SCHOLARLY DOCUMENTATION

THIS HOMEWORK ASSIGNMENT DOES NOT CONTAIN ALL EXAMPLES OF DOCUMENTATION. I include in this assignment only some of the common examples. The following examples of scholarly documentation are absent: Computer programs, interviews, master theses and doctoral dissertations, pamphlets, public documents, songs, and others.

I encourage you to use Autocite, an automated formatter, to complete this assignment. It will ease your work, decrease the chances of error, and familiarize you with formatters. The most sophisticated formatters must be purchased as stand-alone packages. Of these, Nota Bene, Scholarly Word, End Note and Reference Manager are the best known. Recent versions of word processing software and some bibliographic data bases contain simpler formatters.

Starting in 2007, Microsoft Word is shipped with a formatter. If you have an earlier version of Word, searching in <Help> will lead you to a site where for a fee you can download a formatter. Corel's Word Perfect provides similar options.

Here are two examples of how Research Navigator's Autocite formatter works. I want to cite a book and a journal article in Chicago Manual of Style format. Let's start with the book. First, I choose <Chicago Manual of Style> in the welcome drop menu; then I select <Book> from the <Source Type> drop menu on top of the illustration that follows and type the bibliographic information in the appropriate boxes. I leave blank the boxes requesting unnecessary data. See Figure 1 on page 2 and Figure 2 on page 3 respectively:

TURN TO PAGE 2
AutoCite

This new AutoCite feature is designed to assist you in the creation of a "Works Cited" or "References" document to accompany your research assignment. You may refer to the detailed examples provided in this section's various style guides (e.g., MLA, APA CMS, CBE), or you may use AutoCite to document a source in MLA, APA, or CMS format. Simply enter the title of your research project, select one of the documentation styles, then click on "Add a New Source." Once you've saved your source, this and all prior entries for this project title will be displayed, should you need to make changes to, or delete a source. A printer-friendly version of your listings is also available here.

Create Your Citation

Project Title: RESEARCH AND TECHNOLOGY PROJECT
Style: MLA

I chose CMS in the drop menu.

While we have made every attempt to accurately interpret the conventions used by the MLA, APA, and CMS styles, programming limitations may prevent 100% accuracy. Please consult a copy of the MLA Handbook for Writers of Research Papers, 7th Edition, the Publication Manual of the American Psychological Association, 6th Edition, or the Chicago Manual of Style, 15th Edition if you have any questions about a specific citation.
When I click <Save> I get the output on top of page 4

I check this output against a reliable guide not associated with the formatter. The output is correct if I want it for a bibliography. If I want it as a footnote or endnote, a set of brackets should start before "New York" and end after "1988." Also, D'Emilio's first name must precede his last name:


which I can <Cut and Paste> to my paper.
Let's try the article. As before, I select in the drop menu on top of the boxes the type of source I want to cite and proceed to type the information.
When I click <Save> I get the following output:


When I check the output against a printed guide it seems correct, so I <Cut and Paste> it to my paper. **WHERE I PASTE IT IN THE PAPER IS CRUCIAL.** The above output can remain as if I paste it to a bibliography; if I want to use it as a footnote or endnote I have to write the author's first name first with his last name followed by a comma; the period after "England" also becomes a comma:


Always check the output for spelling errors. Notice that in the <Title of Journal> box I had typed "William" as "Wilkliam" and "Mary" as "MAry." Because Autocite does not check spelling, cutting and pasting would have carried these errors to my paper.

YOUR HOMEWORK STARTS ON THE NEXT PAGE
INSTRUCTIONS

This assignment has four sections each containing bibliographic information for four types of sources cited in scholarly papers.

CONSTRUCT THREE CITATIONS FOR EACH SOURCE: ONE IN APA FORMAT, ANOTHER IN MLA FORMAT, AND A THIRD IN CMS FORMAT.

I

BOOKS

AUTHOR: Mark Minasi
TITLE: The Compete PC Upgrade and Maintenance Guide
Edition: 11th
PUBLISHER: Sybex
PLACE OF PUBLICATION: San Francisco
DATE OF PUBLICATION: 2000

- - -

AUTHOR: Denis Judd
TITLE: The Lion and the Tiger: The Rise and Fall of the British Raj, 1600-1947
EDITION: 1st
PUBLISHER: Oxford University Press
PLACE OF PUBLICATION: Oxford
DATE OF PUBLICATION: 2004
AUTHOR: Robert A. Caro
TITLE: The Years of Lyndon Johnson: The Path to Power
EDITION: 1st
PUBLISHER: Alfred A. Knopf
PLACE OF PUBLICATION: New York
DATE OF PUBLICATION: 1982

II

ARTICLES

AUTHOR: Bruce Braun
TITLE: Biopolitics and the molecularization of life
JOURNAL: Cultural Geographies
VOLUME: 14
ISSUE: 3
YEAR: 2007
PAGES: 269-275

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AUTHOR: Isasi, Rosario and George J Annas
TITLE: To Clone Alone: The United Nations Human Cloning Declaration
JOURNAL: Development
VOLUME: 49
ISSUE: 4
YEAR: 2006
PAGES: 60-75
III

AUDIOVISUALS

The bibliographic data for the two films we use in this class follow. Construct the three citations for each.

WATER
Written and directed by Deepa Mehta
A Twentieth Century Fox Film
Released 2005
DVD

STRAWBERRY AND CHOCOLATE
Directed by Tomás Gutiérrez Alea and Juan Carlos Tabío
Written by Senel Paz
Miramax Films
Released 1994
DVD and VHS

IV

WEB SITES

(1) Get the URLs for the following web sites, find any document in the site and cite it.

United States Census Bureau
United States Department of Labor
Social Security Administration
Kean University

GO TO PAGE 10
CONCLUDING REMARKS

I get the following two questions often:

WHEN I SEE BIBLIOGRAPHIC REFERENCES, HOW CAN I TELL WHAT'S AN ARTICLE AND WHAT'S A BOOK?

(1) Regardless of the format used, articles have the author's name and the journal's name, volume, issue number if necessary, year of publication and the article's first and last pages or a specific set of pages. For example:


(2) Regardless of the format used, books have the author's or editor's name, the book title, place of publication, and publisher. The entry will include the number of volumes if the book has more than one volume. For example:


The two examples above are in MLA format.

Summing up, articles have the journal's name, but not the publisher or the place or publication. Books always have publisher and place of publication.

The guidelines above are reliable but variations exist. Citations to journals do not always have the issue number; a few books lack date and place of publication, so bibliographic references to them lack this information.
WHY DO JOURNALS HAVE ISSUE NUMBERS? This is a legacy from the days journals were available only in hard copy. Most scholarly journals are published less often than popular magazines. Assume a journal is published quarterly. Each quarterly issue does not begin on page 1; instead, it continues the pagination from the previous issue. For example, if the Spring issue ended on page 157, the Summer issue starts on page 158. At the end of the year, all four issues published that year were joined in a hard cover volume and, like books, placed on library shelves. The hard cover contained four sections, each an issue; hence, knowing the issue and page numbers made it easier to locate articles in the hard cover volume. These hard cover volumes were called "bound journals."