

والتيها كورس



Research

مكتبة و بحث

المرحلة الثالثة

كورس اول



Library

Definition of the library:

A room or building that contains a collection of books etc., that can be looked at or borrowed.

The word library comes from liber, the Latin word for "book".

However, library collections have almost always contained a variety of materials.

Contemporary libraries maintain collections that include not only printed materials such as books, manuscripts, newspaper, and magazines, but also reproductions, films, sounds and video recordings, maps, photographs, microfiches, CD-ROMS, computer software, online databases, and other media.

Types of the libraries:-

1. Public libraries.
2. School libraries.
3. Collage and universities libraries.
4. research libraries.
5. Special libraries.
6. Government libraries.

Using the Library- Card Catalogues:

Card catalog entries are printed on cards that libraries arrange alphabetically in drawers. A card catalog usually contains three types of cards for each item in the library's collection.

The first type has the author's name or other persons or institutions that contributed to the work on the top line.

The second has the title of the book or other item on the top line.

The third has the subject of the item on the top line. Usually the subject heading is printed in all capital letters or in red for further emphasis. Each drawer in the library's card catalog has a label telling what letters are included in it.

D. State the meaning of (library) and mention the types of library ?

D. State the meaning of (card catalogue) and mention its types ?

أحمد



في اللغة كلمات يدبر الكتب **The dictionary:** كتاب الذي ترتيب أبجدي A book that lists the words of a language in alphabetical order and that tells you what they mean, in the same or another language.

تزوجنا التاميين لغته **Most of the language dictionaries provide the following information about the words they contains:-**

- هـ The spelling of the word, **تتروخ** **عنه الكلمة** **كلمات**
- هـ The pronunciation, **التلفظ**
- هـ The parts of speech or function of the word, **الكلمة** **وتلطف أو التلطف** **اقسام**
- هـ The main meaning followed by any other meanings, **معاني** **أخرى** **ب** **المتروخ** **المعنى الرئيسي**
- هـ Its derivatives, and its origin and formation. **تشطها** **و أصلها** **و اشتقاقها**



الشروق

طبعة المجلد من طبعه

شرح القاموس
كلمة ~

State the meaning of Dictionary

** Research **

البحث

دليل أو دليل و تسجيل تحدي
 * What is a research?
 A research is essentially an investigation, a record, and an analysis or evidence for the purpose of gaining knowledge. It is an investigation of a particular matter or problem.

"A library paper (sometimes called a research or term paper is usually a formal, well documented composition based for the most on outside readings. These readings may from various books in the library or from a collection of essays on a specific subject, a collection commonly called a sourcebook."

- Qualities (characteristic) of a Good Research:-

المواصفات الجود البحث الجيد
 A good research is characterized by the following qualities:

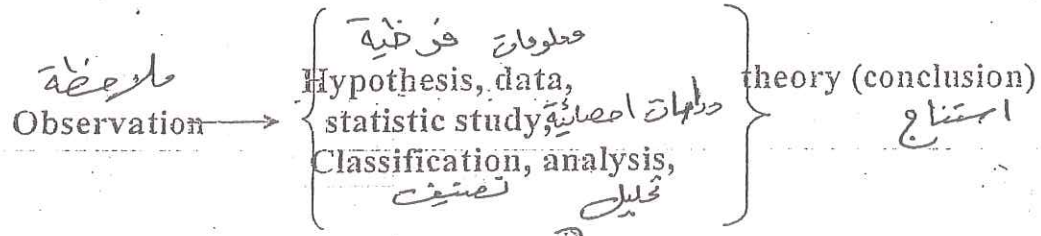
1. **Thoroughness:** نتائج و استدلالت
 It is important to write a well-built research. The results and the findings of the research should be complete and comprehensive. To achieve thoroughness, the researcher should examine carefully all the aspects of the subject, and find out various possible solutions to arrive at accurate one. Certainly relying on a single source is often confused in writing a research, i.e. not sufficient.

2. **Exactness:** عمل تخميني غير متقن لا مجال هناك عمل جرك
 In any research work, there is no space for carelessness (i.e., guess work, inaccuracy, unfounded assumptions or hasty conclusions). The investigation must be characterized by careful attention to details and analyses. Thus, accuracy is assured firmly, assumptions based strongly and conclusions valid. This means that if the researcher feeds rules to a computer correctly, it will make no errors.

3. **Honesty:** غير موثوقة لمصداقية يدمر مصادر الموثوق
 Uses false sources destroy the validity of the investigation. The undocumented and in credited borrowings from other works are serious oppositions to one of the main purposes of a good research (originality).

4. **Economy:** نقس تحتوي البيانات القصيرة اقتصادي
 The research must be economical. Shorter statement that contain the same perfect idea of long ones are the best. The simpler pattern is the more powerful. The research should involve what is exactly relevant to the subject.

5. Starting with an observation and ending up with a theory (conclusion).



6. Objectiveness:- ^{الموضوعية} Any good research should be objective. This means that there is no room for ^{عجال لا يتوان هناك} emotion. The researcher should look to the information (data) he got from the ^{تدقق التي الموضوعية كتب} books scientifically without any consideration to his feelings and emotions. ^{للعاطفة} Unreasonable prejudice is not desired in any good research. ^{و العصور}

What are The steps in writing a research:- ^{خطوات كتابة البحث}

1. Choosing and limiting a subject. This includes: ^{تنتخب التي الموضوع لتحدد و اختار}
 - A. Forming a statement of the problem. ^{صياغة بيان}
 - B. Forming a hypothesis. ^{الفرضية}
2. Preparing a preliminary bibliography. ^{تحضير مصادر}
3. Developing an outline. ^{تطوير خطة البحث}
4. Taking notes on readings (collecting and organizing the evidence). ^{تدوين الأدلة}
5. Writing a properly documented paper and drawing a conclusion. ^{كتابة بحث وثائق رسم الاستنتاج}

How to find (choose) a subject:- ^{كيفية إيجاد أو اختيار الموضوع}

The first step in writing a research paper is to decide the purpose of the research for a specific field. The researcher needs to discover, with the instructor's ^أ aids, whether the research interprets a piece of literature, analyze a sociological issue, est., The purpose of the research must be developed to end the research up with an effective and satisfying result (conclusions). The purpose should be defined by your own interests, the needs of readers, or the demands of an employer.

What are The main methods of finding a subject:- ^{الطرق الرئيسية لإيجاد الموضوع}

1. Using Personal Experience for Topic Discovery:- ^{الطرق الرئيسية لإيجاد الموضوع}
 Personal experience such as travel and direct observations may lead to a subject (topic) of a research. ^{تقودنا الملاحظات المباشرة السفر}

2. Talking (communicating) With Others to Find A Subject: ^{التحدث مع الآخرين}
 Conversations, discussions and even arguments with investigators, instructors, friends, etc., may very helpful in finding and choosing a subject of a research. ^{المحادثات}

3. Relying (depending) on previous literature (knowledge): ^{الاعتماد على المعرفة السابقة}
 Books, academic course and previous research projects can sometimes provide the researcher with an appropriate subject. If the researcher reads a book, some of its ideas may lead him towards a topic. An earlier research project may have suggestions for further investigation. A review of an earlier report or paper might lead to a new research work, etc... ^{المعلومات السابقة}

4. Using Reference (source) works and Guides for Choosing a Topic (subject): ^{المصادر واستخدام}
 Reading about a particular subject in a general reference work such as: encyclopedia, a history text, reference book biography, journal article can give the researcher ideas and some background for the subject. ^{المعلومات السابقة}

In fact, some books on research include lists of suggestions or titles for research paper project.

المواد المصدرية الإجابية عن البحث في الموضوع لتطوير الخيال استخدام
 5 Using Imagination to Develop a Topic: The research paper requires exercise in search of answers. Source materials and conversations with others may help the Researcher to find and narrow a topic, but he also needs to set back, relax and think on issues. Out that thinking a new topic for a research may be possible.

اولية قسطن - However, the early reading to find and choose a subject, may include primary sources such as: Novels, letters, interviews, and case studies, but most of it consist of essays in books and journal by experts and scholar on the field concerned. These are called secondary sources. Here it is advisable to: → من المستحسن اتباع الخطوات التالية -

- Look at the Table of Contents to find a subject.
- Examine carefully Books Index to find a subject.
- Scan an Encyclopedia Article when searching for a subject.
- Search the Heading in Periodical Indexes.

م جيداً * What should the researcher to avoid in Choosing a subject? البحوث

In his looking for a subject, the researcher should to avoid the following:

1. Controversial subjects. (مشرقة للبحث)
2. Highly technical subjects. (ذات تقنية عالية)
3. Distasteful subjects. (مشمزج)
4. Subjects hard to investigate. (صعبة البحث)
5. Too board subjects. (عامة)
6. Too narrow subjects. (جائبة جداً)
7. Vague subjects. (غامضة)

البحث صونوع اختيار كيف * How to consider the subject of the research? كما أموات

The researcher may take his decision to choose a subject by the following considerations in mind:

1. Interest: The researcher must be keen on the subject because he will be widely and deeply involved with the investigation of his research project. (المشوق)
2. Availability of sources: The researcher should be able to locate the important sources about his subject. He should be sure that the equipment and the resources are easily obtainable. (الاستفادة من المصادر)
3. Involvement: The researcher should keep in mind that the research paper is impersonal in nature. He should be certain that his research is not subjective and argumentative... (ورقة البحث بآناً عقله في حفظ بين)
4. Appropriateness: Any research paper must be appropriate. This can be applied through the certainty of the sources obtainable whether they are primary or secondary. Research writing requires accurate facts and evidence to support the work project contents.... (المواقفة التطبيق الملائم)

= What are the considerations that should be taken by the researcher in choosing a subject?

1 - Limited subject: The Communicative Approach.

2 - More limited subject: The principle.

3 - More limited subject: The goal of the teacher who use this approach and the role of the teacher and the role of the student.

Restricting (limiting) a subject:

Research writing requires accurate and documented facts and evidence to support the researcher's proposition, which should focus on a specific issue and indefinite statements about a generalized subject lead to an ineffective research. Restricting (limiting) a subject for a library paper depends not only on the assigned length but also on the materials available in the library or source book.

e.g.

- General subject: Symbols in Literature.
- Limited subject: Symbol in Poetry.
- More limited subject: Symbols in Romantic poetry.
- More limited subject: Symbols in the Rime of the Ancient Mariner.
- More Limited subject: The Albatross as a Symbol in the Rime of the Ancient Mariner.

Exercise: Give three general subjects in which you have some interest. Then by the process of limitation drive three topics that are suitable for a library paper.

The preacher can restrict (limit, narrow) the general subject to a specific by using the following techniques (ways):

- 1- Meeting the Needs of the Audience,
- 2- Determining the writing situation,
- 3- Developing a preliminary thesis,
- 4- Restricting and Narrowing Disciplinary Topics,
- 5- Narrowing the topic to Match source Materials.

تعداد مع شرح
نقطه واحده

what are the techniques used in restricting "limiting" subject?

1. Meeting the Needs of the Audience:

At colleges, instructors are regarded as a primary audience, other readers are supervisors, managers, and specialist in the subject. Generally speaking, the researcher addresses intelligent and critical readers who expect the writing to display a certain point of understanding. As a matter of fact, these readers are familiar with the subject, but they hope to know more about the title of the topic.

The researcher should have in mind the following questions:

- a. Who is his audience?
- b. What does the audience know?
- c. What does he need to tell the audience?

Therefore, the researcher needs to establish his strategies of topic development on the regard of the assumed audience. In other words, it is required to match the contents of the paper with the needs of the audience by: telling the facts to the audience without insulting their intelligence, and saying something worthy and new, and approaching it from a different point of view.

4 - More limited subject: The Techniques.

2. Determining the writing situation:

To realize the purpose and the audience's needs, the researcher should write a paragraph that includes the following items as possible:

- a. The purpose of the paper,
- b. The intended Audience,
- c. The personal writer,
- d. The thesis or hypothesis.

3. Restricting and Narrowing Disciplinary Topics:

Every discipline, whether sociology, geology or literature, has its analytical categories which require detailed studies. Literature studies soon learn the importance of items:

- Language
- Imagery
- Character
- Structure
- Theme
- Narration
- symbolism
- Setting
- Irony

Similarly, the psychological writer becomes familiar with:

- Systematic
- Interviewing
- Sampling
- Measuring
- Experimenting
- Correcting

4. Developing a preliminary Thesis:

A thesis statement expands the topic into a scholarly proposal, one that the researcher tries to prove against argument. It does not state the obvious, instead, it carries a knowledgeable reader to another plateau.

- The Preliminary Outline:

After completing a preliminary bibliography and a minimum of general reading on the subject (two or three sources), the researcher makes a preliminary out line that gives directions to his investigation. This outline helps the researcher discard irrelevant materials from his bibliography and write valuable passages on which he will take notes. If the researcher takes notes without first knowing what he is looking for, his efforts will lead only to frustration.

The researcher, however, should not adhere too rigidly to the preliminary outline. Although the outline, as has been mentioned before, will direct his reading, reading will almost suggest ways in which the outline may be improved. No outline should be regarded as complete until the researcher paper has been finished. As he takes notes, the researcher will probably revise his original outline frequently, adding subheadings, perhaps dropping some heading entirely.

المخطوتين صائغ ان تتبع من الجهد الحظية البحث الممهدة الخط
 To draw a preliminary outline, it is useful to follow these two steps:

- A. Writing down ideas of code words in a rough list. أخبار ثانوية و رشيحية
 B. Giving order to the list by arranging the items into major and minor ideas. القائمة الخط

Outlines may appear in topic sentence, or paragraph form. Topic outline, every heading is a noun phrase, is the most popular form. The sentence outline includes full sentences and the paragraph outline includes complete paragraph.

Ex: Subject: The use of Subjective and Objective Tests in Testing English as a Foreign Language. اختبار اختيار الاختبار لموضوعية الذاتية

- ① A suggested preliminary outline: الخط المقترحة
- ② The definition of Subjective Tests. الاختبار الذاتية
- ③ The definition of Objective Tests. الاختبار الموضوعية
- ④ The Technique of the Subjective Tests. التقنية الاختبار الموضوعية
- ⑤ The Technique of the Objective Tests. التقنية الاختبار
- ⑥ The differences between Objective and Subjective Tests. الاختبار الموضوعية الذاتية
- ⑦ Weakness of Subjective and Objective Tests. نقاط الضعف الاختبار الموضوعية الذاتية
- ⑧ The Language Activities tasted subjectively. الاختبار الموضوعية اللغوية
- ⑨ The language Activities tasted objectively. الاختبار الموضوعية اللغوية

Taking Notes: بالإعطاء الإخذ

As researcher takes notes on his readings, he should be able to find and evaluate useful passages in a minimum of time and efforts. To get what is needed for his paper (research), he should go through many books and articles, rejecting most of them and using from others only a section here and there. He does not have the time to read every book carefully, so it is advisable to use the table of contents and the index of the books and learn to scan the pages rapidly until he finds the passages he needs.

For taking notes, the researcher should have the following considerations in mind: معتاد البحث الاعتبار بالتفكير بالإعطاء العقل

① The evaluation of source material: المادة المصدر تقييم

A rough outline helps the researcher to focus his reading efforts on certain headings, but it may not help to evaluate the quality of what has been found. To do this, the researcher should be curious and track down facts from the books (sources) he reads. He should also be skeptical about accepting every printed words as absolute. Constantly, the researcher is to review, verify, and double-check his findings and discoveries.

② Using Recent Resources: المصادر الحديثة التي يستعمل الموضوع

The researcher should use the most recent sources on his subject as much as possible. A Book may treat a topic extensively, but its copyright date is very old, its content is suspect; time and developments may have passed it by.

عوثوثه / حواد مصرية فوق عليا استخدام

3. Using Reliable Source Materials: الحصول / الحقائق / نزهات

The reliable sources should be used in getting the facts and explanations. The researcher should know whether the author of the book (source) he reads knows his subject quite well, and whether he has on official position that implies competence and his reputation as an authority as well. He should also know whether the author is prejudiced in any way. Is the work(source) recent enough to provide up-to-date information? Is the edition used the latest one available? in general, scholarly journals offer more reliable evidence than magazine.

4. Quoting the Best Scholars: العلاء / افضل الاستشاد / الاقتباس

The researcher should be careful in quoting materials related to his subject. Good authorities on a topic are usually mentioned in various sources. Several methods help the researcher to consider the best scholar in one area:

- a. Asking the supervisor or instructor.
- b. Watching for certain names that reappear in scholarly materials.
- c. Checking the writings of an author in the Books Reviewed, etc.

5. Using Relevant Source Materials: مصادر وثيقة استخدام

Knowing the relevance of a source to a topic requires checking several items:

- a. The complete title with subtitle indicates the book's relevance.
- b. The table of contents helps to notice chapters that touch directly or indirectly on the top,
- c. The preface or introduction serves as a critical view on a topic,
- d. The appendix offers, additional materials of a topic,
- e. The glossary lists define complex headings on the topic,
- f. The bibliography and footnotes suggest new sources for later researches.
- g. The index of a book gives names and terms, with page number for all items mentioned within the text.

الامتحانات لأخذ الطرائق = Methods of Taking Notes

الى هنا امتحان =>

The Use of Note Card:

In order to take notes affectively and accurately, it'd be better to write down these notes on cards. Large cards afford more space for long notes but they are more expensive and wasteful of space when notes are short. The following points may be taken into account when using note-cards:-

- 1. Write plainly and accurately without crowding,
- 2. Use the upper-left-hand corner of the card for the subject,
- 3. Organize the notes into a system,
- 4. Write about one topic on a card,
- 5. Write the source from which the information is taken below the notes itself clearly and accurately, (author, the title of the source, place of publication, the publishers, time of publication, and page number,
- 6. The note-cards should be classified by their subject headings at the top and at the bottom,
- 7. The information in every-card should be an answer to the research question or relate to an issue of the preliminary outline.

- There are three basic mistakes easily made when introducing quotations into a research:-

- 1- Misquoting.
- 2- Quoting at too great length.
- 3- Turning poetry into prose.

- As a matter of fact, direct quotation may be helpful when:-

- 1- The point is very important.
- 2- The matter is something to be refuted.
- 3- The statement concerned is ambiguous.
- 4- The researcher's citation may be called in question.
- 5- The point is so well-stated that the style will be an advantage in his work.

4- Outline Notes

((Re-read PP.14-15))

- Writing the Final Outline

The outline classifies the segments the research into clear, logical categories. The researcher needs to modify his preliminary outline throughout the writing of the rough draft as he discovers new ideas and recognizes his evidence. In other words, the researcher has to choose the form of his final outline before starting writing the rough draft of his paper (research). Outlines appear in topic, sentence, or paragraph form; and the researcher should avoid mixing the forms within a given outline. In any case the outline should be considered as a tool to write a good research.

With the topic outline, every heading is a noun phrase or its equivalent, a gerund phrase or an infinitive phrase. This form is the most popular one since it establishes the main areas of investigation.

With the sentence outline, every heading is a full sentence. So this type of outline may serve as topic sentences for paragraphs and thus it will speed the writing process.

As for the paragraph outline, a full paragraph is used with every section under noun headings. The paragraph outline may be not suitable for writing a library paper for two reasons:-

- 1- The researcher may try to write the paper when developing only an outline.
- 2- He may carry weak, un-developed outline paragraphs directly into the rough draft.

- Kinds of Notes:-

Notes may be classified into the following types:

1- Summary and Paraphrased Notes:

The summary may cover either all or part of the work in question. Paraphrased notes should be written in the researcher's own words, not in authors or any of the author's language. Paraphrasing is a technique for restating on the researcher's thoughts, words, meaning, and attitudes of someone else. In other words the researcher interprets an idea, opinion, statement by writing it. With the précis, the researcher acts as a bridge between the source and the reader. A précis differs from the rough summary by its polished style. It also differs from a paraphrase by its brevity. It requires to name the source, indicate the source's attitude, and rewrite the materials. It also requires the teacher's judgment about the author's attitude and how he or she presents his idea.

It's worth mentioning that paraphrasing keeps the length of the note about the same as the original but converts the original into the researcher's language and style. It does place within quotation marks any specific wording of the source.

2- Commentary Notes

It's worth mentioning that commentaries may take various forms (queries, comparisons, criticism of facts or arguments, idea for developing certain points into the most original and valuable features of the study.)

- Avoiding Plagiarism

If the researcher fails to acknowledge borrowed materials, then he is considered to be a plagiarist. Plagiarism is a literary theft. When he copies the words of another he should be sure to put these words inside question marks and to acknowledge the source with a foot-note.

When he paraphrase the words of another he should use his own words and sentence structure, and be sure to give footnote citing the source of the idea. A plagiarist often merely changes a few words or re-arranges the words in the source. The researcher should be honest in his borrowing from any source, i.e., to avoid completely the literary theft.

3- Quotation Notes

When the researcher quotes a writer's words, he should enclose them in quotation marks, inverted commas " ____ ". He should quote exactly, even punctuation and vagaries in grammar or spelling. There are specific cases for using direct quotation of secondary source:

- 1- To display excellence in idea and expressions by the source.
- 2- To explain complex materials.

- Model Footnotes- First References

1. Books

For a book, the first full reference should include the following information:

- a. Name of the author (s)
- b. Title and, if any, subtitle,
- c. Name of editor, compiler, or translator, if any,
- d. Number of edition,
- e. Facts of publication (place of publication, Name of publishing agency, Date of publication, page number(s)).

Examples:-

1- A book by one author)

James J. Graham, The Enemies of the Poor (New York: Random, 1971), p.73.

2- (A book by three authors)

Michael Aiken, Lewis A. Ferman, and Harold L. Shepherd, Economic Failure (Ann arbor: University of Michigan Press, 1968), pp.184-188.

3- (A book by more than three authors)

Milton P. Brown et al., Problems of marketing (New York: McGraw - Hill, 1968); P.43.

4- [A book with corporate authorship]

Commission on English, Freedom and Discipline in English (New York: College Entrance Examination Board, 1956), P.6.

5- [A specific Article from an edited Anthology]

Diana Trilling, " The Image of Woman in Contemporary literature," in the Woman in America, ed., Robert J. Lifton. (Boston: Houghton, 1965), PP.70-75.

6- [A book with more than three Authors and two editors]

Sigrid Undest et al., The Achievement of D.H. Lawrence, eds. Frederick J. Hofman and Harry T. Moore (Norman; University of Oklahoma press, 1953), P.7.

2- Magazines (Journals, Periodicals)

1- [An unsigned article in a monthly magazine]

I ' African Economy," Ebony, December, 1970, PP. 85-87.

2- [A signed article in a weekly magazine]

George P. Hunt, "Education of Wanderer," Life, 25 April, 1969, P.3.

3- [An Article from a Journal]

Tong J. Peter, " Modern English Poetry," PMLA, (1967), pp.380-85.

3- Encyclopedias

1- " Jankins Robert," Encyclopedia Britannica, 1967 XLL, 998.

2- Irvin L.Thomson, "Great Seal of the United States", Encyclopedia Americana, 1968, XIII, 365.

- Writing the Paper (research)

After making the outline as complete as possible having taken a number of notes on every major heading and every subheading of the outline, the researcher is supposed to be ready to begin writing. He should arrange his notes in the order of the outline and then use them as the basis of his paper. He should write the materials he gathered in the best way he can, in his own style and in his own words. In the process of writing his research, the researcher is advised to:-

1. Examine carefully organized plan a well-rounded, logically organized plan,
2. Examine various approaches to the topic,
3. review all note cards,
4. Write a rough draft using the order of the outline and the note cards for evidence and support.

- The Title Page

The title page gives the title of the paper in capital letters and the full name of the student writer. This information is centered on the page and is attractively spaced. (Follow the directions of the instructors regarding the placement of additional information, such as the name and section number of the course, the date of writing, and so on). Notes that the title page is not numbered.

- Endnotes and Footnotes

The common rules for the methods of citation may be one of the following types:

1. Footnotes (Notes placed at the bottom of the page),
2. Endnotes (Notes placed at the end of the paper),
3. Parenthetical references (within the text of the paper).

The researcher should follow the direction of his instructor concerning which type he may use. Footnotes numerals in the text should come immediately after the part of the sentence to which the footnote refers and should come after the punctuation except the dash. The number of the footnotes needed varies with the paper. Every quotation must have its footnotes, and so must all the chief facts and opinions drawn from the work of others. Numbering should start from the beginning of each chapter. In papers that are not divided into chapters, the numbering will run continued throughout.

- Points to be considered in Footnote References

1. The first line is indented five spaces,
2. Footnotes numbers are written (typed) slightly above the line, followed by a space
3. The name of authors and editors are given in the normal order, first name first, etc.,
4. Commas are used between the main items (but not before parentheses),
5. In reference to books parentheses enclose the publication data. As for the journal, parentheses enclose the month and the year of Publication,
6. Each footnote ends with a period.

- Model Footnotes- Second References

✓ 1. Books

8 Graham, P.27.

9 Aiken, Ferman, and Sheppard, P.188.

10 Ibid.

11 Ibid., P.200.

✓ 2- Magazines

12 Gray, PP. 36-37.

✓ 3- Encyclopedia

" Jenkins Robert", XLL, 998.

- Bibliography

When the paper (research) is complete, the researcher should look through his footnotes. Every book or article appear even once in the footnotes should be included in the bibliography of the research. (The instructor may ask to in clued every source that has been examined, whether it has been actually used in the writing of the research or not) . The bibliography cards may be arranged in the alphabetical order.

The bibliography lists the sources used in writing the paper. In the bibliography, unlike footnotes, the family name is to be written first because bibliography, are usually arranged in alphabetical order by family names of the authors.

When there are two or more author's names, only the first name is reversed in the bibliography.

Where as commas and parentheses are used in the footnotes, periods are used in the bibliographical entries at the end of each main part – author's name, title of work and facts of publication. Bibliographical references to periodicals, however, keep the parentheses around the dates of publication when these follow volume number.

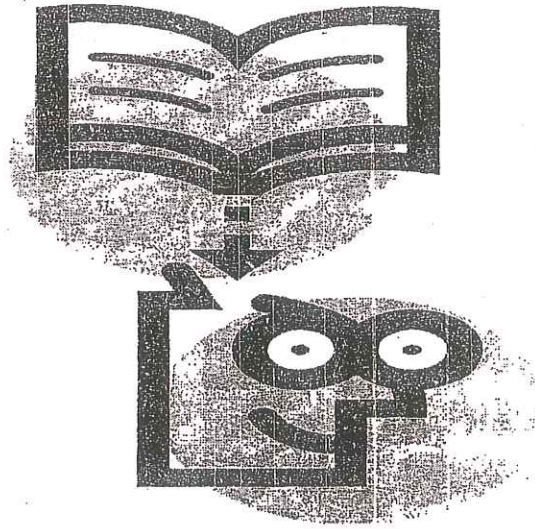
In a succession of works by the same author, the name is given for the first entry, and an eight space line ending with a period takes its place in subsequent entries. The entries are arranged alphabetically by title or chronologically by date. When alphabetizing title: e.g.

Eliot, T.S. The Sacred Wood: Essays on Poetry and Criticism. London: Methuen, 1920.

_____. The Waste Land. New York: Boni and Live right, Harcourt, Brace, 1935. Or Eliot, T.S. Murder in the Cathedral New York: Harcourt, Brace, 1935.

مكتب الشروق

للخدمات الطباعية والأستنساخ



طباعة ليزرية وملونة - أستنساخ ليزري أستنساخ ملون

بحوث - أنترنت

كبيس هويات - تجليد

عطور - مواد جميل - أكسسوارات

بحقوبة - داخل ومقابل كلية التربية الأساسية