

## 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.**

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## 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.



**2012**

## 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.

## PLAGIARISM

The unauthorized use or close imitation of words or ideas of another person or group without giving them credit.

## 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.