MINI-LESSON: BIBLIOGRAPHY CARDS
WHAT ARE BIBLIOGRAPHY CARDS?

• Organizing your research can make the research paper writing process easier.
• A method to keep track of what you research is to use 3-by-5-inch bibliography and note cards to organize the sources you find and the information in them.
CITATION INFORMATION

- The bibliography card includes the citation information, which you will later use to create your research paper’s bibliography, or Works Cited page.

- Create a new bibliography card each time you find a new source.

- Write the author’s last name, followed by a comma and first name, and then the title. If the source has no author, start with the title. Lastly, add publication information, such as the city of publication and the publisher of a book or the journal’s name, volume and issue.

- For example, to cite a book in MLA Style, use the following format: Author, Name. Title of book (italicized). City: Publisher, Year of Publication.
LOCATION AND SUMMARY

- The front of the bibliography card should also include the location of the source.
- For library sources, write the name of the library and the call number.
- If you found the source online, write the URL. This brief location information should help you easily find the source again.
- Then, on the back of the bibliography card, write a brief summary about the source so that you remember why you chose that source for your research paper.
NOTECARDS AND ORGANIZATION

• The bibliography card also helps you organize your notes from the source on the note cards.

• Each note card includes one fact from the source. It may be a quotation, a paraphrase or a summary.

• To organize and keep track of your research, write a letter on each bibliography card, and then, on each note card for that source, write the same letter and a number. For example, if the bibliography card is "A," then the first note card is "A1," and the second is "A2."