

## Preparing Source Cards

Keeping track of your sources is essential. Source cards represent your research. It is important that you follow the format provided for each type of source so that the integrity of your research can be maintained. Also, you'll need accurate and complete information in order to prepare your Works Cited list, the list of sources at the end of your paper. The best system for collecting information is to put each source on a 3"x 5" index card.

**NOTE: Give each source card a number. Every source you use for information should have a different source number. This number should be placed in the upper right-hand corner of the source card.**

### Sample "Print" Source Cards

- \* Author's last name, first name. [if available]
- \* "Article Title."
- \* *Title of Encyclopedia.*
- \* Year Published.
- \* Print.



#### General Encyclopedia Article (w/author)

1
Krutch, Joseph Wood. "Poe, Edgar Allan." <i>Encyclopedia Americana</i> . 1994. Print.

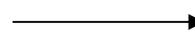
- \* Author's last name, first name.
- \* *Title of Book.*
- \* City of publication:
- \* Publisher,
- \* Date published.
- \* Print.



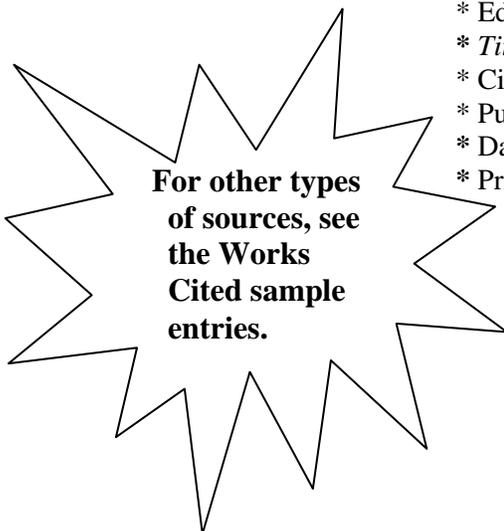
#### Book (one author)

2
Meyers, Jeffrey. <i>Edgar Allan Poe</i> . New York: Scribner's, 1992. Print.

- \* Editor's last name, first name, ed. **Book w/editor instead of author**
- \* *Title of Book.*
- \* City of publication:
- \* Publisher,
- \* Date published.
- \* Print.



3
Richler, Mordecai, ed. <i>The Best of Modern Humor</i> . New York: Knopf, 1983. Print.



## Sample “Electronic” Source Cards

Entries for electronic sources should contain as many items from the lists below as possible. To locate this information, you will need to scan the Web site (check bottom of page) and click on links entitled “About” or “Contact Us.” With electronic sources, including the URL address is optional (see sample 1 for format).

### Entire Web site

- \* Author’s or Editor’s last name, first name [if given].
- \* *Title of Web site.*
- \* Name of sponsoring institution or organization [if given].
- \* Last update or original publication date.
- \* Web.
- \* Date accessed.
- \* <URL>. [optional]

4

Gould, Stephen, ed. *Edgar Allan Poe’s Life*. Poe Historical Society. 3 March 2000. Web. 24 June 2000.  
<<http://www.historicalsoc.com.html>>.

### Article from a Web site

5

Meyers, Jeffrey. “Beyond Poe’s Imagination.” *Edgar Allan Poe on the Web*. June 1999. Web. 27 June 2000.

- \* Author’s or Editor’s last name, first name [if given].
- \* “Title of Article.”
- \* *Title of Web site.*
- \* Date of last update or original publication date.
- \* Web.
- \* Date accessed [no period]

### Online Database Article

- \* Author’s or Editor’s last name, first name [if given].
- \* “Article Title.”
- \* *Database Title.*
- \* Copyright date [edition].
- \* Online Publisher or sponsoring institution.
- \* Web.
- \* Date accessed [no period]

6

“Beyond Poe’s Imagination.” *Britannica Online*. May 2000. Encyclopedia Britannica. Web. 27 June 2000.

### Article from CD-ROM

7

“Edgar Allan Poe.” *Webster’s Family Encyclopedia*. Cambrix Publishing, 1996. CD-ROM.

- \* “Entry Title.”
- \* *Title of Source.*
- \* Publisher,
- \* Year Published.
- \* CD-ROM.