5

Preparing Bibliography Cards

Your library, online, and Web searches have put print and electronic resources in your hands. Your immediate task now is to develop a system by which to keep track of these materials—their titles, authors, publishers, dates of publication, page references, sources, etc. The best system is a set of bibliography cards, one card for each source. Alphabetized, bibliography cards become the Works Cited page at the end of the final paper.

You may argue, "What's there to keep track of? I have all the sources right here on my desk or bookmarked on my computer." True, at the moment you do, but library materials come due and must be returned, often before your paper is finished, and Web sites can change overnight. Aside from those little matters of inconvenience, however, you must also keep track of which information comes from which source so that you can accurately document your paper. Since documentation is one of the characteristics that distinguish a research paper from other papers, most educators cast a critical eye on all aspects of the documentation process. Thus, you need to put the system in operation and prepare a bibliography card for each of the sources you have collected. And you need to do it now, *before* you begin reading and taking notes.

By methodically and carefully preparing bibliography cards now, before you begin reading and taking notes, you will save hours of work later.

GENERAL GUIDELINES

The following suggestions will help you develop a clear, accurate set of bibliography cards. Following this list of general guidelines, you will find a complete set of sample bibliography forms in both the humanities style and the science style.

1 *Use bibliography cards of a different size or color from your note cards.* Some writers prefer 3″ × 5″ cards for the bibliography and 4″ × 6″ cards for notes; others prefer a pastel color for bibliography cards and white for note cards. To distinguish them by size or color is to keep from accidentally "losing" a bibliography card later among your many note cards.

2 *Use a separate card for each bibliography entry.* As part of your final manuscript, you will prepare an alphabetical list of works cited. With each resource listed on a separate card, you will be able to alphabetize easily. (See completed Works Cited pages in the model papers in Chapter 14.)

3 *Write in ink.* Pencil smears, and ultimately it may render an entry illegible.

4 *Be sure to list all necessary information.* For books, most information will be on the title and copyright pages. For magazines, most information will be on the front cover or on one of the first pages, like the table of contents page or the page listing the editorial staff. For online or Web resources, most information is on the opening or closing screen.

5 *Separate titles from subtitles.* If a book or magazine article title includes a subtitle, separate it from the main title by a colon. Follow this guideline no matter how the title and subtitle appear together in the book or magazine.

6 *For books, note the call number in the lower left corner of the card.* Always record the library call number of any book you use. If for some reason you need the book again later, you will be able to find it quickly without again searching the catalog.

7 *Record the library name.* If you get materials from more than one library, also record on each bibliography card the name of the library from

which you obtained the reference. That information will prove invaluable in case you need to check some detail later.

8 *Make a note of any outstanding features.* Some sources will include special features like good charts, an extensive index, a bibliography, or good background. Others may be less impressive, perhaps too technical or include only a brief chapter. Making notes of such features will help you remember which sources initially seem most beneficial.

9 *Punctuate titles within titles correctly.* Consider these examples:

(Book titles are shown here in italics but should be underlined in your manuscript.)

"Imagery in F. Scott Fitzgerald's *The Great Gatsby*"
    (article title including a book title)
"Imagery in Robert Frost's 'Birches' "
    (article title including a poem title)
Critical Reflections on The Great Gatsby
    (book title including another book title)
Imagery in "The White Heron"
    (book title including a short story title)

TECH TIP

You can easily record bibliography information on your computer. You may want to insert information alphabetically as you go. (See Chapter 12 for details about alphabetizing a list of works.)

Be sure to create a separate file for your list of bibliography references.

When you have finished entering the information, save it, but also print out a copy so you can refer to it quickly while taking notes. And remember to make a backup!

CONTENT AND FORM

Different kinds of sources—books, periodicals, Web pages—all require different forms for their respective bibliography cards. Even online peri-

odicals have a different bibliography form than do periodicals in print. The business of correctly writing your bibliography cards is further complicated by the fact that there are two styles for each of these forms: a style used for the humanities and another used for the sciences. Use the style your teacher prefers.

What follows are generic directions and specific illustrations for creating either humanities-style or science-style bibliography cards for the sources most commonly used in research papers.

CRITICAL THINKING HINT

Keep in mind that no matter how thorough a list of examples is provided in this or any other style manual, you may find a source for which there is no specific example. In that case, use common sense to list the author, title, and publishing information in a manner consistent with the examples.

A final suggestion: pay careful attention to every comma, space, period, underscore, capital letter, and number. Writing accurate bibliography entries takes an eye for detail and attention to consistency.

Note: In addition to the examples below, see the model Works Cited and References pages for the student model papers in Chapter 14.

BOOKS

For a book, the humanities style bibliography form needs the following information:

1. Author(s) or editor(s), last name first, followed by a period
2. Title of book, underlined (or in italics, as your teacher directs), followed by a period
3. Publication information, including
   - Place of publication, followed by a colon
   - Publisher, followed by a comma
   - Date of publication (most recent), followed by a period
4. Arranged in hanging indentation form (all but the first line is indented)

Note that the science style bibliography form for a book

1. uses the author's last name but only initials for first and middle names.
2. encloses the date of publication in parentheses, followed by a period.
3. capitalizes only the first word and proper names in titles of books.

In order to cite a book found online, use the humanities and science styles for electronic sources, beginning on page 92.

Book by a Single Author

Humanities Style

> Benson, Jackson J. *The True Adventure of John Steinbeck, Writer.* New York: Penguin Books, 1984.

> Thom, James Alexander. *Long Knife: A Novel Based on the Life of George Rogers Clark.* New York: Ballantine Books, 1979.
>
>
> Thom also wrote *From Sea to Shining Sea* about expedition (also fiction, history based) (county library)

Science Style

> Benson, J. J. (1984). *The true adventure of John Steinbeck, writer.* New York: Penguin Books.

Book by Two Authors

Note that the humanities-style bibliography form lists the second author's name in first-name-last-name order. Note that the science style maintains last name first for the second author and uses the ampersand (&) instead of the word "and."

Humanities Style

Gielgud, John, and John Miller. *Acting Shakespeare.* New York: Charles Scribner's Sons, 1991.

Science Style

Gielgud, J., & Miller, J. (1991). *Acting Shakespeare.* New York: Charles Scribner's Sons.

Book by Three Authors

Humanities Style

Hirsch, E. D., Jr., Joseph F. Kett, and James Trefil. *The Dictionary of Cultural Literacy: What Every American Needs to Know.* 2d ed. Boston: Houghton Mifflin Company, 1993.

Science Style

Hirsch, E. D., Jr., Kett, J. F., & Trefil, J. (1993). *The dictionary of cultural literacy: What every American needs to know.* 2d ed. Boston: Houghton Mifflin Company.

Book with Four or More Authors

Humanities Style

Shepard, Alan, Deke Slayton, Jay Barbree, and Howard Benedict. *Moon Shot: The Inside Story of America's Race to the Moon.* Atlanta: Turner Publishing, Inc., 1994.

Science Style

Shepard, A., Slayton, D., Barbree, J., & Benedict, H. (1994). *Moon shot: The inside story of America's race to the moon.* Atlanta: Turner Publishing, Inc.

Book with an Editor or Editors

Humanities Style

Polking, Kirk, Joan Bloss, and Colleen Cannon, eds. *Writer's Encyclopedia.* Cincinnati: Writer's Digest Books, 1983.

Science Style

Polking, K., Bloss, J., & Cannon, C. (Eds). (1983). *Writer's encyclopedia.* Cincinnati: Writer's Digest Books.

Work in an Anthology

Humanities Style

Dove, Rita. "The Oriental Ballerina." *The Norton Anthology of African-American Literature.* Eds. Henry Louis Gates Jr., and Nellie Y. McKay. New York: W. W. Norton & Company, 1997.

Science Style

Dove, R. (1997). The oriental ballerina. In H. L. Gates Jr., & N. Y. McKay (Eds.), *The Norton anthology of African-American literature* (pp. 117–123). New York: W. W. Norton & Company.

Multivolume or Translated Work

Humanities Style

Prost, Antoine, and Gerard Vincent, eds. *A History of Private Life.* Vol. 5. Trans. Arthur Goldhammer. Cambridge: Harvard University Press, 1991.

Science Style

Prost, A., & Vincent, G. (Eds.). (1991). *A history of private life.* (A. Goldhammer, Trans). Cambridge: Harvard University Press.

Edition of a Book

Humanities Style

Grauer, Robert T., and Gretchen Marx. *Essentials of the Internet.* 3rd ed. Upper Saddle River, NJ: Prentice Hall, 2003.

Science Style

Grauer, R. T., & Marx, G. (2003). *Essentials of the internet* (3rd ed.). Upper Saddle River, NJ: Prentice Hall.

Article in a Reference Book

Humanities Style

"Steinbeck, John." *Contemporary Authors.* 1968.

Science Style

Steinbeck, John. (1968). *Contemporary authors.*

Two notes about reference book bibliography entries:

1. Many reference book articles, especially those in encyclopedias, are signed, the name appearing at the end of the article. Sometimes only initials appear. In that case, the initials will correspond to authors listed either in the front matter or in the index. When articles are signed, include the author's name in the bibliography entry.
2. No page number is necessary for alphabetically arranged references like dictionaries and encyclopedias.

Government Publication

Humanities Style

United States Dept. of Labor. Bureau of Statistics. *Dictionary of Occupational Titles.* 8th ed. Washington, D.C.: GPO, 2003.

Science Style

United States Dept. of Labor, Bureau of Statistics. (2003). *Dictionary of occupational titles* (8th ed.). Washington, D.C.: U.S. Government Printing Office.

Book Without Stated Publication Information

Use the following abbreviations when publication information is not included in the book:

n.p.   no place of publication given OR no publisher given
n.d.   no date of publication given
n. pag.   no pagination given

Insert the abbreviation in the bibliography entry at the point at which full information would otherwise appear.

PERIODICALS

For periodicals, the humanities style for the bibliography form needs the following information:

1. Author(s), if given, last name first, followed by a period
2. Title of article, enclosed in quotation marks, with a period inside the final quotation marks
3. Title of periodical, underlined (or in italics, as your teacher directs)
4. Date of publication, written for newspapers in day-month-year order, with the name of the month abbreviated, followed by a colon
5. Page(s), followed by a period

For periodicals, the science style for the bibliography form follows these additional details:

1. For article titles, capitalizes only the first word of titles, first word of subtitles, and all proper nouns
2. Omits quotation marks around article title
3. For magazine, journal, and newspaper titles, capitalizes all words except articles and prepositions, unless they are first or last words in the title
4. Spells out the name of the month
5. Includes the volume number (if given), underlined (or in italics, as directed by your teacher), followed by a colon, followed by the issue number (if given), followed by a comma

In order to cite a magazine, newspaper, or other periodical found online, either as an electronic publication or as a periodical accessed through a database, follow the citation forms found in the section for electronic sources, beginning on page 92.

Article from a Magazine

Humanities Style

> Kemper, Steve. "Madidi: Bolivia's Spectacular New National Park." *National Geographic* Mar. 2000: 5–23.

Science Style

> Kemper, S. (2000). Madidi: Bolivia's spectacular new national park. *National Geographic 194:* March 3, 5–23.

Unsigned Magazine Article

Humanities Style

> "Active Traveler Directory." *Outside* July 1997: 149–157.

Science Style

> Active traveler directory. (1997). *Outside*, July, 149–157.

Signed Newspaper Article

Humanities Style

> Johnson, Ella. "Legislators Rap Agency for Inaction." *Evansville Courier and Press*, 22 Apr. 2004: A5.

Science Style

> Johnson, E. (2004). Legislators rap agency for inaction. *Evansville Courier and Press*, 22 April, A5.

ELECTRONIC SOURCES

For electronic sources, the humanities-style bibliography form needs the following:

1. Author(s) or editor(s), if given, followed by a period
2. Title of page, in quotation marks, followed by a period
3. Title of site, underlined (or in italics, as your teacher directs), followed by a period
4. Date of publication or last update, with the name of the month abbreviated, followed by a period
5. Name of any institution or organization that sponsors the site (usually appears at the bottom of the site's home page), followed by a period
6. Date on which you accessed the page, with the name of the month abbreviated
7. The URL address, enclosed in angle brackets, followed by a period

TECH TIP

Citing online sources can be maddening since there is no consistency in what information appears online, either among databases or among Web sites. Thus, when you need additional examples, do a keyword search for "MLA style" if you're following the humanities style or "APA style" if you're following the science style. Check the constantly updated models from any of the many university sites your search turns up.

The science-style bibliography form for electronic sources

1. follows the date with a period, followed by the word "Retrieved" followed by the date you accessed the site (in month-day-year order, with the name of the month spelled out), followed by a comma, followed by the name of any organization or institution that sponsors the site (if given), followed by a colon
2. if no sponsor for the site is given, follows the date with a comma and the word "from" followed by the URL
3. omits the angled brackets around the URL

TECH TIP

If the URL must be divided between two lines of print, break it only after a slash. Do not add a hyphen at the break.

If the URL is extremely long, give the address of the site's search page. The shortened address helps avoid transcription errors, and the search page allows your reader to find the information using other publication facts in your citation.

An Entire Web Site

Humanities Style

Food and Nutrition Information Center. 2004. National Agricultural Library, Division of the United States Department of Agriculture and Agricultural Research Service. 28 Apr. 2004 <http:www.nal.usda.gov/fnic>.

> *Bartleby.com: Great Books Online.* Ed. Steven van Leeuwen. 2002. 28 Apr. 2004 <http://www.bartleby.com/>.
>
> *The Internet Public Library.* 2004. The Regents of the University of Mich. School of Information. 28 Apr. 2004 <http://www.ipl.org/div/subject/browse/hum60.60.00/>.

Science Style

> *Food and nutrition information center.* (2004). Retrieved April 28, 2004, from National Agricultural Library, Division of the United States Department of Agriculture and Agricultural Research Service site: http://www.nal.usda.gov/fnic.
>
> Leeuwen, S. van. (Ed). (2002). *Bartleby.com: great books online.* Retrieved April 28, 2004, from http://www.bartleby.com/.
>
> *The Internet public library.* (2004). Retrieved April 28, 2004, from The Regents of the University of Mich., School of Information site: http://www.ipl.org/div/subject/browse/hum60.60.00/.

A *Signed (or Unsigned) Page within a Web Site*

Note: For unsigned Web pages, use the following forms, only omitting the author name.

Humanities Style

> DeWeerdt, Sarah. "Reflections on the Pond." *Conservation in Practice Online.* 2004 Winter. Society for Conservation Biology. 23 Apr. 2004 <http://www.conservationnews.org>.

> Hajela, Deepti. "Teen Author Writes Best-Seller." <u>CBSNews.com</u>. 21 Apr. 2004. CBS Broadcasting, Inc. 21 Apr. 2004 <http://www.cbsnews.com/stories>.

Science Style

> DeWeerdt, S. (2004, Winter). Reflections on the pond. *Conservation in Practice Online.* Retrieved April 28, 2004, from Society for Conservation Biology site: http.www.conservationnews.org.

A *Signed (or Unsigned) Article in an Online Periodical*

Note: For an unsigned article, use the following form, only omitting the author name.

Humanities Style

> Johnson, Kirk. "Weapons Moving Out, Wildlife Moving In." *New York Times on the Web.* 23 Apr. 2004 <http://www.nytimes.com/pages/science/earth/index.html>.
>
> Fording, Laura. "Education, 21st Century-Style." *Newsweek* 30 Mar. 2004. 23 Apr. 2004 <http://www.msnbc.msn.com/id/4633126>.

Science Style

> Johnson, K. (2004). Weapons moving out, wildlife moving in. *New York Times on the Web.* Retrieved April 28, 2004, from http://www.nytimes.com/pages/science/earth/index.html.
>
> Fording, L. (2004, March 30). Education, 21st century-style. *Newsweek.* Retrieved April 23, 2004, from http://www.msnbc.msn.com/id/4633126.
>
> Note: For unsigned articles, use the same form, only omitting the author name.

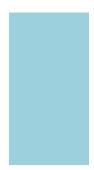# Online Government Publication

Humanities Style

> United States Department of Justice. Office of Juvenile Justice and Delinquency Prevention. *Detention and Juvenile Crime Repetition.* By Constance Conway. Sept. 2000. 14 May 2004 <http://www.ncjrs.org/pdffiles1/ojjdp/192245.pdf>.

Science Style

> Conway, C. (2000, September). Detention and juvenile crime repetition. United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Retrieved May l4, 2004, from http://www.ncjrs.org/pdffiles1/ojjdp/192245.pdf.

Signed and Unsigned Sources from Library Subscription Services

Generally, you access databases through your library's subscription services by either using a computer terminal at the facility, like your school or neighborhood library, or entering a password at some other terminal, perhaps even in your own home. Since you likely found many of your resources through a database that your school or public library subscribes to, this section deserves special attention.

TECH TIP

Some common subscription services include EBSCOhost, Infotrac, Academic ASAP, NewsBank Info Web, SIRS (Social Issues Resources Series), and Proquest. Each subscription service employs a number of databases. Some of the common databases include MAS Ultra, Newspaper Source, ERIC, MasterFile Select, TOPIC search, Health Source, and Academic Search Elite.

If in the course of doing your research it isn't obvious to you which subscription services and which databases you are using, ask your librarian or media specialist.

In general, the humanities bibliography form for sources obtained through your library subscription services should include the following:

1. Author(s), if given, followed by a period
2. Title of the article, in quotation marks, followed by a period, with the period inside the final quotation marks
3. Title of the periodical or other source, underlined (or in italics, as your teacher directs)
4. Date of publication of the source, followed by a colon, followed by the page number(s), followed by a period
5. Name of the database through which you found the information

6. Name of the subscription service through which you accessed the database
7. Name of the library subscribing to the subscription service
8. Date you accessed the information
9. URL through which you accessed the information (probably the library's Web page)

The science bibliography form for sources attained through your library subscription services

1. includes the volume number, if given, following the title of the periodical or other source, underlined (or in italics, as your teacher directs), followed by a colon and the page number (<u>not</u> underlined or in italics), followed by a period
2. uses the word "Retrieved" followed by the date you accessed the site (in month, day, year order), followed by a comma
3. follows the access date with the word "from," followed by the name of the database.
4. does <u>not</u> include the subscription service, location from which you accessed the information, or URL of access site

Humanities Style

Covault, Craig. "Skycrane Reassessed." *Aviation Week and Space Technology* 22 Apr. 2004: 30. *Academic Search Elite.* EBSCOhost. Evansville Public Lib. 23 Apr. 2004 <http://www.evpl.org>.

"The Only Way Is Up." *New Scientist 2* Nov. 2002: 176. *MasterFILE Premier.* EBSCOhost. Evansville Public Lib. 23 Apr. 2004 <http://www.evpl.org>.

<u>Evans, Julie A. "Good Old-Fashioned</u>
Fitness." <u>Prevention</u> May 2004:
60. <u>Academic Search Elite</u>. EBSCO.
Evansville Public Lib. 23 Apr. 2004
<http://www.evpl.org>.

refers to Old Order Amish—hard work, no obesity

Science Style

Covault, C. (2004, April 22). Skycrane reassessed. *Aviation Week and Space Technology, 160*, 30. Retrieved April 23, 2004, from Academic Search Elite Database.

The only way is up. (2002, November 2). *New Scientist, 176*: 40. Retrieved April 23, 2004, from MasterFILE Premier Database.

Material on CD-ROM

Humanities Style

Weeks, Sally, and George R. Parker. *Trees of Indiana: Their Identification and Uses.* CD-ROM. West Lafayette, IN: Purdue University, 2002.

Science Style

Weeks, S., & Parker, G. R. (2002). *Trees of Indiana: Their identification and uses.* Retrieved from CD-ROM, Purdue University.

E-Mail Communication

Humanities Style

Goodaker, Donald. "Prodigal Returns." E-mail to the author. 30 Apr. 2004.

Science Style

Goodaker, D. (2004, April 30). "Prodigal returns." E-mail to the author.

OTHER PRINT AND NONPRINT RESOURCES

Pamphlet

Humanities Style

Online Scams: Potholes on the Information Highway. Washington, D.C.: FTC Bureau of Consumer Protection, Office of Consumer and Business Education, Mar. 1996.

Science Style

> *Online scams: Potholes on the information highway.* (1996, March). FTC Bureau of Consumer Protection, Office of Consumer Business Education.

Radio or Television Program

Humanities Style

> *Latest Edition.* Writ. Laura Lexter. PBS. WJXT, Princeton, 18 Sept. 2004.

Science Style

> Lexter, L. (2004, September 18). *Latest Edition.* PBS. WJXT, Princeton.

TIME MANAGEMENT GUIDELINES

Since you should prepare a bibliography card as soon as you find each source, suggesting a specific number of days for completing the task seems unnatural. If you prepare each card when you select the resource, you will hardly notice the time required. Perhaps the best advice is to add the following number of days to the time allotted for finding secondary sources:

Number of weeks to work on final paper	Number of days available to prepare bibliography cards
10	1
8	1
6	1
4	1

TWO STUDENTS' PROGRESS

Preparing bibliography cards offered different problems for Sarah and Terry. Compare their stories.

Sarah

I began writing out my bibliography cards as soon as I found the first few sources. Some sources seemed more useful than others, so I made brief notes on the cards about key points. For instance, some had good indexes, some were very brief, others had bibliographies of related sources.

I'll have to admit right now that I ended up not using all my sources. Some that I thought looked really good at first didn't offer much detail to support my outline. I found 34 sources—books, magazines, newspapers, computerized data sources, pamphlets—and I made a bibliography card for every one. I ended up taking notes from 29 and actually using 21 my paper. It was good to have those additional resources, though, in case I needed them to support some point in my outline I'd somehow overlooked.

Here's a shortcoming that cost me plenty of time later: I was sloppy with some of my bibliography cards and left out some things. For one magazine, I forgot to note the page numbers for the article I wanted to use. I didn't catch my error until later, after I'd returned my materials to the library. And guess what? Someone had already checked out that magazine again, so I had to go to a different library to get the information. What a waste of time! And all because of carelessness.

Terry

I had only four bibliography entries to write, so my job was a snap. Besides, I had done Works Cited pages last year and knew the ropes. In fact, I put my bibliography entries directly into the computer and never prepared individual cards. But let me tell you what happened to me and most of my classmates last year. When our teacher checked our bibliography cards, we had all made some silly mistakes—omitted commas, capitalized incorrectly, forgotten quotation marks or underscores, used incorrect spacing, substituted commas for periods—all kinds of little mechanical things. That was a clue that we'd better be as careful about those little details in bibliography entries as we are about mechanical details in our paragraphs! Having learned that lesson well, this year's work with bibliography form was a snap!

TIPS AND TRAPS

Most students face minor obstacles preparing bibliography cards. There are really only two requirements: (1) provide complete information and (2) consistently use the proper form. Meeting both requirements will assure an accurate Works Cited page in the final paper. More important, preparing the bibliography cards is the first step in accurate documentation. Since documentation is what sets the research paper apart from other papers, most teachers who assign a research paper want to see accurate, complete documentation. Work accordingly!

CHECKLIST FOR BIBLIOGRAPHY CARDS

You should be able to answer "yes" to each of these questions about each of your completed bibliography cards. (Questions are based on the humanities-style documentation form.)

1. Did I begin the first line of the bibliography entry at the left margin and indent all subsequent lines five spaces?
2. If the book or article has an author listed, have I begun each card with the author's name, written last name first, followed by a comma and the first name and, if given, the middle initial? If the book or article is unsigned, have I begun with the title?
3. Have I listed all titles correctly?
   a. Have I underlined titles of books, periodicals, and Web sites?
   b. Have I enclosed in quotation marks the titles of articles or Web pages?
   c. Did I capitalize words in titles correctly?
   d. Did I separate titles from subtitles with a colon?
4. Did I include all necessary publishing information for books?
   a. Did I list the place of publication?
   b. Did I follow the place of publication with a colon, a space, and the name of the publisher?
   c. Did I follow the name of the publisher with a comma and the date of publication?
5. Did I include all necessary publishing information for magazines?
   a. Did I follow magazine titles with the issue date?
   b. Did I list dates in the correct manner, listing first the day of the month, then the month, and then the year?

     c. Did I follow the date with a colon, a space, and the page number?

     d. Did I omit commas between the month and the year?

     e. Did I abbreviate the names of months correctly?

     f. Where I needed to name a state to identify the place of publication, did I use the two-letter abbreviation?

6. Did I include all necessary information for electronic sources?

     a. Did I cite the author or editor, if given?

     b. Did I include the title of the online page?

     c. Did I name the title of the Web site?

     d. Did I provide the last update or copyright date?

     e. Did I list the name of any sponsorship of the site?

     f. Did I give the date on which I accessed the site?

     g. Have I included the URL address, enclosed in angled brackets?

7. For sources accessed through library subscription services, did I include all necessary information for both the subscription service and the database(s) used?

     a. Did I list the author(s), if given?

     b. Did I give the title of the article?

     c. Did I give the title of the periodical or other source?

     d. Did I include the date of publication and page number of the source?

     e. Have I named the database through which I found the material?

     f. Have I named the subscription service through which I accessed the database?

     g. Did I name the library subscribing to the service used?

     h. Did I include the date on which I accessed the database?

     i. Have I included the URL through which I accessed the subscription service (probably the library's Web site)?

8. Have I used periods correctly?

     a. Have I followed each item (author name, article title, book title, and publishing information) with a period?

     b. Did I use only one period when the author's middle initial is included?

     c. Did I omit the period after magazine titles?

     d. Did I use a period at the end of each bibliography entry?

9. Did I include helpful information for myself?

     a. If I used more than one library, did I list the name of the library where I found this source?

     b. For books, did I list the call number?

     c. Did I make a brief notation about important features for key references?

10. Above all, am I consistent with all matters of style, using the same abbreviations, same format, same punctuation style, and same capitalization style throughout all of my bibliography cards?

EXERCISES

Exercise A: *Revising Bibliography Entries*

Directions: The following bibliography entries contain numerous mechanical errors. Rewrite them correctly in the humanities style.

Malcolm F. Baldwin. "Wetlands, Fortifying Federal and regional cooperation," *Environment*, September 1987: 16–20+.

Berle, Peter A. A. "The Audubon View: a grand Design for Wetlands" *Audubon.* July, 1990: 6.

"Nearly half Extinct Species were in Hawaii," April 23, 2004. <http://www.abcnews.go.com/wire/us/ap20040423_328html. *ABC News online*.

"Big Fault, no Blame," *Science* (Feb. 2002). 13:10. MasterFILE Premier. EBSCOhost. Mt. Vernon Public lib. Apr. 29, 2004. <www.mvpl.org>.

Easterbrook, Gregg "Cleaning Up" Newsweek. 24 July, 1989. pp. 26–42.

Goodwin, Richard H. and William A. Niering. *Inland Wetlands of the United States: Evaluated as potential registered natural landmarks.* New London, Conn., GPO. 1975.

Kusler, Jon A. "Our National Wetland Heritage: A Protection Guidebook". Washington. Environmental Law Institute. 1983.

Poole, Keith. Personal interview, April 29, 2004.

Exercise B: *Preparing Bibliography Cards*

Directions: Use the following information to prepare five bibliography cards. Use accurate form.

Sarah has found the following resources in two libraries. At the Vanderburgh County Library, she found two resources by William A. Niering. One is a book titled *Wetlands: The Audubon Society Nature Guides.* It was published in 1985 by Alfred A. Knopf in New York. The other is on CD-ROM from *The New Grolier Electronic Encyclopedia* published in Danbury, Connecticut, in 2004 by Grolier Electronic Publishing, Inc. The article is titled "Swamp, Marsh, and Bog."

At her school library, Sarah found one unsigned and two signed magazine articles. The unsigned article is in the November 2001 issue of *Southern Living* (pages 62, 66, and 68) and titled "Wetlands Ducks: The Timeless Equation." The other two articles are in the same July 1999 issue of *Audubon* magazine. One, by Peter Steinhart, is titled "No Net Loss" and is on pages 18–21. The other, titled "Symbols of the Marsh," is by George Reiger and appears on pages 52–58. She found all three of these on the MasterFILE Premier database through the Infotrac subscription service. Using her password, she accessed the database on April 30, 2004, through her school's (West Terrace High School) Web site: www.westterracehs.org.