Taking Source Notes...
What To Write and How

Steve Grant, Library Media Teacher
December 2002 (rev. 10/04)

How to use what you see here

When you take “content notes” from an information source to use in a written paper (or poster, presentation, etc.) of your own, you need to write a “source note” about the source itself so you can cite it correctly in your “Works Cited” bibliography.

For each type of source, two kinds of help are given here. The first lists the items of information about the source you need to write down; the second is one or more examples of an MLA-style “Works Cited” bibliography entry.

☞ When you take a content note from a print source, in addition to writing a “source note” with the basic information about the source itself, you should also write the page(s) you took the note from! Write the page in your content notes, not in the source note. For several types of sources, you do not list pages in the Works Cited bibliography, but you will usually need to include them in the “inline citation” in the text of your paper (or presentation) itself.

Magazine Article

Author: “Title of article.” Title of magazine. Issue date. Page numbers [+ means skips to other pages].


Newspaper Article

Author: “Title of article.” Title of newspaper. Issue date, Edition [if given]. Section & beg. page number [+ means skips to other pages].


Interview (personal)

Name of person interviewed. Personal interview [or Telephone interview if conducted by phone]. Date conducted.

Shelburne, Dana. Personal interview. 28 Nov. 2002.

Revised 10/31/04

Based on MLA Handbook... 6th ed. (c2003)
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How to use what you see here (continued)

- Number each source note and the content notes you take from it. For example, if you number your source note for a particular article from *Encyclopedia Americana* "1", then be sure to put a "1" on every content note you take from that source, so you'll know where the content note came from.

What to write down & sample citations

<table>
<thead>
<tr>
<th>Book (non-reference; one/more authors)</th>
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</thead>
<tbody>
<tr>
<td>Author(s). Title. City of publication: Publisher, copyright date.</td>
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</table>

  - [2 or 3 authors]
  - [4 or more authors]

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<tr>
<th>Reference Work (well-known, e.g. most general encyclopedias or dictionaries; alphabetically-arranged articles)</th>
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<tbody>
<tr>
<td>Author [if signed]. &quot;Title of article.&quot; Title of reference work. Main editor [if given], Edition [if given], Total # of volumes [if more than one]. City of publication: Publisher, copyright.</td>
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<tr>
<th>Web page (free Web, not subscription database)</th>
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<tr>
<td>Author/ creator [if signed]. &quot;Title of page.&quot; [if given] Date created/ revised [if given]. Title of Web site [if known]. Name of institution/organization associated with page's site [if different, if known]. Date you accessed. &lt;URL&gt;.</td>
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<tr>
<th>LJHS-Subscribed Online Subscription Database (e.g. eLibrary, Gale SRC, etc.)</th>
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<tr>
<td>Author/ creator [if signed]. &quot;Title of page.&quot; [if given] Date created/ revised [if given]. Title of Web site [if known]. Name of institution/organization associated with page's site [if different, if known]. Date you accessed. &lt;URL you started with to access via subscription&gt;.</td>
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- All LJHS-subscribed online databases provide you with source information for each document (for magazine or newspaper articles see next page). Include all source info. provided, but add the following:

  Name of the database. Organization that gave you access, City, State. Date you accessed. <URL you started with to access via subscription>.

(over for examples)