

Name \_\_\_\_\_

Number \_\_\_\_\_

As you find good resources that you will use for your project—ones you will actually take notes on—record them on the computer using these directions, which follow the *required* MLA format.

Below each entry you will *start* your annotation by writing a sentence or two telling how it helped you understand your topic. (By the way, my sample annotations are totally made up!)

You may use tools to help. Some possibilities include:

- easybib.com
- bibme.com
- zotero.com

If you use tools, you must also use your brain. Check that the entries look like the samples on these pages!

You might notice that sometimes the entry has a city of publication with NO state, and sometimes the entry has a city AND a state. The rule is, if the city is big enough that everyone knows what state it's in, you don't write the state. If the city is smaller, you *do* need the state.

**For books with one author, record the following information:**

<b>Resource number</b>	For each note card you use to take notes on this resource, you need to have this resource number on the top right corner of the card.
author's last name	
author's first name (and initial, if there is one)	
title of the book (you will underline this)	
city of publication (first one listed)	
publisher	
year of publication (most recent year given)	

*For your finished bibliography entry, every space and every punctuation mark and every capital is important!*

**An entry for a book with a single author will look like this:**

Mumford, Lewis. The Culture of Cities. New York: Harcourt, 1938.

This book gave me background information on the historical context of my topic. It explained why cities grew in size at the beginning of the twentieth century.

Name \_\_\_\_\_

Number \_\_\_\_\_

**For books with two or three authors, record the following information:**

<b>Resource number</b>	For each note card you use to take notes on this resource, you need to have this resource number on the top right corner of the card.
first author's last name	
first author's first name (and initial, if there is one)	
second author's full name (in normal order)	
third author's full name (in normal order)	
title of the book (you will underline this)	
city of publication (first one listed)	
publisher	
year of publication (most recent year given)	

*For your finished bibliography entry, every space and every punctuation mark and every capital is important!*

**An entry for a book with two authors will look like this:**

Francis, R. Douglas and Richard Jones. Destinies: Canadian History Since Confederation. Toronto: Harcourt, 2000.

With tons of details on Canadian treaties, this book documented the effects of each of the treaties, both on the English and French speakers and also on the Indians.

**An entry for a book with three authors will look like this:**

Francis, R. Douglas, Richard Jones, and Donald B. Smith. Destinies: Canadian History Since Confederation. Toronto: Harcourt, 2000.

With tons of details on Canadian treaties, this book documented the effects of each of the documents.

Name \_\_\_\_\_

Number \_\_\_\_\_

**For books with four or more authors, record the following information:**

<b>Resource number</b>	For each note card you use to take notes on this resource, you need to have this resource number on the top right corner of the card.
first author's last name	
first author's first name (and initial, if there is one)	
instead of adding more names, write "et al"	et al
title of the book (you will underline this)	
city of publication (first one listed)	
publisher	
year of publication (most recent year given)	

*For your finished bibliography entry, every space and every punctuation mark and every capital is important!*

**An entry for a book with four or more authors will look like this:**

Baldwin, Richard et al. Economic Geography and Public Policy. Princeton: Princeton UP, 2003.

This book had three great charts that detailed the how the incomes of different groups of people fluctuated over the course of three decades.

Name \_\_\_\_\_

Number \_\_\_\_\_

**For books with four or more authors, record the following information:**

<b>Resource number</b>	For each note card you use to take notes on this resource, you need to have this resource number on the top right corner of the card.
first author's last name	
first author's first name (and initial, if there is one)	
instead of adding more names, write "et al"	et al
title of the book (you will underline this)	
city of publication (first one listed)	
publisher	
year of publication (most recent year given)	

*For your finished bibliography entry, every space and every punctuation mark and every capital is important!*

**An entry for a book with four or more authors will look like this:**

Baldwin, Richard et al. Economic Geography and Public Policy. Princeton: Princeton UP, 2003.

This book had three great charts that detailed the how the incomes of different groups of people fluctuated over the course of three decades.

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**For two or more books by the same author, record the information the way you did above.**

*For your finished bibliography entry, every space and every punctuation mark and every capital is important!*

The first entry for a book with the same author will look normal. For any additional books by the same author (or authors), replace the author's name by three hyphens and arrange the rest of the books by that author (or authors) alphabetically by the book's title:

Postman, Neil. Amusing Ourselves to Death: Public Discourse in the Age of Show Business. New York: Viking, 1985.

This book showed how the media led to a decline in the quality of public debate.

---. The Disappearance of Childhood. New York: Vintage, 1994.

A secondary source, this book had many primary source photographs that demonstrated how the lives of children have changed since the invention of the television.

Name \_\_\_\_\_

Number \_\_\_\_\_

**You might use a book that is an anthology or compilation (a collection of works gathered together). Anthologies give an editor instead of an author. If you use one, record the following information:**

<b>Resource number</b>	For each note card you use to take notes on this resource, you need to have this resource number on the top right corner of the card.
editor's last name	
editor's first name (and initial, if there is one)	
title of the book (you will underline this)	
city of publication (first one listed)	
publisher	
year of publication (most recent year given)	

*For your finished bibliography entry, every space and every punctuation mark and every capital is important!*

**An entry for a book with a single editor will look like this:**

Abate, Corinne S., ed. Privacy, Domesticity, and Women in Early Modern England. Burlington, VT: Ashgate, 2003.

Even though my topic is about women in America, this book gave some interesting parallels in showing how women in England were being treated at the same time.

**An entry for a book with more than one editor will look like an entry for a book with more than one author, but with the “ed” at the end:**

Abate, Corinne S. and Gene Grisham, ed. Privacy, Domesticity, and Women in Early Modern England. Burlington, VT: Ashgate, 2003.

Even though my topic is about women in America, this book gave some interesting parallels in showing how women in England were being treated at the same time.

Name \_\_\_\_\_

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**You might use one essay or one article or one short story out of a book that is an anthology or compilation (a collection of works gathered together). In that case, record the following information:**

<b>Resource number</b>	For each note card you use to take notes on this resource, you need to have this resource number on the top right corner of the card.
last name of author of the piece	
first name (and initial, if there is one) of author of the piece	
title of the piece	
title of the book (you will underline this)	
each editor's full name	
city of publication (first one listed)	
publisher	
year of publication (most recent year given)	
page numbers of piece	

*For your finished bibliography entry, every space and every punctuation mark and every capital is important!*

**An entry for a piece out of an anthology or compilation will look like this:**

Naremore, James. "Hitchcock at the Margins of Noir." Alfred Hitchcock: Centenary Essays. Ed. Richard Allen and S. Ishii-Gonzalès. London: BFI, 1999. 263-77.

This short essay helped explain why Hitchcock was drawn to horror stories.

Name \_\_\_\_\_

Number \_\_\_\_\_

**There are other kinds of books. I am not going to give directions in the same detail for *all* the possibilities. You need to follow the examples below the way I've shown you the steps on the other books.**

**An entry for a book by a corporate author will look like this:**

Associations, corporations, agencies and organizations are considered authors when there is no single author.

Organisation for Economic Co-operation and Development. Action Against Climate Change: The Kyoto Protocol and Beyond. Paris: OECD, 1999.

**An entry for an article in a reference book or an entry in an encyclopedia will look like this:**

If the article/entry is signed, include the author's name; if unsigned, begin with the title of the entry

Guignon, Charles B. "Existentialism." Routledge Encyclopedia of Philosophy. Ed. Edward Craig. 10 vols. London: Routledge, 1998.

**An entry for a translation will look like this:**

Kafka, Franz. Metamorphosis. Trans. and Ed. Stanley Corngold. New York: Bantam, 1972.

**An entry for a government publication will look like this:**

Canada. Dept. of Foreign Affairs and International Trade. Freedom From Fear: Canada's Foreign Policy for Human Security. Ottawa: DFAIT, 2002.

United Nations. Dept. of Economic and Social Affairs. Population Division. Charting the Progress of Populations. New York: UN, 2000.

**An entry for a book that is part of a series will look like this:**

Bloom, Harold, ed. André Malraux. Modern Critical Views. New York: Chelsea House, 1988.