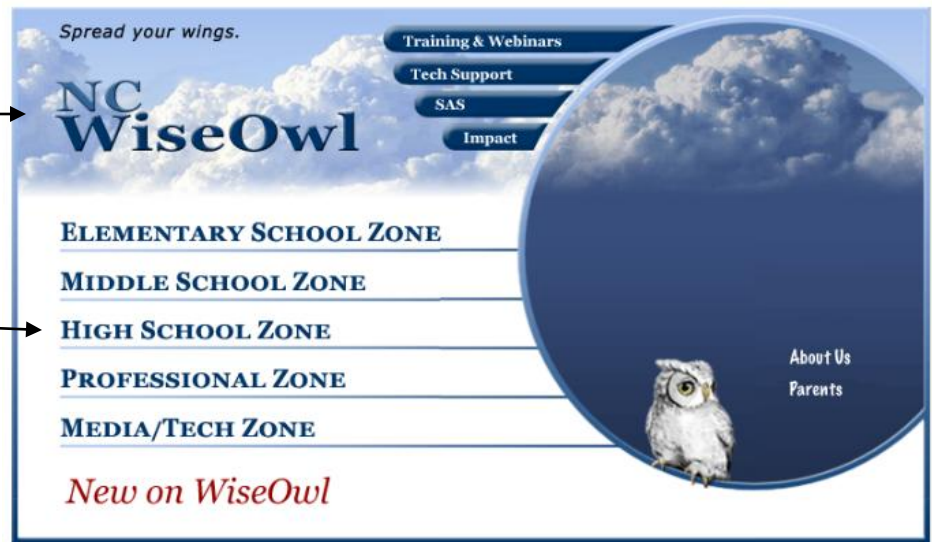


1. Navigate to the www.ncwiseowl.org page

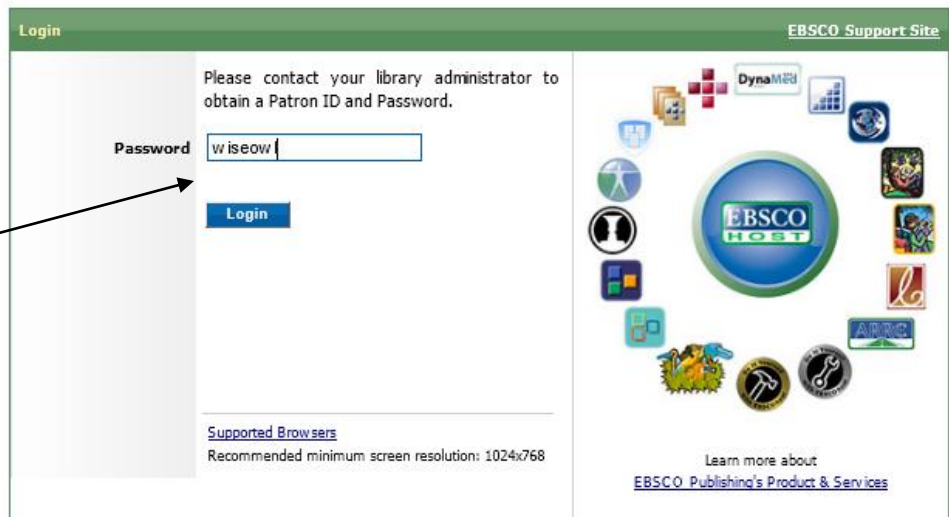
2. Select "High School Zone"



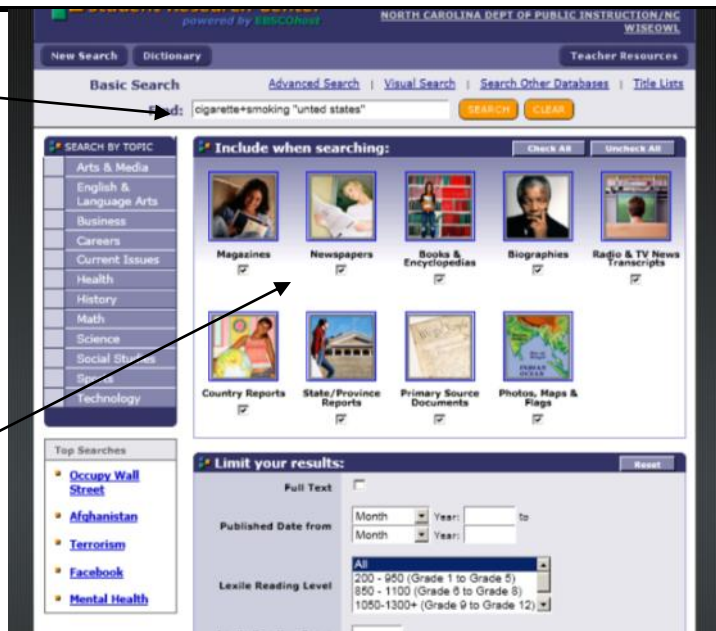
Select "Student Research"



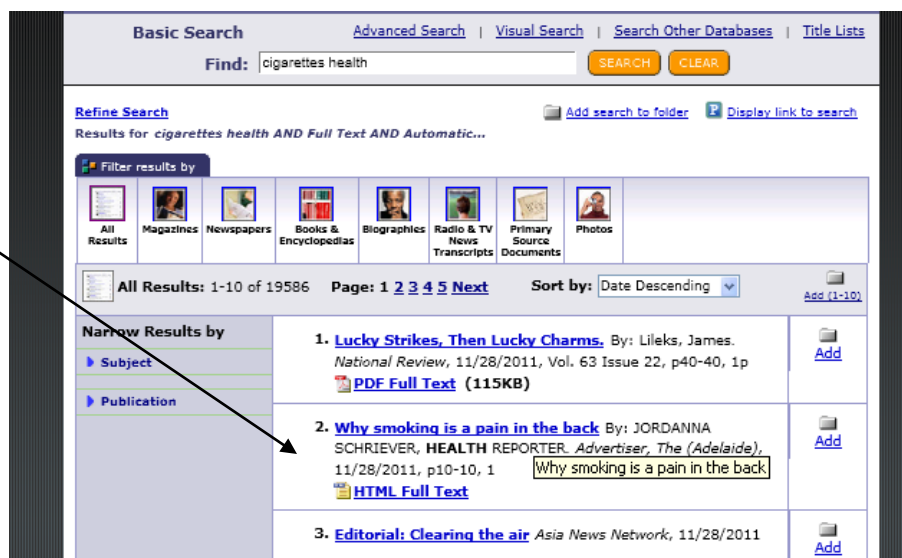
Type in the password, "wiseowl."



Enter your search terms.
 Use + to search for results with two or more terms.
 Use — to have certain terms excluded.
 Use “ ” to search for a particular phrase.
 Select “Full Text.”
 Check two to three types of sources at a time. Uncheck all others.
 Begin with “newspapers” and “magazines” at first.

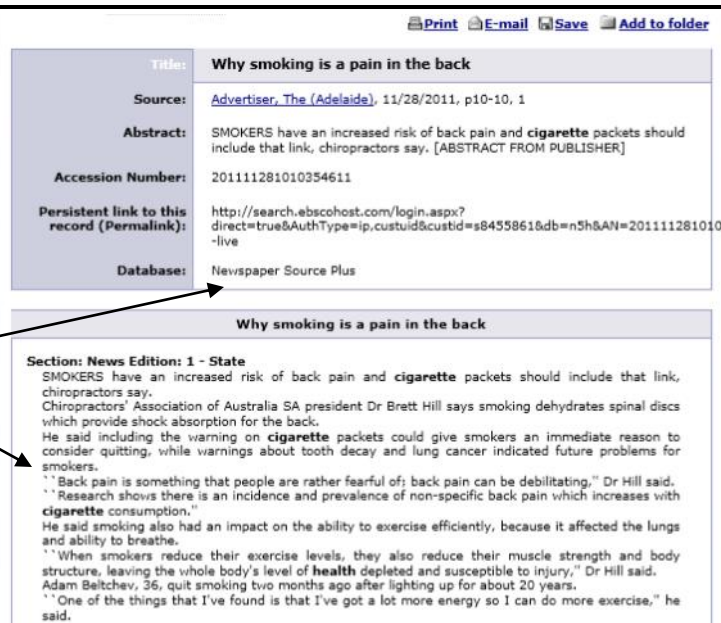


Examine the results and modify the search terms as needed to find a useful and appropriate source.
 Change the search terms.
 Add or delete + or — signs.



When you see a title that looks helpful. Scan the article to determine if it will be a useful source.

Check to see the type of source it is.
 Newspaper Source Plus = newspaper
 MAS Complete = magazine



1. Navigate to www.easybib.com
2. Select the proper tab for the source type.
3. You can try using "Autocite" by pasting the title and clicking "Cite this."
4. Otherwise, click "manual entry."



Manual entry example... note you would need to select "online" because you accessed this article online from ncwise-owl. Click "create citation."

Autocite example— correct and fill in as needed. Click "create citation."

Using the citation under the green words, "Citation added," drag your cursor across the citation. Then hit control 'C' to copy or right click and select 'copy.'

The screenshot shows the EasyBib website interface. At the top, there are navigation tabs for Research, Notebook, Bibliography, Writing guides, and Educators. Below this, there are options for citation styles: MLA (free!), APA, and Chicago/Turabian. A search bar is present with the text "Enter website address or keywords to cite." and a "Cite this" button. A green box indicates "Citation added:" followed by the citation text: "Why Smoking Is a Pain in the Back." *Adelaide Now*. The Advertiser, 27 Nov. 2011. Web. 30 Nov. 2011. <http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,custuid&custid=s8455861&db=n5h&AN=201111281010354611&site=src-live>. Below the citation, there are buttons for "Support EasyBib! Try Premium!". The main content area is titled "DansGuardian - Access Denied" and contains a "Bibliography" section with options to "Save for later", "Save as Google doc", and "Print as Word Doc". A list of citations is shown, with the same citation as above highlighted in yellow. At the bottom, there are browser tabs for "Harris Teeter :: So...", "EasyBib: Your bi...", and "Microsoft Excel no..."

In the meantime, open a new Word document. Format it in this way:

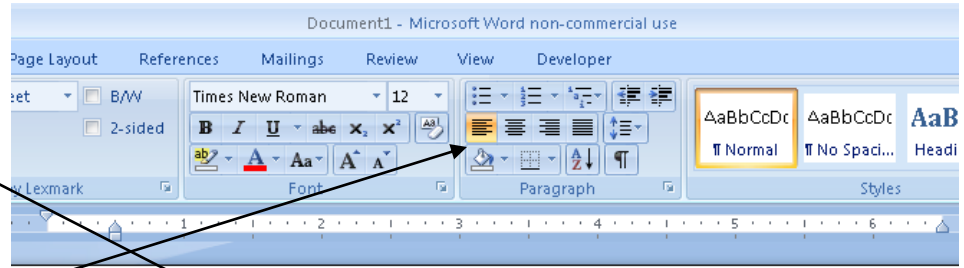
Times New Roman 12pt

Hanging Indent (see box to right)

The screenshot shows the Microsoft Word interface with the Paragraph dialog box open. The dialog box has two tabs: "Indents and Spacing" and "Line and Page Breaks". The "Indents and Spacing" tab is active. Under the "General" section, "Alignment" is set to "Left" and "Outline level" is set to "Body Text". Under the "Indentation" section, "Left" and "Right" are both set to "0". The "Special" dropdown is set to "Hanging" and "By" is set to "0.5". The "Mirror indents" checkbox is unchecked. Under the "Spacing" section, "Before" is set to "0 pt", "After" is set to "10 pt", "Line spacing" is set to "Multiple", and "At" is set to "1.15". The "Don't add space between paragraphs of the same style" checkbox is unchecked. The "Preview" section shows a preview of the text with a hanging indent. At the bottom, there are buttons for "Tabs...", "Default...", "OK", and "Cancel".

Type the word "Bibliography" centered at the top.

Then, select "align left" and paste your copied citation.



Bibliography

"Why Smoking Is a Pain in the Back." *Adelaide Now*. The Advertiser, 27 Nov. 2011. Web. 30 Nov. 2011. <<http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,custid&custid=s8455861&db=n5h&AN=201111281010354611&site=src-live>>.

Creating source cards for a book

Brooks, Robert. Solar Energy. New York: Chelsea House, 1992. A

author City of publication Name of publishing company Year of publication

title

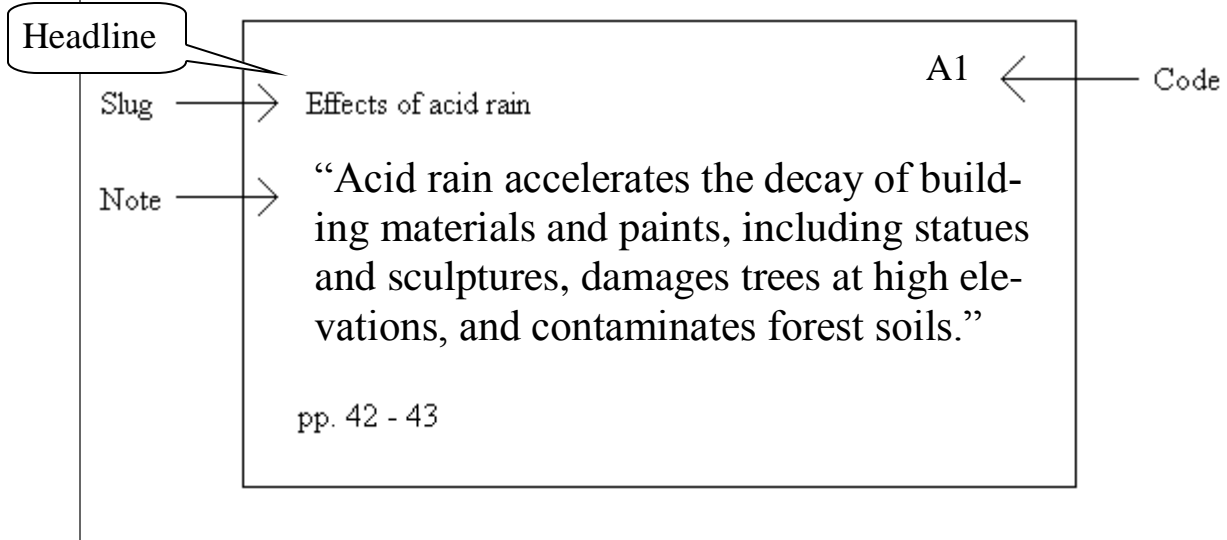
Letter

333.792
Bro

For books with no author but with an editor, write their names like this:
Brooks, Robert, ed.

The diagram shows a rectangular source card with a double border. Inside, the text 'Brooks, Robert. Solar Energy. New York: Chelsea House, 1992. A' is typed. Arrows point from labels below to parts of the text: 'author' to 'Brooks, Robert', 'City of publication' to 'New York', 'Name of publishing company' to 'Chelsea House', and 'Year of publication' to '1992'. An arrow points from 'title' to 'Solar Energy'. Another arrow points from 'Letter' to the letter 'A'. To the right, a separate box with a starburst icon contains the text 'For books with no author but with an editor, write their names like this: Brooks, Robert, ed.' Below the source card, the text '333.792' and 'Bro' is visible.

Example of a note card...



Creating source cards for a book

The diagram shows a source card for a book with the following components and labels:

- author:** An arrow points to "Brooks, Robert".
- City of publication:** An arrow points to "New York".
- Name of publishing company:** An arrow points to "Chelsea House".
- Year of publication:** An arrow points to "1992".
- title:** An arrow points to "Solar Energy".
- Letter:** An arrow points to the letter "A" in the top right corner.

Additional text on the card includes "333.792" and "Bro" on the left side.

Callout box (marked with a blue starburst):

For books with no author but with an editor, write their names like this:

Brooks, Robert, ed.

Two authors?
Separate the names with a comma placing them in alphabetical order.

Mullins, Jay, and White, Tom.