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| **Instructor**: | | **Course**: | | |
| **Unit**: Instructional Unit on Research Projects | | | **Quarter**: | |
| **Topic**: Locating a Non-Fiction Print Source | | | **Time Range**: 45 minutes | |
| **Standard(s)**:   |  | | --- | | # 4 |  1. Research and Reasoning | | | | |
| 21st Century skills:  Information Literacy; Relevance and application | | | | |
| **Objectives / Assessment Frameworks**:   1. Students will learn the difference between print sources and non-print sources 2. Students will learn to understand the difference between a primary source and a secondary source 3. Students will learn to quickly find a reliable print source, being a nonfiction book in a library using the Index and/or Table of Contents of that book 4. Students will learn how to cite a book source using a proper style (MLA, APA, or other of teacher’s preference) 5. Students will manually cite a non-fiction source using a proper style (MLA, APA, or other of teacher’s preference) | | | | |
| **Prerequisite Learning**: *in order to effectively master the objectives listed above, students must exhibit mastery in the following areas*…  No prerequisites for this lesson | | | | |
| **Lesson Outline**: (*think about the following elements: instructional strategies, depth of knowledge, materials, resources, student engagement, mastery, closure*)  Resources needed: Library   1. Students must understand what print source means versus non-print source  * print source -- refers to books, newspapers, magazines, encyclopedias, almanacs, brochures from conferences, notes from conversations, and other resource materials * non-print source -- refers to online databases, websites, CDs, and other Internet sites  1. Students need to understand primary source versus secondary source  * Primary sources are original sources that inform directly. Examples are diaries, journals, letters, presentations, interviews, etc. * Secondary sources are third-person accounts found in research done by other people such as a text book, an encyclopedia article, a magazine article, or a website  1. Teacher should decide how many sources are required for the research project along with how many of the sources should be print and how many non-print. (This varies by teacher, based on the purpose of the assignment and length of the assignment.)  * e.g. For a multi-genre research project, a teacher may require ten sources. Students may need to have at least three print sources and for the remainder, students may use online sources, films, videos, recordings, etc.. In addition, students may need to have a variety of types of sources, as in magazine articles, letters or journals, newspaper articles, books, films, and even encyclopedia articles. However, they should not use all books or all online sites as sources. It is suggested that a variety of sources be required. * e.g. If a purpose is a one- or two-page persuasive paper, the teacher may require only two to three sources, one coming from a print source and the others coming from a non-print source.  1. Teacher helps students find the print sources they need:  * Use a Teacher Librarian to help with this, if available. He/she can give a short lesson reminding the students how to locate print materials in the library quickly, as follows:   + A talk explaining call numbers, what they mean, and where to find items in the library   + A talk explaining how to use the index for non-fiction books. The index is the student’s “google” for the keyword search to quickly find page(s) related to the project’s topic.   + A talk explaining that the whole book does not necessarily need to be read; the student is looking for related information quickly. The Index and/or Table of Contents are the quickest ways to find specific pages for related information.  1. Teacher guides students to evaluate the reliability of a print source:  * Check whether the information covers all opinions of a subject or just one opinion. For some projects you may want a balance on the topic. * Using the Index or Table of Contents, as explained above, look up key words to see how much information can be found with that particular source. * Check the date on the source for currency. The importance of the date may vary depending on the purpose of the project. For books, check the copyright date; for a magazine, check the issue date. * Some sources are considered reliable because they are trusted by a number of people, e.g. the New York Times.  1. Teacher should decide which source citing style will be used for this assignment:    * A copy of the MLA and APA Works Cited styles are attached in this lesson    * MLA is often used for English    * APA is often used for Science    * Some teachers may wish to use even another style of their choosing (this Instructional Unit focuses on MLA but includes APA) 2. Teacher models how to create the Works Cited information for a book, using the MLA, APA, or other style. 3. **ASSIGNMENT:** Students are now to locate and check out one print source, being a non-fiction book. 4. **ASSIGNMENT:** Students are to create the proper MLA, APA, or other style for citing the source. Do this entry by hand and turn in for credit.  |  | | --- | | *notes:* | | | | | |
| **Differentiation**: *use the data (CSAP, Acuity, TOSCRF, YPP…) collected to help identify how you will meet the needs of all students in your class*.  Students may require help finding a non-fiction book and help writing out the citation for that book. | | | | |
| **Re-Teach** | **Extensions** | | | **Accelerations** |
|  | *(Distributive Practice)* | | | College prep students may already have this knowledge, so they may wish to go directly to using the citationmachine.net to cite their source. |
| **Evaluation / Assessment**: *explain how you will determine mastery of this lesson to the objective/standard*…  Both assignments will help determine the mastery in finding and knowing the difference between nonprint and print sources and creating a proper work cited entry. Through discussion the teacher should be able to ascertain the students’ knowledge of primary and secondary sources and the students’ ability to evaluate source reliability. As more sources are gathered, students will have more practice. | | | | |
| **Reflection**:  *Things that went well*…  Teacher Librarian’s short lesson locating materials in the library was a successful quick review. Students were able to locate a print source and manually cite it.  *Things that didn’t go well*…  Some students could not find a book in the library, but they were able to order a InterLibrary Loan from another library in the state, which will take longer to get, but can still be used in time for the project.  *Things to remember*…   * Teacher could ask questions during the discussions. * Be sure to let the students know how many and what kind of sources they will be needing. * Be sure students know which style, MLA, APA, etc, they will be using. * Be sure to model the proper style being required.   *Things to change for next time…*  Possibly give a quick quiz giving 10 examples of sources asking students to state whether the sources are primary or secondary. An example is attached below in this lesson with answers included. | | | | |

**BIBLIOGRAPHY GUIDE – MLA FORMAT**

**A BOOK BY A SINGLE AUTHOR**

Last Name,First Name. Title of Book. City of Publication: Publishing Company, Year.

Fairbanks, Carol. Prairie Women: Images in America and Canadian Fiction. New Haven: Yale UP, 2002.

**A BOOK BY TWO OR MORE AUTHORS**

Last, First, First Name Last Name, and First Name Last Name. Title of Book. City of Publication: Publishing Company, Year.

Berry, Jason, Jonathon Foose, and Ted Jones. Up from the Cradle of Jazz: New Orleans Music since World War II. Athens: U of Georgia, p.1996.

If there are more than three authors, you may name only the first and then “et.al”.

Last Name, First Name, et al., eds. Title of Book. City of publication: Publishing Company, Year.

Edens, Walter, et al., eds. Teaching Shakespeare. Princeton UP, 1977.

**A BOOK WITH THE AUTHOR AND EDITOR**

Last Name, First Name. Title of Book. Ed. First Last Name of Editor. City of Publication: Publishing Company, Year.

Chaucer, Geoffrey. The Tales of Canterbury. Ed. Robert Pratt. Boston: Houghton, 1974

**A BOOK WITH AN EDITOR**

Last Name of Editor, First Name, ed. Title of Book. City of Publication: Publishing Company, Year.

Baugh, Albert C., ed. A Literary History of England. New York: Appleton, 1974.

**A BOOK BY A CORPORATE AUTHOR**

Name of Corporation. Title of Book. Number of edition. City of publication: Publishing Company, Year.

United States Council on Fire Prevention. Stopping Arson Before It Starts. Washington: Edmondson, 2005

**A SELECTION FROM AN ANTHOLOGY OR COLLECTION**

Last Name, First Name. “Title of Selection.” Title of Book. Ed. First Name Last Name of editor. City of publication: Publishing Company, Year. Page numbers.

Chopin, Kate. “La Belle Zoraide.” Classic American Women Writers. Ed. Cynthia Griffin Wolff. New York: Harper, 1980. 250-273.

**A REFERENCE BOOK**

“Name of article or section.” Title of Book/Reference Material. Year ed.

“Sailfish.” The International Wildlife Encyclopedia. 2000, ed.

**AN ARTICLE FROM A NEWSPAPER**

Last Name, First Name. “Title of Article.” Name of Newspaper Day Month (abr.) Year: Section Page.

Branscombe, Art. “American Students Not Getting ‘Basics.’” Denver Post 19 Sept. 1992: A17.

**AN ARTICLE FROM A MAGAZINE**

Last Name, First Name. “Title of Article.” Title of Magazine Day Month Year: Page numbers.

Dellinger, Walter. “Another Route to the ERA.” Newsweek 2 Aug. 1992:8.

“Men’s and Women’s Trenchcoats.” Consumer Reports Oct. 1992: 491-97.

**AN ARTICLE FROM A PERIODICAL**

Last Name, First Name. “Name of Article.” Name of periodical Day (Year): Page Numbers.

Lockwood, Thomas. “Divided Attention in Persuasion.” Nineteenth-Century Fiction 33(2008):309-23.

**A PAMPHLET**

Last Name, First Name. Title of Pamphlet. City of publication: Publication Company, Year.

Young, Leslie. Baby Care Essentials for the New Mother. Austin: Hall, 1985.

**A GOVERNMENT DOCUMENT**

Department Name. Division. Title of Document. City of Publication: Publisher, Year.

Department of Health. National Institute on Drug Abuse. Drug Abuse Prevention. Washington: GPO, 2000.

**A FILM**

Name of Film. Dir. Name of Director. With Names of the other producers. Name of Cinema/Recording Company, Year.

La Cage aux Folles. Dir. Edouard Molinaro. With Ugo Tognazzi and Michel Serrault. United Artists, 1999.

If you are referring to the contribution of a specific individual (director, writer, actor, or composer), begin with that person’s name.

Last Name, First Name, title. Name of Film. With Names of other producers. Name of Cinema/Recording Company, Year.

Molinaro, Edouard, dir. La Cage aux Folles. With Ugo Tognazzi and Michel Serrault. United Artists, 1999.

**A TELEVISON OR RADIO SHOW**

Name of Television or Radio Show. STATION CALLL LETTERS, City. Day Month (abr.) Year.

Innovation. WNET, Newark. 12 Oct 1995.

If your reference is to a particular episode or person associated with the show, cite that name first before the show’s name.

“Name of episode.” Title of Program. Television station. Call letters, City. Day Month Year.

“A Tribute to Beethoven.” Sounds Alive. CBS. WXYZ, Dallas. 10 May 1993.

Last Name, First Name, title. Name of Program. STATION CALL LETTERS. LOCAL STATION CALL LETTERS, City. Day Month (abr.) 2001.

Moyers, Bill, writ. and narr. Bill Moyers’ Journal. PBS. WABC, Denver. 30 Sept. 2007.

**A LETTER**

Last Name, First Name. To First Name Last Name. Day Month (abr.) Year. Letter # in Name of Correspondence. Ed. Special Title First Name Last Name. Vol. # City: Publisher, Year. Page numbers. # vols. Years published.

Moore, Thomas. To Lord Byron. 28 Oct. 1821. Letter 112 in Memoirs, Journals and Correspondence. Ed. Lord John Russell. Vol. 3. London: Longman, 1853. 352-53. 8 vols. 1953-55.

**A LECTURE OR SPEECH**

Last Name, First Name Middle Initial. “Title of Lecture.” Name of convention or workshop. City, Day Month (abr.) Year.

Dippity, Sarah N. “The Importance of Prewriting.” CLAS Convention. Colorado Springs, 15 Feb. 1984.

**A PUBLISHED INTERVIEW**

Last Name, First Name. Name of Interview. With Name of Ineterviewer. Magazine where interview found Day Month (abr.) Year.

Mailer, Norman. Dialogue with Mailer. With Andrew Gordon. Berkeley Times 15 Jan. 2009.

**A PERSONAL INTERVIEW**

Last Name, First Name (of interviewee). Place of employment, Building of Employment. Type of Interview. Day Month (abr.) Year.

Johns, Professor Henry. Dept. of Political Science, Colorado State University. Personal Interview. 4 Sept. 1999.

Clay, Marilyn. City Council Office, Loveland, CO. Telephone interview. 3 Feb. 2000.

**INTERNET**

Last Name, First Name. “Title of article.” Web Site URL (Day Month (abr.) Year).

Bruckman, Amy. “Approaches to Managing Deviant Behavior in Virtual Communities.” [ftp.media.met.edu](ftp://ftp.media.met.edu) pub/asb/papers/deviance-chi94 (4 Dec. 2004).

Burka, Lauren P. A Hypertext.History of Multi-User Dimensions.” MUD History. [http://www.ccs.neu.edu/home/1pbmud-history.html](http://www.ccs.neu.edu/home/1pbmud-history.html%20(5) (5 Dec. 2004).

APA examples for Works Cited:



Notes:

* Guidebook: Publication Manual of the American Psychological Association (5th ed.). (2001).   
  Washington DC: American Psychological Association.
* The words in brackets at the end of each reference are descriptive only; these should not   
  appear in your bibliography.
* Remember to double space entries and to put them in alphabetical order by author's last name.

**Print Articles and Book Chapters:**

#### General Format:

Author's Last Name, First Initials. (Date of publication). Article title.

Name of Periodical, volume number, pages.

#### Examples:

Agusti, A.G., Sauleda, J., Miralles, C.,Togores, B., Sala, E., & Batle, S. et al. 2002, August 15). Skeletal Muscle Apoptosis and Weight Loss In Chronic Obstructive Pulmonary Disease. American Journal of Respiratory and Critical Care Medicine, 166, 485-489. **[journal article -- volume 166. Note how multiple authors are shown]**

Bhutto, Benazir. (1997). In Encyclopedia Americana. (Vol.3), 644-45. Danbury, CT: Grolier, Inc. **[encyclopedia article -- note that Bhutto, Benazir is the title of the article, not the author's name]**

Giangreco, M. F. (1999-2000). What Do I Do Now? A Teacher's Guide to Including Students With Disabilities. In K.L. Freiberg (Ed.), Annual Editions: Educating Exceptional Children, (pp. 18-20). Guilford, Ct: Dushkin/McGraw-Hill. **[book chapter]**

Internet Filtering Software. (2002, April 26). Issues & Controversies on File, 145-168. **[book chapter -- note that no author's name was given]**

The Legacy: A Round Table of Historians Ponders How the Future Will View September 11. (2002, Sept. 9). Newsweek, 62-65. **[popular magazine article -- no author's name given]**

Pendleton, D. A. (2000). The Government Should Legislate Morality. Opposing Viewpoints: American Values, 190-195. **[book chapter]**

### Books:

#### General Format:

Author's Last Name, First Initials. (publication year). Title: Capitalize the first word only of title and subtitle (edition or volume number, if any). Place of Publication: Publisher's Name.

#### Examples:

Hawking, S. W., Thorne, K. S., Novikov, I., Ferris, T., & Lightman, A. (2002). The future of spacetime. New York: W.W. Norton & Co. **[book with multiple authors]**

Lowenherz, D. H., Ed. (2002). The 50 greatest love letters of all time. New York: Crown. **[book with an editor instead of an author]**

Needleman, J. (2002). The American soul: Rediscovering the wisdom of the founders. New York: Putnam. **[book with a subtitle]**

### Electronic Sources:

#### General Format for Online Databases:

Author's Last Name, First Initials. (publication date). Title of article. Name of Periodical, volume number, pages. Date you accessed the article and URL of database, or name of database **[if it is a collection of entries from many sources, like the databases available on Ohlone Library's homepage]**

#### ****Examples:****

Counting California. (2002, June 18). Retrieved Oct. 1, 2002 from http://countingcalifornia.cdlib.org **[website]**

Kagan, L.J., Aiello, A.E., & Larson, E. (2002, August). The role of the home environment in the transmission of infectious diseases. Journal of Community Health(27)(4), 247-267. Retrieved October 8, 2002 from CINAHL Plus with Full Text database. **[this database is accessible from Ohlone Library's homepage**]

Khan, Z. (2002, Sept. 2). Pakistan rejects Bhutto's candidacy; Former prime minister will campaign anyway, aide says. Washington Post, p. A19. Retrieved September 19, 2002 from Newsbank Newspapers database. **[this database is accessible from Ohlone Library's homepage]**

Makela, M. (1998). Viruses and bacteria in the etiology of the common cold. Journal of Clinical Microbiology (36), 539-542. Retrieved October 1, 2002 from http://jcm.asm.org **[electronic version of a print journal]**

Senators wish Domenici would bring dog to work more often (2002, Sept. 18) [1 paragraph]. The Onion (38) (34), 1. Retrieved September 20, 2002 from http://www.theonion.com **[electronic journal]**

Skinner, C. (2002). Benazir Bhutto. Contemporary Authors Online. Retrieved September 20, 2002 from Gale Literary Databases. **[this database is accessible from Ohlone Library's homepage]**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_

State whether each of the following is a primary source or a secondary source by placing a “P” for “primary” or a “S” for “secondary”.

* 1. \_\_\_ Constitution of the United States
  2. \_\_\_ Biography of Edgar Allan Poe
  3. \_\_\_ Autobiography of Dave Pelzer, author of “A Boy Called It”
  4. \_\_\_ Abigail Adams’ letter to her daughter
  5. \_\_\_ An encyclopedia article on astronomy
  6. \_\_\_ Hiroshima Diary; the journal of a Japanese Physician
  7. \_\_\_ A nonfiction book on the history of the Civil War
  8. \_\_\_ Most school textbooks
  9. \_\_\_ Most magazine articles
  10. \_\_\_ An interview

Answer key to above:

* + 1. P
    2. S
    3. P
    4. P
    5. S
    6. P
    7. S
    8. S
    9. S
    10. P