

## Keeping Track of Your Sources – Writing Bibliography Cards

History Day 2



The website listed below can help to fill gaps in formats of citations that aren't listed here.

<https://owl.english.purdue.edu/owl/resource/747/01/>

Once your research is completed, you will be creating an annotated bibliography. Don't worry...I will show you how to do this. We will use a very helpful, kid friendly website to construct our bibliography when the time comes. Until then, your job is to keep track of **ALL** resources you use during your research. Below you will find a list of information that needs to be recorded, for each type of resource you might use. There is always someone who finds a resource that isn't listed here, so when that happens, let Mrs. Whitaker know and we'll figure out what information you need.

- **REMEMBER: Every source gets its own note card. If you use 15 different sources, you should have 15 different source cards, each with different information from your chosen resources.**

### Record the following information for a book or ebook:

- Name of the author (s)
- Title of the book
- Place of publication (city – always use the one closest to home)
- Name of the publisher
- Year of publication (most recent year)
- Edition (if listed)
- Medium (print, if in regular book form or web, if online)
- Name of database (ebook only)
- Date of access (ebook only)

### Record the following information for an Internet site:

- Name of author(s) or organization who maintains the site
- Title of the overall website
- Title of the section on the website you are using
- Date of access
- Most recent update listed or copyright date (some will have one or the other, possibly neither)
- URL or the WWW address
- Publisher and/or editor, if listed (some sites give one, the other, both, or neither)

**Record the following information for a magazine article:**

- Author(s)
- Title of Article
- Title of Periodical
- Day Month Year
- Pages
- Medium of publication (print or web)
- URL or WWW address (web only)

**Record the following information for a newspaper article:**

- Author(s)
- Title of Article
- Title of newspaper
- Date of article
- Section and page
- Medium of publication (print or web)

**Record the following information for a research database like *World Book*:**

- Name of author(s)
- Article title
- Database title
- Date accessed
- URL or WWW address

**Record the following information for a research database that are collections of newspapers and magazine articles, or works published in other print sources (*EBSCOHost, NewsBank, Oxford, Points of View, etc.*):**

- Name of author(s)
- Article title
- Title of original publication
- Publication date
- Page numbers
- Database title
- Date accessed
- URL or the WWW address

**Record the following information for a personal interview:**

- Name of person being interviewed
- Date of interview
- Note stating this is a personal interview (one conducted by you)

**Record the following information for a printed or broadcasted interview:**

- Name of the person being interviewed
- If the name of the interview is part of a larger work like a book, a television program, or a film series, list the title of the interview too
- Name the larger work (book, TV program, film series)
- Medium of publication (print, Web, DVD) and fill in the rest of the entry with the information required by that medium. See notes about each in other areas of this packet.

**Record the following information for a published, online-only interview:**

- Name of the person being interviewed
- If the interview has a title, list it.
- Cite the remainder of the entry as you would other exclusive Web content. See notes about listing an Internet site in another area of this packet.

**Record the following information for a broadcast television or radio show:**

- List the title of the episode
- Provide the name of the series or program
- Include the network name
- Call letters of the station or channel
- The city from where it was broadcast
- Date of broadcast
- Type of medium (e.g. Television, Radio)

**Record the following information for a DVD:**

- List the episode name
- List the series name
- List the distributor name
- Date of distribution
- Medium of publication (e.g. DVD, Videocassette, Laser disc).

**Record the following information for a Painting, Sculpture, or Photograph:**

- Include the artist's name
- Give the title of the artwork
- Provide the date of composition
- Name the medium of the piece (e.g. watercolor, wood, film)
- Provide the name of the institution that houses the artwork
- List the location of the institution that houses the artwork

**Films or Movies:**

- List films (in theaters or not yet on DVD or video) by their title
- Include the name of the director
- The film studio or distributor
- The release year

**For Government Documents from the National Archives visit the following website for details:**

- <http://www.archives.gov/publications/general-info-leaflets/17-citing-records.pdf>



## Evaluating Web sites and pages

- **Government** websites have the most reliable info in the United States
  - (All U.S. federal government Web domain names end in .gov, along with some state sites; all U.S. military sites end in .mil.)
- **University** studies, especially peer-reviewed ones, are the next most reliable.
  - (University websites end in .edu. **But be careful!** Students post websites with .edu endings too, because universities give them free server space. A tip-off of such a personal web page posting is the tilda ~ in the URL.)
- **Special-interest** groups, many which post pages ending in .org, often post good information. Remember: The groups are biased. They have an agenda. Also, remember that although .org URLs were intended for nonprofits, commercial companies or individuals can buy sites ending in .org, too.

Other types of pages should be eyed with a reporter's caution. This goes for commercial sites ending in .com, .net and now .biz, and any personal home pages, such as those now ending in .name; However, most U.S. news sites end in .com, and their web information is generally as reliable as that published in their more traditional print or broadcast sister publications.

When evaluating Web pages, check to see:

- Who's authoring and publishing them?
- Is the publisher a scholar on that topic--or someone simply putting forth opinions with no substantiation?
- If the writer unbiased, or someone with an agenda?
- If the writer lists a bibliography, source or web links list, so you can do further research on your own, or independently verify information.
- When was the site was last updated? A credible site should tell you this on the home page.

**Remember to look at all information on the Internet with a critical eye, just as you would when evaluating information handed to you anonymously!**

**A couple helpful online tools I found....more to come! ☺**

- <http://www.searchenginecolossus.com/>
  - Links to search engines for at least 195 countries and 46 territories.
- <http://www.lii.org/>
  - The Librarian's Index to the Internet. It's a searchable, annotated subject directory of thousands of Internet resources selected and evaluated by librarians for their usefulness. It's meant to be used by both librarians and the general public.

