

# Citation project

## CODES AND NOTES FOR SOURCE CODING

	<i>col</i>	<i>title</i>	<i>note</i>
FILL OUT EACH OF THESE COLUMNS	<b>A</b>	<b>source #</b>	<b>THE LETTER+NUMBER CODE FOR THE SOURCE (E.G.: A0101)</b>
	<b>B</b>	<b>Author:</b>	Author name, last name first AS PROVIDED BY THE STUDENT (list all names if more than one author, leave blank if no author is listed)
	<b>C</b>	<b>Title:</b>	List full title of article, book, website, etc AS PROVIDED BY THE STUDENT
	<b>D</b>	<b>Additional Bibliographic information documented by the student</b>	Include the full citation beyond author and title AS PROVIDED BY THE STUDENT ( <i>do not correct or edit the citation in any way, reproduce it exactly as it is in the student paper</i> )
	<b>E</b>	<b>Bibliographic material necessary to find the source:</b>	Include full citation beyond that provided by the student if necessary to find the source (i.e.: indicate where the version of the source used to code the paper was found).
	<b>F</b>	<b>Publisher or sponsor of source</b>	Here you may need to do some hunting beyond the information the student provides. For a journal, look at which organization is the sponsor (e.g.: NCTE for College English); for a book, indicate publisher; for a website, go to the "about" page or follow the URL back to the core address; for government sponsored organizations, "US Gov." is sufficient.
COUNT	<b>G</b>	<b>Number of pages</b>	- <b>For articles, web pages, and all print sources aside from books</b> , enter the number of pages of <u>text</u> IN THE PDF OF THE SOURCE WE CREATED ( <i>count the pages of text, works cited, etc. in the pdf only--ads, links, or other information at the end <b>do not count</b> in the total page #</i> ). - <b>For books</b> , use pagination of the source ( <i>Amazon.com and Google Books provide number of pages for books—check the edition cited by the student</i> ).
CHECK IF RELEVANT	<b>H</b>	<b>Source contains an abstract</b>	Check this column if the source contains an abstract (includes author-generated and database generated abstracts, e.g.: ProQuest)
	<b>I</b>	<b>Source contains bulleted lists</b>	Check this column if the source contains information in list form (bulleted, numbered, FAQs, etc.), regardless of what percentage of the information is provided in list format.
	<b>J</b>	<b>Source contains tables, charts, graphs, or other numerical data</b>	Check this column if the source contains numerical information in graphs, charts, tables, etc., regardless of what percentage of the information is provided in list format.
	<b>K</b>	<b>Flesh Score</b>	Copy complete article and save as a word doc; use that as input file in Flesh reader, enter the larger of the two numbers (NOT Grade Level)
CHECK ONE COLUMN L-Z	<b>L</b>	<b>Identified as summary or abstract:</b>	Check if the source is only an abstract or summary and we know from the URL that this must be what the student looked at. This category includes news sources that summarize others (eg: <i>The Week</i> )
	<b>M</b>	<b>Book:</b>	Check here regardless of how the book was accessed (print, electronic, as a print or sound file, or unknown)
	<b>N</b>	<b>Journal article:</b>	Indicate journal article regardless of how the source was accessed (print, electronic, as a print or sound file, or unknown)
	<b>O</b>	<b>Specialized News Source and other periodicals:</b>	Regardless of whether accessed in print or online these sources focus on specific information such as business or finances ( <i>Economist, Money, Business Week</i> ), the environment ( <i>National Geographic, Nature</i> ); politics and culture ( <i>Z, Ms., Mother Jones, Reader's Digest, National Review</i> ) Arts & Reviews ( <i>New Yorker, New York Magazine, Harpers, Atlantic</i> ) etc

CHECK ONE COLUMN L-Z (SELECT WHICHEVER BEST DESCRIBES THE SOURCE)	<b>P</b>	<b>General news source:</b>	Online or print editions of Newspapers (international, national, & local); televised and online news (CNN, BBC, MSNBC, etc) or news radio (NPR, BBC World Service) regardless of whether the broadcast or transcript is cited; news agencies (AP, Reuters), etc. and news magazines ( <i>Newsweek</i> , <i>Time</i> ) includes <i>Christian Science Monitor</i> but not newsletters sponsored by other religious organizations.
	<b>Q</b>	<b>Encyclopedia</b>	Encyclopedia, regardless of how it was accessed or whether it exists in print (e.g.: <i>Britannica</i> ) or online only (e.g.: <i>Wikipedia</i> ). Also include discipline-specific encyclopedia
	<b>R</b>	<b>Dictionary</b>	Any print or online dictionary
	<b>S</b>	<b>Government</b>	Government documents or websites (includes divisions of government, such as NIH and the National Park Service; documents prepared for the government, and country briefs, such as the <i>CIA Factbook</i> ; and materials written at the request of government agencies or as court briefs – most will include a document number and/or clues in the URL)
	<b>T</b>	<b>Informational/factual</b>	Sources that seem to be presenting information without bias or commercial backing (eg: American Cancer Society) websites, leaflets, brochures, posters, handouts, CD/DVD covers, song lyrics, etc.
	<b>U</b>	<b>Informal Print or Oral sources</b>	Informal communication including: emails, text messages, conversations (in person, via telephone, AIM, Skype, etc), tweets, personal interviews, etc. Also includes posts to public bulletin boards and discussion groups and other interactive sites, both electronic and otherwise.
	<b>V</b>	<b>Personal</b>	Personal websites, facebook, myspace, wikis, etc. but NOT blogs
	<b>W</b>	<b>Visual Sources</b>	This includes photographs, films, television shows, documentaries, paintings, commercials aired on tv/DVD/the internet, etc
	<b>X</b>	<b>Blog</b>	This includes all blogs regardless of whether they are personal, commercial, political, activist, etc. Including blogs affiliated with news sources that extend material from editorials.
	<b>Y</b>	<b>Special interest websites or eZines</b>	Websites that include articles by multiple contributors, but have no print version and are not associated with a news or entertainment organization (most notably sites for fans of a particular sport, collectable, hobby, or activity). May includes fanfiction sites if they have multiple contributors (rather than one writer and lots of comments, which would be personal)
<b>Z</b>	<b>Other</b>	Any source not seeming to fit the other categories (L-Z)	
CHECK ANY/ALL THAT ARE RELEVANT	<b>AA</b>	<b>Advocacy group</b>	Website or other source that expresses a strong bias or whose "about us" page indicates an agenda or position on the topic (e.g.: "pro-life" sites)
	<b>AB</b>	<b>Editorial or Opinion (OpEd)</b>	Electronic, print, or spoken (radio, television, podcast, etc)
	<b>AC</b>	<b>Letters to the editor/ comments, etc</b>	Electronic, print, or spoken (radio, television, podcast, etc)
	<b>AD</b>	<b>Commercial</b>	Website that identifies commercial interest, is the company page, or a product-related site (this includes WebMD)
	<b>AE</b>	<b>Self Help</b>	Website or print source that identifies a self-help agenda, whether by providing information to help users make decisions or change action (e.g.: health information), by implicitly promoting alternative therapies (e.g.: homeopathic) or practices (e.g.: abstinence), or by offering inspiration messages (including religious). This includes site whose actual "helpfulness" you may question (such as Pro-Ana sites or sites promoting financial strategies).