

Documenting Citations and Data Of Information Sources In The Humanities And Social Sciences According To My Standards: APA and MLA

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Abstract

This study aims to introduce the most important standards adopted in scholarly documentation for citations and bibliographic data from information sources in the fields of humanities and social sciences.

Despite the diversity of scholarly documentation methods in humanities and social sciences, the standards of the American Psychological Association (APA) and the documentation standard issued by the Modern Language Association (MLA) are the most commonly used among researchers in the field. The study delves into the rules of citation and data referencing outlined by these two standards.

The study concludes with the necessity of regulating the reliance on scholarly documentation standards in humanities and social sciences for writing and conveying information accurately, contributing to the quality of scientific research and increasing its visibility.

Keywords: Scientific Documentation; Citation; Humanities and Social Sciences; APA Style; MLA Style.

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I- Introduction :

Researchers, when writing scientific research, rely on information borrowed from the sources of others. This borrowed information is abundant in humanities and social studies. The role of the researcher is not limited to collecting information, processing it well, linking it logically and coherently, and extracting only the essential results. The researcher must also pay attention to the documentation of citations and the bibliographic data of information sources accurately and according to an internationally agreed-upon standard.

Therefore, the value of any scientific research in the humanities and social sciences lies in the bibliography. The way to document that bibliography correctly is according to a standard accepted by an association or specialized body in the field.

Through this study, titled "Documentation of Quotations and Information Sources in Humanities and Social Sciences According to MLA and APA Standards", we attempted to address their rules in documenting citations and bibliographic data for various types of information sources in the text of scientific research and in the list of sources and references.

1. Study Problem:

Since the purpose of scientific writing is to convey information to the widest possible audience, we must use all available means to encourage, motivate, and attract readers to study. Information centers work to provide services that meet the informational needs of beneficiaries. However, the need for information may not be clear to the individual or even to the information specialist in the library if it does not adhere to the regulations and conditions prescribed in scientific research writing. Training researchers in proper writing in the field of humanities and social sciences, relying on international documentation standards for citing and documenting information sources, is considered essential. This prepares us for future research and writing, delivering information accurately to the target audience. The main question posed through the above is: What are the rules and standards for scientific documentation of citations and information sources according to the MLA and APA standards?

1.1. Subsidiary Questions: Numerous subsidiary questions stem from the main question, including:

- What is the nature of scientific documentation?
- What are the rules for scientific citation?
- What are the rules for scientific documentation of information sources according to MLA and APA standards?
- What are the rules for citations and documentation according to MLA and APA standards?

2. Importance Of The Topic: The study topic is of great importance lately due to:

- The importance of the topic and the information contained in the study.
- Presenting study information in correct language, in terms of spelling, rules, formulation, and expression accuracy, in an easy, smooth, and engaging style.
- The researcher's endeavor to understand the MLA and APA standards for scientific citation and documentation.
- The growing value and importance of scientific citation and its documentation according to scientific standards and conditions.

3. Objectives Of The Topic:

The study aims to achieve several objectives, including:

- Exploring a comprehensive concept of documentation, scientific documentation, information sources, and other study terms.
- Understanding the most important standards of scientific documentation.
- Providing an overview of scientific citation and the conditions for citing in scientific writing.
- Introducing the MLA and APA standards in documenting citations and information sources.

4. Study Methodology:

In this study, we adopted a documentary methodology because it is suitable for such topics. It aligns with this study aiming to shed light on documenting citations and information sources in the humanities and social sciences according to MLA and APA standards.

2. The theoretical framework:

1. Definition Of Documentation:

The term "documentation" in the field of information encompasses all the technical procedures related to various information sources, this includes organization, classification, indexing, disclosure, extraction, and information analysis for the purpose of retrieval. In the realm of computing, documentation serves as a user guide or reference that provides computer users, particularly programmers, with detailed and illustrated specifications for a specific program. Documentation aids these users and programmers in finding the required information about the specifications of the desired system (Kandilji, 2016 ,P.137).

"Samuel Bradford" defines documentation as one aspect of office work. This is because documentation places special and growing emphasis on facilitating the use of original information recorded in journals, bulletins, reports, specifications, and patents. Fort also emphasizes that without documentation, recorded information can become mere scattered materials with no value. Useful information can be lost in that vast amount of intellectual production (Abdul Haq, PP40-41).

"Shura" defines documentation as another form of office work, distinguished from its predecessor by being more in-depth in its treatment and objective analysis. It places particular emphasis on comprehensive

coverage in compiling information sources, especially for specialists in the field covered by the documentation center (Abdelkader& Abdul Rashid).

2. Scientific Documentation:

The scientific documentation (citation and source documentation) can be defined as the verification of the sources and references relied upon in the preparation of academic works (doctoral theses, scientific articles, research papers in scientific conferences), as well as scientific and literary works. This is done by providing scholarly integrity to their authors according to an internationally agreed-upon standard (Jazairi, 2020, P.91).

Documentation is the "recording of information according to agreed-upon scientific methods. It is the proof of the efforts of others, attributing them to their originators with the aim of scholarly integrity and respecting the sources of information and their intellectual rights (Zaghdoud ,2022, P.761).

3. Information Sources:

Researchers perceive an overlap between the term "source" and the expression "sender." The sender is the first element in the communication process, which is fundamental to human life and their journey in society. The sender takes various forms, such as the author of a book and other communicative materials like articles and scientific research. Therefore, we see that the communication channel used in the field of communication is the closest indication of the term "source" used in the field of libraries and information (Arar,2015 , p. 82).

We can define information sources as all the vessels, means, and channels through which information can be conveyed to its beneficiaries. These are the material entities of things that carry information, such as books, graphics, machine-readable data files, and others. In other words, they are documents that provide the beneficiary with the required information from the information facility (Abdel Hadi, 2004, p.51).

Electronic sources refer to electronic information in the form of full-text articles, electronic journals, collections of images, multimedia products, or any similar sets recorded as digital information. These informational repositories are a collection of "Collection Data" in the form of electronic texts, each with its own business address that can be accessed through the network or another means (Sufi, 2004, p.44-45).

The International Organization for Standardization (ISO) defines electronic information sources as "documents that take electronic form and can be accessed through a computer." (Hamdi, 2007, p. 26).

4. Citation in Scientific Research:

The researcher and author, when writing a research paper, rely on cited information from studies and works of other authors. Usually, cited information is characterized by its abundance and importance in building the study, forming the fundamental basis. Typically, the role of the researcher in the humanities and social sciences is limited to gathering

information, presenting it coherently, linking it in a smooth and methodical manner, and stating the most important results derived from the study. The researcher often pays attention to the topic of citations and emphasizes its significance, (Qawwas, 2023, p.03).

There are two types of citations:

- **Paraphrasing citation:** which is the most commonly used. In this type, information or ideas are quoted from the original source or reference, and then rephrased or summarized in our own style, which aligns with the content of the study being conducted. The source of the information relied upon is documented in the study's margin (Abdel Aziz).

- **Direct Quotation:** is the less frequently used type. In this type, we must copy verbatim what we quote from sources and references, while documenting the source's information relied upon in the study's margin, as is done with paraphrased citations. The quoted information should be enclosed within quotation marks (" "). If we are quoting information verbatim from a reference, and this reference itself quoted it from another source or reference, then we must enclose those words with single quotation marks (' '). In case of omitting a number of words or sentences that do not serve the current study, two horizontal dots are placed when omitting one or two words, and three dots when omitting three words or more (like this...) (Abdel Aziz).

6. Guidelines and Conditions for Citations:

Quoted or summarized information can be written or oral, and to document the citations in the footnotes:

- Either the footnotes should be at the end of the article.
- Footnotes at the bottom of each page.

The list of sources and references is documented at the end of the research or in the footnotes, and the bibliographic elements of the source should be detailed in the footnotes or at the end of the research. To document the citation, a number should be placed at the end of the quotation by selecting a footnote from the Insert menu in Microsoft Word. The numbering of the quotations should be sequential, and we do not start with number one on each new page (Zaghdoud , 2022, P.761).

There are several forms of citations, which are documented through: In the case of quoting from the same source more than once, we suffice with writing the author's name and an abbreviated book title in the footnote (the title abbreviation has no specific rules and is based on criteria determined by the researcher or article writer). Example: Ramadan, 112.

In the case of quoting from the same source multiple times consecutively, we dispense with repeating the name in the marginal notes and replace it with the abbreviation "ibid" in English, which is written in italics.

If the quote is from the same previous page directly, we record the abbreviation without the page number (ibid), for example: ibid, 114; ibid, 121-125.

In the case of having more than one source in a single marginal note, documentation is done normally by separating each source with a semicolon (;), such as: Atwan; Al-Mutanabbi, 160.

If there are multiple sources in one footnote, we arrange the sources from the oldest to the newest (Qawwas, 2023, P.05),

7. Methods Of Scientific Documentation:

There are several methods used to document citations and sources in footnotes and margins, among the most prominent are:

1.American Psychological Association (APA) Documentation Standard:

The APA standard is abbreviated for the American Psychological Association, issued by the organization of American psychologists in social and psychological sciences, such as sociology, psychology, education, management, political science, and others. This association was founded in 1892 and began issuing a guide for scientific research documentation (APA Style) starting in 1929. The goal of introducing this type was to standardize the scientific writing documentation style by establishing consistent rules. This led to widespread adoption worldwide, prompting those responsible for it to improve and develop it in seven editions, with the latest being the seventh edition in 2020 (Al-Akhdar, 2021, p.225).

1.1. Quotation documentation according to the apa standard in the text:

Quotations are documented according to the APA standard, seventh edition, within the text from a source of information (such as a book, scientific journal, doctoral theses, master's theses, bibliography, etc.), and are documented as follows:

For book citations:

- "Quoted text" (Author's Last Name, Year, p. Page Numbers); for example: (Abdul Hadi, 2004, p. 32).

If the book has two authors, the citation is documented as follows:

- (Author 1 Last Name & Author 2 Last Name, Year, p. Page Numbers).

If the book has more than two authors, the citation is documented as follows:

- (Author 1 Last Name et al., Year, p. Page Numbers) (Al-Akhdar, 2021, p.225).

Regarding journals and scientific magazines, journal data is cited as follows: (Author's Last Name, Year of Publication). In the case of articles with more than one author, the title of the second author is added, separated by a comma.

For theses and dissertations, the citation is formatted as follows: (Author's Last Name, Year of Publication). If the work includes more than one author, the title of the second author is added, separated by a comma (APA, 2020).

In contrast, the citation of online sources in the research text is formatted as follows: (Author's last name, publication year).

1.2. Documenting source information at the end of the research according to the APA standard: Source information is documented at the end of the research according to the APA standard in the following format:

1. Documenting Book Information: Author's last name, Author's first name. (Publication year). Title of the book in italics. Edition number. Publisher. Number of pages.

2. Documenting Journal and Scientific Magazine Information: Author's last name, Author's first name. (Publication year). Title of the article in regular font. Name of the journal in italics. Volume number (Issue number), Article pages.

Example: Sayed, Mohamed Ahmed. (2015). Electronic Health Records. Net Libraries. Volume 16(Issue 04), 30-39.

In case of multiple authors in the article, the information is documented as follows: Author 1's last name, Author 1's first name, Author 2's last name, Author 2's first name. (Publication year). Title of the article in regular font. Name of the journal in italics. Volume number (Issue number), Article pages.

For online journal articles, the same format is used for documenting journal and magazine data, with the addition of the URL. As illustrated: Author's last name, Author's first name. (Publication year). Title of the article in regular font. Name of the journal in italics. Volume number (Issue number), Article pages. URL (Bisharif, 2022, P.844).

3. Documenting Thesis and Dissertation Information: Author's last name, Author's first name. (Publication year). Title of the thesis or dissertation in regular font [Thesis, Dissertation or Unpublished manuscript]. Name of the university and its location (Jazairi, 2020, P.113).

As an example: Amroun, Mustafa (2022). Web Archiving of Academic Institutions for Preserving Digital Memory: Proposal for a Policy to Archive Websites of the Algerian University [Unpublished doctoral dissertation]. Oran 01 University, Algeria.

In the case of making the thesis, master's thesis, or master's memorandum available online or deposited in the institutional repository of the academic institution, the documentation of the information is as follows: (Jazairi, 2020, P.114)

Author's Last Name, Author's First Name. (Year of Publication). Title of the thesis or dissertation in regular font [Nature of the work, Name of the institution providing the work]. URL.

Documenting Electronic Websites: Last Name, First Name or Organization Name. (Year, Month Day). Title. Date of access. URL.

Documenting Conference Proceedings: For documenting conference proceedings according to the APA standard, it is done in the same way as handling an article in a journal, as follows: Presenter's Last Name,

Presenter's First Initial. (Year). Title of the presentation. Title of the conference (pages of the presentation). Publisher (Jazairi, 2020, P.114).

1.3. Guidelines For Citing Quotations and Sources According to The APA Standard: (Al Waheeb,2023) Citing quotations and sources according to the APA standard is subject to several guidelines that can be summarized as follows:

- When there are multiple authors inside the parentheses, they should be arranged alphabetically.
- If there are several authors mentioned within the parentheses, the ampersand symbol (&) is used in English and in Arabic before the last name.
- Instead of using the word "see" as a translation for," use ".
- Differentiating between references from different authors is done using a semicolon (;)
- When referring to specific pages in a foreign source, use P. for a single page and PP. for two or more pages (Shera, 2009, P. 35) or Jean, 2004, pp. 13-16.
- If there are more than three authors, " use " in Arabic and "et al." in English.
- Every title in English starts with a capital letter, not every key word in the title, and the same applies after colons (:).
- Titles of journal issues (including the issue number), books, theses, conference presentations, unpublished manuscripts, movie titles, and computer program names are written in both Arabic and English in italics.
- If a journal has volumes and yearly issues, do not add the issue number to the volume when consecutive page numbers are in the parts (Al-Akhdar, 2021, p.256)

2. MLA Documentation Standard:

MLA is an abbreviation for "Modern Languages Association," which issues the documentation system for language, literature, cultural studies, and humanities disciplines. The governing body overseeing this standard has released several editions, with the current one being the eighth edition in use today (Abdul Hakim, 2022).

2.1. Documenting Quotations According to MLA Standard in The Text:

MLA documentation involves citing quotations within the text according to the standard, placing the quotation between quotation marks with the author's last name and page number only. This follows a set of guidelines:

1. Single Author's Work: In This Case, There Are Two Possibilities:

A. If the author's name is not mentioned in the sentence: The citation is as follows, "Quotation" (Author's Last Name page number). For example: "....." (Al-Samra'i 33).

B. If the author's name is mentioned within the sentence: The citation is as follows, Author's name within the context "...." (page number). For example: ... Monir Al-Hamza "....." (44) (Al-Akhdar, 2021, P.257).

2. Edition with Two or Three Authors: If there are two authors, place the word "and" between their last names. If there are more than two authors, use a comma (,) between their last names. For example: (Al-Samra'i, Abu Ajamiyah 150).

In the case of quoting from a source where the author cited another source that you cannot access (the original source), use the following abbreviation (cited in the family name of the author and the page number). For example: "....." (Cited in Hamed 677). When quoting from an electronic source, mention the name of the website (only its name) (Jaziri& Selami, 2021, P.247).

2.2. Documenting Information Sources at the End of the Research According to MLA Standard:

According to the eighth edition of the standard, information source details are documented as follows:

1.Documenting Book Information:

Book details are documented if the book has a single author as follows: Author's last name, Author's first name. Title of the book in italics. Place of publication: Publisher, Year. Example: Hamed, Fadaa Mahmoud. Electronic Management. 1st ed., Amman: Dar Al-Bidaya Publishers, 2012.

If the book has multiple authors, document their details as follows: First author's last name, first author's first name, and Second author's name as recorded in the book. Title of the book in italics. Place of publication: Publisher, Year.

For an electronic book, document it as follows: Author's last name, Author's first name. Title of the book. Day and month, Year. Date of access, URL (Tuwiri& Ben Hama, 2016, p.227).

3.Documenting Thesis and Dissertation Information: Last name, First name. Thesis/Dissertation Title. Type of thesis (Master's/Ph.D.). University name, Year.

As an example: Gawasmia, Abdulghani. Applications of Smartphones. Ph.D., University of Oran 01, 2022.

4. Documenting Website Information: Author's last name, Author's first name. Title of the Author, Access date, Reference link (Al-Akhdar, 2021, P.259).

Conference proceedings documentation according to MLA standards is done as follows:

Speaker's last name, First name. "Title of the Paper" in italics. Title of the Conference. Publisher, Conference Date, Page Range (Jazairi, 2020, P.114)

2.3. Documentation Guidelines for Citations and Sources According to MLA Standards: (Brechi & Mahriya, 2020,PP67-68).

To document quotations and information sources according to the MLA standard, several guidelines must be considered, which can be summarized as follows:

-When referring to specific pages in any source, write the page number(s) directly without a comma between the author's name or book title (in specific cases only), such as (Al-Samra'i 234) or in other cases (See more than one source for the same author) (Mohammed Fathi, On Information Sources 260).

-If there are two authors with the same last name, the first initial of their first name must be added before the last name, even if the sources used are not from the same year.

-If there are more than three authors, use "et al." in both Arabic and English.

-Every title in English should start with a capital letter, as well as after colons (:).

-Titles should be written in plain font with italics for emphasis, following the rules of writing in each case.

-If a journal has volumes and yearly issues, the issue number is not added to the volume when page numbers continue across issues. However, if each issue starts from page number 1, then numbers should be added alongside the volumes.

-Use single quotation marks for article, book, or journal titles.

-When there are multiple sources by the same author, arrange them alphabetically by the first word of the source titles.

-If the place of publication is unknown, use the abbreviation: "d. m." (without a place), and in English, "s. l." (sine loco).

-If there is no publisher, use the abbreviation: "d. n." (without a publisher), and in English, "s. n." (sine nomine).

-Dates should be written as follows: in Arabic (Day Month, Year), and in English (Year, Month Day).

3. CONCLUSION:

In conclusion, to our study, after covering the most important elements, we attempted to provide an overview of the rules of the APA and MLA academic citation standards. We outlined all the guidelines related to citing quotations in these standards, aiming to train researchers to standardize reliance on unified global standards in citing quotations and information sources. This helps increase the citation impact of scholarly works and facilitates their recognition by search engines, aiding researchers in retrieving them easily. This contributes to the visibility of research for scholars and enhances the ranking of Algerian scientific journals and academic institutions.

Referrals and references:

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