

# Effective Citing Techniques

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## **Abstract:**

As an author or creator we can use other's work by showing the proper credit to the original author we acknowledge any material that is not our but that is surely used in any way such as quotation, summary etc. Authors of the research papers are mainly used citation styles i.e. MLA, APA, Chicago, Harvard style, PubMed style for medical study, etc. Authors who are going to write an article possess the quality of analysis, intelligence, skill of observation, creativity with responsibility. Basically writing an article is too much tedious job. Every author tries to cite the work of other author while writing a paper or any material that is publishing or published. Citation shows the respect to the parental author.

**Keywords: citation, MLA, APA,**

## **Introduction**

The reference is the information of the source that is used or quoted in a research work or a publication. It's very useful for the reader to finding out or identifying the source i.e. used by the author. The fundamental rule for listing references is that it should be always proper in manner, complete and must be accurate. Whereas, quoting the words written by someone can be authentically checked. The authors of every article need to explain how their study fits with the previous one in the concern fields. Basically Citations appear in two formats First, as in-text citations, in this kind of citation source of the information identify in text briefly; Secondly in book chapter, manuscript, article, etc. has the list of the reference that provides us complete bibliographical information of source i.e. used in the study. Authors of the research papers are mainly used citation styles i.e. MLA, APA, Chicago, Harvard style, PubMed style for medical study, etc.

It's the era of digital information explosion that are collected in the unruly knowledge bases through the various sources. After 20<sup>th</sup> century, the exchange of information, knowledge and skills are increased due to the flourishing of ICT.

### Writing skill or phase of article

It is necessary for everyone those who are going to write an article possess the quality of analysis, intelligence, skill of observation, creativity with responsibility. Basically writing an article is too much tedious job.

Phases of article:

- Identifying a problem,
- Selecting a Study Approach,
- Research Designing
- Hypothesis
- Collecting Data with adoption of suitable methods,
- Analyzing Data,
- Findings and report writing

### Basic Component of the articles:

- Title
- Name of the author with institutions
- Abstract
- Introduction
- Materials and methods
- Results
- Summing up or conclusion

### Way to cite references and why it is cited

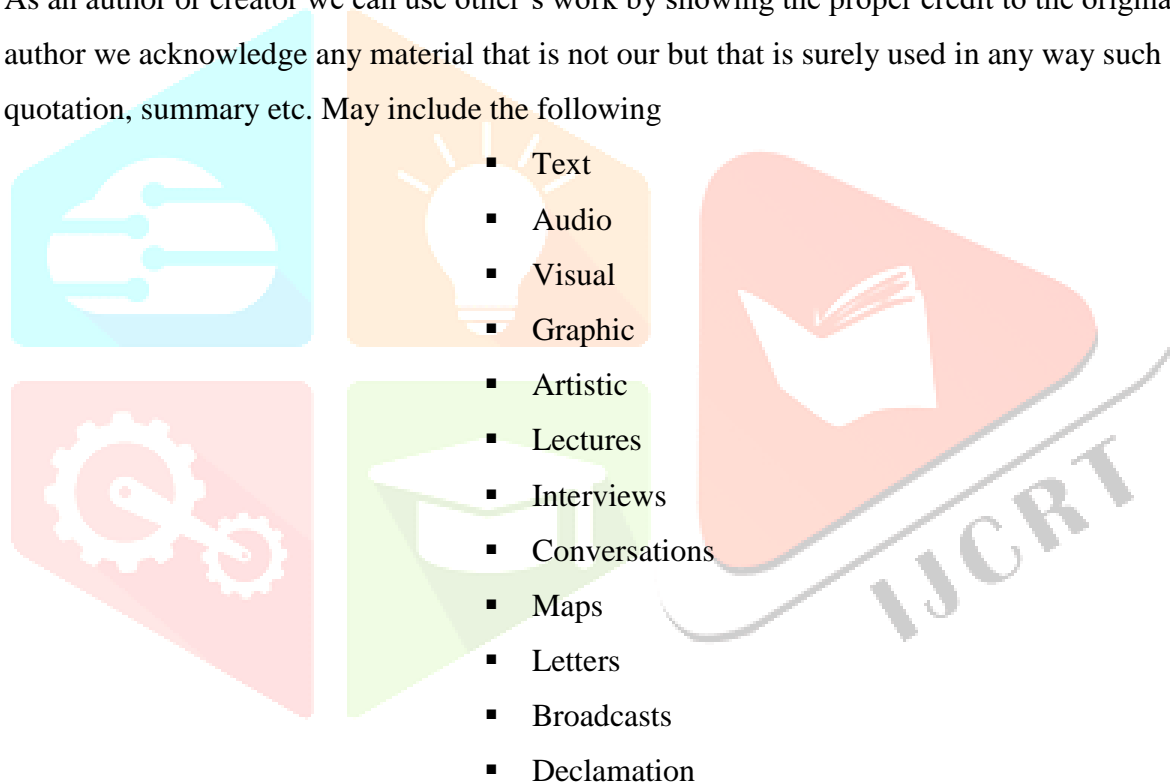
If we use others work it is important to indicate whose words and work i.e. we are using. When we fail to indicate that we used someone else text, word, work then we mislead the readers. When we claim that these text and works are our own then it is not for good research activity.

Citation in the work “ ” show respect of others work i.e. cited. Opportunity provide to the reader and author for validity of work i.e. used by author.

- Opportunity of the reader to check the validity of our use of other people’s work
- Show the proper credit for our research process.
- The credibility & authority of our ideas and knowledge.
- Demonstrate that we are able to draw our own conclusions.
- If we get it wrong can be blame.

### What to cite

As an author or creator we can use other’s work by showing the proper credit to the original author we acknowledge any material that is not our but that is surely used in any way such as quotation, summary etc. May include the following



The three main types of in-text citation are as follows.

### Author

In-text citation is done by parenthetical citation providing:

Author’s last name and page number from which the quotation or paraphrase is taken, if applicable.

Information Technology (IT) or its latest version Information and Communication Technologies (ICTs) has revolutionized through the work culture of the libraries in general and academic libraries, including

college and university libraries in particular. Since last two decades the use of computers are a regular business in library operation with ICT. The university libraries are now full or semi automated collections are represented. Though its machine operation even full text books and journals and other collection are present available in its electronic and digital form. In this research paper the authors wish to present an overview of how the concept of books especially it s the terms of books shape, size, and format have been changed over the period of time. And the universities libraries are prepare to manage with its new form some time the mixed form. At the same time the paper also argues out how the new format of the book publication changed the mindset of the publisher while printing and publishing the same(Singh144).

### **Author–date**

In-text citation is done by an introductory and/or parenthetical citation providing:

The author’s last name, and the year of publication from which the quotation or paraphrase is taken, and the page number, if applicable.

Information Technology (IT) or its latest version Information and Communication Technologies (ICTs) has revolutionized through the work culture of the libraries in general and academic libraries, including college and university libraries in particular. Since last two decades the use of computers are a regular business in library operation with ICT. The university libraries are now full or semi automated collections are represented. Though its machine operation even full text books and journals and other collection are present available in its electronic and digital form. In this research paper the authors wish to present an overview of how the concept of books especially it s the terms of books shape, size, and format have been changed over the period of time. And the universities libraries are prepare to manage with its new form some time the mixed form. At the same time the paper also argues out how the new format of the book publication changed the mindset of the publisher while printing and publishing the same (Singh 2018).

### **Numbered footnote**

In-text citation is done by:

“Superscript note numbers that come after the referenced passage, and after the final punctuation mark, if used and corresponding footnotes placed at the bottom of their page of reference containing all reference details from which the quotation or paraphrase is taken; when using a source for a second or subsequent time, a shorter footnote reference is sufficient”.

Citation is done as like

As Singh has noted, “Information Technology (IT) or its latest version Information and Communication Technologies (ICTs) has revolutionized through the work culture of the libraries in general and academic libraries, including college and university libraries in particular. Since last two decades the use of computers are a regular business in library operation with ICT. The university libraries are now full or

semi automated collections are represented. Though its machine operation even full text books and journals and other collection are present available in its electronic and digital form. In this research paper the authors wish to present an overview of how the concept of books especially its terms of books shape, size, and format have been changed over the period of time. And the universities libraries are prepare to manage with its new form some time the mixed form. At the same time the paper also argues out how the new format of the book publication changed the mindset of the publisher while printing and publishing the same”<sup>1</sup>.

<sup>1</sup> Singh, Jitender & Swain, Nirmal Kumar (2018). Book production and modern librarianship. In Nityananda Pradhan & P. K. Tripathy (Eds.), *Challenge to change: Use of ICT for excellence in academic libraries: Proceedings of a national conference held in Bhopal, India, Feb 24-26, 2018* (pp.144-147). Bhopal: NCERT. ISBN: 9788193340-2-3

## Summing up:

It's very useful for the reader to finding out or identifying the source i.e. used by the author. The fundamental rule for listing references is that it should be always proper in manner, complete and must be accurate. When we fail to indicate that we used someone else text, word, work then we mislead the readers. When we claim that these text and works are our own then it is not for good research activity. Citation in the work “ ” show respect of others work i.e. cited. Opportunity provide to the reader and author for validity of work i.e. used by author. Every author tries to cite the work of other author while writing a paper or any material that is publishing or published. Citation shows the respect to the parental author. The proper citing is essential thing for every author for fair use.

## References:

Singh, Jitender & Swain, Nirmal Kumar (2018). Book production and modern librarianship. In Nityananda Pradhan & P. K. Tripathy (Eds.), *Challenge to change: Use of ICT for excellence in academic libraries: Proceedings of a national conference held in Bhopal, India, Feb 24-26, 2018* (pp.144-147). Bhopal: NCERT. ISBN: 9788193340-2-3

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<sup>1</sup> Singh, Jitender & Swain, Nirmal Kumar (2018). Book production and modern librarianship. In Nityananda Pradhan & P. K. Tripathy (Eds.), *Challenge to change: Use of ICT for excellence in academic libraries: Proceedings of a national conference held in Bhopal, India, Feb 24-26, 2018* (pp.144-147). Bhopal: NCERT. ISBN: 9788193340-2-3