

# **Source Cards, Note Cards and Works Cited**

**Blind Brook Middle/High School Library  
Based on MLA 8<sup>th</sup> Ed.  
Spring 2017**

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# Source Cards Citation Examples

## Book

### Source Card - Structure

Source Letter
Author's Last Name, Author's First Name. <i>Title of Book in Italics</i> . Publisher, Copyright Year.

**Note:** If there are two authors do the following:  
 First Author's Last Name, First Author's First Name, and Second Author's First Name Second Author's Last Name.  
 If there are more than two authors do the following:  
 First Author's Last Name, First Author's First Name, et al.

### Source Card – Example

A
Aldrich, Ella V. <i>Using Books and Libraries</i> . Prentice-Hall, 2004.

# Source Cards Citation Examples

## Periodical (Magazine)

Source Card – Structure

Source Letter
Article Writer’s Last Name, Article Writer’s First Name.
“Article Title.” <i>Name of Publication in Italics</i> , Issue
Date, pp. start page-end page.

**Note:** If there is no author of the article start with the title of the article.  
 If the article is only one page use p. page number e.g. p. 79  
 Issue Date should include as much info as possible: Day Mon. Year and vol.  
 and number as appropriate.

Source Card – Example

B
Macy, Sue. “The Fastest Mail in the West.” <i>Cobblestone: The Pony Express 1860-1861</i> , Oct. 1981, pp. 8-13.

# Source Cards Citation Examples

## General Encyclopedia – Print (e.g. World Book Encyclopedia)

### Source Card – Structure

Source Letter
Article Author’s Last Name, Author’s First Name.
“Article/Entry Title.” <i>Name of Encyclopedia in Italics</i> ,
Edition Year ed., vol. number, Copyright Year,
pp. start page-end page.

**Note:** If there is no author, begin with the Article/Entry (be sure to look at the beginning and end of the article).

ed. is the abbreviation for edition

vol. is the abbreviation for volume

If the article is only one page use p. page number e.g. p. 79

### Source Card – Example

C
Gundersen, Joan R. “Colonial Life in America.” <i>World Book Encyclopedia</i> , 2007 ed., vol. 4, 2006, pp. 787-813.

# Source Cards Citation Examples

## Specialized Encyclopedia

### Source Card – Structure

Source Letter
Article Author’s Last Name, Article Author’s First Name.
“Article/Entry Title.” <i>Name of Encyclopedia in Italics</i> ,
edited by Editor’s First Name Editor’s Last Name,
vol. number, Publisher, Copyright Year, pp. start page-
End page.

**Note:** If there is no author, begin with the Article/Entry (be sure to look at the beginning and end of the article).  
 vol. is the abbreviation for Volume. If there is no volume information, skip it.  
 If the article is only one page use p. page number e.g. p. 79

### Source Card – Example

C
Englebert, Phillis. “Emma Goldman.” <i>Activists, Rebels and</i>
<i>Reformers</i> , edited by Diane Sawinski, vol. 2, UXL,
2001, pp. 219-226.

# Source Cards Citation Examples

## E-Book (Reference)

### Source Card – Structure

Source Letter
“Article/Entry Title.” <i>Name of E-book in Italics</i> , edited by Editor’s First Name Editor’s Last Name, e-book, vol. number, Publisher, Copyright Year, pp. start page-end page.

**Note:** If there is no article author start with article/entry.

If there is edition information insert the edition number followed by the abbreviation ed. before the word e-book e.g. 2<sup>nd</sup> ed.,

### Source Card – Example

E
"Cephalopoda (Nautilids, Octopods, Cuttlefishes, Squids, and Relatives)." <i>Grzimek's Animal Life Encyclopedia</i> , edited by Michael Hutchins, et al. 2 <sup>nd</sup> ed., e-book, vol. 2, Gale/Cengage Learning, 2005, pp. 475-89.







# Source Cards Citation Examples

## Web Site

### Source Card – Structure

Source Letter
Author’s Last Name, Author’s First Name. “Title of Web
Page/Article/Document.” <i>Name of the Larger Web Site</i> ,
Institutional Organization /Publisher/Sponsor, URL.
Accessed Day Mon. Year.

**Note:** If there is no article author start with article/entry.  
 Accessed Day is always a number. Accessed Mon. is always the abbreviation for the Month except for May, June and July.  
 A long URL must be broken at a “-“, “/” or “//”.  
 The entire URL for websites must be included.

### Source Card – Example

F
"Ruellia Caroliniensis." <i>Lady Bird Johnson Wildflower</i>
<i>Center</i> , University of Texas, Austin
www.wildflower.org/plants/
result.php?id_plant=RUCA4. Accessed 6 Feb. 2018.

**Note:** Break URLs at “//” or “/” only.



# Source Cards Citation Examples

## Image: Work of Art (Online)

### Source Card – Structure

Source Letter
Artist’s Last Name, Artist’s First Name. <i>Image Title or</i>
<i>Description in Italics. Title of the_Larger Web Site or</i>
<i>Database, URL. Accessed Day Mon. Year.</i>

**Note:** Accessed Day is always a number.  
 Accessed Mon. is always the abbreviation for the Month except for May, June and July.  
 A long URL must be broken at a “-“, “/” or “//”.  
 The entire URL for websites must be included.

### Source Card – Example

G
Stuart, Gilbert Charles. <i>George Washington. George</i>
<i>Washington's Mount Vernon, Mount Vernon Ladies’</i>
Association, <a href="http://www.mountvernon.org/george-washington/biography/#g-285_m-gilbert-stuart-george">www.mountvernon.org/george-</a>
<a href="http://www.mountvernon.org/george-washington/biography/#g-285_m-gilbert-stuart-george">washington/biography/#g-285_m-gilbert-stuart-george.</a>
Accessed 26 Sept. 2017.

**Note:** Break URLs at “-“, “// “ or “ / “ only.

# Note Cards Examples

**Note cards match the color of the source card.**

## Note Card – Structure

Topic- Subtopic	Source Letter
Notes:	Page #
<ul style="list-style-type: none"> <li>• Use bullets</li> <li>• Use phrases, not complete sentences</li> <li>• Put the information in your own words</li> <li>• Not too much, not too little information per card</li> <li>• Write neatly and clearly</li> <li>• Use quotes around direct quotations</li> </ul>	
Card Number for this Resource	

**Note:** Some teachers require you to skip lines between the bulleted lines.  
Follow your teacher's instructions!!

## Note Card – Example

Pennsylvania – William Penn	C
	pg. 53
Born – October 14, 1644	
Died – July 30, 1718	
Married – 1 <sup>st</sup> wife Gulielma Maria Springett	
4 Children	
Married – 2 <sup>nd</sup> wife Hannah Margaret Callowhill	
12 Children	
1	

## Guide lines for creating your Works Cited Page

1. The works cited section of a report appears at the end and always starts a new page with the title **Works Cited** centered at the top.
2. Sources are alphabetized by the **first** word of the entries (usually the author's last name).
3. Sources are **not numbered** 1, 2, 3 in the works cited listing.
4. Sources are **not labeled** A, B, C in the works cited listing.
5. The **first** line of each entry starts at the **left** margin and the **second** line and all **succeeding** lines are indented five spaces.
  - a. In MS Word use Ctrl Tab to indent
  - b. In Google Docs put the cursor in front of the second line and press [Enter], then use the tab key to indent.
6. Each entry is **double spaced** with a **double space** between entries.
7. See the next page for a sample works cited page.

## Works Cited

"Cephalopoda (Nautilids, Octopods, Cuttlefishes, Squids, and Relatives)." *Grzimek's Animal Life*

*Encyclopedia*, edited by Michael Hutchins et al., 2nd ed., e-book, vol. 2, Gale/Cengage Learning, 2005, pp. 475-89.

"Delaware during the Colonial Period." *Encyclopedia of American History*, rev. ed., vol. 2. *Facts on*

*File: American History Online*, [online.infobase.com/](http://online.infobase.com/)

HRC/Search/Details/208150?q=colonial%20delaware. Accessed 27 Oct.. 2017.

Doherty, Craig A., and Katherine M. Doherty. *The Thirteen Colonies: New Hampshire*. Facts on File, 2005.

Englebert, Phillis. "Emma Goldman." *Activists, Rebels and Reformers*, edited by Diane Sawinski,

vol. 2, UXL, 2001, pp. 219-26.

Helander, Brock. "Presley, Elvis." *Baker's Biographical Dictionary of Musicians*, edited by Nicolas

Slonimsky and Laura Kuhn, e-book, vol. 5, Schirmer Books/Gale, 2001, pp. 2859-61.

"The North American River Otter." *Montana Outdoor*, [www.montanaoutdoor.com/2014/11/the-](http://www.montanaoutdoor.com/2014/11/the-north-american-river-otter/)

north-american-river-otter/. Accessed 11 Apr 2018.

Macy, Sue. "The Fastest Mail in the West." *Cobblestone: The Pony Express 1860-1861*, Oct. 1981,

pp. 8-13.

Okrant, Mark J., and Ann Page Steckler. "New Hampshire: The Granite State." *The World Book*

*Encyclopedia*, 2007 ed., vol. 14, 2006, pp. 208-27.

"*Ruellia Caroliniensis*." *Lady Bird Johnson Wildflower Center*, University of Texas, Austin,

[www.wildflower.org/plants/result.php?id\\_plant=RUCA4](http://www.wildflower.org/plants/result.php?id_plant=RUCA4). Accessed 7 Feb. 2018.

"*Ruellia Caroliniensis* (J.F. Gmel.) Steud." *Plants Database*, United States Department of

Agriculture: Natural Resources Conservation Services,

[plants.usda.gov/core/profile?symbol=RUCA4](http://plants.usda.gov/core/profile?symbol=RUCA4). Accessed 6 Feb. 2018.