

Locate publication information for print and online sources

Read carefully to locate and record information from sources in order to cite print and online works accurately.

For an overview of related key topics on working with documentation styles, visit the [videos](#) and [quizzes](#) in this tutorial.

Explore It

The key to citing any source is locating the bibliographic information required by your documentation style for that source. In most cases, this information is not hard to find if you know where to look. Sometimes locating publication information, including authors, dates of publication, and publishers for online sources, can be challenging.

To get a better handle on what to look for and where, look at a typical title page for a book. Many of the elements needed to cite this book—the author, title, and publisher—appear on the title page.

TITLE PAGE FROM A SCHOLARLY BOOK IN *QUESTIA*

The image shows a title page with the following elements and callouts:

- Title:** Republican women
- Subtitle:** FEMINISM AND CONSERVATISM FROM SUFFRAGE THROUGH THE RISE OF THE NEW RIGHT
- Author:** CATHERINE E. RYPH
- Publisher and location:** The University of North Carolina Press, Chapel Hill

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The format for the entries in your bibliography depends on the documentation style you are assigned to use. As you record information from a source, consult the documentation style so that you follow the guidelines for formatting early on. For example, you would record the subtitle for the scholarly book here without using all caps (as printed on the *Questia* page).

Learn It

Locating the necessary information to accurately cite a source can sometimes require digging. Whether you are working with books, articles, online sources, or other media, your research paper needs to cite each source completely. The following general guidelines outline the basic elements to record when citing some commonly consulted sources: books, periodicals, and Web sources. These elements are ones you'll need to find and record for your bibliography, regardless of the discipline or documentation style you are assigned.

There are some widely available tools from databases such as *Questia*, library Websites, and other sources that can help you find and record information about sources. These bibliography-building tools offer a quick way to copy and save the basic details on a source. Many of these tools offer options to save your source information following MLA, APA, or Chicago documentation guidelines. But you should be extremely careful when using these tools. The citation information given may not be complete, and the formatting for entries may not reflect current guidelines. When you use a bibliography-building tool, always check each entry carefully against a reliable handbook or manual to make sure your bibliography includes all the required information and reflects current guidelines for formatting.

For more guidelines on MLA, APA, and Chicago style, see the overviews in the other examples in this tutorial.

Books For the most part, finding the information you need in a book is as easy as looking just inside the book at the title page. On this page (as shown above), you can often find the information you need: the author(s), title, publisher, and date of publication. If any of these items are not found on this page, consult the copyright page. Some books will list several copyright dates; if so, use the most recent one.

COPYRIGHT PAGE FROM A SCHOLARLY BOOK IN QUESTIA

Copyright page lists copyright year and publisher.

Author, title.

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The paper in this book meets the guidelines for permanence and durability of the Committee on Production Guidelines for Book Longevity of the Council on Library Resources.

Library of Congress Cataloging-in-Publication Data
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p. cm. — (Gender & American culture)
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ISBN 0-8078-5652-5 (pbk. : alk. paper)
1. Republican Party (U.S. : 1854-)—History. 2. Women in politics—United States. 3. Conservatism—United States—History. 4. Feminism—United States—History. 5. Women political

When you cite a section of a book—including entries in an anthology—you need to record information on the book first, relying on the title and copyright pages. However, you will also need to find the information for the specific section or work you’re citing. For an anthology, for example, start with the table of contents for the author’s name, the title of the selection, and the beginning page number. To find the ending page number, simply find the selection and skim to the end.

Periodicals: Article in a Database One of the great advantages of using databases to locate articles from journals or other publications is that they provide all the bibliographic information you need in one location. For instance, an article from the *Questia* database presents all the bibliographic information at the bottom of the article:

Database lists original print publication information at the foot of the article.

printed here with their permission. I would also like to thank University of Missouri graduate student Willow Mullins for assisting with transcriptions.

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 Contributors: Hearne, Joanna – Author. Journal title: Post Script. Volume: 29. Issue: 3 Publication date: Summer 2010.
 Page number: 119+. © 2009 Post Script, Inc. COPYRIGHT 2010 Gale Group.

Notice that this information isn’t provided in any particular documentation style and it lacks formatting (italics for the journal title, for example). It’s up to you to put this material in the right format in your paper, following your documentation style and according to your instructor’s directions.

Also notice in this case that no DOI (digital object identifier) is provided by *Questia* for this article. Depending on your research project—if you were assigned to use APA style, for example—this would mean you would need to cite the URL of the article.

Magazine article Finding the information to cite a magazine article may require you to look in several places. Find the title of the magazine and its publication date on the cover or table of contents. Here you’ll also find the author and title of the selection, along with a starting page number. You may need to look for the starting page of the article itself should the magazine not have a detailed table of contents.

Newspaper article Since most newspapers don’t have cover pages or detailed tables of contents, you often have to look to where the article itself is printed in the paper. You may not find an author listed; in that case, list the title of the article. Look to the top or bottom corner of the page for the page number, including a section label or letter, if necessary. Check the front page for the full name of the newspaper, publication date, and edition (such as late edition), if listed.

Web sources Sources you find on the Web can vary widely in the amount of information that is available to cite. You may need to look in multiple places on a site to find the information you need. Although you may need to omit some elements, look carefully and don’t give up until you find as much source information as you can.

WORK FROM A WEB SOURCE

The screenshot shows the U.S. Department of Energy website. Callouts point to the following elements:

- URL for article:** www.ne.doe.gov/newsroom/2012PRs/nePRO13112.html
- Publisher of this site, U.S. Department of Energy.** (Indicated by the DOE logo and header)
- Date of publication:** January 31, 2012
- Title appears at start of article text:** **New Seismic Model Will Refine Hazard Analysis at U.S. Nuclear Plants**
- Link to Nuclear Energy Home reveals that this article was released by Office of Nuclear Energy.** (Indicated by the breadcrumb trail: [Nuclear Energy Home](#) > 2011 Press Releases > 2012 Press Releases > April - June > January - March)

The footer of the website contains the following information:

Inspector General | DOE Directives | Small Business

The White House | energy.gov/RECOVERY | USA.gov | E-GOV | INFORMATION QUALITY | FOIA PROGRAM | PRIVACY PROGRAM

U.S. Department of Energy | 1000 Independence Ave., SW | Washington, DC 20585
1-800-dial-DOE | f/202-586-4403

Web Policies | No Fear Act | Site Map | Privacy | Phone Book | Employment

Callout: Publisher of the article, U.S. Department of Energy, listed with contact information.

To find the author or editor of the work or site, look for links to the site’s “About Us,” “Contact Us,” or mission statement sections. Note the title of an individual Web page or periodical article in quotation marks, and the title of the Website in italics.

Record the name of the organization publishing the Website. Look for this information at the bottom of the homepage, locating the person or group who holds the copyright. Or look for a link on the “About Us” page.

Look for the date of electronic publication or most recent update. If no specific date appears along with the material you want to cite, look for a copyright date, usually located near the bottom of the page.

CREDITS:

Rymph, Catherine M. *Republican Women: Feminism and Conservatism from Suffrage through the Rise of the New Right*. U of North Carolina P, 2006. *Questia*, www.questia.com/library/117297211/republican-women-feminism-and-conservatism-from.

Hearne, Joanna. “Remembering Smoke Signals: Interviews with Chris Eyre and Sherman Alexie.” *Post Script*, vol. 29, no. 3, Summer 2010, pp. 119+. *Questia*, www.questia.com/article/1G1-247034914/remembering-smoke-signals-interviews-with-chris-eyre.

New Seismic Model Will Refine Hazard Analysis at U.S. Nuclear Plants. Office of Nuclear Energy, United States Department of Energy, 31 Jan. 2012.

Use It

First, choose one of the sources listed below and visit it in *Questia*. Open the book or article and, using the advice above, make a list of the publication information needed to cite the source. Use a documentation style you are currently assigned to use: MLA, APA, or Chicago.

Jonathan Gray, *Show Sold Separately: Promos, Spoilers, and Other Media Paratexts*

Mira Lee, Yoonhyeung Choi, Elizabeth Taylor Quilliam, and Richard T. Cole, “[Playing with Food: Content Analysis of Food Advergaming](#),” *The Journal of Consumer Affairs*

Anne Underwood, “[Thanks but No Thanks](#),” *Newsweek*

Using the *Questia* tools, save the source you chose to an active project. View it from the list of sources in your active project folder and choose it to create a bibliography entry. Select the appropriate documentation style, then export the entry you generated with the bibliography tool to your word processor. Using a current handbook or other research and documentation guide, check the entry. Proofread carefully, adding any missing information and necessary formatting.

Alternate activity Using a topic for a current research project, look up material related to your subject in at least one of each of the source types described above: book, article (one in print and one in a database), and a Web source. Look carefully for the information you need to document each source (using the documentation style preferred for a current research assignment). Make copies or downloads of sources, highlighting publication information. Consult a handbook or other reference on the documentation style appropriate to your assignment to create a complete citation for each source.

(For additional advice on creating an effective working bibliography, see also the examples in [tutorial 5, Avoiding Plagiarism](#).)