



Documenting Research Information Template (Reference)

Information you need for the annotated bibliography	Tips
Identify the Source	
Source Title	As we search for sources, we quickly forget what we've looked at. Keep note of every source that looks promising so that you don't lose track of it!
Citation Information: <ul style="list-style-type: none"> • Author, Title, Year, Publication? 	Collect either the full APA citation or the specific details so that you can write the citation later.
Access to Article: <ul style="list-style-type: none"> • Where did you find the source? Online Link? Library search? • Did you download a pdf? 	Keep track of where or how you found the source so that you can find it again if necessary. If you save pdf documents, think about how you will name them and what folders you can keep them in to stay organized.
Evaluate the Source	
What type of source material is this? Where was it published? <ul style="list-style-type: none"> • Media report • Trades/Popular article • Academic journal • Other? 	Identify the kind of source you have found, considering where it was published and what kind of information it will provide.
Is the source authoritative enough and of good enough quality for an academic project?	Once you know what kind of source it is, decide if the quality will be appropriate for your project. You may have to do a little exploring to find out the background of the writer, journal or website you are considering.
Determine the relevance of the source	
Why do you think this source might help with the research project? How do you think you will be able to use this source to answer the research question? What might it contribute to your research project?	What is the main focus of the source? How and why do you think this source will be helpful in answering your research question?