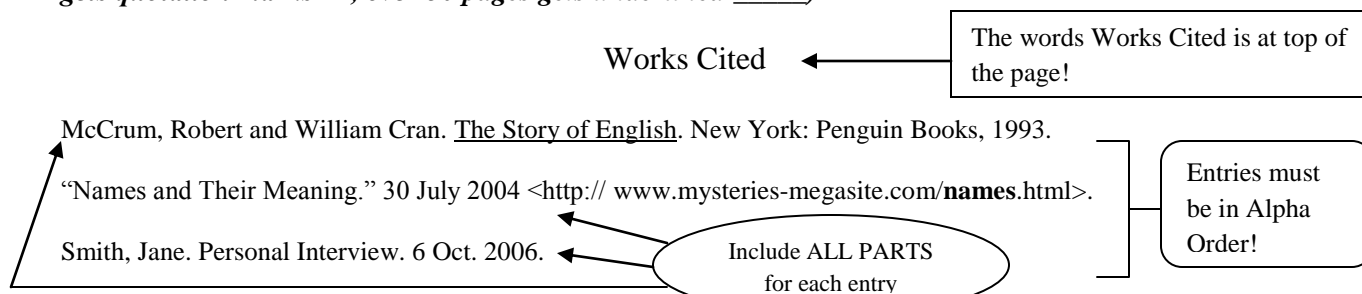


The information below defines the 3 parts of both a Personal Interview and Internet source and the 5 parts of a book source. A Works Cited lists the sources you used in a paper in order to give credit to the original author and credibility to your paper. Following the “Correct Documentation” and example “Works Cited,” take the information at the bottom of this paper after the sample “Works Cited” to create a correct Works Cited on the back of this handout.

### Using **Correct Documentation** (also see “Works Cited” examples)

1. **Personal Interview**—has **three main parts**: 1) start with the person’s name (last name, first name). 2) type/write-- Personal Interview. 3) type/write Date of the actual interview you did.
  - a. Smith, Jane. Personal Interview. 6 Oct. 2006.
2. **Books**—have **5 main parts**: 1) Author(s) of the book 2) Title of the book 3) City of Publication 4) Publishing Company 5) Year of publication.
  - a. McCrum, Robert and William Cran. The Story of English. New York: Penguin Books, 1993.
3. **Internet Source**—has **three parts**: 1) “Title of the web page.” 2) Date you accessed the web page 3) <the web site address>.
  - a. “Names and Their Meaning.” 30 July 2004 <http:// [www.mysteries-megasite.com/names.html](http://www.mysteries-megasite.com/names.html)>.

**\*\*\*\*NOTE: You must use the correct punctuation, capitalization, and underlining or quotation marks when documenting sources!!! (General rule for underlining and quotations is under 50 pages gets quotation marks “”; over 50 pages gets underlined \_\_\_\_\_)**



**REMEMBER: Alphabetize by the first letter of each entry whether author’s last name or a title!**

**Directions: Use only the necessary information below to create a correct Works Cited on the back side! See “Correct Documentation” for the parts.**

1. I interviewed my dad, John Smith, about any story he had regarding the meaning of my names or why he chose/gave me my names on October 17, 2012 at eight P.M.
2. I looked up my name in the book Baby Names Now written by Linda Rosenkrantz and Pamela Redmond Satran. I found out what my first and middle names meant. I located that the city of publication was New York, the publishing company was St. Martin’s Griffin, and that the most recent copyright date was 2001. This book was very helpful in my research.
3. Looking on the internet on “Meaning of Names.com,” I was able to find information for the meaning of my first name. I noticed that the webpage was < <http://www.meaning-of-names.com>>, and I found this information also on October 17, 2012 at nine P.M. There was even information for my last name on this page. It was a good source.