

Citations, Bibliography and Annexure in report writing

Citations

A "citation" is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again, including:

- information about the author
- the title of the work
- the name and location of the company that published your copy of the source
- the date your copy was published
- the page numbers of the material you are borrowing
- The forms of citations generally subscribe to one of the generally accepted citations systems, such as the Oxford, Harvard, MLA, American Sociological Association (ASA), American Psychological Association (APA), and other citations systems, because their syntactic conventions are widely known and easily interpreted by readers. Each of these citation systems has its advantages and disadvantages.

Why should I cite sources?

Giving credit to the original author by citing sources is the only way to use other people's work without plagiarizing. But there are a number of other reasons to cite sources:

- citations are extremely helpful to anyone who wants to find out more about your ideas and where they came from
- not all sources are good or right -- your own ideas may often be more accurate or interesting than those of your sources. Proper citation will keep you from taking the rap for someone else's bad ideas

- citing sources shows the amount of research you've done
- citing sources strengthens your work by lending outside support to your ideas

Types of in-text citation

When you refer to a source (for example, by quoting or paraphrasing), you have to add a brief citation in the text. There are three main types of citation:

- **Parenthetical citation:** You put the source reference in parentheses directly in your text. This usually includes the author's last name along with the publication date and/or the page number.
- **Note citation:** You put the source reference in a footnote or endnote.
- **Numeric citation:** You number each of your sources in the reference list and use the correct number when you want to cite a source.

Which citation style should you use?

First, always check the requirements of your university department or the submission guidelines of the target journal.

1. Citation styles for journal submissions

Academic journals usually require you to use a specific citation style. For example, the European Journal of Criminology uses the Harvard citation style, whereas the Journal of Management and the Journal of Marketing use the APA style. Some journals even have their own style guide.

If you use a program such as EndNote, Mendeley or Zotero to manage your references, then you can simply select your target journal from a list, and the correct citation style will load automatically.

2. Citation styles for student papers

University departments often mandate a specific citation style, but sometimes you are allowed to choose which style you use. In this case, consider your discipline and choose a style that gives the most relevant information.

For example, if you are writing a humanities paper with a lot of quotations, MLA style is a good choice to cite page numbers without interrupting the flow of your argument. If you are writing a scientific paper where you cite a lot of studies, an author-date system like APA or Chicago B is best so that your reader can immediately see the recency of your sources.

If you're still in doubt, check with your instructor. The most important thing, however, is to pick one style and apply it consistently throughout your paper.

Bibliography

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
- The dates your copies were published
- The page numbers of your sources (if they are part of multi-source volumes)
- A complete or selective list of works compiled upon some common principle, as authorship, subject, place of publication, or printer.
- A list of source materials that are used or consulted in the preparation of a work or that are referred to in the text.
- A branch of library science dealing with the history, physical description, comparison, and classification of books and other works.

Types of Bibliographies

There are two main types of bibliography formats: MLA (Modern Language Association) and APA (American Psychological Association).

- MLA format is typically used by those writing in the liberal arts or humanities community. It focuses on the author of the cited source material, in order to help the reader place him or her in the appropriate historical and philosophical context.
- APA format, on the other hand, is used more often in the social sciences and is useful for citing from journals and other such publications. Its focus is more on the research presented in the source and when it was released, rather than the individuals who conducted it.

Difference between Citations and Bibliographies

BASIS FOR COMPARISON	CITATION	REFERENCE
Meaning	Citation is a way of disclosing within the main body, that the quote, image, chart, statistics, etc. are taken from an outside source.	Reference is a list which contains all the sources which have been sought or cited while writing the article or assignment.
Use	It informs the readers, the basic source of information.	It informs the reader, the complete source of information.
Purpose	To indicate the source of the material taken.	To support or criticize an argument or point.
Placement	Presented in the bracket.	Presented as endnote or end of the document.

Information	It contains information like publication year and last name of the author.	It contains information like publication date, title of book/journal, author's name, page number.
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Annexure in Report

According to Black's Law Dictionary:

- an Appendix is “a supplementary document attached to the end of a writing.
- an Annexure is “something that is attached, such as a document to a report”.

Annexure is a separate part of a legal agreement, report, etc. that gives extra information: Eg- The Inquiry will result in a public report but it may be necessary to present some material in a confidential annexure.

Difference between Annexure and Appendix

An annex and an appendix are both forms of addendums to a main document. An appendix contains data that cannot be placed in the main document and has references in the original copy or file. An annex, on the other hand, is usually a standalone document that offers additional information than contained in the main document.

BASIS FOR COMPARISON	ANNEXURE	APPENDIX
Meaning	An annexure is a set of legal documents, which are added at the end of the report or book, to validate the information provided in the main text.	An appendix refers to an extension to the research paper, that contains information which is too detailed to put in the main document or report.

Standalone document	Yes	No
Comprise of	It contains relevant papers or proofs that validate the main body of the report, or document.	It contains essential background details.
Includes	News articles, reports, affidavit, etc.	Graphics, tables, charts, statistics, figures, etc.
Mainly used in	Business	Research
Prepared by	Not prepared by the author of the main document	Prepared by the author of the main document

JEL Classification

The "JEL" classification system originated with the Journal of Economic Literature and is a standard method of classifying scholarly literature in the field of economics. It is used in many of the AEA's published research materials.

It is a standard method of classifying scholarly literature in the field of economics. The system is used to classify articles, dissertations, books, book reviews, and working papers. JEL codes will be given by authors or editors to identify the different areas of research.

Articles in economics journals are usually classified according to the JEL classification codes, a system originated by the Journal of Economic Literature. The JEL is published quarterly by the American Economic Association (AEA) and contains survey articles and information on recently published books and dissertations.

There are 20 primary JEL categories

[3]:

JEL Codes ^[a] ⇅	General Categories ^[b] ⇅
A	General Economics and Teaching
B	History of Economic Thought, Methodology, and Heterodox Approaches
C	Mathematical and Quantitative Methods
D	Microeconomics
E	Macroeconomics and Monetary Economics
F	International Economics
G	Financial Economics
H	Public Economics
I	Health, Education, and Welfare
J	Labor and Demographic Economics
K	Law and Economics
L	Industrial Organization
M	Business Administration and Business Economics • Marketing • Accounting • Personnel Economics
N	Economic History
O	Economic Development, Innovation, Technological Change, and Growth
P	Economic Systems
Q	Agricultural and Natural Resource Economics • Environmental and Ecological Economics
P	Economic Systems
Q	Agricultural and Natural Resource Economics • Environmental and Ecological Economics
R	Urban, Rural, Regional, Real Estate, and Transportation Economics
Y	Miscellaneous Categories
Z	Other Special Topics