



Kids InfoBits Toolbox – How to Cite Information

The ***Kids InfoBits Toolbox*** tip sheets are designed to help young researchers prepare a written report. This document will explain **why citing sources is important and what you need to create a bibliography**.

Need more help with your report? Visit <http://solutions.cengage.com/gale-training/materials/tip-sheets/> for more **Kids InfoBits Toolbox Tip Sheets!**

Everybody knows what it means to steal something. That's when someone takes something that is not his or hers. When a writer uses another writer's words without telling everyone where the words came from, that is a kind of stealing, too. That kind of stealing is called plagiarism.

The way to use a writer's ideas and words without stealing is to cite the source. To cite means to give credit to the person whose ideas you are using in your report. This includes direct quotes from an author or the ideas of an author. When you cite a source, you must do three things:

- 1. Tell the name of the person who wrote the source.**
- 2. Tell the title of the source.**
- 3. Tell the date of publication of your source.**

Identifying a Source in a Report

You read a book about cats called *Cats: Portraits of Over 70 Pedigrees*. You learn that there are more than 50 breeds of cats in the world. If you decide to use this information in your report, you must cite the source. You could mention the author in your report. You might say, according to Dr. Bruce Fogle, there are more than 50 breeds of cats in the world. Another way is to list your sources in a bibliography.

Bibliography

Books, magazines, and encyclopedias must all be cited in a certain way. They all start with the author's name. You must write the last name first.

This makes sense when you know that bibliographies are written in alphabetical order by the author's last name. Here are some standard ways to write bibliographical entries:

Books

Author's last name, author's first name. Title of the book, publication date.

Magazines

Author's last name, author's first name. "Title of the article." Title of the magazine, month and year of publication, page numbers of article.

Online sources

Online encyclopedia

Author's last name, authors, first name. Year of publication. Date you retrieved the information, from the online encyclopedia (version, date) on the World Wide Web: web site address

Magazine article online

“Title of the magazine” (year published). Article title. Date you retrieved the article, from the World Wide Web:
web address

The web address should be written like this: http://www.galenet.galegroup.com/servlet/SRC/sr_cite_source

Citing your sources is always a good idea. It allows you to use others’ ideas in your report and it also allows others to know where they can look if they want more information about what you read.

***Tip:** An idea to make writing your bibliography easier is to write down the bibliographical information of any books, magazines, or online source you read. Once you decide what you will include in your report, you won’t have to go back and try to find your sources again.

You can download a worksheet to help you write your bibliography at

<http://assets.cengage.com/training/CiteSourcewksht.pdf>

Need more help with your report? Visit <http://solutions.cengage.com/gale-training/materials/tip-sheets/> for more **Kids InfoBits Toolbox Tip Sheets!**