

**STATISTICS SOURCE**

**STEP 1.** Collect the following citation information from the Web site you used:

1.	Author’s last name (Skip, if not given)	
	Author’s first name middle name or initial	
2.	Title of the article	
3.	Title of the overall Web site	
4.	Publisher or sponsor of Web site. (If not given, write N.p.)	
5.	Date of publication. (If not given, write N.d.)	
6.	Medium of publication. (Web or Print)	
7.	Your date of access. (day month year) Jan. Feb. Mar. Apr. May. June. July. Aug. Sep. Oct. Nov. Dec.	
8.	URL – optional, ask your teacher	

**STEP 2.** Write the citation information on the lines below using the given format.

Be careful with

- punctuation marks (periods, commas, quotation marks)
- words that must be *italicized*
- double space the entire citation
- “hanging paragraph”, indent five spaces at the beginning of each line after the first line.

**Format:**

Author’s last name, first name middle name or initial. “Title of the article.” *Title of the overall Web site.*

Publisher or sponsor of the site. Date of publication. Medium of publication. Your date of access.

<Optional URL>.

**GRAPHIC SOURCE**

**STEP 1.** Collect the following citation information from the Web site you used:

1.	Author’s last name (Skip, if not given)	
	Author’s first name middle name or initial	
2.	Title of work	
3.	Date of the work. (If date is not given, write N.d.)	
4.	Medium of composition (photograph, cartoon, sketch, graph, chart, map)	
5.	Title of overall Web site	
6.	Publisher or sponsor of Web site (If not given, write N.p.)	
7.	Medium of publication. (Web or Print)	
8.	Your date of access. (day month year) Jan. Feb. Mar. Apr. May. June. July. Aug. Sep. Oct. Nov. Dec.	
9.	URL – optional, ask your teacher	

**STEP 2.** Write the citation information on the lines below using the given format.

Be careful with

- punctuation marks (periods, commas, quotation marks)
- words that must be *italicized*
- double space the entire citation
- “hanging paragraph”, indent five spaces at the beginning of each line after the first line.

**Format:**

Author’s last name, first name middle name or initial. “Title of the work.” Medium of composition. *Title of the overall Web site.* Medium of publication. Your date of access. <Optional URL>.

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