# Wolaita Sodo University; Faculty of Social Science and Humanities; Department of English Language and Literature

## Technical Report Writing Skills and Research Methodology

## Course Code (COTM-4251 )

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# Technical Report Writing



# Brain storming Questions

- What is writing? And why we write for?
- What is technical report writing mean?
- What makes Technical report writing different from other academic writing?

# Meaning and purpose of Technical Report Writing

- Technical report writing is a formal written document/report which is written by the researcher detailing the result of the report to conveys **specific information about a technical subject to a specific audience for a specific purpose in a clear and easily accessible format.**
- In other words, the purpose of a technical report is to completely and clearly describe technical **work, why it was done, results obtained and implications of those results.**
- The technical report serves as a means of communicating the work to others and possibly providing useful information about that work at some later date.
- Hence, a well-written report allows the reader to quickly understand what has been accomplished.
- Therefore, writing a report is an exercise in effective communication of technical information.

# Characteristics of Technical Writing

- TR is different from other types of writing. Thus, knowing the characteristics of TR is very important if one wants to be professional writer. Hence, TR has the following characteristics:

- **Specific to audience:**. *It is targeted to readers who are looking for information on a particular topics and understand it more.*

- **The language is clear and strait forward to the points.** The languages is very direct and strait to the point.

- **It is very detailed and informative:** Since its purpose is to inform or persuade a reader about a specific practical matter, TR focuses on the relevant facts.

- **It is very structured:** this types of writing has a very obvious composition that makes it easy for the readers to follow and access the information they needed.

-

**Cont…**

Therefore, here are some questions the writer should ask before starting, while writing, and after finishing a report:

- What is the purpose of this report?
- Who will read it?
- Why will they read it?
- What is their function?
- What technical level will they understand?
- What background information do they have now?

The answers to these questions indicate the type of information that should be presented, the amount of detail required, and the most satisfactory method of presentation.

# Technical Report Writing Vs Academic Writing

## Technical Writing:

- **Is Specific to Audience:** it is written for an individual/group who needs to know the information
- **Has Specific Purpose:** It might be written to instruct/ inform/ persuade/ recommend etc.
- **Has Structured Format:** Fixed format/structured in high level of systematic order, inner logic, consistency, etc.

## Academic Writing is written:

- For a teacher or public or scholars.
- For academic proficiency/fluency/entertainment.
- Never sticks to fixed formatting.

# Basic Qualities of Technical Writing

**1. Clarity**

- Technical document must convey a single meaning that the reader can understand.
- Unclear technical writing can be dangerous e.g. unclear instruction on how to operate machinery.

***2.*** **Comprehensiveness***:* all the information should be provide:

- its background must be described and clear description of any process, or method of carrying out a specific work.
- It should also includes results, conclusions and recommendations

**3.Accuracy:** your report should be accurate in your writing. It must be free from: grammatical errors, punctuation mistakes, and should have appropriate format standard . For instance:

- If you mean to write 40,000 don't write 400,000.
- If you mean to refer to fig 3.1 don't refer to fig 3.2.

## 4. Accessibility

It should be easily assessable to the readers to get information easily. To keep this and to increase accessibility, include:

- headings and lists in the report.
- a table of contents. (depending on the research types).
- list of illustrations glossary and
- appendix/ index are preferred.

## 5. Conciseness

- It must give the audience a clear purpose and object but no extra unnecessary details.
- B/c the longer a document is, the more difficult it gets to use it. Even it takes more of the user's time.
- Technical writing can be shortened 10-20 pages by eliminating unnecessary phrases and choosing short words and sentences.

# UNIVERSAL CONVENTIONS OF ALL TECHNICAL REPORTS

- TRW must be written in **formal Language and Style.**
- The report should be written in **an active voice using the third person** in most instances.
- Correct use grammar, punctuation, and spelling.
- All diagrams must be neatly presented and should be computer generated.
- Use a computer software package.
- All pages of the report after the Table of Contents must include the page number.
- Any information in the report that is **directly/indirectly quoted** or copied from a source must be cited.

# Types of Reports: lengths and Structures

**1. Short Report**

- Business and industries as well as universities demand a short technical report which is not linger than 5 to 10 pages.
- They may be *proposals, progressive reports, investigation reports, feasibility studies or evaluation reports.*
- However one goal of all types of report is **to communicate with the intended audience.**

**Parts of Short Report**

1. **Heading:** is the first elements of short report in which the writers provide the **full name and addresses of the writer/s and the institution, date and subject of the report.**
2. **Introduction:** it is the part where the writer discuss the subject, purpose/ objective, the plan of development of the report. The **subject** is the 'about what' and the purpose is the 'why' and the plan is' how'.

- It is also the place where we provide the readers with any background information which the readers need before we launch into the main body of the report.

3. **Main Body:** here we are expected to address the background information about the **subject, problem or limitation in the scope of the report, descriptions of research methods, sources used, sampling and sampling techniques used, methods of data analysis, major findings and recommendations should be discussed clearly and precisely.**

# Cont…

## 4. Conclusions:

- It is the last component where the writer summarize the focal points of the introduction and main body.
- As we drown a conclusion, repeat some of the important points presented in different words and expressions

## 2. Long Report
## Components of Long Reports

### 1. Letter of Transmittal

- It is a part of long report which is contains a letter to a person who commissioned the report.
- Under this include headings like **date** (Feburary 14,2017), **to, from** and the **subject** of the report (report on…),**salutation** (Dear Ms. Roza:) and **closing greeting** (sincerely yours, yours faithfully etc.).
- You could include a brief explanation of who will read the report.
- **It also consists , why it was written, how it was written,** the **principal results, conclusion and recommendations.**

**Example**

February 12,2017

Dr. Tom Sillier

Colorado State University

Fort Collins, CO 80524

Dear Mr. Sillier:

We are submitting to you the report, due December 13, 1996, that you requested. The report is entitled CSU Performing Arts Center. The purpose of the report is to inform you of our design decisions for the center. The content of this report concentrates on the structural and acoustical aspects of the CSU Performing Arts Center. This report also discusses cable-stayed technology. If you should have any questions concerning our project and paper please feel free to contact Mike Bridge at 491-5048.

Sincerely,

Mike Bridge

Lead Engineer

## 2. Title Page

- **Name of the institutions/ organizations** you are working in e.g. School of Mining Engineering
- **Title of the report** which clearly states the purpose of the report.
- Full detailed of the author or authors who prepared the report.
- **Name and code of the subject** e.g. MINE1740 Mining Legislation
- **Date of submission should be incorporated** respectively.

### 3. Table of Contents

- It is the part which depicts the general skeletons of the proposal plan in a well organized manner with **heading and sub-heading.**
- It also provide a guide to report's structure, coverage and its pagination.
- It should be presented in such a ways that the readers quickly scan the list of headings and sub-headings and locate a particular contents in the report.
- You should also be sure that the correct page numbers are shown opposite to the contents.

# Example

*use a decimal system for identifying section headings and sub-headings, e.g. 5., 5.1*

**Table of Contents**


Contributors & Acknowledgments ..... 4
1. Introduction ..... 5
2. Quality & Safety ..... 6
3. Men and Women in the Engineering Profession ..... 10
4. Expansion of Goodvibes into South-East Asia ..... 3
5. Vibration Isolation for CD Players ..... 16
    5.1 Vibration Isolation Theory ..... 16
    5.2 Vibration Isolation Products ..... 17
    5.3 Technical Proposal for Vibration Isolator ..... 18
6. Conclusion ..... 25
7. References ..... 26
    Appendix A: Minutes of Meetings ..... 28
    Appendix B: Memorandums ..... 38
    Appendix C: Peer Reviews ..... 45

**4. Acknowledgement**

- It is a short paragraphs thanking any person or organizations which gave you help in collecting data or preparing a report. In other words, scholarly way of **saying 'thank you' for individuals, institutions or groups who have relevant contribution on your work.**

5. **Abstract/summary or Executive summary/**

- It is a brief technical summary of the whole report which is usually not more than 100 to 200 words.
- **The informative abstract states the context, aims, problems the scope and methods, and the major results, conclusion or recommendation should be incorporated in single paragraph**

**6. Abbreviations and/or Glossary**

- If abbreviations are used in the main body of the report, you should list **them alphabetically** if they may not be familiar to all readers of the report.
- If you have used a lot of **technical terms,** you should also provide a glossary alphabetically list of the terms with their explanations of meanings.

**7. Introduction**

- In this section you should give enough background information to **provide the context of the report, purpose of the report and the scope of the report**.

## 8. Main Body

- The contents of the body depends on the purpose of the report and report types.
- **If the report is primary research (based on your own observations and experiments) you should include:**
- Literature review.
- methods (summarize what you did and why) use past simple tense.
- findings or result (discuss what you discover, observed, in the course of the research).

## .8. Conclusions

This is the part you could set up the main points of the report. Here you are not expected to include new information.

## 10.Reference

- It refers detailed lists of materials/books/journals used in the report or assignment.
- Lists of the authors names must be alphabetically arranged.
- All sources consulted in your report must be properly cited both in-text and reference citation of the report.

## 11. Appendices

- It refers to any further materials which is essential for full understanding of your report and too technical or complex to include in the main body of the report is called appendices This may be raw data, diagrams, maps, questionnaire, letters, long complex tables of figures are some examples.etc.
- They are attached at the end part of the report following the references in a separate sections.
- They usually labeled as Appendix A, Appendix B etc., at the back of the report.

# Types of Reports: Based on their purposes

1. **Trip Report**

- It is a report type in which you are expected to write a report after you traveling elsewhere for a job. You may be asked to write a report about your activities and experience you gained from your travel.
- Before you start to travel try to remember a kind of report your company wants so that you can document essential information while you travel.
- Up on your return write the report in the following format:

1. **Heading (**date, to, from, and subject).
2. **Introduction** (back ground about the trip, destination of your travel, what motivated you to make a trip and your goal).
3. **Body** (agendas, your observations, seminar attended, findings and difficulties you encountered).
4. **Conclusion** (what you accomplished, what you learn, person you meet, benefits you gained for yourself, colleagues, and your company).
5. **Recommendations** (what do you suggest for the next)

# 2. Progress Report

- It inform managers about the status of your project.
- It can be daily, weekly, monthly or annually.
- Components are:

**1. Heading**

2. Introduction (name of the project, the time covered, and the purpose of the project).
3. Work completed ( specify the time, divide the project in to major and report with appropriate details).
4. Work schedule ( explain the work that will occur on each major task in the next time).
5. problem ( discuss any special topics that require the readers' attentions).

## 3. Primary/ Laboratory Report

- It refers to the actual work someone does in the laboratory or in the field as experiment or surveys.

## In such report include these contents:

1. **Introduction**
2. **Problem and background**
3. **Objective and scope**
4. **Significance**
5. **Review of literature**
6. **Materials and facilities**
7. **Theories, methods and procedures**
8. **Data results and findings**
9. **Discussions, conclusions and recommendations**
10. **References**
11. **Front matters**

# 4. Feasibility, Evaluation and Recommendation Reports

- This types of report studies a problem or opportunities and then makes a recommendation.
- Such report tells whether the project is feasible or practical and technology possible.
- A recommendation report compares two or more alternative and recommend one or if necessary none.
- An evaluation or assessment report studies something determines of its worth or value.
- **For example , a university might investigate the feasibility of giving students an e-mail address and putting many of the university function online. The same university might seek recommendation on the best hardware and software to use. After the feasibility report had determined it was a good idea.**
- This group of similar reports do things like compare several options against a set of requirement and recommend one in terms of technical, economical, social practicability of feasibility and passes judgment on the worth or the value of things by comparing certain requirements or criteria.

**Consider the following guide line when you are writing feasibility reports:**

- **Headings**
- **Introduction** (objectives, why the study is conducted, who initiated the study, who required the report and mention the project team, if any).
- **Discussion** (present your findings and state the criteria upon which your recommendation will base).
- **Conclusions** (state the significant of your findings and draw conclusions from them).
- Recommendations ( state what do you suggest).

## 5. Incidental Report

- If you face a problem in your work environment , you may sometimes write an incidental report.
- **To write such a report the following may help you:**

1. **Heading**
2. **Introduction** (State purpose of the report and explain where and when it took place).
3. **Discussion** ( explain what happened, the seriousness of the problem, whether it was solved or not).
4. **Conclusion** ( what do you conclude about the causes of the problem?)
5. **Recommendation** (suggest what should be done).

# Application of Technical Writing or Professional Communications

## 1. Business Letter Writing

- Business letter is usually written to people outside the company in a formal language.
- A poorly written letter embarrassed your readers as a result you might los business to your company.
- Therefore, before you send it, you need to be sure that your letter is thoughtfully phrased, well structured, and has attractive format.

**Parts of Business Letter**

## 1. Sender`s Address (return address)

- The sender's address usually is included in letter head.
- If you are not using letter head, include the sender's address at the top of the letter one line above the date.
- Do not write the sender's name or title, as it is included in the letter's closing. Include only the street address, city, and zip code.

## 2. Date

- The date line is used to indicate the date the letter was written.
- For example: June 11, 2001. Write out the month, day and year two inches from the top of the page.
- Depending which format you are using for your letter, either left justify the date or tab to the center point and type the date.
- It is important because it makes the receipt to send it back timely and easier for you to choose up an answer if necessary.

3. **Inside Address (receipt address)**

- The inside address is the recipient's name and address you are writing to.
- If you do not have the person's name, do some research by calling the company or speaking with employees from the company.
- Include a personal title such as Ms., Mrs., Mr., or Dr. Follow a woman's preference in being addressed as Miss, Mrs., or Ms.
- when you write begin one line below the sender address.
- For international addresses, type the name of the country in all-capital letters on the last line.
- The inside address begins one line below the sender's address or one inch below the date. It should be left justified, no matter which format you are using.

4. Subject Line

- Optionally use the subject line if you need to call attention to the letters main point. It should be written in upper case and the word ‘subject’ is followed by colon
- it is good to include the subject as it gives the receipt the chance to see at the glance what the letter refers to.

**5. Salutation**

- It is a brief greeting that appears before the body of the letter beginning with the word ‘Dear’ follower by a curiosity title and receipts last name.
- Use the same name as the inside address, including the personal title.
- If you do not know the gender of the receipt, omit the title and replace it with the person’s first name followed by colon Like ( Dear Abera kassa:).
- If you do not the name, consider using the person’s position in the salutation like (Dear Vice president of the university.

**6. Body**

- Leave a blank line between each paragraph. When writing a business letter, be careful to remember that conciseness is very important.
- In the first paragraph, consider a friendly opening and stating the main points.
- In the next paragraph, begin justifying the importance of the main points.
- In the next few paragraphs, continue justifying with background information and supporting details. And
- The closing paragraph should restate the purpose of the letter and some types of action.

# 7. Complementary Closing

- Your letter should end with an appropriate closing and comma. The safe option is ; yours faithfully,) when you do not know the name of a person and began saying ‘dear Sir/ Madam’.
- When you do know their name, close with ‘ Your sincerely’.
- If you are already acquainted with the receipt, it may be appropriate to use phrases such as ‘best regards, With warmest regards, or ‘kind regards’.
- The closing begins at the same vertical point as your date and one line after the last body paragraph.
- Capitalize the first word only (for example: Thank you) and leave four lines between the closing and the sender's name for a signature.
- If a colon follows the salutation, a comma should follow the closing; otherwise, there is no punctuation after the closing.

# Formatting Your Business Letter

1. **Full Block Style**

- In full-block format, all parts of the letter are aligned along the left margined.
- It is more common because it is easier to type a letter and gives a document a neat, and clear look.

2. **Modified Block Style**

- In this style, the return address, date, complementary close, and signature are indented to approximately the middle of the page and everything else is left-aligned.
- This style is often used in informal business letter and personal correspondence.

## Cover Letters

- **A cover letter** is a document of transmittal.
- It identifies an item being sent, the person to whom it is being sent, and the reason for its being sent, and provides a permanent record of the transmittal for both the writer and the reader.

# Sample Cover Letter

## *Your Company Logo and Contact Information*

January 11, 2015

Brian Eon, Chief Engineer

Carolina Chemical Products

3434 Pond View Lane

Durham, NC 27708

Dear Mr. Eon:

Enclosed is the final report on our installment of pollution control equipment at Eastern Chemical Company, which we send with Easter's Permission. Please call me collect (ext. 1206) or email me at the address below if I can answer any questions.

Sincerely,

Nora Cassidy

Technical Services Manager

ncassidy@company.com

Enclosure: Report

# 2. CV(Resume)-Writing Tips

➢ Before you write, Outline your skills and abilities as well as your work experience and extracurricular activities.

## Components of Resume:

### A, Personal Information

- **Name, address, telephone, e-mail address, web site address.** All your contact information should be written at the top of your resume.

### B. Education Background

- Your most recent educational information is listed first.
- Include your degree (A.S., B.S., B.A., etc.), major, institution attended, minor/concentration.
- Add your grade point average (GPA) if it is ≥ 3.0.
- Mention academic honors received if any.

### C. Work Experience

- Briefly give the employer an overview of your work that has taught you important skills.
- Use action words to describe your job responsibility.
- Include your work experience in reverse chronological order—that is, put your last job first and work backward to your first, relevant job.

**Under Work Experience Include:**

- Title of position.
- Name of organization.
- Location of work (town, state)
- Dates of employment.
- Describe your work responsibilities with emphasis on specific skills and achievements.
- Key or special skills or competencies.
- Leadership experience in volunteer organizations.
- Participation in sports.

- References before you give their names to a potential employer.
- Do not include your reference information on your resume. You may note at the bottom of your resume: "References furnished on request.“

**Resume Checkup**

- Run a spell check on your computer before anyone sees your resume.
- Get a friend (an English major would do nicely) to do a grammar review.
- Ask another friend to proofread.

**Design/ layout:** Use white or off-white paper.

**Print on one side of the paper.**

- Use a font size of 12 to 14 points.
- Do not use line or borders
- Leave large margins all the way around the resume
- Choose one typeface and stick to it.
- Avoid italics, script, and underlined words.
- Do not use horizontal or vertical lines, graphics, or shading.
- Do not fold or staple your resume.

# Uniformity and Consistency

- Be consistent in the use of italics, capital letters, bullets, bold face, and underlining.
- For example, if a period is at the end of one job's dates, a period should be at the end of all jobs' dates; if one degree is in boldface, all degrees should be in boldface.

**No Error**

- No spelling errors.
- No grammar, syntax, or punctuation errors.
- No factual errors.

**Emphasize on:**

- Target the resume to job advertisement.
- Highlight the key skills that match the job.
- Highlight key qualifications for the job.
- Highlight your strengths - place most of your focus here.
- De-emphasize your weaknesses

## Concise Writing:

- Eliminate any extraneous information.
- Use phrases rather than full sentences when phrases are possible.
- Use commas to clarify meaning and make reading easier.

## Memo Writing

- The literal meaning of the word memorandum is a note to assist the memory. Memos are internal means of communication for exchanging information relating to day-to-day functions within the organizations.
- So, memorandum or memos are an internal short note or letter in which information exchanged among superiors and subordinates or same positions of employees in the organizational structure.

- There are four types of memos you might have to write, each with its own organizational format: **information, problem-solving, persuasion, and internal memo proposal.**

**Information Memo**

- used to deliver or request information or assistance
- first paragraph **provides main idea**
- second paragraph **expands on the details**
- third paragraph outlines the **action required**

**Problem-solving Memo**

- suggests a specific **action to improve a situation**
- first paragraph **states the problem**
- second paragraph **analyzes the problem**
- third paragraph **makes a recommendation**
- when making a recommendation, **include not only the positive details but also the drawbacks and diffuse them yourself**

**Persuasion Memo**

- send to encourage the reader to undertake an action he or she doesn't have to take
- first paragraph begins with an agreeable point
- second paragraph introduces the idea
- third paragraph states benefits to the reader
- fourth paragraph outlines the action required
- fifth paragraph ends with a call to action

- **Internal Memo Proposal**
- used to convey suggestions to senior management
- first paragraph states reason for writing
- second paragraph outlines present situation and states writer's proposal
- third paragraph describes advantage(s)
- fourth paragraph mentions and diffuses disadvantage(s)
- fifth paragraph ends with a call to action

**Advantages of office memo**

- We know memorandum serves various purposes. it is a common means of writer, communication within the organization. The main advantages of memos are discussed below:
- **Time saving:** We can see that may organizations use printed memo. As it is usually printed, it takes less time to draft it.
- **Less formality:** No formality is necessary in drafting a memo, usually inside address, salutation and complimentary closing is omitted in it.
- **Maintenance good relationship:** It can help to maintain the good relationship among the boss and subordinates, because the bossing attitude is absent here.
- **Low cost:** The cost of communication through a memo is less than those of others.
- **References:** Memo is a written document. So, it can be used for future references.
- **Inform the decisions and actions:** The main objective of memo is to inform the decisions and actions. For this purpose, it should be written by the higher authority.
- **Request the decisions and actions:** The objective of memo is to request the decisions and actions. For this objective, it may be drafted by the sub-ordinate.
- **Provide information:** Another important objective of the memo is to provide information form one level to another within the business.

- **All memos consist of two sections: the heading and the body.**

The heading indicates who is writing to whom, when, and why. The heading should include the following parts:

**1. To**

- lists the names of everyone who will receive the memo
- includes the first and last name and titles or departments of the recipients.
- if it is not possible to fit all the names in the *To: area, use the phrase "See distribution list"* at the end of the memo add the word "Distribution" and then list the names of the people who will receive a copy of the memo
- arrange the names by rank, department or alphabetically

# Cont…

**2. From**

- lists the name of the writer(s) in the same way as the name(s) of the recipient(s)
- there is no complimentary close or signature line, but authors initial their names on the *From: line*

**3. Date**

- lists the month, date, and year the memo was written
- do not use abbreviations
- avoid using numbers for months and days

**4. Re: or Subject**

- indicates the main subject of the letter
- should be as specific and concise as possible

# Cont…

## 5. Cc or c

- lists those readers who should have a copy of the memo for their information or reference but are not expected to carry out the same action as the recipients listed in the *To: line*
- "cc" can also be placed at the end of the memo below the distribution list (if used)

## 6. Body

- The body of the memo conveys the message and generally consists of 4 parts:

**1. Introduction**

- states the general problem or main idea

**2. Statement of facts**

- states the facts or discusses the problem or issue

# Cont…

**3. Argument**

- explains importance or relevance of facts.
- summarizes the main idea, suggests or requests action.
- memos do not have a complimentary.

**4. Conclusion**

- summarizes the main idea, suggests or requests action.
- memos do not have a complimentary close or signature line.
- memos end with a call to action.

# Citation

## 1. References/Citations

- **They are used to acknowledge, record or document the source of each piece of information in your paper obtained from other researchers and writers.**
- If you fail to document information that is not your own, you have committed plagiarism, a form of stealing.
- **There are three common styles of citation used in different country but it is advisable to stick to only one of the following in writing report.**

**APA Style Citations**

**(American Psychological Association)**

- **Format:**

  Author Last name followed by Year of Publication, *Title of the document, Publisher Location: Publisher*.

- **Sample Citation:**

  Welch, K.E. (1999). *Electric rhetoric: Classical rhetoric, oralism, and a new literacy. Cambridge: MIT Press*.ces.

# 2. In-Text Parenthetical References in APA Style

- Parenthetical references should be included immediately after the quotation marks used in direct quotations or immediately after the use of the source, even if this means including the parenthetical reference in the middle of the sentence.
- **Parenthetical Citation:**

  **(Author Last Name, Year of Publication)Example**: (Smith, 1988) stated his opinion…
- *APA also suggests mentioning the author in the essay's content so that only the year of publication and page number may be required in the parenthetical reference.*
- **Attribution in text:**

  **Author Last Name (Year of Publication)** has argued this point. Example: Smith (1988) has argued this point…

***NB: Page numbers are not required in APA in-text citation.***

**2. MLA Style Citation.**
**(Modern Languages Association)**

- **MLA citation style requires that credit must be given to sources in the text of an essay with parenthetical references.**

## Book: One Author

- **Format:**
- **Author Last, First Name. *Title. Location of Publisher: Publisher, Year of Publication. Print.***
- **Sample Citation:**
- Welch, Kathleen E. *Electric Rhetoric: Classical Rhetoric, Oralism, and a New Literacy.* Cambridge: MIT, 1999. Print.

# From Two Books

- **Format:**

  Author Last, First, and First Last. *Title. Location of Publisher: Publisher, Year of Pub. Print.*

- **Sample Citation:**

  Lunsford, Andrea, and Lisa Ede. *Singular Texts/ Plural Authors: Perspectives on Collaborative Writing. Carbondale: Southern Illinois UP, 1990. Print.*

**Book: Multiple Authors**

- **Format:**

  **Author Last, First, Author First Last, and Author First Last. *Title. Location* of Publisher: Publisher, Year of Pub. Print.**

- [**Note: If a source has more than three authors, only the first author should be listed, with the** Latin phrase *"et al." (meaning "and others") following their name.]*

- **Sample Citation:**

  Patten, Michael A., Guy McCaskey, and Philip Unit. *Birds of the Salton Sea: Status, Biogeography, and Ecology. Berkeley: U of* California P, 2003. Print.

  Gray, Joseph R., et al. *How Brown Johnson and Kirk Got It Wrong. Chicago:* Ellsworth, 2005. Print.

# Electronic Book

- **Format:**

  **Author Last, First. *Title. Location of Publisher: Publisher, Year of Pub.* Electronic Publisher. Web. Date of Access.**

- **Sample Citation:**

  Welch, Kathleen E. *Electric Rhetoric: Classical Rhetoric, Oralism, and a New Literacy.* Cambridge: MIT, 1999. net Library. Web. 21 Oct. 2004.

# Journal Article: in Print

- **Format:**
- Author Last, First. "Title." *Journal Name Volume Number. Issue Number* (Year of Pub): inclusive page numbers. Print.
- [**Note: If the issue number is not available, add the month or season of publication in** parentheses with the year. See samples under "Journal Article: Multiple Authors."]
- **Sample Citation:**

Haraway, Donna J. "A Game of Cat's Cradle: Science Studies, Feminist Theory, Cultural Studies." *Configurations 2.1 (1994): 59-71. Print.*

# Government Publication

- **Format:**

  Government name. Name of agency. *Title of Publication. Location of Publisher: Publisher,* Year of Publication. Print.

  *[Note: Government documents vary and result in special problems for bibliographers.*

- **Sample Citation:**

  United States. Dept. of the Treasury. *National Security Information. Washington D.C.:*GPO, 1990. Print.

# In-Text Parenthetical References in MLA Style

- MLA citation style requires that writers cite a source within the text of their essay at the end of the sentence in which the source is used.
- The parenthetical reference should be inserted *after the last quotation mark but before the period at the end of the sentence.*

- **General Form: (Author Last Name Page #)**
- Example: (Smith 42).

# Chicago Style

- There are two basic systems of reference in Chicago Style. ***These are:***
- ***the Author-Date System and***
- ***the Notes and Bibliography System.***
- The Notes and Bibliography System is the most common Chicago usage.

A. Author-Date System

- In this system, you will include an in-text citation (also called a parenthetical reference) in the text as well as an entry in the reference list.
- An in-text citation consists of **the author's name, the year of publication, and any specific page reference, enclosed in parentheses.**

1, Two common learning systems involve concept maps and Veen diagrams (Novak and Gowin 1984).

2, As Novak and Gowan point out (1984), children find concept maps useful for learning.

# Cont’d

- The entry in the Reference List provides the full bibliographic information for the work cited in the text.
- The main difference between an entry in a reference list is the placement of the date.

Eg. Novak, Joseph D., and D. Bob Gowin. 1984. *Learning How to Learn. Cambridge: Cambridge University* Press.

# Journal Articles

**Last name, First name. "Article Title."Journal Title volume #, no. # (date): page range.**

Eg. Flint, Jean-Jacques, and J. Lolcama. "Buried Ancestral Drainage between Lakes Erie and Ontario." *Geological Society of America Bulletin 97, no. 1* (1986): 75-84.

**First name Last name, "Article Title," Journal Title volume #, no. # (date): page.**

Eg. Jean-Jacques Flint and J. Lolcama, "Buried Ancestral Drainage between Lakes Erie and Ontario," *Geological Society of America Bulletin 97, no. 1 (1986): 77.*

# Thank You!!

