Research Article

THE UP-DATED RULES REGARDING THE USE OF BIBLIOGRAPHY AND WORKS CITED IN RESEARCH IN ENGLISH LANGUAGE AND LITERATURE: AN ANALYSIS

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ARTICLE INFO	ABSTRACT
	This research paper is an attempt to bring out the significance of Bibliography and works Cited References with their upgraded rules by assessing estimating their uses in Research in English Language and Literature. This paper neatly discusses deliberately the various conventions for documenting sources and also working bibliography and its uses by researchers and scholars. Thus, the research paper sums up with Works Cited References and their uses during the research activity.

INTRODUCTION

A bibliography is a list of all of the sources the scholar or the researcher has used in the process of conducting research. In fact, it includes, (a) the author's names, (b) the titles of the works, (c) the names and locations of the companies that published your copies of the sources, (d) the dates your copies were published, and (e) the page numbers of the sources. In annotated bibliography which is slightly different from ordinary bibliography, the bibliography information is followed by a brief description of the context, quality, and usefulness of the source. The 'works cited' on the other hand consists of references to those items actually cited or quoted in the thesis or research paper.

About the various conventions for documenting sources, Robert Di Yanni and Pat C.Hoy II observe:

Established conventions for documenting sources vary from one academic discipline to another. The Modern Language Association (MLA) style of documentation is preferred in literature and languages. For papers in the social sciences the American Psychological Association (APA) style is preferred, whereas papers in history, philosophy, economics, political science, and business disciplines are formatted in the Chicago Manual of Style (CMS) system. The Council of Biology Editors (CBE) recommends varying documentation styles for different natural sciences.

In an entry for a book in an APA-style works-cited list, the date (in parentheses) immediately follows the name of the author (whose first name in written only as an initial), just the first word of the title is capitalized, and the publisher's full name is generally provided.

Anderson, I, (2007). *This is our music: Free jazz, the sixties, and American culture*. Philadelphia: University of Pennsylvania Press.

By contrast, in an MLA-style entry, the author's name appears as given in the work (normally in full), every important word of the title is capitalized, some words in the publisher's name are abbreviated, the publication data follows the publisher's name, and the medium of publication is recorded. In both styles, the first line of the entry is flush with the left margin, and the second and subsequent lines are indented.

Anderson, Iain. *This is Our Music: Free Jazz, the Sixties and American Culture.* Philadelphia: U of Pennsylvania P.2007. Print. The Arts and Intellectual Life in Mod. Amer.

With regard to finding bibliographic information for online sources, Diana Hacker and Nancy Sommers remark:

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For Web sources, some bibliographic information may not be available, but spend time looking for it before assuming that it doesn't exist. When information isn't available on the home page, you may have to drill into the site, following links to interior pages. Look especially for the author's name, the date of publication (or latest update), and the name of any sponsoring organization. Do not omit such information unless it is genuinely unavailable … On line articles and books sometimes include a DOI (digital object identifier). APA uses the DOI, when available, in place of a URL, in reference list entries.

Although the list of the works cited appears at the end of the research paper, the section is to be drafted in advance so that the researcher will know what information is to be given in parenthetical references as he/she writes. As the heading 'works cited' indicates, the list contains all the works that the researcher cites in his/her text. The list simplifies documentation by permitting him/her to make only brief references to these works in the text. Tiles used for other kinds of source list include Annotated Bibliography, Works Consulted and Selected Bibliography. An Annotated Bibliography also called 'Annotated List of Works Cited, contains descriptive or evaluative comments on the sources. The title 'works consulted' indicates that the list is not confirmed to works cited in the paper. The heading 'Selected Bibliography' or 'Selected List of Works Consulted' is appropriate for lists suggesting readings in the field.

The list of works cited appears at the end of the paper. Begin the list on a new page and number each page, containing the page numbers of the text. The page number appears in the upper right hand corner, half an inch form the top and flush with the right margin. Centre the title, 'works cited', an inch from the top of the page. Double space between the title and the first entry. Begin each entry flush with the left margin. If an entry runs more than one line, indent the subsequent line or lines one-half inch from the left margin. Double space the entire list, both between and within entries.

Alphabetize entries in the list of works cited by the author's last name using the letter-by-letter system. The Alphabetical order of names is determined by the letters before the commas that separate last names and first names. Spaces and punctuation marks are ignored. The letters after the commas are considered only when two or more last names are identical. If two or more entries citing co-authors begin with the same name, alphabetize by the last names of the second authors listed. If the author's name is unknown, alphabetize by the title, ignoring any initial. An annotated list, a list of works consulted or a list of selected readings for a historical study may be organized chronologically by publication date. Some bibliographies are divided into sections and the items alphabetized in each section. A list may be broken down into primary and secondary sources or into different research media. Alternatively, it may be arranged by subject matter, by period or by area.

One of the most common items in Student's works cited lists is the entry for a book by a single author. Such an entry characteristically his three main divisions: author's name, title of the book and publication information.

Author's Name

Reverse author's name for alphabetising adding a comma after the last name. Put a period after the complete name, eg. Wilson, Frank. R. The Author's name is given as it appears in the title page. A name given in full is never abbreviated. But use initials if the title page does. Spell out a name abbreviated on the title page, if the additional information would be helpful to readers. Titles, affiliations and degrees that precede or follow names are generally omitted. A suffix that is an essential part of the name-like Jr. Or a Roman numeral – appears after the given name preceded by a comma, eg. Rockefeller, John D., IV.

Title of the Book

State the full title of the book, including any subtitle. If the book has a subtitle, put a colon directly after the main title, unless the main title ends in a question mark, an exclamation point or a dash. Place a period after the entire title (including any subtitle) unless it ends in another punctuation mark. Italicize the entire title, including any colour, subtitle, and punctuation in the title.

Publication Information

Give the city of publication, publisher's name, and year of publication. Take these facts directly from the not from a source such as a bibliography or a library catalogue. The publisher's name that appears on the title page is generally the name to cite. The name may be accompanied there by the city and date. Any publication information not available on the title page can usually be found in the copyright page (ie. the reverse of the title page) or particularly in books published outside the United States, on a page at the back of the book. Use a colon between the place of publication and the publisher, a comma between the publisher and the date and a period after the date.

If several cities are listed in the book, given only the first. For cities outside the United States add an abbreviation of the country (or of the province for cities in Canada) if the name of the city may be ambiguous or unfamiliar to the readers. If the year of publication is not recorded on the title page, use the latest copyright date.

Preparing a Working Bibliography

A bibliography for a written assignment is an alphabetic list of all source material to which reference has been made. There are different ways of referencing books, journal, articles and other documents. However, the essential information required for all references is:

1. Author's surname and initials and date of publication
2. The name of the article and/or journal or book
3. The imprint (publisher and place of publication).
4. When you are preparing a working bibliography, it is useful to add three further items of information.
5. The call number of the book or journal
6. The library where the book or journal may be located
7. A phrase or sentence indicating its contents.

In the case of electronic or online sources of information special considerations apply, but two further items need to be recorded.

8. The URL (uniform resource locator) of the web page

9. The date you accessed the information.

Many students find it useful to write each reference of the working bibliography on 7 x 12.5 cm cards because these are easy to sort alphabetically and to store. A resulting set of cards is called a working bibliography because new cards can be added, constant reference is made to existing cards, and additions and corrections to cards may be noted.

The use of a card bibliography saves time. If you need to consult a book or journal again, no time in searching for the call number. New references can be added to the sequence easily. Cards can be compiled in the library and are easily carried from place to place. On completion, a bibliography can be compiled directly from the information recorded on the cards.

You may find a personal computer an easy and efficient way of recording references during your research for an assignment. The advantage of computers is that information can be easily accessed and, with information field on disk, a bibliographic system is quite portable. Using a computer to record bibliographic details, you can enter information and then rearrange it later. Many word processors can sort references alphabetically. Even without such programs, it is an easy task to rearrange references on screen and insert information where necessary.

Bibliographic software is now available to help you organize references and create bibliographies. The software can be linked to word processor files so that references can be updated immediately. Some bibliographic software can search compliant online data bases and library catalogues.

Although using a computer to prepare a working bibliography has certain advantages, a card system for recording and arranging information is still an easy and convenient method of researching.

Referencing Cited Works

Often you may want to make reference to a work that is cited by another author, and you do not have access to the original. It is quite legitimate to make such secondary references provided certain cautions are taken. Most importantly, do not pretend that you have read the original by making reference to it based on the information another author has given. Instead, cite the author who pointed you to the information.

To give an example, suppose you have read about some of the work of Vigotsky in a recent book by Adams (2001) and you wish to refer to Vigotsky's work (the original of which is in Russian). The appropriate method of making such reference in the text of an assignment or thesis takes the following form.

In the 1920s Vigotsky's work (cited in Adams 2001) showed that ….

Instead of 'cited', the word 'quoted' may be used. Then, in your list of references, you include the full details of the work by Adams, to which you have made reference.

Referencing for Some Special Cases

Besides books, journal articles, and edited volumes, there are some other kinds of print-based works to which you may occasionally need to make reference. The examples that follow serve as a guide to referencing translated works, works that are anonymous or where the author writes under a pseudonym, publications where an association or institution is author or where there is no author, proceedings of conferences, unpublished materials, theses and newspaper articles.

Theses

Theses are not considered published materials. Therefore, titles are not italicized or underlines and are in sentence case.

Eales, R.T. 1997. Design for learn ability: computer supported collaborative learning in the workplace. Unpublished doctoral thesis. University of Queensland.

Bradley, R.D. 1997. An evaluation of student driver education. Unpublished Master of Business Administration thesis, Northern Territory University.

Newspaper Articles

Newspaper or magazine articles are treated similarly to periodicals except that it is normal to precede the page numbers with the abbreviation 'p' or 'pp'. As appropriate to avoid confusion with volume or issue numbers.

Romei, S. 2000. June 10. Microsoft Midas touch will survive split. *The Australian*, p.480.

If an article continues to a non-consecutive page, all page numbers are indicated. Pudney, G. 1999, February 9, www.IDIOT-The motorcyclist who used the Internet to promote racing on a road of tragedy. *The Advertiser*, pp.1, 6.

Where an article is in a section of a newspaper, page numbers may be preceded by the name of the section rather than the abbreviation for pages.

Gengler, B. 2000, June 20, Java taste test, *The Australian*, Cutting Edge I. Newspaper editorials and letters to the editor are distinguished from articles by inserting [Editorial] or [Letter the Editor] after the title of the editorial or letter respectively.

Genetic food labels a consumer right [Editorial], 2000, June 21. *The Australian*, p.12.

Wells, A. 2000, June 23. Apostrophe abuse [Letter to the Editor]. *The Advertiser*, p.17.

Referencing Electronic Information Sources

Increasingly, writers need to refer to non-print as well as to printed sources. Non-printed sources include film and videotape, CD-ROMs, computer programs, and machine-readable data files, as well as a range of online information from the World Wide Web. All these are referred to here as electronic information sources.

Because of the changing nature of the Web, academic conventions for referencing online information are not yet as well established as referencing other information sources. However, the basic principles and the purposes are the same; to acknowledge one's indebtedness to others and to provide readers with sufficient information to locate the original source.

To distinguish non-printed from printed information sources, it is becoming the convention to indicate the medium (film, CD-ROM, online, and so on) and to place this appended information in square brackets after the title of the work.

Unfortunately, the location and even the presence of web materials often change so that what is there one day may not be there on another occasion. Consequently, it is becoming a further convention to indicate the date when online materials were accessed. This appended information is again put in square brackets, and placed after the URL.

Reference details, particularly of web addresses or URLs, need to be accurate in spelling, capitalization, and punctuation. Therefore you should take care to record upper case or lower case exactly and never include spaces in web addresses.

The method of referring electronic information sources in the next of an assignment or thesis follows the same patterns as for printed sources.

To conclude, 'Works Cited and 'Bibliography' are not one and the same. In 'Works Cited', one lists items one has actually referred to and cited in one's paper. A 'Bigliography' lists out all the materials one has consulted in preparing one's thesis or research paper whether one has actually referred to it or not. A sensible scholar or an enthusiastic researcher has to make judicious use of either 'Bibliography' or 'Works Cited' as occasion warrants.

Works Cited

1. DiYanni, Robert and Hoy II, Pat C. *The Scribner Handbook for Writers.* 3rd Allyn and Bacon, 2001.
2. Hacker, Dianna and Sommers, Nancy. *A Writer's Reference with Strategies for Online Learners*, 7th ed. Bedford/St. Martin's, 2011.
3. *MLA Handbook for Writers of Research Papers.* 7th ed. The Modern Language Association of America, 2009.

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