



Prof. A.P.Sharma (25.12.1932 - 09.01.2019)

Received on 28<sup>th</sup> April 2020, Revised on 5<sup>th</sup> May 2020; Accepted 24<sup>th</sup> May 2020

## Research Paper

### Imports of Bibliography in Research area: A Study

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**Key Words – bibliography, information sources , citation, references, research etc.**

### Abstract

The reference is the information that is necessary to the reader in identifying and finding used sources. The basic rule when listing the sources used is that references must be accurate, complete and should be consistently applied. On the other hand, quoting implies verbatim written or verbal repetition of parts of the text or words written by others that can be checked in original. Authors of every new scientific article need to explain how their study or research fits with previous one in the same or similar fields, as in-text citations where the sources of information are briefly identified in the text; or b) in the reference list at the end of the publication (book chapter, manuscript, article, etc.) that provides full bibliographic information for each source.

### Introduction

A bibliographer's work, particularly, the results of analytical and historical studies resulting in descriptive details and systematic listing and recording is of great value to scholars in the areas of linguistics, literature, history, and other human studies. It also provides the basis for textual criticism. If you are pursuing or planning to pursue research, bibliography is perhaps the most important element in a research exercise. Without a bibliography, the work is in essence useless. While this may sound extreme, it is true that research without fact checking is worthless. No

professor or referee will accept a thesis or research paper without citation and citation is incomplete without a bibliography or reference page. Also original and new study cannot tolerate the establishment of the ideas of others; a researcher comes up with an innovative work with the help of other people the idea, but the emphasis on cooperation with other themes and theories instead of repeating their words.

### **Definition**

Bibliography can be defined as -

“A list of reference materials (involving any kind of content ; text, music, paintings, video etc.) elucidating the type, nature and other detailed information on the basis of name, date, place and genre of the materials.”

*OR*

“A complete categorical compilation of any type of content based on it's creator(s), editors and time (of production, distribution).”

Bibliography, also known as works cited, reference list is basically an orderly study and referencing of books and source materials used in academic research. It might or might not include any information on the literary analysis or criticism of the materials cited.

### **Etymology and Origin**

The etymology of this term can be semantically traced back to the New Latin **bibliographia**. It is a Greek word meaning “copying of books.”

**bibli (books) and graphia -graphy (writing)**

The concept was in practice by Greek writers in the first three centuries AD and was referred to as the copying of books by hand. By the turn of 12th Century, the concept took a literal form and was referred to as the intellectual practice of compiling books and materials. The modern day notion of bibliographies, however, only took off in the 17th Century.

### **The most important functions of Bibliography are:**

**I) To Save the Time of the User:** It saves the time of the user by providing relevant literature otherwise it would consume more time to collect the material or information. But for bibliography, even a scholar faced with such a vast amount of literature would use his way, wasting much time before he is able to read even of past of which he is required to study.

**II) Easy Access of Information:** Information is vital to the development of various fields of knowledge. Therefore, it is essential that relevant information be brought to the attention of professionals, administrators and researchers, who have urgent need of it.

**III) It Acts as a Bibliographic Tool:** No modern library can function without bibliographical tools like bibliography.

**IV) To Assist an Enquirer:** To know the total out (current and retrospective) of material on particular subjects or topics, irrespective of the language, the origin or the physical nature of the items, and

**v)** To explain issues concerning the variations and differences of texts of works, their editions and versions etc.

**The need for or uses of any bibliography can be summarized as follows.**

1. To serve as a tool for book selection.
2. To help in identification and verification of bibliographic details of documents both old and current.
3. To help in inculcating reading habits, publication of relevant reading list is a must.
4. To help in location of material, in terms of place of publication, location, in the library or point of purchase.
5. To save the time of the scholar by providing him the comprehensive list of documents on his subject of research.
6. To have bibliographical control of vast mass of documents produced in conventional and non-conventional forms and by manual and mechanical means, i.e, in short to control knowledge explosion.
7. To provide quick and easy access to information contained in documents to user or scholar, to keep him update.
8. To keep the scholar informed of the latest additions made to his subject by giving him the means of new publications given in publisher's subject for it is an index compiled systematically.
9. To make available a list of books known to exist in a certain library or else in a certain field of study such as a definite period of time, or a specific subject, or

a given language, or a certain form of exposition or an individual author, and so on.

10. To discover the life-story of books as a physical object, in respect of its printing, paper and other aspects of gross body of book.
11. To avoid duplication of research; in case of a researcher, bibliography enables him to find out what has already been written on his subject and allows him to keep himself well informed and up-to-date.
12. To promote the use of books and other materials by the publications of subject bibliographies and author bibliographies.
13. To assist the user in locating the existence of or identifying a book or any reading material which may be of interest to the reader.
14. To serve as a key or guide to the literature of the subject, for it is an index compiled systematically.

The UNESCO and the Library of Congress, in their survey report, 1950 have stated the following aims and functions of bibliography.

- “It’s aims is to make it possible for intellectual workers, to learn of publications recording the developments in their fields of interest not only in their own countries but also the world;
- promote the effectiveness of a particular project in research;
- contribute to the cultural development and enjoyment which are derived from records of learning and culture;
- assist in promoting useful applications of existing knowledge and in making the applications which have been developed in one country, widely known to all countries”

Quick and easy access to information is vital to the development of various fields of knowledge. In this respect, bibliography plays an important role. A scholar can very well know about the existence of document/documents in a particular field of knowledge. He can also identify a document by knowing its bibliographical details. It can serve as a books selection tool for the librarians. In well established libraries, the bibliographical details help in locating the material. It is useful to a general reader and research scholar as well.

Bibliographic organization and services recognize no national or political boundaries. This is true because a book has universal value\_ Not notwithstanding the

practical impediments, it has to be made available for all and at all times. The 'Universal bibliographic control' actually is a plea as well as a plan. It points out to the mechanisms of announcing the world wide output of materials for awareness and also facilitation the means for accessing. Thus a wide ranging variety of bibliographies are needed. Briefly stated, they are:

1. current and retrospective (national, regional and language) bibliographies
2. a variety of trade bibliographies,
3. a host of special bibliographies (on the basis of a wide variety of categories) and
4. Bibliographies of bibliographies.

A bibliography is a list that goes at the end of a work of research writing. The list contains all the sources utilized in the thesis. Every bibliographic reference must have the following:

- **The Author's Name:** In every citation format, the author's name is listed first in the bibliography. The bibliography is also ordered by author's last name and in alphabetical order. The only exception to this is in footnotes, for Turabian format, the author's first name is listed first. This style presents bibliographic information in footnotes or endnotes.
- **The Title of the Resource:** The title identifies the specific resource used. The title is generally the creative element of the piece; the title of the book, article, news, advertisement gives a hint of its character and lets the reader know what to expect.
- **The Publisher who Published the Source.** The name and place of publication is important for verification of the type of source material. For example, if a book is published by McMillan Publishers, it is trusted to be a valid, verified resource and you can count on the facts being true. Each publishing houses have editors that fact check and no book would be published by a trustworthy publisher that contained non-verified information.
- **The Date of Publication:** The date of publication is included in the work to let the reader know when the information was published. Remember in today's world, each data has its life. The date is important in your thesis because the reference which you present should not be out of date. The data

collected and presented by you also has its life. It's therefore advisable to conclude your research in record time.

The scholars are required to use a format depending on the number of sources used in the thesis, setting of the sources in the chapters and the source where the information was taken from. Each element is vital for proper bibliographic listing. Please remember all your bibliography helps other scholars to find resources they may not have known to have existed before. It also facilitates the referees or examiners of the thesis or research paper to trace the steps a student took in preparing his research work.

A citation is a reference to a published or unpublished source. More precisely, a citation is an abbreviated alphanumeric expression fixed in the body of an intellectual work that denotes an entry in the bibliographic references section of the work for the purpose of acknowledging the relevance of the works of others to the topic of discussion.

Citation helps referencing, it's a way to give credit to the writers from whom scholars borrows words and ideas. By citing the work of a particular scholar, student can acknowledge and respect the intellectual property rights of that researcher. A students can draw on any of the millions of ideas, insights and arguments published by other writers, many of whom have spent years researching and writing. All that is needed is to acknowledge their contribution in building newer assignments.

Research scholars must take advantage of the works of otherwise while researching their own topic. Going to the library and opening a relavant book or journal and going through the author's bibliography, students can find more resource material listed there, to hunt for in the stacks and, after having such material, add it to their bibliography, as well.

An annotated bibliography is a list of citation to books, articles, and documents. Each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph, the annotation. The Purpose of the annotation is to inform the reader of his relevance, accuracy, and quality of the sources cited.

One of the reasons behind citing sources and compiling an extensive and logical bibliography is to prove that you have done some valid research to back up your logic and claims. Readers of the thesis can refer to the citation in the bibliography and then go look up the material themselves. I want to point out here, that a well reported bibliography influences positively the

examiners of the thesis. The examiners can double check a claim or interpretation done by the research scholars.

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