Inquiry Process: Plan

## Reference Tools

Below is a list of some of the most commonly used reference tools. These are tools that organize information and help you quickly and easily find the type of information that you are looking for. All of these sources are available in print and online. Some might be free but others require a paid subscription. Check your local library if you are having trouble locating one of these resources.

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| Type of Source | Purpose | Example(s) |
| Encyclopedias - General | To find background information about a topic | World Book, Encyclopedia Britannica Kids |
| Encyclopedias - Subject | To find focused background information on a topic | Encyclopedia of the World’s Zoos, Britannica Kids: Solar System |
| Dictionaries – General | To find definitions, pronunciations of words | Merriam Webster Dictionary, Oxford Dictionary, dictionary.com |
| Biographies | To find information about a person’s life and work | Duckers.com’s Biography page, 1000 Biographies |
| Bibliographies | To locate lists of materials on a particular topic, person, or organization | Adventuring with Books: A booklist for pre-K-Grade 6 |
| Indexes | To locate contents of magazines, journals, newspapers, etc. | Junior Edition InfoTrac |
| Atlases | To locate compilations of maps | National Geographic’s World Atlas for young explores, Google Maps, A to Z Maps Online |
| Almanacs | To locate an assortment of organized general facts. Good for trends | The World Almanac for Kids, Fact Monster (online) |
| Style & Writing Guides | To assist with grammar, punctuation, writing and citing sources | Scholastic’s Guides (ex: Scholastic Guide to Grammar, Punctuation Power, Putting it in Writing) |