CONTENTS

Foreword	v
How to Use this Book	vii
Part 1: What Sources Are, and Where to Find The	n
What are sources?	1
How do I know if this source is reliable?	2
Mediated vs. unmediated content	2
Where and how do I find sources?	10
Using the library	11
Finding online resources	13
Part 2: Taking Notes	
What sorts of notes should I take?	19
How do I keep track of who said what?	21
What's the difference between paraphrasing and quoting?	22
Part 3: Documentation	
What is documentation?	27
What types of documentation can I use?	28
Footnotes and endnotes	28
In-text citations	31
Why are there so many styles?	32
Turabian, Chicago Manual of Style, Harvard Style, MLA, and APA	32
How do I cite something that's not a book?	35
Articles	35
Web pages and other digital resources	36
Recordings	36
Social media citations	36

WHO SAID WHAT?

How do I make a Works Cited page?	37
Part 4: How to Avoid Stealing	
Why do we document our sources?	45
What is plagiarism?	46
Plagiarizing words	46
Plagiarizing ideas	47
Plagiarizing images	50
What is common knowledge?	51
What are the real-world consequences of plagiarism?	55
What's the deal with copyright?	57
Part 5: Bringing It All Together	
How do I use my notes to outline a first draft?	61
When do I start to write?	66
How do I incorporate quotations into my own sentences?	68
Indirect quotations	69
Direct quotations	69
Attribution tags	72
Block quotes	76