

## Research Steps

1. DECIDE what information you need, and identify the key ideas
2. IDENTIFY the appropriate SOURCE (encyclopedia, book, internet, database)
3. SEARCH using the index, table of contents, and search boxes
4. READ your findings and use NOTE-TAKING STRATEGIES
5. CITE the SOURCE in the **Bibliography /Works Cited page**

### Key Ideas

1.

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3.

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2.

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**TOPIC**

4.

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### How to write a Bibliography / Citation...

#### Book Citation

1. Author Last Name, First Name.

Title of book.

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Place of publication:

Publisher,

Copyright Year.

Source.

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#### Encyclopedia Citation

"Title of article."

Name of encyclopedia.

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Edition.

Source.

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#### INTERNET INSTRUCTIONS

1. BMS Web Address (URL) \_\_\_\_\_
2. click on **LIBRARY**
3. go to **DATABASE: Ancient & Medieval History**  
User name \_\_\_\_\_ Password: \_\_\_\_\_
4. **READ --> WRITE --> CITE**

#### Internet Citation

Author Last Name, First Name.

"Title of article."

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Site Publisher,

Date of publication

Source.

Day Month Year of access

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# Bibliography / Works Cited Page

\*Book titles are *italicized* when typing and underlined when written by hand. List sources alphabetically by Author Last Name or first word of the entry.

BOOK	Author Last Name, First Name.	<u>Title of book.</u>
	Place of publication:	Publisher,
	Copyright Year.	Source.

BOOK	Author Last Name, First Name.	<u>Title of book.</u>
	Place of publication:	Publisher,
	Copyright Year.	Source.

BOOK	Author Last Name, First Name.	<u>Title of book.</u>
	Place of publication:	Publisher,
	Copyright Year.	Source.

ENCYCLO.	"Title of article."	<u>Name of encyclopedia.</u>
	Edition.	Source.

INTERNET	Author Last Name, First Name.	"Title of article."
	Site Publisher,	Date of publication
	Source.	Day Month Year of access

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