

Methodology of Citation, Documentation, Marginalization, and Writing of Sources and References in the Social Sciences and Humanities

Dr. Bouguetaf Mahmoud¹, Pr. Benmekki Nadjet²

^{1,2}University Abbès Laghrour Khenchela (Algeria).

The Author's E-mail: bouguetaf.mahmoud@univ-khenchela.dz¹, benmekki.nadjet@univ-khenchela.dz²

Received: 24/04/2024

Published: 27/05/2024

Abstract

Due to the emergence of numerous difficulties and challenges in various fields of scientific research and its techniques, and the continuous increase in the number of scientific research in its various forms (theses, articles, dissertations, interventions, memoranda, reports...) published and unpublished, this study aims to contribute as much as possible to ensuring the quality of scientific research in general, especially in the technical aspect related to writing research and conducting studies, and the control of various methodological techniques by the researcher (preparation, collection, preparation, and writing of research in its various forms, reviewing, publishing, and implementing them in reality if possible). Therefore, optimal use and reliance on various appropriate references and sources related to the study are necessary, as well as good control over citation methods, marginalization, and documentation of accredited references and sources.

This study has reached some results that can be summarized as follows:

- The necessity of collecting references and sources related to the study is considered a crucial initial step.
- For qualitative and high-quality research, the researcher must have full control over citation types.
- For good and distinguished research,
- The researcher must have full control over types of marginalization.
- Objectivity and neutrality are essential qualities in the researcher that must be adhered to.
- Good research is research that respects scientific integrity and acknowledges the efforts of other researchers.

Keywords: Methodology, Citation, Documentation, Marginalization, References.

Introduction

Scientific research is considered one of the primary methods to discover previously ambiguous truths, clarify obscure issues, add new knowledge to existing knowledge in a field, determine relationships between concepts, or highlight the degree of influence among specific variables... In order to achieve these objectives, or some of them, the process of preparing, organizing, and writing scientific research in all its forms (theses, dissertations, articles, interventions, reports...) requires relying on and utilizing a variety of references and sources, especially those relevant and of scientific value, and writing them in an appropriate manner and style. This enriches the topic further and provides the necessary justifications, evidence, and proofs for explanation, interpretation, description, correction, or addition... It's imperative to respect the efforts of previous researchers in their respective fields (scientific integrity).

The ultimate goal of any scientific research is to reach a set of results and provide suitable solutions, proposals, and recommendations for the posed problem, through following an appropriate scientific research methodology tailored to the nature of the research, especially in the humanities and social sciences. This involves respecting the sequence and integration of all the basic stages in conducting scientific research, starting from selecting the research topic, defining and formulating a clear and precise title, addressing and defining the problem, formulating appropriate hypotheses if necessary, following all the standard steps, and finally, summarizing the main research findings with honesty and objectivity. It's crucial to maintain scientific integrity in documenting and recording the accredited sources and references in an appropriate and logical manner to allow reference when necessary.

1. Problem Statement:

Due to some difficulties faced by students at all university levels (undergraduate, postgraduate, and doctoral studies), and by some academic researchers in writing their various scientific research using appropriate methodological approaches and precise techniques that achieve scientific objectives with a

high degree of proficiency and objectivity, this study aims to alleviate some of the difficulties and challenges in this regard, and clarify some of the methodological techniques that assist in writing scientific studies.

Based on this premise, the following questions can be posed:

- What is meant by citation? What are its types and rules of usage?
- What do we mean by documentation and marginalization?
- What are the most commonly used methods in writing sources and references?

To achieve this and attempt to provide possible answers, the following elements will be followed:

- Citation and its types
- Documentation and marginalization
- Writing sources and references

2. Study Objectives:

This study aims to:

- Understand the scientific meaning of citation.
- Clarify the importance of citation in scientific research.
- Identify types of citation.
- Identify different methods of marginalization.
- Identify methods of writing sources and references.

3. Citation:

3-1. Definition of Citation:

The process of citation in scientific research is defined as: "Transferring some texts from others directly or indirectly, in order to emphasize a certain idea or critique it objectively, and to achieve innovation in the same specialization." It is also defined as: "Supplying scientific material from its original sources" (univ-oran2, 2021).

From the above, it is understood that the process of citation is one of the technical and methodological approaches used by researchers to obtain new scientific material or reinforce specific ideas in the same field or specialization. Additionally, it involves referencing other ideas or texts for clarification and resolution of any ambiguous or obscure issues. Citation can also enrich the current research topic with directly relevant or similar previous studies.

3-2. Objectives of Citation in Scientific Research:

Citation is considered one of the fundamental rules in building and writing scientific research in various scientific fields and disciplines, serving as an extremely important tool to achieve several scientific objectives for both the researcher and the research itself.

Below are some key points that the researcher seeks to achieve through the process of citation:

- Presenting the opinions and ideas of others who have previously researched, studied, or addressed the subject of the study, especially if they are well-known authors, scholars, and researchers in their respective fields. The aim of this is to inform the reader about those opinions that the researcher will present and address, and to provide a thorough explanation of the theoretical background of the research.
- Scientific reinforcement of the researcher's viewpoint and confirmation of the arguments presented by referring to studies, research, and articles, whether theoretical or applied, conducted by other researchers and scholars in the past. This sheds light on the extent of coherence and conformity in the results obtained by others and what the researcher will present in their study.
- Critiquing some of the ideas and opinions presented by other authors. Sometimes, the author quotes a statement or presents the opinion of another author with whom they disagree. The purpose of this is to evaluate it, highlight its weaknesses, and inform the reader of any flaws or distortions of truth within it (Kashroud, 2007, p. 345).

3-3. Conditions or Rules of Citation in Scientific Research:

The ethics of scientific research require researchers to adhere to a set of guidelines and necessary conditions in preparing and conducting their research in accordance with the principles of scientific research, which include objectivity in citation and commitment to scientific integrity. This enables them to give fair credit to other researchers and demonstrate their efforts in this regard. It's important to note that these behaviors in the academic space are of utmost importance and reflect the researcher's high

ethics, demonstrating integrity, transparency, and neutrality in the fields of education, training, and scientific research, particularly within the higher education system.

Here are some clarifications of basic conditions in the process of citation:

- The quoted text should not exceed one-third of the page: In this case, if the quoted text is lengthy and exceeds one-third of the page, it is advisable to resort to selective citation, whereby a portion of the text is omitted and replaced with ellipses (...) to indicate that some content has been removed.
- The researcher should not blend two direct quotations directly together. Instead, they should separate them with criticisms, explanations, comments, or additions that they deem relevant and useful.
- The quoted text should be clearly distinguished within the research text to facilitate identification by the reader. This can be achieved by placing the quoted text between parentheses and referring to it in the margin (Ayad, 2005, pp. 104-105).

The researcher Tayeb Ammar Kachroud believes that for genuine scientific research to be conducted, a set of main conditions must be met: scientific integrity, accuracy and avoiding distortion of meaning, objectivity, the importance of citation and its relevance to the research topic, and moderation in citation. Here's a brief explanation of each:

- Scientific Integrity:

Scientific integrity entails distinguishing between what the researcher writes themselves and what they quote from others, as well as citing the source from which the material or quoted text was taken, whether it's a direct quotation or an indirect reference to the opinions or statements of other authors or researchers.

- Accuracy and Avoiding Distortion of Meaning:

In the case of direct verbatim quotations, the researcher must convey or quote them in the same format as they appeared in the original text, even if there are linguistic or typographical errors. If the researcher wishes to make some modifications, they should clearly indicate so, and at the same time, these modifications should not lead to any type of distortion of meaning.

- Objectivity:

The term "objectivity" refers to the researcher's detachment from anything that could introduce subjectivity into the citation. In other words, it involves separating the quoted text from the author's opinions and ideas and refraining from introducing any element of distortion into the conveyed meaning.

- Importance of Citation and Its Relevance to the Research Topic:

... The material quoted must be significant and closely related to the research topic, adding value to scientific research and benefiting the reader. Otherwise, the reader can be referred to the references for further reading... Therefore, there must be a good harmony between the quoted material and the preceding and succeeding materials so that there is no apparent contradiction in the overall context.

Moderation in citation:

Moderation in citation is a general rule in research writing, although it is difficult to define it precisely. There are several factors that determine the number of citations in each research, including the nature of the research topic, the availability of sufficient references, and the importance of presenting multiple perspectives... (Tayeb, 2007).

It is evident from the preceding discussion that in order to achieve a coherent, comprehensive, and genuine research that contributes scientifically and maintains quality in a specific field, a set of necessary conditions must be considered. At the forefront of these conditions are scientific integrity and objectivity. Any research lacking these fundamental conditions does not rise to the level of scientific research.

4- Types of Citation:

Citation is divided into two types:

- Direct or Verbatim Citation
- Indirect or Non-verbatim Citation

4.1 Indirect or Non-verbatim Citation:

This occurs when the researcher presents an idea taken from a source in their own style or summarizes it. At the end of the quoted text, a number is placed within parentheses (1), and in the margin, the reference related to that number is indicated, such as: (1) Mohamed Shafik, Scientific Research: Methodological Steps for Preparing Social Research, Al-Asriya Press, Alexandria, 1985.

4.2 Direct or Verbatim Citation:

The quoted text is written between double quotation marks (" "). Some sources indicate that verbatim quotations usually do not exceed six lines and are related to statements, theories, definitions, legal materials, etc., which must be quoted verbatim and then commented on or explained. At the end of the quoted text, a number is placed within parentheses, and in the margin, the number is noted, followed by mentioning the reference in the same format as mentioned above.

- In case of deletion from the quoted text, it is indicated by placing three horizontal points (...) (Hamed, 2012, page 125).

5/ Referring to Footnotes:

The use of footnotes is common in most research papers and scientific books. Footnotes refer to the material that appears at the bottom of the page or at the end of the book or research to clarify an idea or provide information about a reference cited or quoted from.

Footnotes are used in the following cases:

5.1- To refer to a reference (book, article, thesis, dissertation, etc.) that has been cited or referred to, or from which a specific material or idea has been quoted. In this case, complete information about the reference is placed in the footnote, including:

the author's name, the title of the reference or source, the publisher, the country, the year of publication, and the page or pages quoted.

Referring to the source of the quotation is very important for the following reasons:

- Compliance with scientific integrity.

- Ease for the reader to return to the reference or source to verify the accuracy of the quoted information.

- Providing the reader with an opportunity to delve further into the research topic.

There are two methods for dealing with references within the research:

A/ Harvard" Method:

Where the reference is indicated after the quotation or idea directly - by placing only the author's last name, the publication year (and if the same author has two or more titles published in the same year, they are distinguished by adding alphabetical letters to the top of the publication year), and the page number within parentheses. For example (Odah, 1987, p.25). The reference should be mentioned in full later with the rest of the references. If the reference is a journal, magazine, periodical, or similar, it is preferable to refer to the issue number after the publication year, for example (Ghalyoon, 1997, issue 106, p.25). This is only applicable if all the references are classified into types (books, journals, etc.), rather than being listed uniformly according to the author's last name only. The "Harvard" method is recommended because it is the most suitable and practical.

B/ The Classical Method:

In this method, a sequential number is placed at the end of the quotation or idea (after the period at the end of the idea and upwards) "(1)". The numbering is repeated starting from number one on the next page, and so on with the rest of the references on subsequent pages. At the end of the same page - after a dash - and after placing the number (or numbers) referred to above, the reference is documented in full (author's name, book title, edition if available, publisher, place of publication, publication year, page number(s) (Ali, 2006, p. 153).

This is if it is being used for the first time. However, in case of its second usage, the documentation method varies and follows two approaches:

B.1- If the reference has been used in the immediately preceding citation, it suffices to mention "ibid" and the page number, without mentioning the author's name, book title, or other details.

The definite article in Arabic confirms the definite knowledge of the thing being referred to. This is equivalent to the Latin "Ibid".

B.2- If another reference separates the current reference from its previous usage, such as when "Mahmoud Awad" is used, then "Ahmed Al-Naklawi" is used, and then "Mahmoud Awad" is used again, in this case, after mentioning the author's name directly, the phrase "previously cited reference" or "ibid" is added, followed by the page number, without the definite article "ال".

For example: "Mahmoud Awad, previously cited reference, p. 17". This is equivalent to "Op.Cit" in Latin.

If the same author, "Mahmoud Awad," has more than one book that has been dealt with, mentioning only the author's name is not sufficient. The title of the book is also mentioned without other details, followed by "previously cited reference," and then the page number.

For example: "Mahmoud Awad: Foundations of Sociology, previously cited reference, p. 17".

5.2- To clarify an idea, term, or specific phrase, a mark or number is placed next to the idea or word to be explained. In the footnote, the intended meaning of that idea or phrase is explained and clarified.

5.3- Expressing gratitude or appreciation to individuals or entities that have assisted the researcher in any form of assistance, whether material or by commenting on or correcting the research linguistically. This is often seen on the first page of the research.

5.4- Directing the reader to refer back to certain pages or chapters in the research or book that may be difficult to explain again or to clarify them once more. (Ali, Methodology Alphabetics in Writing University Theses, 2006, p. 155).

5.5- Placement of Footnotes and Referencing Methods:

Footnotes appear on each page either at the bottom of the page itself or are grouped for each chapter and numbered sequentially, then placed at the end of the chapter. In other cases, all footnotes in the book or research may be collected, given sequential numbers, and placed at the end of the book or research. The first method is preferred over others due to its ease and speed for the reader.

There are multiple ways to refer to footnotes, including:

*** Sequential Total Numbering:**

According to this method, the footnotes that appear in the research or in each chapter of the book are given sequential numbers starting from 1 for the first footnote, then 2 for the next footnote, and so on. At the end of the page, the main text is separated, or with a line break, and the footnotes are written under it sequentially according to the numbering on the page.

*** Sequential Numbering for Each Page:**

This method is similar to the previous one, except for the process of numbering the footnotes on each page. According to this approach, the numbering of footnotes on each page starts with number 1, then the next footnote on the same page is given number 2, and so on. When starting the next page, the first footnote on it is given number 1, and the second footnote on the same page is given number 2, and so on.

*** Footnotes Associated with Special Symbols (e.g., the asterisk *):**

According to this method, numbers in footnotes are replaced with specific symbols like the asterisk. For example, one asterisk (*) is placed in the first footnote on the page, two asterisks (**) in the second footnote, and so on.

The use of this method is less common, especially in cases where there is a large number of footnotes on a particular page, as it may require placing five stars for the fifth footnote, which is not recommended.

6/ Referencing Sources:

Referencing various sources consulted or referred to is a common and essential aspect of scientific research writing. The researcher must provide full details about the source consulted, including the author's name or book, the source's name, the country of publication, the publication year, edition, and page number.. (Obaidat, p. 170). This facilitates the reader's ability to refer back to the source or reference, in addition to adhering to scientific integrity.

6-1- Referencing Methods:

- First Method:

In this method, the details of the reference are provided within the footnotes, whether the footnotes are at the bottom of the page or at the end of the research. Full details about the reference are given when it is cited for the first time. If the reference is cited again later, only the author's name followed by the phrase "ibid" is sufficient.

- Second Method:

In this method, only the author's name is mentioned, and sometimes the author's name and the year are mentioned within the text in parentheses, followed by a list of all references consulted at the end of the book or research under the title "References" alphabetically by the author's last name. (Mohammed, p. 172).

Regarding how to display the information, it varies depending on the type of reference used (book, article, conference), and we will explain it as follows:

A- Books:

If the reference used is a book, the following information is displayed, with a comma separating the information, in the following order:

- Author's name
- Book title
- Part (if the book has more than one part)
- Publisher
- Country
- Edition (if available) - If not available, it can be indicated as "(ed. missing)"
- Publication year - If the publication year is not available, it can be indicated as "no date" or "n.d."

(Mohammed, p. 172).

Example:

Rashid Zrouati, Exercises on Research Methodology in Social Sciences, Dar Homa, Algeria, 1st ed., 2002. (Researcher, 2023)

If there are more than three authors, the names of the authors should be listed according to their appearance on the book cover. If the number exceeds (3), the first author's name is followed by "et al" in foreign languages.

B- Translated Books:

Information is displayed as follows:

- Author's name
- Book title
- Translator's name
- Publisher
- Country
- Edition
- Year

C- Published Article:

If the source is a published article in a journal or periodical, the following information is displayed:

- Author's name(s)
- Article title, enclosed in quotation marks or underlined
- Journal name
- Place of publication and the entity from which the journal is issued
- Volume number
- Issue number
- Date of publication - Page numbers on which the article appears in the journal.

D- Unpublished Thesis or Dissertation:

In the case of an unpublished thesis, the following information is displayed:

- Author's name
- Title of the research or thesis
- Indication of the nature of the source, mentioning "Unpublished Master's Thesis" or "Unpublished Doctoral Dissertation"
- Place and institution where the thesis or research was defended
- Date of defense.

H- Laws and Regulations:

- Name of the law and its number
- Place and date of publication of the law
- Country

Some prefer to precede the name of the law with the name of the country. (Mohammed, p. 176).

Example: Public Service Law, No. (...), Year (...) Official Gazette No. (...) Date of publication (...) Algeria. (Researcher, 2023).

I- Other Sources:

There are other sources that researchers may refer to in their studies, such as interviews, articles in newspapers and daily journals, internet websites, and sacred books.

Sacred Books:

Example: The Holy Quran, Surah At-Tawbah, verse (10).

Personal Interviews:

Example: Interview with the University President, University of Khenchela, Algeria, July 6, 2023.

Newspaper Articles:

Author's name, "Article Title," Newspaper Name, Country, Date, Issue, Page.

Example: "Transition from Import to Production as an Economic Step for Wealth Creation," Algerian Newspaper, Algeria, June 27, 2023, Issue 3401, p. 1.

Internet:

Website, Author of the article (if available), Article Title, Date, Time.

Example: "Documenting References from the Internet," <https://ijssp.com>, August 11, 2023, 22:00. (Researcher, 2023).

7- Writing the References List:

The references list must be alphabetically arranged, and the researcher should arrange authors' names by last name, followed by the first name, contrary to the citation rule in the text of the research, where it begins with the first name then the last name. If the reference is in a foreign language, the last name is written in uppercase letters and the first name in lowercase letters, except for the first letter of the first name, which is capitalized. The references list follows the following organization:

7.1- Arabic References:

- The Holy Quran
- Hadith
- Books
- University Theses
- Journals
- Newspapers
- Legal Decisions and Regulations
- Dictionaries and Lexicons
- Interviews
- Researches
- Lectures
- Conferences
- Posters
- Broadcast sessions on television or radio
- Documentary Films
- Documentary Tapes (Zrouati, 2002, pp. 259-260).

7.2- References in Foreign Languages:**

- Books
- University Theses
- Journals
- Newspapers
- Legal Decisions and Regulations
- Dictionaries and Lexicons
- Researches
- Lectures
- Conferences
- Symposia
- Broadcast sessions on television or radio
- Documentary Films, Documentary Tapes (Rachid, p. 260).

Conclusion:

From the foregoing, it is evident that resorting to meaningful and relevant statements must be subject to rational selection, as it often serves as an argument that researchers rely on to support their arguments. They cite some opinions to bolster their own views, confirm their positions, or clarify certain issues, necessitating academic integrity in referencing the sources and references from which the information is conveyed through documentation.

References (books, journals, encyclopedias, dictionaries, theses, dissertations, etc.) are considered tools for research that no researcher can do without in order to obtain the information and data required for their research. It is worth noting that there are some formal differences in the methods of referencing and dealing with references, which cannot be considered errors as much as they are specific methods in this context.

Recommendations:

Based on the above, the following recommendations can be made:

- Commitment to academic integrity during the process of citation.
- Prioritize searching for sources first, then references.
- Minimize lengthy quotations in scientific research.
- Avoid consecutive or sequential quotations.
- Choose the appropriate referencing method that suits the nature of the scientific research.
- Researchers should adhere to honesty and objectivity in using references and sources during citation and scientific research writing.
- Organize training and development courses for students and researchers by departments, faculties, universities, and research teams...
- The issuance and adoption of a guide and reference books are endorsed by the majority of experts and experienced professors in this field.

References:

Those sources are translated from Arabic sources.

Ahmed Ayad, Introduction to Social Research Methodology, Diwan for University Publications, Algeria, 2005.

Ali Gharbi, Fundamentals of Methodology in Writing University Theses, Cirta Copy Printing House, Constantine, Algeria, 2006.

Kachroud Ammar El Tayeb, Scientific Research and Its Methods in Social and Behavioral Sciences, Al-Manahij Publishing and Distribution House, Jordan, 2007.

Khalid Hamed, Research Methodology in Humanities and Social Sciences, Jusoor for Publishing and Distribution, Algeria, 2nd edition, 2012.

Mohammed Obaidat et al., Scientific Research Methodology (Principles, Stages, and Applications), Wael Publishing and Distribution House, Jordan, 1st edition, 1999.

Rachid Zrouati, Exercises on Scientific Research Methodology in Social Sciences, Dar Huma, Algeria, 1st edition, 2002.

Univ-oran2 (Publication date 2021), <https://elearn.univ-oran2.dz>, Accessed: June 2023.