**SOURCE SHEET FOR A MISCELLANEOUS SOURCE**

Name ____________________________________________

Author’s Full Name (Last, First, and Middle Initial):

- If there is more than one author, write all the names.

__________________________________________________________________

Communication Title:

- RE line from a memo, Subject line from an e-mail

__________________________________________________________________

Communication Type (letter, memo, e-mail): __________________________

__________________________________________________________________

Communication Date:

- The date that the letter, memo, or e-mail was written.

__________________________________________________________________

The annotation should normally be one to three sentences long. The contest rulebook says an annotation “must explain how the source was used and how it helped you understand your topic.” Do NOT retell what the source says. You may include a justification of why you think your source is primary or secondary if it is likely to be questionable. And, you can use the annotation to explain that a book or other secondary source includes several primary sources.

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