

Documenting Sources

Grades 7 & 8

at

CALVIN CHRISTIAN SCHOOL
Hamilton

DOCUMENTING SOURCES AT CALVIN CHRISTIAN SCHOOL HAMILTON
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A “Works Cited” is an alphabetical list of resources used to research a topic. If you create a product using materials that someone else has created, you must give them credit by citing their source in your document. The following are some examples of how to cite sources of information. Each have their own format in a *Works Cited* list: books, encyclopedias, magazines, Internet sites, electronic databases, graphics, interviews, tv show transcripts etc. This guide will help you to correctly document your sources. If you are unsure, or have questions, ask a teacher or librarian to help you.

Remember:

- Use a page with the heading **Works Cited** centred at the top.
- Arrange all your sources in one list, alphabetically by the first word of the entry.
- The first line of each entry begins at the margin. All subsequent lines of the same entry are indented.
- Always use double spacing between entries. Single space the lines within an entry.
- Place the “Works Cited” page(s) immediately after the last page of your document.

Book

1. Last name of author, followed by a **comma**.
2. First name of author, (and middle name or initial) followed by a **period**.
3. *If there is a second author, do not put a period after the first name of the first author (as instructed in step #2). Instead, write the word **and** followed by the second author’s first name (and middle name or initial).*
Then write the second author’s last name, followed by a **period**.
4. Title of book **italicized**, followed by a **period**.
5. The city of publication, followed by a **colon** [:].
Choose the first city or town listed if more than one Place of Publication are indicated in the book. If it is a well known city, do not include the abbreviation for the state or province. If the city is not as well known, include the abbreviation of the state or province – never include the name of the country.
6. The name of the publisher, followed by a **comma**.
7. The year of publication, followed by a **period**.
Use the copyright year as the date of publication.

Examples of a book with a single author:

L’Engle, Madeleine. *Meet the Austins*. New York: Dell, 1960.

Twain, Mark. *The Adventures of Huckleberry Finn*. New York: Grosset and Dunlap, 1948.

Examples of a book with two authors:

Jones, Amy and Tom Smith. *My Life as a Teenager*. Washington: Benchmark Books, 1992.

McKissack, Patricia C. and Frederick McKissack, Jr. *Black Diamond: The Story of the Negro Baseball Leagues*. New York: Scholastic, 1994.

Encyclopedia Article

1. If available, the last name of the author, followed by a **comma**.
2. If available, the first name of the author, (and middle name or initial) followed by a **period**.
3. Title of the article, in **quotation marks**, followed by a **period inside the quotation marks**.
4. Title of encyclopedia **italicized**, followed by a **period**.
5. Year of edition - Year followed by **ed** followed by a **period**.

Examples:

Henriquez, Sally. "Polar Bears." *World Book Encyclopedia*. 1999 ed.

"Polar Bears." *Encyclopedia Americana*. 1998 ed.

Encyclopedia from an Electronic Database

1. If available, the last name of the author, followed by a **comma**.
2. If available, the first name of the author, (and middle name or initial) followed by a **period**.
3. Title of the article, in **quotation marks**, followed by a **period inside the quotation marks**.
4. Title of encyclopedia **italicized**, followed by a **period**.
5. Copyright date, followed by a **period**.
6. Name of the database used, **italicized**, followed by a **period**.
7. The date you went on the internet and found the site, followed by a **period**.
8. Include the word "Web", followed by a **period** (to show you found it online).
9. The site address (URL) of the database homepage, in **carats**, < > (Tip: copy and paste the address as you do your research, so you won't make mistakes), followed by a **period**.

Examples:

"Queso." *Nueva Encyclopedia Cumbre en Linea*. 2001. *Grolier Incorporated*. December 4, 2001. Web.
<<http://go.grolier.com>>.

Williams, Arthur, R. "Philippines." *New Book of Knowledge Encyclopedia*. 2001 *Grolier Incorporated*.
December 4, 2001. Web . <<http://go.grolier.com>>.

Magazine

1. Last name of author, followed by a **comma**.
2. First name of author, (and middle name or initial) followed by a **period**.
3. Title of the article, in **quotation marks**, followed by a **period inside the quotation marks**.
4. Title of the original print magazine **italicized**, followed by a **period**.
5. Date of the Magazine, followed by a **colon** [:].
6. Page numbers of the article, followed by a **period**.

Examples:

"Deadly by Nature." *World*. June 1998: 29-33.

Singh, Raji. "New Discoveries." *Popular Mechanics*. August 12, 1997: 17-19.

Newspaper Article

1. Last name of author, followed by a **comma**.
2. First name of author, (and middle name or initial) followed by a **period**.
3. Title of article, in **quotation marks**, followed by a **period inside the quotation marks**.
4. Title of the newspaper **italicized**, followed by a **period**.
5. Original date of the article, followed by a **colon** [:].
6. Original page numbers of the article (if given), followed by a **period**

Example:

Fant, Mary. "Today's Students." *USA Today*. June 5, 1985: 10.

Online Newspaper and Magazine Articles

Most online newspaper and magazine sites are connected to printed newspapers and magazines. Be aware that there are also online-only publications.

1. If available, the last name of the author, followed by a **comma**.
2. If available, the first name of the author, (and middle name or initial) followed by a **period**.
3. Name of site, **italicized**, followed by a **period**.
4. Article title, all inside **quotation marks**, followed by a **period**.
5. Web site, newspaper, or magazine title, **italicized**, followed by a **period**.
6. Name of the publisher, followed by a **comma**.
7. Date article was published, (sometimes Last Update or Copyright), followed by a **period**.
8. Include the word Web, followed by a **period** (to show you found it online).
9. The date you read the article online, followed by a **period**.
10. URL of the page you used, in angle brackets < > (Tip: copy and paste the address as your do your research, so you won't make mistakes), followed by a **period**.

Example:

Plasket, Kelli. "Tthe Gassy Dinosaur Effect." *Time for Kids*. Time Inc., 10 May 2012. Web. 27 Aug. 2012. <<http://www.timeforkids.com/news/gassy-dinosaur-effect/38946>>.

Professional Websites

Professional sites include those created by schools, universities, governments, museums, organizations, and companies.

1. Page title, all inside **quotation marks**, followed by a **period**.
2. Website title, **italicized**, followed by a **period**.
3. Name of organization sponsoring the website, followed by a **comma**.
4. Date/Year the site was last updated, followed by a **period**.
5. Include the word Web, followed by a **period** (to show you found it online).
6. Date you visited the website, followed by a **period**.
7. URL of the page you used, in angel brackets < > (Tip: copy and paste the address as you do your research, so you won't make mistakes), followed by a **period**.

Example:

"Words and Voices." *MuralFarm.org*. City of Philadelphia Mural Arts Program, 2013. Web. 02 Jan 2013. <<http://www.muralfarm.org/Muralfarm/Search.aspx>>.

Graphic From an Internet Site

(Be sure the site allows you to copy a graphic - check the copyright information.)

1. Description or title of the image, followed by a **period**.
2. Name of site **italicized**, followed by a **period**.
3. The date you went on the Internet and found the image, followed by a **period**.
4. The site address (URL), in **carats** <>, (Tip: copy and paste the address as you do your research, so you won't make mistakes), followed by a **period**.

Examples:

Black and white skunk cartoon. *Tekmom's Citation Page*. December 4, 2001.
<<http://www.tekmom.com/cite/index.html>>.

Photograph of J.R.R. Tolkien. *Tolkien: The children of Hurin*. December 4, 2001.
<http://tolkien.hcp-uk.co.uk/biography_jrrt.aspx>.

Personal Interview

1. Last name of the person interviewed, followed by a **comma**.
2. First name of the person interviewed (and middle name or initial) followed by a **period**.
3. List the type of communication (Personal Interview, or, Email communication etc.), followed by a **period**.
4. Date of the interview, followed by a **period**.

Examples:

Smith John, J. Personal interview. 26 March 2009.

Benjamins, A.I. Email communication. 30 March 2009.

Works Cited

Aroldi, Susan. *Instructional Media Center, Oradell Public School: How to Compile a Bibliography*. April 2, 2007. <<http://www.hobbyhorsebooks.com/biblio.html>>.

DeWit Kooiman, Linda, Dorothy Strooboscher and Jenny Van Oosterom. *Learn About Style: Grade 7/8 Student Handbook*. Ancaster, Ontario: Ontario Alliance of Christian Schools, 1997.

Kasman Valenza, Joyce. *Springfield Township Virtual Library: Online Research Guide*. April 2, 2007. <<http://www.springfield.k12.pa.us/rguide/index.html>>.