Works Cited for Grades 1

For a book:

1. Name of the author.
2. Title of the book, italicized.


For an article from a print encyclopedia:

1. Name of the article you looked up.
2. Name of the encyclopedia, italicized.


For an article from an encyclopedia on CD-ROM:

1. Name of the article you looked up.
2. Name of the encyclopedia, italicized.
3. CD-ROM.

For an article from an encyclopedia found online:

1. Name of the article you looked up.
2. Name of the encyclopedia, italicized.
3. Online.

Works Cited for Grades 2

For a book:

1. Name of the author.
2. Title of the book, italicized.
3. Date book was published.

For an article from a print encyclopedia:

1. Subject of the article you looked up.
2. Title of the encyclopedia, italicized.
3. Year the encyclopedia was published.

   Planet. The World Book Encyclopedia. 1995

For an article from an encyclopedia on CD-ROM:

1. Subject of the article you looked up.
2. Title of the encyclopedia, italicized.
3. Date the encyclopedia was published.
4. CD-ROM.
6. CD-ROM.
7.
9. CD-ROM.

For an article from an encyclopedia found online:

1. Subject of the article you looked up.
2. Title of the encyclopedia, italicized.
3. Online.
5.
6.

Works Cited for Grades 3

1. Follow the punctuation in the examples exactly.
2. Be sure to put the author's last name before the first name, with the two names separated by a comma.
3. If you look up information about a person in an encyclopedia, that person's name should also be written last name first.
4. If you cannot find some information, such as author, just leave it out.

For a book:

1. Author's name, last name first.
2. Title of book, italicized.
3. Copyright date.


**For an article from a print encyclopedia:**

1. The subject you looked up, in quotation marks.
2. Full title of encyclopedia, italicized.
3. Copyright date.
5.
7.

**For an article from an encyclopedia on CD-ROM:**

1. The subject you looked up, in quotation marks.
2. Full title of encyclopedia, italicized.
3. Copyright date.
4. CD-ROM.
6.
8.
10.

**For an encyclopedia from an online service:**

1. The subject you looked up, in quotation marks.
2. Full title of encyclopedia, italicized.
3. Date you visited (proper format in the example).
4. Online.
5.
7.

**For an article from the World Wide Web:**

1. Name of the author, if you can find it, last name first.
2. Title of the article, in quotes.
3. Title of the home page, if available, italicized.
4. Date you visited (see the examples).
5. First part of the http address (see the examples), in brackets.

**Works Cited for Grades 4**

1. For each source listed, begin first line at margin and indent each line that follows.
2. Follow punctuation of the examples exactly.
3. If you cannot find some information, such as author or place of publication, just leave it out.
4. Arrange all sources in one list, alphabetically by first word, which will generally be either the author's last name or the first important word of the title (ignore A, An, The as the first word in the title.)

**PRINT SOURCES**

**Book with one author:**

1. Author, last name first.
2. *Title of book*. (italicized)
3. City of publication:
4. Publisher, date of publication.

**Book with two authors:**

1. Authors, in order they are listed on the title page.
2. *Title of book*. (italicized)
3. City of publication:
4. Publisher, date of publication.

**Encyclopedia and other familiar reference books:**

1. Author of article (if available).
2. "Title of article."
4. Date of edition. (Volume and page number not necessary if articles are arranged alphabetically).

Article in a periodical (magazines, newspapers):

1. Author (if available).
2. "Title of article."

ELECTRONIC SOURCES

Encyclopedia and other publications on CD-ROM

1. Author (if available).
2. "Title of article."
3. Title of product (underlined).
4. Edition or version (if relevant)
5. CD-ROM.
6. City of publication: Publisher, date of publication.

ONLINE SOURCES

Encyclopedia from an online service:

1. Author, if shown
2. "Title of the article."
3. Name of encyclopedia (underlined).
4. Name of publisher, date of publication, if available.
5. Date of your visit.
6. Name of the online subscription service hosting the encyclopedia.
World Wide Web:

1. Author, if known
2. "Title of the article."
3. Title of complete work (underlined).
4. Date of your visit.
5. <full http address>. (enclosed in angle brackets)


Works Cited for Grades 5

1. For each source listed, begin first line at margin and indent each line that follows.
2. Underline or use italics for titles of books, periodicals and software. Titles of articles are enclosed in quotation marks.
3. Note punctuation and follow exactly.
4. If required information, such as author or place of publication, is not available, just leave it out.
5. Arrange all sources in one list, alphabetically by first word, which will generally be either the author's last name or the first important word of the title.

PRINT SOURCES

Book with one author:

1. Author.
2. *Title of book* (italicized)
3. City of publication:
4. Publisher, date of publication.

**Encyclopedia and other familiar reference books:**

1. Author of article (if available).
2. "Title of article."
3. *Title of book* (italicized)
4. Date of edition. (Volume and page number not necessary if articles are arranged alphabetically).

**Article in a periodical:**

1. Author (if available).
2. "Title of article."

**ELECTRONIC SOURCES**

**Encyclopedia and other publications on CD-ROM:**

1. Author (if available).
2. "Title of article."
3. *Title of product* (italicized or in italics).
4. Edition or version (if relevant)
5. CD-ROM.
6. City of publication: Publisher, date of publication.

**ONLINE SOURCES**

Encyclopedia from an online service:

1. Author, if shown
2. "Title of the article."
3. *Name of encyclopedia* (italicized).
4. Name of publisher, date of publication, if available.
5. Date of your visit.
6. Name of the online subscription service hosting the encyclopedia.
7.
9.

World Wide Web:

1. Author (if known).
2. "Title of article."
3. *Title of complete work.* (if relevant, italicized)
4. Date of visit.
5. <full http address>. (enclosed in angle brackets)
7.
8.
10.
12.
Works Cited for Grades 6

1. For each source listed, begin first line at margin and indent each line that follows.
2. Underline or use italics for titles of books, periodicals and software. Titles of articles are enclosed in quotation marks.
3. Note punctuation and follow exactly.
4. If required information, such as author or place of publication, is not available, just leave it out.
5. Arrange all sources in one list, alphabetically by first word, which will generally be either the author's last name or the first important word of the title.

PRINT SOURCES

Book with one author:

1. Author.
2. Title of book. (italicized)
3. City of publication:
4. Publisher, date of publication.

Book with two authors:

1. Authors (in the order they are given in the book).
2. Title of book. (italicized)
3. City of publication:
4. Publisher, date.

Encyclopedia and other familiar reference books:

1. Author of article (if available).
2. "Title of article."
3. Title of book. (italicized)
4. Date of edition. (Volume and page number not necessary if articles are arranged alphabetically).
Article in a periodical:

1. Author (if available).
2. "Title of article."
4. Haverkamp, Beth. "Bad Women and Bandit Queens." *Cobblestone*

**ELECTRONIC SOURCES**

**Encyclopedia and other publications on CD-ROM:**

1. Author (if available).
2. "Title of article."
3. *Title of product* (italicized or in italics).
4. Edition or version (if relevant)
5. CD-ROM.
6. City of publication: Publisher, date of publication.

**Periodical article found in CD-ROM database:**

1. Author.
2. "Title of article."
4. *Title of database.* (italicized)
5. CD-ROM.
6. City of publication: name of electronic publisher, date of electronic publication.
7. Gray, Robert. "Do You Believe in Dragons?" *Ranger Rick*
ONLINE SOURCES

Encyclopedia from an online service:

1. Author, if shown
2. "Title of the article."
3. *Name of encyclopedia* (italicized).
4. Name of publisher, date of publication, if available.
5. Date of your visit.
6. Name of the online subscription service hosting the encyclopedia.


Periodical article from an online database:

1. Author.
2. "Title of article."
4. *Name of database* (italicized)
5. Publisher of database (if available).
6. Date of visit.
7. <http address>. (enclosed in angle brackets)


World Wide Web:

1. Author (if known).
2. "Title of article."
3. *Title of complete work* (if relevant, italicized)
4. date of visit.
5. <full http address>. (enclosed in angle brackets)
8. Norton, R.J. "An Overview of John Wilkes Booth's Assassination of
President Abraham Lincoln." Abraham Lincoln's Assassination.
28 Nov. 1999.
   <http://home.att.net/~rjnorton/Lincoln75.html>.
11. "Statistical Summary: America's Major Wars." The U.S. Civil
stats/warcost.htm>.
   <http://seds.lpl.arizona.edu/nineplanets/nineplanets/callisto.htm>
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