Works Cited Page Rules to Follow

- Entries are listed alphabetically by **first** word of the entry (skip a, an and the)
- Punctuation is important!
- The first line of each entry should begin at the left margin. All other lines are tabbed ONCE.
- Double space between lines.
- Dates are listed : day month year (no commas)
- Titles of books, periodicals, encyclopedias, websites, newspapers are in *italics.*
- Information on the publisher name and city are usually found on the **title page**. Include only one city- the one closest to you.
- **Copyright dates** are generally found on the reverse side of the title page.

Every resource used MUST be listed on the Works Cited Page.

Failure to give credit is Plagiarism!

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/

http://citationmachine.net/

Remember:

Students may use portions of lawfully acquired copyrighted works in their academic multimedia projects, with proper credit and citations.

> Prepared by Justin Falcon Patt Schiller Christine Schwartz Library Media Specialists North Haven Public Schools North Haven, Ct 06473 Rev. 10/2012

Works Cited Page

Copyright and Fair Use

Guidelines

North Haven Public Schools Grades 6 -12

What is Copyright?

Copyright is the law that protects authors or creators of "original works of authorship," including literary, dramatic, musical, artistic and other intellectual works.

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.



Basic Copyright Guidelines in an Electronic Environment

You may use the following, but you must be sure to give proper credit or citation.

Text

- Up to 10% of a copyrighted work or 1000 words, whichever is less
- Entire poem if less than 250 words (250 words or less if longer poem)
- No more than 5 poems (or excerpts) of different poets, from an anthology
- Only 3 poems (or excerpts) per poet

Video

• Up to 10% of a copyrighted work or 3 minutes, whichever is less and Clip cannot be altered in any way.

Illustrations

• A photograph or illustration may be used in its entirety

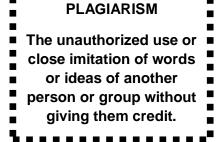
Music

• Up to 10% of a copyrighted musical composition, but no more than 30 seconds

Internet

 Internet resources often combine both copyrighted and public domain sites; so be careful downloading any sites for use in multimedia presentations.

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Citing Print Sources:

Book (one author)

Author's Last name, First name. *Title of Book.* Place of Publication: Publisher, Year of Publication. Print.

Book (two or three authors)

Author's Last name, first name, first and last name of second and third authors. *Title of Book.* Place of Publication: Publisher, Year of Publication. Print.

Article in a Reference Book or Encyclopedia

Author's Last name, First name. "Title of Article." *Title of Book*. Editor. Volume. City of Publication: Publisher, Year. Pages. Print.

Reference Books

"Title of Topic looked up." *Title of Book.* Edition. Copyright date. Print.

Periodical

Author's last name, first name. "Title of Article." Name of Periodical. Date: page(s). Print.

Newspaper Article:

Author's last name, first name. "Title of Article." *Name of Newspaper.* Date, edition: section and page(s). Print.

Government Publication

Name of Government. Name of Department. Name of Agency. *Article Title*. Place of Publication: Publisher's name. date. Print.

Citing Non Print Sources:

eBook (from a database)

Author. *Title of Book*. City of Publication: Publisher, Year. *Database Title*. Format. Date of Access.

DVD

Title of Video/dvd. Director's name. Performer's name. Distributor's name, copyright date.

Interview

Person's Last name, First name. Personal Interview. Date.

Citing Online Sources:

Website

Title of website, Date of electronic publication or latest update. Name of sponsoring institution or organization. N.p., Date accessed D/M/Y. <URL>.

Web Page or Online Article

Author's Last name, First name. "Article Title." Name of website. N.p., Day Month Year. Web. Date accessed D/M/Y. <URL>.

Online Database Article

Author's Last Name, First name. "Title of Article." *Publication.* Title Date of Publication D/M/Y: page numbers. *Title of Database.* Web. Date Accessed D/M/Y.

Image/Online Video or Audio

"Title or Description of media." Type of Media. Name of Website. Name of Publisher, Date Published. Web. Date Accessed M/D/Y. <URL>.

Online Encyclopedia

Author's last name, first name. "Title of article". *Encyclopedia name.* Publisher, publication date. Web. Date accessed M/D/Y.