MAKING SOURCE CARDS

Make a source card for each source you will be using. Sources can be **books, articles** clipped and stored in the vertical file, **pamphlets,** and of course, a **computer** search of library **databases** or data from the **Internet.**

Remember: Each one of the above is a separate source and a separate card must be made for each.

Source cards are 3x5 index cards. The top red line is not used. Start on the first blue line and continue until the end of the line. To continue, skip a line and indent for the second line and again go to the end with the information. If you need a third line, skip a line and indent and so on until all the information is written down.

Source cards are exact. They must have the proper capitalization and punctuation. The following are examples of source cards. Ask your teacher or librarian whenever your source does not fit any example shown. Follow the models carefully.

Book or Pamphlet with One Author:

Authors. Title of Book. City of Publication: Publisher, Copyright Date.

Pettit, Jayne. Martin Luther King Jr.: A Man With a Dream

New York: Franklin Watts, 2001.

Book or Pamphlet with Two Authors:

Authors. Title of Book. City of Publication: Publisher, Copyright Date.

Collier, James L. and Christopher Collier.

Who is Carrie? New York: Dell

Publishing Company., 1984.

Any Work with more than Two Authors:

Author and others. Title of Book. City of Publication: Publisher, Copyright.

Jones, Harold and others. I Am Alive. New York: Bantam Books, 1998.

Almanac:

"Title of Article." Book. Copyright. Pages.

"Exxon Valdez Oil Spill." The Almanac of Science and Technology. 1990. 371-378.

Encyclopedia Article with an Author's Name:

Author. "Title of Article." Encyclopedia. Copyright. Volume: Pages.

Schneir, Miriam. "Feminism." World Book Encyclopedia. 1993. VII: 69-70.

Encyclopedia Article without an Author's Name:

"Title of Article." Encyclopedia. Copyright. Volume: Pages.

"Doberman Pinscher." World Book Encyclopedia. 1993.
XXII: 258-259.

Magazine or Newspaper with One Author:

Author. "Title of Article." Name of Magazine or Newspaper. Date: Pages

Edwards, Mike. "The Great Khans." National Geographic.
Feb. 1997: 2-35.

Magazine or Newspaper without an Author:

"Title of Article." Name of Newspaper. Date: Pages.

"Eat Right and Be Healthy." Times Union. 18 Apr. 2001: D4-6.

Interview with a Person:

Name of person. Kind of interview. Date of interview

Philbin, Regis. Telephone Interview. 28 Feb. 1997.

Online Service:

"Title of article" Title of Document. Name of Source. Date of Search.

"Charles Proteus Steinmetz." Encyclopedia of Inventors. EBSCO, 14 Feb. 1997 Online.

World Wide Web:

Author if know. "Title of Article" Date of search. Internet Address or URL.

Vernon, Thomas, S. "Thomas Alva Edison." 21 Feb. 1997 Online. Internet: http://www.biography.org

Computer Software:

Author. Title of Sortware. Version. Place of Publisher, Copyright

Atkins, James. Nightline Graphics. Version. 2.1 Diskette.
Lansing, Michigan. 1994.

CD-ROM Program:

Title of CD. Place of Publication. Copyright.

Custom Literature Datebase. User's Guide. CD-ROM.
Chicago: Scott Foresman, 1997.

CD-ROM Encyclopedia:

"Title of Article." Title of CD-ROM. Place of Publication: Publisher. Copyright

"Ireland." Microsoft Encarta 96 Encyclopedia.
CD-ROM. New York: Microsoft. 1996.

Television:

"Title of TV Program," Channel. Location and Date of Broadcast.

"Inventors and You." Narrator: Ed Dague. Channel 13 News. WNYT, Albany. 14 Feb. 1997.

Videotape or DVD:

Title of Video. Format. Publication, Copyright.

Romeo and Juliet. Videocassette. The Shakespeare Collection. 1982.