

Encyclopedia is arranged in **ABC order**. Encyclopedias come in a set. Each book in the set is called a **volume**. Each volume is dedicated to one letter.

Encyclopedias cover a wide range of topics; most information is presented through short paragraphs or articles.

There is **ONE index** to the entire set. It includes main/sub topics, and Cross- References. (see, see also)

Excellent source to use when first finding out about a topic.