



Rules of Thumb

- Title of an article: In quotation marks
- Name of the book or publication: First underlined or *italicized* item
- Name of the database: Last underlined or *italicized* item
- Publication date: First date (without underlining or italics) after name of publication

Beware the Red Herrings

- Quotation marks (“Arti-curly”)
- “Journal” in publication names
- Dates in quotation marks, italics, or underlined
- Underlined/italicized database names
- Very recent dates
- Citations provided by EBSCO; print articles with Customized Field Format

SOURCE TYPE & DESCRIPTION	CLUES	
<p style="text-align: center;">MAGAZINE</p> <ul style="list-style-type: none"> Appeals to a general audience Includes eye-catching pictures, colorful design elements and fonts, and many ads Usually published weekly or monthly 	<ul style="list-style-type: none"> The source name may be familiar to you; likely to be found on a newsstand or magazine store The source name may contain the words “Monthly” or “Weekly” Usually short articles with catchy titles 	<ul style="list-style-type: none"> The source date may be just a month and year or may include a month, day and year The source information may contain volume and issue numbers The articles sources are not cited
<p style="text-align: center;">JOURNAL</p> <ul style="list-style-type: none"> Contains scholarly articles with abstracts and citations Author uses serious tone and words and ideas that are understood by experts Published by an academic or professional organization to advance knowledge or research in a scholarly discipline. 	<ul style="list-style-type: none"> The source name may include the word “journal” or “bulletin” or “review” The source name may refer to a particular profession or scholarly discipline May have multiple co-authors Usually longer articles with long titles related to research questions 	<ul style="list-style-type: none"> The source date may be monthly, semi-monthly (July/August), or quarterly (Winter) The source information may contain volume and issue numbers The article includes multiple footnotes or a bibliography of scholarly sources
<p style="text-align: center;">NEWSPAPER</p> <ul style="list-style-type: none"> Contains daily or weekly news about a particular city or region A printed newspaper, such as <i>The Star Ledger</i>, which you can pick up in the library or on a newsstand Or an online newspaper where you can view the articles with a web browser 	<ul style="list-style-type: none"> The source name may include the name of a city, region or state The source date includes a month, day and year The database lists the source type as newspaper 	<ul style="list-style-type: none"> The source information may include an edition related to time of day or region The page numbers may include a section letter prefix (e.g., A17)
<p style="text-align: center;">BOOK</p> <ul style="list-style-type: none"> A work that is designed to be read from cover to cover, such as the books you would find in a library or bookstore Sometimes you can also find online versions of books on the web. 	<ul style="list-style-type: none"> Source information includes city, state, year, and the name of a publisher Source name does <i>not</i> include a type of reference work (e.g., encyclopedia, dictionary, thesaurus, almanac, atlas) 	<ul style="list-style-type: none"> Source information does <i>not</i> include a volume number
<p style="text-align: center;">REFERENCE SOURCE</p> <ul style="list-style-type: none"> A work consulted for specific facts, and not read from cover to cover Articles may include a bibliography Examples include, an encyclopedia, dictionary, atlas, thesaurus, almanac, or yearbook 	<ul style="list-style-type: none"> Source name may include a type of reference work (e.g., encyclopedia, dictionary, thesaurus, almanac, atlas) Source information may include volumes 	<ul style="list-style-type: none"> Source information may include a well-known reference publisher (e.g., Gale, World Book, Britannica, H.W. Wilson, Merriam-Webster, Grolier, Facts on File)
<p style="text-align: center;">WEB SITE</p> <ul style="list-style-type: none"> Usually found by using a search engine. 	<ul style="list-style-type: none"> You used a search engine to find the site 	<ul style="list-style-type: none"> You <i>did not</i> use an electronic subscription database to find an article