

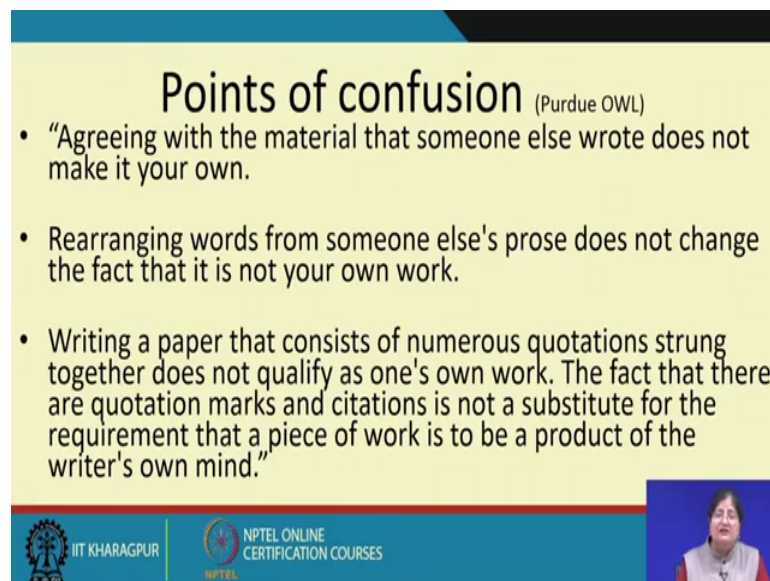
Research Writing
Prof. Aradhna Malik
Department of Management
Indian Institute of Technology, Kharagpur

Lecture – 24
Using and Acknowledging Sources

Welcome back to the MOOC course on Research Writing. My name is Aradhna Malik and I am helping you with this course and we discussed various things on research writing, and we talked about what it means to write a manuscript, and we had in the previous lecture. We talked about academic integrity which is honesty in the work that you do and how do you ensure the or what kinds of problems can crop up.

Now, what leads directly from a need to be honest in your work is referencing. So, in this lecture we are going to talk about using and acknowledging sources. So, you now, by now, you must have understood or you must have developed an appreciation for why we need to acknowledge the sources, why we need to give you credit where it is due, why we need to acknowledge the work of created by someone. Now, in this class we are going to talk about how you use and acknowledge the sources of information. So, let us see what we have here for you ok.

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Points of confusion (Purdue OWL)

- "Agreeing with the material that someone else wrote does not make it your own.
- Rearranging words from someone else's prose does not change the fact that it is not your own work.
- Writing a paper that consists of numerous quotations strung together does not qualify as one's own work. The fact that there are quotation marks and citations is not a substitute for the requirement that a piece of work is to be a product of the writer's own mind."

The slide footer includes the IIT Kharagpur logo, the NPTEL logo, and the text "NPTEL ONLINE CERTIFICATION COURSES". A small video inset of Prof. Aradhna Malik is visible in the bottom right corner of the slide.

Some points of confusion. Now, again when we are talking about acknowledging sources when we are talking about using sources of information many times we are confused as

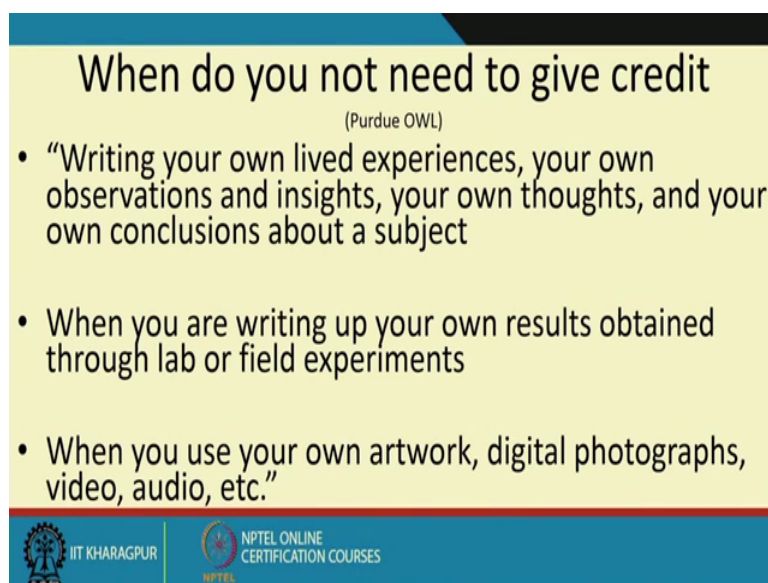
to what we should do. This information is again from the online writing lab put up by Purdue University, USA. Now, agreeing with the material that someone else wrote does not make it your own. Many times what we do is we say yes I agree that such and such fact should be in a such and such manner and so just because you use the words I agree that does not mean that it is your own work

Then, rearranging words from someone else's prose does not change the fact that it is not your own work we saw that when we saw an example on patch writing in the previous lecture. So, that is rearrangement of words. Writing a paper that consists of numerous quotations strung together does not qualify as one's own work. The fact that there are quotation marks and citations is not a substitute for the requirement that a piece of work is to be a product of the writer's own mind.

You must learn to think critically you must learn to ask the question why you must learn to deep into whatever it is that you are doing and ask yourself why am I reading this, what is the new thing or what is the new piece of information new knowledge that is coming out of whatever I am reading and whatever you see, the patterns that you see they may be similar to the patterns that others have seen. But you must learn to develop you must keep digging till whatever you are observing till whatever you are finding out is or till the questions emerging become different and then you must go and answer those questions that is how your gaps emerge. We try and find out what people have said and we keep wondering why they have not said something else and that is how your questions come up.

So, stringing together quotations agreeing with someone else's work writing rearranging words does not make your own does not make it your own work. Now, when do you not need to give credit when we are talking about referencing when do you not need to give credit to somebody else's work.

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When do you not need to give credit

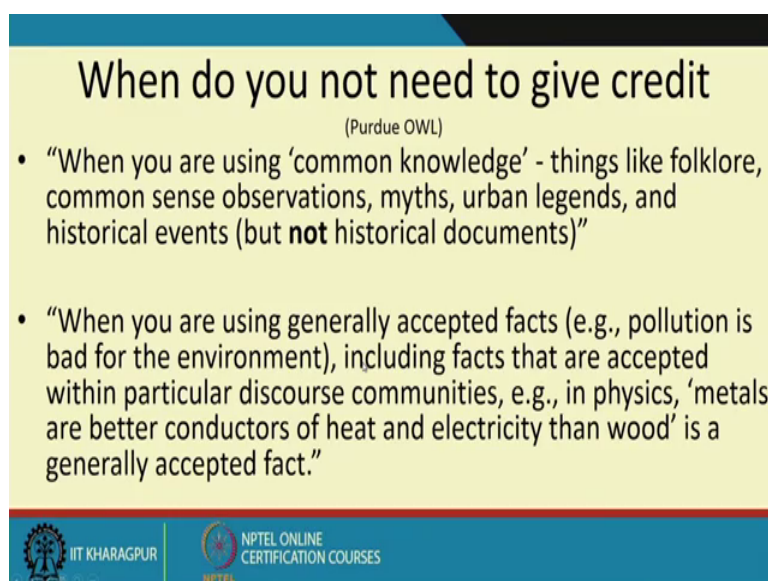
(Purdue OWL)

- “Writing your own lived experiences, your own observations and insights, your own thoughts, and your own conclusions about a subject
- When you are writing up your own results obtained through lab or field experiments
- When you use your own artwork, digital photographs, video, audio, etc.”

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Writing your own lived experiences your own observations and insights your own thoughts, and your own conclusions about a subject will mean that you do not need to whenever you are writing about these things you do not need to give credit. So, if you personally gone and collected first hand information primary data or you have developed a particular insight from whatever you have experimented with and analyzed and then come up with then you do not need to give credit.

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When do you not need to give credit

(Purdue OWL)

- “When you are using ‘common knowledge’ - things like folklore, common sense observations, myths, urban legends, and historical events (but **not** historical documents)”
- “When you are using generally accepted facts (e.g., pollution is bad for the environment), including facts that are accepted within particular discourse communities, e.g., in physics, ‘metals are better conductors of heat and electricity than wood’ is a generally accepted fact.”

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When you are writing up your own results obtained through experiments that you have conducted in your laboratory or in the field. So, these are your results this is first hand information this is something that you know. So, that time you do not need to give credit to someone else you only need to acknowledge your own work.

When you use your own art work, digital photographs, video, audio etcetera, but again when do you not need to give credit when you are using common knowledge things like folklore, common sense observations, myths, urban legends and historical events, but not historical documents. For example, when you are saying that India gained its Independence on the 15th of August 1947 well known fact, but the independence the declaration of independence the document is something that you will need to quote. So, if you draw a line from the declaration of independence then you will need to quote it.

But if you say if you just make a statement that India gained its Independence in 1974 or on the 15th of August 1947 then you do not need to give credit because it is a common commonly known fact then common sense observations ice melts in the summer or a drinking hot fluids helps soothe a sore throat. These are common sense observations. When you are feeling cold you must wrap yourself up or being next to a smoker may cause cough in some people. Now, these are common sense observations, you do not need to give credit because people know about it ok. So, these are the things that you do not need to give credit for.

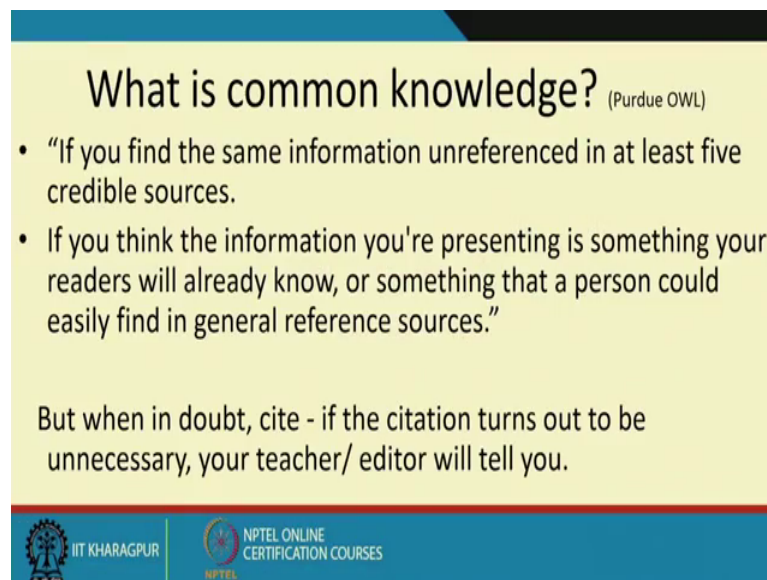
Or maybe you are writing a horror story and you are referring to a building that is known for you know for people having people claim to have seen ghosts in that building. Now, I do not believe in ghosts, but anyway. So, you know you are writing about a particular building where people have seen ghosts. Again it is a myth, it is a folklore that do not go near that there is a jungle there are beasts, there are ghosts. So, fine when you are writing about such things that people know about or people keep talking about or the local culture believes or the local community believes in then you do not need to give credit because those people believe in it people in that context would know about it or within that community would know about it.

Then when you are using generally accepted facts like I told you pollution is bad for the environment including facts that are accepted within particular discourse communities. For examples in physics, metals are better conductor of heat and electricity than wood it

is a generally accepted fact. Now, in communication studies I am a student of communication. So, in communication studies we say that the utterance is a unit of communication. Now, that is something that people who have studied the philosophy of communication would know, somebody outside that that academic community or the community of communication scholars or students would probably not be able to relate to what I am saying.

So, within that community if you are talking about it then you do not need to always give the reference, but do have the reference ready if you are writing a paper for audiences outside or for journals outside of the communication journals for example.

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What is common knowledge? (Purdue OWL)

- "If you find the same information unreferenced in at least five credible sources.
- If you think the information you're presenting is something your readers will already know, or something that a person could easily find in general reference sources."

But when in doubt, cite - if the citation turns out to be unnecessary, your teacher/ editor will tell you.

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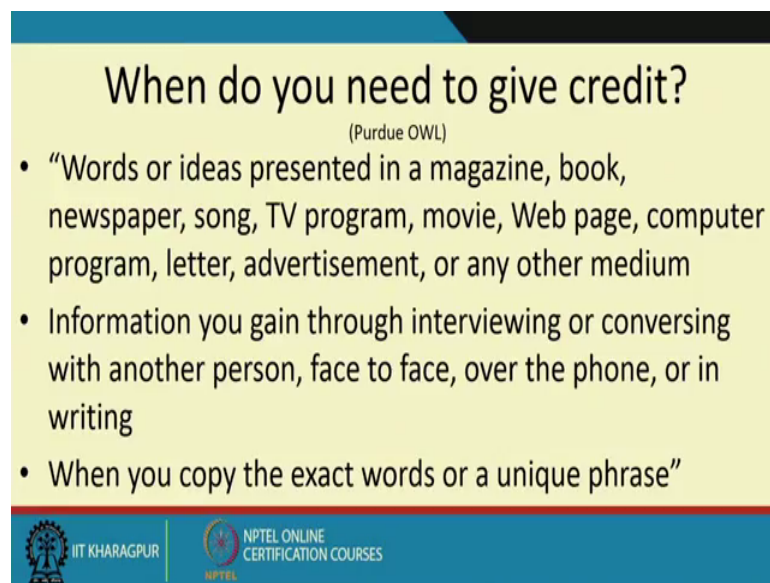
Now, what is common knowledge? If you find the same information unreferenced in at least five credible sources then you are you can safely say that it is common knowledge. If you think the information you are presenting is something your readers will already know or something that a person could easily find in general different sources for example, encyclopaedias dictionaries etcetera then you do not then you can safely consider it as common knowledge.

But when in doubt always cite if the citation turns out to be unnecessary your teacher or editor will tell you the editor of the journal will say this citation is not necessary. But to be on the safe side use as many references as possible I was the way I was taught was that at the end of your PhD must be able to say my name is Aradhna Malik, in brackets

the name of my parents and the year of my birth. It is not my fault that I am called Aradhna Malik, it is somebody else's fault. So, that is the stage that you get to when referencing.

So, till I am able to build knowledge or information myself I very respectfully, very humbly acknowledge the creators of the information that I am using for my work.

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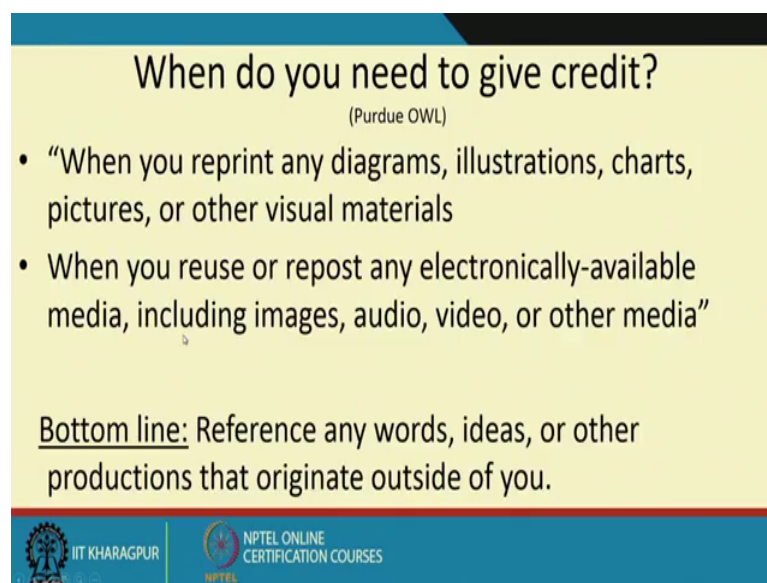
When do you need to give credit?
(Purdue OWL)

- “Words or ideas presented in a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium
- Information you gain through interviewing or conversing with another person, face to face, over the phone, or in writing
- When you copy the exact words or a unique phrase”

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When do you need to give credit? “Words when you use words or ideas presented in a magazine, book, newspaper, song, TV program, movie, webpage computer program etcetera. Information that you gain through interviewing or conversing with another person face to face over the phone or in writing when you copy the exact words or a unique phrase”, always use quotation marks. So, something that you have been personally involved in, but when it involves another person then even then you need to give credit to that conversation.

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When do you need to give credit?
(Purdue OWL)

- “When you reprint any diagrams, illustrations, charts, pictures, or other visual materials
- When you reuse or repost any electronically-available media, including images, audio, video, or other media”

Bottom line: Reference any words, ideas, or other productions that originate outside of you.

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Personal, you must have seen in some slides I have written personal correspondence with so and so professor ok.

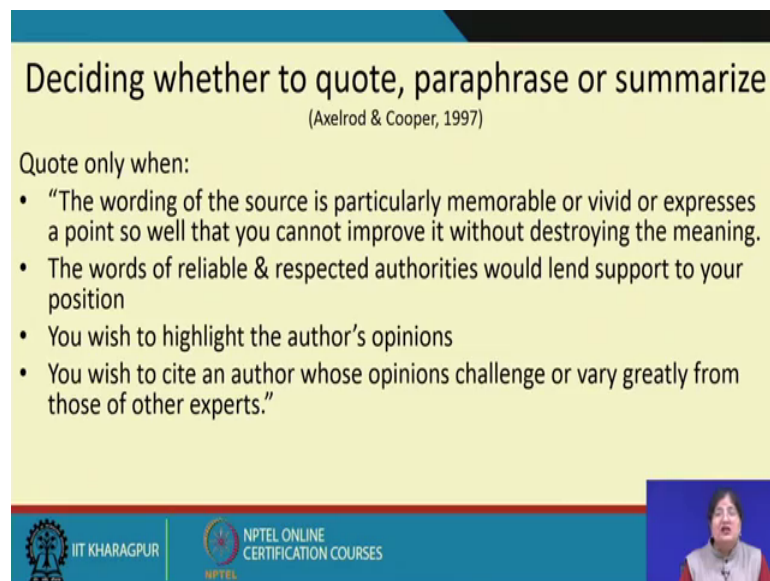
“When you reprint any diagrams, illustrations, charts, pictures or other visual materials. When you reuse or repost any electronically-available media, including images, audio, video or other media.” You must have seen that in all my slides almost all my slides I have something here you see Purdue OWL. Now, this is reference. It is not I understand this I believe in this you might find this information unreferenced in other sources I have taken the words verbatim, because I think that Purdue OWL has done a fabulous job.

So, I have just taken those words from there I have put them here I have not tried to rearrange the words because this is as crisp as it gets. So, I am citing the appropriate reference, very respectfully acknowledging the hard work that has gone into creating this reference and I am sharing it with public you know, and this is this is a even though this is a product of somebody else’s work it is freely available on the even then I am using I am at least referring to the site or the organization that has created this work ok.

Bottom line, reference any words ideas or any productions that originate outside of you. If you have not done it please cite the name of the person and the year in which it was created that will always hold you in good stead. We have a school of intellectual property law in IIT, Kharagpur, believe it or not and this school is number 2 in the country at this point. So, you know we realize how important it is to protect the intellectual property.

The creations intellectual creations of someone other than you if you do it for someone else others will do it for you. So, when you are in a position to create knowledge people will start citing you, people will start you know it its mutual again you do not know who will cite you, but then the hope is that when you start creating something and people start using it even if its freely available they will acknowledge they will respectfully acknowledge and give you credit for the work that you have done ok.

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Deciding whether to quote, paraphrase or summarize
(Axelrod & Cooper, 1997)

Quote only when:

- “The wording of the source is particularly memorable or vivid or expresses a point so well that you cannot improve it without destroying the meaning.
- The words of reliable & respected authorities would lend support to your position
- You wish to highlight the author’s opinions
- You wish to cite an author whose opinions challenge or vary greatly from those of other experts.”

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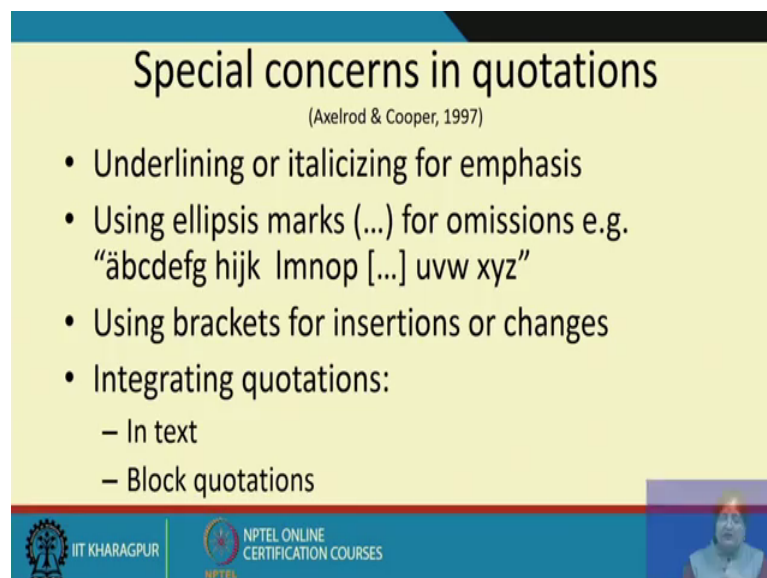
Now, how do you decide whether to quote paraphrase or summarize. You must quote only when this is from a book my Axelrod and cooper this is a book that I used for my PhD work quote only when the wording of the source is particularly memorable or vivid or expresses a point so well that you cannot improve it without destroying the meaning. So, its crisp, it is direct it is useful and it is to the point the words of reliable and respected authorities would lend support to your position. So, it is being said by somebody. Now, if I were to talk about say strategy in the automotive sector I would not be able to say it better than Mister Ratan Tata himself ok, because he is the authority he has been doing it for decades. So, he is a practical man.

So, if I were to cite his words I would not be able to put his words whatever he said in my own words and present them. He is the authority practical authority on this. So, I am not going to quote any academic due respect to all my fellow professors because so, but then from the industry he is one person who knows about this ok. So, you wish to

highlight the author's opinions. So, you are talking about what the author has said. Specifically you are referring to the author many times you can quote the author.

You wish to cite an author whose opinions challenge or vary greatly from those of other experts. You may have two experts who are or two authors whose opinions are starkly different and in describing this, this you know these two extremes you are able to build a case for one or the other extreme or for a middle ground at that point you can quote both these authors and say I do not believe a fully and I do not fully agree with b. I believe in a totally different stream of thought. That is when quoting people can really help.

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Special concerns in quotations
(Axelrod & Cooper, 1997)

- Underlining or italicizing for emphasis
- Using ellipsis marks (...) for omissions e.g.
"äbcdefg hijk lmnop [...] uvw xyz"
- Using brackets for insertions or changes
- Integrating quotations:
 - In text
 - Block quotations

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Some special concerns in quotations. underlining or italicizing for emphasis. Now, whether you underlined or italicized will excuse me depend on this style that you use for referencing. Now, in order to publish we have different standard styles.

We have the American psychological association style which is commonly followed by people in the social sciences and to some extent in the humanities also. Then we have the modern language association style, we have the Harvard style of referencing for engineering disciplines we have the IEEE style. So, you know we have various standard styles, but the referencing style will depend on one what you are if you are writing a dissertation then your institute or university will prescribe a specific style. So, they will tell you where to capitalize, how to underline, how to emphasize etcetera. And then when you are writing for a journal the journal every journal will have its own style of

referencing it is tweaked a little bit tweaked from the standard accepted styles. So, you must go to the journal and the concerned journal and find out to my knowledge the last time I checked there were over 1800 styles of referencing in journals all over the world.

So, you know that is the diversity. So, I would not go into any particular style. Now, what I will do here is tell you how or what to look for when you are referencing or what to pay attention to. Using ellipsis marks for omissions. Now, if you omit a word you must have seen in some of my previous slides also, when I refer to somebody or something I use square brackets and I use these 3 dots.

Now, 3 dots means that you have taken a paragraph, but you have chosen to take only 2 sentences from may be a 4 sentence paragraph. So, wherever you want to you know compress the information that you have taken you do not want to lose the flavour and you do not also want to include the unnecessary portion. So, what do you do? You just put the ellipsis in either brackets or in square brackets depending on the style that you are following. Using brackets for insertions or changes again when we talk about brackets we are talking about the square brackets.

I am using these very commonly used terms these, these brackets are known as parentheses and. So, let me show you. Now, what we do here is e.g. for example, e.g. stands for *exempli gratia* ok. So, you do this. So, you have omitted the q r s t. So, you omitted that portion here and so you use these ellipses. This means that this portion does not contain the information that you were going to or that was there. So, in the original text may be q r s t was there you do not want to include it. So, you have decided to get rid of it.

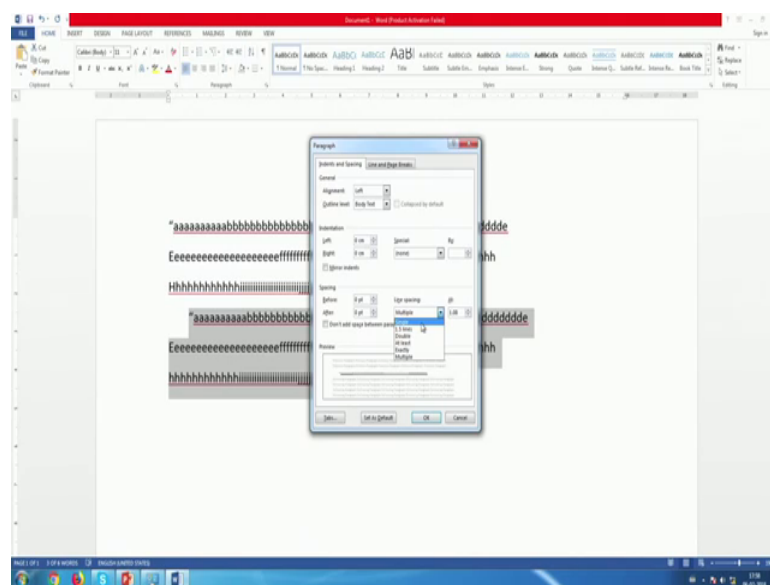
Now, if you want to insert something then again you use brackets, but the style the type of brackets that you use will depend on the journal that you are referring to or the standard practice used in your institute or university wherever you are studying or wherever you are doing your work.

Now, integrating quotations, when we talk about integrating quotations we are talking about using quotations in the middle of your text for example, in various ways. Now, when we talk about integrating quotations in text what you can do is you can do this ok. So, for example, this is this can happen in the middle of text also and again whether you capitalize or not you know how much you do what you quote will depend on the rules of

the journal that you publish in. When we use block quotations what we do is that according to the a p a style if your quotations run into more than two physical lines you are expected to indent them from both sides use a slightly different sized font or not occasionally it varies and then make them stand out. So, you must have seen what happens is I will just show you what this is like.

So, when we talk about block quotations if for example, your I will just fit this here let me show you yeah ok. So, what you do is you take this and here it is very difficult to indent it. So, I will just physically do this what you do is sorry I am not able to. So, you create a space on the left side let me see if this works (Refer Time: 21:10) some problem with the automation on this slide and so you reduce the size here also. This does not allow. Let me show you what this can look like on a word document this will make more sense if I show it to you on a word document, one minute.

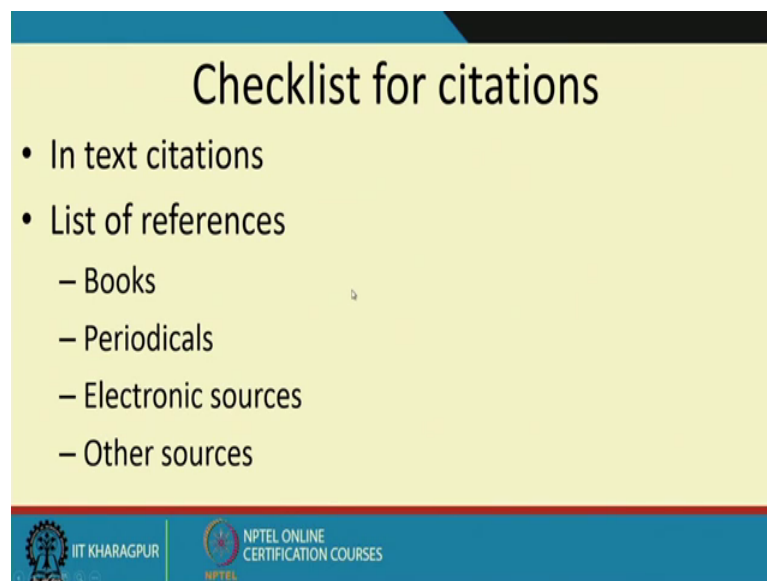
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So, we have it here you are working in word we want to view the ruler. So, what we do is we have a, this is there and let us assume this is a regular paragraph and you want to have a longish sort of citation here. So, if this is and say one and a half line spacing what you will do here is you will take this you will reduce the spacing again this is as per a p a format. Now, other formats will this will tell you what to do you know they will tell you to do this differently. So, you must follow the format that you are following.

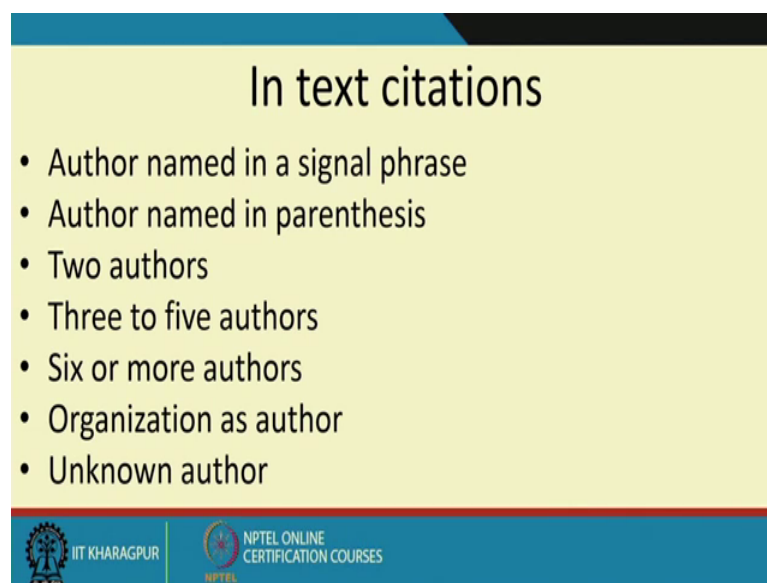
So, maybe that is 1.5 lines you make this single, you indent it from this side. So, you indent this you make it smaller you crush it and you reduce the size you must have seen these block citations anyway I will not spend too much time on this. So, that is how you have these block citations. Now, block quotations. Now, this depends on the referencing style that you are using. Now, checklist for citations you will have in text citations, you will have end of text references, you will have you will have references to books, you will have references to periodicals, electronic sources, other sources.

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Then in the in text citations you will have authors named in the signal phrase signal phrase is the first sentence.

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In text citations

- Author named in a signal phrase
- Author named in parenthesis
- Two authors
- Three to five authors
- Six or more authors
- Organization as author
- Unknown author

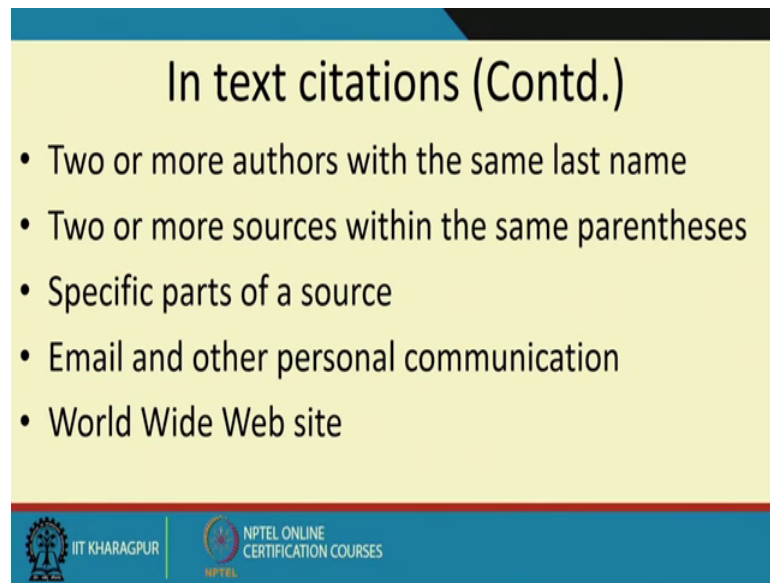
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So, you say according to Malik 1995 or Malik 1995 found out or you say this was found out and in brackets you say Malik 1995. So, signal phrases when you cite the authors name right in the beginning of the sentence. So, how you write it will depend on the method prescribed by the journal or your standard that you are following

Author named in a parentheses. So, instead of saying Malik 1995, you would say you will say whatever you have to say and in parentheses you will say Malik common 1995 and that happens somewhere in the middle of the text. Then you could have two authors say Malik and Roy 2017 or you know you could have 3 to 5 authors. So, Malik Roy and Das and Malik Roydas and Mahapatra and then you know depending on where you are what kind of referencing style you are following some will say after three authors you say at all e t dot a l dot and so that means, that there is more to come. So, the the there you say it is Malik and associates and so on.

So, in the year 2015, when you are talking about this presentation or when you are talking about your research in a conference you do not say Malik at all you say Malik and associates. So, that means, that the first author is Malik and the rest are the other people who have helped with the research 6 or more authors again it just depends on how you reference it your trick of the organization as an author. So, standard styles will be prescribed for these things.

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In text citations (Contd.)

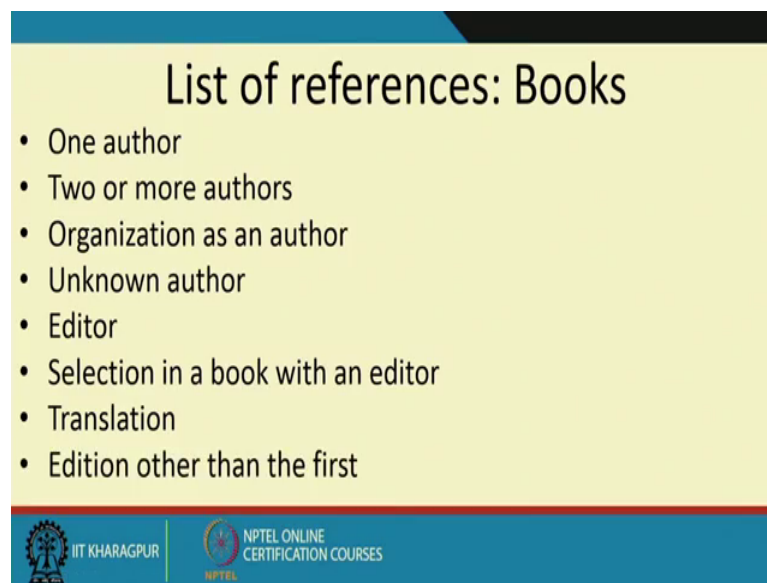
- Two or more authors with the same last name
- Two or more sources within the same parentheses
- Specific parts of a source
- Email and other personal communication
- World Wide Web site

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Unknown authors, then you would have two or more authors with the same last name. So, say the Das and Das Roy and Roy etcetera. So, how do you do this ok? Two or more sources within the same parentheses. So how do you reference two or more sources? Many times people say many styles prescribe the resources to be listed chronologically which means the source that appeared first and publish you know that was published first should appear first other styles say that may be you should do them alphabetically that makes it for easy reading. So, you have to follow that standard style.

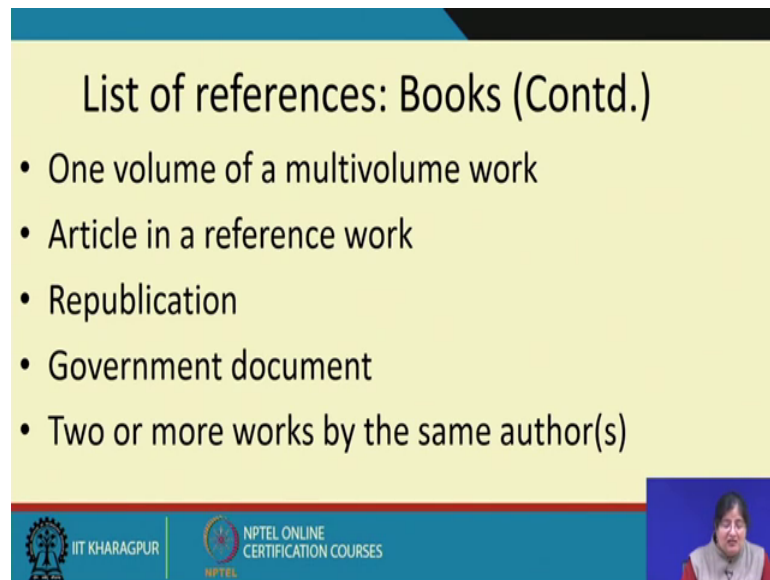
Specific parts of a source you are not citing the whole source you are only citing say one chapter in a book. Now, the book has been written by a person you are referring to one chapter, you would have email and other personal communication, you would have edited volumes of books I mean the list is endless how do you cite email the worldwide web site WWW is worldwide web.

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And then in books you would have one author books two or more author books organization as an author, unknown authors when we when we say organization as an author may be government of India publication, United Nations publication. So, these are organizations then you could have edited volumes where the editors you have to put in the editors name and the names of the people who wrote specific chapters then selection in a book within with an editor, translations, many times we referred to a lot of books that were say you know we got skis books for example. To we got skis books were in they have been translated into English and we used those books when we study communication.

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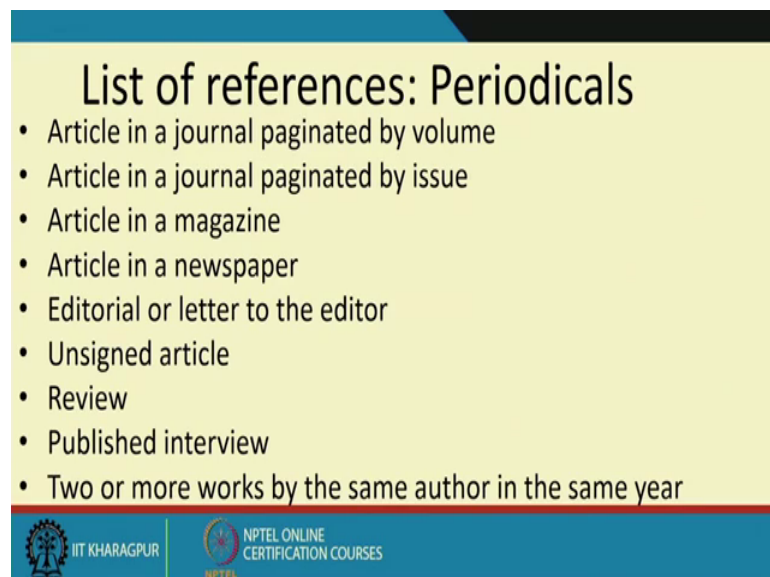
List of references: Books (Contd.)

- One volume of a multivolume work
- Article in a reference work
- Republication
- Government document
- Two or more works by the same author(s)

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So, addition other than the first one volume of a multivolume work encyclopaedias etcetera article in a reference work or handbooks we have more than one volume. Then re-publication many times the same book is republished with minor changes. So, you have to see government documents; two or more works by the same authors.

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List of references: Periodicals

- Article in a journal paginated by volume
- Article in a journal paginated by issue
- Article in a magazine
- Article in a newspaper
- Editorial or letter to the editor
- Unsigned article
- Review
- Published interview
- Two or more works by the same author in the same year

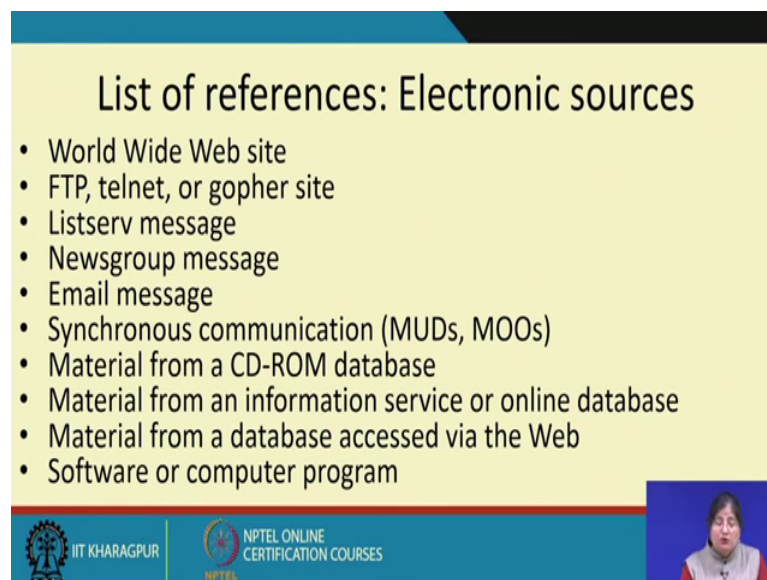
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Then periodicals journals, articles in a journal paginated by volume, article in a journal paginated by issue many times in one volume you will see that a journal the volume refers to the year typically the years of publication issue refers to the number of

publications within a year. So, if a journal produces a 3 or 4 journals they, they bring out an issue every quarter. So, it will be volume 10 issue 3 which means that this is the 10th year of publication and the journal was probably published somewhere in September.

So, that would be volume three typically then article and the numbers sometimes in in the volume the numbers continue from they start with volume one issue one of a particular volume starts with page one and the page numbers continue on to be following issues and in other journals you will see that the page numbers start the idea to. So, again you know the articles in magazines articles in newspapers editorials are letter to the editor unsigned articles you do not know who the author is, reviews, and published interviews two or more works by the same author in the same year.

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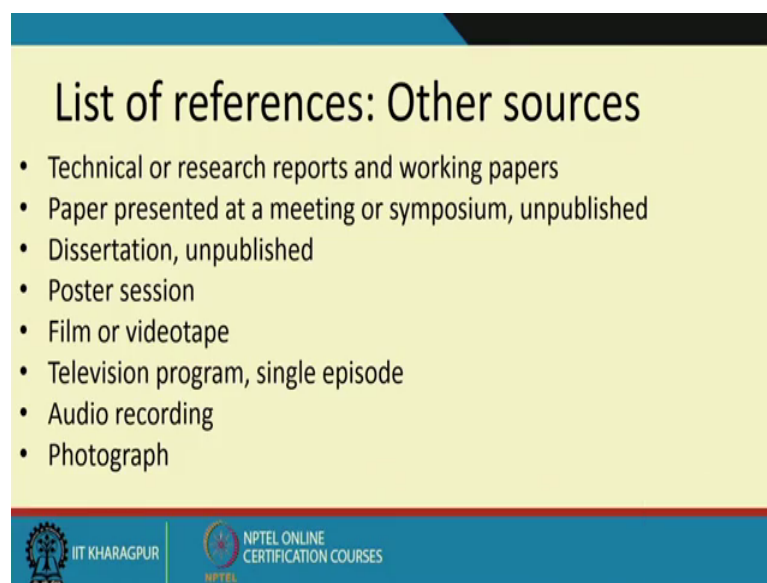
List of references: Electronic sources

- World Wide Web site
- FTP, telnet, or gopher site
- Listserv message
- Newsgroup message
- Email message
- Synchronous communication (MUDs, MOOs)
- Material from a CD-ROM database
- Material from an information service or online database
- Material from a database accessed via the Web
- Software or computer program

The slide features a blue header and footer. The footer contains the IIT Kharagpur logo on the left and the NPTEL Online Certification Courses logo on the right. A small video inset in the bottom right corner shows a woman with dark hair, wearing a red and white patterned top, speaking.

Then you have electronic sources you have the worldwide web site you have FTP telnet gopher sites, you have listserv messages, you have news group messages you have emails, you have synchronous communication MUDs, MOOs, then you have material from a CD-ROM database, you have material from an information service or online database, you have material from a database accessed via the web you have a software or computer program etcetera.

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So, you have other sources you have technical or research reports and working papers, you have papers presented at meetings or symposia, you have unpublished papers, you have dissertations published and unpublished, you have poster sessions, you have films, videotapes, television programs, single episode programs you know audio recordings, photographs etcetera and. So, you know in all of these sources. Now, the idea if of going through this whole list is to make sure you know the variety of sources that are available.

Now, when you cite something please make sure that you cite it in a way that the reader is able to find the source of information. When we cite sources that are dynamic which means sources that are constantly or that are prone to change which means the internet sources it is always a good idea and this will be prescribed by the standard that you use it is a good idea to cite the date on which you accessed the source and drew that information. So, you say accessed on or retrieved on such and such date the term will be of course, suggested to you by the standard that you use.

So, that the reader knows that one it gives credibility two it helps the reader go to the source that is how we do our literature review you go to the reference and if you have accessed to a database that contains that reference you are able to pull out the references. Many times we do not read papers, so much as we read the references and we take material from the reference lists for our work. So, that is why your references must be

complete, must be accurate you know you make a tiny mistake in the volume or issue number or the page number and everything goes haywire.

There are standard formats what to italicize and references, where to underline, where to put quotation marks what to capitalize these things help the reader immediately identify what you are talking about. So, it is very very important that many are writing your references you must follow these standard formats prescribed. One it helps the reader identify things, two if you do not do what is prescribed the chances of your article being rejected go up.

So, that is all we have time for in this lecture. We will start winding up the discussion on research writing in the upcoming classes.

Thank you very much for listening.