Directions to create a citation for a Website

Cite a: WEBSITE Create new citation (green button)

Where is it? Website
What is it? Web Page (1ˢᵗ column; 1ˢᵗ option)

- **URL:** (You will need to copy and paste the website address into this box.)

- **Date of publication:** *(In most cases, you will only fill in the box that says YYYY.)*
  You will fill in the copyright year of the webpage, which is most likely found at the BOTTOM of the web page. You will need to look. Put the most recent year. If there is no year, leave this portion blank.

- **Most recent date of access:** *(You will need to click the blue link: [today?]* –
  the date will enter automatically.)

- **Contributors:**
  o **Role:** choose Author from the dropdown box if there is an author of the web page. *In most cases, these boxes will be left blank.*

- **Web page or document/article title:** *(This is the title of what you researched.)*
  You will need to look at the TOP of the web page to determine the article title.

- **Name of the website:** *(You will need to type the website name.)*

- **Publisher of the Site:** *(You will fill in publisher of the website, which is most likely found at the BOTTOM of the web page. You will need to look. Sometimes it is the same name as the website. If there is no publisher, leave this portion blank.)*

When finished, click green SAVE button.

**EXAMPLE:**

**Remember to always create a citation BEFORE a notecard.**
To Create a Notecard with Research from a Website:

1) Once you open a “New” notecard, you can type in a title for your card.

2) You can copy and paste portions of the Website article here. THEN REMEMBER TO PARAPHRASE ....

3) Type your notes in the “Paraphrase or summary” box.

Click the “NEW” link under Notecards for your website source.