

Documentation of a Research Report

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Introduction

ALL research effort must result in some form of reporting—thesis, dissertation, technical report, term paper or a serious article in a scholarly journal in the subject field. This written presentation of the results of an investigation is done towards the end of the research process; its form will vary according to the subject nature and the method of approach. Through primarily the narrative of the research effort, an examiner will seek evidence of fitness to award a degree. He will therefore require to find within the thesis, dissertation or research report supportive evidence; i.e., statements, opinions, or data quoted from other scholars or studies in the field, bibliographical references to sources and the footnoting thereof. And, though he does not want to curb originality, a good examiner will require a reasonable degree of conformity with the forms of presentation for this *documentation* of the research report.

Quotations

During the research process, particularly at note-taking stage, the report writer has copied extracts from sources verbatim or in summary or both with the intention of incorporating them into the text of the report. Such quotation allows credit to the opinions, points, ideas and collected data of other scholars. Quotations certainly add 'punch' to the research report. However, too much quotation makes dull reading. Hence a judicious amount of quotation only should be provided. The task of the report writer is to skillfully blend quotations into the text, select carefully, use sparingly and determine judiciously their length. The *conventions* regarding the use of quotations must be followed.

When to Quote

Direct quotations should be used :

1. When another person expresses the idea or concept in a more concise, brilliant and convincing manner than the report writer is capable.
2. To support a major argument when a footnote would not suffice.
3. To comment upon, refute, or analyse, ideas expressed by another writer.

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4. When changes, through paraphrasing, may cause misunderstanding or misinterpretation, for instance, in citing the words of a law or when quoting from an official government publication.

5. For citing mathematical, scientific or other formulae.

6. For unpublished material, where permission is not required.

Conventions regarding use of quotations

Stringent conventions govern what and how to quote. Complete accuracy can be achieved only through quoting the *same words* of the author or of the official document with the *same* punctuations, the *same* spellings, the *same* capitalization. Should a quotation be edited by the use of insertions, such insertions must be placed within square brackets to indicate what words have been added. In particular, omissions in a long quotation, or the use of select paragraphs or sentences must be indicated by the use of the three dots (...): and on no account must the original meaning be altered.

Mechanics of quoting

The quotation is to be blended into the text. This can be achieved by including the *short quotation* (up to four lines) within the text, without interrupting the flow of the sentence or paragraph.

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1. Art may have a physical effect, for as Yeats contended : "Art bids us touch and taste and hear and see the world."

(N.B. The word 'contended' links the text and the quotation.)

Such other useful words are : acknowledges, discloses, reports, mentions, validates, supports, etc.

2. It is the contention of Professor Harbage that about 3000 people attended the theatre of London each day in 1600.

(By referring to another source for a fact not of general knowledge in the text, or in a footnote.)

The blending of a quotation can also be achieved through summarization or paraphrasing its contents, giving a footnote to acknowledge indebtedness; alternatively by *comparing* sources differing in some respects, giving reasons for your acceptance of any one of them, and citing all of them in a footnote.

Long quotations (usually five or more lines) are generally introduced formally into the text. Certain style patterns need to be noted.

1. Use no quotation marks at the beginning and end of the quotation.

2. Use single line spacing.
3. Introduce the quotation appropriately.
4. Indent the quotation three spaces from the left margin in a typescript.

A Quote within a quotation. If the quotation occurs within a short extract being quoted, the usual procedure is to enclose the whole quotation within double quotation marks and the internal quotation into a single quotation marks.

If the quotation occurs within a long quotation, then the double quotation marks are used for the internal quotation. Scholarly publishers as a rule adopt single quotation marks. With this usage a quotation with a quote would appear thus :

Quotations in footnotes. When a quotation occurs in a footnote, whether it is incorporated in a sentence or indented or set from the body of the footnote, double quotation marks are always used.

Footnotes

Footnotes expand bibliographical references to sources of information appearing in the text of a research report. While the writer is careful to present all essential arguments within the text, he can through judicious use of footnotes give the reader "general information he lacks" and also, "satisfy his curiosity about fine points, whisper delicious titbits in his ear and share with him an occasional frolic." (Mary Claire Von Leunen, *A Handbook for Scholars*, Alfred Knopf as quoted by the reviewer Paul Grey.)

Purposes

Some purposes for which footnotes are appropriate are:

1. To add bibliographical details of the cited sources.
2. To provide acknowledgement for actual words, or substance of written passages from another author. —Give credit where credit is due—a time-honoured tradition among scholars.
3. To help substantiate a point, statement or argument or the writer's accuracy.
4. To allow cross-references to other pages or sections of the text.
5. To permit the use of illustrative quotations in footnotes supplementing thereby the points made in the text—These should not be multiplied too far.
6. To incorporate secondary topics related to the argument but not essential to the point made, e.g. the different views of other writers on the same topic.
7. To introduce additional evidence through secondary but not directly relevant material to explain supplement or amplify material included in the text.
8. To provide evidence which does not happen to contribute much to the particular topic of the research report, but is known to be important for other related topics.
9. To help to expand the knowledge of writers in related fields by including points not strictly relevant but useful to them.

10. To provide other scholars with full information regarding sources so that they can relate the study to their own research, or themselves contribute to the problem with which the report deals. In George Shelton Hubbels' opinion, footnotes make a valuable contribution towards co-operation among scholars in the modern world.

Footnotes are not always needed, especially in the following cases: commonly known facts, very familiar quotations, e.g. "The quality of mercy is not strained." Footnotes are obligatory (1) to give the source of a fact that is recent or little known; (2) for a quotation not of common property, (3) for any figure or table of statistics used, (4) for a theory, sentiment or opinion expressed by another writer; and (5) for several facts or passages drawn from the source. Also (6) for incidental matter considered not sufficiently relevant to go into the text yet important not to be left out altogether; i.e. given in the form of an explanatory or 'content note'.

There are various methods to choose from. In the *first* style, the last name(s) of the author(s) and the year of the publication are given in parenthesis in the sentence at the point where the reference to the work is made; e.g. (Steven and Smith 1954). In the *second* form the author(s) surname(s) are placed in the sentence and the year given in parenthesis; e.g. Steven and Smith (1954) found that "injecting small amounts of coffee". The *third* style is as follows "It has been found that injection of small amounts of coffee... (Steven & Smith, 1954). The final 'List of References' or 'Bibliography' will supply complete identifying information to enable the reader to check sources for his study.

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Hettinger (1961) suggests that daily muscle contraction of 20-30% of the maximum is required to maintain muscle strength, and Kottke (1966) stated that when no tension is exerted, loss of strength occurs at the rate of approximately 30% per day.¹

Stamina or endurance fitness (Shephard 1969) is the ability to maintain rhythmic movements for such activities ...²

Location of references and footnotes

It is firmly recommended that bibliographical references and footnotes in a research report be placed at the foot of the appropriate page of the text. This is what 'footnote' indicates. Some style manuals require them to appear at the end of the research article, and in recent years even the best publishers of scholarly works (e.g. Cambridge University Press) are forcing their authors to give references at the end of their books, apparently as an economic measure to save time and trouble and the cost thereof to fit a footnote into a page of type. But this practice need not be adopted in the typescript thesis, dissertation, research report, or article. As experienced typist does achieve a neat placing of footnotes—below a typed

1. *Writing Term Papers and Reports* (New York. Barnes and Noble, 1962) p. 94

text. A footnote could run on to the foot of the next page or text.

Numbering of footnotes

As a general rule footnotes are numbered continuously throughout the chapter, not numbered afresh for each page. Numbering should begin again with a new chapter. The Arabic number is placed as a superscript at the end of the quotation in the text. (see in the example cited in above)

In the draft of the research report and its final manuscript for the typist it is advisable (i) to place footnotes immediately below the lines of the text you are writing, and (ii) insert the appropriate numeral for the footnote; (iii) draw a heavy rule two inches from the left margin and indenting five spaces enter the numeral and follow it with the reference or note.

The footnote is to be typed in single spacing. But between footnotes on one page double spacing is to be observed.

Details to be given in footnotes

The details to be given in footnotes will depend upon the kind of note and whether or not there is a separate bibliographical listing at the end of the chapter of the research report. Thus, in a *Source Note*, details of the publication, place and publisher would be optional. The date of the work cited must be given in the first footnote even if there is a bibliography. *Explanatory notes* generally are fully referenced.

Again if the author's name or the title is adequately quoted in the text, avoid repetition in the footnote, as a means of economy. The *Source note* should be exact, referring to the page in the particular edition. For very famous works the use of the last name in the author is often enough; eg. Milton's *Paradise Lost* Book 4, 1, 27.

Books

The information required for the first reference in the text is: author's name, including initials or personal name; title of book (from title page not spine); place, publisher and date of publication and the page containing the reference.

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First reference

2. Neville O. Oswald, *Recent Trends in Chronic Bronchitis* (London: Lloyd-Lucke (Medical Books Ltd), 1958), p. 1.

Later reference:

Oswald, *Recent Trends in Chronic Bronchitis*, p. 131.

In footnotes, first references:

1. Neville O. Oswald, *Recent Trends in Chronic Bronchitis* (London: Lloyd-Lucke (Medical Books Ltd, 1958) p. 1.

Later references:

6 *Ibid.*

9 *Ibid.*, p. 216.

Some other cases

(a) Two or three authors:

B. Anderson & P. Shapiro, *Emergency Childbirth Handbook* (New York: Man Nostrand Reinhold Co. 1979) p. 41.

(b) Work under editorial direction. D.F. Hawkins, ed., *Drugs and Pregnancy: human teratogenesis and related problems* (Edinburgh: Churchill Livingstone, 1983), p. 414-425. Paul Tillich, "Being and Love" in *Moral Principles of Action*/edited by Ruth N. Anshem (New York, Harper Bros, 1962), p. 663. Fuller examples are to be found in style manuals e.g., Turabian's *A Student Manual*.

Journal Articles

The information to be given is: author's name, title of article (within quote marks); title of Journal (in italics or underlined); volume number of Journal (generally in roman numerals); Year; page reference (inclusive page numbers if whole article is referred to).

E.F. Daniel and R.A. Janis, "Calcium Regulation in the Uterus." *Pharmacol Therapy* 1: 1975, 695.

Donald Dudley et al. "Psychosocial Commitants to Rehabilitation of C.O.P.D. Part I." *Chest* 77: March 1980, pp. 413-420.

C.R. Boxer "Some Notes on Surgical Nursing," *Nursing Times New Series*, XXIX (1954), p. 5.

Some Variant Forms

Total hip replacement: its influence on spontaneous recreation exercise habits (Visuri, T et al) (research) ARCH PHYS MED REHABIL 61:325-8, Jul 80.

Biographical reference given at the end of the article

Hettinger, T (1961) *The Physiology of Strength*: C.C. Thomas, Springfield. Shepherd, R.J. (1969) *Endurance Fitness*: University of Toronto Press, Toronto. Winslow, E.H. and Weber, T.M. (1980) Rehabilitation of the handicapped patient. Progressive exercise to combat the hazard of bedrest. *Am J. Nurs* 3, 400-445.

Conventional words and phrases in references

Convention in footnoting has brought into use devices to avoid repetition. Once a source has been fully cited in the footnote, it is not necessary to repeat the author's name, title and so on. These devices consist of accepted abbreviations which unhappily for us are mostly Latin words or phrases; some of these can be replaced by an English word. But in a dissertation, thesis, research report or serious article written for academic readers, the following Latin forms are adopted, as recognized shorthand for footnoting.

Words	Meaning	Use
<i>ibid</i> or <i>ib.</i>	ibidem, 'in the same place'	A reference to a work cited <i>immediately</i> before. eg. R.K. Narayan, <i>The Guide</i> (Delhi : Hind Pocket Books, 1955), pp. 41-48. 4. <i>Ibid</i> (If not followed by p. no., etc. it refers to the same page mentioned in the preceding note. 10. <i>Ibid.</i> , p. 156 (Same work but on different page number).
<i>op. cit</i>	opere citato, in the work cited'.	To avoid repetition of author's name and title of book, use this abbreviation when a reference is made to the same work as the preceding but not if there is an intervening reference to another work by the same author. eg. 4 Anand, <i>op. cit.</i> , p. 58.
<i>loc. cit</i>	Loco citato 'in the place cited'.	Helps to avoid repetition of references to a chapter of a book, article, page of a book, etc. previously cited but <i>not</i> an immediately preceding reference. eg. 3 Hudson, <i>loc cit.</i> ,
<i>passim</i>	'throughout, in every part'	In reference to a book, chapter, etc. the whole of which is relevant to the point discussed.
<i>supra</i>	'as shown above'	Better to use 'see above'
<i>infra</i>	'as shown below'	Better to use 'see below'

N.B. 'supra' and 'infra' are employed to make cross-references to other pages of the chapter of the research report.

Some Points to be remembered about footnotes

- (a) Decide whether a footnote strengthens or validates a point in your paper.
- (b) Include footnotes in your first draft.
- (c) Check each footnotes for accuracy and correct format.
- (d) Having adopted a method of footnoting, be consistent throughout the whole assignment or thesis or dissertation.
- (e) Footnotes should be concise but clarity and readability should never be sacrificed for brevity.
- (f) All footnotes are single spaced but are separated by a double space.
- (g) All footnotes regardless of length are terminated by a full stop.
- (h) The same bottom margin should be maintained on each page of the type-script, regardless of the number of footnotes.
- (i) A footnote may be continued on consecutive pages but where a footnote is being long a decision should be taken whether to place it in an appendix rather than make it a footnote.

Bibliographies

A Bibliographical listing of not of all sources consulted, but of those found relevant to the inquiry or throwing some additional light, generally is appended to a research report as part of its documentation. This bibliography provides a general guide to the literature mainly in printed format, available on the subject of enquiry.

The form of the bibliography may vary a great deal according to the nature of the material described, its accessibility for scrutiny, its relevance, and so forth.

The bibliography is also the place to draw attention to any general features of the sources cited and through such annotation to help in a critical evaluation of their usefulness for the task undertaken, or for similar tasks to be undertaken by others. Hence when a whole has been consulted, but only special sections have been found useful or relevant, it is helpful to draw the attention to those. And when a work has not been personally scanned but found relevant because another scholar has quoted or summarized from it, this fact must be stated.

What to include or not to include

Thus an annotated bibliography will contain

(a) All sources, books, articles, government reports, official statements, etc. which have substantially affected the form of the research report.

(b) Those books or articles, etc., which cover general background or related topics, which, while not affecting the content in specific ways, have substantially aided in *understanding*.

(c) When an apparently useful and relevant work contains nothing a relevance, e.g. a biography which has no new material,—such an item requires a brief annotation.

(d) Some relevant works are important in some respects but irrelevant in other respects. An annotation may help to bring about new thinking, rediscovering, etc.

What not to include would be 'general background' reading which has not substantially affected the form or content of the research report. Such material most probably was consulted in the literature searching stage but its inclusion would only result in a long, pretentious but dishonestly inflated bibliography. Also to be excluded would be works which have contributed only one or two minor points. These could be acknowledged in the appropriate place in the text.

Arrangement of Bibliographies

The report writer will determine the arrangement of the bibliography according to the type and complexity of the materials to be listed. Not being a short list, the alphabetical arrangement would not be preferred. The writer would certainly divide the material either by types (e.g. books, articles, official reports)

or into a more detailed order under subject headings that represent the different aspects of the topic of research. No standard form of arrangement can be laid down which will apply to all research reports. However, the following points would be useful:

(a) *Contemporary works*: books and articles in periodicals published in the period discussed in the research report should have a separate listing, particularly if the report includes extensive accounts of contemporary studies in the text.

(b) *Later modern work* i.e. later works that may reproduce contemporary documents not available elsewhere. Comments by later writers also to be included into this group.

Order of entries under each heading

(a) For list of books and articles by various authors the order should be alphabetical by names of authors. If there are sub-sections (i.e. separate listing under subject headings) the alphabetical order should be maintained within them.

Note that though in footnotes the place, publisher's name and year of publication are enclosed in curved brackets; in the bibliographical listing the curved brackets are omitted. The individual pattern, order of the names and the placing of page numbers are other differences to be observed in bibliographical listing. See the Comparison table given below:

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Oswald, Neville O. Recent Trends in Chronic Bronchitis. London: Lloyd-Lucke Medical Books Ltd., 1958. 148 p.

Best, John W. Research in Education. New Delhi: Prentice-Hall India (Pvt) Ltd., 1963, 103 p.

A Comparison of Bibliography and Footnote Form

	Bibliography	Footnote
Indentation	overhanging—first line flush with margin, second line indented five spaces.	regular paragraph indentation.
Name order	last name first (of first author when more than one authors)	first name first.
Placement	end of body of report—listed alphabetically by last name of first author.	bottom of page with superscript.
Punctuation	Author name. Title. Place of Publication; Publisher, date of publication.	Author, Title (Place of publication: Publisher's date of publication).
Page reference	414 pp. (total number of pages in book or in article).	p. 23 (specific page location of reference).

(Source : Kuldip Singh Sidhu, *Methodology of Research in Education* (New Delhi: Sterling, 1984), p. 302)

This article is being published to raise a discussion on the various suggestions given here. We shall carry the suggestions of the readers, if any, in the subsequent issues. (Ed., NJI)