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**References in Scientific Research and How to Utilize Them**

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**Abstract :**

After selecting a research topic, defining its title, and outlining its plan, the next step is to search for references that provide the necessary primary material for the research. References are the sources from which researchers draw the material for their study, through which they form and enrich the research content. The interest of scholars and researchers in sources and references has increased with the aim of documenting their work and acknowledging the contributions of predecessors. Consequently, citing them in scientific papers and dissertations has become a scientific tradition that enhances the value and prestige of the research. The depth, diversity, and optimal employment of references determine the value and quality of the research.

**Keywords:** References, Citation, Documentation, Marginalia, Reading.

## 1. INTRODUCTION:

Planning any task is the bridge through which we reach our goals, helping us to complete tasks quickly and with the required efficiency. It prevents us from being disorganized and random and conserves time, effort, and resources from being wasted. It involves selecting suitable methods to achieve desired goals, prioritizing, and recognizing the strengths and weaknesses in our activities. One of the most important tasks a researcher must undertake is searching for references related to their research topic to gather the necessary primary materials for their research preparation.

There are scientific foundations that a researcher must rely upon, which we will attempt to identify in this article through the problem we pose: What are the mandatory rules a researcher must follow when utilizing references?

To answer the presented problem, we relied on a descriptive and analytical approach, dividing our study into two sections. The first section is dedicated to the types of scientific documents, how to access them, and the rules followed for reading them. The second section deals with academic integrity in the use of references.

## 2. Types of Scientific Documents and How to Access and Read Them

After choosing a scientific research topic and completing all administrative procedures for its official registration, we proceed to search for types of scientific documents. Then, we identify the locations of scientific documents, and the methodology followed in reading them.

### 2.1 Types of Scientific Documents

Documents can be divided into two types. The first type is sources, known as primary sources, and the second type is references, also known as secondary or indirect sources. The difference between them lies in the fact that sources are original documents and studies narrated or written by trustworthy authors who have contributed to the development of science, experienced events firsthand, or were directly involved in them, or were the main mediators in transmitting and collecting previous knowledge for future generations.

On the other hand, references are those that primarily rely on primary sources for their scientific content. A source contains the basic scientific material for the research, on which the researcher directly relies. A reference includes information related to the basic material found in the source. Scientific documents related to a scientific research topic in a specific scientific field are numerous and varied, such as books, official documents, journals, encyclopedias, research reports and findings, academic theses, and private scientific correspondence.

We will focus on types of documents in legal research, which are divided into two categories: sources and references.

#### a. Original or Direct Scientific Documents:

Original or direct scientific documents contain facts and original information directly related to the topic, without using intermediate documents or sources for transferring this information. This type is referred to as sources, including:

- Constitutions,

- Contracts, agreements, and treaties that have been officially signed and ratified,
- Legislation and various regulatory texts,
- Certified testimonies and official correspondences,
- Official judicial decisions, principles, and precedents,
- Results and reports of investigations, interviews, and public opinion polls,
- Official statistics <sup>1</sup>

#### b. **References:**

These are the scientific documents and references that derive their scientific strength and information from original and direct sources or from indirect sources of the first, second, or third degree, and so on. This means that they are the documents and references that have transferred facts, information, and scientific knowledge about the research subject or some aspects of it from other sources and documents. Some say that indirect or secondary scientific documents can be termed references, and they include:

- General and specialized academic legal books and writings on topics such as international law and international relations, administrative law, etc. <sup>2</sup>
- Specialized scientific journals and articles, which typically focus on a specific aspect or detail. Articles do not cover broad topics that include several subjects, nor are they aimed at earning an academic degree like a thesis. Instead, they are used by researchers to achieve various goals, which might include academic promotion or fulfilling the requirements for a particular rank in the research field. The goal could also be purely academic, aiming only to find a solution to a specific problem without any material gain.<sup>3</sup>
- Academic theses and collections of innovative university research and studies presented to obtain academic degrees such as postgraduate research, master's theses, doctoral dissertations, and research for promotion within the university faculty ranks.<sup>4</sup>

## **2.2 How to Access Scientific Documents:**

The stage of searching for various documents that contain all the information and knowledge related to the research topic, and then collecting, organizing these documents based on a well-thought-out methodology for their later use, is crucial. This process of searching for, compiling, and arranging documents is known as the documentation process. Below are suggestions to help researchers access their research references:

- Returning to the references the researcher reviewed in the initial phase of selecting their research topic,
- Benefiting from the lists included in books related to the research topic,
- Reviewing library indexes and information sources - electronic catalog, card catalog,
- Following new research in specialized journals,

- Consulting experts, professors, and researchers in the field of study.

### 3. The Reading Stage

It is essential for the researcher, having completed the registration of their topic, to begin reading various references and sources to collect the necessary scientific material for writing the research. The researcher must understand that there are different types of reading, and there are rules that they must rely on while reading the collected.

#### 3.1 Types of Reading

Reading is an art; knowing how to read makes both reading and research easier. There are different reading methods: skim reading, and in-depth reading.

##### a. Skim Reading:

This involves attempting to understand the content of the source by reading the introduction and preface to grasp the purpose and methodology of the work, browsing the table of contents, and selecting relevant titles and summaries. It also includes looking at indexes of words, personalities, and places and choosing what fits the topic. In all this, it's important to note the page numbers with specific significance to return to them with focus and analysis, ensuring that comprehending and pondering every page of the book is a waste of effort and time.

##### b. In-depth Reading:

There are references, books, and research closely related to the research topic that the researcher should read with awareness, understanding, and depth. It may be beneficial to read these more than once and quote what illuminates the path. The researcher must understand the scientific material obtained from these references and also evaluate this information.

During reading, the researcher should jot down ideas, noting that they should not read references randomly without direction but should keep in mind the axes around which their research revolves. These axes should guide them during reading. Critical reading is what is required from the researcher, not blindly accepting everything read. Instead, the researcher should question what they read<sup>5</sup>.

With this critical and conscious reading, we can elevate our reading level and make our reading beneficial in the research field we are engaged in. This reading approach also saves a lot of time and effort that could be wasted without the basic skills of reading.<sup>6</sup>

#### 3.2 Rules to Follow During Reading

The reading and thinking stage involves the processes of examining and understanding all ideas, facts, and information related to the subject of study and scientific research, and mentally and intellectually reflecting on and analyzing this

information and ideas until the analytical framework of the topic is formed in the researcher's mind.

The researcher should read about the same topic in all sources, which is a method that meets the criteria of correct methodology. It should start reading in the following order:

- Reading in general encyclopedias followed by specialized ones, including legal,
  - Reviewing the topic in legislative sources - legal texts and regulations,
  - Reviewing the topic in judicial sources,
  - Reading in general jurisprudence books - such as textbooks,
  - Reading in specialized jurisprudential references, academic theses, specialized jurisprudence books, articles,
  - Starting with the latest works and relying on the latest edition of each book.
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In addition to the above, there are general points related to the reading style that must be adhered to:

- Organizing reading times during mental activity peaks to enable the researcher to understand and absorb what they read correctly, without distortion, and to critique it,
- Collecting scientific terms related to the research that frequently appear during reading, arranging them alphabetically, and reviewing them periodically to solidify their meanings in the researcher's mind.

#### **4. Academic Integrity in Using References**

Academic integrity is a cornerstone of writing and formulating scientific research. It manifests in a scientific researcher by not attributing others' ideas, opinions, and judgments to themselves and in proper quoting and attributing every opinion, idea, or fact to its original author, with precise and careful indication of its location in the documents, sources, and references used by the scientific researcher.<sup>7</sup>

Quoting and documenting are essential processes in research that the researcher cannot do without while completing their study.

##### **4.1 The Quotation Stage**

Using references, articles, and research is one of the most important processes in conducting any study. The researcher collects and categorizes information, using what suits their plan and attempts to add something new to what scholars before them have studied, by giving a brief overview of the output of thinkers who have written on their topic, then continuing to write and enrich the topic from the point where their studies ended.<sup>8</sup>

Quoting can be literal - both in words and meaning - especially in cases of scientific definitions and citing opinions and statements of jurists and writers, or when the original thinker has formulated it in the best form.

Literal quotes should be integrated into the text and enclosed in quotation marks. If the quote is long, it should be written in the center of the page in a smaller font than usual. If some phrases from the quoted text are omitted, ellipses should be placed to indicate this, and additions should be enclosed in brackets to indicate that they are not part of the original text. Paraphrasing is common and involves summarizing the ideas in the researcher's style and language, according to what serves the purpose they aim to achieve.

In all cases, the quote should be integrated into the context of idea coherence, molded to ensure logical sequence and continuity, highlighting the researcher's role and ability to control and formulate their thoughts.

For literal quoting, it's important to distinguish between quotes that exceed four lines and those that do not. In the first case, the researcher must clearly show that the quoted lines are not their own production. These lines should be centered on the page, with the lines close to each other.

Literal quoting, exceeding four lines, is characterized by completeness of thought, giving the reader a sincere impression that it is not the researcher's production but that of another writer. The researcher insists on quoting the long text because it accurately clarifies their idea without the need to express it in another style.

In addition to long quotes, there are short quotes that do not exceed four lines, which are very common <sup>9</sup>.

Sometimes, the quote may be semi-discontinuous, meaning sentences taken from two different segments. In this case, some dots should be placed in the line to indicate this. The dots between sentences indicate that some phrases and sentences deemed unnecessary by the researcher in the quoted paragraph have been omitted without losing the original meaning of the text.

Quoting in footnotes is used to support the researcher's viewpoint or to show an opposing opinion to the one in the text. The traditional method of quoting, placing the quoted paragraph between double quotation marks at the beginning and end, should be followed.

Typically, the paragraph is on one page, and if the quote is long and the footnote space insufficient, the footnote can continue on the next page, provided the researcher places a transition mark at the end of the footnote and the same mark at the beginning of the footnote on the following page<sup>10</sup>.

#### **4.2 Documentation Stage**

When writing, researchers strive to cite what some authors have said about their topic, whether to support their arguments and positions or to present an opposing viewpoint. In both cases, it's essential to cite the source and acknowledge that the idea belongs to a specific researcher, in their book or study.

This way, the researcher demonstrates their integrity and scientific competence by informing the reader about another thinker's viewpoint on the topic and providing the source that can be consulted, thus verifying whether the information is accurately and honestly transferred, or if it has been distorted.

### **a. The Importance of Documentation**

With the spread of the internet and modern technology, facilities and references have become readily available for quoting. This necessitates adherence to writing rules, scientific research methodologies, and steps to ensure the research is scientific and technical, attracting readers and researchers in the legal field or legal sciences.<sup>11</sup>

Documentation is crucial in every scientific study, and researchers cannot do without it due to the honesty and trust it brings in scientific circles, adding importance and credibility to the research. This is achieved through footnoting, which is dedicated by the researcher at the bottom of the page to note information related to their research, separating the text and footnote with a line approximately one-third the length of the line.

Researchers pay significant attention to footnotes because they lend a scientific character to the research, clarify the effort made by the researcher to find information, and facilitate the reader's reference. Failing to attribute information to its owner exposes the researcher to penalties for what is considered theft under decision number 1082 by article 2, which defines theft as any act by a student, a research professor, a hospital university researcher, or a permanent researcher, or participation in a proven act of falsifying results or cheating in the required scientific works or any other scientific or pedagogical publications.

### **b. Methods of Citing References in Footnotes**

Initially, it's important to note that the traditional method of numbering footnotes, starting from the beginning of the chapter or article to the end of the chapter in the book or study in a journal, is not commonly used anymore. Researchers often prefer the simple method of numbering footnotes on each page only. This is because adding new sources and references does not require changing the numbers interconnected with each other.

If a researcher finds a new book and wants to use it to enrich their research, they can do so simply by assigning a reference number and writing it in the footnote on the page where the new modifications were introduced. In the case of sequential numbers, there is no escape from changing the subsequent numbers, whether in the text or the footnote<sup>12</sup>.

### **c. Methods of Documenting Footnotes**

Writing references in footnotes and their proper use indicate the quality of research and the ability to enrich the study. The best way to document any source in a footnote is to write the reference in the original language without translating it into another language. The researcher needs to know the cases in which to use footnotes, which include:

Noting the sources the author relied on in their research, explaining the meaning of some terms and providing additional information about them, correcting some text errors and commenting on them, presenting a brief overview of the life of a person important to the research or introducing them, presenting evidence to support the researcher's opinions or those that contradict them,



drawing the reader's attention to materials that appeared in other topics of the research, and explaining the subject of the Quranic verse in the Quran, p.161.

### **4.3 Methods of Documenting Legal, Judicial, and Official Government Documents:**

Legal, judicial, and official government documents refer to all legal texts and legislations of various degrees and branches, such as the National Charter, the Constitution, civil law, commercial law, etc., and various general regulatory decrees, p.130. The following information and data should be mentioned when documenting a list of legal, judicial, and official government documents:

- The origin and type of the document and its name, such as the National Charter, different laws, decisions, and various administrative regulations.
- The document number and date of issuance.
- The name and type of the official entity that issued the document.
- The page number or article or paragraph. For example, Law No. 86-12 dated August 19, 1986, related to the banking and loan system, the Official Gazette of the Algerian Democratic and Popular Republic, Year 23, Issue 34, dated August 20, 5.<sup>13</sup>

#### **a. Footnote for a Book:**

A skilled researcher provides the reader with all the complete information about the book they are using, allowing anyone else to consult the referenced book and delve into the topic if it falls within their interests. Therefore, the following sequence should be observed when referencing a book:

The author's first name followed by their surname, the title of the book (underlined), the name of the translator or the compiler of the chapters (if there is a translator or someone responsible for compiling the chapters), the edition number (if it is the second, third, etc.), the name of the city and country where the book was published, the publisher's name, the publication date, and the page number(s) of the quoted material. p.162

#### **b. Footnote Referring to the Same Book Twice in Succession:**

It's customary not to repeat all the information related to the same book used twice in succession or more, without interruption or continued reliance on the same reference.

When used for the second time, in the immediately following footnote, it suffices to put "the same source mentioned above" or "the same source," along with the page number(s) where the information was taken from. If the book is in a foreign language, the researcher should use the word "Ibid" followed by the page number. p.163

If the author has other articles or books used as references, the situation differs. In this case, each book or study title must be mentioned, so the reader knows which article is referred to and the title of the article or book being referenced -Bouhouch, Al-Dunaibat, 2014, p.166.

- For a translated author's book, in such cases, write the author's surname, first name, and the book's title, then place the name and surname of the translator, and the rest remains unchanged. It's essential to mention the reference by citing the footnote number that shows at the bottom of the page the author's name, the source title, and all the information about the edition, publication, location, date, and the page number(s) quoted.
- For a single author book: mention the author's name, the title, the publishing house, the country of publication, the edition number (if any), the publication date, and the page number.
- For a two-author book: mention both first and second names, e.g., Khaled Ibrahim and Mohammed Sadek, *The Water Crisis in the Arab World*, Anglo Egyptian Library, Cairo, First Edition, 1989, p.18.
- For a three-author book: mention all three authors' names as they appear on the cover page.
- For a book by more than three authors: mention the first name followed by "et al."
- Journals: Mention the article's author's name, the article's title in quotation marks, the journal's name (underlined), the country of publication, issue number, year, and page number, p. Full publication details are written only the first time, and when quoting directly from the previous source again, refer to it as "the previous reference," then mention the page number. If the quotations are from specific non-consecutive pages, mention the page numbers. p.23-p.27-p.29. If the quotations are from consecutive pages, mention the first and last page numbers with a dash between them, e.g., p.25-p.30. When documenting a text paraphrased by the researcher, indicate this with the word "adapted," after mentioning the page number, e.g., p.57 adapted.

## 5. CONCLUSION:

Academic honesty necessitates attributing credit for ideas and information to their original owners. Therefore, it's essential to refer to the source from which information was borrowed, quoted, or based upon. This is done by placing the reference number in square brackets directly at the end of the sentence derived from the source.

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<sup>6</sup> Ibid.

<sup>7</sup> Awabdi, A. *op.cit*, P 112.

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<sup>10</sup> Ibid, p 155.

<sup>11</sup> Jaziri, M., & Salami, M. *Quoting in Legal Research*, Journal of Legal and Economic Studies, Algeria, 4(1), 2021, P248.

<sup>12</sup> Bouhouch, A., & Al-Dunaibat, M. M. *op.cit*, P156.

<sup>13</sup> Awabdi, A. *op.cit*, P131.