Author(s):
- Must be a REAL person’s name
- Usually found at the top or bottom of the informational text on the web page
- Many web pages do not have an author; if there is NO author, write the word None on the author line to tell yourself that you looked and there was no author.

Sponsoring Org/Publisher:
- Name of the company or organization that is responsible for the web page and the information on it. If there is no author, you MUST find a company or organization.
- Usually found at the bottom of the web page somewhere near the publication date but could be at the top for some web pages.

Web Page Name (Title):
- It is the Name of the web page that you want to take notes from
- Usually found at the center top of the web page and describes the information on the page.
- Also found in the blue bar or browser tab at the top of the screen.

Publication Date:
- Is the Copyright date or Last Updated date of the web page you are taking notes from.
- Usually at the bottom of the web page (look for “copyright” or c in a circle or “last updated”)
- If not found on web page, look for updated or copyright date on Home page.

Name of Website:
- Name of the Home Page of the website.
- Go to the Home Page for the website that your webpage from (find a Home link or a logo image at top left of screen or back up to where the URL (address) ends with .com or .org or .gov, etc., for the web page you are on.)
- Look for the name (title) for the Home page – either in center top of the Home page or in the blue bar or browser tab at the top of the Home page screen.

URL of Website:
- Address of the website Home Page
- Found in the URL or address bar at the top of the Home page of the website your web page is from.