

JAPAN DURING WORLD WAR II

A HISTORY WORKSHOP

WORKSHOP 4: BIBLIOGRAPHY REVIEW

TODAY'S GOAL: IMPORT AND EDIT BIBLIOGRAPHY ENTRIES

STRUCTURE

1. Make a group with two other students. Try to include classmates you haven't spoken to yet.
2. Work together to place each group member's citations (from your bibliography assignments) into the Japan History Lab Zotero Group. (See Lab 02 Instructions)
3. When each group is done, Joel will upload the citations from the Zotero group to Japan History Lab.
4. Once the citations are uploaded, visit the Bibliography page on Japan History Lab.
5. Sign out a bibliography entry by writing its NID on the white board.
6. Complete the checklist below to move the bibliography entry through the "Proof Read 1" step of the Biblio Checks workflow (See Japan History Lab Reference)
7. When you are done, change the entry's workflow state to "Proof Read 1." Cross out the NID on the white board and sign out another.
8. Repeat steps 5-7 until all entries are "Proof Read 1" stage of the workflow.

BIBLIOGRAPHY CHECKS, PROOF READ I CHECKLIST

1. Remove extraneous data
2. Conforms to Chicago Style (http://www.chicagomanualofstyle.org/tools_citationguide.html)
3. Author username as tag? Annotation Exists?
4. No duplicates

Media Sources

5. Single item?
6. Can find item?
7. Copyright?