To start, do a separate page for each source. Centered at the top put the subtitles for the kind of source you are citing:
Primary Source or Secondary Source
and underneath put if it is a Book, Website, Database … or whatever it is.

Primary Source

Book

Put your last name on the right in the header.

Fever, Johnny. *I Can See! My Tumultuous Years at WKRP in Cincinnati*. New York: Carter Press, 1978. Print. Full of funny anecdotes, Fever's book included an insider's insights into the history of rock and roll radio in middle America in the 1970s. There were several personal letters to Fever from musicians reprinted in the book as well as photographs of bands that played in Cincinnati.

Write the complete bibliography correctly, following MLA format exactly. *Every letter, every punctuation mark, every space is important.* Follow the bibliography entry immediately with the beginning of your annotation—don't go to a new line. In your annotation tell what information this resource has that makes it different from other resources. Add details about specific materials you found that could help you in your project.

QUOTES

"I loved the life—being a DJ in Cincinnati was more fun than working in LA or Chicago. People were flat out crazier there, and I fit right in" (87).

If a source is good enough for you to take notes, it is probably good enough to find one or more good quotations. Find the best, most perfect quotations and *copy them exactly word for word—every letter, every punctuation mark, and every space counts—*under a heading of QUOTES a few spaces down the page. Give the page number(s), following MLA format for how to cite quotations.

You can do notes on 3 x 5 cards or you can use an on-line system. You need to print out EACH bibliography entry sheet (and print out the notes if you are doing them on line) and staple the notes to their biblio entry sheet. The biblio entry sheet goes on top, the notes go behind, and you staple them in the top left corner. Turn them in.