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## UNIT 3 WRITING A RESEARCH PAPER

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### Contents

- 3.1 Introduction
- 3.2 Developing the Writing Skill
- 3.3 The Main Divisions of a Paper
- 3.4 Acknowledging the Source Materials
- 3.5 Citation
- 3.6 Writing Foot Notes
- 3.7 Examples of Foot Note or End Note
- 3.8 Writing Bibliography in Turabian and APA Style
- 3.9 Sample Bibliography

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### 3.1 INTRODUCTION

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#### Preparing the Text

Avoid plagiarism! It is worth repeating. Care should be taken in preparing the text. One has to faithfully adhere to the scientific methodology. One has to avoid *plagiarism* which means reproducing exact words, sentences and ideas of the source materials without acknowledging them in the reference. Usually there would be a tendency among anyone who is writing, a tendency of picking up ideas and sentences from any source without due acknowledgement. Recently in a world of internet and electronic sources, students tend to reproduce from the web pages, web articles and electronic sources. It has been also an observation that in the past, few students have just copied from previous assignments and papers of their seniors. All these practices come under plagiarism. A sincere research student should by all means avoid coping or showing as if it is one's own. Scholarly sincerity in this regard tells upon the student's motivation in life and career.

The whole text should be in the student's own style and language. It is a must to make reference in footnote, whenever others' ideas are used in a form of *Paraphrasing* (i.e. ideas of the authors are presented in the words of the student) or in a form of *Direct Quotations* (i.e. exact words and sentences of the authors; either in short three-lined quotations or longer quotations). Originality in the content of the paper presented in one's own style and language and precision in methodological applications are taken into consideration in evaluating the scientific work. While writing, flow of thought, unity and coherence of thought are very much necessary. Getting feedback, comments and guidance before and after writing would help the student to polish and shape the idea and the writing skill.

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## 3.2 DEVELOPING THE WRITING SKILL

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### First Draft

- Follow your outline and write the full text carefully.
- Do not copy long quotations, but note their place in the paper and mark the reference.
- Keep writing without searching for the perfect word or phrase, but pay attention to the logic and the coherence of thought.
- Incorporate good passages from other writers.
- Limit your scope and exclude everything irrelevant.
- Show this draft, prepared in double-space, to your guide or friends for comments and criticism.

### Second Draft

- Respond to criticisms and incorporate suggestions and corrections.
- Look for the appropriate words/phrases and accurate expressions, using a thesaurus.
- Add emphasis to important points and avoid irrelevant and unimportant materials.
- Show this copy, typed in double-space, to your guide to get further suggestions and corrections.

### Final Draft

- Once again, answer criticisms and incorporate suggestions and corrections.
- Improve accuracy, clarity, forcefulness and readability.
- Change language style by using simpler wording, shorter sentences and paragraphs, active rather than passive voice, substituting positives for negatives, writing sequences in order.
- Prepare a precise introduction and a well thought out conclusion.
- Prepare a list of reference, appendix and index before generating the table of contents.
- Prepare a title page in the prescribed scientific format.
- Proofread your paper. Check spelling grammar, punctuation and the logical development of ideas. Go through carefully the citations, foot-notes and the reference.
- Submit the final draft to your guide and incorporate his/her suggestions for the improvisation of your paper.

**Writing to communicate:** Say what we mean to say clearly and consciously. Keep primary objective in writing and focus discussion accordingly. Provide overview of what will be discussed. Organize ideas from general to specific using headings and subheadings. Provide transitional phrase, sentences or paragraphs to help readers follow the flow of thought. Use concrete examples to make abstract ideas understandable. Use appropriate punctuation. Use tables and figures to present findings more adequately. Summarize what was said at the conclusion of the paper. Anticipate revision of draft of report.

### 3.3 THE MAIN DIVISIONS OF A PAPER

In general, a research report consists of three parts-

- The preliminary,
- The text or the main body of the report,
- The reference material.

The core forms the middle part or the main body or text of the report. It is preceded by the preliminaries comprising the title page, acknowledgements, table of contents etc. The core is followed by the end part containing the appendices, bibliography etc.

#### Overview

- Your paper may not have all these divisions, but whatever parts it has, will follow in this order: Title Page, Acknowledgement, Table of Contents, Introduction, Main Body of the Text, Conclusion, Reference, Appendix, Index

#### Title Page for a Short Paper

- Do not make a title page for a short paper unless specifically requested.
- In the top left corner of the first page list your name, roll number, your instructor's name, the course name followed by the code, and the date (only month and year). Do not use any punctuation after any of these entries.
- Begin your paper immediately after these entries with your title and subtitle (if there is one) centered and the title bolded.
- Do not use any punctuation mark after the title. A question mark or an exclamation mark may be used after the title only when necessary and appropriate.
- Begin pagination from the first page though you may choose to make the page number invisible on this page.

#### Sample First Page for a Short paper

Rahul Gupta

09021

Dr. Nishant A. Irudayadason

PH 14 Hermeneutics

December 2010

#### **Understanding as a Mode of Being**

The Significance of Heidegger's Ontological Hermeneutics

With the publication of Heidegger's Being and Time, the scope of hermeneutics has gone beyond Schleiermacher and Dilthey. While for Schleiermacher, hermeneutics is primarily an art of divining the mind of the author...

**Style of presentation:** Different disciplines adopt different styles. We proposes two styles of presentation (Chicago Style & APA). You are free to choose one of these but be consistent.

### **Title Page for a Long Dissertation**

- Make the separate title page for a long paper (dissertation or thesis having chapter divisions) and arrange the entries centered between margins in the following order.
  - The main title of your paper followed by the subtitle, if any (Only the main title may be capitalized and bolded).
  - Your name followed by your roll number
  - Your Guide's name prefixed by his designation
  - The purpose of the paper
  - The date of submission (only the month and the year)
  - The name of the institution followed by the name of the city (with pin code)
- The line spacing shall be set for 1.5 for the entire title page. Between each entry give 5 space by giving the enter command on the keyboard.
- Keep the same font type and size as in the body the paper.
- As a rule the first letter of all the words in the title page will be in capitals except if the word is an article or a preposition.

### **Acknowledgement**

- Acknowledgement normally follows the title page and precedes the table of contents.
- The page number on this page shall follow the page number of the title page in Roman numerals.
- Avoid exaggeration and flowery words.
- Make sure to acknowledge your thesis guide, other professors and the library staff.
- You may also include your family, friends, bishop/superior, community where you live, etc. in the order that seems most appropriate for you.

### **Table of Contents**

- It should include all divisions that precede it and follow it except the title page.
- Roman small numerals are given for the divisions that precede it and Arabic numerals are given to divisions that follow it.
- It can be generated automatically in MS Word. In order to do so, the different levels are headings are to be defined correctly.
- Generate the Table of Contents only just before taking the print of the final copy because any change made after may result in the indication of wrong page numbers.

- Before taking the print out, type in title case “Table of Contents” or merely “Contents,” and center this heading.

### **Introduction**

- Introduction is written after having completed the body of the text.
- It introduces the topic undertaken for the study and spells out the reason for undertaking this study.
- It will also speak of the different methods employed for the study.
- It will seek to justify why the chapters are divided the way they are divided, thus offering a justification for thematic coherence.
- If it is a long dissertation the Introduction will run through a few pages.
- The page number in Arabic numerals begins with the first page of the Introduction, which will continue till the last page of the paper.

### **Main Body of the Text**

- The text should contain everything necessary for a reader to understand the author’s views.
- Longer papers (dissertation or thesis) are divided into numbered chapters.
- Begin each chapter on a new page.
- The length of the chapter may vary as each chapter is a thematically unity.
- Short titles are preferable. The title of the chapters should bring out the theme. Center the title of the chapter below the chapter number.
- It is preferable not to have more than three levels of subtitles.
- Do not use full stop, comma or semicolon after titles or subtitles. A colon may be used to separate the subtitle from the title. Use an exclamation mark or question mark if the title requires it.

### **Use of Numerals**

- Spell out numbers written in one or two words and represent other numbers by numerals (one, thirty-two, fifteen hundred, two million, but 2 1/2; 102, 275).
- Spell out the number if the sentences begin with a number.
- Fractions and compound numbers below one hundred should be hyphenated (one-third, thirty-six).
- For large numbers you may use a combination of numerals and words (4.5 million, 2 trillion).
- Express related numbers in the same style (5 of the 250 delegates; from 1 billion to 1.2 billion; 115 feet by 90 feet (or 115’x 90’) but not five out of 250 delegates; one billion to 1.2 billion).
- If your project calls for frequent use of numbers (a paper on scientific matters or a paper involving statistics), use numerals for all numbers connected with statistics or scientific data.

- Always use numerals for the following:
  - With abbreviations or symbols (6 lbs., 4:29 p.m. (or P.M.), \$9, 3%, 4")
  - In address ( 201 lattice bridge road)
  - In dates (1 April 1993)
  - In decimal fractions (3.5, 7.8)
  - In page or volume references (page 16, volume 6).
- Numbers and letters occurring in enumeration in the text are enclosed in parentheses. For example, (1), (a). When each item in an enumeration begins a new line or paragraph, numerals or letters may be followed by a right parenthesis. For example, 11)
- For an enumeration without subdivisions, Arabic numerals followed by full stops are preferred; the full stops are always aligned.
- Use capitals of roman numerals for individuals in a series (Henry VI, Pope Benedict XVI).
- Large round numbers may be written as follows: Four billion dollars (or \$4 billion); 16, 500, 000 (or 16.5million.)
- Regardless of the original source, numbers referring to the following are given in Arabic Numerals:
  - Pages
  - Divisions of a book (Volume, Parts, Chapters, Act, Scene)
  - Illustrations, tables, or figures
- In documentation you may use appropriate abbreviations for the divisions of the book (p. 30, vol. 2, Ch. 5, Fig. 3).
- In footnotes, indexes, etc., where page range is to be shown, follow the convention given below:
  - Full numbers to be given for numbers through 99 (p. 78-83).
  - For larger numbers, give only the last two figures if it is in the same hundred (pp. 102-10; 1997-98).
  - If it is in another hundred, add more figures as needed (1497-506; 1996-2003).
- Use a combination of figures and words for numbers when such a combination will keep you writing clear:
  - Unclear: The club celebrated the birthdays of 6 90yrs- olds who were born in the city. (This may cause the reader to read 690 as one number.)
  - Clear: The club celebrated the birthdays of six 90-year- olds who were born in the city.

- Regarding the use of date, there are differences between British and American English.
- The following table shows some typical formats. Whichever format you choose, be consistent.
- The common way of referring to years is as follows: 1066 CE, 1900 BCE, 1971-72 or 1971-1972, the eighties or the 1980's or the 1980s.
- Spell out centuries in lower case letters (twentieth century). Hyphenate if it is used as an adjective (twentieth-century thought nineteenth and twentieth-century writings).
- Time may be written as follows: 8:00 AM (or a.m.); eight o'clock in the morning; 4:30 PM (or p.m.); half-past four in the afternoon; 12:00 noon; 12:00 midnight.
- Residence numbers in addresses are written thus: 16 Tenth Street; 350 West Street.
- In abbreviating, always use accepted forms. In appropriate contexts, you may abbreviate, keeping in mind clarity. Spell out the term if the abbreviation may puzzle the readers.

### **Punctuation**

The comma and the full stop are always placed inside the quotation marks, whether they are part of the quotation or not. The colon and semicolon are always placed outside the quotation marks. The exclamation mark or the question mark is placed inside the quotation marks when it is part of the quoted matter; otherwise, outside. Example: Does he precisely show "evil leading somehow to good"? The question asked was: "Can evil ever lead to good?"

### **Indicating Errors in the Original**

Do not make corrections to the original text you are quoting even if the mistakes are evident.

An evident error (in spelling, grammar, logic) in the original is pointed out by enclosing sic (thus used) in brackets immediately after the error (sic). This is to assure the reader that the faulty spelling or logic was in the original.

### **Use of Capitals and Italics**

The first word of a quotation is not capitalized if it is related grammatically to what precedes, even though in the original it begins a sentence (The Psalmist's call to "taste and see that the Lord is good"). This rule should be followed for both kinds of quotations, i.e., continuous with text or set off. If the quotation starts after introductory, do not capitalize the first word. This is applicable even to block quotations. Words not italicized in the original may be italicized for emphasis. This change may be indicated to the reader by a notation enclosed in brackets placed immediately after the italicized words or in the foot note. Example: "I am not (*italics added*) one of the desk-pounding types that like to stick out his jaws."



## Conclusion

- In a long dissertation, the conclusion will run through a few pages.
- It highlights the finding of your study, relating to the questions you have raised in your introduction.
- It also specifies other issues resulted from your study, which open up the possibility for further research.
- Though it brings together the loose ends of the paper, it is not meant to be a summary of the preceding chapters.
- Finally, the conclusion is not conclusive. This means that you do not seek to offer dogmatic proofs to the question(s) under investigation. Nor do you pretend that you have resolved the issue finally. Protect yourself from intellectual dogmatism.

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## 3.4 ACKNOWLEDGING THE SOURCE MATERIALS

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### Reference

- Reference should contain all the cited either directly quoting a passage or giving a summary idea of the work. It does not include works related to the subject matter, which you have not made use of.
- It is usually arranged in alphabetical order according to the surname (last name) of the author.
- If your study is author-based, then you may divide your reference into Primary Sources (referring to the works of the author) and Secondary Sources.
- No other classification such as books, articles, etc., is allowed.
- Encyclopaedia and dictionaries do not feature in the reference.
- Religious books like Bible, Koran and Bhagavad-gita are not included in the reference unless the study is made on a section of these religious works and you want to mention the different versions and translations you have made use of in your study.

Generally it is said, a citation is a reference to a published or unpublished source. More precisely, a citation is an abbreviated alphanumeric expression, e.g. (Pandikattu 1998), which is embedded in the body of the text that denotes an entry in the bibliographic references section of the work, in order to acknowledge the works of other authors. Generally the combination of both the in-body citation and the bibliographic entry constitutes what is commonly thought of as a citation. It may be noted that bibliographic entries given at the end of the text do not constitute citation and acknowledgement of the sources the author is indebted to. A prime purpose of a citation is intellectual honesty; to attribute to other authors the ideas they have previously expressed, rather than give the appearance to the work's readers that the work's authors are the original and he or she alone is responsible for the ideas in the book.



The forms of citations generally subscribe to one of the generally accepted citations systems, such as the Harvard, MLA, American Sociological Association (ASA), American Psychological Association (APA), and other citations systems, as their syntactic conventions are widely known and easily interpreted by readers. Each of these citation systems has its respective advantages and disadvantages relative to the trade-offs of being informative (but not too disruptive) and thus should be chosen relative to the needs of the type of publication being crafted. Editors will often specify the citation system to use (Wikipedia 2010). Bibliographies, and other list-like compilations of references, are generally not considered citations because they do not fulfill the true spirit of the term: deliberate acknowledgment by other authors of the priority of one's ideas. Footnotes and Endnotes are more detailed forms of citations. They are used to give credit to sources of any material borrowed, summarized or paraphrased. They are intended to refer readers to the exact pages of the works listed in the Works Cited, References, or Bibliography section.

The main difference between Footnotes and Endnotes is that Footnotes are placed numerically at the foot (end) of the very same page where direct references are made, while Endnotes are placed numerically at the end of the essay on a separate page entitled Endnotes or Notes. It is much easier to refer to footnotes, but endnotes does not disturb the smooth flow of the text in an article. If you are still using a typewriter, a superscript number is typed half a space above the line after the last word of the citation, e.g., "The Information Superhighway is giving way to a Commercial Superhighway."<sup>1</sup> If you are using a word processor, you can access the superscript function. To type a Footnote citation, the same superscript number is put at the beginning of the Footnote at the bottom of the same page where the citation occurs. In word process this step is easy, since it takes place automatically.

When mentioning a work for the first time, a full and complete Footnote or Endnote entry must be made. When the same work is mentioned later, the full details need not be repeated.

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### 3.5 CITATION

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The writer must acknowledge indebtedness to an author or source, not only for material quoted verbatim, but for every fact, judgment, theory, or principle taken from other sources. This applies, therefore, to paraphrase of summary as well. Common facts known to every intelligent reader need no acknowledgement. Failure to acknowledge the source is called plagiarism. It invites severe penalties since it amounts to cheating or robbing. All quotation should correspond exactly with the originals in wording, spelling and punctuation. Hence there is need for care. No matter how brief the quotation, the description of the context should usually be given in order to avoid misleading or unwarranted interpretation of the author quoted. While quoting, a quotation should never be given a sense different from that which it had in its original context. For example, it is wrong to say the following: The Bible says, "There is no God" (Ps 14:1). Quote authors who have something special to say about the topic under consideration (authors who give a new theory, express it in a striking way, or raise serious objections). Quote only the pertinent passages of an author who is an authority in the field. Second-

hand quotations are permissible only if it is impossible to verify them in the original source.

### **Format**

A quotation can be placed in the text or in the foot note or in the appendix. It is placed in the text if it is very important for the paper. It is placed in the footnote if it is merely a confirmation of an idea in the text. If the author has many passages, only the most appropriate quote is placed in the text; other passages are cited in the footnote. Footnote is the appropriate place for the original text whose translation is inserted into the body of the paper.

### **General Tips**

Quotations, direct or indirect, should be kept to a minimum lest the paper may give the impression of being a mere compilation of quotations. A direct quotation must be as brief as possible contain only the really pertinent matter. A careful paraphrase or an exact summary is better than a long quotation. Such a paraphrase or summary must not be enclosed in quotation marks. The number of the footnote is placed at the end of the paraphrase or summary. Do not simply drop quotations into your paper and leave it to the reader to make connections. You must integrate the quotation into the paper with the help of signals, assertions and connections. Example: Ross, in her study of working-class women (signal), makes it clear that economic status determined the meaning of motherhood (assertion). Among this population (connection), “to mother was to work for and organize household subsistence.”

### **Short Quotations**

If the quotation is short (fewer than one hundred words or approximately five typed lines of prose), enclose it within double quotation marks and incorporate it into your text. When a brief incorporated quotation ends a sentence in the text, it is always followed by a full stop. If a brief quotation is used within a sentence, the original punctuation is replaced by the punctuation proper to the sentence.

### **Long Quotations**

Use long quotations only when it is necessary to do so. The long quotations are not enclosed in double quotation marks, but indented. If there is double quotation in the original source, convert it into single quotation mark if it is a brief quotation, but maintain the double quotation marks if it is a long quotation. If you are using the author-date format instead of foot-note, provide the surname of the author, followed by a colon, a space and the specific page. If you are giving footnotes to the citations, instead of the parenthetical citation, provide the superscript number in the text and complete reference in the footnotes. In quotations from works in foreign languages, it is helpful and advisable to give a translation, at least in the footnotes.

### **Ellipsis**

The omission of words or sentences within a quotation is always indicated by ellipsis. For an ellipsis within a sentence, use three dots placed in square brackets [...]. If there are ellipsis marks in the quoted author's work, do not put brackets around them; brackets around ellipsis marks are meant to distinguish the ellipsis you added from the ellipsis marks in the quoted author's

work. Do not use ellipsis (...) to begin an indented quotation. However, while quoting many paragraphs, if words are omitted at the beginning of paragraphs other than the first, indicate the omission using ellipsis after the paragraph indentation. The omission of one complete paragraph or more in a prose quotation or of a line or more in a verse quotation should be indicated by a single line of spaced full stops. Enclose any foreign matter (change, addition, correction or personal comment) inserted into a direct quotation with brackets, i.e. [ ], not parentheses, i.e., () to indicate that it is not part of the original text. If some words required for easy reading are missing, insert them in brackets at the appropriate place.

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### 3.6 WRITING FOOT NOTES

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The following points are discussed in this section: FOOTNOTES IN CHICAGO STYLE

Introductory Remarks, The research paper will have to be well documented. Proper documentation saves the researcher from the accusation of plagiarism, and the consequent penalties.

Frequently Used Abbreviations in Documentation

cf. = confer, compare

vol. = volume

Ibid. = ibidem, in the same place (it is better to avoid it)

Trans. = translated by, translator.

n.d. = no date.

n.p. = no publisher, no place

ms. = manuscripts.

ed. = edition, edited by, editor

ch. Or chap. = chapter

#### Acknowledging the Sources

To acknowledge a source in a paper, place a superscript number immediately after the end of a sentence containing the quotation, paraphrase, or summary. If a single paragraph of your paper contains several references to the same author, it is permissible to use one number after the last quotation, paraphrase, or summary to indicate the source for all of the material used in that paragraph. Place notes at the bottom of each page, separated from the text with a typed line, 1.5 inches long. Indent the first line of each entry one-half inch (or five spaces) from the left margin; do not indent additional lines an entry. Begin the note with the Arabic numeral. Footnotes should be numbered consecutively, beginning with 1, either throughout the chapter or the work.

#### Format

Author's first name and then last name.

Full title of the work with subtitles, if any.

Location of publication, publisher, and the year of publication in parentheses.

Page(s) from which information is taken, avoiding the abbreviations “p.” and “pp.” before page numbers.

Use commas to separate items.

1. Roger Fisher, *Getting to Yes: Negotiating Agreement without Giving in* (New York: Penguin Books, 1965), 85.

The first time to cite a source, the note should include publication information for that work as well as the page number on which the passage being cited may be found. After the first citation, for subsequent references to a source to have already cited, give only the author’s last name, a short form of the title, and the page or pages cited. The short form of the title of a book is italicized; the short form of the title of an article is put in quotation marks. Use commas to separate items. For example:

3. Fisher, *Getting to Yes*, 31.

If the subsequent references follow immediately after reference, use the abbreviation “Ibid.” Ibid means “same as above.” It is used only when the note is from the same source as the one directly above. A page number is included if the second reference is from the same source as the one directly above, but the page from which it is taken is different from the first. For example:

3. Fisher, *Getting to Yes*, 31.
4. Ibid.
10. Ibid., 62.

In the author-date system, sources are cited in the text, usually in parenthesis. It includes the author’s last (family) name, the year of publication of the work, and a page number (Cox 1997, 166). Full details appear in the bibliography usually titled “References” or “Works Cited.”

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### 3.7 EXAMPLES OF FOOTNOTE OR ENDNOTE

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2. G. Wayne Miller, *King of Hearts: The True Story of the Maverick Who Pioneered Open Heart Surgery* (New York: Times, 2000) 245.

#### **Bibliography example:**

Miller, G. Wayne. *King of Hearts: The True Story of the Maverick Who Pioneered Open Heart Surgery*. New York: Times, 2000.

Use of *ibid.* and *op. cit.*:

Gibaldi does NOT recommend the use of these old-fashioned abbreviations: *ibid.* (from the Latin *ibidem* meaning “in the same place”) and *op. cit.* (from the Latin *opere citato* meaning “in the work cited.”)

For Footnote or Endnote citations, if you should see the term *ibid.* being used, it just means that the citation is for the second mention of the same work with no intervening entries:

- 3 Ibid. 12-15.

More commonly, author and page number or numbers are now used instead of *ibid.*, e.g.:

4 Miller 12-15.

For second or later mention of the same work with intervening entries, where previously *op. cit.* was used, now only the author and page number or numbers are used:

5 Miller 198.

### Use of Superscript

[Tab] or indent Footnote and Endnote entries 5 spaces from the left margin. Leave one space between the superscript number and the entry. Do not indent second and subsequent lines. Double-space between entries. Number Footnotes and Endnotes consecutively using a superscript, e.g., 7.

For Endnotes, you must use the same superscript number (as in your text) at the beginning of each Endnote in your Endnotes list. Start your list of Endnotes on a new page at the end of your essay. Remember to put the Endnotes page before the Bibliography, or Works Cited, or References page.

Do not confuse Footnote and Endnote citations with explanatory Notes that some authors refer to as “Endnotes.” These Notes are not considered to be citations but are used to add comments, explanations, or additional information relating to specific passages in the text.

### Internet Sources:

In internet citations, there may be two dates found. First date = Web page creation or modification date, if it is available. Second date = the date you accessed the Web page. If the Web page does not have a modification or creation date, leave it out, but always indicate our access date of the URL (Lee 2010).

19 Canada, Indian and Northern Affairs, “Aboriginal Peoples Survey: From APS I to APS II.” Facts from Stats, Corporate Information Management Directorate, Issue No. 15, Mar. 2000, [http://www.inac.gc.ca/nr/nwltr/sts/2000-03\\_e.html](http://www.inac.gc.ca/nr/nwltr/sts/2000-03_e.html), accessed on 15 Dec. 2004.

19 James Henretta, et al., “Richard Allen and African-American Identity,” *America’s History*, Spring 1997, <http://www.earlyamerica.com/review/spring97/allen.html>, accessed on 11 Feb. 2006.

19 “Edsitement,” <http://edsitement.neh.gov>, accessed on 12 Feb. 2006.

19 Abdullah al-Shiri, “Danish Cartoon Prompts Protest,” *Sunday Herald* 29 Jan. 2006, <http://ww1.sundayherald.com/53793> accessed on 12 Feb. 2006.

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## 3.8 WRITING BIBLIOGRAPHY IN TURABIAN AND APA STYLES

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Here we deal with two main styles for taking bibliography which is a must for any academic articles or books. “Turabian style” is named after the book’s original author, Kate L. Turabian, who developed it for the University of Chicago. Except for a few minor differences, Turabian style is the same

as *The Chicago Manual of Style*. However, while *The Chicago Manual of Style* focuses on providing guidelines for publishing in general, Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations* focuses on providing guidelines for student papers, theses and dissertations.

**American Psychological Association (APA) Style** is a set of rules developed to assist reading comprehension in the social and behavioral sciences. Designed to ensure clarity of communication, the rules are designed to “move the idea forward with a minimum of distraction and a maximum of precision.” It is the most often used style in science.

### Introductory Remarks

- Typically Chicago papers include a bibliography, an alphabetically arranged list of cited or consulted works. This list should not include books that have not seen or consulted, just to make an impression.
- Start the bibliography on a new page, and center the title “Bibliography” about one inch from the top of the page. Number the bibliography pages consecutively with the rest of the paper.
- Invert the name of the authors (last name followed by first), and alphabetize the bibliography by the last names of the authors (or editors, compilers, or translators). When a work has no author or editor, alphabetize by the first word of the title other than the articles a, an, or the.

### Book: Single Author

- A single-author entry precedes a multi author entry beginning with same name.

#### Turabian

Borradori, Giovanna. *Philosophy in a Time of Terror*. Chicago: The University of Chicago Press, 2003.

#### American Psychological Association

Borradori, G. (2003). *Philosophy in a Time of Terror*. Chicago: The University of Chicago Press.

### Book: Many Authors

- In a double-author entry, only the first author's name is inverted (Coleman, A.E.; Coleman, A.E. and Richard Northwood).

#### Turabian

Kofman, Amy Ziering and Kirby Dick. *Derrida*. New York: Zeitgeist Video, 2003.

#### American Psychological Association

Kofman, A. Z., & Dick, K. (2003). *Derrida*. New York: Zeitgeist Video.



Turabian

Bataille, Georges. *Inner Experience*. Translated by Leslie-Anne Boldt. New York: SUNY Books, 1988.

American Psychological Association

Bataille, G. (1988). *Inner Experience*. (Leslie-Anne Boldt. Trans.). New York: SUNY Books. (Original work published 1943).

**Editor or Compiler as Author**Turabian

Harvey, Irene, ed. *The Purloined Poe: Lacan, Derrida, and Psychoanalytic Reading*. Baltimore: John Hopkins University Press, 1988.

American Psychological Association

Harvey, I. (Ed.). (1988). *The Purloined Poe: Lacan, Derrida, and Psychoanalytic Reading*. Baltimore: John Hopkins University Press.

**Single Author: Essay/Article in an Edited Work**Turabian

Bennington, Geoffrey. "Mosaic Fragment, if Derrida were an Egyptian," in *Derrida: A Critical Reader*. Edited by David Wood, 97-139. Massachusetts: Blackwell, 1991.

American Psychological Association

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