

Take-Home Quiz for
Searching & Researching
From "The Research Paper" (A Beka Books)

I. SHORT ANSWER/LISTING – Answer the following questions using the additional information given with Lesson 10 in your textbook. This information includes bibliography cards, and citing of resources.

1. What is a "periodical?" (1) _____

2. What is the number in the upper right-hand corner of each bibliography card called, and why is it important? (2)

3. What three (3) things appear on a bibliography card for a book that are not included on an encyclopedia or periodical bibliography card? (3)

- 1) _____
- 2) _____
- 3) _____

4. Given the following types of bibliography cards, write the list of things that should appear on each.

BOOK bibliography card: (8)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- _____
- _____
- _____
- 5) _____

ENCYCLOPEDIA bibliography card: (4)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

MAGAZINE or NEWSPAPER bibliography card: (6)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

WORLD WIDE WEB PAGE bibliography card: (5)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

5. Explain, define, or identify each of the following terms about citing of resources.

(4) 1) parenthetical citation _____

(1) 2) works cited page _____

(2) 3) The initials PC and WC _____

4) Identify (draw or show what they look like) each of the following: (3)

- a. quotation marks _____
- b. angle brackets _____
- c. parenthesis _____

(1) 5) anthology _____

6. What three (3) things are included in the standard form for citation of works used as a resource? (3)

- 1) _____
- 2) _____
- 3) _____

II. FILL IN THE BLANKS.

1. The idea (with citing resources) is to _____ in a citation the _____ necessary for the reader to _____ the _____ in the accompanying list of _____ cited. (5)

2. When preparing a work citation, if _____ cannot be determined, begin the entry with the _____ of the work. (2)

3. Give only the _____ name of an _____ unless the bibliography lists _____ than one author with the _____ last name, in which case you should add the last _____ of each _____. (6)

4. After the _____ citation of a source, _____ citations of the _____ source can be simply a _____ number in _____ - as long as there is no _____ citation of another _____. If you cite another _____ and then return to the _____ source, you must _____ the first source _____. (11)

5. If you do not _____ the source in the _____, you must include the _____ of the source with the _____ number in _____. This kind of _____ may consist of the _____ name only, but if you have two _____ sources written by the same _____, a _____ is also necessary. (10)

6. Place the _____ where it will offer the least _____ to the flow of _____ and still be as _____ to the material _____ as possible. (5)

7. If you are using _____ or more _____ of a work, _____ the _____ volume in the citation. Cite the total _____ of volumes in the works cited entry _____ before the _____ information. (7)

8. Neither the _____ nor its _____ books are underlined or put in _____ marks. _____ identify the _____ being _____ or cited. (6)

9) For a source obtained from an _____ service, the citation should contain either the _____ name or the _____ of the work (or _____ of the work) cited. (4)

10) When using a _____, the works cited entry is much the same as it is for _____ material, except that the _____ information for the CD-ROM is listed at the _____. (4)