
UNIT 1 METHOD OF BIBLIOGRAPHY

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1.0 OBJECTIVES

- To study the basic human quest for unity that has given rise to philosophy, religion and science.
- To trace the origin of human knowledge to our quest for understanding: the self, world and God.

1.1 INTRODUCTION

In this unit we attempt to offer the preliminary remarks on writing a research paper and on preparing a proper bibliography.

1.2 PREPARING TO WRITE

CHOOSING A TOPIC

Preliminary Remarks

- The purpose of a research paper is to explore an idea or probe an issue with the help of available resources in the library.
- Make a statement of thesis which states clearly the area of your research and defines the scope of your paper.
- The findings of the research have to be clearly and coherently presented in an accepted scientific format.
- A research paper pays attention both to the content as well as to the style of presentation.

Content

- Choose a definite, specific subject.

- The subject must be of interest to your readers.
- It should neither be too broad nor too specific
- It must be within the limits of time and the length of paper.
- It must have the necessary sources available.
- The sources available should neither be too vast nor too little.
- It can be author-based or theme-based.
- Make sure you have a competent guide available to you.

Style of presentation

Different disciplines adopt different styles.

We propose two styles of presentation (Chicago Style & APA).

You are free to choose one of these, but be consistent.

PREPARING A BIBLIOGRAPHY

Preliminary Remarks

- Identify books and articles related to the research. This can be done through browsing the latest edition of encyclopedias on the subject matter or using search engine on the internet.
- Make sure that these books and articles are available to you either in the JDV Library or in any institutions near-by where you can access them.
- Author-based research calls for a distinction between primary and secondary sources.
- You can also include online sources provided they are of academic standard.

Keeping Record of the Sources

- Use separate card (6" x 4") for entering the bibliographic information of each work whether book or article.
- Choose the most recent edition and the best translation if choices are available in the library.
- Note down the complete and precise references of books and articles from the start in the card including the shelf where they can be located.
- Arrange the cards in alphabetical order according to the surname of the author. If the study is author-based, then maintain two sets of cards – one for primary sources and the other for secondary sources. Arrange the secondary sources in alphabetical order according to the surname of the author.
- Eventually, you will transform this into your bibliography.

Necessary Data for a Book

Method of Bibliography

Name of the Library
Call number
Author – Surname followed by given name(s)
Title of the Book in italics
Details of Publication
Personal Remarks

Specimen Bibliography Card for a Book

JDV Library
DO-254-W3
Welsch, David
Nazi Propaganda: The Power and the Limitations
London: Croom Helm, 1983
(This books seems to have 2 particularly useful chapters)

Necessary Data for an Essay from an Edited Work

Name of the Library
Call Number
Name of the Edited Work in italics
Editor – First name followed by the surname
Author – Surname followed by given name(s)
Title of the Article in double quotes with exact page numbers
Details of Publication
Personal Remarks

Specimen Card for an Article from a Journal

Name of the Library
Name of the Journal in italics
Author – Surname followed by given name(s)
Title of the Article in double quotes with exact page numbers
Details of Publication including volume and number if any
Personal Remarks

PREPARING NOTES FOR BIBLIOGRAPHY

Preliminary Remarks

- Prepare a separate dossier for each of the work
- Prepare a set of cards to note down citations which you think you would quote in your paper
- You need to practice the art of omission though you may be tempted to take down everything
- Equip yourself with techniques like précis writing and paraphrasing.
- Avoid reproducing the words of the author instead try to employ your own words.

- Remember to note down only those citations which you think cannot be said otherwise.

General Tips

- Read primary sources carefully and secondary sources rapidly, if it is an author-based research.
- Begin reading from the book/article recently published on the theme or of the author if it is an author-based study.
- Look for striking ideas pertaining to the subject.
- Summarize the ideas accurately.
- Take notes accurately by giving reference to the exact page, work, and edition.
- For passages taken verbatim to be quoted in the text, use standard cards and give exact reference and organize them thematically.
- For the summary, use the A4 size paper divided into three unequal parts: the left side for the summary idea of the author, right side for your comments and observations, and the bottom for technical words and cross-reference to the card.

Tips for Personal Critical Comments

- Identifying arguments and conclusions
- Identifying implications of arguments
- Identifying Assumptions
- Evaluating the truth of reasons and assumptions
- Evaluating support for conclusions

Identifying Arguments and Conclusions

- To identify reasoning, we need to look for indicator words in the conclusion. Some indicator words to be sought in the concluding statement are “should,” “must,” “it is evident,” “obviously,” “so,” “thus,” “hence” and “therefore.” Example: “He must be older than 42; he has a daughter who is 39 years old.”
- When indicator words are absent, look for relationship between statements in a passage. Example: Knowing the dangers of smoking is not sufficient to stop people from smoking. Everybody knows that smoking causes lung cancer and heart disease. One third of the population still smokes.
- When there is no conclusion in the passage, then it does not contain an argument.

Identifying Implications of Arguments

- This involves either of the two skills: parallel arguments and applying principles. Parallel arguments from a known domain help us to find the flaw in the argument. Applying principles calls for consistency in reasoning and its consequence in all similar situations.

- The argument is faulty if an example from a known domain with parallel structures of argument can be shown to be faulty. Example:
- Original argument: We have all had the experience of being deceived by our senses – the stick which looks bent when it is straight – and all the information we get through our senses is potentially illusory, therefore sense experience is always unreliable.
- Parallel argument: We have all had the experience of being lied to – that even lovers lie – and that everyone is potentially a liar, therefore no one is trustworthy.
- Application of principles to other cases may show us that the principle needs to be modified or rejected. Example: “Killing is wrong.” this principle implies that the killing in self-defense is wrong. If we are convinced that killing in self-defense is not wrong then the original principle has to undergo modification.

Check Your Progress I

Note: Use the space provided for your answer

1. Name some tips to be noted while taking bibliography.

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.....

.....

.....

2. Give some examples of indicator words?

.....

.....

.....

.....

Identifying Assumptions

- There are two types of assumptions: Assumptions underlying basic reasons and Assumptions as unstated conclusion.
- Assumptions underlying basic reasons: The reason provided for an argument is based on an assumption, that is, no empirical study or any study beyond disproof as has established this as a fact. Example: The number of accidents will reduce when strict measures of penalties and punishments are deployed by the government. The underlying assumption is better enforcement of law is directly related to the decrease in the number of accidents. Without any proof, this claim that the reason for the high number of accidents is lack of proper enforcement of law.
- Assumptions as unstated conclusions: A conclusion based on potentially disputable premises can be called assumptions as unstated consequences.

Example: the burglar must have left by the fire escape. This person is not in the building now, but has not been seen leaving the building, and there are guards posted at each entrance. The conclusion is that the burglar must have left the fireplace, but the premises are still disputable. It is likely that the guards were not sufficiently watchful.

Evaluating the Truth of Reasons and Assumptions

- The authority of the person in the subject in question
- Factors that can possibly distort the accuracy of the person's judgments
- Other sources either corroborating or contradicting the person's position.

Evaluating Support for Conclusions

- Every conclusion is supported by reason or reasons. Conclusion may state a supposed fact (it is dangerous to drive a car after drinking alcohol) or make a recommendation (you ought not to drive your car). Some arguments introduce their conclusion with "so" or "therefore." A conclusion need not be the last statement in the argument. Example: "You have to take a Hapitum travel sickness pill when you go on the ferry. They are very effective against sea-sickness, and you have always been sick in the past when you have travelled by sea."
- One way of identifying faulty reasoning is through the use of the principle "some does not imply all." Example: Some people say that the depiction of violence on television has no effect on viewers' behaviour. However, if what was shown on television did not affect behaviour, television advertising would never influence viewers to buy certain products. But we know that it does. So it cannot be true that television violence does not affect behaviour. Faulty reasoning: The fact that advertising shown on television affects viewers' behaviour is not a good reason for accepting that everything on television affects viewers' behaviour.
- Another way of identifying faulty reasoning is the lack of sufficient evidence. If people became healthier as the affluence of the country increased, we would expect the population to be healthier now than it was thirty years ago. But over the last thirty years new illnesses, such as chronic fatigue syndrome, have appeared, and we have become more vulnerable to old diseases such as heart disease and cancer. So the increased wealth of the country has not produced improvement in the health of the population. Faulty reasoning: Even if some new diseases have appeared and old diseases have become more common during the last thirty years, it does not follow that the population is less healthy than it was thirty years ago, because people may have long periods of good health before suffering from these diseases.
- A third way of identifying faulty reasoning is by verifying if correlation is equated with cause. In the above stated example, claiming that increased affluence had produced an improvement in the health of the population, the argument has flawed because it assumed that because two things have occurred together, one has caused the other, and because it failed to consider other possible causes of the improvements in the health of the population.

Preliminary Remarks

- After the notes are taken carefully, read them to get a bird's-eye view of the material. Then, as a first step towards writing the paper, prepare an outline.
- Include the important questions you want to address and the main divisions you want to make. This helps avoiding materials that, though interesting, are irrelevant to your paper, but also focus on materials that are relevant.
- The outline divides the points into various groups, co-ordinates the main points, subordinates the sub-points, and discards trivia.
- Look for a general structure. Arrange your ideas and notes according to this structure, looking for order, progress, and forcefulness.
- Take care to avoid illogical coordination. This can be done by coordinating items only of the same logical category.

Improper versus Proper Subordination

- Avoid improper subordination. Improper subordination consists in placing a topic under the wrong heading or putting a main point in a subordinate position.

The following gives the examples both of improper and proper subordination.

Subdivision

- Avoid single subdivision. To divide you always need at least two parts. This means, there can never be an "A" without a "B," a "1" without "2," an "a" without a "b." For an enumeration having several subdivisions, one of the following schemes or notation and indentation could be used.

Scheme 1

- I. Main heading
 - A. Subheading (level 1)
 - 1. Subheading (level 2)
 - a. Subheading (level 3)
 - i. Subheading (level 4)
 - ii. Subheading (level 4)
 - b. Subheading (level 3)
 - 2. Subheading (level 2)
 - B. Subheading (level 1)
- II. Main heading

Scheme 2

- 1. Title

1.1 Subtitle

1.1.1 Subtitle

1.1.2 Subtitle

1.2 Subtitle

1.1.1 Subtitle

1.1.2 Subtitle

1. Title

1.1 Subtitle

1.1.1 Subtitle

1.1.2 Subtitle

1.2 Subtitle

1.3 WRITING A PAPER

GENERAL REGULATIONS

Introductory Remarks

- The paper must be clear, concise, accurate, well organized, and neat.
- To achieve these, pay attention to the size and quality of the paper, the format, the language, and the style.
- Print out dissertation on standard-sized white paper (A4).
- As a general rule, use 1.5 line space) throughout the paper, except footnotes, bibliography and indented quotations.
- Set the margins of your document to 1 inch on all sides. If it is a long thesis, increase the left margin by ½ inch.
- Keep in mind your reader. Imagine that you are writing for a fellow student who is familiar with your discipline but does not know your area.
- Use simple wording, short paragraphs, and active voice, if possible.
- Vary sentence lengths.
- Use gender-neutral or inclusive language, avoiding such gimmicks as using he/she, but recasting sentences to achieve invisible gender neutrality.
- Avoid negatives, especially double negatives. Write, for example, *uncommon* instead of not *common* and *known* instead of not *unknown*.
- Place sequences in order (*Avoid*: “Before giving our critical comments, we shall discuss the salient features of Derrida’s deconstruction.” Say: “We shall discuss the salient features of Derrida’s deconstruction before giving our critical comments.”)

Indentation

- Indent the first line of paragraphs.

- Indent the footnotes five spaces from the left-hand margin.
- Items in the Reference/Works Cited list use hanging indent, i.e., they have first line with the left-hand margin while the following lines are indented five spaces (or 0.5”).
- Long quotations (more than 5 typed lines) are indented spaces (or 0.5”) either only in the left or on both sides without quotation marks.

Pagination

- Short Paper: Using Arabic numerals, number all pages including the title page. You may choose not to show the page number on the title page (first page).
- Long Dissertation: All pages before the first page of Introduction one are numbered in small roman numerals (i, ii, iii, etc.). Beginning from the first page of Introduction, all pages have Arabic numbers consecutively to the end of the paper, including bibliography and appendixes.
- For both short papers and long dissertations, numbers are placed uniformly either at the top right, or at the bottom right, or at the bottom center of the page.

Label Visuals

- Label each visual (i.e., tables, figures, etc.) with an Arabic numeral (Table 1, Figure 1, and so on) and provide a clear title that identifies the subject.
- For each table, the label and title should appear on the same line above the table.
- For each figure, place the label and the caption on the same line below the figure. The word “Figure” may be abbreviated to “Fig.”
- If there is a source for the table or the figure, you may either give a footnote at the end of the title/caption or you may choose to mention the source directly below the table or the figure.

STEPS IN WRITING

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.

1.4 THE MAIN DIVISIONS OF A PAPER

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...

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 and 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.

Check Your Progress II

Note: Use the space provided for your answer

1. When do we write the introduction to an article?

2. How and when can we best generate the table of contents in an article?

- 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 thematic 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 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 you 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 your writing clearer:
 - 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.

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 once and for all. Protect yourself from intellectual dogmatism.

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

Appendix

- An appendix may include explanations and elaborations that are not essential parts of the text, but helpful to the reader.
- This may include the following:
 - Documents
 - Survey questionnaires
 - Charts

- Tables
- Illustrations
- Images

Index

- The index begins on a recto (i.e., page on the right side of an open book).
- If there are both name and subject indexes, the name index precedes the subject index.
- Indexes are normally set two columns to a page and in smaller type than the text.

1.5 WRITING BIBLIOGRAPHY IN TURABIAN AND APA STYLES

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 been seen or consulted. It is not 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.

One Author and One TranslatorTurabian

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).

One Author and Many TranslatorsTurabian

Derrida, Jacques. *Memoires: For Paul de Man*. Translated by Cecile Lindsay, Jonathan Culler and Eduardo Cadava. New York: Columbia University Press, 1989.

American Psychological Association

Derrida, J. (1989). *Memoires: For Paul de Man*, (C. Lindsay, J. Culler & E. Cadava, Trans.). New York: Columbia University Press. (Original work published 1988).

One Author One EditorTurabian

Derrida, Jacques. *Acts of Religion*. Edited by Gil Anidjar. London: Routledge, 2001.

American Psychological Association

Derrida, J. (2001). *Acts of Religion*. G. Anidjar, (Ed.). London: Routledge

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

Bennington, G. (1992). Mosaic Fragment, if Derrida were an Egyptian. In David Wood (Ed.), *Derrida: A Critical Reader* (97-139). Massachusetts: Blackwell.

Article in a Journal

Turabian

Abrams, Meyer H. "The Deconstructive Angel," *Critical Inquiry* 3 (December 1977): 425-438.

American Psychological Association

Abrams, M. H. (1977). The Deconstructive Angel. *Critical Inquiry*, 3, 425-438.

1.6 SAMPLE BIBLIOGRAPHY

Attridge, Derek. (ed.). *Derrida: Acts of Literature*, New York: Routledge, 1991.

Caputo, John D. *Deconstruction in a Nutshell*, New York: Fordham University Press, 1997.

Caputo, John D. *The Prayers and Tears of Jacques Derrida*, Bloomington: Indiana University Press, 1997.

Critchley, Simon. *The Ethics of Deconstruction: Derrida and Levinas*, Oxford: Blackwell, 1991.

Culler, Jonathan. *On Deconstruction: Theory and Criticism after Structuralism*, New York: Cornell University Press, 1983.

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Check Your Progress III

Note: Use the space provided for your answer

1. What does appendix consist of?

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2. What is the difference between Turabian style and Chicago Manual Style?

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1.7 LET US SUM UP

In this unit we saw the general guides on writing a paper and saw the main divisions of a paper. Then we took up the issue of writing a bibliography, specifically using Turabian and APA styles.

1.8 KEY WORDS

APA : 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.

Recto : A right-hand page of a book or the front side of a leaf, on the other side of the verso.

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