

Tikrit University
Collage of Education for Humanities
English Department



Writing Research Paper

Third Year

Notes

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2023-2024

Chapter 9: Notes

Types of notes

There are three types:

1-documentation note (which tells the reader the source of a quotation, summary, or paraphrase). It serves two purposes: they support your work by showing the authorities you have based your reasoning on, and they indicate to your readers where to go to check your research or to read further for themselves.

2-The support note (with it you refer to sources that agree or disagree with what you are asserting).

3-The explanatory note (Provide comments, translations, interpretations, or side argument to explain what's in the body of the paper).

Placing Your Notes

- 1-The note has number.

2-Notes are in order of appearance in the paper.

3-The first line of the note is intended five spaces from the left margin and all other lines go to that margin.

4-The author's name is in normal order (first-middle-last).

5-The note is like a sentence, so other than periods in abbreviations, the only period is at the end of the note.

6-Publishing information in a note is in parentheses ().

7-It gives a specific reference to a page or pages.

8-Example:

Edwards, Marilou. Skiing in the Sandias. Albuquerque:La Madera Press,1977. P.33

What documentation notes contain

- 1-person(s) or responsible for the piece of material you are documenting.
- 2-the title(s)
- 3-amplifying information, to help identify or describe the work precisely.
- 4-publishing information, or similar information that will help someone find the work.
- 5-the specific place you are referring to.

Examples in MLA style

Book: One Author

Use the author's name as it appears on the book's title page, do not convert first and middle names to initials. But do cite the name in normal order(first-middle-last).

Two or Three Authors

Authors' name may or may not be in alphabetical order on a book's title page, first and middle names may appear in full or may be represented by initials. Whatever the case, show the names as they appear on the title page.

More Than Three Authors

If the book has more than three authors, you have a choice: list all the authors, or list only the first one, followed by "et al." or "and others".

Author not Given

Normally you'll begin with the title if the book doesn't show an author. Or, if you find out the author from some other source, you can show the name in brackets. Ex , P(140)

Missing Publishing Data

Use the following abbreviations for missing publishing information: no place of publication : n.p. ; no publisher: n.p. ; no date: n.d. ; no pagination; n.pag.

Unpublished Thesis or Dissertation

Once a thesis or dissertation is published, treat it as a regular book. However, referring to the unpublished forms requires a special type of note showing the type of work, the name of the institution for which the material was written, and the date it was accepted. In addition, the title appears in quotation marks instead of being underlined since the work has not been published.

Examples in APA style

Book: one author

Stuckey, S. (1994). *Going through the storm: The influence of African American art in history*. New York: Oxford University Press.

Book: Two authors

Brett, A., & Provenzo, E. F. (1995). *Adaptive technology for special human needs*. Albany, NY: State University of New York Press.

Book: Many authors

Moran, T. E., Levy, R., McClure, A., & Guthrie, J. L. (1997). *Evaluating transformation processes in municipal organizations*. New York: Center for Social Inquiry.

Book: Later edition

Brockett, O. G. (1992). *The essential theatre* (5th ed.). Fort Worth, TX: Harcourt Brace Jovanovich.

Book: Edited

Ming, T., Tohen, M., & Zahner, M. E. P. (Eds.). (1995). *Textbook in psychiatric epidemiology*. New York: Wiley-Liss.

Book: Translated into English

Calvino, I. (1997). *The baron in the trees* (A. Colquhoun, Trans.). San Diego: Harcourt Brace Jovanovich. (Original work published 1959)

Book: Non-English

Walter, H. (1994). *L'aventure des langues en Occident: Leur origine, leur histoire, leur géographie* / *The adventure of language in the West: Their origin, their history, their geography*. Paris: Editions Robert Laffont.

Article in journal

Maldonado, N. S. (1992). Making TV environmentally safe for children. *Childhood Education*, 68, 229-230.

Article in monthly magazine

Callihan, D. (1995, September). Through the window of pain. *Pitt Magazine*, 10, 20-23.

Article in weekly magazine: No author, one page

Dreams of roads and railways. (1995, March 11). *The Economist*, p. 48.

Article in edited book

Garcia, G. E., & Pearson, P. D. (1994). Assessment and diversity. In L. Darling-Hammond (Ed.), *Review of research in education* (pp. 337-391). Washington, DC: American Education Research Association.

Article in daily newspaper: No author, discontinuous pages

New bank attracts depositors with high rates. (1996, June 22). *Edinboro Gazette*, pp. 1, 5.

Conference paper: Published in conference proceedings

Barclay, L. P., Bateson, R., & Obiakor, T. F. (1996). Making computers talk. In P. R. Wigmore (Ed.), *Proceedings of the Second International Conference on Artificial Intelligence* (pp. 135-141). Amsterdam: DeBrujin Press.

Conference paper: Unpublished

Jameson, P. E. (1997, January). Light filters in high-speed medical photography. Paper presented at the meeting of the California Association of Medical Photography Technicians, Sacramento, CA.

Doctoral dissertation: Unpublished

Juffs, A. (1993). Learnability and the lexicon: Chinese learners' acquisition of English argument structure. Unpublished doctoral dissertation, McGill University, Montreal, Canada.

Report: Group author

Council for Exceptional Children Advocacy and Governmental Relations Committee. (1988). Report of the Council for Exceptional Children's ad hoc committee on medically fragile students. Reston, VA: Author.

Review of a book

Forman, P. (1995). Truth and objectivity. [Review of the book A social history of truth]. *Science*, 269, 707-710.

Electronic Publications

Note 1: There is no period at end of the entry because periods are part of electronic addresses; adding a final period would confuse the reader.

Note 2: The retrieval statement provides the date the information was retrieved, along with the name and address of the source.

Article in an Internet-only journal

Ling, R. (1996). Cyber McCarthyism: Witch hunts in the living room. *Electronic Journal of Sociology*, 2. Retrieved January 3, 1997, from <http://olympus.lang.arts.ualberta.ca:8010/vol002.001/Ling.Article.1996.html>

Internet article based on a print source

VandenBos, G. (2001). Role of reference elements in the selection of resources by psychology undergraduates [electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

CD

Hille, T. (1996). Form function in architecture [CD]. Ann Arbor: The University of Michigan Press.

Capitalization

Do use capital letters for the first letters of the following types of words in titles:

- each important word in the title
- the first word in a title
- the first word after a colon that joins a title and a subtitle
- parts of compound words that would be capitalized if they appeared by themselves.

Do not use capital letters for the following un important words

- the articles a, an, the
- 2-short prepositions such as at, by, for, in, of,
- 3-the conjunctions and, as, but, if, nor,.....
- 4-the second element of the compound numeral(Twenty-five)