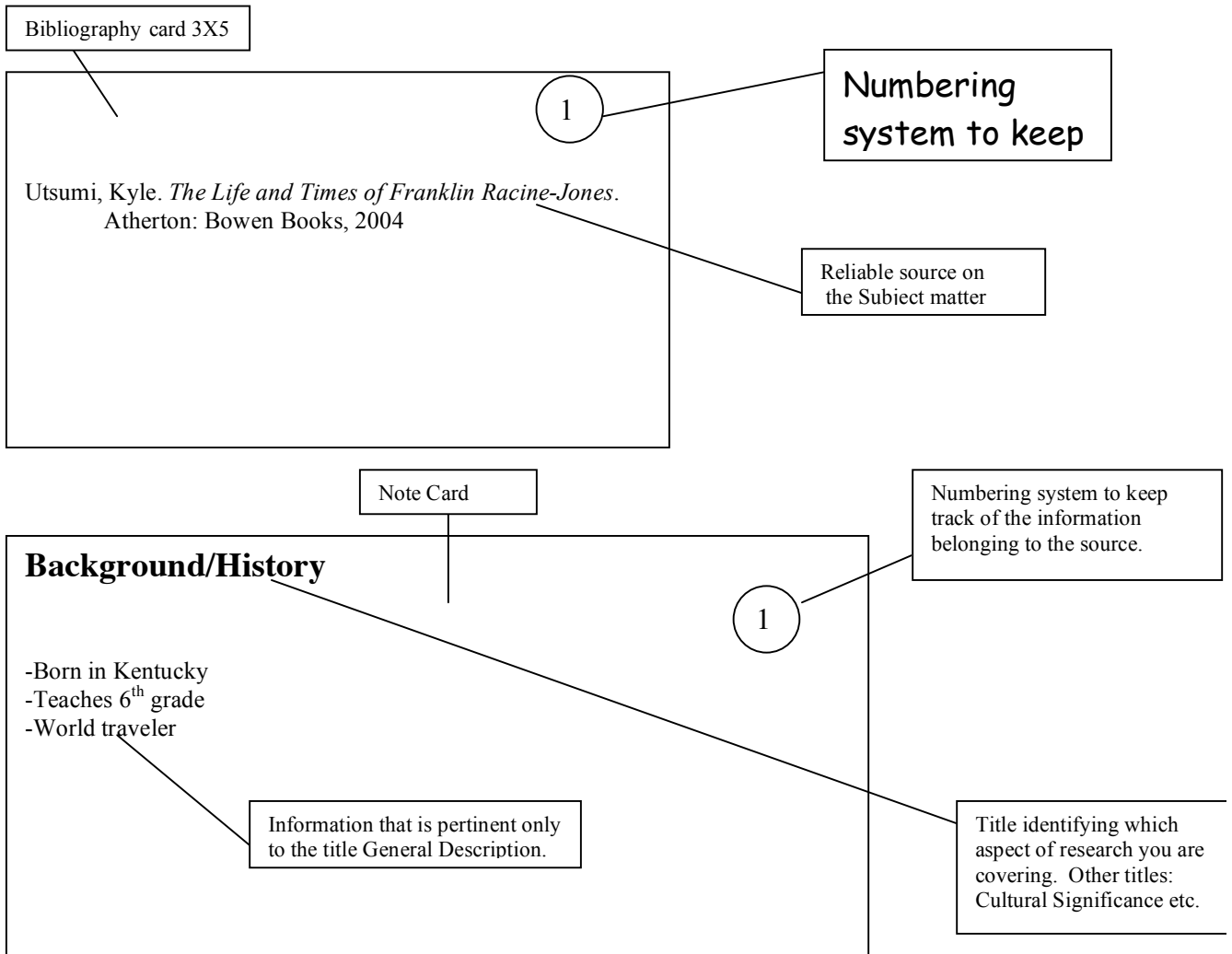


MENLO

QUICK REFERENCE GUIDE TO BIBLIOGRAPHY CARDS AND NOTE CARDS:

Bibliography cards are 3X5 cards on which all of the information about a source is written down in work-cited format. As soon as you find a new source, create a bibliography card for it. The purpose of these cards is to have all of the information about the source at hand without having to lug the book, magazine, or encyclopedia around with you. The bibliography cards should also be numbered or color-coded so that you can keep track of the corresponding note card (see below).

Note cards are the cards on which you will record your information. When you find a new source, you will write down the source information on a bibliography card. You will then take the pertinent information about your topic from the source down on your note cards. You will also record which source the information came from with your bibliography card numbering system. **WARNING: when you are taking notes please paraphrase or use bullet points so that you do not accidentally plagiarize.**



BIBLIOGRAPHY CARD AND CITATIONS SLIDE FORMAT:

Please follow the MLA Guidelines for Citations found on the Menlo School Library Web site when you are recording your sources on your bibliography cards and listing them on the Citations Slide of your PowerPoint presentation.

The MLA Citations Guide Web site address is:

<http://library.menloschool.org/mla.html>

Images obtained Online will be cited as follows:

"Title or brief description" Image. <url> date viewed.

Sample image citation:

"Eastern Cottontail Rabbit." Image. <<http://csc.noaa.gov/acebasin/specgal/ecotrabb.htm>> 5 January 2006.

SUGGESTED SLIDE FORMAT:

