



Why Do A Working Bibliography?

- Keeps you organized
- Helps you to evaluate whether a source is useful for your research
- Helps you to better understand your topic because you are reading and taking notes
- Helps you to better understand how you should be citing sources in your research paper
 - Paraphrase - restating the material in your own words
 - Direct Quote - stating the material exactly the way the author did
- If you are accused of plagiarism, you can show your teacher where your information came from and how you used it to support your own argument
- Helps you to quickly cut and paste your bibliography from all your working bibliography citations



How to Prepare a Working Bibliography

1. Citation in format asked for by your teacher.
 - a. Follow the exact format of the sheet
2. Facts including page # from original source
 - a. Q=Direct Quote
 - b. P=Paraphrase
3. Authority/Bias statements
 - a. Is the author presenting a positive argument
 - b. Is the author presenting a negative argument
 - c. How does this bias compare with your own
 - d. Is the author an expert in their field
 - e. Is the source credible/authoritative
4. Summary of Article
 - a. Write a paragraph (or more depending on length) summarizing what you have read completely in your own words
 - b. This summary paragraph now includes an opinion about what you think of a topic and the article
 - c. This summary will be useful in the paragraphs of your essay.
The facts can be used as citations in your research
5. Keywords and names to pursue in further research
 - a. List any words that you need defined
 - b. Possible words that can be used as keywords
 - c. Proper names can be used to do precision searching on the Internet