

## Basic Copyright Guidelines in an Electronic Environment

You may use the following:

### Text/Video/Music

Up to 10% of a copyrighted work

### Illustrations

A photograph or illustration may be used

**But...**

**Be sure to give credit for ANYTHING you use that is NOT your own.**

This pamphlet is meant as a general guide to citing the more common information sources.

For additional information on citing sources, visit

Perdue Online Writing Lab

<http://owl.english.purdue.edu/owl/>

Visit these websites for assistance preparing Works Cited pages:

<http://easybib.com/>

<http://www.bibme.org/>

# Works Cited Guide



North Haven

Public Elementary Schools

Grades K – 5

In accordance with the Connecticut State Department of Education  
Information and Technology Literacy Framework  
CONTENT STANDARD 6: RESPONSIBLE USE  
Give citation credit to original sources when using or transmitting  
information to others

# How to Cite Different Sources

If you were the first who  
made it, wrote it or said it,  
don't you deserve the credit?

## What is Copyright?

Copyright prevents someone from taking credit for someone else's work. Did you know it's the law?

## What is Fair Use?

Fair Use is a way copyrighted works can be used under certain circumstances especially for educational purposes. It can depend on the purpose, the kind of material, the amount you are using, and if the author will lose money if you use it.

Book	Author's Last name, First name. <u>Title of Book</u> . Place of Publication: Publisher, Year of Publication.  Zobel, Derek. <u>Squirrels</u> . Minneapolis, MN: Bellwether Media, 2011.
Encyclopedia	Author. "Title of Article." <u>Title of Book</u> . Editor. Volume. City of Publication: Publisher, Year. Pages.  "Egypt." <u>World Book</u> . 2002, 123-125.
Magazine Article	Author's last name, first name. "Title of Article." <u>Name of Periodical</u> . Date: page(s).  Smith, Eric. "Green Tips: Save Power." <u>National Geographic Kids</u> . Aug. 2012: 37-39.
Personal Interview	Person's Last name, First name. Personal Interview. Date.  Obama, Barak. Personal Interview. October 10, 2012.
Website	<u>Title of Database</u> . Date of electronic publication or latest update. Name of sponsoring institution or organization. Date the information is retrieved <URL>.  <u>Fifty States</u> . 2012. Marchex. October 21, 2012. < <a href="http://www.50states.com">http://www.50states.com</a> >
E-book	Author. <u>Title of Book</u> . City of Publication: Publisher, Year. <u>Database Title</u> . Format. Date of Access.  Paulsen, Gary. <u>Hatchet</u> . Conover, NC: Taking Grades Pub., 2006. Follettshelf. Electronic book. 2012.
DVD	<u>Title of Video/DVD</u> . Director's name. Performer's name. Distributor's name, copyright date.  <u>Using the Internet</u> . Yachin, Dafna. Levy, Art. Schlessinger Media, 2003.
Online Encyclopedia	Author's last name, first name. "Title of article". <u>Encyclopedia name</u> . Publisher, publication date. Web. Date accessed.  Gustafson, Bret. "Bolivia." <u>World Book Student</u> . World Book, 2012. Web. 4 Oct. 2012.
Digital Image	"Title of graphic." Graphic type. Copyright holder. <u>Name of website providing media</u> . Date of access <URL>.  "La Paz, Bolivia". Photograph. Borchio Massimo. <u>Worldbook Online</u> . 4 Oct. 2012. < <a href="http://www.worldbookonline.com">http://www.worldbookonline.com</a> >