GATHERING CITATION INFORMATION

Use this form to collect data on one source you will need to cite in any format, including MLA, APA, Chicago. On this side, collect publication data; on the reverse, rate the source’s creditability, accuracy, reasonableness, and other important characteristics.

FIRST, IDENTIFY ALL THE DATA YOU NEED TO CREATE YOUR IN-TEXT AND WORKS CITED ENTRY FOR THIS SOURCE:
☐ MLA ☐ APA ☐ OTHER: ___________

Note: Some of the following information might not be required for all citation entries.

Type of source (book, magazine, reference, etc.): ________________________________

Method of access (print, online database, or website): ____________________________

Author(s) (if listed): __________________________________________________________

Editor(s) (if any): ____________________________________________________________

Title of article, essay, or web page (if any): __________________________________________

Title of book, magazine, or web site, etc.: ______________________________________________

Title of database or web page (if any): ____________________________________________

Volume (if any) _______ Issue (if any) _______ Edition (if any) _____ Page # ___________

Date of publication: ___________ Date you accessed the material: __________

Digital Object Identifier: __________________________ Source medium: __________________

Publisher or host organization (if listed): _____________________________________________

Place of publication (if listed): ______________________________________________________

NEXT, FIND THE APPROPRIATE CITATION EXAMPLE ONLINE OR IN A HANDBOOK. THEN CREATE A WORKS CITED (OR REFERENCES, FOR APA) ENTRY HERE:

__________________________________________________________

__________________________________________________________

__________________________________________________________

In text parenthetical citation: __________________________________________

This form is based on Andy Spinks’s “Citation Data Form” on http://www.andyspinks.com/