BIBLIOGRAPHY CARDS

1. Make one bibliography card for each resource that you use. (These could include books, encyclopedia articles, magazine articles, or information found on a computer program or at an Internet site.) Use correct bibliographic format:

   AUTHOR'S LAST NAME, FIRST NAME. TITLE. CITY: PUBLISHER, COPYRIGHT, DATE.

   AUTHOR'S LAST NAME, FIRST NAME. "TITLE OF ARTICLE," NAME OF MAGAZINE. VOLUME NUMBER (OR MONTH, DAY, YEAR), PAGES.

   "SUBJECT," NAME OF ENCYCLOPEDIA. CITY: PUBLISHER, COPYRIGHT DATE. VOLUME NUMBER, PAGE.

   TITLE OF SOFTWARE PROGRAM (IN ITALICS), CITY: SOFTWARE, PUBLISHER, DATE.

   AUTHOR'S LAST NAME, FIRST NAME. TITLE OF ARTICLE. HTTP://ADDRESS. DATE OF PUBLICATION.

2. Label each card with a letter, A, B, C, etc.

3. At the end of your report, you will make a bibliography, which is an alphabetical list of all the sources that you used for your research. You will be able to use these cards to create your bibliography page.
1. Organize your information. One way to organize is to make a web.

A second way to organize your information is to make a chart. Using a large sheet of paper, list the main ideas of your paper across the tope of the page. Tape each note card under the proper heading. Rearrange these cards in the order you would like to use it in your paper.

A third way to organize is to write an outline.

**Note:** In the case of a time line or millennium study, the best way to organize your note cards is to put them in chronological (date) order!!

2. Write out your report in your own words from the information on your note cards.

3. **PROOFREAD YOUR WORK!!**
1. If possible, use a different color index card for taking notes. Do not take notes on your bibliography cards.

2. Write different note cards for information taken from different resources.

3. Each time you write a note a card, notice which source you used for that information. On the note card, write the letter that corresponds to that bibliography card.

4. Do not copy whole sentences from your resource. Put your pencil aside while you read the information that you have found. Then, put the book aside. In your own words, write a few sentences or phrases on your note card about what you have read.

In 1972, Thomas Jefferson married Martha Wayles Skelton.

Jefferson was one of the authors of the Declaration of Independence.

Jefferson was very important in the Continental Congress.

Jefferson helped to create the University of Virginia.