

Bibliography and Note Cards

Bibliography Card

A bibliography card needs to be filled out for each source. Each card will include the same general information—Author, Title, Publishing Data. The bibliography card must be filled out as it will appear on the works cited and works consulted pages following the format entries on a works cited pages. Remember, the works cited entries on the bibliography cards, works cited pages, and the works consulted pages tell the reader specifically where the information can be found. Accuracy Counts!

1. Each work is presented with a specific source number. The source number is placed in the upper left corner of this card.
2. Place your initials in the upper right corner of the card.
3. The type of source used determines the actual format for the bibliographic entry. Use the MLA citation format.
4. If no page is given, replace the page number with n.p. If no date is given, replace the date with n.d.

3

EL

Jones, Lester. "The Days of Dreams." Guitar
May 1985: 74-78.

Note Cards

A note card is used to summarize or quote important details that may or may not be utilized in the final paper. Do not recopy the entire sources verbatim on your note cards.

1. Place one idea or quotation on each note card.
2. Place all verbatim (word for word) notes in quotation marks.
3. If you find a particular word or concept is important to your topic, copy the definition onto a note card.
4. Place a specific, descriptive title at the top of each card. Keep the titles to fewer than six words. Acid Rain #1, Acid Rain #2, etc. are not specific titles because a reading of the cards is needed to determine content. If you have to read the card instead of the specific title to determine what is on the card, the card needs a new title.
5. Place the source number in the upper left corner of the card. The source number corresponds to the source number of the source on the bibliography card. Each and every note card taken from a source will have the same source number since they come from
6. Place your initials in the upper right corner of the card. List the page number where the card is found in the lower right corner. If no page number is given, state why it was not possible to list one. (i.e. - n.p.)

3

EL

Public Viewing

Embalming is not required by law in any state or religion. Health and sanitation do not enter the picture. "The sole purpose of embalming is to make the corpse presentable for public viewing in a costly container."

MLA Internal Citation Format

Book

One Author

Spitzer, Robert R. No Need for Hunger. Danville: Interstate, 1981.

Two Authors

Lagerfeld, Paul L., and Edwin Gotz. Language of Social Research A Reader in the Methodology of Social Research. New York: Free Press, 1965.

Three or More Authors—Two Options

Berry, Jason, John Foxx, and Ben Johnson. Modern Kitchen Designs. Lincoln: U of Nebraska Press, 1987.

Berry, Jason, et al, Modern Kitchen Designs. Lincoln: U of Nebraska Press, 1987.

An Anonymous Book

A Guide to Our Federal Lands. Washington: National Geographic Society, 1984.

Chapter in a Book (usually articles bound in a book with titles)

This is the only book entry with the page number listed.

Smith, Greg L. "The Vision of Today." Future Images. Kansas City: New World Press, 1990. 345-367.

Time Life Books

Time-Life Eds. The Digital Age – The 90s. Alexandria, Virginia: Time-Life Books, 2000.

Author, corporation, institution, or gov't body

American Council of Education. Annual Report 1987. Washington: American Council of Education, 1988.

Classical Works

Homer. The Iliad. Richmond Littimore. Chicago: U of Chicago Press, 1951.

Component Part of an Anthology or Collection

Updike, John. "A & P," Fiction 100. Ed. James E. Pickering. 4th ed. New York: Macmillan, 1982. 1068-1090.

Hawthorne, Nathaniel. The Scarlet Letter. The Scarlet Letter and Other Writings by Nathaniel Hawthorne. Ed. H. Bruce Franklin, Philadelphia: Lippincott, 1967. 22-233.

Play, Classical

Shakespeare, William. Macbeth. Ed. T. M. Lowell. New York: Scribners, 1953.

Play, Modern

Greene, Graham. The Complaisant Lover. New York: Viking, 1959.

Edition

Chaucer, Geoffrey. The Works of Geoffrey Chaucer. Ed. F.N. Robbins. 2nd ed. Boston:

Houghton, 1957.

Chapter in a Book (usually articles bound in a book with titles)

Smith, Greg L. "The Vision of Today." Future Images. Kansas City: New World Press, 1990. 345-367.

Volume Number of a Book Used

Durent, Will. The Age of Faith. Vol. 4 of The Story of Civilization. 7 vols. New York: Simon, 1950.

The Bible

The Bible. [denotes King James Version]

The Fourth Translation: New Testament. Minneapolis: World Wide, 1966.

Government Publication

United States. Congressional Quarterly Service. Congress and the Nation: A Review of Government in the Postwar Years. Washington D.C.: GPO, 1965.
[states the name of the government]

References

Almanac

The World Almanac and Book of Facts. New York: Newspaper Enterprise Association, 1985.

Encyclopedia

"Acid Rain." World Book Encyclopedia. 1978 ed.

Articles in a Reference Book

"Ethnocentrism." Webster's New Universal Unabridged Dictionary. 2nd ed. 1983.

Articles in a Reference Book with an Author Listed

Johnson, Ben. "Racism." World Book Encyclopedia. 1978 ed.

Periodicals

A basic entry for a periodical (a magazine) would be as follows:

Whitman, David. "Hope for the Homeless." U.S. News and World Report 29 Feb. 1988: 26-35.

Signed Article in a Magazine

Mathews, Tom. "What Can Be Done?" Newsweek 21 Mar. 1988: 57-61.

Unsigned Article in a Magazine with Two Authors

Mathews, Tom, and Fred Salvant. "France in the Common Market." Newsweek 17 Nov. 1987: 34-45, 48-49.

Journal with all Issues for a Year Paged Continuously

Dyke, Vernon Van. "Human Rights and the Rights of Groups." American Journal of Political

Science 18 (1988): 743-758.

Note: Number 18 refers to the volume.

Newspapers

*Note: To cite an article in a lettered section of the newspaper, list the section before the page number. For example, A4 would refer to page 4 in section A of the newspaper. If sections are numbered, however, use a comma after the year; then indicate sec. 1, 2, 3, etc., followed by a colon and the page number.

Unsigned Editorial Article

“Some Better Ways to Curb Teen Drinking.” Editorial. Milwaukee Journal 17 Jan. 1978, section 2:15.

Signed Article

Royko, Mike. “Justice Fails Again.” Chicago Tribune 10 May 1989, sec 1:4.

Signed Article with Two Writers

Tomzakowski, Al, and Phillip Gimbel. “Bush Plans to Work on Budget.” USA Today 12 Oct. 1992: A14.

Political Cartoon

Trudeau, Cary. “Doonesbury.” Cartoon. Chicago Tribune 23 Dec. 1989, sec 5:6.

Pamphlets

Signed Pamphlet

Laird, Jean E. The Metrics Are Coming. Burlington: National Research Bureau, 1978.

Unsigned Pamphlet

Pedestrian Safety. [United States] n.p., n.d.

Organization Pamphlet

Modern Language Association of America. A Guide to Satire. Rev. ed. New York: MLA, 1975.

Recordings

Guthrie, Woody. Woody Guthrie Sings Folk Songs. Folkways Records, FA 2436, 1962.

*NOTE: FA 2436 refers to the catalog number. A person cited first in a recording (the composer, musician, etc.) depends on the reason for the entry. If citing jacket notes, give the author’s name, the title of the material (if given), and the words Jacket Notes before the regular bibliographic information.

Films

Rebel Without a Cause. Dir. Nicholas Ray. With James Dean, Natalie Wood, Sal Mineo, and Dennis Hopper. Warner, 1955.

Videocassette and DVD

Alzheimer’s Disease. Videocassette. Prod. Hospital Satellite Network. 1985. 28 min.

*NOTE: Time needs to be indicated for videocassettes.

How to Leave Your Job and Buy a Business of Your Own. Filmstrip. Self-Reliance Press, Inc.

1990. 55 min.

CD Recording

Shocked, Michelle. Arkansas Traveler. Polygram Records, 1992.

Television or Radio Programs

“The Spit.” Seinfeld. NBC. WNBC, New York, 17 Mar. 1975.

Adams, Douglas. The Hitchhiker’s Guide to the Galaxy. BBC-Radio, 23 Mar. 1989.

Map

Wisconsin Territory. Map. Madison: Wisconsin Trails, 1989.

Works of Art

Renoir, Pierre-Auguste. Portrait of Claude Monet. Louvre, Paris. Plate 1 in Renoir. By Elda Fezzi. London: Thames and Hudson, 1958.

Personal Interview

Brooks, Sarah. Personal Interview. 15 Oct. 1992.

Taped, Recorded, or Broadcast Interview

Lansbury, Angela. Interview. All Things Considered. Natl. Public Radio. WSSU, Springfield, IL. 16 Feb. 1991.

Lectures, Speeches, and Addresses

Angelo, Mays. Address. Opening General Session NCTE Convention. St. Louis, 18 Nov. 1988.

Web Sites

Sample Website Citation with Explanation Underneath:

Adams, John. “Ideas on Taxes.” Tax Deductions on 1040. 15 Apr. 2001. H & R

Block. 10 Dec. 2002 <<http://www.hrblock.com/1040/deductions/ideas.html>>

Last Name, First Name. “Page Title.” Site Title. Date Posted. Organization Posting

Information. The date you accessed the site. Web Site Address.

Personal Homepage:

Blume, Judy. Welcome to Judy Blume’s Homepage. 9 Sept 2004. 29 June 2005
<<http://www.judyblume.com>>.

The first date is the date posted. The second date is the date accessed.

Professional Site:

The Coca Cola Company. *Welcome to Coca-Cola-Our Company – Bottling Today*. 29 June 2005
<<http://www2.coca-cola.com/ourcompany/bottlingtoday.html>>.

Newspaper Article:

Holson, Laura. “Wi-Fi spreads on international flights.” USA Today.com. 14 June 2005. 29 June

2005 <http://www.usatoday.com/travel/news/2005-06-13-wifi-now-usat_x.htm>.

InfoTrac Database

Johnson, Kirk. "The Mountain Lions of Michigan." Endangered Species Update 19.2 (2002):27+. Expanded Academic Index. InfoTrac. U of Michigan Lib., Ann Arbor. 26 Nov. 2002 <<http://infotrac.galegroup.com>>.

EBSCO Database

Darnovshy, Marcy. "Embryo Cloning and Beyond." Tikkun July-Aug. 2002:29-32. Academic Search Premier. EBSCOhost. Portland Community Coll. Lib., Portland, OR. 1 Nov. 2002 <<http://search.epnet.com>>.

Online Dictionaries, Encyclopedias and Other Reference Tools:

"George W. Bush." Answers.com *The American Heritage Dictionary of the English Language, Fourth Edition*, Houghton Mifflin Company 2004. 29 June 2005. <<http://www.answers.com/topic/george-w-bush>>.

On-Line Government Document

United States. U.S. Census Bureau. Poverty in the United States: 1998. Sep. 1999. 12 Nov. 1999 <<http://www.census.gov/prod/99pubs/p60-207.pdf>>.

CD-ROMS

"Arms control." Microsoft Encarta 98 Encyclopedia. CD-Rom. 1998 ed. Redmond: Microsoft, 1998.

Organization of Paragraphs

Your paper needs to have a distinctive beginning, middle, and ending.

Introduction Paragraph: Should state the topic of the essay (thesis), gain the attention of the reader, and allow for a smooth transition into the body of the essay. The traditional introduction has three parts.

- I. Attention getter (You just need one attention getter in the introduction paragraph.)
 - A. A series of questions about the topic.
 - B. An interesting story or anecdote about the subject
 - C. A startling or unusual fact or figure
 - D. A reference to a famous person or place associated with the topic
 - E. A quotation from a famous figure or literary work
 - F. A definition of an important, topic-related work.
- II. Narrowing the topic/Broad statement
 - A. Tell something general about the topic
 - B. Introduce people, places, things, or ideas that will be used throughout the paper without mentioning specific details found in the body/developmental paragraphs
 - C. Mention your subject in relation to other fields of interest
- III. Thesis
 - A. Must be one complete sentence
 - B. Must mention the entire subject of the paper
 - C. This is the statement of purpose for the entire paper (main idea sentence for the entire paper)

Body/Developmental Paragraphs: They must be arranged and developed in a logical, yet interesting, way. Your developmental paragraph needs to naturally follow one another from the beginning of the explanation through the last detail mentioned. At the same time, you cannot become so matter-of-fact that your reader loses interest in it. You might call upon some additional sensory details to make the paragraphs vivid and colorful as well as accurate.

New Paragraph is needed when:

1. A change in emphasis or ideas occurs
2. A change in time occurs
3. A change in action occurs
4. A change in speakers occurs
5. A change in place or setting occurs
6. To break up an exceptionally long paragraph

Each new paragraph should begin with a sentence that either serves as a transition or states a new or additional development of the essay topic (topic sentence).

Traditional Body/Developmental Paragraph Pattern

Topic sentence
Detail sentence
Detail Sentence
Detail Sentence
Detail Sentence
Conclusion or transition sentence

Conclusion/Closing Paragraph: Should tie all of the important points in the essay together and draw a final conclusion for the reader. It should leave the reader with a clear understanding of the meaning and significance of the essay.

Traditional Conclusion/Closing Paragraph Pattern

Restate the Thesis
Summary Main Points in two to three paragraphs (Do not introduce new details)
Clincher/Closing Sentence(s)—Thoughts you wish to leave your audience to contemplate

Plagiarism

When you make your research on your own, two things will naturally follow. First, your writing will sound like it comes from you, a student researcher committed to presenting his or her findings as clearly and sincerely as possible. Second, your writing will be honest because you won't lean on the ideas of others of the main support of your research. Your writing instead will reflect the result of your planning, searching, and studying.

You owe it to your sources, your readers, and yourself to give credit for the ideas you do borrow in your research, unless the idea are common knowledge or widely accepted. Failure to do so results in plagiarism, the act of presenting someone else's ideas as your own. In essence, plagiarism is a form of intellectual thievery carried out, intentionally or unintentionally, by researchers who fail to do their own mind work.

Plagiarism generally appears in one of the following ways: There is a word-for-word plagiarism that occurs when a researcher repeats the exact words of a source without giving necessary credit. There is the paraphrase or restated form in which the researcher says basically the same thing as an original source with only a few words changed. And there is the paraphrase in which the researcher uses a source's key words or phrases as his own rather than placing them in quotation marks.

In research you should cite everything you borrow unless the information is common knowledge. What is common knowledge among brain surgeons may not be common knowledge among the patrons in a diner. You must decide what is “news” to your audience. If in doubt, cite the source.

“Plagiarism.” Writer’s INC. Ed. Sebranek, Patrick
Verne Meyer, and Dave Kemper. Burlington, WI:
Write Source, 1990. 77-78.

Citing Sources

In this format called MLA internal citations, the credit to sources occurs in the body of the research paper, rather than in endnotes. To give credit in the paper, do the following:

- Insert the appropriate information (usually author and page number) in parentheses after the words or ideas borrowed from another source.
- Place the parenthetical reference where a pause would naturally occur to avoid disrupting the flow of your writing (usually at the end of a sentence).
- Make sure that the sources cited in your paper are also listed in the works-cited section of your paper.

Example #1: The following example demonstrates the proper use of using a citation if the information from the paragraph came from a single source.

Euthanasia, “eu thantos”, or easy death, is referred to today as mercy killing or the voluntary ending of one’s life. Euthanasia is controversially considered an option for those who are terminally or hopelessly ill. It has become a legal, medical, and ethical issue over which public opinions are divided (Euthanasia 56).

Works Cited

Caroll, Nicole. “Judging when to end a life of suffering.” USA Today 23 Feb. 1993, sec 4:1.

Daubenmier, Judy. “House: Assisted suicide a felony.” Nation-World 25 Nov. 1992, sec 1:4.

“Euthanasia.” Compton’s Encyclopedia. 1994 ed.

“Friends: Death would be her wish.” Editorial. USA Today 2 Nov. 1990, NP.

Example #2: ***The following example demonstrates how not to cite a source and write a paragraph.*** While the first two sentences are properly cited, the information in the third sentence does not indicate where the information can be found. Additionally, this paragraph does not have an organized unified focus that is properly supported.

On June 24, 1950, full-scale fighting began in the Korean War. The United States Air Force and Navy intervened to form a larger group for a stronger force (Halliday, 9). On January 16, 1991, the U.S. entered the Gulf War. In both wars, Americans were killed. Is it really worth it to be killed over what the government decided to do? One can’t be that willing to die, if one does not know why. What is the purpose of dying for no apparent reason, except for maybe something as frivolous as the

price of oil in the Far East? There are so many questions about war and military force that it is hard to decide on one opinion about it.

Works Cited

Halliday, Jon, and Bruce Cumings. Korea: The Unknown War.
New York: Pantheon Books, 1988.

Example #3:

The following example provides three citations within one paragraph. The first two citations are from the same source with information coming from different pages. When this occurs, a new citation indicating the change in page numbers is needed in the second occurrence of the source. When the source and page number changes, an entirely new citation is required as indicated by (Sheets 53). The final two sentences are not cited because this information is common knowledge to the writer.

One pesticide that has been banned is DDT, which stands for dichloro diphenyl dichloroethane (Holmburg 21). DDT is an insecticide that kills on contact and is very harmful to humans. California came out with a "Big Green" initiative, which would ban the use of nineteen pesticides that cause cancer or reproductive problems. Opponents claim the initiative would bankrupt California agriculture and the state's vegetable production would drop by sixty-five percent. A Farm Bureau-sponsored report called "Economic Impacts of Reduced Chemical Use" says U.S. corn yields would drop thirty-two percent without pesticides and by fifty-three percent if nitrogen fertilizers were banned (22). Farmers might reduce the use of chemicals if the government changed its subsidies programs. Subsidies are determined by how much production a farmer can squeeze out of a field dedicated to a specific crop (Sheets 53). If a farmer is growing corn on a field, he may use pesticides to increase yields. If a farmer grows alfalfa, he may get a smaller subsidy.

* The last two sentences are common knowledge.

Works Cited

"First Gene-Engineered Pesticide Tested." Science News 9 July 1988: 21-27.

"Holbrook, Mass.: Waiting for Results." Time 14 October 1985: 87-88.

Holmburg, Mike. "Production." Successful Farming November 1990, vol. 88:21.

Klintberg, Patricia Peak. "Endangered Species are here to stay." Farm Journal May 1992:15-17.

"Pesticide." World Book Encyclopedia. 1990 ed.

"Pesticides: How low will they go?" Science News 27 April 1985, vol. 127 No. 17:271.

Rodale, Robert. "Cleaning Up Our Water." Prevention March 1990, vol. 42:30-32.

Sheets, Kenneth R. "Nature vs. nurture on the farm." U.S. News and World Report 18 Sept. 1989: 53-54.

University of Illinois. Illinois Pesticide Applicator Training Manual 39-7. Cooperative Extension Service, 1990.

Example #4: The following example is an example of how to include three source changes within the same paragraph. Because the first citation did not have a page number in the source, it is indicated by n.p. The second citation is from a source that stretched across two pages.

In the 1980's there were many events that changed the way Americans live and act today. The AIDS virus being identified was an important discovery in the '80's. Also in the '80's the Gay Rights movement was expanded. Mount St. Helens erupted after 120 years of being inactive (Discover n.p.). In 1982, the largest march against nuclear weapons took place on the streets of New York against the Reagan arms build-up. Over ten-thousand people were there marching (Kallen 114-115). "On January 20, 1986, Martin Luther King Day is celebrated as a national holiday." In November of 1986 the public learns that the United States sent Iran ammunition and spare parts (Bondi 25).

Works Cited

Bondi, Victor. American Decades 1980-1989. Ed. Victor Bondi. Detroit, MI: A Manly Inc., 1996.

Discover the Decade the Eighties. Poster: Highsmith Inc., 1999.

Kallen, Stuart A. A Cultural History of the United States Through the Decades: The 1980's. San Diego: Lucent Books Inc., 1999.

Williams, Neville. Chronology of World History. Ed. Volume IV. Santa Barbara, CA: Helicon Publishing Ltd., 1999.

Preparing the Final Draft

1. Revise your first draft at least two times.
2. Include all necessary parenthetical references.
3. Write in the proper tense. Use past tense when referring to an event or concept of the past. Use the present tense (historical present) to indicate what is true at the present time and will remain true in the future.
4. A formal paper is written in third person.
5. Edit your final version.