Name _____ Project _____ Teacher_____ Date _____

Keeping Track of Sources

Use this sheet to help make sure you are collecting all of the correct information that you will need to write your bibliography.

Book:

Author or Editor.	Title of Book.	City of publication	Publisher	Copyright Year	Page(s)

Print Reference Book (not Encyclopedia):

Author or Editor (if given).	"Title of Article or Chapter."	Title of Book.	Edition year	Volume #	Pg. #

Print Encyclopedia:

Author (if given).	"Article Title."	Title of Encyclopedia	Edition year	Volume #	Pg. #

Online Encyclopedia:

Author(s).	"Article Title".	Title of Encyclopedia.	Date retrived	<URL>.

Print Periodical article (journal, magazine, newspaper etc):

Author(s)	"Title of Article."	Title of Periodical.	Month/ Day	Year	Page(s)	Volume # or section

Online Database (some will create citation for you…look for "Citation" link):

Author(s)	"Title of Article."	Title of Periodical	publication Month/year	Date Retrieved	Page(s)	Database Title	<URL>

World Wide Web Page:

Author(s) (if known) AND/OR sponsoring organization/publisher	Full Title of site	Title of article or section of site	Publication date or last updated.	<URL>	Date Retrieved

E-mail message:

Author	<Author's e-mail address>	"Subject line from the posting."	Date of Publication.	Kind of communication	(Date Accessed).

Interview:

Name of person interviewed	Kind of Interview (personal, telephone, etc.).	Date

Video or Film:

Title	Director	Distributor	Year of Release	If Online… title of web site	If online…<URL>

Additional space for any source (follow the appropriate format above)