

**THE CSP
DOCUMENTATION STYLE
FOR
RESEARCHERS**

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**THE CALABAR SCHOOL OF PHILOSOPHY
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Preface

NOTHING destroys originality like a blind embrace of a foreign culture and nothing brings about distinction like open rebellion against aliens! What eventually became accepted as a tradition in a place was once an isolated idea in the mind of the most unconventional fellow from another place. As much as the idea of manuals to guide the way we conduct research and make the process a responsible one is in tandem with the demand of modernity for pattern, it has also become intellectually imperialistic—further advancing the fashion that the West always leads and the rest always follows.

There are a handful of citation styles today, all of them Western. There are also many scholars from the south who mumble that there is no need to formulate a new referencing style that is Southern in origin. Their excuse is that any of the Western versions is more than adequate. Well, there may be two myths to bust here. 1. If one referencing style is adequate, why do we have different types in the West? 2. Why do many journals in different Western countries other than the countries of origin of the popular styles devise and use their own citation styles? These two myths can be busted with the same answer; a quest to escape cultural and intellectual domination!

In Africa, the shockwaves of colonial subjugation are quite strong and hardly do you come by any person who do not have an unreasoned, and an unquestioned adoration of anything Western, even at the expense of logic and common sense. The idea to create this citation style is to produce a system that is up to date, elegant and above all, that promotes and preserves the African cultural and intellectual pride. The Conversational School of Philosophy is an African philosophy circle and this means that the body is first and foremost, tasked to hoist the flag of Africa's intellectual glories. The reason this documentation style is called The Calabar School of Philosophy Documentation Style is because; it was in that African city that the movement was first convened and initially named so. The style is therefore named after the city to honour that piece of history.

On behalf of the elements of the Conversational School of Philosophy spread across different universities in the world, I present to researchers the first ever, Africa-devised referencing style and urge university administrators in Africa to adopt it—charity they say begins at home! The Calabar School of Philosophy Style was first issued as a tentative document in 2014 and has since then been adopted by *Filosofia Theoretica: Journal of African Philosophy, Culture and Religions*. This is the formal publication of that style. It is our hope that the African researcher, to begin with, will see the wisdom behind the creation of this document and promote it accordingly so that if for nothing else, posterity will know that we did something.

Jonathan O. CHIMAKONAM, cspp
Convener
The Conversational School of Philosophy

Introduction: Why is Documentation important in Research?

One reason the act of academic inquiry is called ‘research’ and not just ‘search’ or ‘searching’ is because, it is safe to assume that everyone, every inquirer is doing what others before her had done. Thus even though, it is expected to yield new findings, the process leading to the new findings is not new. It is only a repetition! So, the idea of re-search is about the process rather than the outcome and this process is repetitive. It is not just that we do not have the historical record of the first person to engage in the activity of inquiry, truth is; no one can ever claim to be the first person to have observed that process, it is eternally determined to be a repetition. As a result, academic steadfastness requires all researchers to give credit to the authors of the ideas they have appropriated in their research. Not to acknowledge one’s indebtedness amounts to intellectual offence called ‘plagiarism’ derived from the Latin word *plagiare* which means to steal.

But what must a researcher do in order to avoid being accused of plagiarism? (a) She must demonstrate intellectual honesty by enclosing the passage gotten from another author in double quotes and this is called verbatim or direct quotation. However, direct quotations are not without restriction. For example, the CSP has determined that any direct quotation exceeding 40 words must be indented. Yet, to avoid a unfair copying of someone else’s work, CSP further determined that indented quotes are not to exceed 150 words. Again, to avoid a succession of copying of someone else’s ideas, the CSP further still determined that a researcher cannot reproduce another’s ideas in both verbatim and indented format that exceeds 400 words in one work. (b) Alternatively, a researcher may choose to paraphrase the ideas in someone else’s work. Paraphrasing simply means expressing someone else’s ideas in one’s own words at least, up to 70% of the original wordings and linguistic structures are expected to be changed followed by full acknowledgement of the original owner of the ideas.

It is fair to everyone that authors of ideas are acknowledged because; it enables us to keep track of the accumulation of ideas and intellectual history of humankind. Also, it supplies the necessary incentive that ensures that successive generations maintain the culture of inquiry that has accounted for the advancement of our civilisation. If producers of ideas are not acknowledged, why would anyone bother to go through the hassles of research only for plagiarists to claim their ideas and glory?

Another, equally serious offence in research is called ‘anachronism.’ This is when a researcher due to indolence, lack of access to relevant works, peer jealousy or even sexist or racist bias fails to cite adequate sources, which may include classics of the field in her work. In this situation, such a work is said to be ‘under-researched.’ This is a serious offence because; it spells doom to the growth of knowledge in general. To avoid these problems, various documentation styles have been created by different academic associations to guide researchers in their endeavour. The CSP Documentation Style is one of them.

The Structure of the CSP Manuscript

When a manuscript is written in CSP Documentation style the following three parts further divided into sections are to be present depending on the discipline. Part one includes; title page, abstract and introduction which are mandatory for all disciplines. Part two is the body of the work which may be divided into a few more sections but not more than three for disciplines in

the humanities. For those in the sciences and the social sciences, a range of options are available for the part two. These include; method, results, discussion, etc. Part three includes; conclusion, footnotes and the compilation of sources cited which in the CSP documentation style is called 'Relevant Literature.' For disciplines in the sciences and the social sciences, part three may include recommendations, tables, figures, and appendix.

Formatting Manuscript using the CSP Style

1.

TITLE OF WORK INCLUDING RIDER IS TO BE CENTRED, CAPITALISED, SINGLE LINE SPACING, BOLDFACE LETTERS AND NOT MORE THAN 35 WORDS: RIDERS ARE TO BE MARKED WITH A COLON

2.

Author Name, Affiliation and Contact are to be centred, Initial Caps, Single line spacing, in non-bold letters, Double Line Spacing from the **TITLE ABOVE** and 1.5 line spacing from co-author details below

3.

Abstract is to be flushed left, Initial Cap, Double Line Spacing from author details above, single line spacing from content below and Boldface Letters

4.

Introduction is to be flushed left, Initial Cap, Double Line Spacing from content above, single line spacing from content below and Boldface Letters

5.

Other sections in the Body are to be flushed left, Initial Caps, Double Line Spacing from content above, single line spacing from content below, Boldface Letters and not more than 20 words

6.

Page numbering is at page margins, vertical right

Formatting Headings

The CSP provides Formatting Styles for 5 Levels of Headings

**LEVEL 1 HEADING (TITLE)
IS CENTRED, BOLDFACE, UPPERCASE**

Level 2 Headings are Flush Left, Boldface, Initial Caps

Level 3 Headings are Flush Left, Boldface, Initial Caps, Italicised

level 4 headings are flush left, boldface, italicized, and lowercase

level 5 headings are flush left, no boldface, italicized, and lowercase

Level 5 headings are indented, italicized and lowercase ending with a period.

Miscellaneous Rules

1. The CSP has determined that **Abstracts** are better short and straight to the point. As a result, a standard Abstract in the CSP Style does not exceed 150 words and are to contain the thesis statement, the question or problem, an indication of method and the solution proposed.
2. The CSP has determined that a standard **Introduction** should contain no more than 4 paragraphs where the first of the paragraphs gives background to the topic, the second presents the thesis statement and raises the relevant questions of the research. The third gives a brief presentation of the method of research and the expected outcome or solution to be proposed. The fourth gives sentence by sentence indication of what is to be done in each section of the work. Ideally, the word count of the **Introduction** should be 10% of the word count of the entire work. A little below or a little above may be admitted but not below 8% or above 12%.
1. *Authors' names are to be written in full without abbreviations.* It should be written in the following format: First, Middle (in Initial Caps), and the SURNAME in ALL CAPS . Ranks, titles or degrees should not be included. Affiliations and E-mail contacts are to be included.
2. Acknowledgements note which come in the form of funding support or acknowledgement of debt to peers maybe included as a footnote tagged to the title but with asterisks* rather than numerals.

3. Footnotes rather than endnotes are accepted in the CSP Style. It should be used sparingly to provide very important explanations which may seem like a distraction in the body of work. Citations in the footnote should be limited to author First and Surnames in Initial Caps followed by a period. Year of publication, page number (if applicable).
4. Tables, Figures and Appendices are to be properly labelled in Initial Caps, boldface and roman numerals.
5. For undergraduate Long Essay, Master's Thesis, Ph.D Dissertation, Seminars and Term Papers, the manuscript should be typed and printed on only one page, white bond paper, 8.27 by 11.69 inches (A4 size). For undergraduate Long Essay, it should be 8.27 x 9.69.
6. The margins are 1 inch on all sides, double-spacing and 12-point Times New Roman font.
7. Arabic numerals are to be used in all cases where numbers are quoted. Arabic numerals, roman numerals and English alphabets may be used in numbering of items at personal discretion. % is to be used rather than per cent.
8. Manuscripts of Long Essay, Thesis and Dissertations are not to be indented. They are to be flushed left, likewise manuscripts prepared for journal submission.

Citing Sources

Documenting Sources at the End of Work

Every complete research ends with a proper list of the works consulted in the research. This goes by many names in different documentation styles such as "References", "Bibliography", "Work Cited", etc. in the CSP Style it is called **Relevant Literature**. Under Relevant Literature a researcher making use of this manual is expected to list using Arabic numerals and in alphabetical order all the works cited or mentioned which could be considered relevant to the research. Normally, many scholars mention some works without ultimately citing them. Such

works must be listed under relevant literature or the references to them removed from the body of the work. This does not include the author names mentioned but whenever titles of work are mentioned even if in passing, such must be listed under **Relevant Literature**.

The listing of works under Relevant Literature must be automatically imputed using Microsoft numerical service in the word programme. Also, the title **Relevant Literature** must be in **boldface**, Initially Caps and centred.

Note: In listing works under Relevant Literature, the second or subsequent lines are NOT to be indented; they are to continue on the same margin with the first line. DO NOT manually input serial numbers. Entries in the Relevant Literature MUST be justified using word services e.g. ctrl+j.

Spacing of Entries

All entries under the Relevant Literature MUST be in simple single line spacing. However, the space between one entry and another MUST be in 1.5 line spacing.

Books

1. SURNAME, Firstname. Initial. [The Title of the Book in Initial Caps enclosed in a Square Brackets], year. Publisher: City Publication. Publication format e.g. E-book, Audiobook, Mediawork for all electronic files whether music, movies, documentaries, newsfiles, etc. Paperback, Hardback or Web for online sources.

Article in edited Volumes

2. SURNAME, Firstname. Initial “The Title of the Article in Initial Caps enclosed in Double inverted Commas,” [The Title of the book in Initial Caps enclosed in a Square Brackets, Firstname SURNAME Ed. or Eds. For more than one editor), pp23-34, Year. Publisher: City of Publication. E.g. Paperback.

Co-authored or co-edited Works

3. SURNAME, Firstname., & SURNAME, Firstname, Eds. [The Title of the Book in Initial Caps enclosed in Square Brackets], Year. Publisher: City of Publication. E.g. Audiobook.

Multi-authored or edited Works

1. SURNAME, Firstname., n.d.n. Eds. [The Title of the Book in Initial Caps enclosed in Square Brackets], Year. Publisher: City of Publication. E.g. Audiobook.

Note: 'n.d.n' is an Igbo acronym for na ndi nkeya, meaning 'and her research team.'

Article in a Journal/Periodical, etc.

2. SURNAME, Firstname. Initial. "The Title of the Article in Initial Caps enclosed in Double Inverted Commas," [The Title of Journal in Initial Caps enclosed in Square Brackets], pp23-34, Month, year. Vol 2. No1. E.g. Paperback

Web Source with Publisher

3. SURNAME, Firstname. "The title of the Article Initial Caps enclosed in Double Inverted Commas," [The Title of the web Publisher e.g. Encyclopedia of African Studies Online in Initial Caps enclosed in a Square Brackets], N.P *If there is no page number*, Month, year of Publication. Month and year of Retrieval. Web.

In citing web sources, website MUST not be included.

Web Sources without publisher

4. SURNAME, Firstname. "The title of the Article Initial Caps enclosed in Double Inverted Commas," N.P *If there is no page number*, Month, year of Publication. Month and year of Retrieval. Web.

Web Sources with Organisations as authors

1. NAME OF ORGANISATION. "The Title of the Article Initial Caps enclosed in Double Inverted Commas," N.P *If there is no page number*, Month, year of Publication. Month, year of Retrieval. Web.

Books by the same author: When listing two or more books by the same author, simply use em-dash "___." for subsequent listing of the name.

Note: The CSP Style does not permit citation of sources with anonymous authors. This is because researchers are people who have the power to inform or explain to their readers or,

critique or change their communities, this is a serious endeavour and such people must be available to take responsibilities arising from the abuse or misuse of this power. Anonymous sources such as Wikipedia and websites which do not belong to any organisations and where just about any faceless author can make changes to what was authored by yet another faceless author are some of such sources The CSP Style does not permit researchers to use.

Documenting sources within texts

There are two ways of making in-text citations that are important for our purpose here.

The first is when the name of an author is mentioned by the writer e.g. According to Chimakonam, Africa logic is undergirded by the principle of trivalence (year, page). Here there is no need to include the author's name once again in the parenthesis. A simple rendering of the year and page would suffice.

The second is when the name of an author is not mentioned e.g. African logic is said to be undergirded by the principle of trivalence (CHIMAKONAM year, page). Here, the writer MUST include the SURNAME of author in CAPITAL LETTERS followed by the year + comma and the page number.

This applies in all verbatim, paraphrasing or indented quotes in the body of work.

Note: The surname of an author can ONLY be written in Capital within the parenthesis and NEVER in the work. In all other usage in the body of work, the name MUST be written in the format of Initial Cap.

Name Usage

The first mention of author name in a work by a writer MUST be complete and in the format of Firstname Surname e.g. As Jim Unah puts it, African metaphysics is the study of reality from the

African perspective (year, page). Subsequently, only the surname **MUST** be mentioned and when included in the parenthesis **MUST** be in upper case letter.

Web sources

Because most web sources are encoded in html program, pagination is a trivial concern. Thus web sources without page numbers are to be cited in text as follows (Oguejiofor year, N.P) where N.P means No page number. In that same order, N.D would mean No Publication date N.D can be used **ONLY** where absolutely expedient. This is because websites contain programs that automatically register date of each publication. It is therefore not expected that some web sources may not have date of publication.

Books by the same author

When there are two or more works by the same author, researchers should indicate the difference simply inserting lower case alphabets against the author name e.g. ODIMEGWUa, ODIMEGWUb.

When there are two or more works by the same author in the same year, researchers should simply insert lower case letters on the publication year e.g. 2007a, 2007b.

Indentation

Indented or block quotes are verbatim quotations that are too long to be buried within the work. Usually, the rule for the limit varies from one research manual to another but the common index falls within 30 and 40 words. In the CSP Style Guide, we adopt 40 word limit. Any quotations above 40 words must be indented.

Indentation Margin

Margins help to indicate when a quote is indented. In the CSP Style, we adopt 1.5pt spacing top and 1pt bottom and 1cm or one tab left. The right MUST be flushed i.e., unindented.

Indented Citation

To make an indented citation, a researcher MUST initiate it with a colon e.g. As Jerome Okonkwo stated:

On account of the above clues to correct interpretations of the human world of which Igbo world is part, the Igbo word ‘Okwu’ which comports, word. Logos, speech, language and myth therefore concatenates Igbo forms, symbolism, signs, media, meaning, anthropologies, universal, universal cosmic truths, functions, semantic powers, pysics, phenomena, faculties, and Igbo environmentalities. (2012, 6)

In the CSP Style, the citation parenthesis MUST be outside the period as shown above. Also, the indented quote MUST be in single line spacing and the text after the indented quote MUST not be paragraphed but a continuation of author’s explanations of the point for which the indented quote was evoked.

Verbatim Quotes

Verbatim quotes are author’s own words. Researchers make enormous use of this for emphasis or to strengthen their arguments. In the CSP Style, verbatim quotes under 40 words MUST be enclosed in double inverted commas and buried within the work. Quotes within such quotes MUST be in single inverted Commas. Single inverted commas may also be used to indicate emphasis.

Font, Point and Signs

Formatting generally has to do with technical structures of a work which include size, points, margin, space, etc., and the usage of certain signs. In the CSP Styles, we adopt the standard double line spacing for research papers, theses and dissertations. Time New Roman is the preferred font whereas point 12 is the standard depending on the project.

Also, the used signs such as Hyphen “-“, En–dash “–“, and “—“, em—dash, must be accurate. In the CSP, hyphen is to be used for compound words e.g., world-view. En-dash on the other hand is to be used to indicate a range of values e.g. pp2-5. While em—dash is to be used as thought breaker e.g. it is conclusive that Africa logic is trivalent in structure—has three determinate truth values.

The Version of English Language

British or American English may be used but anyone chosen should be followed consistently

Non-English Words

All non-English words that are not words in any African languages MUST be *italicised* but words in African languages are not to be italicised.

Italics, inverted commas and exclamation mark

The use of italics, inverted comma and exclamation mark for emphasis are to be minimised in the CSP Style---- researchers are encouraged to use them sparingly.

Additional guidelines

Edition

DERRIDA, Jacques. “Deconstruction,” [A Dictionary of Literary Terms and Literary Theory, J. A. Cuddon Ed. 3rd edn.], Blackwell: London. Paperback.

Unpublished Works

SURNAME, Firstname. “Science and the ‘End’ of Epistemology: The Implications of the Postmodern Philosophical Hermeneutics for Africa”, [paper presented at the Bi-annual Conference of the Nigerian Philosophical Association (NPA), Benue State University, Makurdi], 12-15 May, 2010. Unpublished.

Italics

Italics may be used for emphasis and or for marking non-English words.

Single quotes for emphasis

All double quotes must be referenced. Full stop and commas must come before both single and double quotes

Restriction on Indentation

A researcher using the CSP Style can only use a maximum of five indented quotes in each 8000 word document. Each indented quote should not exceed 150 words nor be below 40 words.

Restriction on Verbatim Quotes

A researcher using the CSP Style cannot make successive verbatim quotes from one document in excess of 400 words.

Quoting Secondary Source

A researcher who reads the idea of someone else in another work may cite the author and the secondary source he read. E.g. (Iroegbu year, page: qtd in Asouzu year, page)

Figures, Tables and Diagrams

Figures, tables and diagrams that were not originally created by the author must be fully acknowledged. E.g. Source: EZEANI, Emefiena. [Title of Book], year.

Labeling Figures, Tables and Diagrams

Figures, tables and diagrams are to be labeled with Arabian numerals. E.g. Fig.1: Title.

Length of Works

The CSP has determined that the following are the appropriate length of respective research works.

Undergraduate Term papers (2000-4000 words)

Postgraduate seminars (4000-6000)

Standard articles submitted to a journal (6000-8000).

Undergraduate long essay (18,000-24,000 words)

Master's thesis (28,000-38,000 words)

Ph.D dissertation (40,000-50,000 words)

Toxic Issues, Gender, Sexism and Racism

Gender

Gender is a polarising issue when it comes to research. The CSP has determined that the following constitute a fair gender research rules.

Males: A male researcher is to use feminine pronouns

Females: A female researcher is to use masculine pronouns

Other: Those who belong to a gender other than these two are to use the disjunction of the two genders, e.g. he/she.

On the whole, the use of masculine pronouns by researchers are being criticised as sexist while the use of the feminine pronouns are viewed as awkward, especially when a man is the one using them. The CSP has determined that a form of gender balance may be obtained if males were to use the feminine pronouns and females were to use the masculine pronouns. Again, researchers sometimes find it difficult to identify the sex of an author by their names and this leads them to refer to a woman sometimes as a he or to a man as a she in their works. Adopting the CSP gender balance strategy may well solve this problem.

Sexism

Sexism is a problem in research. The use of certain words is sometimes deemed sexist by one sex or the other. The CSP has thus determined that words like humans, persons, humankind will be used rather than man, woman or mankind.

Racism

The CSP stands against racism in research, so, racist words, their cognates and racist expressions **MUST** not be used. E.g. black, white, red, brown, coloured, people of colour, etc., are considered offensive and must not be used.

Words in African languages should not be italicized but authors are expected to provide definition or explanation of such words when used the first time.