

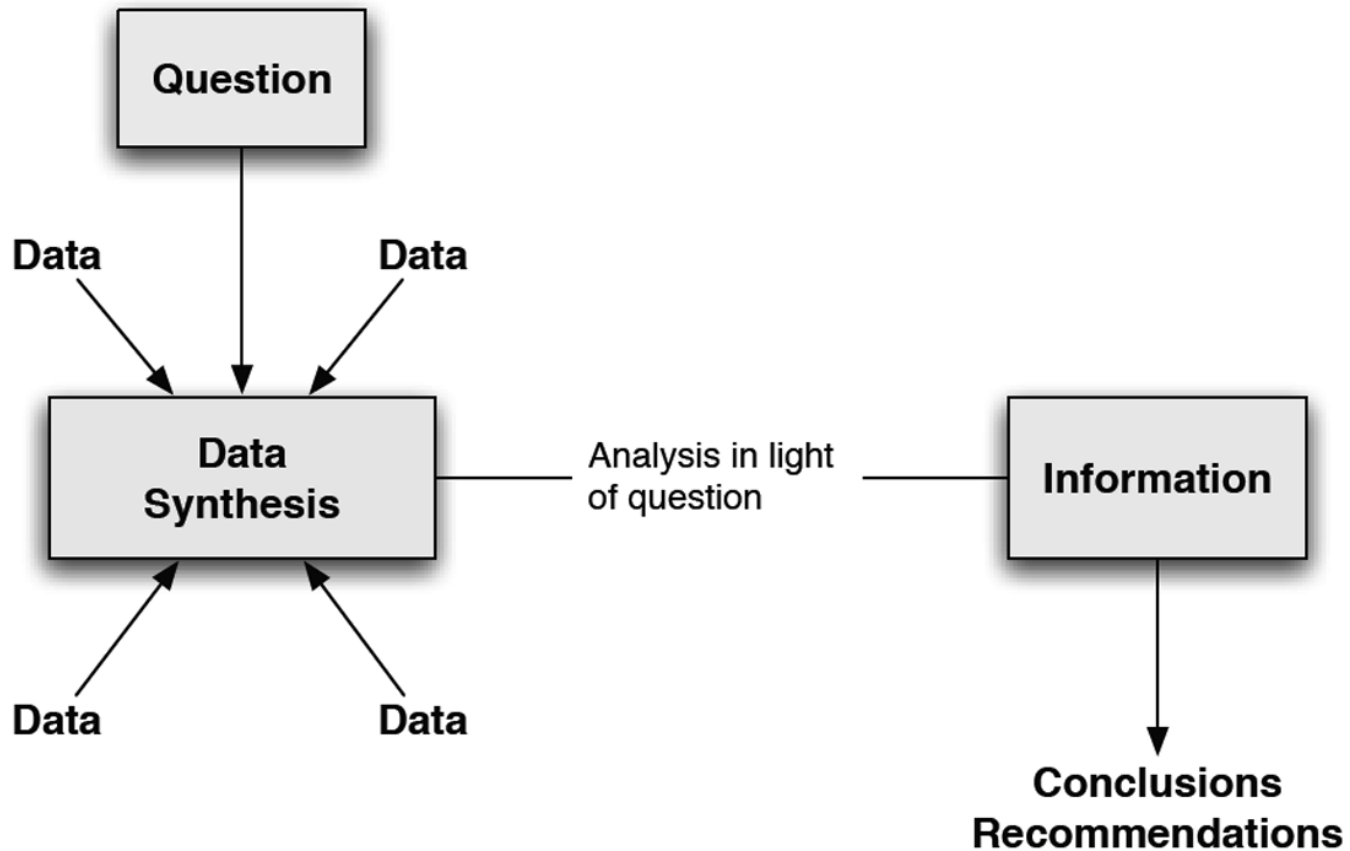
Documentation:  
standards, methods and styles for  
citing text and non-text media

LIB 1201 | November 21, 2011

# Organization

- Introduction
  - Including your research question
- Summarize/synthesize your sources
  - What do your sources say about your research question? Offer **EVIDENCE** to support your question!
  - Will have lots of citations, **READ YOUR SOURCES!**
- Your analysis
  - Figure out how to use data in your sources to answer your research question
- Conclusions/recommendations

# Organization



# Sources/citations

- If you summarize or quote a source you **MUST** cite it in your paper text.
  - Anything that you did not know before beginning your research for this paper must be cited!
- Summarize rather than paraphrase: this strategy will help you **avoid plagiarism**.
- You **MUST** include your Works Cited list with your paper.

# Writing mechanics

- No informal language (examples: *and so on, pals, ok*)
- No “I” or “me” or “my” statements; no “you” or “your” statements
- No contractions: *don’t* should be *does not*
- [Omit Needless Words](#) – they can make it difficult to understand your points (see link on course website)
- When discussing your sources, use only the last name of the author or “the study...” (see Purdue OWL In Text Citation Basics)
- **SPELLCHECK!!!**

**When in doubt: CITE!**

# Most Important Parts of a Citation:

1. Author
2. Title
3. Date
4. If article:
  1. Journal/magazine/newspaper title
  2. Volume
  3. Pages

(Badke, p. 156)

# Three Rules of Citation

- Rule of Least Confusion (show your readers exactly what you want them to see; no more, no less)
- Rule of Brevity (Accomplish the first rule as succinctly as possible)
- Rule of Readability (Does any citation style really accomplish this for ALL media?)



# Why Cite?

## Citation

- shows respect for your community
- Communicates clearly within a community (like jargon)
- Reveals what kinds of evidence are most important to a community
- Builds context for your argument
- Gives credit where credit is due

[Citation as a Lens for Interdisciplinarity](#) from Class:Citation,  
PegasusLibrarian.com

# APA, MLA, Chicago

- Gonzales, A. L., & Hancock, J. T. (2011). Mirror, Mirror on my Facebook Wall: Effects of Exposure to Facebook on Self-Esteem. *CyberPsychology, Behavior & Social Networking*, 14(1/2), 79-83. doi:10.1089/cyber.2009.0411
- Gonzales, Amy L., and Jeffrey T. Hancock. "Mirror, Mirror on my Facebook Wall: Effects of Exposure to Facebook on Self-Esteem." *CyberPsychology, Behavior & Social Networking* 14.1/2 (2011): 79-83. *Academic Search Complete*. EBSCO. Web. 12 Apr. 2011.
- Gonzales, Amy L., and Jeffrey T. Hancock. 2011. "Mirror, Mirror on my Facebook Wall: Effects of Exposure to Facebook on Self-Esteem." *CyberPsychology, Behavior & Social Networking* 14, no. 1/2: 79-83. *Academic Search Complete*, EBSCOhost (accessed April 12, 2011).

# Citation Activity

- Form groups of 3-4
- Working in a group, and considering the Three Rules, develop your own citation style for three of these five items:
  1. Article: “Mirror, Mirror on my Facebook Wall”
  2. Website: Insidehighered.com (group selects one article to cite)
  3. Ebook: [Web Analytics 2.0](#)
  4. Video: [Social Media in Plain English](#) | <http://www.youtube.com/watch?v=MpI0ClX1jPE>
  5. Image: <http://www.flickr.com/photos/julesantonio/5604783235/>

# For Wednesday, 11/23

*Discussion:* The practical applications of documentation; process documentation

*Assignment:* Find one example of process documentation in any format, read it, and write one blog post in which you describe, summarize and critique it. Be prepared to discuss your example in class!

*Reading:* Edge, "[Write it down! The importance of documentation](#)"

Robinson, "[Documentation Dilemmas](#)"