

Bibliography Card

A Bib card is a note card with the source of the information you have gathered. You must have 10 of these at least, but you may have more.

The purpose of a bib card is to record the citation of an information source as accurately as possible according to MLA format. The top left corner of the card should be used to record bits of information to help retrieve the item again if needed, and could include such things as call number, library or collection name, name of a successful search engine, a successful database, or even successful keywords used. Each bib card should show something in this corner.

- ✓ Write on one side of the card only.
- ✓ Bib cards must be separate from note cards.
- ✓ Must have at least ten bib cards. As your research progresses, you may have more.
- ✓ Every source you consult (whether or not it is used in the final paper) must have a bib card.
- ✓ Use index cards for your bib cards and your note cards.
- ✓ Place one source on each card.
- ✓ Number your source cards in the upper right corner.
- ✓ Upper left corner should contain something to help you locate this source again.
- ✓ Place your cards in alphabetical order before you submit them.
- ✓ Bib cards can be handwritten.
- ✓ Must be in MLA format.

Sample Book Card for a book

PCHS library	1
Author Last Name, First M. <u>Book's Title Copied</u>	
<u>Exactly Underlined.</u> City of Publication:	
Publisher, Date.	

Sample Book Card for a magazine

Galileo	14
Author's name. "Title of Article." <u>Original Source of Article.</u>	
Volume: Issue Date of original source: page numbers.	
<u>Name of the Database Used.</u> Name of the Service.	
Name of Library or Library System, City, State	
Abbreviation. Date of access. Web.	