**Source cards**

Your own ideas will only take you so far. You will quickly come to the point where you will have to do some research. How do you get the information you need and how do you record it? We are going to take the second part of the question first because you will need to be properly equipped to do your work of research.

First of all you must note all the sources that you use (i.e. the books and articles that you have referred to for the essay). You may only have a few references on a list made up for you by your tutor. If these are the only sources that you are going to use, then that list is all that you need. But usually in your reading you will come across other books and articles on the same topic.

As far as possible, all the sources that you have used should be recorded on cards. Cards are better than a list of titles on a sheet of paper. It is much easier to keep cards in a particular order (alphabetical order of authors, for example) than to keep changing a list on a sheet of paper.

Also, the list of cards can be added to as your reading in the subject increases. If they are kept safe they can be a permanent source of reference to you of books and articles that you have read.

The size of card normally used for this purpose is $5'' \times 3''$ (127 mm $\times$ 76 mm). Below are some examples of the sort of information source cards should contain.

a) Source card for a book. You must record the author, title, publisher and date of publication. It is also useful to record the city where the book was published. This is because the publisher may not be a well-known one, or there may be both British and American editions etc. You may also find it useful to put some kind of subject heading for filing the cards away later.

b) Source card for a journal article. Here you must have all the details which enable the article to be found quickly and accurately: full title of the journal, volume number, issue number, date and page reference. (By issue we mean the copy of a journal which comes out on a particular date. Issues are collected into volumes: usually there is a separate volume for each year.) Notice that the title of the articles is put in single quotes, but the title of the journal is underlined (if printed, it is in italic).

With magazines that appear weekly and with newspapers it is customary to give the exact date rather than the issue number.
c) **Source card for an article or chapter in a book.** Be careful to distinguish between the *author* and the *editor* of a book. Show the difference by putting 'ed.' after the editor's name. Note again that the name of an individual article is usually put in single quotes but the title of the book is underlined or printed in italics.

<table>
<thead>
<tr>
<th>Author</th>
<th>D.H. JONES</th>
<th>AFRICAN HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of article or chapter</td>
<td>'Peoples and kingdoms of the Central Sudan'</td>
<td></td>
</tr>
<tr>
<td>Editor</td>
<td>in Roland OLIVER (ed.)</td>
<td></td>
</tr>
<tr>
<td>Title of book</td>
<td>The Dawn of African History</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td>Oxford University Press</td>
<td>Oxford 1961</td>
</tr>
</tbody>
</table>

**Subject (optional)**

d) **Other sources.** Sources are not limited to books and periodicals. There are also, for example, university theses or dissertations written by students.

<table>
<thead>
<tr>
<th>Author</th>
<th>John Robert LOUDON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis title</td>
<td>'Mass transfer between gas bubbles and liquids'</td>
</tr>
<tr>
<td>Type of thesis</td>
<td>Ph.D. Thesis</td>
</tr>
<tr>
<td>University</td>
<td>Edinburgh 1968</td>
</tr>
<tr>
<td>Date of presentation</td>
<td></td>
</tr>
</tbody>
</table>

Whatever your source is, the golden rule is always to give all the information which someone else would need in order to find it again.

**Exercise 9**

For this and the next two exercises you will need at least three 5" × 3" (127 mm × 76 mm) source cards. (If you don't have cards, pieces of paper roughly that size will do.)

Look at the two pages from a book opposite. On the right-hand side is the *title page*. You will notice that some of the information that you need for your source card is missing. This very often happens. On the left-hand side, underneath is the *imprints page* which follows the title page. The missing information can be found on this page. You should be able to write out a source card using the two pages.

**PHILIP ROBINSON**

**Education and poverty**

**METHUEN**


ISBN (hardbound) 0 416 53700 8
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This title is available in both hardbound and paperback editions. The paperback edition is designed for flexible handling but it shall not, by way of trade or otherwise, be sold, hired out or otherwise circulated without the publisher's prior consent in any form of binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.
Exercise 10

Look at these pages and write out a source card for the book.

Information in Business and Administrative Systems
Ronald Stamper

B. T. Batsford
London

Copyright © Ronald Stamper 1977
Made and printed by
C. Faling & Co. Ltd
London and Harrow
Printed in Ireland
B. T. Batsford Ltd
6 Ebury Bridge House
London SW1H 9NW
ISBN 0 7146 0001 6

Exercise 11

Look at the pages below and write out a source card for the book.
(If you are puzzled about what date to put remember that reprints are almost always ignored, but that it is usual to take the date of the latest edition, noting on your source card which date it is. Or else you can put the date when it was first published and note that information. For more about reprints and editions, look back to unit 2.)

AN INTRODUCTION TO SOCIOLOGY
SECOND EDITION

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Senior Lecturer in Sociology
University of Essex

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\]
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\[\text{Second edition 1974
\]
\[\text{Reprinted 1979 \(1974\)
\]
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\]
\[\text{Revised and prepared for
\]
\[\text{Cambridge University Press}
\]
\[\text{LONDON - NEW YORK - MELBOURNE}
\]

Cambridge University Press
London - New York - Melbourne
**Annotated sources.** Sometimes it is a good idea to put down a brief summary of an article or book to remind yourself of what it was about. Below is an example of an annotated source. Do not make the notes any longer than you have to; they can of course go on the reverse side of the card.

<table>
<thead>
<tr>
<th>Sydney SAKO</th>
<th>LANGUAGE TESTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Writing proficiency and achievement tests'</td>
<td></td>
</tr>
<tr>
<td>TESOL Quarterly</td>
<td></td>
</tr>
<tr>
<td>Vol. 3 no. 3 (1969)</td>
<td></td>
</tr>
<tr>
<td>pp. 237-49</td>
<td></td>
</tr>
<tr>
<td>(Gives examples of tests covering nine different areas of language skills, including speech production.)</td>
<td></td>
</tr>
</tbody>
</table>

**Annotated source card (article)**

The next two exercises will give you some practice in making out source cards. You will need six 5” × 3” (127 mm × 76 mm) cards.

**Exercise 12**

Take any three books that you have in your possession or that you can obtain from a library. (You can start with this one you are reading now?) Write out annotated source cards for the three books you have chosen. Remember to keep your notes brief.

**Exercise 13**

Now do the same for three articles. You should take two articles from journals related to your subject if any are available – or from any periodical or magazine. Take the third article from a book which is a collection of articles.