

University of Northern Colorado

Scholarship & Creative Works @ Digital UNC

Information Literacy

Open Educational Resources @ UNC

5-12-2016

Handout: Source Sheet for Books & Book Chapters

William Cuthbertson

University of Northern Colorado

Brianne Markowski

University of Northern Colorado

Follow this and additional works at: <https://digscholarship.unco.edu/infolit>

Recommended Citation

Cuthbertson, William and Markowski, Brianne, "Handout: Source Sheet for Books & Book Chapters" (2016). *Information Literacy*. 4.

<https://digscholarship.unco.edu/infolit/4>

This Handout is brought to you for free and open access by the Open Educational Resources @ UNC at Scholarship & Creative Works @ Digital UNC. It has been accepted for inclusion in Information Literacy by an authorized administrator of Scholarship & Creative Works @ Digital UNC. For more information, please contact Jane.Monson@unco.edu.

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: _____ _____	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. <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. Book titles: 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 Chapter titles are cited when using materials from an edited book, or a compilation of writings from different authors. Editors 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.). Book publisher examples: 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.

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.

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!

