

enrich your understanding of it. Of course, to discover bias, you may have to read the source carefully (see pp. 375–87); but you can infer quite a bit just from a bibliographical listing.

- **Check the author.** Do a Web search to find out more about the author. Is he or she a respected researcher (thus more likely to be objective) or a leading proponent of a certain view (less likely to be objective)?
- **Check the title.** It may reveal something about point of view. (Consider these contrasting titles: “Go for the Green” versus “Green Consumerism and the Struggle for Northern Maine.”)

Sources with helpful features

Depending on your topic and how far along your research is, you may want to look for sources with features such as illustrations (which can clarify important concepts), bibliographies (which can direct you to other sources), and indexes (which can help you develop keywords for electronic searches; see pp. 358–59).

50e Keeping a working, annotated bibliography

To track where sources are, compile a **working bibliography** as you uncover possibilities. When you have a substantial file—say, ten to thirty sources—you can decide which ones seem most promising and look them up first.

1 Source information

When you turn in your paper, you will be expected to attach a list of the sources you have used. Your list must include all the information needed to find the sources, in a format readers can understand. (See pp. 408–09.) The box on the next page shows the information you should record for each type of source so that you will not have to retrace your steps later.

Note Recording source information meticulously will help you avoid careless plagiarism because you will be less likely to omit the information in your paper. Careful records will also help you avoid omitting or mixing up numbers, dates, and other data when it's time to write your citations. This book describes four documentation styles: MLA (see MLA p. 435), APA (see APA p. 494), Chicago (see Chic p. 524), and CSE (see CSE p. 536). For other styles, consult one of the guides listed in 8 pp. 427 and 430.

2 Annotations

Your instructor may ask you to prepare an annotated bibliography as part of the research process or as a separate assignment.