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Handout: Source Sheet for Articles & Online Publications

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Source Sheet for Articles & Online Publications

Your name: _____

This sheet provides the basic outline for gathering the information you'll need to properly write an *evaluative annotation*. Complete one of these forms for each of the online publications (news articles, PDFs, documents, and government reports) you find and use.

For more info on formatting APA citations, see: <http://libguides.unco.edu/apa>.

Part the First: Information about the item you selected

Author or authors:

Corporate or Government author (if applicable):

Date the item was published:

Title of the article, web document, or report:

Title of the journal this article was published in, or, if this is a newspaper article, write the title of the newspaper in which it was published.

DOI or web site retrieved from (Do <i>not</i> write 'Summon.' Write the database name.)

TIPS on APA Formatting

Remember to end each section with a period.

Authors: For one author, use the author's last name and first initial. *Example:* Hudson, J.

For articles with two authors, follow the same format, using first initial only, separating authors with an "&" (ampersand).
Example: Timberlake, J. & Lion, S.

Date: Write the date as (Year, Month Day). If there isn't a date listed use (n.d.) for no date or just list the year.
Example: (2006, March 15).

Article titles: Only capitalize the beginnings of sentences and proper nouns, **not** every word in the title. *Examples:*
The politics of "fracking": Regulating natural gas drilling practices in Colorado and Texas.
Relationship between Facebook use and problematic Internet use among college students.

Newspaper titles should be capitalized and italicized. If a newspaper has a common name, include information necessary to locate the source in square brackets after the title.
Examples:
The New York Times.
The Mirror [Greeley, CO].
Race & Class.

Retrieved from should include the full web address for the newspaper, web document or report. If the article has a DOI (digital object identifier), use that instead.

Examples:
doi:10.1080/17404622.2012.700721
<http://www.nytimes.com/>
<http://www.deathpenaltyinfo.org/2008YearEnd.pdf>

Part the Second: Describe the item in detail so your audience knows what it's about.

Annotations are usually composed of three or more sentences about a particular source. Writing this is easier than it might appear.

Sentence #1: What is it about?

Pro Tip: Avoid using the first person (words like *I*, *we*, *you*, etc.) here. Be as **objective** as possible, and **specific**: describe the studies made, the affected or interested parties, and what was revealed through the research. Use sample data and selected quotes to back up your points.

Sentence #2: What **conclusions** are reached, and how does the author **support** them? Give an **example** from the data presented that best illustrates the value of this source.

Pro Tip: Be as **objective** as possible, and **specific** about its findings so that your audience understands its value.

Sentence #3: How does this item **influence your view** of the topic?

Pro Tip: Here's where you tell your reader why this item is **important to your research**. What theme does it connect to for you? **What was the most valuable part** of this item that made you want to use it?

You've just given yourself a head start to write an entry in an annotated bibliography.

The rest is mostly formatting. Congrats!

