

## **30. DOCUMENTATION**

### **30.1 MEANING OF DOCUMENTATION**

The term '*documentation*' has two meanings. In library science it refers to the retrieval of information pertaining to a subject; searching for literature; and preparing the list of books and making it available to the researcher. In research writing it indicates the references to the sources; other previous and current work and views; additional data and discussion; and suggested further reading on the specific problem as handled by the researcher. Documentation is the evidence of the thoroughness of the investigation and a guide to further work. A good research work depends on the accurate and thorough recording of the investigation.

### **30.2 PURPOSE OF DOCUMENTATION**

Documentation serves several purposes; 1) It supports the facts presented, arguments advanced and assertions made by the researcher. It means the citations must be authentic and authoritative. 2) It enables the researcher to acknowledge his debt to others; 3) It is essential to point out differences of views if any; 4) It is necessary to lead the reader to further information; 5) It helps to verify the researcher's facts, findings and assertions; and 6) It provides additional detailed supplementary information either in the foot notes or in the appendices to the thesis.

### **30.3 CONTENT OF DOCUMENTATION**

Documentation consists of *six components* viz., 1) Preface; 2) Footnotes; 3) Bibliography; 4) Quotations; 5) Tables, charts and maps; and 6) Appendices. Each component has its place in the thesis and each performs a distinct function and has its own technique of presentation.

#### **30.3.1 Preface**

The preface is an introductory statement at the beginning of the thesis, especially one that explains the author's aims. It is often used synonymously with foreword. It may include 1) the writer's purpose in conducting the study; 2) a brief resume of the background, scope, purpose, general nature of the research upon which the report is being based and acknowledgements.<sup>1</sup> Its purpose is in short to acknowledge the researcher's indebtedness to those who have helped him to successfully carry out his research work; and to state briefly the matter that is related to

his research work. Acknowledgements recognize the persons and institutions to whom the researcher is indebted for guidance and assistance during the study.

The preface should be as brief as possible. Needless elaboration of acknowledgements and the different degrees of obligation expressed should be avoided. Acknowledgements should be simpler and yet no less sincere. Irritating elaboration is irrelevant in a thesis. The writer himself should not claim that his exposition is clear, lucid and critical; it is for the reader to judge! Superfluous claims should not be made. The young research scholar should scrupulously refrain himself from redundant remarks. Though the preface is not part of the research, it should be modest, concise and precise. To have a clear idea of what is included in a preface the researcher is well advised to pursue a number of theses to determine the approach. A perfect preface is marked by modesty, simplicity and tact.

### 30.3.2 FOOTNOTES

#### 1. What are Footnotes?

Footnote refers to additional piece of information at the bottom of a page in the thesis. It is the citation for the facts or ideas expressed. It is a mechanical aid. Footnotes are the most important component in research documentation. They are inevitable in order to give weight and support to the researcher's own idea or to controvert the ideas of others. They are *validatory* and *explanatory* procedures. Footnotes should be used sparingly and only when they are needed for amplification or acknowledgement. They should appear only in the body of a thesis, never in an abstract. As the name implies, foot notes are usually found at the foot of a page. Frequent and numerous footnotes are distracting. Therefore it is necessary to decide whether the material being relegated to a footnote is important enough to be incorporated into the main body of the text.<sup>2</sup>

#### 2. Purpose of Footnotes

Footnotes serve *several purposes*. They are commonly used to 1) validate a point, argument or statements; 2) acknowledge facts and ideas borrowed; 3) explain, supplement, or amplify material that is included in the main body of the text; 4) illustrate statements relevant but not important enough to be found in the text; 5) provide cross-references to other sections of the thesis; 6) acknowledge a direct or indirect quotation; 7) explain more fully headings; 8) distinguish one's own contribution from that of another; 9) acquaint the reader with the larger context of the

problem; and 10) provide the reader with sufficient information to enable him to consult sources independently. In short, the primary purpose of footnotes is essentially and completely to clarify, support or illustrate the text. Accuracy, adequacy and relevance are the hallmarks of footnotes.

### 3. Forms of Footnotes

There are two basic footnote forms: 1) Primary reference form; and 2) Secondary reference form. The *Primary reference* to a book is as follows:

R. Sundaralingam, *Indian Nationalism: An Historical Analysis* (New Delhi, 1983), p.50.

In this reference a raised numeral precedes the note. It serves to link it with its place in the text, where a similar raised numeral is placed at the end of the material covered by the footnote. The book title receives the same treatment as in the bibliography entry.

The *secondary reference* form, on the other hand, is a short-cut form. It is used to avoid turning back to the primary references. If the references follow closely and without interruptions the form *Ibid* with the appropriate page may be used. If the reference is to be exactly the same page as the preceding note, *ibid* is used alone without any page reference. There is no hard and fast rule about the usage of *Ibid*. However, the usage is not to have more than four or five *Ibid* references at a time. If short title is used it must be done consistently throughout the entire Thesis.

### 4) Placement of Footnotes

Footnotes usually include 1) Source of information i.e. the name of the author; 2) title of the source; 3) exact page or pages of the source of reference; 4) date of publication; and 5) publisher and place of publication. There is no universally accepted method for the placement of footnotes. Footnotes may be placed a) at the foot of the page; b) at the end of a chapter; and c) at the end of the thesis.

Reference to footnotes is invariably made by the use of superscripts in the body of the text where the particular reference is given. The flow of the text will be smooth if the superscript is placed at the end of the sentence in which the reference has been made. With quotations the footnote reference is always placed at the end of the quotation. When footnotes are placed at the foot of the page, they are separated from the text by a fifteen-space solid line, i.e. about 1 1/2 inches. When they are placed at the end of a chapter or thesis, a centered heading *FOOTNOTES* is required.

## 5) Facets of Citation

The researcher should exercise great deal of discrimination in selecting the footnotes. He is advised to follow the guiding principles underlying the *four facets of citation*, viz., what, when, how much and how to cite.

### What to cite:

1) Prefer scholarly and authentic editions to casual reprints; 2) Prefer citing published sources; 3) Cite the earliest writer if two or more writers have expressed the same ideas; 4) Avoid citing authority for well known facts or statements; 5) Avoid repeating what is already stated in the text; and 6) If the citation is too long or controversial, relegate it to the appendix.

### When to cite:

1) Insert the footnote even at the first draft stage; 2) Exercise judgment in citation before the draft is finalized. 3) every quotation, important fact and idea must be acknowledged fully and precisely; 4) Citation are necessary when there is an important exception to the material quoted or a difference of opinion expressed; and 5) To provide additional information.

### How much to cite:

1) Make the citation brief, clear and factual; 2) Restrain the length of the footnotes and conserve space, time and words; 3) Avoid using footnotes for argumentation; 4) Avoid too many footnotes; 5) Avoid mixing the significant and the irrelevant; and 6) Relate the number, form, and kind of citation of the fellow professionals.

### How to Cite:

In historical research certain abbreviations are commonly used as follows:

ABBREVIATIONS	USAGE	EXPLANATION
A.D.	Anno Domini	In the year of the Lord
anon	Anonymous	A name that is not known or not made public
ante	Above	In terms of time or position; before.
B.C.	Before Christ	Before the birth of the Lord
C/Ca	Circa	'Near' or 'About'
cf;cp	confer; compare	One author is referred to in the text and the footnote cites another cited by the former

ABBREVIATIONS	USAGE	EXPLANATION
ed	Editor / Edition	Edited by one but articles / chapters contributed by others.
e.g.	exempli gratia	For example
et al	'and others'	A book is written by few authors of whom the first only is mentioned for the sake of brevity.
et seq.	et sequens	Following line on page.
ibid	Ibidem	In the same place
ide	Idem	Same as previously given
i.e.	id est	That is
infra	Further on	Below
loc.cit.	loco citato	In the same place cited.
Mss.	Manuscript	Manuscript
N.B.	nota bene	Please note
n.d.	No date	Date is not mentioned
op.cit.,	opere citato	cited in the work
passim	Here and there	Scattered in the work.
pp.	pages	pages
sic.	To show it is quoted accurately	Placed in brackets after a quoted word or phrase that seems to be or is incorrect.
supra	Above	Above
tr.	Trans	Translation
vide	See	Refer to
Viz	Videlicet	Namely
[ ]	-	When material explaining something in the quotation is inserted.
...	-	Indicates words omitted.
Roman Numerals I, V, X, L, C, D, M	-	I (1); V (5); X (10); L(50); C(100); D(500); M(1000)

## 6) Format of Footnotes

There is no uniform format of footnotes. But the practice is to indent the first line of the footnotes as in the same way as paragraphs. For example,

Sathianathaier, R, *A Political and Cultural History of India*, Madras, 1952, p.187.

Footnotes occupying more than one line are single spaced; the first line is indented. A double space separates successive footnotes. Footnotes are usually numbered consecutively throughout a chapter.

## 7. Usages in Footnoting

The following are some of the conventional *usages* in footnoting: 1) In the first footnote referring to each source, it is usual to give the full name of the author in its normal order. 2) In citing the reference details, bibliographic procedures are followed and 3) After the first reference is spelled out in a footnote, it is not necessary to repeat the same.

## 8. Points to Remember

As footnotes are an essential component of documentation the researchers shall keep the following points in mind: 1) Make sure a footnote strengthens or validates a point in the thesis. 2) Include footnotes in the first draft itself. 3) Check each footnote for accuracy and for correct format. 4) Be consistent throughout the thesis. 5) Footnotes should be concise. 6) All footnotes should be single spaced. 7) All footnotes should be terminated with a full stop. 8) The same bottom margin should be maintained on each page. 9) A footnote may be continued on consecutive pages and 10) Footnotes may be given either at the bottom of the page or at the end of each chapter or at the end of the thesis.<sup>3</sup>

### 30.3.3 BIBLIOGRAPHY

A bibliography is a list of published works and unpublished materials. As indicated earlier *working bibliography* is prepared while selecting a suitable topic for research. The *final bibliography* contains a complete list of sources along with the notes on them. In a way it is “a critical estimate of the sources”.<sup>4</sup> It contains a list of primary and secondary sources. There are *different kinds of bibliography*. 1) *Select Bibliography*. It comprises a list of all sources which have been referred to in the text or the footnotes of the thesis. 2) *General Bibliography*. It is a broader kind of bibliography. It consists of a comprehensive list of books, journals and papers consulted. 3) *Reference-cum-Bibliography*. It

contains those sources cited, together with the more relevant of the works which have been consulted. 4) *Annotated Bibliography*. It is a list of references followed by a note on the content and usefulness of the references.

Of these, the '*Select Bibliography*' form of bibliography is the most common form of referencing system. Whichever kind of bibliography is used, the heading should be centered in capitals at the top of the first page without punctuation and should not be underlined. Each page should be numbered. The preliminaries are numbered using small roman numerals like i, ii, iii and so on. All other pages with the first page of chapter 1 and including bibliography, appendices, and pages of Tables and Figures are numbered with Arabic numerals.<sup>5</sup> The bibliography should follow a logical arrangement in alphabetical order. It is usually placed immediately after the last chapter of the thesis. Some writers prefer to place the bibliography after the index.

Each book reference contains the essential information regarding 1) the author; 2) the title; and 3) details concerning the imprint like publisher, place of publication and date of publication. In the case of journal article, the place of publication and the publisher are not included. However, the volume number and the inclusive pages which contain the article are given. The surname starts with the left margin. Second and subsequent lines of the same entry are single spaced. In a bibliography, a capital is used to begin all key words in the titles of books and journals. For articles, manuscripts, theses and unpublished papers the procedure suggested is to use a capital only to begin proper nouns and the first word of the title. If a reference comprises more than one volume, the entry must state the total number of volumes comprising the reference. All sources and authors are to be listed strictly in alphabetical order.

### 20.3.4 QUOTATIONS

#### 1. Ways to Quote

There are *three ways* of using quotations in the text: 1) as an integral part of the sentence; 2) following a colon at the end of the sentence; and 3) as a separate paragraph in which case quotation marks are not required. The following rules must be kept in mind when quotations are used: a) Put double quotation marks at each of the quotation and single quotation marks for the quotation within a quotation; b) When you make changes in quoted material indicate the same in brackets or in foot-note; c) When you insert additional words in a quotation, they must be put in brackets like this [ ]; d) Sic (thus) is used in brackets to indicate that something is

thus in the original; and e) Omissions from quotations are shown by three dots (...); and a fourth (...) is added if at the end of the sentence.

## 2) How to Quote

Quotations are authentic statements. They form part of the text of the thesis. At the initial note-taking stage the researcher might have copied extracts from sources verbatim with the intention of incorporating them later into his written research report. Now he has to choose appropriate quotations from them. Inexperienced researcher is tempted to pad his thesis with a string of quotations. Over-quoting is the symptom of poorly integrated argumentation. Quotations must be relevant, short and closely connected to the idea expounded in the thesis. They must be reproduced from the original texts, not from the secondary sources. Quotations must be cited, 1) when a controversial point is discussed; and 2) when the conclusions have to be substantiated and supported by sources. They must be sparingly used. A quotation once cited should not be repeated. While using a quotation the exact words of the text should be repeated without any alteration or omission within quotation marks.

The researcher must know when to quote, what to quote, how to quote and how much to quote. Direct quotations could be used only when the original words of the author are expressed concisely and convincingly. They need to be used for documentation of a major argument. They may be used when the researcher wishes to comment upon, analyze or contradict ideas expressed by another writer. They may be used when changes, through paraphrasing, might cause misunderstanding or misrepresentation.

Extreme care must be taken to reproduce quotations. The exact words of an author or publication must be quoted. *Interpolations* may be used in quoted material. Every interpolation must be enclosed in *square brackets* to indicate that the words in the original have been changed or that words have been added. Were a quotation is very long it is permissible to omit sections of an original passage by using *ellipsis*.<sup>6</sup> The basic form of a quotation is determined by its length. Short quotation is used with double quotation marks at the beginning and the end of the quotation. For long quotation no quotation marks are used, but it should be single spaced and indented three spaces from the left margin.

### 30.3.5 Tables, Charts and Maps

Tables, charts and maps are used to convey information. They are used when presenting a collection of specific details or when showing the



inter-relationship of a number of parts. *Table* is restricted to information presented in a tabular form. *Chart* is used to indicate changes over a period of time. *Map* presents required particulars in detail. Besides these, *statistical figures* may be employed to identify “frequency of particular developments, their dispersion into parts, interrelation and intervals between particular events...”

### 30.3.6 Appendix

*Appendix* refers to the section that gives extra information at the end of thesis. Supporting evidences must be relegated to an appendix. Evidences and explanations which are likely to clutter up the thesis may be presented as appendices. Otherwise they will render the text cumbersome and will make reading more difficult. Thesis must be readable. Appendices keep the text of the thesis uncluttered without weakening the argument. Interested readers can be directed to consult particular pages of an appendix for further details. Each appendix should be referred to in the body of the thesis. A single appendix should be headed APPENDIX, centered on the page in capitals without punctuation. So also the title of the appendix. Appendices may be placed either between the final chapter and the bibliography or immediately after the bibliography. An *index* is not required for an unpublished thesis. If a thesis is subsequently published an index is necessary.<sup>7</sup>

## REFERENCES

1. For minor assignments or dissertations the preface may be omitted. If the writer has little of significance to say about his thesis that is not already covered in the main body of his work the preface may also be omitted and instead the page should be labeled “Acknowledgements” rather than “Preface”.  
J.Anderson, B.H.Durstun and M.Poole, Thesis and Assignments Writing, reprint, New Delhi, 1991, p.39.
2. J.Anderson et.al.op.cit., p.73.
3. Ibid., pp.77-78.
4. K.Rajayyan, op.cit., p.255.
5. Every page in the thesis is given a number. Numbering the pages of a thesis is known as ‘pagination’.
6. The ellipsis is indicated by three full stops with the space before and after each full stop. An ellipse can occur at the beginning or the end of a quotation.
7. K.Rajayyan, op.cit., p.249.