Source Cards,
Note Cards
and
Works Cited

Blind Brook Middle School

Table of Contents

Source Cards
Citation Examples

Book

Source Card - Structure

	Source Letter
Author's Last Name, Author's First Name. Title of Book. Publishing City: Publisher, Copyright Year.	

Source Card – Example

	A
Aldrich, Ella. Using Books and Libraries. New York: Prentice-Hall, 2004.	

Source Cards
Citation Examples

Periodical (Magazine)

Source Card – Structure

	Source Letter
Article Writer's Last Name, Article Writer's First Name. "Article Title." <u>Name of Publication</u>. Issue Date.	

* If there is no writer of the article start with the title.

Source Card – Example

	B
Smith, Richard. "Color and Light." <u>Cobblestone</u>. June 1994.	

Source Cards
Citation Examples

Encyclopedia

Source Card – Structure

	Source Letter
"Article/Entry." <u>Name of Encyclopedia</u>. Edition Year ed.	

Source Card – Example

	C
"Colonial America." <u>World Book Encyclopedia</u>. 2007 ed.	

Source Cards
Citation Examples

Database (Online)

Source Card – Structure

	Source Letter
"Title of Article or Entry." Name of the Database.	
Publication Year. Day Accessed Mon. Accessed Year	
Accessed. <URL>.	

Source Card – Example

	D
"Civil War." ABC-CLIO American History. 2006. 7 Feb.	
2007. < http://www.americanhistory.abc-clio.com>.	

Source Cards
Citation Examples

E-Book (Reference)

Source Card – Structure

	Source Letter
"Article/Entry." Name of E-book. Electronic Publisher: Copyright Year. Access Date Access Mon. Access Year. <URL>.	

Source Card – Example

	E
"Thomas Jefferson." American Revolution Reference Library. Gale Virtual Reference Library: 2000. 7 Feb. 2007. <http://find.galegroup.com/gvrl/start.do?prodId=GVRL& userGroupName=nysl_me_bbmhs>.	

Source Cards
Citation Examples

Web Site

Source Card – Structure

	Source Letter
Author's Last Name, Author's First Name. <u>Title of Web Page</u>.	
Associated Institutional Organization. Day Accessed Mon.	
Accessed Year Accessed. <URL>.	

*If there is no author, begin with the title.

Source Card – Example

	F
<u>The Great Mississippi River</u>. Environmental Protection	
Agency. 26 Jan. 2001. <http://www.epa.gov/epahome/	
other_011801.htm>.	

Source Cards
Citation Examples

Image (Online)

Source Card – Structure

	Source Letter
"Image Title or Description." Online image. <u>Title of the Larger Web Site</u>. Day Accessed Mon. Accessed Year Accessed. <URL>.	

Source Card – Example

	G
"William Penn (age 22) 1666." Online image. <u>Library of Congress: Religion and the founding of the American Republic</u>. 7 Feb. 2007. <www.loc.gov/exhibits/religion/rel01-2.html>.	

Note Cards
Examples

Note Card – Structure

Topic- Subtopic	Source Letter
Notes:	Page #
• Use bullets	
• Use phrases, not complete sentences	
• Put the information in your own words	
• Not too much, not too little information per card	
• Write neatly and clearly	
• Use quotes around direct quotations	
	Card Number for this Resource

Note Card – Example

Pennsylvania – William Penn	C
	pg. 53
Born – October 14, 1644	
Died – July 30, 1718	
Married – 1st wife Gulielma Maria Springett	
4 Children	
Married – 2nd wife Hannah Margaret Callowhill	
12 Children	
	1

Works Cited

Aldrich, Ella. Using Books and Libraries. New York: Prentice-Hall, 2004

"Civil War." ABC-CLIO American History. 2006. 7 Feb. 2007.
     <http://www.americanhistory.abc-clio.com>.

"Colonial America." World Book Encyclopedia. 2007 ed.

Smith, Richard. "Color and Light." Cobblestone. June 1994

"Thomas Jefferson." American Revolution Reference Library. Gale Virtual
     Reference Library: 2000. 7 Feb. 2007. <http://find.galegroup.com/gvrl/
     start.do?prodId=GVRL& userGroupName=nysl_me_bbmhs>.

"William Penn (age 22) 1666." Online image. Library of Congress: Religion and
     the Founding of the American Republic. 7 Feb. 2007.
     <www.loc.gov/exhibits/religion/rel01-2.html>.

Guide lines for creating your Works Cited Page

1. The works cited section of a report appears at the end and always starts a new page with the title **Works Cited** centered at the top.
2. Sources are alphabetized by the **first** word of the entries (usually the author's last name).
3. Sources are **not numbered**.
4. The **first** line of each entry starts at the **left** margin and the **second** line and all **succeeding** lines are indented five spaces (use the tab key).

5. Each entry is **single-spaced** with a **double space** between entries.