

Citation and Bibliography

WHAT IS A CITATION?

It is evidence that your information is true because you got it from a reliable source. So... you actually have to choose information from sites that have a credible author.

WHAT SHOULD YOU CITE?

You should provide references to both ideas and information:

- dates
- statistics/tables/lists
- direct quotes
- the opinions and ideas of other researchers
- photos

There are two instances where you do not need to reference.

1. Anything that is 'common knowledge'. (Something any 12 year that should know)
2. You also don't need to reference an idea or words which are totally your own. However, you aren't really educated yet, so (sorry to say), you generally don't have much to contribute if it is a formal report.

If you don't cite your work, it is either plagiarism, OR, it is not information from good sources.

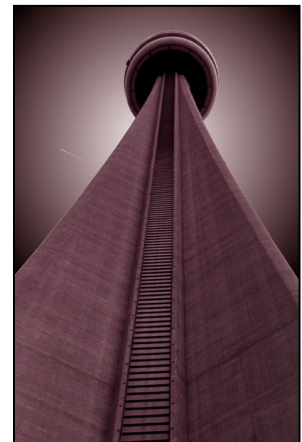
WHERE DOES A CITATION GO?

Put the footnote at the end of a sentence (after the period). Depending on the style, it may be a raised number (MLA Style) or it may be information in brackets (APA Style).

WHAT IS A BIBLIOGRAPHY?

A list of sources you consulted in preparing your work.

Information you need:
(example under picture to the right)
Page Name, Web Site Name, Internet,
Date Seen, Web Site Address.



CN Tower, City of Toronto
Home Page, Internet,
January 1, 2017,

WHERE DOES A BIBLIOGRAPHY GO?

It is located at the end of a report.



Assignment;

1. We need to update this report by inserting 3 new citations in the correct location.
 - Page 3 – Website: Benefits of Technology in the Classroom
 - Page 4 – WEBSITE: Why and How to Use Computers in the Classroom
 - Page 5 – Article: Pros and Cons of Computer Technology in the Classroom

Use the “**Instructions**” link on the BBT – Word webpage to insert the citation.

2. Photo:
 - a. Find any computer picture that you can write a proper citation for and put it on page 6 of the report (second paragraph on the right side)
 - b. Place a textbox under it and the words “Modern Computers in Schools” **and** the proper citation



Modern Computers in Schools (Best Buy, 2017)

Textboxes – Insert menu

Moving a photo – couple click on the photo, choose the word wrapping icon and select “square”

3. Create a bibliography using the automatic feature in Word. Make sure your Bibliography has all sources (the 3 you added, plus your photo, and 4 that I already provided.)

Use the “**Instructions**” link on the BBT – Word webpage to insert the bibliography