

As you gather materials for your research, you **MUST** document every source you take notes from. Keep a record of all your sources and resources on index cards. The time spent will save headaches in developing the bibliography. You should keep list of the following information: (If applicable)

- Title of book, magazine, newspaper, or document.
- Author(s), complete name(s), as listed on the source.
- Copyright date or date written.
- Date published for newspaper, magazines
- Publisher.
- City where published.
- Name of person(s) interviewed.
- Date of interview.
- List the pages (that you actually used).
- If you have other information, keep it. It might prove useful.

Sample Bibliography Card

1.

2.

3.

Secondary Source: Book		A
4.		
Danzer, G., et al. <u>The Americans: Reconstruction to the 21st Century</u> . Evanston: McDougal Littell Inc. 2003		
5.		
This is the course textbook for US History and includes maps, pictures, diagrams, charts, and summaries of history. I quoted parts from Martin Luther King Jr. "I Have A Dream." Speech, 13 th , 14 th , and 15 th amendments in my paper. These quotes support the political and social rights of African- Americans.		
		6. Pg. 214-226, 456, 589-590

1. Categorize source.

2. Identify type of source.

3. Label with identification letter.

4. Cite bibliographical reference.

5. Annotate source.

6. Identify pages used.

ANNOTATING A SOURCE

It is very important that you provide an annotation for each source used. An annotation describes the source and what you learned or gained from it. The annotation should also evaluate the source. The following questions may be helpful:

1. What type of reference is it? Is it very specific or a broad overview? Does it discuss just one person or just one part of an incident or topic?
2. How did you use this source in researching and preparing your entry? Did you use this for your paper? How did this source help you understand your topic and support your thesis?

PRACTICE BIBLIOGRAPHY CARDS

Gather samples of the following types of sources and complete a bibliography card for each.

Class Textbook

What is this source best used for?

Newspaper Article

What is this source best used for?

Photograph

What is this source best used for?