

## Bibliographic Skills Workshop – Additional Resources

### Bibliographic Management Programs

There is a wide range of programs available for bibliographic management. Software ranges from simple programs that help you format your citations in Word to comprehensive management systems that automate the collection and organization of references from bibliographic databases and library catalogs. The various features come with varying price tags – anywhere from a few dollars to several hundred.

We have provided links to some of the most popular bibliographic management programs. We do not go into detail about the different software packages, but for more information or software reviews, check out the Teaching Librarian (<http://www.teachinglibrarian.org/refmgt.htm>) and Biblio Tech Review (<http://www.biblio-tech.com/html/pbms.html>).

- **MyBibPro**

<http://www.easybib.com/main.php?ID=14>

MyBib Pro is a subscription service that aids in managing bibliographies, APA and MLA citations, and also has a bibliographic search engine.

- **APA PERRLA**

<http://www.perrla.com/Index.asp>

APA PERRLA is an APA format software template that operates with Microsoft Word 97 or higher (Windows only). The software formats papers and creates APA citations.

- **EndNote**

<http://www.endnote.com>

EndNote is a more comprehensive software package that allows you to search online bibliographic databases, organize references and create bibliographies.

- **ProCite**

<http://www.procite.com>

ProCite, also a comprehensive package, allows you to manage your references and create bibliographies.

- **Reference Manager**

<http://www.refman.com>

Reference Manager aids in the collection of references from online and web databases, helps organize those references and create bibliographies.

## Citation Aids

The following web-based programs help you format APA or MLA citations. The sites are free (for the most part) and easy to use. Be warned, however, that you will lose formatting (specifically indentation) as you cut and paste from your browser to your word document. Also be aware that there are numerous citation styles – APA, MLA, Chicago Style, APSA – so you should check with your instructor as to which style is required.

- **Slate Citation Machine (APA & MLA)**

[http://www.landmark-project.com/citation\\_machine/cm.php](http://www.landmark-project.com/citation_machine/cm.php)

This free, web-based site allows you to create both APA and MLA citations. It will format several types of sources, including: books (single author or two authors); web pages; articles from an internet magazine or journal; encyclopedia articles (without author); encyclopedia articles (CD-ROM); articles or chapters in an anthology; journal articles; interviews; online forum postings; magazine articles; newspaper articles from the internet; broadcast programming; personal email messages; and discussion list messages.

- **APA Style Wizard**

<http://www.stylewizard.com/apa5/apawiz.html>

The APA Wizard is also a free, web-based program that helps you create an APA (5th ed.) citation. It will allow you to format journal articles, books, chapters in an edited book, convention or seminar papers, magazine articles, or internet sources.

- **Formatting a Paper in APA with Word**

<http://www.kent.edu/nursing/Resources/fomatpaperapainword.cfm>

This site gives step-by-step instructions on how to format a paper in APA style using Microsoft Word, including spacing, manuscript order, and reference formatting.

## Aids in the Research Process

There is an abundance of resources to help you in your research process. Most university libraries and writing centers have process tutorials on how to successfully research a topic. Though certainly not comprehensive, the following are some resources that we have found particularly helpful.

- **How to Read a Book: Strategies for Getting the Most out of Non-Fiction Reading**

<http://www.si.umich.edu/~pne/PDF/howtoread.pdf>

SI Professor Paul Edwards article on *How to Read a Book* is a great resource for all graduate students who are overwhelmed by their course reading-load. The article presents a step-by-step process for reading a non-fiction work, including questions to keep in mind while reading (who is the author, what is the argument, what evidence is presented, what are the conclusions?).

- **Critically Analyzing Information Sources**

<http://www.library.cornell.edu/okuref/research/skill26.htm>

Sponsored by the Cornell University Library, this site gives a nice overview on how to critically analyze information sources (e.g. journal articles, books, newspaper articles, etc.). The site suggests different themes to think about when looking at a source, including the author's credentials, the currency of the publication, the publisher, the intended audience, the author's objectivity, and the writing style. This process of critique is similar to the process you will use when doing your research and writing your annotated bibliography.

- **Evaluating Websites: Criteria and Tools**

<http://www.library.cornell.edu/okuref/research/webeval.html>

Similar to the *Critically Analyzing Information Sources* site, this page gives specific ideas on how to critically analyze a website, including looking at the URL, author, currency, authenticity of the citations, point of view and verifiability.

## Help with Writing

The process of writing, especially writing academic essays, can be difficult. Don't despair; there are multiple resources available either via the Internet or on campus at the Sweetland Writing Center.

- **University of Michigan's Sweetland Writing Center**

<http://www.lsa.umich.edu/swc/newMainMenu.html>

The Sweetland Writing Center offers free, individualized conferences for graduate students on any aspect of their writing.

- **Basic Tips for ESL Students: Writing for an American Academic Audience**

<http://owl.english.purdue.edu/handouts/esl/eslaudience.html>

Purdue's Online Writing Lab (OWL) is one of the best writing resources on the web. This specific handout highlights some of the basic characteristics of an academic essay written in the U.S.

- **Tips for Writers – English as a Second Language**

<http://www.dartmouth.edu/~compose/student/special/esl.html>

Like Purdue's OWL site, the Dartmouth site has helpful information on characteristics and structure of an American essay.

- **Effective Academic Writing: The Argument**

<http://www.unc.edu/depts/wcweb/handouts/argument.html>

If you struggle with making and supporting an argument, UNC's site will help. It explains what makes up an argument and its importance in academic writing.

- **Developing an Outline**

[http://owl.english.purdue.edu/handouts/general/gl\\_outlin.html](http://owl.english.purdue.edu/handouts/general/gl_outlin.html)

If you grapple with the "fine art" of outlining, you may want to check out this resource from OWL. Though many of us don't use an outline in our writing process, they can be helpful when trying to organize a coherent argument.