

METHOD OF HISTORICAL RESEARCH

(HIS1C01)



STUDY MATERIAL

**I SEMESTER
CORE COURSE**

**MA HISTORY
(2019 Admission onwards)**

**UNIVERSITY OF CALICUT
SCHOOL OF DISTANCE EDUCATION
CALICUT UNIVERSITY P.O.
MALAPPURAM - 673 635, KERALA**

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FIRST SEMESTER**

MA HISTORY (2019 ADMISSION ONWARDS)

CORE COURSE:

HIS1C01 : METHOD OF HISTORICAL RESEARCH

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Module 1

Research Methodology: Major Trends

Social Research and Historical Research:

Social Science Research can be simply described as the scientific study of human society, it includes main subjects like sociology, economics, anthropology, history, political science, public administration, demography social science research is a method used by social scientists and researchers to learn about people and societies so that they can design services that cater to various needs of the people. Different Socio-economic groups belonging to different parts of a country think differently. Various aspects of human behavior need to be addressed to understand their thoughts and feed back about the social work, which can be done using Social Research.

A research problem in research, refer to some difficulty which a researcher experience in the context of either a theoretical or practical situation and wants to obtain a solution for the same.

Social Science Research or Social research is the systematic method of discovering and verifying new and old facts, their succession, connection, fundamental explanation, and the natural law that governs them. In other words it is the scientific undertaking in the field of social sciences to acquire

new facts. It is the manipulation of things, concepts and symbols with a view to extend new knowledge or verify the old knowledge whether that knowledge aids in the construction of a theory or in the practice of an art. Social science research has been defined by Rummel as “A devoted study of mankind in his social environment and is concerned with improving his understanding of social orders, groups, instructions and ethics. Social science research provides authentic information to the people that are scientifically proven so that end users can rely upon it .

History as knowledge history of knowledge is the field covering the accumulated and known human knowledge created or discovered during the history of the writs historic forms, accumulation bearers, impacts, meditations, distributional, contexts, conditions and methods of production.

Positivism:

In Sociology Positivism is the view that social phenomena ought to be studied using only the methods of the natural sciences. So, positivism is a view about the appropriate methodology of social science, emphasizing empirical observation .The positivist paradigm of exploring social reality is based on the idea that can best gain an understanding of human behavior through observation and reason. Positivism is the name for scientific study of the social work. Its goal is to formulate abstract and universal laws on the operative dynamics of the social universe. In positivism, laws are to be tested against collected data systematically.

Positivism is the belief that the method of natural science provides the principal, or even the sole method for the attainment of true knowledge. Positive stands beyond the possibility of doubt or dispute. Positivism stands for actual absolute, dependable knowledge derived by the application of scientific methods of inquiry, as in the natural sciences. The attempt to make historical knowledge scientific had begun in the wake of the scientific revolution of the seventeenth century .with the methodological revolution associated with Niebuhr and Ranke historical understanding started on its “scientific “and positive course.

Scientific methods as applied in History

The scientific method was used even in the ancient times, but it was first documented by England's Sir Francis Bacon who setup inductive methods for scientific inquiry .The scientific method can be applied to almost all fields of study as logical rational, problem-solving method.

It may be defined as rational, systematic and methodological approach which led to the accumulation of knowledge in the world. The essential conditions for scientific enquiry are

- (a) A society which is free from primitive and traditional shackles and promotes scientific attitudes.
- (b) The investigator must be an intelligent, rational and unbiased person.

Steps of the scientific method

Scientific observation: The basic technique of the scientific method is a special kind of observation called scientific observation. Knowledge begins through careful observation. Scientific observation must be made by a trained observer.

Heuristics

Heuristics, a Greek word meaning aiding or guiding discovery, or external criticism is used to find out the authenticity of the document .Before examining the contents of the document, we have to make ourselves quite sure that the document itself, which has fallen into our hands ,is a genuine one. Our operation starts with interrogation. Heuristics checks the credentials, just as newly appointed ambassador has first to present his credentials, just as a newly appointed ambassador gas first to present his credentials, and establish his bona fide appointment. Likewise, a historian makes sure that a counterfeit, spurious or faked document has not fallen into his hands. The necessity to screen the record arises owing to the nature of historical records; some of them are beneficial in nature, like a government grant of land to an individual, a family, an institution or a temple.

Historical records are tampered with not only for some material advantage but also for a variety of other reasons. Pride, vanity sympathy, antipathy, personal rivalry political differences, social distinctions, religious disputes or patriotic

fervor could induce certain individuals to distort original records.

Obviously, the next question is how to detect a forgery. Paleography helps in this field, particularly for ancient Indian history which is re-constructed mostly with the lithic and copper plate records. The characters of writing have changed from time to time. In recent years textual criticism has been raised to a very high level of refinement, and there are scholars who devote their entire time and life to external authorship, fixation of chronology, collection, classification and verification of documents, and hence they help historians enormously in providing well authenticated documents. The job is called critical scholarship. Critical scholarship is a part of external criticism. In the nineteenth century it became very popular in Europe, because this task was mostly scientific. It did not involve writing of history, but merely textual criticism is to eliminate all possible chances of forgery. Consequently, a few people did not regard this work as very meritorious, for it did not involve any exposition, or interpretation. In short external criticism or critical scholarship enable a researcher to solve the problem of authenticity. Heuristics is the search for material and the preliminary study of that material to know a few essential details about it.

Hermeneutics

External criticism naturally leads to internal criticism, which is certainly higher criticism. In this criticism a scholar has extra task and is careful in scrutinizing the contents of the

document with the intension of knowing how much of it is true, and how much false. This operation in methodology is also known as interpretative criticism. Its main task is to find out whether what is contained in a document may be accepted as true or not. This is obviously a more fundamental and significant task, and hence it is known as higher criticism. The technique adopted in hermeneutics or the science of interpretation is the same critical approach. The main duty of author is analyses the product of the authorship's lab our in order to distinguish between operations correctly and incorrectly performed. Therefore the first job perform in external criticism is a very close and minute study of each of the ideas contained in the document. The main task is analysis, which is to separate the different ideas and cut the whole document in which to its constituent parts. Analysis is at the root of interpretation, and it is very important mental activity, helps us to know the nature of historical fact.

Internal criticism is more complicated, more varied in range and more involved here. The first is the analysis of the content of the document which is called positive interpretative criticism, and the second is the analysis of the conditions under which the document was produced, which is knows as negative interpretative criticism. The purpose of positive criticism is to know what the author really means by making a particular statement, and purpose of negative criticism is to verify whether what the author has said conforms to what really happened. In other words the task of positive interpretative criticism is to get the literal and real meaning of the author's

statements and that of negative interpretative criticism is to eliminate the possibility of error.

Qualitative and Quantitative data

Quantitative research is based on the Quantitative measurements of some characteristics .It is applicable to the phenomena that can be expressed in terms of quantities. Qualitative research on the other hand, is concerned with qualitative phenomenon .phenomena relating to or involving quality or kind. Qualitative research is a range of kinds of research, the common feature of which is reliance on unstructured data and on forms of data analysis that are non-numerical.

Textual analysis

Textual analysis a methodology that involves that understanding language, symbols, or pictures present in texts to gain information regarding how people make sense of and communicate life and life experiences. Visual, written, or spoken messages provide cues to ways through which communication may be understood.

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Semiotics and study of Symbols

Semiotics or Semiology is the study of signs, symbols, and signification. The semiotic tradition explores the study of signs and symbols as a significant part of communications. Unlike linguistics, semiotics also studies non-linguistics sign systems, semiotics is an investigation into how meaning is created and how meaning is communicated. University of Tartu, one of the most important centers of semiotics in the world. Semiotic is a discipline, in which culture, society and natural phenomena are explored as signs.

Oral traditions

Oral tradition, the first and most wide spread mode of human communication .Oral tradition is the information passed down through the generation by word of mouth that is not written down. The generations by word of mouth that is not written down. This includes historical and cultural traditions, literature and law. Oral tradition makes it possible for a society to pass knowledge across generations without writing. They help people make sense of the world and are used to teach children and adults about important aspect of their culture. There is a rich tradition throughout Africa of oral story telling.

Interdisciplinary research

Interdisciplinary research is a mode of research by teams or individuals that integrates information data, techniques, tools, perspectives, concepts and more disciplines

or bodies of specialized knowledge to advance fundamental understanding. Interdisciplinary study allows for synthesis of characteristics from many disciplines. Interdisciplinary studies involve the combining of two or more academic disciplines into one activity.

Module II

Research in Practice-I

Research Design

A Good design is often characterized by adjectives like flexible, appropriate, efficient, economical and so on .Generally the design which minimizes bias and maximizes the reliability of the data collected and analyzed is considered a good design .The design which gives the smallest experimental error is supposed to be the best design in many investigations. Similarly, a design which yields maximal information and provides an opportunity for considering many different aspects of a problem is considered most appropriate and efficient design in respect of many research problems. Thus, the question of good design is related to the purpose or objective of the research problem. One single design cannot serve the purpose of all types of research problems.

A research design appropriate for a particular research problem, usually involves the consideration of the following factors:

- 1 The means of obtaining information.
2. The availability and skills of the researcher and his staff, if any.
3. The objectives of the problem to be studied; and
4. The availability of time and money for the research work.

Steps of Social Science research

- 1 Selecting a topic
- 2 Defining the problem.
- 3 Reviewing the literature
- 4 Formulating a hypothesis
- 5 Choosing a research method
- 6 Collecting the data
- 7 Analyzing the results
- 8 Sharing the results

Selecting the problem

The research problem undertaken study must be carefully selected. The task is a difficult one, although it may not appear to be so .Help may be taken from a research guide in this connection. A problem must spring from the researcher's mind like a plant springing from its own seed

Necessity of defining the problem

The problem to be investigated must be defined unambiguously for that will to discriminate relevant data from the irrelevant ones. In fact formulation of a problem is often essential than a solution .It is only on the careful dealing of the research problem that we can work out the research design and can smoothly carry on all the consequential steps involved while doing research. A problem emerges in the mind of the investigator. Scientific method is an attempt to study causes and consequences of the problem.

If the research study happens to be an exploratory or a

formulate one, wherein the major emphasis is on discovery of ideas and insights, there search design most appropriate must be flexible enough to permit the consideration of many different aspects of a phenomenon. But when the purpose of a study is accurate description of a situation or of an association between variables, accuracy becomes a major consideration and a research design which will permit inferences about causality in addition to the minimization of bias and particular group, for a given research may have in it elements of two or more of the functions of different studies .It is only on the basis of its primary function that a study can be categorized either as an exploratory or descriptive or hypothesis -testing study and accordingly the choice of a research design may be made in case of a particular study. Besides ,the availability of time ,money ,skills of the research staff and the means of obtaining the information must be given due weight age while working out the relevant details of the research design such as experimental design, survey design , sample design and the like.`

Research plan

A Research plan is a short document, which sets out initial thoughts on a research project in a logical and concise manner. A research plan is the main part of a grant application and describes a principal investigator's proposed research. This page describes the essential elements of research plan.

Working hypothesis

Working hypothesis is a preliminary researcher's

assumption on the research topic. The working or trial hypothesis is provisionally adopted to explain the relationship between some observed facts for guiding a researcher in the investigation of a problem.

Collection of data

Data collection is the process of gathering and measuring information on variables of interest, in an established systematic fashion that enables one to answer stated research questions, test hypotheses and evaluate outcomes.

Primary and secondary data

Primary data is information collected through original or first hand research .For examples, surveys and focus group discussions. On the other hand ,secondary data is information which has been collected in the past by someone else .The difference between primary and secondary data in statistics is that primary data is collected first hand researcher through experiments, surveys, questionnaires, focus groups, conducting interviews. Primary data sources includes Surveys, observations, experiments, questionnaires, focus groups, interviews etc. Source of secondary data includes books. personal sources, journal, newspaper, website, government record etc. Secondary data know to be readily available compared to that of primary data.

Documents

Documents can be files, statistical data, records of

official or unofficial nature providing an account of an event, images, other written material that can be accessed in a social, public or digital context. A document is a form of information. A document can be put into an electronic form and stored in a computer as one or more files. Document research method refers to the analysis of documents that contains information about the scenario or event under consideration. It is used to investigate categorize and analyze physical sources, most commonly written documents, in the social, public or digital world. This research method is just as good as and sometimes even more cost effective than the surveys, in-depth interviews or other observation based methods such as ethnography.

Photo graphs

Research photographs offer important dimensions for acquiring knowledge by stimulating rapport between the researcher and the community ,facilitating interviews, promoting feedback, and augmenting verbal data. Photographic methodologies have enabled researchers to access different kinds of information to record “thick description, and to break down power relationships between the researcher and the interlocutor.

Relics

Relics are elements from a literary past, as preserved in the canons to which different periods and literature ascribed varying values and interpretations. Relics derived from the word reliquiac, meaning “remains” .Relics are an important

aspect of some forms of Buddhism, Christianity, Hinduism, Islam, Shamanism, and many other religions.

Oral sources

Oral histories are accounts given by a person of events earlier in their life. Historical sources included documents, artifacts, archaeological sites, features, oral transmissions, stone inscriptions, paintings recorded sounds images and oral history.

Oral history provides a fuller, more accurate picture of the past by augmenting the information provided by public records, statistical data, photographs, maps, letters, diaries, and other historical materials. Oral history involves interviewing a person or group to get an inside perspective into what it was like to live in a particular group within a society. Interviewing a group of people can create a picture of that experiences, which may or may not be typical of her or his time and culture.

Repository

A digital repository is an online archive for the storage of digital objects; these can range from digital archives, moving or still image galleries ,manuscripts, anything that is in electronic format and needs a place to be stored either in the short or longer term. An institutional repository can be viewed as a set of services that a university offers to members of its community for the management and dissemination of digital materials created by the institution ,particularly research institution.

Archives

An archive is an accumulation of historical research or the physical place they are located archives contain primary source documents that have accumulated over the course of an individual or organization's life time, and are kept to show the function of that person or organization. Archive data consists of older data that remains important to the organization or must be retained for future reference or regulatory compliance reasons. Archives are important sources for answering our questions about the past.

Museums

A museum is an institution that cares for a collection of artifacts and other objects of artistic, cultural, historical, or scientific importance. The traditional role of museums is to collect objects and materials of cultural, religious and historical importance, preserve them, research into them to the public or the purpose of enjoyment. A museum is a non-profit, permanent institution in the service of society and its development open to the public, which acquires, conserves, researches ,communicates and exhibits the tangible and intangible heritage of humanity and its environment of the purpose of education.

Different type of Museums

- 1 Archeology museums
- 2 Art museums also known as art galleries
3. Encyclopedic museums

4. Historic house museum
5. History museums
6. Maritime museums
7. Military and war museums.

Libraries

Libraries are place of information .A library plays a very important role in promoting the progress of knowledge. The primary purpose of public library is to provide resources and services in a variety of media to meet the needs of individuals and groups of education, formation and personal development including recreation and leisure. There are certain commonly used basic biographic and reference tools in order to find out the materials. The first source for finding materials in a library is the library's card catalogue. It gives a regarding all the publications in the library, collection by author, by subject and often by title. The catalogue is arranged like a dictionary with the cards filed alphabetically according to the first word on card. The first word may be the name of the author, the subject heading or the title of publication in the library on a given subject.

Types of Library

1. Academic Library
2. Special Library
3. Public Library
4. National Library

E libraries

An e-library or digital library is a physical site or website that provide around the clock online access to digitized audio, video, and written material .It provides free copies of books, journals etc. available to the users. An electric library has, not only text data but also sound ,graphics and video ,in the form of digital data .The electronic library system provides the latest functions as well as allowing books to be displayed on screen as if they are printed books. The system makes advances in retrieving books and papers.

Online-Archives

An online archive also called an archive mailbox. An archive mailbox is a specialized mailbox that appears alongside the user's primary mailbox folders in outlook, or outlook on the web. All of the Internet Archives' books are printed books that it received through purchase and download, which everyone agrees is legal. A digital archive is similar in purpose to a physical archive, but the historical documents and objects that provide evidence of the past. Digital archives are usually created with a goal of preserving historical objects and making them available to researchers.

Field research

Field research is defined as a qualitative method of data collection that aims to observe, interact and understand people while they are in a natural environment .For example, nature conservationists observe behavior of animals in their natural

surroundings and the way they react to certain scenarios. Participant observation, data collection, and survey research are examples of field research methods. Field research is defined as a qualitative method of data collection that aims to observe, interact and understand people while they are in a natural surroundings and the way they react to certain scenarios.

Interviews

Interviews are a qualitative research technique which involves asking open-ended questions to converse with respondents. This is an important data gathering technique involving verbal communication between the researcher and the subject. Interviews are commonly used in survey designs and in exploratory and descriptive studies.

Questionnaires

A questionnaire is a research instrument consisting of a series of questions for the purpose of gathering information from respondents. Questionnaires use both open closed questions to collect data.

Survey

A survey is defined as a research method used for collecting data from a pre-defined group of respondents to gain information and insights on various topics of interest. Surveys have a variety of purpose. The collection of desired information from a population is known as survey. By the term population mean “the whole or the totality” from which data

are collected. Every individual in the population called a unit. A survey which includes only a sample to represent the characteristics of the entire population under study is called a sample survey.”

Module III

Research in Practice II

Method of documentation

Document research method refers to the analysis of documents that contains information about the scenario or event under consideration .It is used to investigate, categorize and analyze physical sources, most commonly written documents, in the social, public or digital world. Documentation is a set of documents provided on paper, or on line, or on digital or analog media such as audio tape.

Taking Notes

Taking notes is a key part of the research process because it helps learn, and allows to see the information in a useful visual way .There are many ways to take note as there are for people everyone has a slightly different method. The most suitable method of recording notes is the card system because it allows maximum flexibility in arranging , re-arranging grouping and classifying information. Two sets of cards are used for the purpose of recording, one for biographic information and the other for actual note taking. While taking notes, only a single factor idea is recorded on each card. Only one side of the card is used. Library

Précis

Précis is a type of academic writing where you summarize another piece of text, its main ideas and arguments,

in particular to provide insight into its author's thesis. An important skill that academic researchers inevitably acquire is a way of writing a brief synopsis, or précis, summarizing a research article. There are number of ways of writing a précis, and individuals typically develop their own style based on what works for them.

Card system

The scientific method is the card or the slip system. A scholar would be required to keep good stock of cards, which are preferably of the same size. Cards are helpful for arrangement and preservation, although they are expensive. They are easy to shift and rearrange according to any scheme, chronological, biographical or topical. The scholar too should have as many cards as there are relevant ideas to put down on cards. Each single idea should be treated as a single unit, as if a separate book, and should never be clubbed with another idea. A single document may contain several ideas, each of which should be put down on a separate card.

The scholar should follow some definite and rigid procedure in taking down notes on these cards or slips. Once the procedure is fixed, it should never be changed. He has to fill up the same details on every card without fail. Every card should contain

1. A heading to the information furnished in the card, a glance at which should at once indicate the subject matter of the card, a glance at which should at once indicate the subject matter of the card.

2. A precise indication of the date of the document -in case the exact date is not known at least the approximate date ,or month or year or era -on the top right -hand corner of the card ;or month or year or era -on the top right-hand corner of the card.

3. The page or folio shown on the left-hand margin of the card, not forgetting to enter subsequent page numbers if information is drawn from other pages as well.

4. At the bottom of the card the fullest reference about the document ,the name of the author ,the title of the work ,the number of the volume ,the number of the author, the title of the work, the number of the volume ,the number of the page and even the year of publication .This should invariably be entered or else the information becomes useless, for no one can check from where the information is taken.

Word processor

A word processor or word processing program, does exactly what the name implies processes words. It also Processes paragraphs, pages and entire papers. Some examples of word processing programs include Microsoft word ,word perfect, Google docs (online and free), libre office, Microsoft office, Microsoft office word, Microsoft word, word perfect(windows only), apple works (Mac only).Apple works(Mac only) and open OpenOffice.org

Different type of word processors

1 Abi word

- 2 Apple I work pages
- 3 Apple Text Edit

Analysis of Sources

Good researchers and writers examine their sources critically and actively. They do not just compile and summarize these research sources in their writing, but use them to create their own ideas, theories and ultimately, their own, new understanding of the topic they are researching. Such an approach means not taking the information and opinions that the sources contain at face value and for granted, but to investigate, test and even doubt every claim, every example, every story, and every conclusion.

Deconstruction

Deconstruction is an approach to understanding the relationship between text and meaning .It was originated from the philosopher Jacques Derrida. Deconstruction is a strategy of critical questioning directed towards exposing unquestionable metaphysical assumptions and internal contradictions in philosophical and literary language.

Objectivity and subjectivity

Objectivity is personal neutrality; it allows the facts to speak for themselves and not be influenced by the personal values and biases of the researcher. Subjectivity is judgement based on individual personal impressions and feelings and opinions rather than external facts. The notable point is that social science deal with human behavior and relationships,

objectivity principle has become a controversial subject. Subjectivity prevails when ideas are influenced by personal bias, prejudices, inclinations etc.

Impact of post modernism

Postmodernism in western philosophy, a late 20th century movement characterized by broad skepticism, subjectivism, or relativism; a general suspicion of reason; and an acute sensitivity to the role of ideology in asserting and maintaining political and economic power. Post modernism is largely a reaction to the assumed certainty of scientific or objective efforts to explain reality.

Generalization is to press all the details of the narrative to yield very significant results. It sums up the entire thesis within a few cogent, significant and well thought out pas-ages. It is the epilogue, the gist, the final assessment or estimate of the whole work. Naturally it becomes the very essence or spirit of the thesis. Generalization refers to the extent to which findings of an empirical investigation hold for a variation of populations and settings .The definition of generalization is closely related to the concept of external validity, which concerns whether findings of particular study can be applied to unexamined subjects and contexts. Generalization pertains to various aspects of research design, including participants, settings, measurements, and experimental treatments. The analysis of the facts related to the concerned problem helps the investigator to draw

generalization. He finds out some uniform relationships among the facts.

The analysis of the facts related to the concerned problem helps the investigator to draw conclusions or generalizations. He finds out some uniform relationships among the facts.

Formulation of final argument

To write an argumentative research paper choose a topic that can be argued from one or more perspectives ,then pick a side ,start paper with a thesis statement summing up position ,then support your statement with facts and arguments gathered from reputable sources. And can be carried out in many ways depending on the methodology chosen and objectives to be achieved.

A generalization drawn from the analysis of the facts leads to the formulation of a hypothesis. Hypothesis is only tentative.

Module IV

Exposition

Synthesis

Research synthesis is the process of combining the results of multiple primary research studies and aimed at testing the same conceptual hypothesis. A synthesis reaction occurs when two or more reactants combine to form a single product. A synthesis is a written discussion that draws on one or more sources .At the very basic level, synthesis refers to combining multiple sources and ideas.

Writing of research paper

The major parts of a research paper are abstract, introduction, review of literature, research methods, findings and analysis discussion, limitations, future scope and references .There are essentially two basic types of research papers .These are argumentative and analytical. A research paper usually follows a research paper outline that guides the writer in creating one.

Methods of explanation

Research methods are the strategies, processes or techniques utilized in the collection of data or evidence for analysis in order to uncover new information or create better understanding of a topic.

Verification of hypothesis

The model invocation and hypothesis construction

processes are largely based on processing symbolic structural description and do not closely examined the input data, Further ,tolerance are allowed in the matching process to overcome noise, segmentation variation and imperfect descriptive processes. Consequently, it is possible for coin cider scene arrangements to lead to spurious object hypotheses.

Analytical writing

Analytical writing is commonly required in academic writing to show relationships between pieces of information. It is used to compare and contrast, assess or evaluate .An analytical type of essay differs from other type of essays; an analytical essay is just an analysis of a literary text.

Chapterisation

The physical structure of the research report is also presented in the research report is also presented in the research plan as tentative chapterisation. Two Chapter deals with the data treatment for each instrument used in this study.

Chapter classification of typical dissertation or thesis

- 1 Introduction
- 2 Literature review
- 3 Methods and materials
- 4 Research results and discussions -The body
- 5 Conclusions

Logical arrangement of Chapter

The logical structuring of chapters, sections and

subsections help to introduce the reader systematically to the necessary background and makes him receptive to the new ideas and conclusions which he will be exposed to. Each chapter must have a central idea which is introduced, argued and concluded .The chapter classification of a dissertation or thesis will be determined by the research project.

Citation

Citation is a reference to a source. More precisely, a citation is an abbreviated alphanumeric expression embedded 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 at the spot where the citation appears.

Footnotes and End notes

Footnotes are found at the bottom of a page. They cite references or comment on a designated part of the text above it. Endnotes are located at the end of a complete document. The only real difference is placement footnotes appear at the bottom of the relevant page. While endnotes all appear at the end of the document .Foot notes are identified in the text by numeral or a symbol. IN research papers and reports, footnotes commonly acknowledge the source of facts and quotations that appear in the text.

Types of foot note

There are three main styles for footnotes used in writing and each has a slightly different way of making a foot

note. APA (American Psychological Association), MLA (Modern Language Association) and Chicago Manual.

MLA (Modern language Association)

MLA Style refers the style recommended by the Modern Language Association (MLA) for preparing scholarly manuscripts and student research papers .It concerns itself with the mechanics of writing, such as punctuation, quotations etc.

MLA format follows the author page method of in-text citation. This means that the author's last name and the page numbers from which the quotation or paraphrases is taken must appear in the text and a complete reference should appear on work cited page.

APA (American Psychological Association)

APA style is a set of guidelines for writing in Psychology .There is a organization of a research article, the high level style that includes writing in a formal and straightforward way, and the low-level style that consists of many specific rules of grammar, spelling, formatting of references, and so on.

Bibliography

A Bibliography is an alphabetized list of all the sources used in the paper. This list is found at the end of the work and allows the reader to verify the veracity of the statements and figures presented in the essay. It also allows a writer to give proper credit for quotes or key phrases so as to avoid plagiarism

Index

In statistics and research design, an index is a composite statistic - a measure of changes in a representative group of individual data points, or in other words, a compound measure that aggregates multiple indicators. Indexes summarize and rank specific observations.

Appendix

An appendix contains supplementary material that is not an essential part of the text itself but which may be helpful in providing a more comprehensive understanding of the research problem and information which is too cumbersome to be included in the body of the paper.

Plagiarism

Merriam-Webster's Collegiate Dictionary defines plagiarizing as committing "literary theft". Plagiarism is presenting another person's ideas, information, expressions, or entire work as one's own. It is thus a kind of fraud: deceiving others to gain something of value. Plagiarists are seen not only as dishonest but also as incompetent, incapable of doing research and expressing original thoughts. When professional writers are exposed as plagiarists, they are likely to lose their jobs and are certain to suffer public embarrassment, diminished prestige, and loss of future credibility. The same is true of other professionals who write in connection with their jobs, even when they are not writing for publication.

Direct plagiarism is the word for word transcription of a section of someone else's work without attribution and without quotation marks.

Writing of research paper and project

A research paper is an expanded essay that presents your own interpretation or evaluation or argument. In fact, this guide is designed to help you navigate the research voyage, through developing a research question and thesis, doing the research, writing the paper, and correctly documenting your sources.

Copy editing and Editing

Copy editing is checking a copy for spelling, capitalization, punctuation, verb tenses and other grammatical errors. Copy editing is the process of revising written material to improve readability and fitness for its purpose ,as well as ensuring that is free of grammatical and factual errors. The Chicago Manual of style prefers the term Manuscript editing. Editing is the process of selecting and preparing written, visual, audible, and film media used to convey information. The editing process can involve correction, condensation, organization, and other modifications performed with an intension of producing a correct, consistent, accurate and complete work.
