

Formatting Internal Citations

- When doing research, **if you copy information directly from a source** or rewrite information but still use key words, phrases or ideas from the original source, **you must internally cite the source** by using parenthetical notations within your text.
- Use quotation marks only when borrowing exact words.
- If your citation is at the end of the sentence, punctuation (quotation marks, periods, etc.) is placed outside and after the parentheses.
- If no author is given, use the first words of the title in your citation.
- All references cited within the text must appear in the reference list and all entries in the reference list must be cited within the text.
- If you are in doubt about whether or not to cite information, play it safe and cite it.

Internal Citations

Book or Article with Author: (Author's last name, copyright date, page #)
Example: ". . . direct quotation" (Gainer, 2008, p. 123).
Example: . . . in your own words (Gainer, 2008).

If the Author is not Given: (first words of title, copyright date, page #)
Example for book titled Magic is Wonderful:
Example: "direct quotation" (Magic, 2009, p. 123).
Example: . . . in your own words (Magic, 2009).

For Internet Citations: (author's last name, date you found the information, [Online]).
Example: ". . . direct quotation" (Smith, 2009, [Online]).
Example: . . . in your own words (Smith, 2009, [Online]).
Example without an author: (National Institute of Health, 2009, [Online]).

Online Resources

Go to the Woodlawn homepage <http://www.district96.k12.il.us> (click on "Schools" then "Woodlawn" then "Library") to find links to many resources including trusted sites for:

Encyclopedias
Weather
World Facts

Dictionaries
Reference List Formatting
Copyright Information

Reference Materials
Famous Quotations
Book Recommendations



Finding Clip Art

Woodlawn Middle School has a membership to an online clip art provider. Students should feel free to use this site for projects.

Check out www.schools.clipart.com for your clip art needs.

User Name: Buzz

Password: Lightyear

Format for Reference List

- The Reference List **must be double-spaced** (even though these examples are single spaced to save room.)
- The Reference List should be **alphabetized according to the first letter of each entry**. Do not number the entries.
- The first line of each entry begins at the left margin. All other lines of the entry should be indented.
- **Italics** are preferred over the use of underlining.
- Use the access date (the date you retrieved/found the information) when you cite a web site.
- **The abbreviation for Page(s), p. or pp., is not used except in references to newspapers.**
- Electronic source references must provide the date the information was retrieved and also the name and/or address of the source.
- **Each portion of the entry should be separated by a period and two spaces.**
- **Publisher:** Spell out the names of associations and university presses, but omit terms such as “Publishers,” “Co.,” or “Inc.” If two or more locations are given, give the location listed first or the publisher’s home office.
- If a source has no author, start the entry with the title.

Basic Format for Books:

Last name, First Initial. Middle Initial (if available). (date of publication). *Book title capitalizing only the first word and any proper names.* City and/or State of publication: Name of Publisher.

Example of Book With Only One Author:

Simonis, L. J. (2009). *The psychology of color: how color affects perception of quality and flavor.* Berkeley, CA: University of California Press.

Example of Book With More Than One Author:

Granger, H., Potter, H., & Weasley, R. (2009). *How to use magic without detection in the muggle world.* Minneapolis: University of Minnesota Press.

Example of Book Containing an Editor:

Brenner, K. (Ed.). (2009). *Making science fun for middle school students.* New York: Platypus Technical University Press.

Example of Book With No Author Given:

Hamburgers and why we love them. (2009). New York: Scholastic.



Format for Reference List

Example Articles in Print Sources:

Example of a Signed Encyclopedia or Reference Book Article:

Schalke, M. (2009). Nutrition. In *World Book encyclopedia* (Vol. 7, 202-207). Chicago: World Book.

Example of an Unsigned Encyclopedia or Reference Book Article:

Civil War. (2007). In *World Book encyclopedia* (Vol. 7, 202-207). Chicago: World Book.

Example of an Article from a Monthly Magazine:

Jacobs, J. (2006, April). Sports and Drugs. *Life*, 36-38.

Example of a Signed Article from a Newspaper:

Monson, M. (1993, September 16). Urbana firm obstacle to office project. *The Champaign-Urbana News-Gazette*, pp. 1,8.

Example of an Unsigned Article from a Newspaper:

Culture Shock. (2005, September 21). *The New York Times*, p. 15.

Electronic Sources:

Example of a Web Site, Home page/Secondary page:

Author/editor (if known). (Revision or copyright date, if available). Title of page. Retrieved Month day, year, from Name of Web site: <http://www.website.com/path/file>

Jaegers, L. (2008, June/July 12). Excellence in service. Retrieved February 18, 2009, from Nordstrom Web site: <http://www.npta.com>

Manuka Honey USA Home Page. (2006). Retrieved July 25, 2007, from Manuka Honey USA Web site: <http://www.manukahoneyusa.com>

Huang, G. (2007, March 17). Tiny organisms remember the way to food. Retrieved July 25, 2007, from New Scientist Web site: <http://www.newscientist.com/article/dn11394-tiny-organisms-remember-the-way-to-food.html>

Example of an Online Encyclopedia Article:

Schlessinger, D. (2007). Staphylococcus. In *World Book Online Reference Center* [Web]. Retrieved July 25, 2007, from <http://www.worldbookonline.com/wb/Article?id=ar529480&st+staphylococcus>

Stock market crash of 1929. (1995). In *Britannica Online* [Web]. Retrieved July 12, 2007, from <http://www.eb.com>

Example of a Magazine Article:

Fowl, P. (2009, February 9). The peanut butter safety issue. *People*, 71(1), 81. Retrieved February 18, 2009, from Middle Search Plus database.

Example of a Newspaper Article:

Hellmich, N. (2007, September 3). Study strongly links fat, cancer. *USA Today*, Retrieved February 18, 2009, from Middle Search Plus database.

Example of an Magazine Article from EbscoHOST:

Author last name, First initial. Middle initial. (Publication year). Title of article. *Title of journal, Volume number* (Issue number), Page number. Retrieved Month Day, Year, from Name of database.