

Facilitation/Tutor and Tutorials

Facilitation/Tutorials shall be provided in support of this course. You will be notified of the dates, times and locations of these tutorials as well as the names and phone number of your facilitator, as soon as you are allocated a tutorial group.

Your tutor/facilitator will mark and comment on your assignment, keep close watch on your progress, on any difficulties you might encounter and provide assistance to you during the course. Ensure that you submit your tutor-marked assignments to your facilitator before the due date; at least two working days are required. Your assignments will be marked and returned to you as soon as possible. You can contact your facilitator on telephone, e-mail and discuss your problems whenever you need assistance. You may need to contact your facilitator if:

- you do not understand any part of the study or assigned readings.

- you have difficulty with the self-tests or activities.

- you have a question or problem with an assignment, with your tutor's comments or with the grading of an assignment.

Make it a point of duty to attend your tutorials regularly. This will afford you the opportunity of face-to-face contact with your course facilitator and to ask questions which are instantly answered. You can equally discuss any problem encountered in the course of your study. For maximum benefit from course tutorials, you can prepare a question list before attending them. You will learn a lot from participating in active discussion.

Summary

This course will bring you the importance of bibliography and citation techniquesto library and information science. At the end of the course you will achieve the objective if you follow the instructions and do what you are expected to do.

MODULE 1   BASIC CONCEPTS IN BIBLIOGRAPHY & CITATION TECHNIQUES

Introduction

Welcome to LIS 207 class. In this course Bibliography & Citation Techniques you are going to learn the basic concepts of Bibliography & Citation Techniques. What does Bibliography mean? Why is it important to us as students, researchers, librarians, information professionals? In this module, we will learn the organization of information, library resources, thephilosophy of bibliography and bibliographic citation, definitionof bibliography and the bibliographic annotations.

During the typographic era, people were exposed to linear perspective. This era came during the age of discovery. It was the time of exploration when one individual can write while another can read and complete. During the typographic era, printing started by caving on rubber stamps and this continued till a German goldsmith, printer and publisher Juan

Gutenbergintroduced the popular Bible which contained 42 lines on one page. This 42 Line Bible became the first printed materials. Juan Gutenberg's introduction of printing was regarded as a milestone of the second millennium. This era was known as the Renaissance or Reformation era. At this era, people had learnt how to write, this started at the monastery by the Nuns specializing in the writing of religious books, incantation books. They had a secluded place where they wrote known as the Scriptum.

The writing material during this era was done a papyrus plants which were regarded as a paper. With time other writing materials such as the parchmentandvellum (which were made from animal's skin though vellum was a finer quality), Tortoise shell, Wood back, Penna (feather) dipped into a jar of ink to write. The first typed written materials were called the Incunabula, printed from 1439 to close of the year 1500. Incunabula is a Latin word meaning swaddling clothes also figuratively meaning rudiments or beginnings.

Advantages of theTypographic Era

1. Man was personalized: this means everyone was master of themselves. No one was compelled to be together in other to learn how to read and write.

2. Man became objective.

3. During the era, knowledge was accelerated and people would explore.

Documentation of Information in the Library (philosophy of classification).

There aremany philosophers of library classification but we will briefly summarize two philosophers.

1. **Francis beckon (1561- 1626)**: classified knowledge into 3 groups:

- History – anything that came from memories (events of the past)

- Poetry- anything that came from imagination

- Philosophy- materials that came from reasoning (mathematics).

2. **Immanuel Kant (1724 – 1804)**: grouped knowledge into 3. Each of the group had sub division.

- Category of quantity (many) – subdivided into

   Unity-(unit, tens, thousands) in other words meaning everything is whole.

   Plurality- many numbers

   Totality- fractions of unit in other words half of a whole.

- Quality – subdivide into

   Reality (is it real)

   Negative (meaning opposite of something)

Limitation (meaning below standard)

- Relational (Casualty) - meaning **A** occurs because **B** exist hence it takes **B** as after effect . This is as a result of casualty. This is why we the librarians came up with library classification schemes as average knowledge. Examples are MelvilDewey, Ranganathan, Colon, Bliss, Plato etc.

Types of Library Resources

Monographs: This is also known as textbooks. It is called mono because it talks about one subject. Most of them contain third hand information.

Dictionaries: There are different types of dictionaries in existence suchas:

Bilingual dictionary (on different languages)

Abridge dictionary (these are not as elaborate, it does not contain enough

Information.it is usually handheld)

General dictionary (not peculiar to a particular subject)

Subject dictionary (specified into a particular subject like Computer science,

Government)

There are also dictionaries of Synonyms(alike); Anonyms (different); dictionary of slangs etc.

Encyclopedia: This is used to collate all available knowledge in one book.

Periodicals: These are regularly issued publications or materials at a given interval (monthly, yearly etc.)

Index: This came from Latin word Indicare meaning to put out. There is always an index in books indicating where items are printed showing where topics would be found in a book. There is also the index of Newspapers (collecting Newspapers of particular year and arranging them together as a book of material).

Anthology: This is the collection of poems, short stories, essays, speeches. It is the compilation of different subjects like speeches of presidents, short stories for children etc.

Newspaper: Library collection (publication) that comes on daily basis. It is on daily events, current affairs, health, education etc. Newspapers have disadvantage because it does not last long due to the poor printing materials used and they are usually not pinned together properly.

Biographies: Bio means life, graphen means to write. Generally biography means writing about life. When an individual writing about him/herself this is called Autobiography. Writing of highlight of an event is known as a sketch.

Atlas: This is the collection of maps. Maps are known to be representation of the earth's surface on a flat canvas/ surface. Maps can be represented on a globe.

Gazette: This serves as an index of an atlas or a map. It is located at the end of the map/ atlas with index of all the countries on the map. It shows the meridian (imaginary line). It also shows the location of East and West, North and South. Some gazettes are books on

their own showing particular information on geographical places examples: location, statistics, river, economy of places, languages, religion etc.

Hand books: These are broad/ wide subjects treated in briefs examples Manuals (which are instruction guides).

Bibliographies: These are books that are writing on other books. Biblio means is love for while graphy means writing.**Annotated bibliography** means summary of a book being written. It is usually little description of a book. **Bibliography of bibliographies** means when a book is discussing about other books that have being discussed about.

Trade bibliography means books in print, forth coming books, publishers' print. **Online bibliography** means the list of books available on the internet.

Unit 1:   Philosophy of Bibliography and Bibliographic Citation

CONTENTS
1.0 Introduction
2.0 Objectives
3.0   Main Content
        3.1 Genesis of Bibliography
        3.2 Branches of Bibliography
        3.3 Bibliographic Citation
4.0 Conclusion
5.0 Summary
6.0 Tutor-Marked Assignment
7.0 References/Further Readings

1.0 INTRODUCTION
This unit will introduce you to the genesis of bibliography; branches of bibliography, bibliographic Citation

2.0. OBJECTIVES
By the end of this unit, you should be able to:

• understand the concept of bibliography
• understand the importance of bibliography

3.0 MAIN CONTENT

3.1 Genesis of Bibliography

Bibliography is one of the library resources used for reference by the reference librarians. With the help of these library resources, the referencelibrarian is able to identify the books and the reading materials by title, author(s) or subject. It helps the library users when they approach the reference librarian for information. There are various forms and numerous definitions of bibliographies but no single definition is suitable for all situations. Generally, the reference librarian, when speaking of bibliography refers to systematic or enumerative bibliography.

The term bibliography which was first used by Louis Jacob de Saint Charles in his bibliographic parsiana (1645 – 50) became popular in the eighteenth century. It is derived from the two Greek words, viz., **Biblion** and **Graphein**. "Biblion" means "Books" and "Graphein" means "to write" respectively. Thus etymologically bibliography means 'writing of books'. Perhaps it originally meant the copying of manuscripts in the pre-printing era. The term, it has gradually acquired a wide connotation, more particularly in the European context, shaped also by a succession of social and intellectual advances beginning from the Middle Ages.

It is thus a legacy of the western scholarship, borrowed by the East. Despite the great and ancient traditions of culture and scholarship, there are no great evidences of any kind of bibliographic practices in India. One cannot simply assume that it was there and try to establish by citing the prologues and colophons applied to literacy works that contained references to one's own early works or works of others. Since methods and means could vary from culture to culture and from place to place, bibliography in western sense perhaps

was not practiced in ancient India. Also it could not have been adopted until recent times. Still, scholarship was by some means enlarged, extended and conveyed, generation after generation.

In the eighteenth century, in France the meaning of Bibliography changed from the "writing of books" to "writing about books". In this sense F. Ebert a great German bibliographer defined bibliography as "in the broad sense, the Science that deals with literacy productions". This led to being regarded as, "The Science of books: According to Funk &Wagnalls Standard Dictionary defined bibliography as "a list of works an author, or of the literature bearing on a particular subject". Bibliography as defined by Louis Shores, is a "list of written, printed or otherwise produced record of civilization, which may include books, serials, pictures, films, maps, records, manuscripts and any other media of communication". In the words of Dr.Ranganathan, 'bibliography' "is a list of documents listed together for some purpose.

The purpose is to bring to the attention of the reader an exhaustive or selective list of documents relevant to his pursuit of study or enquiry". "Bibliography is a complex structure of lists which extends from the local library to the region, nation and the world. A bibliography records is not only what is available, but also what had been available in the past and what will be available in the immediate future".There must have been however, some kind of practice in realising the scholarly objectives underlying bibliography. It calls for extensive investigations so as to bring to light all the interesting hidden facts of the indigenous practices of creation and preservation of information or diffusion of knowledge.

Bibliography as the product of the West originally meant the writing or copying of already existing manuscripts so as to produce multiple copies for use. Without exception, this was the practice everywhere; Africa too was not an exception. When printing was invented and became popular, the bibliographic practice seems to have extended its meaning to include composition as well. The increasing abundance and the distribution of such printed materials all over Europe naturally created the problems of collecting them together and also creating necessary means to facilitate awareness of the existence of such materials. The early bibliographers addressed themselves to the task of recording and describing all extent items scattered throughout Europe.

Perhaps,prompted bycuriosity merely to know. Thus, descriptive recording and listing of books and other extent materials also came to be regarded as bibliography. Conrad Gesner (1516 – 1565),a Swiss Scholar, who compiled his **Bibliotheca Universalis** (1545), was the first to shape it and give it scholarly credentials. A further change in the usage of the term occurred in eighteenth century as a consequence of the growth of large private collections brought about in the wake of a popular enthusiasm for lavish book collection, especially antiquarian items treating the same as art forms. To help to establish the historical importance and antiquarian values of such materials, a series of bibliographies, e.g.MichaelMittaire's**Annals typographic**, JosephAme's**Typographical Antiquities** and others were compiled laying foundations for historical bibliography.

This new tradition set in motion similar pursuits by bibliographers like DeBure, Peignot and others as historical investigations assuming scholarly endeavour of verifying source

materials in linguistic, literacy, historical and other studies. By extending the principles and techniques of these bibliographers, Henry Bradshaw established yet another bibliographic method known as analytical bibliography which investigates the physical nature and the circumstances of the production for construction of the book. Robert Proctor's **index to early printed books in the British Museumwith notes of those in the Bodleian**, further extended this analytical technique to be capable of establishing the hidden facts and details of claims, authenticity, origin etc. of bibliographic items.

The publication of the first volume of the **British Museum's Catalogue of Printed Books in XV Century** (1908) on Proctor's model brought into vogue what came to be designated as descriptive bibliography, as a result of analytical method. This induced a more significant development in the publication of Pollard's Shakespeare's **folios and quartos** (1909) contributing to textual bibliography helpful in establishing the authenticity and accuracy of texts. Irrespective of the purpose and the methods, all these varieties have enumeration or listing as the basis. During the present century, important areas of bibliographic studies have come to be identified as:

1. Descriptive bibliography,

2. Textual bibliography,

3. Analytical bibliography or critical bibliography,

4. Historical bibliography and

5. Systematic or enumerative bibliography.

The objectives and functions of these different branches have become more and more specialised involving, many sophisticated techniques particularlyand the enumerative bibliography has expanded and enlarged its scope. The ever increasing output of graphic material has brought in automation methods and techniques of bibliography compilations. However, the implications of universal bibliographic control (aimed at optimisation of the use of the increasing production of literature) and the great body of literature on bibliography has virtually overshadowed the other branches.

3.2 Branches of Bibliography

It is a useful resolution to divide bibliographyinto different branches. Ranganathan, who takes the composite view of a book as comprising of a trinity of Atma, Sukshma Sarira and Sthula Sarira,distinguishes three branches of bibliography. The bibliography that concerns with the Atma or content is termed as document bibliography. The one which concerns itself with the Sukshma Sarira is termed as descriptive bibliography while the one that deals with the Sthula Sarira or the physique is called as the physical bibliography. The first one is obviously the systematic or the enumerative bibliography.

The second one combines the analytical as well as descriptive methodologies. The third one is the historical one. In the actual process, the historical, the descriptive, the textual, the critical and the analytical methods, however, combine under what may be termed as Paleobibliography.Esdaile and others categorized bibliography as consisting of analytical, historical and systematic types. GregBestermanand others recognized only two branches which are critical and systematic bibliographies. They combined historical and analytical

bibliographies and called it critical bibliography. Further, Greg opined that critical bibliography is truly the scholarly and intellectual part of the bibliographic work. Thus, it is a science. The systematic bibliography is either an art or a technique. But they are interrelated.

Analytical or critical bibliography

This bibliography examines facts and data concerning a publication by studying the signature, catchwords, cancels and watermarks and making a record, in an approved form, of the results. It examines the materials of which they are made of and the manner in which these materials are put together. It traces their places of origin and their subsequent adventures that have shaped them. It is more concerned with the technology of the physical production of a book, paper making, type caster, block maker, printer and binder.

Descriptive bibliography

The aim of descriptive bibliography as the name implies is to describe the material forms of the books in other words it describesthe transcript of thetitle-page; the collation entry; the art collation; the page bypage description; facts regarding the work as a whole and facts relating to this particular copy**.** It differs from an enumerative or systematic bibliography in respect of the quality and kind of detail which is included. Its objective is standard description, according to a formula of a series of books within the defined field listing of irregularities, classifying and explaining textual differences of a work.

Textual bibliography

This is a type of bibliography which helps scholars in determining the effect of writing or printing process on the correctness or the completeness of a text. It is based on a theory that the physical process which results in thepublication and dissemination of a book can have a bearingon the development of the text. The most important reason tostudy textual bibliography is that its study ascertains thetruth about authorship, about text, about the originality ofthe editions and their priority.Thus, textual bibliography is the backbone of textual criticism.

Historical bibliography

The study of books as 'objects of art' may be termed as historical bibliography. Culture rests on written tradition. In the process of transmission from one generation to another, during this process, a scholar requires the knowledge of the art of writing, printing, illustrations and binding. This study of the history of making of books is called historical bibliography. It helps in studying the growth of knowledge of human race and also reveals that man throughout the ages have craving and curiosity of inventing things to better his progress.

Hence, in nutshell, this is the history of the untiring efforts made by man, all through centuries in giving to the present-day world, the modern book. Irrespective of these branches, a librarian, a scholar, a student and everyone else who has anything to dowith books understands bibliography as listing or enumeration of bibliographic items. It is here that bibliography gains its importance as a systematic listing.

Systematic or enumerative bibliography

This may be defined as preparation of lists of books or the compilation of bibliographies which lists, describes and arranges all graphic materials according to their affinity with each other for reference or study. The field of systematic bibliography can be divided into a number of ways, depending upon the characteristics used.

The following characteristics may be used to distinguish bibliographies:

a) Kinds of materials;

b) The purpose of compiler;

c) Geographical area of coverage;

d) Language;

e) Time and

f) Enumeration.

A common conceptual difficulty connected with bibliography stems from the term signifying the art and the craft as well as the artefact. Used principally as a finding and verification tool in library practice, bibliography has been considered as a product of specific inventory practices in the literature of a particular field. The conception of bibliography as a comprehensive apparatus created to meet specific information needs makes it evident that it is anchored in the subject literature because it is intimately linked to the life processes of a particular discipline.

A unifying conceptof bibliography is now necessary because knowledge cascadingfrom the many-faceted, institutionalized-know ledge- producing and disseminating systems of today's scientificdisciplines is much more difficult to access than the knowledgethat flowed from individual thinkers and writers of pastcenturies. Katz (1982) says,bibliography is analogous to a mapor a chart. It serves to guide the librarian in a chaotic worldof books and other forms of communication, no modemlibrary can hope to function without bibliographical guides.There was a time when it was possible for a diligent scholar virtually to read all records of learning.

3.3 Bibliographic Citation

A bibliographic citation provides relevant information about the author(s) and publication as well as a short summary of the text, usually known as the abstract. The aim of a citation is to provide enough bibliographic information for the reader to be able to identify and, if necessary obtain the original resource. Complete, correct and consistent citations are therefore very important. You may reference a wide variety of resources in your assignment, including books, e-journal articles, checklists and websites. By using citations and references, you acknowledge the work of others and show how their ideas have contributed positively to your own work. It is also a way of demonstrating that you have read and understood key texts relating to the area you are writing about.

The terms reference list and bibliography are usually used interchangeably, although strictly speaking, a bibliography refers to all the reading you have undertaken for your assignment, not just the work you have referred to in your writing. The terms reference and

citation are also often used to refer to the same thing although a citation tends to mean the part of the text within your assignment where you acknowledge the source or author; whilst a reference usually refers to the full bibliographic information at the end.

4.0 CONCLUSION

Today, even for aninsatiable reader, it is not possible to read all the publications even on a chosen subject. To control knowledge explosion or eruption, there is a need for bibliographic organization. As there is no time for you as a researcher, scholar to make your own efforts to gain quick, easy, comprehensive and up-to-date access to information, provision of comprehensive lists of documents on your subject of research is imperative.

5.0 SUMMARY

As bibliography is an index compiled systematically, it serves as a key to the literature of the subject. To assist the user in locating the existence or identifying a book or any reading material which may be of interest to the reader, bibliography is indispensible. It helps in identification and verification of bibliographical details of both old and current documents.

6.0 TUTOR-MARKED ASSIGNMENT
1. Discuss the philosophy of bibliography
2. Define bibliography
3. Is bibliography important to you as a student, a researcher, a library and information student? Discuss your answer.

7.0 REFERENCES/FURTHER READINGS

Reddy, P. V. G. (1999). Bio bibliography of the faculty in social sciences departments of
Sri KrishnadevarayaUniversityAnantapur A P India.

Sharma, J.S. (1977) Fundamentals of Bibliography, New Delhi : S. Chand & Co.. Ltd.

Quoted in George Schneider, Theory of History of Bibliography. Ralph Robert

Shaw, trans., New York : Scare Crow Press, 1934.

Funk, W.(1965). Standard Dictionary of the English language – International ed.Vol. I

New York :FunkuWagnalls Co.

Shores, L.(1954). Basic reference sources.Chicago : American Library Association,.

Ranganathan, S.R.(1963).Documentation and its facts. Bombay : Asia Publishing House.

Katz, W. A. (1982). Introduction to reference work. 4th ed. New York : McGraw Hill.

Robinson, A.M.L. (1966).Systematic Bibliography.Bombay: Asia Publishing House.

Chakraborthi, M.L. (1975). Bibliography: In Theory and practice, Calcutta: The World

Press (P) Ltd.

Unit 2:   Bibliographic Annotations

CONTENTS
1.0 Introduction
2.0 Objectives
3.0 Main Content
       3.1 What is an Annotated Bibliography?
       3.2 Annotations vs. Abstracts
4.0 Conclusion
5.0 Summary
6.0 Tutor-Marked Assignment
7.0 References/Further Readings

1.0 INTRODUCTION

This unit will introduce you to the meaning of annotated bibliography, the difference between annotated bibliography and abstract.

2.0. OBJECTIVES
By the end of this unit, you should be able to:

• define annotated bibliography
• understand the relevance of annotated bibliography
• difference between annotated bibliography and abstract

3.0 MAIN CONTENT

3.1 What is an Annotated Bibliography?

An annotated bibliography could be defined as a list of citations to books, articles and

documents. Each citation is followed by a brief (usually about 150 words, 4 – 6 sentences)

descriptive and evaluative paragraph, the annotation. The purpose of the annotation is to inform the reader of the relevance, accuracy and quality of the sources cited. Annotations may include some or all of the following information:

- Main focus or purpose of the work

- Intended audience for the work

- Usefulness or relevance to your research topic (or why it did not meet your expectations)

- Special features of the work that were unique or helpful

- Background and credibility of the author

- Conclusions or observations reached by the author

- Conclusions or observations reached by you.

Depending on your assignment, an annotatedbibliography may be one stage in a larger research project or it may be an independent projectstanding on its own.

- **Selecting the sources:**

The quality and usefulness of your bibliography will depend on your selection of sources. Define the scope and limits of your research carefully so that you can make good judgments about what to include or exclude:

What problem am I investigating? What question(s) am I trying to pursue? If your bibliography is part of a research project, this project will probably be governed by a

research question. Ifyour bibliography is an independent project on a general, try formulating your topic as a question or a series of questions in order to define your search more.

What kind of materialam I looking for? (academic books and journal articles? Government reports or policy statements?articles from the popular press? primary historical sources? etc.)

Am I finding essential studieson my topic? (Read footnotes in useful articles carefully to see what sources they use and why. Keep an eye out for studies that are referred to by several of your sources.)

Summarizing the argument of a source:

An annotation briefly restates the main argument of a source. An annotation of an academic source,for example, typically identifies its thesis (or research question, or hypothesis), its major methods ofinvestigation and its main conclusions. Keep in mind that identifying the argument of a source is adifferent task than describing or listing its contents.

3.2 ANNOTATIONS vs. ABSTRACTS

Abstracts are the purely descriptive summaries often found at the beginning of scholarly journal articles or in periodical indexes. ***Annotations are descriptive and critical***; they expose the author's point of view, clarity and appropriateness of expression, and authority.

An annotated bibliography is a piece of formal academic writing and follows the general rules forall academic writing. The general rules are as follows:

• Arrange in alphabetical order

• Write in a SINGLE paragraph (usually about 100-300 words, depending on the format but check with your tutor / lecturer)

• Write in full sentences using academic writing style

• Use transition words (e.g. furthermore, moreover, however, therefore …)

• Be concise – mention only significant details in your summary

• Use examples from other annotated bibliographies to guide and check your writing style

• **Do NOT** repeat information (e.g. the title) that is already in your citation

• **Do NOT** cross reference i.e. use any in-text references as you are only writing about a single text.

Examples of annotated bibliography entries for books and journals

For APA Manual of Style format:

AICPA sets ethical standards for outsourcing. (2005). *Journal of Accountancy, 199* (1), 8.

This article presents the new standards for outsourcing developed by the AICPA ethics committee. The standards are summarized, and a brief discussion is included of the implications going forward for business and international trade. The authors indicate that

changes to the business community will be relatively minor. This is a helpful source for getting an overview of the current ethics standards in outsourcing.

American Management Association.(2010). *The AMA handbook of business writing.*

New York, NY: Author.

The American Management Association has created its own guide for business writing.

Designed as a supplemental text to more thorough style guides such as APA, this guide covers topics relating specifically to business, such as citing financials, formatting of company reports, and professional approaches to information integrity in the workplace. This is an indispensable work for anyone doing professional business writing.

Barthelemy, J.& Geyer, D. (2005). An empirical investigation of IT outsourcing versus outsourcing in France and Germany.*Information & Management, 42* , 533-542.

The authors present an investigation of IT outsourcing based on the combined results of a survey administered to IT firms as well as statistical measures from domestic and French or German firms. Their data covers a wide range of IT business unit types. However, the lack of longitudinal data weakens their conclusion that the slower pace of French and German IT outsourcing has had a long-term positive effect on business in those countries.

ForChicago Manual of Style format

Waite, L. J., F. K. Goldscheider, and C. Witsberger. "Nonfamily Living and the

  Erosion of Traditional Family Orientations among Young Adults."

American Sociological Review 51

(1986): 541-554.

The authors, researchers at the Rand Corporation and Brown University, use data from the National Longitudinal Surveys of Young Women and Young Men to test their hypothesis that nonfamily living by young adults alters their attitudes, values, plans, and expectations, moving them away from their belief in traditional sex roles. They find their hypothesis strongly supported in young females, while the effects were fewer in studies of young males. Increasing the time away from parents before marrying increased individualism, self-sufficiency and changes in attitudes about families. In contrast, an earlier study by Williams cited below shows no significant gender differences in sex role attitudes as a result of living.

MLA format for the journal citation. NOTE: Standard MLA practice requires double spacing within citations.

Waite, Linda J., Frances KobrinGoldscheider, & Christina Witsberger. "Nonfamily

Living and the Erosion of Traditional Family Orientations among Young

Adults."*American Sociological Review* 51.4 (1986): 541-554. Print.

The authors, researchers at the Rand Corporation and Brown University, use data from the National Longitudinal Surveys of Young Women and Young Men to test their hypothesis that nonfamily living by young adults alters their attitudes, values, plans, and expectations, moving them away from their belief in traditional sex roles. They find their hypothesis

strongly supported in young females, while the effects were fewer in studies of young males. Increasing the time away from parents before marrying increased individualism, self-sufficiency, and changes in attitudes about families. In contrast, an earlier study by Williams cited below shows no significant gender differences in sex role attitudes as a result of nonfamily living.

4.0 CONCLUSION

An annotated bibliography gives an account of the research that has been done on a given topic. Like any bibliography, an annotated bibliography is an alphabetical list of research sources. In addition to bibliographic data, an annotated bibliography provides a concise summary of each source and some assessment of its value or relevance.

5.0 SUMMARY

An annotated bibliography is a list of citations to books, articles, and documents. Each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph, the annotation. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited.

6.0 Tutor-Marked Assignment
1. What is annotated bibliography?
2. Differentiate between annotated and abstract.
3. Pick a text book and practice annotated bibliography using the examples you just studied in this unit.

7.0 REFERENCES/FURTHER READINGS

Purdue Online Writing Lab (OWL).(n.d.).Annotated bibliography samples. Retrievedfromhttps://owl.purdue.edu/owl/general_writing/common_writing_assig nments/annotated_bibliographies/annotated_bibliography_samples.html

http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets

http://olinuris.library.cornell.edu/ref/research/skill28.htm

http://lib.calpoly.edu/research/guides/bibliography.html

http://www.journalofaccountancy.com

MODULE 2: CONSTRUCTION AND PRESENTATION OF BIBLIOGRAPHIES

Introduction

Information is known to be a vital resource for the development of an individual and the society. It is the responsibility of the every government to ensure that all people engaged in political, economic, scientific, health, educational, social or cultural activities receive the necessary information enabling them to render their fullest contribution to the society. The expanse of literature available today is vast and this is especially because the amount of existing literature is not only large but the rate of increase is also staggering and is taking place at an unabated pace. Recently, the advances made in science and technology has led to a phenomenon characterized by the terms 'information explosion' and 'information flood'. This phenomenon has made us realize the necessity for an efficient scientific and technical communication system for the maximum utilization of the available information. It has been estimated that the number of documents in circulation at an exponential rate with a doubling for every fifteen to twenty years or so.

Recently, we as information seekers and information users have become increasingly dependent upon a quick and easy access to information in all fields of knowledge, but due to the tremendous rate of growth of knowledge since it has become impossible today for an average scholar to be able to read everything of concern to them in their field(s) of interest. They become confounded amidst the quantum of information emanating in their field of specialization. Again, the output of literature recorded on paper, plastic, disc, magnetic tape and other non-print media present a formidable problem in the matter of their proper upkeep, organization and control for effective use. Various ways have been devised for keeping up with the prolific production of recorded materials.

Unit 1   Arrangement of Bibliographic Entries and Indexes

CONTENTS

1.0 INTRODUCTION

A bibliography is a list of all of the sources you have used irrespective if they were referenced or not in the process of researching your work. Generally, a bibliography should include the author's names, titles of the works, the names and locations of the companies that published your copies of the sources. The publication manual directs us to"arrange entries in alphabetical order by the surname of the first author followed by initials of the author's given name. We are also instructed to order several works by the same first author by year of publication, the earliest first. Organization is concerned with the pattern of effective arrangement achieved by means of a systematic listing of recorded knowledge. Bibliographic control emphasizes the mastery of recorded knowledge. If there is satisfactory bibliographic organization of recorded knowledge, this will automatically lead to proper bibliographic control. In other words, one is not much different from the other. Ultimately, both try to achieve the same objective. One leads to the other.

2.0. OBJECTIVES

By the end of this unit, you should be able to:
- define bibliographic organization

- define bibliographic control

3.0 MAIN CONTENT

3.1 Examples of How to Arrange Bibliography EntriesusingChicago Citation & Style Guide

Books, including e-books & Reference Books

Footnote (First Note)
> 1. First name Last name, *Title of Book: Subtitle of Book* (City of Publication: Publisher, Publication Year), page numbers.

Footnote (Succeeding Notes)
> 2. Last name, *Shortened Title of Book,* page numbers.

Bibliography Entry

Last name, First name. *Title of Book: Subtitle of Book.* City of Publication: Publisher,[*] Publication Year.

Specific Examples:

Multiple Authors	
Footnote (First)	1. Connie J. A. Beck and Bruce D. Sales, *Family Mediation: Facts, Myths, and Future Prospects* (Washington: APA, 2001), 99-100.
Footnote (Succeeding)	2. Beck and Sales, *Family Mediation,*105.
Bibliography Entry	Beck, Connie J. A., and Bruce D. Sales. *Family Mediation: Facts, Myths, and Future Prospects.* Washington: APA, 2001.
Edited Book	
Footnote (First)	1. Jewelle Taylor Gibbs and LarkeNahme Huang, eds., *Children of Color: Psychological Interventions With Minority Youth* (San Francisco: Jossey-Bass, 1991), 87.

Footnote (Succeeding)	2. Gibbs and Huang, *Children of Color,* 79.
Bibliography Entry	Gibbs, Jewelle Taylor, and LarkeNahme Huang, eds. *Children of Color: Psychological Interventions With Minority Youth.* San Francisco: Jossey-Bass, 1991.

Article or Chapter in an Edited Book

Footnote (First)	1. Domino W. Massaro, "Broadening the Domain of the Fuzzy Logical Model of Perception," in *Cognition: Conceptual and Methodological Issues,* ed. Herbert L. Pick, Jr. et al. (Washington: APA, 1992), 51-84.
Footnote (Succeeding)	2. Massaro, "Broadening the Domain," 51-84.
Bibliography Entry	Massaro, Dominic W. "Broadening the Domain of the Fuzzy Logical Model of Perception." In *Cognition: Conceptual and Methodological Issues,* edited by Herbert L. Pick, Jr., Paulus Willem van den Broek, and David C. Knill, 51-84. Washington: APA, 1992.

Entry in an Encyclopedia

Footnote	1. *The New Encyclopaedia Britannica,* 15th ed., s.v. "relativity."

Electronic Book, from a Database

Footnote (First)	1. Stephen F. Arno and Steven Allison-Bunnell, *Flames in Our Forest: Disaster or Renewal?* (Washington: Island Press, 2002), http://www.ebscohost.com/ebooks.

Footnote (Succeeding)	2. Arno and Allison-Bunnell, *Flames in Our Forest.*
Bibliography Entry	Arno, Stephen F., and Steven Allison-Bunnell. *Flames in Our Forest: Disaster or Renewal?* Washington: Island Press, 2002. http://www.ebscohost.com/ebooks.

Electronic Book, from an eReader	
Footnote (First)	1. Glenn R. Schiraldi, *Post-Traumatic Stress Disorder Sourcebook: A Guide to Healing, Recovery, and Growth* (New York: McGraw, 2001), Kindle edition.
Footnote (Succeeding)	2. Glenn R. Schiraldi, *Post-Traumatic Stress Disorder.*
Bibliography Entry	Schiraldi, Glenn R. *Post-Traumatic Stress Disorder Sourcebook: A Guide to Healing, Recovery, and Growth.* New York: McGraw, 2001. Kindle edition.

Dissertation or Thesis, Retrieved from a Database	
Footnote (First)	1. Leah SigrunLaxdal, "A Narrative Blind Eye: Visual Disability Representation Within the Brothers Grimm Folk Tales" (PhD diss., University of Windsor, 2009), ProQuest (MR82087).
Footnote (Succeeding)	2. Laxdal, "A Narrative Blind Eye."
Bibliography Entry	Laxdal, Leah Sigrun. "A Narrative Blind Eye: Visual Disability Representation Within the Brothers Grimm Folk Tales." PhD diss., University of Windsor, 2009. ProQuest (MR82087).

Dissertation or Thesis, Retrieved from the Web	
Footnote (First)	1. Amy S. Bruckman, "MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids" (PhD diss., Massachusetts Institute of Technology, 1997).
Footnote (Succeeding)	2. Amy S. Bruckman, "MOOSE Crossing."
Bibliography Entry	Bruckman, Amy S. "MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids." PhD diss., Massachusetts Institute of Technology, 1997.

Articles (Journal, Magazine, & Newspaper)

The basic format is:

Journal — Footnote (First Note)
1. First nameLast name, "Title of Article," *Title of Journal* Volume, no. Issue (Publication Date): page numbers.

Journal — Footnote (Succeeding Notes)
2. Last name, "Shortened Title of Article," page numbers.

Journal — Bibliography Entry
Last name, First name. "Title of Article: Subtitle of Article." *Title of Journal* Volume, no. Issue (Publication Date): page numbers.

Magazine/Newspaper — Footnote (First Note)
1. First nameLast name, "Title of Article," *Title of Magazine or Newspaper,*Publication Date, page numbers.

Magazine/Newspaper — Footnote (Succeeding Notes)
2. Last name, "Shortened Title of Article," page numbers.

Magazine/Newspaper — Bibliography Entry
Last name, First name. "Title of Article: Subtitle of Article." *Title of Magazine or Newspaper,* Publication Date.

Specific Examples:

Journal Article, Continuous Pagination, with DOI

Footnote (First)	1. Alan Sangster and Giovanna Scataglinibelghitar, "Luca Pacioli: The Father of Accounting Education," *Accounting Education* 19 (2010): 427, doi:10.1080/09639284.2010.501955.
Footnote (Succeeding)	2. Sangster and Scataglinibelghitar, "Luca Pacioli," 429.
Bibliography Entry	Sangster, Alan, and Giovanna Scataglinibelghitar. "Luca Pacioli: The Father of Accounting Education." *Accounting Education* 19 (2010): 423-238. doi:10.1080/09639284.2010.501955.

Journal Article, Paginated by Issue, with DOI

Footnote (First)	1. Richard Klimoski and Susan Palmer, "The ADA and the Hiring Process in Organizations," *Consulting Psychology Journal: Practice and Research* 45, no. 2 (1993): 18, doi:10.1037/1061-4087.45.2.10.
Footnote (Succeeding)	2. Klimoski and Palmer, "The ADA and the Hiring Process," 20.
Bibliography Entry	Klimoski, Richard, and Susan Palmer. "The ADA and the Hiring Process in Organizations." *Consulting Psychology Journal: Practice and Research* 45, no. 2 (1993): 10-36. doi:10.1037/1061-4087.45.2.10.

Magazine Article, Online

Footnote (First)	1. Baruch Lev, "How to Win Investors Over," *Harvard Business Review,* November 1, 2011, http://hbr.org/2011/11/how-to-win-investors-over/ar/1.

Footnote (Succeeding)	2. Lev, "How to Win."
Bibliography Entry	Lev, Baruch. "How to Win Investors Over." *Harvard Business Review,* November 1, 2011. http://hbr.org/2011/11/how-to-win-investors-over/ar/1.

Newspaper Article, Online	
Footnote (First)	1. Michael Rapaport, "Loan-Loss Rule Spat Drags On," *The Wall Street Journal,* March 8, 2013, http://online.wsj.com/news/articles/SB20001424127887323628804578345831719096140.
Footnote (Succeeding)	2. Rapaport, "Loan-Loss Rule."
Bibliography Entry	Rapaport, Michael. "Loan-Loss Rule Spat Drags On." *The Wall Street Journal,* March 8, 2013. http://online.wsj.com/news/articles/SB20001424127887323628804578345831719096140.

Online Sources

The basic format is:

Footnote (First Note)
    1. First nameLast name, "Title of Web Page," Name of Website or Publishing Organization, Publication Date and/or Access Date (if available), URL.

Footnote (Succeeding Notes)
    2. Last name, "Shortened Title of Web Page."

Bibliography Entry
    Last name, First name."Title of Web Page."Name of Website or Publishing Organization.Publication Date and/or Access Date (if available).URL.

Specific Examples:

Webpage

Note that a webpage is a **small** part of a **larger** website. Just as chapter and article titles aren't in italics, webpage titles aren't in italics, either.

Footnote (First)	1. "Concordia's History," Concordia University, accessed September 3, 2014, http://www.cu-portland.edu/about/history.
Footnote (Succeeding)	2. "Concordia's History."
Bibliography Entry	"Concordia's History." Concordia University. Accessed September 3, 2014. http://www.cu-portland.edu/about/history.

Website

If you refer to a website in general, but not a specific part of that website, Chicago states that you can simply use an in-text citation with the website's name and URL. Here's an example:

> The American Library Association's Great Websites for Kids (http://gws.ala.org/) recommends websites that are relevant for children up to 14 years of age.

If you need a more formal citation, use the example below.

Footnote (First)	1. Great Websites for Kids, American Library Association, accessed September 3, 2014, http://gws.ala.org/.
Footnote (Succeeding)	2. Great Websites for Kids.
Bibliography Entry	Great Websites for Kids. American Library Association. Accessed September 3, 2014. http://gws.ala.org/.

Note that a website is the **larger** source. Just as book and journal titles **are** in italics, website titles should be in italics, too.

Blog Post

If you refer to a blog post or comment in general, <u>Chicago states</u> that you can simply use an in-text citation with the blog's name and date. Here's an example:

In a post on the *APA Style Blog* on January 24, 2013, Stefanie discussed the importance of being able to retrieve sources for APA style.

If you need a more formal citation, use the example below.

Footnote (First)	1. Stefanie, "Asking the Right Question: How Can the Reader Find the Source?" *APA Style Blog* (blog), January 24, 2013, http://blog.apastyle.org/apastyle/2013/01/asking-the-right-question-how-can-the-reader-find-the-source.html.
Footnote (Succeeding)	2. Stefanie, "Asking the Right Question."
Bibliography Entry	Stefanie. "Asking the Right Question: How Can the Reader Find the Source?" *APA Style Blog* (blog). January 24, 2013. http://blog.apastyle.org/apastyle/2013/01/asking-the-right-question-how-can-the-reader-find-the-source.html.

Discussion Board Post

Footnote (First)	1. ZahidMehmood, "VPN Service -- Quick Poll," *EDUCAUSE.edu,* March 9, 2012, http://www.educause.edu/discuss/discussion-groups-related-educause-programs/security-discussion-group/vpn-service-quick-poll.
Footnote (Succeeding)	2. Mehmood, "VPN Service."

Bibliography Entry	Mehmood, Zahid. "VPN Service -- Quick Poll." *EDUCAUSE.edu.* March 9, 2012. http://www.educause.edu/discuss/discussion-groups-related-educause-programs/security-discussion-group/vpn-service-quick-poll.

Tweet	
Footnote (First)	1. Concordia University, Twitter post, August 26, 2014, 8:47 a.m., https://twitter.com/cu_portland.
Footnote (Succeeding)	2. Concordia University, Twitter post.
Bibliography Entry	Concordia University. Twitter post. August 26, 2014, 8:47 a.m. https://twitter.com/cu_portland.

Facebook Post	
Footnote (First)	1. Concordia University Portland, Facebook post, August 20, 2014, 5:09 p.m., https://www.facebook.com/cu.portland.
Footnote (Succeeding)	2. Concordia University Portland, Facebook post.
Bibliography Entry	Concordia University Portland. Facebook post. August 20, 2014, 5:09 p.m. https://www.facebook.com/cu.portland.

Media (Audio/Visual) Materials

The basic format is:

Footnote (First Note)
> 1. First nameLast name, *Title of Work,* Format, directed/performed by First_nameLast_name (Original Release Year; Publication City: Studio/Distributor, Video Release Year), Medium.

Footnote (Succeeding Notes)
2. Last name, *Shortened Title of Work.*

Bibliography Entry
Last name, First name. *Title of Work.*Format. Directed/Performed by First name
Last name.Original Release Year. Publication City: Studio/Distributor, Video Release
Year. Medium.

Specific Examples:

Motion Picture, as Viewed in a Theater	
Footnote (First)	1. *Despicable Me,* directed by Pierre Coffin and Chris Renaud (2010; Universal City, CA: Universal Studios), Film.
Footnote (Succeeding)	2. *Despicable Me.*
Bibliography Entry	*Despicable Me.* Directed by Pierre Coffin and Chris Renaud. 2010. Universal City, CA: Universal Studios. Film.
Video, DVD	
Footnote (First)	1. *Labyrinth: Collector's Edition,* directed by Jim Henson (1986; Culver City, CA: Columbia TriStar Home Entertainment, 2004), DVD.
Footnote (Succeeding)	2. *Labyrinth: Collector's Edition.*
Bibliography Entry	*Labyrinth: Collector's Edition.* Directed by Jim Henson. 1986. Culver City, CA: Columbia TriStar Home Entertainment, 2004. DVD.
YouTube or Social Media Video	
Footnote (First)	1. Concordia Portland, "Concordia's 3 to PhD Initiative," YouTube video, 4:13, posted by "Concordia Portland," February 6, 2014, http://youtu.be/hTOpTQWTSmI?.

Footnote (Succeeding)	2. Concordia Portland, "Concordia's 3 to PhD Initiative."
Bibliography Entry	Concordia Portland. "Concordia's 3 to PhD Initiative." YouTube video, 4:13. Posted by "Concordia Portland," February 6, 2014. http://youtu.be/hTOpTQWTSmI?.
Audio Podcast	
Footnote (First)	1. Deborah Stanish, Erika Ensign, Lynne M. Thomas, and Tansy R. Roberts, *Verity! Episode 46 - Communication Breakdown,* Verity! Podcast, MP3, 1:12:31, accessed September 3, 2014, http://veritypodcast.wordpress.com/2014/07/16/episode-46-communication-breakdown/.
Footnote (Succeeding)	2. Stanish, Ensign, Thomas, and Roberts, *Communication Breakdown.*
Bibliography Entry	Stanish, Deborah, Erika Ensign, Lynne M. Thomas, and Tansy R. Roberts. *Verity! Episode 46 - Communication Breakdown.* Verity! Podcast. MP3, 1:12:31. Accessed September 3, 2014. http://veritypodcast.wordpress.com/2014/07/16/episode-46-communication-breakdown/.
Artwork, Original	
Footnote (First)	1. Camille Pissarro, *Place du Carrousel, Paris,* oil on canvas, 1900, National Gallery of Art, Washington, DC.
Footnote (Succeeding)	2. Camille Pissarro, *Place du Carrousel, Paris.*

Bibliography Entry	Pissarro, Camille. *Place du Carrousel, Paris.* Oil on canvas, 1900. National Gallery of Art, Washington, DC.
Artwork/Image, Digital	
Footnote (First)	1. Andrew Wyeth, *Roaring Reef,* [c. 1951], Smithsonian American Art Museum, Washington, DC. http://americanart.si.edu/collections/search/artwork/?id=33040.
Footnote (Succeeding)	2. Andrew Wyeth, *Roaring Reef.*
Bibliography Entry	Wyeth, Andrew. *Roaring Reef.* [c. 1951]. Smithsonian American Art Museum, Washington, DC. http://americanart.si.edu/collections/search/artwork/?id=33040.
Music Recording	
Footnote (First)	1. Sara Bareilles, "Brave," *The Blessed Unrest,* Epic Records, 2013, compact disc.
Footnote (Succeeding)	2. Sara Bareilles, "Brave."
Bibliography Entry	Bareilles, Sara. "Brave." *The Blessed Unrest.* Epic Records, 2013. compact disc.

Technical and Research Reports

The basic format is:

Footnote (First Note)
1. First nameLast name, *Title of Report: Subtitle of Report* (City of Publication: Publisher, Publication Year), page numbers

Footnote (Succeeding Notes)
2. Last name, *Shortened Title of Report,* page numbers.

Bibliography Entry

1. Last name, First name. *Title of Report: Subtitle of Report.* City of Publication: Publisher, Publication Year

Additional Notes:

- Format references for **reports** similarly to how you format references for **books**.
- If the report has a **number** (report number, contract number, etc.), include it the title and before the publisher information. If the report doesn't have a number, leave that notation out of the reference.
- If you access a report **online**, provide a **URL** after the publisher information.

Specific Examples:

Corporate Author, Government Report, Retrieved Online, No Report Number	
Footnote (First)	1. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, *The Association Between School-Based Physical Activity, Including Physical Education, and Academic Performance*(Atlanta: U.S. Department of Health and Human Services, 2010), http://www.cdc.gov/healthyyouth/health_and_academics/pdf/pa-pe_paper.pdf.
Footnote (Succeeding)	2. Centers for Disease Control and Prevention, *School-Based Physical Activity.*
Bibliography Entry	U.S. Department of Health and Human Services. Centers for Disease Control and Prevention. *The Association Between School-Based Physical Activity, Including Physical Education, and Academic Performance.* Atlanta: U.S. Department of Health and Human Services, 2010. http://www.cdc.gov/healthyyouth/health_and_academics/pdf/pa-pe_paper.pdf.
Corporate Author, Government Report, Print, Report Number	

Footnote (First)	1. U.S. Department of Health and Human Services, National Institutes of Health, National Institute of Nursing Research, *Palliative Care: The Relief You Need When You're Experiencing the Symptoms of Serious Illness,* NIH Publication No. 11-6415 (Bethesda: NIH, 2011).
Footnote (Succeeding)	2. National Institute of Nursing Research, *Palliative Care.*
Bibliography Entry	U.S. Department of Health and Human Services. National Institutes of Health. National Institute of Nursing Research. *Palliative Care: The Relief You Need When You're Experiencing the Symptoms of Serious Illness.* NIH Publication No. 11-6415. Bethesda: NIH, 2011.

Authored Report from Institutional Archive, Retrieved Online

Footnote (First)	1. Scott G. Paris, Alison H. Paris, and Robert D. Carpenter, *Effective Practices for Assessing Young Readers,* CIERA Report 3-013 (Ann Arbor: University of Michigan, 2001). http://www.ciera.org/library /reports/inquiry-3/3-013/3-013.pdf.
Footnote (Succeeding)	2. Paris, Paris, and Carpenter, *Effective Practices.*
Bibliography Entry	Paris, Scott G., Alison H. Paris, and Robert D. Carpenter. *Effective Practices for Assessing Young Readers.* CIERA Report 3-013. Ann Arbor: University of Michigan, 2001. http://www.ciera.org/library /reports/inquiry-3/3-013/3-013.pdf.

Conference, Meeting& Symposium Materials

The basic format is:

Presentation — Footnote (First Note)

1. First nameLast name, "Title of Presentation" (presentation, Organization, Location, Date).

Presentation — Footnote (Succeeding Notes)
2. Last name, "Shortened Title of Presentation."

Presentation — Bibliography Entry
Last name,First name. "Title of Presentation."Presentation at Organization, Location, Date.

Paper Presentation — Footnote (First Note)
1. First nameLast name, "Title of Paper" (paper presented at the annual meeting for Organization, Location, Date).

Paper Presentation — Footnote (Succeeding Notes)
2. Last name, "Shortened Title of Paper."

Paper Presentation — Bibliography Entry
Last name, First name."Title of Paper." Paper presented at the annual meeting for Organization, Location, Date.

Published Proceedings — Footnote (First Note)
1. First nameLast name, "Title of Article," In *Title of Proceedings,* edited by First nameLast name, Pages. Location of Conference, Dates of Conference (Location: Organization/Publisher, Year).

Published Proceedings — Footnote (Succeeding Notes)
2. Last name, "Shortened Title of Article."

Published Proceedings — Bibliography Entry
Last name, First name."Title of Article." In *Title of Proceedings,* edited by

First nameLast name, Pages. Location of Conference, Dates of Conference. Location: Organization/Publisher, Year.

Additional Notes:

- **Unpublished presentation** sessions should follow the *first* example above.
- **Unpublished paper** or **poster** sessions should follow the *second* example above.
- **Published papers** or **conference proceedings** should follow the *third*example above.
- **Specific Examples:**

Conference/Symposium Presentation	
Footnote (First)	1. Shawn Daley, "Flipping with iPads: The Centerpiece of a New Pedagogy?" (presentation, Teaching,

	Learning and Technology Conference, Oregon Academic Technology Society, Portland, OR, October 26, 2012).
Footnote (Succeeding)	2. Daley, "Flipping with iPads."
Bibliography Entry	Daley, Shawn. "Flipping with iPads: The Centerpiece of a New Pedagogy?" Presentation at the Teaching, Learning and Technology Conference, Oregon Academic Technology Society, Portland, OR, October 26, 2012.

Conference Poster Session

Footnote (First)	1. Bob Harbort, "Using Formative Assessment to Improve Depth and Precision of Student Understanding in Technical Coursework" (poster presented at the Fourth Annual Polytechnic Summit, Southern Polytechnic State University, Marietta, GA, June 2012).
Footnote (Succeeding)	2. Harbort, "Using Formative Assessment."
Bibliography Entry	Harbort, Bob. "Using Formative Assessment to Improve Depth and Precision of Student Understanding in Technical Coursework." Poster presented at the Fourth Annual Polytechnic Summit, Southern Polytechnic State University, Marietta, GA, June 2012.

Conference Proceeding Article

Footnote (First)	1. Thomas B. Hilburn, Alice Squires, and Raymond Madachy, "A Model for Educating Systems Engineers," in *2012 IEEE International Systems Conference (SysCon 2012),* Vancouver, March 19-22, 2012 (Piscataway: IEEE, 2012).

Footnote (Succeeding)	2. Hilburn, Squires, and Madachy, "Educating Systems Engineers."
Bibliography Entry	Hilburn, Thomas B., Alice Squires, and Raymond Madachy. "A Model for Educating Systems Engineers." In *2012 IEEE International Systems Conference (SysCon 2012),* Vancouver, March 19-22, 2012. Piscataway: IEEE, 2012.

Interviews

The basic format is:

Chicago style for interviews includes: the person being interviewed (or the person sending the communication), the interviewer (if known), information about the place and date of the interview/communication (if known).

Specific Examples:

Unpublished Interview	
• Cite an unpublished interview in the footnotes only.	
Footnote (Example 1)	1. Alex Smith (retired plumber) in discussion with the author, January 2009.
Footnote (Example 2)	2. Harvey Kail, interview by Laurie A. Pinkert, March 15, 2009, interview 45B, transcript.
Published Interview	
• Published interviews should be formatted like periodical articles or book chapters.	
Footnote	1. Carrie Rodriguez, interview by Cuz Frost, *Acoustic Café,* 88.3 WGWG FM, November 20, 2008.

Bibliography Entry	Rodriguez, Carrie. *Acoustic Café.* By Cuz Frost. 88.3WGWG FM, November 20, 2008.

- Cite a personal communication in the footnotes only.

Footnote	1. Patricia Burns, e-mail message to author, December 15, 2008.

Scared Texts

References to the Bible and other religious texts are usually referred to in just the footnotes rather than in the footnotes and the bibliography.

References to religious texts should include the book (usually abbreviated), chapter, and verse, but not the page number. (This is because pagination is often different for different versions.) For proper abbreviations for the books see *Chicago Manual of Style* sec. 10.45-10.51.

In the text of your paper, you should spell out the name of the book of the Bible. However, in the footnotes, you can abbreviate the name of the book. (See sec. 10.46-10.47.)

Formatting the title. In the text of your paper, the names of religious works are capitalized but not put in italics. (See *Chicago Manual of Style* sec. 8.102 for additional information and examples.)

Formatting the reference. Biblical references are given in numeral; chapter and verse are separated by a colon (*Chicago Manual of Style*sec. 14.253). For the Koran, provide surah and verse.

1. **Versions of the Bible.** Books and numbering are not identical in different versions; it is essential to identify which version is being cited. For general readers, the version should be spelled out, at least for the first occurrence, for specialists, the abbreviation may be used.

2. 5.   2   Kings   11:8   (New   Revised   Standard   Version). 6. 1 Cor. 6:1-10 (NRSV).

3. While the *Chicago Manual of Style* states that you usually don't need to provide a bibliography entry for religious texts, you may find that some professors require it. In those cases, format religious texts the same way you would a book.

4. Last-named, First name. *Title of Book: Subtitle of Book.* City of Publication: Publisher,[*]Publication Year.

5. Don't include the parts of publishers' names that are not required to locate the publisher. For example: *The, Publishers, Co., Ltd.,* or *Inc.*However, keep the words *Books, Sons,* and *Brothers.* The word *Press* can be kept or omitted depending on the publisher's name. Keep *Press* in situations where the names could be confusing without it (*Free Press*) or when part of the name of a university press.

4.0 CONCLUSION
In this unit, you have learnt how to arrange bibliographical entries of any format.

5.0 SUMMARY

The arrangement of bibliographical entries is concerned with the pattern of effective arrangement achieved by means of a systematic listing of recorded knowledge. Bibliographic control emphasizes the mastery of recorded knowledge. If there is satisfactory bibliographic organization of recorded knowledge, this will automatically lead to proper bibliographic arrangement.

6.0 Tutor-Marked Assignment
1. Explain the arrangement of bibliographical entries

7.0 REFERENCES/FURTHER READINGS

Chicago - Humanities Style - Citing the Bible

https://libguides.cu-portland.edu/Chicago_style

Unit 2:   Purpose and Functions of Bibliography and Bibliographic Citation

CONTENTS
1.0 Introduction
2.0 Objectives
3.0 Main Content

    3.1 Purpose of Bibliography
    3.2 Functions of Bibliography

4.0 Conclusion
5.0 Summary
6.0 Tutor-Marked Assignment
7.0 References/Further Readings

1.0 INTRODUCTION

In this unit, we shall study the purpose and functionsof bibliography in detail. As the course

goes on you will be familiarized with the various types of bibliographies and the

importance of bibliography. The libraries and the librarians both have dependence on bibliography.

With the tremendous growth of knowledge and wide variety of information available, it has presently become difficult for ourlibrary users to keep themselves up-to-date. This problem can be overcome with proper keys or aids to access the vast amount of available information. A bibliography acts as a key to the large mass of information that exists today. The libraries can bring to the attention of their users the relevant information and knowledge with the help of bibliographies. Bibliographies are thus a useful tool for study and research. The present day information organizations cannot function without effective bibliographical tools.

2.0. OBJECTIVES
By the end of this unit, you should be able to:

• state the purpose of bibliography
• understand the functions of bibliography

3.0 MAIN CONTENT

3.1 Purpose of Bibliography.

The primary purpose of a bibliographyis to help the user in locating items of information for his study and research. Identification and verification of bibliographical information, locating the material through the publisher or other libraries where the books are available and helping in building library collection by selecting materials useful for readers, are the chief uses of systematic bibliography. For research scholar, an enumerative bibliography

helps in avoiding duplication in research and providing access to the material of their interest. No researcher can start his / her work possibly without consulting or compiling bibliography because, he/she must know what already exists, what work is being done and what is yet to be done. A bibliography is thus, a guide to every literature written.

3.2   Functions of Bibliography

A bibliographer's work, particularly, the results of analytical and historical studies resulting in descriptive details and systematic listing and recording is of great value to scholars in the areas of linguistics, literature, history, and other human studies. It also provides the basis for textual criticism. But this kind of high levels of investigation and intellectual pursuits is not warranted in the case of practical applications of knowledge as in social sciences and in pure sciences.

The most important functions of bibliography are:

- **i) To save the time of the user:** It saves the time of the user by providing relevant literature otherwise it would consume more time to collect the material or information. But for bibliography, even you as a scholar faced with such a vast amount of literature would use your way, wasting much time before youare able to read even exceeding whatyou are required to study.

- **ii) Easy access of information:** Information is vital to the development of various fields of knowledge. Therefore, it is essential that relevant information be brought to the attention of professionals, administrators and researchers, who have urgent need of it.

- **iii) It acts as a bibliographic tool:** No modern library can function without bibliographical tools like bibliography.

- **iv) To assist an enquirer:** To know the total out (current and retrospective) of material on particular subjects or topics, irrespective of the language, the origin or the physical nature of the items, and

- **v)** To explain issues concerning the variations and differences of texts of works, their editions and versions etc.

The need for or uses of any bibliography can be summarized as follows.

1. To serve as a tool for book selection.

2. To help in identification and verification of bibliographic details of documents both old and current.

3. To help in inculcating reading habits, publication of relevant reading list is a must.

4. To help in location of material, in terms of place of publication, location, in the library of point of purchase.

5. To save the time of the scholars by providing them the comprehensive list of documents on their subject of research.

6. To have bibliographical control of vast mass of documents produced in conventional and non-conventional forms and by manual and mechanical means(in short to control knowledge explosion).

7. To provide quick and easy access to information contained in documents to user or scholar, to keep him update.

8. To keep the scholars informed of the latest additions made to their subject(s) by giving them the means of new publications given in publisher's subject for it is an index compiled systematically.

9. To make available a list of books known to exist in a certain library or else in a certain field of study such as a definite period of time, or a specific subject, or a given language, or a certain form of exposition or an individual author, and so on.

10. To discover the life-story of books as a physical object, in respect of its printing, paper and other aspects of gross body of book.

11. To avoid duplication of research; in case of a researchers, bibliography enables them to find out what has already been written on their subject and allows them to keep informed and up-to-date.

12. To promote the use of books and other materials by the publications of subject bibliographies and author bibliographies.

13. To assist the user(s) in locating the existence of or identifying a book or any reading material this may be of interest to the reader.

14. To serve as a key or guide to the literature of the subject, for it is an index compiled systematically.

The UNESCO and the Library of Congress, in their survey report, 1950 have stated the following aims and functions of bibliography.

- bibliography's aims is to make it possible for intellectual workers, to learn of publications recording the developments in their fields of interest not only in their own countries but also the world;

- promote the effectiveness of a particular project in research;

- contribute to the cultural development and enjoyment which are derived from records of learning and culture;

- assist in promoting useful applications of existing knowledge and in making the applications which have been developed in one country, widely known to all countries.

Quick and easy access to information is vital to the development of various fields of knowledge. In this respect, bibliography plays an important role. A scholar can very well know about the existence of document/documents in a particular field of knowledge. He can also identify a document by knowing its bibliographical details. It can serve as a books selection tool for the librarians. In well-established libraries, the bibliographical details help in locating the material. It is useful to a general reader and research scholar as well.

Bibliographic organization and services recognize no national or political boundaries. This is true because a book has universal value. Notwithstanding the practical impediments, it

has to be made available for all and at all times. The 'Universal bibliographic control' actually is a plea as well as a plan. It points out to the mechanisms of announcing the world wide output of materials for awareness and also facilitation the means for accessing. Thus a wide ranging variety of bibliographies are needed. Briefly stated, they are:

1. current and retrospective (national, regional and language) bibliographies

2. a variety of trade bibliographies,

3. a host of special bibliographies (on the basis of a wide variety of categories) and

4. bibliographies of bibliographies.

4.0 CONCLUSION

In this unit, you have learnt that thechief function of a bibliography is to help the users in locating the required information source in the fastest possible manner. Some of the functions of a bibliography were listed and discussed such as using bibliography saves the time of the user by providing relevant literature otherwise it would consume more time to collect the material or information.

5.0 SUMMARY

The above mentioned functions of the bibliography indicated that the researchers cannot function without compiling or consulting a bibliography as it provides a guide to the literature of their study. Bibliography has several other uses such as: it helps the users in locating documents of their interest; helps in identifying and verifying bibliographic

information of documents; aids in locating information (materials) through the publishers

or other libraries; useful materials can be selected for building a sound library collection.

It further helps in tracing the development of a subject.

6.0 Tutor-Marked Assignment
1. What is the primary purpose of bibliography?
2. List the functions of bibliography

7.0 REFERENCES/FURTHER READINGS

MODULE 3:   STRUCTURE OF BIBLIOGRAPHY AND CITATION

Introduction

When we talk about the structure of citation, we mean arranging or organising the quotes or references made by an author(s) while writing. We have different academic disciplines and professions which have specific styles of citation or quoting the source that is peculiar to them. Nevertheless, the common concern is that each specific citation style provides enough information through which a reader can locate the source of a citation or reference. However, there are two-part common citation structure that are shared by all the citation styles: (1) a marker in the text that acknowledges another's words, facts, and ideas and that points to (2) the full source of information. These common two-part structures are seen in all the citation style adopted by authors.

On the other hand, we have bibliographical structure used in arranging and organising references that author(s) used while writing though they differs, and as such, the leading bibliography defer slightly from the other in the area of names assigned to its various divisions. Normally, bibliographies appear at the end of a book, research paper, online presentation and or report. It contains the list of all sources whether quoted directly or brief

as used by author(s). In this module, we are going to look at the types of bibliography and types of citation and referencing styles; (APA, MLA, Chicago, Harvard etc) as well as the citation process in order to know how, where and when to use and apply each of them.

Unit 1:   Types of Bibliography

CONTENTS
1.0   Introduction
2.0   Objectives
3.0   Main Content
             3.1 General bibliography
             3.2 Special bibliography
             3.3 **Enumerative bibliography**
             3.4 Annotated bibliography
             3.5 Analytical bibliography
4.0   Conclusion
5.0   Summary
6.0   Tutor-Marked Assignment
7.0   References/Further Readings

1.0   INTRODUCTION
This unit will introduce you to the different types of bibliography which are commonly used by authors, researchers and scholars

2.0   OBJECTIVES

By the end of this unit, you should be able to:

- understand the different types of bibliography
- understand the importance of each of the bibliography mentioned

3.0   MAIN CONTENT

Generally, Bibliographies vary depending on where you locate your information.

Nevertheless, it provides relevant information about the author, the publication and brief

summary of the text ordinarily known as abstract in all. In this unit, we are going to discuss the types of bibliography one by one. We have various types of bibliographies, hence, the leading bibliographies defer to some extent in the names given to its different branches and the manner of their usage. There are primarily of two kinds namely: General bibliography and Special bibliography.

Basic bibliographic information includes title, author or editor, publisher, and the year the current edition was published or <u>copyrighted</u>. Home librarians often like to keep track of when and where they acquired a book, the price, and a personal annotation, which would include their opinions of the book or of the person who gave it to them (Nordquist, 2019).

3.1   General Bibliography

Bibliographies are records of the books and other sources such as an essay, term paper, dissertation, or a book that are referred to in a scholarly work-. It usually comes at the end of the scholarly work.

General bibliography comprises of the following

- Universal Bibliography (through earlier it was only at an ideal, presently the technology has almost made it a practical proposition);

- Language bibliography;

- National bibliography; and

- Regional bibliography.

The name with which each one bibliography is cited in the catalog comes out in bold.

Full citations, with AAS call numbers, for every one bibliography appear thus:

Examples of General Bibliography:

Evans
Evans, Charles, 1850-1935.
American bibliography : a chronological dictionary of all books, pamphlets, and periodical publications printed in the United States of America from the genesis of printing in 1639 down to and including the year 1820 : with bibliographical and biographical notes / by Charles Evans. -- New York : Peter Smith,1941-1959.14v.;26cm.AAS Call Number: RefNAmer 01

Bristol
Bristol, Roger P. (RogerPattrell),1903-1974.
Supplement to Charles Evans' American bibliography / by Roger P. Bristol. -- Charlottesville : Published for the Bibliographical Society of America and the Bibliographical Society of the University of Virginia [by] University Press of Virginia,1970.xix,636p.;29cm.AAS Call Number: RefNAmer 02

Shipton& Mooney

Shipton, Clifford Kenyon, 1902-1973.
National index of American imprints through 1800 : the short-title Evans / Clifford K. Shipton, James E. Mooney. -- [Worcester, Mass.]: American Antiquarian Society; [Barre,Mass.]:BarrePublishers,1969.2 v. (xxv, 1028 p.) ; 26 cm. A combined alphabetical index to Evans' American bibliography, with corrections, and R. Bristol's "not-in-Evans"items.AAS Call Number: RefN Amer 10

3.2   Special bibliography

Included in this type of bibliography are :

- Author and bio-bibliographies;

- Bibliography of forms of literature;

- Bibliography of materials of particular periods;

- Bibliographies of special categories of literature; and

- Bibliographies of specific types of materials

There are other kinds of bibliography you need to know, these include:

3.3   Enumerative bibliography

This type of bibliography is commonly used by student writing research paper. Some specific arrangements concerning all the list of reference used by the writer are listed here. This type is generally characterised by topic, period of time and common language. In order to provide direction to the reader towards the source of the references made, the information concerning the source are then provided by the author. A typical example of this type of bibliography is a card catalogue, where an author starts with the subject then lastly dates items listed.

Belanger (1977) listed the commonly found features that slightly differentiate enumerative bibliography from others.

An entry for a book in a bibliography usually contains the following elements:

- creator(s)
- title
- place of publication
- publisher or printer
- date of publication

An entry for a journal or periodical article usually contains:

- creator(s)

- article title
- journal title
- volume
- pages
- date of publication

3.4 Annotated bibliography:

This type of bibliography shows in alphabetical order of the source of writer's creation. It lists a series of tasks that were done by the author of the paper and an outline of what kind of research was done on a given chapter, plus notes and summary concerning the source. It also provides useful information through which the source can be assessed and evaluated.

3.5 Analytical bibliography:

The information contain in this type of bibliography includepaper and binding descriptions, any insights that unfold as a book evolved from a manuscript to a published book and the information concerning the booksellers and printers.

The bibliography is often subdivided into a textual bibliography which compares the already published work to the author's original manuscript, the descriptive bibliography concerned with the physical appearance and nature of a book and lastly, a historical bibliography which explains the context of the production of the book.

You should also note that current and retrospective bibliographic, primary and secondary bibliographies and bibliographies of bibliographies are other categories of bibliographies. But every type is not strictly called a bibliography. For instance, a list of periodical articles is an index. Similarly, we have concordances, calendars, wiscographies, pictographies, directories and so on.

Video link:

4.0   CONCLUSION

You are now aware that bibliographies are very vital in writing research work. They provide the author(s) the opportunity to direct the readers towards the source of information and references used and made respectively while writing their reports.

5.0   SUMMARY

Bibliography involves the listing of articles, books, journals used in building up the literature of a given study. It also entails the listing of books in an organised manner. In this unit, you have learnt about the various types of bibliographies and how they are used. The major types of bibliography discussed in this unit include general bibliography, special bibliography, enumerative, annotated and analytical bibliography and more which will help you in your study

6.0   TUTOR-MARKED ASSIGNMENT

1. Define bibliography

2. List and explain five types of bibliography

3. Give example of general bibliography as illustrated in this unit

7.0   REFERENCES/FURTHER READINGS

McMillan, J. B. & Montgomery, M. B.(2018) *Annotated bibliography of Southern American English*University of Alabama Press, 2018

Powell, M. & Beard, J.W. (2018). *An annotated bibliography and guide to research*   Routledge,

Burner, E. (2020) Bibliography, definition and example. Accessed online on 4th May, 2020 from https://www.bachelorprint.eu/academic-writing/bibliography/

American Antiquarian Society (2020).General bibliography. Accessed online on 4th May 2020 from https://www.americanantiquarian.org/

Belanger, T. (2003).*Descriptive bibliography* *Bibliographical Society of America, 2003*. Excerpted from Jean Peters, ed., *Book Collecting: A Modern Guide* (New   York   and London: R. R. Bowker

Unit 2:   Types of Citation and Referencing Styles; (APA, MLA,

Chicago, Harvard and Vancouver Referencing Style)

CONTENTS

1.0   INTRODUCTION

This unit will introduce you to the different types of citation and referencing styles which are commonly used by authors, researchers and scholars. There are many styles that can be adopted for citation and referencing by researchers and scholars in academic work such as term paper, dissertation and thesis as well as project report. It is advisable to understand and know the referencing style that is being used by your department, faculty and or institution before writing your academic report.

2.0   OBJECTIVES

By the end of this unit, you should be able to:

- know and understand the different types of bibliography
- understand applicability of each the referencing styles mentioned

3.0   MAIN CONTENT

It is advisable that when you cite someone's work you must reference to it in your reference box, else it will turn plagiarism which is a great offence in academic world.

What is referencing?

According to Imperial College, London (2012) definition, referencing is a method used to demonstrate to your readers that you have conducted a thorough and appropriate literature search, and reading. Equally, referencing is an acknowledgement that you have used the ideas and written material belonging to other authors in your own work. Therefore, it is advisable that you should include a reference for all the sources of information that you use when writing or creating a piece of your own work. As with all referencing styles, there are two parts: citing, and the reference list

What is citation?

When you use another persons' work in your own work, either by referring to their ideas, or by including a direct quotation, you must acknowledge this in the text of your work. This acknowledgement is called a citation (ICL 2012). Citation styles differ.

How to write Reference List

Reference list is your list of all the sources that you have cited in the work/writing. It is inclusive because it shows books, journals, etc.,you listed in one list and not in separate lists according to your source type.

- The list should be in alphabetical order by author/editor.

- Books, paper or electronic journal articles, etc., are written in a particular format that must be followed.

- Your reference list contains all the items you have cited or directly quoted from.

- When you have used more than one piece of work by the same author, in your reference list you should list the works in date order, beginning with the most recently published work.

Importance of Citation and Referencing

It is important for students and researchers to make reference to the quote and citation they used in research and academic writing because;

1. It gives evidence that research/writing is extensive and is based on established facts.

2. It brings justification to the soundness, consistency and/or as well as credibility to the research results and conclusion.

3. It provides readers the track to follow the cited works for further reading andacquisition of knowledge.

4. It validates academic and research works by eliminating plagiarism which is an academic offence.

5. It provides the theoretical basis of the research

3.1 APA Citation and Referencing Style

APA is the acronym of The American Psychological Association. It is a style recommended by the association and used across a variety of disciplines. Though there is the newest (seventh edition), but the sixth edition which is the most commonly used was published in 2010. APA style uses the author/date method of citation in which the author's last name and the year of the publication are inserted in the actual text of the paper. It also provides and addresses new electronic formats in a separate guide for the students. There is no need for footnote at the bottom of the page or at the end of your paper while using APA referencing style because the citations in your end-of-paper references list should give readers enough information to locate each source therein.

Example

Author Rules:
1. Initials are separated and ended by a period eg Mitchell, J.A
2. Multiple authors are separated by commas and an ampersand eg Mitchell, J.A., Thomson, M., & Coyne, R
3. Multiple authors with the same surname and initial: add their name in square brackets eg Mendeley, J. [James].

Date Rules:
1. Date refers to date of publishing
2. If the date is unknown 'n.d' is used in its place eg Mendeley, J.A. (n.d)

Title Rules:
1. The format of this changes depending on what is being referenced.

Author's surname, initial(s). (Date Published). Title of source. Location of publisher: publisher. Retrieved from URL

Publisher Rules:
1. If in the US: the city and two letter state code must be stated eg San Francisco, CA
2. If not in the US: the city and country must be stated eg Sydney, Australia

This is used if the source is an online source.

Source: Mendeley (2019)

Facts to note:

- The Reference List should appear at the end of your work on a separate page.

- Only include references you have cited in your work.

- All references should have a hanging indent. That is, all lines of a reference subsequent to the first line should be indented (see examples below).

- In general, references should be listed alphabetically by the last name of the first author of each work.

- Although the format for books, journal articles, magazine articles and other media is similar, there are some slight differences. Items in a reference list should be double-spaced.

- Also, use hanging indents: entries should begin flush left with subsequent lines indented.

3.1.1 REFERENCING STYLE

BOOKS

One author:

Kalu, N. U. (2020). *The library.* Abuja: National Open University Press.

Two authors:

Ailakhu, U. V., &Kalu, N. U. (2019).*African information environment: Perspectives and challenges*. Lagos: Dorunmi Press

Three or more authors: (list each author)

Smith, V., Barr, R., & Burke, D. (1976).*Alternatives in education: Freedom to choose. Bloomington*, IN: Phi Delta Kappa, Educational Foundation

Society, association, or institution as author and publisher:

Nigerian Library Association (2018). Library use and student's performance (3rd ed.).   Owerri: Author

Editor or compiler as author:

Rich, J. M. (Ed.). (1972). *Readings in the philosophy of education* (2nd ed.). Belmont, CA: Wadsworth

Chapter, essay, or article by one author in a book or encyclopedia edited by another:

Medley, D. M. (1983).*Teacher effectiveness.* In H. E. Mitzel (Ed.),

Encyclopedia of educational research (Vol. 4, pp. 1894-

1903). New York: The Free Press

Video link: https://academicguides.waldenu.edu/writingcenter/apa/references/videos#s-lg-box-11129159

3.1.2 JOURNAL ARTICLES

One author:

Saleh, A. G. (2015). Libraries as forums for learning and reasoning.*Jatlim International*,   36(4), 404-413

Two authors:

Ahmed, L. M., &Yemi, D. L. (2014).The prototype as a construct in abnormal

psychology.*Journal of Abnormal Psychology*, 90(6), 575-585.

Society, association, or institution as author:

Nigeria Centre for Disease Control.(2020). Critical issues in handling Covid-

19.*Medical Counselling Bulletin*, 18(4), 205-213.

NEWSPAPER ARTICLES

No author:

More jobs waiting for college grads. (1986, June 17). Detroit Free Press, pp.
1A, 3A.

MAGAZINES:

One author:

Ekpo, R. M. (2019, December). The economic situation in the country. TELL
Publications, 20, 21-25.

No author:

> CBS invades Cuba, returns with Irakere: Havana jam. (1979, May 3). Down Beat, 10.

THESIS/DISSERTATION

Electronic

Lacey, D. (2011).*The role of humiliation in collective political violence* (Masters   thesis, University of Sydney, Australia). Retrieved from http://hdl.handle.net/2123/7128

Print

Duddle, M. (2009).*Intraprofessional relations in nursing*: A case study (Unpublished doctoral thesis), University of Sydney, Australia.

3.1.2   CITATION/ IN-TEXT REFERENCING

A reference list is the list of citations (material cited) in a written work. It shows the authority on which you base your statements in the text.It shows how well acquainted (how widely read) you are with the subject, and is a starting point for anyone else wanting to find out about the subject (Cronjé, Murdoch &Smit 2003).

There are two main kind of in-text referencing when referencing an author in a book, namely:

Information prominent: Wherethe refereeing information content is the essential; then (the author's name is within parentheses) Example: The conclusion reached in a recent study (Okon, 2017) was that… OR

Author prominent: Where the author's name is regarded most, then (the author's name is outside the parentheses) Example: Ahmed (2017) concluded that..........

3.2   MLA CITATION AND REFERENCING STYLE

MLA is the abbreviation of Modern Language Association. This style of referencing is commonly used by disciplines in humanities such as linguistics and languages. According to Uzuebgu (2015) the following are the characteristics of MLA style thus:

- The name of the author and the page numbers appear in brackets in the text.

- The date is of lesser importance in this referencing method and is not indicated in the text.

- The titles of the works play an important role ad must be indicated in the text where possible. Some long titles can be abridged with the ellipses sign (…).

- All citations in the text are supplemented by a list of work at the end of the work. The list is called "Works cited

- The list of Works cited is arranged alphabetically according to the surnames of the author or titles of the sources.

- In the list of "Works cited", the second and subsequent lines are indented and one line is left open between entries.

- In MLA method, the names of the authors are written out in full in the "Works cited" list and no initials are used.

- With regards to punctuations, the surname of the first author is written first followed by his or her full names. The second author's name(s) and surname are given in the normal order (first the name(s), followed by the surname) and a comma is placed before the "and", for example Uzuegbu, Chimezie, and Cletus Okafor.

- In the MLA method, quotations are dealt with in the same way as in the Harvard, APA and Vancouver methods. Thus, quotations of up to 40 words form part of the sentence and placed within the punctuation marks of the sentence, while quotations of 40 words or more are placed without quotation marks in an indented paragraph

Where possible, the author and the title of the work should be pointed out in the text while writing.

For example:

In citation: In the book, Focus feminism, OnyekaIwuchukwu illustrates the state of …. (21)

In referencing:

Iwuchukwu, Onyeka. *Focus feminism: towards women's self-concept In Ada Azodi*ed Africa Feminism in Global Arena. Goldmine and Jacobs Publishing.Glassboro. New Jersey, 2019 pp 77-96

Citation Approaches in the Text

There are four means according to which a student or researcher can cite a source or reference during scientific writing. They are:

i. Source Referencing: This is done by placing the citation in brackets in the text at the precise place where the borrowed information occurs.

ii. Secondary Referencing: This is done by citing to a particular citation (primary source) that is referenced in another given information material (the secondarysource). That is to say that the student is making reference to a citation contained in, for instance, the book he is reading from. Thus, while the citation he has culled from the book is the primary source, the book he is directly reading from is the secondary source to that information he may have drawn. Both the primary and the secondary sources must be mentioned in the text, for example: what a man can do; a woman can also do (Nkata, 2014, cited in Sidny, 2016). However, just the secondary source should be listed in the reference/bibliography OR in the list of "works cited

iii. Cross-Referencing: Any reference within a text to a specific item, for example a chapter, section, table, paragraph, etc., is a cross-reference. Such referencing must be as specific as possible.

iv. Content Referencing: Content referencing is used within the text to provide additional explanation or discussion. According to Burger (1992), content referencing is used to: - refer the reader to other sources that can offer more information on a specific topic; - clarify

3.3 CHICAGO CITATION AND REFERENCING STYLE

Chicago manual referencing and citation style was created basically to provide help for researchers to cite their source properly, and there two type of referencing style namely:

1. Note and Bibliography

2. Author-Date

Format for creating a bibliography in Chicago style

- The citation list or bibliography must be single spaced

- The last names(s) of the author(s) must be arranged alphabetically

- The second line of the source must be indented

Example:

- Author

- Title of book/article

- Title of newspaper/journal

- Publication year

- Publication month and date

- Publisher

- City of publication

- Date of access

- Page number

- URL or name of database

Creating Footnote and Endnotes in Chicago Style

Footnotes and endnotes acknowledge the different sources an author used in the work. It is usually placed at the bottom of the page

Example:

Ekpo, Ray, 'Electorates Losing Faith on Politicians' February 9, 2015. Accessed May 05, 2016.http://www.nytimes.com/2013/07/14/books/review/the-boy-who-loved-math-and-on-a-beam-of-light.html?ref=books&_r=0.

Note: you will only include the author's last name, the title or a phrase for the title (if it's more than four words), and the page number(s) that were used. If you have use a source mare than once and this will help in reducing the bulk of information on citation in you work

In shortened form formula; mention the Author's last Name, *Title of the Work*, page number(s) But If there are two or three authors, list their full names in the order they appear in the source. If there are more than three authors, list the first author's name followed by "*et al.*"

3.3.1   Ibid

This is an abbreviation for a Latin word 'ibīdem', meaning "in the same place", normally used in scholarly reference in an endnote, footnote, bibliography citation to refer to the source cited in the earlier note or list piece

When you use the discontinued ibid notation, the following are few guidelines you need to follow:

- Once the same source is used consecutively, instead of typing in the citation information again, use the abbreviation "ibid." Add the page numbers immediately following.

- When the same source AND same page number are used consecutively, simply write "Ibid."

Same example above, but using ibid:

1. Robert, C. Peter et al, *Marketing Strategies* (Lagos: Longman, 2019), 173-201.

2. Peter et al., *Marketing Strategies*, 19-21.

3. Ibid.

4. Ibid., 37

Another example with two sources that were mentioned earlier in the text:

1. Anthony Doerr, *All the Light We Cannot See* (New York: Scribner, 2014), 82-84.

2. Tatiana de Rosnay, Sarah's Key (New York: St. Martin's Press, 2007), 24-27.

3. Ibid., 44.

4. Ibid.

5. Ibid., 133-134.

6. Doerr, *All the Light We Cannot See*, 397-401.

7. Ibid., 405.

8. Ibid., 411

Example of creating footnotes:

Books

One author

Peggy, Sam. *Born to Rule: The True Life Story of Bongo Empire.* London: St.   Augustine's

Press, 2019, 98

E-book

Author's Last name, First name. *Title of Book.* Publication Place: Publisher, Year.   URL,

Name of Database

Peter, Michael J. *The Marketing Book.* Burlington, MA: Butterworth-Heinemann,   2002.

https://htbiblio.yolasite.com/resources/Marketing%20Book.pdf

Dissertations

Krish, Momoh. "Undergraduate Students' Online Searching competence."*Master's*

thesis, Babcock University, 2011.

Dictionary and Encyclopedia

Dover, Emmanuel. *Encyclopedia of Fish*. 5th ed. Toronto: Peggy, 2018**.**

Glossary of Terms

Annotation	**A short review or description of what you are citing.**
Date Accessed	**When an online work was viewed.**
Electronically Published	**When content was published online or electronically. This date is not always present on a webpage.**
Place of Publication	**Location of the publisher. Depending on the source or style, you may or may not need to know the city, state, or country.**
Publisher/Sponsor	**Company, individual, or entity that helped get a work published or distributed.**
Suffix	**Letters/Abbreviations at the end of a name that tells us more about an individual. For example, Jr. (junior), III (third in family with a name), Esq. (esquire), etc.**
Title	**Name given to a source that identifies it.**
URL	**Link or address of a webpage. One example is http://www.citationmachine.net/.**
Medium	**How a source or content piece was distributed or presented. Here is one example: E-book: Other - PDF, CSV, Word Doc, etc.**

Contributor	**Someone or an organization that helped produce a certain work. For example, a film director, dance choreographer, orchestra conductor, etc.**
Author	**Creator (often writer) of a piece such as a book, script, play, article, podcast, comic, etc.**

Source/link: chicagomanualofstylehtml

3.4   HARVARD Citation and Referencing Style

Harvard referencing style uses an 'author-date' approach. It is characterised by the following:

- Cite the author(s) name(s), date of publication and page in the text. Example: for one author (Ugochukwu, 2017:20) and for more than one author (Ugochukwu, 2017:20; Effiong 2012:18).

- If author's name(s) forms part of the sentence, put the date and page in bracket

- Page(s) is necessary only in paginated works.

- Use comma to separate author from date but use colon to separate date from page number(s).

- Quotations that are less than 40 words are integrated into a grammatically correct sentence and should fit into a well-structured paragraph.

- If the quotation forms part of the sentence, the final punctuation mark follows the closing bracket of its accompanying citation.

- Words omitted in the quotations are indicated with ellipses (. . .)

- Quotations that are more than 40 words are placed in an indented paragraph without quotation marks.

- Citations made in the text are listed systematically (as we shall see later on) as references at the last page of the write-up or as bibliography if it contains the list other relevant materials not consulted and/or cited.

- Entries on the reference or bibliography are arranged alphabetically.

- Only titles (for published works only) are italicized. Titles of non-published works are not italicized.

- In the case of no identified author, the title of the work is used as author in text and reference list.

How to write referencing using Harvard

In writing your own references, you need different pieces of information about every item that you read when you are carrying out a research work. These pieces of information are called 'bibliographic' information. For all types of references the key bits of information you need to start with are- the author(s) or editor(s), date of publication and title of the material. These form the basics of referencing, though you may find that some pieces of

information may not appear straightforward than others, but the fundamental of your referencing should be on:

1. **Author/editor**: this is the main/principal source or person who produced you are making reference to or you are using. Note: If you are use a website or web page, and there is no author, you can use what is called a 'corporate author'; usually the names of the organisations or companies to whom the websites or web pages belong.

2. **Date of publication:** This implies the year the book was produced or published, but in case of newspaper, magazine, email television broadcast/recording, the full date (ie. day, month and year) are required in your reference.

3. **Title of the item**: This illustrates the main topic on which the whole information therein is built on. In other word, it identify the basic information which describe what you have used as well as direct your readers to know the information

Examples of Harvard Referencing

Books (*italicise the title of the book*)

One author:

Amoa, K. 2001. *Show of power*. Accra: Emma Press

Two authors:

Okoro, O. &Adeymi, A. 2003.*Bibliography*. Warsaw: McGraw Hill

More than three authors:

Okoro, O., Adeymi, A., Amoa, K., Hassan. M. K., &Effiong, J. B. 2019. *Introduction to information management.*Calabar: Bob Press

Note: In reference list/bibliography, you list all the names of the authors no matter their number.

Unpublished thesis/dissertation

Amin, S. U. 2014. Influence of alcohol on commercial drivers in Abuja, Federal Capital Territory. Msc thesis. Abuja: National Open University of Nigeria

Journals (italicise the title of the journal **not** the title of the article)

Koce, H. 2010. Information as a factor of production.*Journal of library and information science,* 5 (3): 1-24

Electronics references

Department of Health, Nigeria. 2001. HIV campaign [Online]. Available: http://www.hiv.campaigne/html [2001, 12 October]

Examples of Harvard Citation style

Print Source

One author

The study (Kalu, 2016:7) illustrates that ….

More than one author

A study conducted by (Uduka, Umar, Yemi, &Tamuno, 2017: 111) show …

Note: In citation, you provide the names of all the authors regardless of their number, but if you make reference to them again while writing, you present the name of the first author and other with *et al*.

Unpublished thesis/dissertation

(Amin, 2014:48)

Journals

(Koce, 2010:13)

Electronics citation

(Department of Health, 2001)

3.5   The VANCOUVER Style

This is a type of referencing style used mainly in computer science, mathematics and medicine. According Uzugbe (2015) some of the characteristics common to Vancouver referencing style includes thus::

      i.   A number is allocated to a source when it is referred to for the first time.

      ii.   The allocated number appears in the text in superscript or in square brackets.

      iii.   The number identifies the specific source and is used throughout the text to refer to the specific source.

iv.   In the case where the researcher still mentions the name of authors, the allocated number is still used.

v.   The complete reference to sources is placed at the end of the writing in a list that is ordered numerically. This list is known as the reference list and contains only the sources cited in the text.

vi.   In the reference list no lines are indented, but one line is left open between the entries

vii.   If the in-text numbering style is the square bracket system (contrary to the superscript style), page numbers to cited works can also (though not compulsory) be added, for example [2:45].

viii.   Quotations are dealt with in the same manner with Harvard and APA methods etc.

Advantages of Vancouver referencing to writers/researchers

1. It is easier to read the main text; - there are no references in the text that distract the readers' attention or destruct the flow of the text;

2. the sequence in which the references occur in the text is the same as their order in the reference list, hence, the reader does not have to search for the authors in the alphabetical list.

Disadvantage

Readers have to page back to reference list overtime to find the name of the author being cited ... Uzugbe (2015

Examples:

Books: One author

Citation: This is in fact, the case as informed by Benedict 2 in ….. Or C: This is in fact, the case as informed by Benedict [2] in …

Referencing:

Benedict, I. G. *An introduction to Library Science*.3nd edition.Yola: Ken Press; 2020

Books: Two to six authors

Citation: The studies of women in the West [1]…

Referencing:

Onuoha, HB, Ahmed, MM, Zubulun, DG. Fighting Pandemic.Umuahia: Sane Press; 2020.

Books: Unpublished thesis and dissertation

Referencing:

Obinna, JO. Library use and student Performance [unpublished dissertation].Abia State University, Uturu; 1999.

Journals: Articles in journals

Referencing:

Bola, TY.Pandemic Outbreak.*Longman Learning*; 1991; 33 (1): 33-41.

Electronic references: Journal articles in electronic database

Referencing:

Uzuegbu CP. Using the library effectively. Library Philosophy and Practice [Electronic] 2007 [retrieved 2009, May 26]; 7(2); Available: http://www.webpages .com

Electronic references: www page

Referencing: Oliver R. Streamlining the Omega 3 fatty acid in the mammals [Online]. 1999 [retrieved 2011, August 11]; Available: http://www.mammals-world.com

Electronic references: www page (no author)

Referencing: Streamlining the Omega 3 fatty acid in the mammals [Online]. 1999 [retrieved 2011, August 11]; Available: http://www.mammals-world.com

Example of a references list according to the Vancouver method:

1. Uzuegbu CP. *Citation and referencing method*. In: Ibegwam A, Ogbonna U, editors. Use of library education. Enugu: CityPress; pp. 22-44.

2. Robberts RA. *An introduction to applied probability*. In: Harris J, editor. A first course in probability. New York: Macmillan; 1992. pp.44-55.

3. Alamba OB. Artificial intelligence. *Machine Learning;* 1993; 31 (1): 43-51.

4. McAlbert FU. Testing library users' behavior towards books [unpublished dissertation]. Imo State University, Owerri; 1995. (Uzugbe, 2015)

Video link: https://academicguides.waldenu.edu/writingcenter/apa/references/videos#s-lg-box-11129159

4.0   CONCLUSION

You have learnt in this unit that scientific and academic writing/publications call for referencing and citations for all the sources of information used. Often, researchers and students alike encounter complications in doing this. This is because there are various type and methods used by different disciplines, departments and institutions in course of writing research work. The sources of information used both in prints such as books, articles, dictionaries/encylopedia, research dissertations and/or electronics such as web pages, social network text, archived e-mails and messages, online audio and video files. Therefore, it is advisable to master the particular referencing and citation style adopted by your discipline

5.0   SUMMARY

In this unit, different citations and referencing processes has been set out for your study. the importance of referencing and citation cannot be over emphasised in academic and research writing. Also, this unit discussed five major referencing and citation style that are usually used in Nigeria and these include: APA, MLA, CHICAGO, HARVARD and VANCOUVER referencing and citation styles.

6.0   TUTOR-MARKED ASSIGNMENT

1. List and explain the main characteristics of Vancouver referencing style

2. Explain the Harvard referencing style using print and electronics examples

3. Differentiate between Chicago and Modern Language Referencing style

7.0   REFERENCES/FURTHER READING

A guide to referencing with examples in the APA & Harvard styles (6th ed.). Retrieved   on 05/05/2020 from the University of Canberra Library website:

American Psychological Association (2010).*Publication manueal of the American Psychological Association*. Washington.

Burger, M. (1992).*Reference techniques* (8th ed.). Pretoria, South Africa: University of   South Africa.

EasyBib (2020).EasyBib Chicago/Turabianstyle guide

https://www.citationmachine.net/

https://www.citationmachine.net/

Endnote subject guide: http://libguides.library.usyd.edu.au/endnote

Faculty liaison librarians: http://www.library.usyd.edu.au/contacts/subjectcontacts.html

How to reference tutorial:

http://www.canberra.edu.au/library/attachments/pdf/referencing-guide.pdf

http://www.library.usyd.edu.au/elearning/learn/referencing/index.php

Imperial College London *Citing and referencing: Harvard style* www.imperial.ac.uk/library/getintouch/yourlibrarian

Lourens, A. (2007). *Scientific writing skills*. Stellenbosch, South Africa: Sun Press

Mendeley Limited (2019). APA format citation guide

https://www.mendeley.com/guides/apa-citation-guide

Referencing and citation styles subject guide: http://libguides.library.usyd.edu.au/citation

University of Queensland Library (2001). References/Bibliography Vancouver style: Quick guide – how to use it. Retrieved from http://www.library.uwa.edu.au/

Uzuegbu, C. (2015) Bibliographic citation and referencing method accessed on 30/05/2020 from https://www.researchgate.net/publication/292869655

Uzuegbu, C.P. &Onyenachi, J.C. (2015).*Bibliographic citation and referencing methods*.In AhiaomaIbegwam, Fundamentals of library and information science education (pp. 97-120). Ibadan, Nigeria: Stirling-Horden

Wagner, G. (2006) Structural and functional studies of protein interactions in gene expression.*[Lecture]* Imperial College London, 12th December 2006

MODULE 4:   THESIS FORMATTING AND BIBLIOGRAPHY COMPILATION

Unit 1   Thesis Formatting and Final Report Writing

Unit 2   Practicum on bibliographic compilation and citation

Unit 1:   Thesis Formatting and Final Report Writing

CONTENTS
1.0   Introduction
7.0   Objectives
3.0   Main Content

      3.1   Characteristics of a Good Thesis
      3.2   General Thesis Formatting
      3.3   Final Report Writing

4.0   Conclusion
5.0   Summary
6.0   Tutor-Marked Assignment
7.0   References/Further Readings

1.0   INTRODUCTION

This unit will introduce you to the thesis formatting and final report writing. It will provide you with the opportunity to know the meaning of thesis, thesis formatting method as well as final report writing which are fundamental to research and scholarship.

2.0   OBJECTIVES

By the end of this unit, you should be able to:

- understanding the meaning of thesis
- know what thesis formatting is all about
- understand the method and step in final report writing

- know the characteristics of a good thesis

3.0   MAIN CONTENT

What is thesis?

A thesis statement declares what you believe and what you intend to prove. A good thesis statement makes the difference between a thoughtful research project and a simple retelling of facts.

Thesis is stated premise that is put forward as a principle to be verified or uphold. In other word, it could be a dissertation or long essay that involves individual or group research, written for a university degree. A good tentative thesis will help you focus your search for information. But don't rush! You must do a lot of background reading before you know enough about a subject to identify key or essential questions. You may not know how you stand on an issue until you have examined the evidence. You will likely begin your research with a working, preliminary or tentative thesis which you will continue to refine until you are certain of where the evidence leads (Kean University, nd). In other word, thesis is more or less an academic exercise aimed at discovering, supporting and/or rejecting facts around and behind us. Prove

According to an online definition thesis is a lengthy experimental, design, or theoretical report, with a problem-method-results-discussionstructure. This recurrent hypothetico-

deductive pattern of developing a thesis to solve a problem and then constructing a methodology and testing for results is common in research writing.

What is thesis formatting?

This is the arrangement, set-up and plan that are used to guide researchers or students in writing their final research report. It is also a recurrent hypothetico-deductive pattern of developing *a thesis*to solve a problem and then constructing a methodology and testing for results is common in research writing. In a nutshell, you should know that thesis is a formal and deliberate exercise that involves your observation and testing of facts that will lead you to obtain knowledge, therefore you have to carefully follow laid-down procedure(s)

What is final report writing?

You are required as university student to write series of reports as part of your assessments. Disciplines such as psychology, science, engineering often used one type of research report writing in their research and study. The essence of this report is for clarity and conciseness about your research topic so that readers can easily understand the purpose and result of your research. Final report writing brings out the results of the research to be known. It is a systematic way of writing problem statement, methodologies, results and bibliographies. In fact, it is a detailed account of your research procedure made available for people to read and understand.

3.1   Characteristics of a Good Thesis

- It should be contestable, proposing an arguable point with which people could reasonably disagree. A strong thesis is provocative; it takes a stand and justifies the discussion you will present.

- It tackles a subject that could be adequately covered in the format of the project assigned.

- It is specific and focused. A strong thesis proves a point without discussing "everything about …" Instead of music, think "American jazz in the 1930s" and your argument about it.

- It clearly asserts your own conclusion based on evidence. Note: Be flexible. The evidence may lead you to a conclusion you didn't think you'd reach. **It is perfectly okay to change your thesis!**

- It provides the reader with a map to guide him/her through your work.

- It anticipates and refutes the counter-arguments

- It **avoids** vague language (like "it seems").

- It **avoids** the first person. ("I believe," "In my opinion")

- It should pass the [So what? or Who cares? test](#) (Would your most honest friend ask why he should care or respond with "but everyone knows that"?) For instance, "people should avoid driving under the influence of alcohol," would be unlikely to evoke any opposition.

3.2   General Thesis Formatting Method

Section	Pages	Required/Optional,note
1. Title page	Title page – no page number	Required
2. Preliminary pages (written in Roman numerals)	Approval page- usually page ii	Required
	Ethical statement	Required if the research was subject to ethical approval
	Abstract	Required
	Dedication	Optional
	Acknowledgements	Optional
	Table of Contents	Required
	List of Table	Require if the thesis contains tables
	List of Figures	Required if the thesis contains figures
	Other list	Optional
	List of Acronyms	Optional
	Glossary	Optional
	Preface/executive summary	Optional
3. Main body Page numbers written in Arabic numerals	Chapters- beginning with page 1 • Introduction • Literature Review (sometimes included in the Introduction) • Methodology • Results • Discussion • Summary/Conclusion • Recommendations (sometimes included in the Conclusion) (ie One, Two, Three, Four & Five)	Chapters and subsection are normally numbered while some are unnumbered in rare cases
4. Supplementary materials	References	You may use a single reference section at the end of the document or footnotes/endnotes (references) at the end of each page/chapter
	Appendix(es)	Optional

3.3   Final Report Writing

Youneed to carefully read the information on the course in detail in final report writing, so as to be in compliance with the format adopted by your teacher or department. As earlier stated, report writing involves three main sections namely; preliminary, main and supplementary sections and each has its own peculiarity, mode and content.

Report Writing Format

Description	Examples
Font	Arial, Times New Roman, Computer Modern, Calibri etc.
Font size	10, 11, 12 etc.
Line spacing	Single and double line spacing etc.
Margins	Left/right Top/bottom
Pagination	Preliminary pages usually start with Roman numbers while main body are in Arabic numbers. Page numbers appear at the bottom centre of each page
Citation style	You must have to consult your supervisor, teacher and/or follow the departmental/faculty and/or disciplines' approved style
File size	Usually A4 format
File format, number of page	As directed by the supervisor and the department

Note: The above is a general report writing format, however, teachers, supervisors, departments and disciplines differs in most of these formats listed above. It is therefore advisable for you to consult the departmental manual or your supervisor before employing any or the entire stated format in report writing.

4.0   CONCLUSION

Based on the discussion, you have learnt that thesis and final report writing has a general format though there are variations. Now, it is left for you to know the one adopted by your supervisor, teacher and discipline and follow it.

5.0   SUMMARY

This unit has exposed you to understanding the meaning of thesis and the characteristics of a good thesis. It has provided you the opportunity to know what thesis formatting is all about as well as the method and step apply in final report writing.

6.0   TUTOR-MARKED ASSIGNMENT

1. List and discuss the attributes that makes thesis a good one
2. Outline and discuss the steps in thesis formatting

7.0   REFERENCES/FURTHER READING

Kastens, K., Pfirman, S., Stute M., Hahn, B., Abbott, D. &Scholz, C. (nd) How to write thesis https://www.kean.edu/roneilfi/Howtowriteathesisstatement.htm

The University of Adelaide (2014)Writing a research report: Writing centre learning guide. www.adelaide.edu.au/writingcentre/

Vanderbilt university graduate school (nd).Format guidelines for theses and dissertations.https://gradschool.vanderbilt.edu/academics/theses/index.php

What is thesis? https://web.mit.edu/course/21/21.guide/th-form.htm

Unit 2   **Practicum on bibliographic compilation and citation**

1.0   INTRODUCTION

In this unit, you will be introduced to the practicum in bibliographic and

citationcompilation, this will enhance your final report and research writing.

Bibliographic compilation will make your research work more authentic by providing the

list of links/sources of the information used in your writing.

2.0   OBJECTIVES

By the end of this unit, you should be able to:

- understanding the meaning of bibliographic and citation compilation
- understand the method and techniques involved in bibliographic and citation compilation
- understand the common elements in bibliographic and citation compilation and
- The principle to follow during bibliographic and citation compilation

3.0 MAIN CONTENT

What is bibliographic and citation compilation?

According to university of Reading library guide definition, a bibliographic compilation is a list of all the sources you used when researching your assignment. You may include texts that you have not referred to directly in your work, but which have had an influence on your ideas. ... In most cases, a bibliography is a single alphabetically-ordered list of all the sources used, regardless of format

3.1 Common Elements in Compiling Bibliography

1. **Author:** The creator of the work

2. **Date**: The date of publication usually expressed in year

3. **Title:** The heading which explain the content of the work

4. **Publication details**: This includes the name of the publisher, city and or country of publication

Video link: Compilingyour bibliography: video tutorialhttp://www.screencast.com/t/NHjVee6k2n

What to look out while compiling bibliography

1. **Order:** The command and instruction need or used while compiling

2. **Punctuation:**

3. **Layout**: The design or the outline stated in the work

Video link:

3.2 Three principles to follow in bibliographic and citation compilation

1. Put your materials in order in a single list (all materials in one list unless you are told to do otherwise for your discipline) so that your reader can find them and associate them with the relevant in-text citation. (Depending on the style, that may be in alphabetical order of author's surname, or by number.)

2. Give full bibliographic details in the correct order and with the correct punctuation and layout for the referencing style you've been asked to use.

3. Be consistent! (Library Guide University of Reading, n.d.)

3.3 Bibliographies and Citations

Exampleof bibliographic and citation compilation as contained in the University of Reading Bibliographic Guide is stated thus:

A **bibliography** lists all the sources you used when researching your assignment. You may include texts that you have not referred to directly in your work, but which have had an influence on your ideas. If you find you have a lot of works that are not referred to directly though, you may wish to look back over your work and check that all of the ideas are fully referenced.

In most cases, a bibliography is a single alphabetically-ordered list of all the sources used, regardless of format. So books, journal articles and websites would all be listed together.

The exception is where you have used a number of primary sources - literary works, primary source documents, or multimedia, for instance. Here you would have a separate headed list.

A **reference list** lists only the sources that you have referred to in your text. If you have been asked to include a reference list, you may also include a bibliography which lists works that you have read but not cited.

A reference list may be ordered in alphabetical order of authors' names, or numerically, depending on the referencing system you are using. A bibliography will always be ordered in alphabetical order of authors' names.

Compiling a bibliography or reference list

Use a single list which integrates all the different types of source material you have used. The exception is where you have discussed a number of primary sources (such as novels, films, ancient sources, letters, historical documents etc), when you should separate your bibliography into primary and secondary sources. All lists should be ordered alphabetically by first-named author's surname or organisation if there is no named author.

A reference list should be treated the same way as a bibliography unless you are using a numeric referencing system. In this case, sources are assigned a number when they first appear in the text, and are listed in numerical order.

Example bibliography using Harvard referencing:

Anon. (1981).Coffee drinking and cancer of the pancreas. *British Medical Journal*, 283, 628.

Bould, M. & Reid, M. (eds) (2005). *Parietal Games: Critical Writings by and on M. John Harrison*. Cambridge: Science Fiction Foundation.

Hamilakis, Y., Pluciennik, M. &Tarlow, S. (2001). Academic Performances, Artistic Presentations. *Assemblage*, 6. http://www.shef.ac.uk/assem/issue6/art_web.html (accessed 08/07/02).

Royal Horticultural Society (n.d.). *Plant finder: Genista.* Online at www.rhs.org.uk/plantfinder/genista (accessed 25/08/07).

Shahabudin, K. (2006). From Greek Myth to Hollywood Story: Explanatory Narrative in *Troy*. In M. M. Winkler (ed.), *Troy: From Homer's Iliad to Hollywood Epic*. Malden, MA: Blackwell. 107-118.

Turner, J.E., Henry, L.A. & Smith.P.T. (2000).The development of the use of long-term knowledge to assist short-term recall. *The Quarterly Journal of Experimental Psychology. Section A.* 53.2, 457-478.

Video link: https://www.youtube.com/watch?v=fVhnN07SxsI

3.4   Facts on Bibliographic Citation as contained in Google Search Engine

The following explanations are culled from Google search engine. It will help you understand more about bibliographic referencing and citations

How is bibliography compiled explain with examples?

A works cited page is a list of every work cited in the text of your paper. A bibliography is a list of every work you used while writing your paper, whether or not it was specifically cited. An annotated bibliography is a bibliography with a short note by the author explaining the significance of the source.

Can you put references and bibliography together?

Both Reference Lists and Bibliographies are placed at the end of your essay, assignment or thesis (unless your lecturer has specified differently, which may be the case for theses). ... Citations by the same author are then arranged chronologically, with the most recent first.

What is difference between reference and bibliography?

Bibliography is listing all the materials that have been consulted while writing an essay or a book. References, on the other hand, are those that have been referenced in your article or book.

Which comes first bibliography or references?

The Reference list and/or Bibliography will be the very last section of your paper, before the appendices

How do you arrange a bibliography?

Arrange the bibliography in alphabetical order, by the author's last name. If there is no author listed, use the first word of the title (not "a," "an," or "the"). When there is more than one author, list the authors in the order they are listed on the title page.

What is bibliographic compilation?

A bibliography is a list of all of the sources you have used (whether referenced or not) in the process of researching your work. In general, a bibliography should include: the authors' names. the titles of the works. the names and locations of the companies that published your copies of the sources,

How do you cite a compilation?

A Works Cited citation for a compilation starts with the compilation editor's last name, a comma, and then the first name, followed by a comma and "ed." (or "eds." if there are

multiple editors -- note that the second editor's name is entered with the first name followed by the last name). Place a period after this

4.0   CONCLUSION

In this unit, you have been exposed to the practicum on bibliographic compilation and citation, which will help you in your final report and research writing. Bibliographic referencing and citation compilation which will at the last section of your writing compilation are arranged systematically usually in alphabetical order, by authors name provides the list of sources of the information used in your writing.

5.0   SUMMARY

- This unit has provided you with meaning of bibliography and citation compilation

- It has provided you with knowledge of how bibliographies and citations are compiled.

- You have learn the common elements in compiling bibliography and also what to look out while compiling bibliography and citation

- The three principles to follow while compiling bibliography and citation were also listed and discussed and

- Several examples from the internet were outlined and explained for your better understanding.

6.0   TUTOR-MARKED ASSIGNMENT

1. Highlight and Discuss the three principles to following bibliographic and citation compilation

2. Referencing and Bibliographic are not the same. Discuss

3. List and explain the common elements in compiling bibliography

7.0   REFERECES/FURTHER READING

University of Reading (n.d.).Citing references: Guidance on citing references for students at the University of Reading. https://libguides.reading.ac.uk/academicintegrity/bibliographies