# Source Sheet for Books & Book Chapters

Your name: _________________________________________________________

This sheet provides the basic outline for gathering the information you’ll need to properly write an *evaluative annotation*. Complete one of these forms for each of the books or book chapters you find and use.

For more info on formatting APA citations, see [http://libguides.unco.edu/apa](http://libguides.unco.edu/apa).

**Part the First: Information about the item selected**

<table>
<thead>
<tr>
<th><strong>Author(s) of the full book or the chapter you’re using:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________________________________________</td>
</tr>
<tr>
<td>______________________________________________________</td>
</tr>
</tbody>
</table>

| Corporate or Government author (if applicable): |
|________________________________________________|

<table>
<thead>
<tr>
<th>Year the item was published:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of the book:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
</tr>
</tbody>
</table>

| If you are annotating a book chapter or an edited compilation, what is the title of that *chapter*? |

| If you are annotating a book chapter or an edited compilation, who are the editors of the book? |

<table>
<thead>
<tr>
<th>Where was the book published?</th>
</tr>
</thead>
<tbody>
<tr>
<td>City (use the first listed):</td>
</tr>
<tr>
<td>__________________________</td>
</tr>
<tr>
<td>State (needed unless the city is widely recognizable, like Chicago or Amsterdam, or the publisher is a university):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the publisher:</th>
</tr>
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<tbody>
<tr>
<td>______________________</td>
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</table>

**TIPS on APA Formatting**

Remember to end each section with a period.

**Authors:** For one author, use the author’s last name and first initial. *Example:* Lopez, J.

For publications with two authors, follow the same format, using first initial only, separating authors with an “&” (ampersand).

*Example:* Bieber, J. & Gomez, S.

**Book titles:** only capitalize the beginnings of sentences and proper nouns, not every word in the title.

*Examples:*

- A tale of two cities.
- The anti-intellectual presidency: The decline of presidential rhetoric from George Washington to George W. Bush

**Chapter titles** are cited when using materials from an edited book, or a compilation of writings from different authors.

**Editors** of a book or of a compilation of writings need to be cited as well. The formatting is very different than how authors are cited, though.

*Examples:*

- In L. K. Brown and K. Musell (Eds.)...
- In P. E. Murphy & G. R. Lazniak (Eds.)...
- Butler, B. L. (Ed.).

**Book publisher examples:**

- Knoxville: University of Tennessee Press.
- New York: Oxford University Press.
Part the Second: Describe the item in detail so your audience knows what it’s about.

Annotations are usually composed of three or more sentences about a particular source. Writing this is easier than it might appear.

Sentence #1: What is it about?

Pro Tip: Avoid using the first person (words like I, we, you, etc.) here. Be as objective as possible, and specific: describe the studies made, the affected or interested parties, or what was revealed through the research. Use sample data and selected quotes to back up your points.

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Sentence #2: What conclusions are reached in the piece, and how does the author support them? Give an example from the data presented that best illustrates the value of this source.

Pro Tip: Be as objective as possible, and specific about its findings so that your audience understands its value.

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Sentence #3: How does this item influence your view of the topic?

Pro Tip: Here’s where you tell your reader why this item is important to your research. What theme does it connect to for you? What was the most valuable part of this item that made you want to use it?

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You’ve just given yourself a head start to write an entry in an annotated bibliography. The rest is mostly formatting. Congrats!