Source Sheet for Articles & Online Publications

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 online publications (news articles, PDFs, documents, and government reports) you find and use.

For more information on formatting APA citations, see: http://rdc.libguides.com/apa.

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

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author or authors:</strong></td>
<td>______________________</td>
</tr>
<tr>
<td><strong>Corporate or Government author (if applicable):</strong></td>
<td>______________________</td>
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<tr>
<td><strong>Date the item was published:</strong></td>
<td>______________________</td>
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<tr>
<td><strong>Title of the article, web document, or report:</strong></td>
<td>______________________</td>
</tr>
<tr>
<td><strong>Title of the journal this article was published in, or, if this is a newspaper article, write the title of the newspaper in which it was published.</strong></td>
<td>______________________</td>
</tr>
<tr>
<td><strong>DOI or web site retrieved from (Do not write ‘Summon.’ Write the database name.)</strong></td>
<td>______________________</td>
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</tbody>
</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:* Hudson, J.

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

*Example:* Timberlake, J. & Lion, S.

**Date:** Write the date as (Year, Month Day). If there isn’t a date listed use (n.d.) for no date or just list the year.


**Article titles:** Only capitalize the beginnings of sentences and proper nouns, **not** every word in the title. *Examples:*
The politics of “fracking”: Regulating natural gas drilling practices in Colorado and Texas.

Relationship between Facebook use and problematic Internet use among college students.

**Newspaper titles** should be capitalized and italicized. If a newspaper has a common name, include information necessary to locate the source in square brackets after the title.

*Examples:*
The Mirror [Greeley, CO].
Race & Class.

**Retrieved from** should include the full web address for the newspaper, web document or report. If the article has a DOI (digital object identifier), use that instead.

*Examples:*
doi:10.1080/17404622.2012.700721
http://www.nytimes.com/

Originally created by William Cuthbertson with Brianne Markowski for the University of Northern Colorado. Adapted with permission 13/9/2016.
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, and 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, 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!