Composition

Lesson Forty-two: Documentation in Research Paper
What Is Documentation?

- Is acknowledging sources that we have used in our research
Why Is Documentation Important?

- informs readers that you have consulted experts on the subject, and have relied on the most current and authoritative sources to support your statements;
- gives proper credit to the sources used in the argument, which is an ethical requirement. Failure to do so will result in being accused of plagiarism;
- provides readers the books and articles you have used in support of your argument(s). As a result, the readers may be encouraged to go to the sources for additional information.
What Must be Documented?

- Any direct quotation, even a single phrase or key word, must be identified according to the work, and the exact place in that work.
- Any paraphrase or summary of another individual’s written work or from an oral report or presentation.
- Any opinion (verbal or writing) without which you could not have reached your views without the help of another source.
- Any statistical data which you have not compiled yourself.
- Any visuals that you have not prepared yourself.
- Any software programs that you did not develop yourself.
Documentation in the Writing Process

Documentation begins as soon as you start researching, and it continues throughout the writing process: drafting, revising, and editing. Therefore, you need to maintain a careful record of sources you use and the exact material you take from them. You need to check the accuracy of your documentation during the various stages of the writing process.
Types of Documentation

- parenthetical documentation (MLA and APA)
- documentation through footnotes and endnotes
Parenthetical Documentation

- APA (American Psychological Association) style sheet used in psychology, nursing, and allied health disciplines, the social sciences, and some technological fields.
Points to Remember about the Parenthetical Documentation:

- Both MLA and APA do not recommend footnotes or endnotes to document sources.
- The bibliography, according to them, should contain only the works a writer has cited in the text and not the works consulted.
- They use parenthetical, or in-text, documentation.
- While the MLA style sheet uses “Works Cited,” the APA style sheet has “References” to list bibliographic data—last name, first name or initials, title of the work, name of the publisher, place of publication, date of publication, Web sites, page numbers, and so on.
An Example of “Works Cited”


Points to Remember about the Footnote/Endnote Documentation:

- A slight raised numeral is inserted immediately after the information you wish to document. It is followed by providing the source information either in a footnote at the bottom of the page preceded by the same raised numeral, or an endnotes page at the end of the entire paper.
- The order in which the endnotes are listed must correspond exactly to the order in which the information is cited within the paper.
- Both footnotes and endnotes provide the same details: author’s name(s), title of the work, place of publication, publisher, date of publication, and page numbers.
An Example of “Endnotes”


Documentation According to the MLA Style Sheet

- Insure that the reader’s train of thought is not broken by paraphrasing and incorporating in the text.
- Have the lead-in phrase for every quote like according to Walton, “…” (56)
  Walton observed that... (56)
  Walton remarks that ... (56)
  Walton says, “…” (56)
  Have the last name of the author and the page number of the text used (Walton 56).
- List the title of the book or article along with the author’s name, etc. in the “Works Cited.”
Documentation According to the APA Style Sheet

- Even when you use the same work more than once, follow the same procedure, except that you do not need to repeat the author’s name and the title of the work in the “Works Cited” list more than once.
- Author’s surname is followed by the initials
- Date of publication follows the inverted name of the author
- Capitalize only the first word of a book, journal, or magazine.
Documentation According to the APA Style Sheet

- Underline or italicize the title of a book, write out in full the names of the months, and underline or italicize the volume numbers.

- Do not enclose the title of a journal, magazine, or encyclopedia article in quotation marks.