



Importance of documentation of references in research work

Payal Rathi

Research Scholar, OPJS University, Churu, Rajasthan, India

Abstract

Research is an honest effort which presents solutions to the problems in specific area of education. In writing a research paper or a thesis, it usually starts by studying previous research in the particular area and extract relevant information and ideas from the previous researches. In this way their human knowledge expands, and whenever you draw your material on the previous one, you must also document your source by indicating what you have borrowed and where you borrowed it from. In American Psychological Association (APA) documentation style, you should acknowledge your sources by keying brief parenthetical citations in your text to an alphabetical list of works that is presented at the end of the paper. In citation in APA format contains only enough information to enable reader to find the source in the works-cited list. Although the list of works cited at the end of the page, and the entries should be systematically arranged by using the author's last name. APA style is not the only way to document sources; it is widely used in humanities where most important scholarship remains relevant for a substantial period.

Keywords: documentation, references, research, APA style

Introduction

Research is an essential and powerful tool in leading man towards progress. It helps one to learn through experience, how to deal with perplexing, complicated problems like organization, and expression. The material for a thesis is selected from various sources touching on several views on the subject and a researcher has to apply his intelligence in weighing, selecting, rejecting and moulding it into a clear form of his own with a new and significant arrangement, giving an evaluation of what is already familiar to his learned audience about his topic.

The Webster's International Dictionary proposes a very inclusive definition of research as "a careful inquiry on examination in seeking facts on principles; diligent investigation in order to ascertain something".

Reference List: Rules

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to represent and use any source you cite in the body of the paper. Each source you cite in the paper must show in your reference list; likewise, each entry in the reference list must be cited in the body of paper. Your references should begin on a new page separate from the text of the essay.

Basic Rules

- All lines after the first line of each entry in reference list should be indented one-half inch from the left margin.
- Author's names are inverted (last name first); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use *et al.*
- Reference list entries should be alphabetized by the last name of the first author of each work.

- When referring to any work that is not a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles and Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

Author/Authors

The following rules for managing research by a single author or multiple authors apply to all.

- **Single Author:** Last name first, followed by author initials. For example-Carroll, J. M. (2006). An Assessment of Anxiety levels in Dyslexic Students in higher education. *British Journal of Educational Psychology*, 76(3), 651-662.
- **Two Authors:** List by their last names and initials. Use the ampersand instead of "and." For example-Carroll, J. M., & Iles, J. E. (2006). An Assessment of Anxiety levels in Dyslexic Students in higher education. *British Journal of Educational Psychology*, 76(3):651-662.
- **Three to Six Authors:** List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand. For example-Passolunghi, M. C., Caviola, S., De Agostini, R., Perin, C., & Mammarella, I. C. (2016). Mathematics Anxiety, Working Memory, and Mathematics Performance in Secondary-School Children. *Journal of Personality and Social Psychology*, 65, 1190-1204.
- **More Than Six Authors:** If there are more than six

authors, list the first six as above and then "*et al.*," which stands for "and others." Remember not to place a period after "et" in "*et al.*" For example-Passolunghi, M. C., Caviola, S., De Agostini, R., Perin, C., Mammarella, I. C., Cruz, P., *et al.* (2016). Mathematics Anxiety, Working Memory, and Mathematics Performance in Secondary-School Children. *Journal of Personality and Social Psychology*, 65, 1190-1204.

- **Organization as Author:** American Psychological Association. (2003).
- **Unknown Author:** Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Reference List: Articles

▪ Basic Form

In Articles, APA style dictates that authors named is followed the last name by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized or underlined.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number (issue number), pages.

Reference List: Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

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