Appendix C
Source Worksheets

Use the following worksheets to help you organize relevant information from your sources.
Remember any new information that you learn and use in your essay – whether you directly quote it, paraphrase it or summarize it – you MUST give your source credit.
You must list that source on your works cited page.
You must give that source credit in your essay as either a part of your sentence text or with an in-text citation.
Article from a Journal in a Database

Author’s last name, __________. Author’s first name. “Title of article.”

Name of publication (which is italicized) vol. __________, no. __________, art. __________,

Date (day month year) pp. __________. Name of database (which is italicized)

Copy URL/web address

This is the basic citation for an article from a journal in a database. However, remember if you have more than one author, you need to include both authors’ names. If you have more than three authors, use the term et al. If your article skips at least one page, put the first page number and then a plus sign. Refer to your handbook.

Summarize the article in no more than three sentences.

What did you already know that was confirmed in the article?

If you use this point in your essay, consider using the following verbs to introduce the material: validates, confirms, supports.

Which point in the article do you disagree with?

If you use this point in your essay, consider using the following verbs to introduce the material: disagrees, contradicts.

What point(s) in this article challenged your opinion?

Copy a direct quote from this article that you might be able to use in your essay.

“__________________________________________________________________________” (__________). Author’s last name

*If you have more than one author listed in your works cited citation, your in-text citation needs to reflect that as well. List both authors’ last names, or use et al. when appropriate.
This is the basic works cited citation for a book. However, remember if you have more than one author, you need to include both authors’ names. You might also have an editor or edition, as additional information. E-books follow a similar format. Refer to your handbook.

Summarize the book in no more than five sentences.

________________________________________________________________________________________

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________________________________________________________________________________________

What did you already know that was confirmed in the book?

If you use this point in your essay, consider using the following verbs with the material: validates, confirms, supports.

Which points in the book do you disagree with?

If you use this point in your essay, consider using the following verbs with the material: disagrees, contradicts.

What point(s) in this book challenged your opinion?

__________________________________________________________________________

Copy a direct quote from this book that you might be able to use in your essay.

“__________________________________________________________” (Author’s last name and specific page number where you found the quote)

*If you have more than one author listed in your works cited citation, your in-text citation needs to reflect that as well. List both authors’ last names, or use et al. when appropriate.
E-mail

Author/Sender’s last name, __________ Author/Sender’s first name. “Subject of e-mail.”

Received by ______________________, _________________________.

Name of person who received e-mail Date (day month year)

This is the basic works cited citation for an e-mail source. Refer to your handbook.

Summarize the content of the e-mail in no more than three sentences.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

What did you already know that was confirmed in the e-mail?

If you use this point in your essay, consider using the following verbs with the material: validates, confirms, supports.

What information in the e-mail do you disagree with?

If you use this point in your essay, consider using the following verbs with the material: disagrees, contradicts.

What point(s) in this e-mail challenged your opinion?

________________________________________________________________________________________

Copy a direct quote from this e-mail that you might be able to use in your essay.

“_______________________________________________________________________________________
________________________________________________________________________________________” (___________________).

E-mail sender’s last name
Article from Print Journal

Author’s last name, Author’s first name. “Title of article.”

Name of publication (which is italicized) vol. volume, no. issue or edition.

art. article, Date (day month year) pp. page numbers.

This is the basic citation for an article from a journal. However, remember if you have more than one author, you need to include both authors’ names. If you have more than three authors, use the term et al. If your article skips at least one page, put the first page number and then a plus sign. Refer to your handbook.

Summarize the article in no more than three sentences.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What did you already know that was confirmed in the article?

If you use this point in your essay, consider using the following verbs to introduce the material: validates, confirms, supports.

Which point in the article do you disagree with?

If you use this point in your essay, consider using the following verbs to introduce the material: disagrees, contradicts.

What point(s) in this article challenged your opinion?

________________________________________________________________________________________

Copy a direct quote from this article that you might be able to use in your essay.

“

“” (Author’s last name and specific page number where you found the quote).

*If you have more than one author listed in your works cited citation, your in-text citation needs to reflect that as well. List both authors’ last names, or use et al. when appropriate.
Lecture or Address or Sermon or Concert or Spoken Word

Speaker’s last name, ____________________ Speaker’s first name. ____________________ “Title of Speech.”

Conference session or class. ____________________ Event or Sponsoring agency ____________________

Date (day month year), ____________________ Location (building), City. ____________________ Format. ____________________

This is the basic works cited citation for lecture, address or sermon where you were physically in the audience to hear the speaker. Refer to your handbook.

Summarize the lecture in no more than three sentences.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What did you already know that was confirmed in the lecture?

__________________________________________________________________________

If you use this point in your essay, consider using the following verbs with the material: validates, confirms, supports.

Which point in the lecture do you disagree with?

__________________________________________________________________________

If you use this point in your essay, consider using the following verbs with the material: disagrees, contradicts.

What point(s) in this lecture challenged your opinion?

__________________________________________________________________________

Write a direct quote from this lecture that you might be able to use in your essay.

“_______________________________________________________________________________________

________________________________________________________” (______________________).

Speaker’s last name
Article from Print Magazine

Author’s last name, ___________  Author’s first name. “Title of article.”

*Name of publication (which is italicized), ___________. Date (day month year) pp. ___________.

This is the basic works cited citation for an article from a magazine. However, remember if you have more than one author, you need to include both authors’ names. If your article skips at least one page, put the first page number and then a plus sign. Refer to your handbook.

Summarize the article in no more than three sentences.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

What did you already know that was confirmed in the article?

If you use this point in your essay, consider using the following verbs with the material: validates, confirms, supports.

Which point in the article do you disagree with?

If you use this point in your essay, consider using the following verbs with the material: disagrees, contradicts.

What point(s) in this article challenged your opinion?

________________________________________________________________________________________

Copy a direct quote from this article that you might be able to use in your essay.

“________________________________________________________________________________________

_____________________________” (_________________________).

*If you have more than one author listed in your works cited citation, your in-text citation needs to reflect that as well. List both authors’ last names, or use et al. when appropriate.
Article from Print Newspaper

Author’s last name, ____________, Author’s first name. ____________, “Title of article.”

Name of newspaper (which is italicized) ____________, Date (day month year)

pp ____________. Section letter and page number(s).

This is the basic works cited citation for an article from a newspaper. However, remember to include the section letter and page number(s). If your article skips at least one page, put the section letter and first page number of the article and then a plus sign. If the city’s name is not included in the newspaper’s name, remember to include it in square brackets. Refer to your handbook.

Summarize the article in no more than three sentences.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What did you already know that was confirmed in the article?

________________________________________________________________________________________

If you use this point in your essay, consider using the following verbs to introduce the material: validates, confirms, supports.

Which point in the article do you disagree with?

________________________________________________________________________________________

If you use this point in your essay, consider using the following verbs to introduce the material: disagrees, contradicts.

What point(s) in this article challenged your opinion?

________________________________________________________________________________________

Copy a direct quote from this article that you might be able to use in your essay.

“________________________________________________________________________________________

________________________________________________________________________________________” ( ____________). Author’s last name and specific section letter and page number where you pulled the quote

*If you have more than one author listed in your works cited citation, your in-text citation needs to reflect that as well. List both authors’ last names, or use et al. when appropriate.
Posting or Article Online
(journals, magazines, newspapers)

Author’s last name, __________. Author’s first name. “Title of article.”

Name of website (which is italicized) Date (day month year)

Copy URL/web address.

This is the basic citation for an article or posting from a website. However, remember if you have more than one author, you need to include both authors’ names. If you have more than three authors, use the term et al. Refer to your handbook.

Summarize the article/posting in no more than three sentences.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

What did you already know that was confirmed in the article/posting?

If you use this point in your essay, consider using the following verbs to introduce the material: validates, confirms, supports.

Which point in the article/posting do you disagree with?

If you use this point in your essay, consider using the following verbs to introduce the material: disagrees, contradicts.

What point(s) in this article/posting challenged your opinion?

________________________________________________________________________________________

Copy a direct quote from this article/posting that you might be able to use in your essay.

“_______________________________” (______________________________).

*If you have more than one author listed in your works cited citation, your in-text citation needs to reflect that as well. List both authors’ last names, or use et al. when appropriate.
Personal Interview

Interviewee’s last name, _____ Interviewee’s first name. _____ Type of interview (Personal, Telephone, FaceTime)

Date (day month year) _____

This is the basic works cited citation for an interview. Refer to your handbook.

What is your opinion about your essay’s topic?
________________________________________________________________________________________
________________________________________________________________________________________

Summarize the interview in no more than five sentences.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

What did you already know that was confirmed in the interview?
If you use this point in your essay, consider using the following verbs with the material: validates, confirms, supports.

Which points in the interview do you disagree with?
If you use this point in your essay, consider using the following verbs with the material: disagrees, contradicts.

What point(s) in this interview challenged your opinion?
________________________________________________________________________________________

Write a direct quote from this interview that you might be able to use in your essay.
“________________________________________________________________” (__________).
Essay, Short Work or Chapter in a Book
(Selection from an Anthology)

Essay author’s last name, _______ Essay author’s first name. “Title of short work.” (essay, short story, poem)

Title of book, (which is italicized), _______ ed. number of edition (edition is abbreviated to ed.)

edited by ______________________, ______________________, ______________________, ______________________

Editor’s first name Editor’s last name, Name of book publisher

Year book was published, pp. _____________ Page numbers for duration of short work

This is the basic works cited citation for an essay, short work or chapter in a book. However, remember if you have more than one author for the short work, you need to include both authors’ names. You might also have an edition and/or editor(s), as additional information. Ebooks follow a similar format. Refer to your handbook.

Summarize the essay, work, or chapter in no more than five sentences.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

What did you already know that was confirmed in the short work?

If you use this point in your essay, consider using the following verbs with the material: validates, confirms, supports.

Which points in the short work do you disagree with?

If you use this point in your essay, consider using the following verbs with the material: disagrees, contradicts.

What point(s) in this short work challenged your opinion?

________________________________________________________________________________________

Copy a direct quote from this short work that you might be able to use in your essay.

“____________________________________________________________________________________

________________________________________________” (______________________).

Author’s last name and specific page number where you found this quote
Video on a Website

Presenter’s last name, ___________’s ___________’s first name. ___________. “Title of video.” ___________.

Name of website (which is italicized) ___________. Date (day month year) video posted ___________.

Copy URL/web address. ___________.

This is the basic works cited citation for a video on a website. Refer to your handbook.

Summarize the video in no more than three sentences.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

What did you already know that was confirmed in the video?

If you use this point in your essay, consider using the following verbs with the material: validates, confirms, supports.

Which point in the video do you disagree with?

If you use this point in your essay, consider using the following verbs with the material: disagrees, contradicts.

What point(s) in this video challenged your opinion?

________________________________________________________________________________________

Copy a direct quote from this video that you might be able to use in your essay.

“________________________________________________________________________________________
________________________________________________________________________________________” (______________________ :___:___).
Presenter’s last name and time duration for the quote

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