

# Research: Tracking Sources, Literature Reviews

Assignment: Bring in your lists of sources and we will analyze them

In Class Assignment:

Review the list of sources that your partner brought in. What style, if any, is s/he using? Edit his/her list to make it conform to two very different forms of the styles we have discussed below.

*The following information is adapted from The Mayfield Handbook on Technical Writing.*

## **1. General Overview: Citing Sources and Listing References (From the Mayfield Handbook on Technical Writing)**

Whenever you include another person's information or wording in a document, you must acknowledge the source and include a citation that will tell the reader where you obtained it. If you do not do so, you deprive your reader of the ability to locate information that he or she might want to explore further. In addition, you may be committing intellectual theft (plagiarism).

Mechanisms that allow a reader to verify the information presented in a document are essential elements of most types of technical and scientific writing. Procedures sections of technical and laboratory reports, for example, provide the reader with information sufficient to replicate both the method and the data described in the document.

There are two basic and universal rules regarding the use of information in professional and, especially, academic writing:

1. If you use the language of your source, you must quote it exactly, enclose it in quotation marks, and cite the source.
2. If you use ideas or information that are not common knowledge, you must cite the source.

## **2. Basic Structure and Formats of Citation Styles (From the Mayfield Handbook on Technical Writing)**

All academic and professional disciplines have specific systems for citing sources. What all these systems have in common is that they provide sufficient information to allow a reader to locate the source of a quotation or reference. Most common citation styles share a common two-part structure: (1) a marker in the text that acknowledges another's words, facts, and ideas and that points to (2) the full source of information.

Citation styles develop this two-part structure through one of three general formats.

A. *Brief parenthetical information in the text linked to a list of references.* The information included in the parentheses provides an unambiguous link to a work in the complete list of sources, usually listed as part of the end matter of the document. In most but not all formats, the primary link in the parenthetical reference is the last name of the first-listed author of the source, and, consequently, most lists of references are arranged alphabetically by author. Depending on the style and the context, parenthetical citations often include such elements as the year of publication, reference to exact page numbers, and a shortened title of the work. The main advantage of this system is that it is extremely flexible: an addition or a deletion of a reference has little effect on other references or the reference list. The principal disadvantages are that a long parenthetical reference may interrupt the text and the rules for parenthetical citations can sometimes be quite complex.

B. *In-text numbers linked to a list of references.* Numbers are inserted in the text, usually as superscripts or in parentheses or brackets that refer to a list of references, in which each of the full sources is numbered and listed once in the order in which it was first cited in the text. Subsequent references to a source in the text use the original reference number. The main advantages of this system are that references are less conspicuous in the text than parenthetical citations and the system is extremely efficient, saving both keystrokes and paper. Its principal disadvantages are that readers may be forced to jump to the reference list to identify an author and that the addition or deletion of a reference will necessitate the renumbering of references throughout the manuscript unless the text is prepared with sophisticated bibliographic software.

C. *In-text numbers linked to footnotes or endnotes with or without a list of references.* Although this was once the most common citation system, most scholarly and professional organizations have abandoned footnotes and endnotes because they are redundant and cumbersome. Even the *Chicago Manual of Style*, the source of the most widely used and accepted note style, now recommends a parenthetical citation system. Similarly, in the 1980s the Modern Language Association, the largest American organization of scholars in English and foreign literatures, changed its recommended form of citation from a note style to its own version of the parenthetical style.

### **3. STYLE Guides:**

#### **Chicago Manual of Style (CMS)**

**See also, Kate Turabian, *Manual for Writers of Term Papers, Theses, and Dissertations* 6<sup>th</sup> ed. (1996)**

*The Chicago Manual of Style*, 14th ed. (1993), presents three styles of documentation. Two of the styles are author-date systems--one using formatting conventions common in the humanities, the other incorporating practices common in scientific and technical writing. The third and more traditional system, presented here, uses numbered endnotes or footnotes and, in the case of a long manuscript, a bibliography.

*The Chicago Manual of Style* (CMS) was originally written as a guide to authors and editors of professional books. Kate Turabian adapted and modified CMS style for students in *A Manual for Writers of Term Papers, Theses, and Dissertations* 6th ed. (1996). In some places, the two books present different recommendations. With a few exceptions, which will be noted, the format presented here is standard CMS style.

Each reference in the text is followed by a consecutive raised (superscript) number, which refers to a note placed on a separate sheet at the end of the text. (Turabian and some specific styles, however, prefer footnotes, which are placed at the bottom of each page.) For the note numbers in the text, use superscript numbers, which are easily generated by almost all common word-processing programs. In contrast to all the other documentation systems mentioned, CMS style requires a separate endnote for each citation of a source. In addition, CMS style recommends that long documents also include an alphabetized bibliography, which contains the same information as the notes but in a different format.

#### Citation in Text:

Physicists have long sought a grand unified theory, since scientists have always preferred theories with the fewest of elements.<sup>1</sup>

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#### Note

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1. Alan Lightman, *Ancient Light: Our Changing View of the Universe* (Cambridge: Harvard University Press, 1991), 106.

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#### Entry in Bibliography:

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Lightman, Alan. *Ancient Light: Our Changing View of the Universe*. Cambridge: Harvard University Press, 1991.

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If the next reference is to the same source, substitute the abbreviation *Ibid.* (from the Latin *ibidem*, meaning "in the same place") for the work. Unless the reference is to the same page or pages listed in the preceding reference, indicate the page number after a comma and a space:

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2. *Ibid.*, 152

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### Modern Language Association (MLA) Style

This style is widely used by academics and publishers, especially in fields connected with the study of literature or foreign languages.

#### Citation in Text

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The connection between brain damage and autism is no longer disputed (Bailey 8).

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#### Entry in Works Cited

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Bailey, Arthur. "The Biology of Autism." *Psychological Medicine* 23 (1993): 7-11.

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### **American Psychological Association (APA) Author-Date Style**

APA style is set forth in *Publication Manual of the American Psychological Association*, 4th ed. (1994). The APA reference style and similar styles are the most commonly used citation formats. The Council of Biology Editors, for example, recommends two citation systems, an in-text number system (see Council of Biology Editors Citation-Sequence System) and a parenthetical name-date system that closely resembles the APA style. Similarly, the *Chicago Manual of Style* recommends the parenthetical author-date system as "generally most economical in space, in time (for author, editor, and typesetter) and in cost (to publisher and public)--in short, the most practical" (1993, p. 640).

#### Citation in Text

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The connection between brain damage and autism is no longer disputed (Bailey, 1993).

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#### Entry in Reference List

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Bailey, A. (1993). The biology of autism. *Psychological Medicine*, 23, 7-11.

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The Mayfield Handbook on Technical Writing explains these and other styles discussed above.

### **Council of Biology Editors (CBE) Citation-Sequencing System**

#### Citations in Text

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The oncogene jun has presently become one of the best-known oncogenes because of its ability to act as a transcription factor<sup>1</sup>. One study<sup>2</sup> examined the mRNA levels of jun C, jun B and jun D in various mouse tissues and concluded that each of these genes is expressed independently in different tissues and that they may play a role in growth, development and cellular differentiation.

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### Entries in Numbered List of References

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1. Cavalieri F, Ruscio T, Tinoco R, Benedict S, Davis C, Vogt PK. Isolation of three new avian sarcoma viruses: ASV9, ASV17, and ASV 25. *Virology* 1985;143:680-3.
2. Hirai SI, Ryseck RP, Mechta F, Bravo R, Yaniv M. Characterization of jun D: a new member of jun protooncogene family. *Embo J.* 1989;8:1433-9.

### **The Institute of Electrical and Electronic Engineers (IEEE)**

The Institute of Electrical and Electronics Engineers (IEEE), one of the largest professional organizations in the world, oversees numerous journals and regularly publishes its own Letters, Transactions, and Proceedings of the technical conferences it sponsors.

It publishes a short guide, *Information for IEEE Transactions, Journals, and Letters Authors*(1996). The guide includes a brief but concise outline of the IEEE reference style, which is a variation of the CBE Citation-Sequence (C-S) system. IEEE style, like CBE style, uses a single sequentially ordered note number to cite all references to each source mentioned in the text. The IEEE reference list, like the one in the CBE C-S system, is arranged by the order of citation in the text, not in alphabetical order. IEEE style also prohibits the use of content notes, preferring instead that supplementary explanations and examples be included in the text (often in parentheses).

### Citations in Text

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The oncogene jun has presently become one of the best-known oncogenes because of its ability to act as a transcription factor [1]. One study [2] examined the mRNA levels of jun C, jun B and jun D in various mouse tissues and concluded that each of these genes is expressed independently in different tissues and that they may play a role in growth, development and cellular differentiation.

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### Entries in Numbered List of References

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- [1] F. Cavalieri, T. Ruscio, R. Tinoco, S. Benedict, C. Davis, and P. K. Vogt, "Isolation of three new avian sarcoma viruses: ASV9, ASV17, and ASV 25," *Virology*, vol. 143, pp. 680-683, 1985.

[2] S. I. Hirai, R. P. Ryseck, F. Mehta, R. Bravo, M. Yaniv,  
"Characterization of jun D: a new member of the jun protooncogene  
family," *Embo Journ.*, vol. 8, pp. 1433-1438, 1989.

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