



How Do I Properly Cite Sources?

Annotated bibliographies help you keep track of your research and understand how each source relates to your topic. It is important to properly cite each source so it can be verified by others. In order to create an annotated bibliography, you will need to gather information about each of the sources you use. For websites, you can usually find the necessary details, such as the author's name, publication date, and title, at the bottom of the webpage. For books, this information is usually located on the title page, which is typically one of the pages at the beginning of the book. If you are careful gathering this information, you will be able to accurately cite your sources in your annotated bibliography and showcase your research for your project.

Instructions

1. Each group member selects one source gathered for your project from your shared document. These can be publications, websites, or interviews.
2. For the selected source, the group member will correctly format the source and write a brief summary. Be sure to explain why it is relevant to your project. Remember, this is typically two to three sentences. All lines after the first line are tabbed in 1/2 inch. (See Resource: What Is an Annotated Bibliography?)
3. Be sure to use the correct format for each type of source. Check with your teacher or school's media specialist to learn which bibliographic citation format style is preferred.

Example: Book citation

Diaz, Jose. 2024. *The Importance of Citation*. Calabasas: Center for Civic Education Publishing. In his book, *The Importance of Citation*, Jose Diaz explores the importance of properly citing sources. He discusses the ethical implications of citing sources accurately, especially the significance of giving credit to the original creators of ideas and information. His research helped our group gain valuable insight into the rationale for citing sources.