## SOURCES

How do you find reliable sources? How do you cite them correctly?

#### NOVA: How to find and evaluate sources for your research:

- Think critically and ask questions about each source. Who is the publisher? What kind of bias might they have toward the topic?
- Use bibliographies like books, journal articles and websites to find more sources. Cite your sources. Look up these citations in the library's catalog or databases.
- □ **TIP:** Always check your assignment's written directions to see what kind of sources your professor requires.

#### When using books as sources:

- Look through the table of contents and the index to find your key terms.
- Read book reviews to discover whether a book is recommended by others. Try searching <u>JSTOR</u> or Books in Print for the title.
- http://www.nvcc.edu/annandale/library/research/history/findsour ces.htm

#### NOVA: How to find and evaluate sources for your research:

#### When using journal or magazine articles:

- Ask yourself if the publication is scholarly or popular, substantive or sensational.
- Look for a bibliography after each article the quality of the research matters!
- Is it published by a university or a professional association? Or by a corporation?

#### When using websites:

- Look for sites that are current and updated often.
- Reliable websites cite their sources, just like books and journals.
- Is the site expressing opinion or presenting facts?
- Sites published by government and scholarly sites usually have good information. Look for .gov, .edu and .org Web addresses.
- http://www.nvcc.edu/annandale/library/research/history/findsources.htm

#### eHow: How to Find Reliable Sources Online

#### Instructions

- **Examine the URL for the name of the author**. According to the Teaching Library at UC Berkeley, the name of the author will appear in the URL just past the tilde or a percent sign. The name of the author of the page may also appear after the words "members," "users" or "people." If the website has been created by one author, carefully research that person to see if he provides consistently accurate material that is well written.
- Find the **publication date** on the website. The website generally posts publishing information at the bottom of the entry. Determine if this information is up-to-date enough for your paper. For example, information published on space travel changes rapidly, and a web page that is even a few years old may be inaccurate. Having information that is more recent will add to your credibility.
- Verify the sources provided by the author. Even experts will use findings and information from colleagues and other experts. Search through the website to see if you author has provided any sources from other people. Read through her sources and determine if the information makes sense and is accurately represented by the author who you are using as a source.

### **OWL Purdue: Evaluating Bibliographic Citations**

- When searching for information in library catalogues and online article databases such as **EbscoHost** or Proquest Direct, you will first find a bibliographic citation entry. A bibliographic citation provides relevant information about the author and publication as well as short summary of the text.
- Before you read a source or spend time hunting for it, begin by looking at the following information in the citation to evaluate whether it's worth finding or reading.
- Consider the author, the title of the work, the summary, where it is, and the timeliness of the entry. You may also want to look at the keywords to see what other categories the work falls into. Evaluate this information to see if it is relevant and valid for your research.

## **OWL Purdue: Evaluating Sources: Overview**

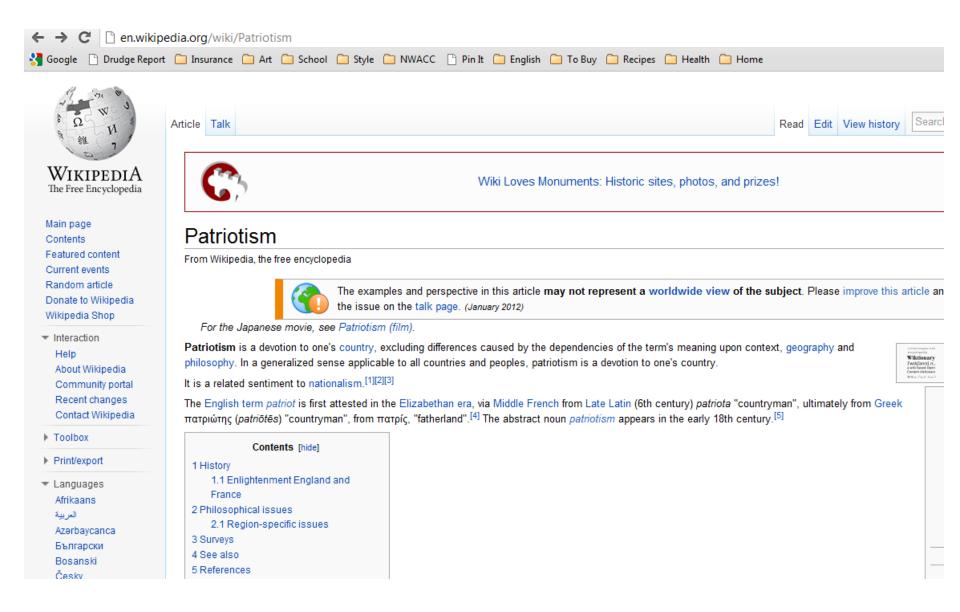
□ <a href="http://owl.english.purdue.edu/owl/resource/553/1/">http://owl.english.purdue.edu/owl/resource/553/1/</a>

- Evaluation During Reading
  - http://owl.english.purdue.edu/owl/resource/553/03/
- Evaluating Bibliographic Citations
  - http://owl.english.purdue.edu/owl/resource/553/02/
- Evaluating Print vs. Internet Sources
  - http://owl.english.purdue.edu/owl/resource/553/04/

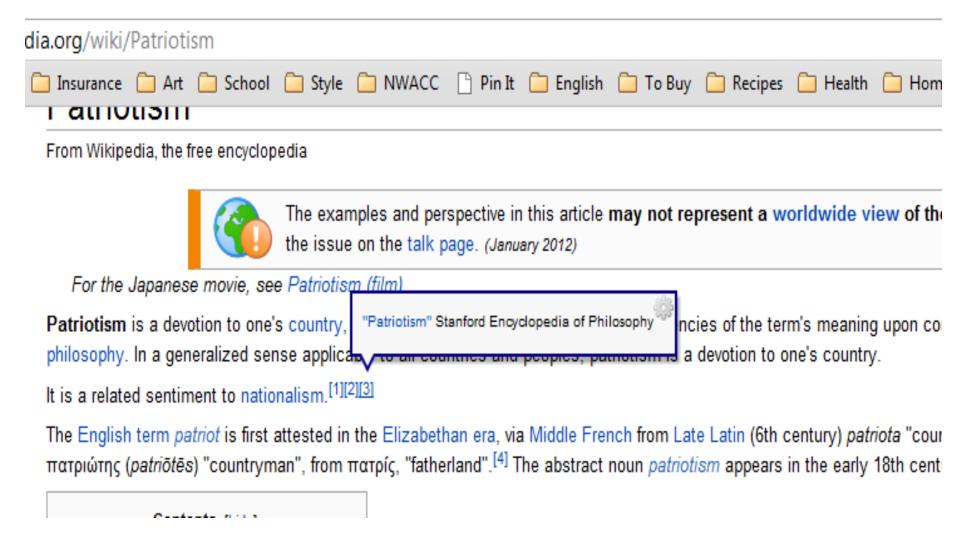
## Other Evaluating Sources Websites

- wikiHow
  - http://www.wikihow.com/Evaluate-the-Credibilityof-a-Source
- About.com
  - http://homeworktips.about.com/od/researchandrefere nce/a/internet.htm
- How to Judge the Reliability of Internet Information
  - http://www.mhhe.com/mayfieldpub/webtutor/judging.
    htm

## Wikipedia: Patriotism



## Wikipedia: Sources



#### http://japanese-tea-ceremony.net/



Home

History

Preparation

Tea Schools

**Etiquette for Guest** 

Room Setup

Theory

Chashitsu Tea Rooms

Tea Houses

Tea garden

**Utensils Glossary** 

Tea Equipment

Ranking System

Selecting/ Combining

Ceramics

Selecting

**Books On Tea** 

Tea Ceremony Videos

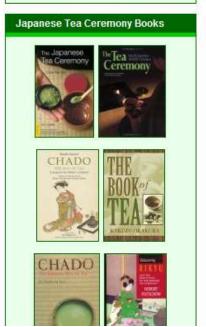
Site map

#### The Japanese Tea Ceremony

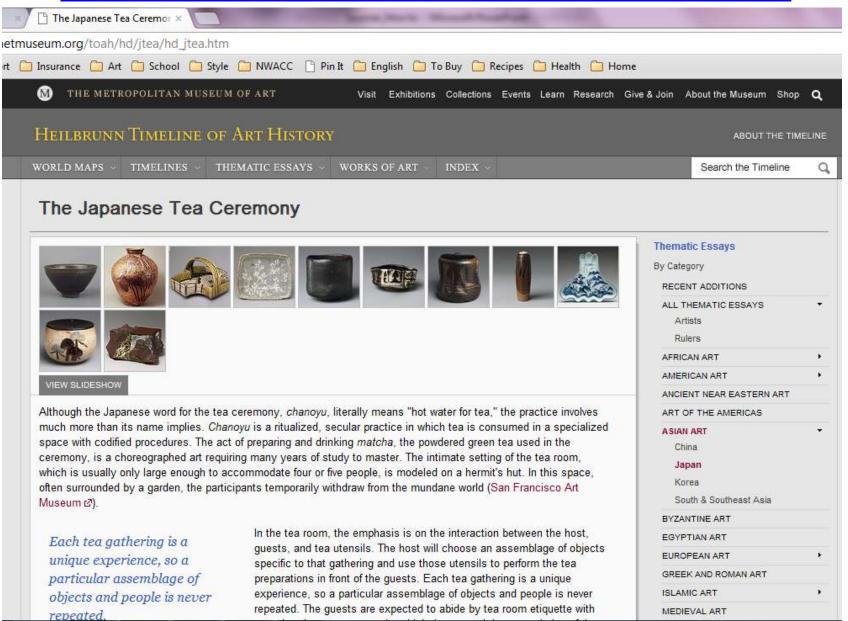
The Japanese tea ceremony is called Chanoyu, Sado or simply Ocha in Japanese. It is a choreographic ritual of preparing and serving Japanese green tea, called Matcha, together with traditional Japanese sweets to balance with the bitter taste of the tea. Preparing tea in this ceremony means pouring all one's attention into the predefined movements. The whole process is not about drinking tea, but is about aesthetics, preparing a bowl of tea from one's heart. The host of the ceremony always considers the guests with every movement and gesture. Even the placement of the tea utensils is considered from the guests view point (angle), especially the main guests called the Shokyaku.







#### http://www.metmuseum.org/toah/hd/jtea/hd\_jtea.htm



### **Dictionaries**

- The Online Etymology Dictionary
  - http://www.etymonline.com/index.php
- Oxford Dictionaries
  - http://oxforddictionaries.com/?region=us
- The Merriam-Webster Dictionary
  - http://www.merriam-webster.com/
- The Free Dictionary
  - http://www.thefreedictionary.com/
- Cambridge Dictionaries Online
  - http://dictionary.cambridge.org/

## Research Paper

Works Cited

## Firefox

- Firefox is a web browser like Explorer or Safari. The web-based Reference Utility Zotero only works with Firefox so you will need to download Firefox if it isn't your default browser. Both items are free downloads.
- To download Mozilla Firefox you can use the link below.
- http://www.mozilla.org/en-US/firefox/new/

## Zotero

- http://www.zotero.org/
- (Please note there are upgraded versions of zotero available for larger storage capacity needs. You will not need anywhere close to that, so there is no need to do anything but a standard free download)
- On the Zotero site, after you click Download Now, then click on the blue link that is Zotero for Firefox.
- You can save the program in your Program Files and the Zotero icon will be placed in the lower right hand corner of the screen to be available anytime you need it.

## Research Databases

- <a href="http://www.library.arkansas.gov/libraryDivisio">http://www.library.arkansas.gov/libraryDivisio</a>
  <a href="mailto:ns/travelerAccess/Pages/default.aspx">ns/travelerAccess/Pages/default.aspx</a>
- http://search.ebscohost.com/

## Diana Hacker: MLA

http://bcs.bedfordstmartins.com/resdoc5e/

# RESEARCH DOCUMENTATION th edition hackerhandbooks.com Contact the editors

## Diana Hacker Barbara Fister Gustavus Adolphus College

The information on this site is also available in a print book, Research and Documentation in the Electronic Age, Fifth Edition, by Diana Hacker and Barbara Fister.



## List of Works Cited: Single Author

author: last city of name first title (book) publication publisher date medium

Wood, James. How Fiction Works. New York: Farrar, 2008. Print.

## Sample **Works Cited** Page

#### Works Cited

Adams, Scott. Dilbert and the Way of the Weasel. New York: Harper, 2002, Print.

American Management Association and ePolicy Institute, "2005

Electronic Monitoring and Surveillance Survey." American Management Association, Amer. Management Assn., 2005. Web. 15 Feb. 2009.

> Abbreviation "n.d." indicates that the online source has no update date.

Heading is

centered.

List is alphabetized

by authors' last

names (or by title

when a work has

no author).

"Automatically Record Everything They Do Online! Spector Pro 5.0 FAQ's." Netbus.org. Netbus.Org, n.d. Web. 17 Feb. 2009.

Flynn, Nancy. "Internet Policies." ePolicy Institute. ePolicy Inst., n.d. Web, 15 Feb, 2009.

Frauenheim, Ed. "Stop Reading This Headline and Get Back to Work." CNET News.com. CNET Networks, 11 July 2005. Web. 17 Feb. 2009.

> First line of each entry is at the left margin; extra lines are indented 1/2".

Gonsalves, Chris. "Wasting Away on the Web." eWeek.com, Ziff Davis Enterprise Holdings, 8 Aug. 2005, Web. 16 Feb. 2009.

Kesan, Jay P. "Cyber-Working or Cyber-Shirking? A First Principles Examination of Electronic Privacy in the Workplace." Florida Law Review 54.2 (2002): 289-332. Print.

Lane, Frederick S., III. The Naked Employee: How Technology Is Compromising Workplace Privacy, New York: Amer. Management Assn., 2003. Print.

Double-spacing is used throughout.

Tam, Pui-Wing, et al. "Snooping E-mail by Software Is Now a Workplace Norm." Wall Street Journal 9 Mar. 2005; B1+, Print.

Tynan, Daniel. "Your Boss Is Watching." PC World. PC World Communications, 6 Oct. 2004, Web. 17 Feb. 2009.

Verespej, Michael A. "Inappropriate Internet Surfing." Industry Week. Penton Media, 7 Feb. 2000, Web. 16 Feb. 2009.

A work with four authors is listed by the first author's name and the abbreviation "et al." (for "and others").

## **In-Text Citations**

Orlov 2

tests, and in-store video surveillance. The difference, Lane argues, between these old methods of data gathering and electronic surveillance involves quantity:

Technology makes it possible for employers to gather enormous amounts of data about employees, often far beyond what is necessary to satisfy safety or productivity concerns. And the trends that drive technology—faster, smaller, cheaper—make it possible for larger and larger numbers of employers to gather ever-greater amounts of personal data. (3-4)

Lane points out that employers can collect data whenever employees use their computers—for example, when they send e-mail, surf the Web, or even arrive at or depart from their workstations.

Long quotation is set off from the text; quotation marks are omitted.

Page number is given in parentheses after the final period.

## **In-Text Citations**

second most popular method—by a margin of nearly two to one (Frauenheim). Chris Gonsalves, an editor for eWeek.com, argues that the technology has changed the terms between employers and employees: "While bosses can easily detect and interrupt watercooler chatter," he writes, "the employee who is shopping at Lands' End or IMing with fellow fantasy baseball managers may actually appear to be working." The gap between behaviors that are observable to managers and the employee's actual activities when sitting behind a computer has created additional motivations for employers to invest in surveillance programs. "Dilbert," a popular cartoon that spoofs office culture, aptly captures how rampant recreational Internet use has become in the workplace (see fig. 1).

No page number is available for this Web source.