Finding Information in Books

**Table of Contents**
- Provides an overview of the subjects included in a book
- Usually found at the beginning of a book
- Lists page numbers for each chapter or section
- Can't find your subject? Check the index

**Index**
- Alphabetical list of subjects included in the book
- Usually found at the end of a book
- Lists page number(s) where subject occurs
- Can't find your subject? Check your spelling, look for a synonym, ask your teacher or librarian

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**HOW TO CITE BOOKS**

*Find this information on the first pages of the book*
- Author or Editor’s Last name, First name
- Title of book
- Publisher: City, Copyright date

*Choose the Print-In-Hand template, then chose Book*