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# Handout: Source Sheet for Books & Book Chapters

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# Source Sheet for Books & Book Chapters

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 books or book chapters you find and use.

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

## Part the First: Information about the item selected

Author(s) of the full book or the chapter you're using: _____ _____	<b>TIPS on APA Formatting</b> Remember to end each section with a period.  <b>Authors:</b> For one author, use the author's last name and first initial. <i>Example:</i> Lopez, J.  For publications with two authors, follow the same format, using first initial only, separating authors with an "&" (ampersand). <i>Example:</i> Bieber, J. & Gomez, S.  <b>Book titles:</b> only capitalize the beginnings of sentences and proper nouns, not every word in the title. <i>Examples:</i> Wealth accumulation & communities of color in the United States: current issues. A tale of two cities. The anti-intellectual presidency: The decline of presidential rhetoric from George Washington to George W. Bush  <b>Chapter titles</b> are cited when using materials from an edited book, or a compilation of writings from different authors.  <b>Editors</b> of a book or of a compilation of writings need to be cited as well. The formatting is very different than how authors are cited, though. <i>Examples:</i> In L. K. Brown and K. Musell (Eds.)... In P. E. Murphy & G. R. Lazniak (Eds.)... Butler, B. L. (Ed.).  <b>Book publisher examples:</b> Knoxville: University of Tennessee Press. New York: Oxford University Press. Upper Saddle River, NJ: Pearson Prentice Hall. Boston: Houghton Mifflin.
Corporate or Government author (if applicable): _____	
Year the item was published: _____	
Title of the book: _____ _____	
If you are annotating a book chapter or an edited compilation, what is the title of that <i>chapter</i> ? _____ _____	
If you are annotating a book chapter or an edited compilation, who are the editors of the book? _____ _____ _____	
Where was the book published? City (use the first listed): _____	
State (needed unless the city is widely recognizable, like Chicago or Amsterdam, or the publisher is a university): _____ _____	
Name of the publisher: _____ _____	

**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, or what was revealed through the research. Use sample data and selected quotes to back up your points.

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Sentence #2: What **conclusions** are reached in the piece, 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.

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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?

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You've just given yourself a head start to write an entry in an annotated bibliography.  
The rest is mostly formatting. Congrats!

