

GUIDE TO PREPARING BIBLIOGRAPHY / RESOURCE REFERENCE LIST

When doing research and writing a report, it is always necessary to name the source(s) of your information. This list of sources is called a **bibliography / resource reference list**. A bibliography should be listed **alphabetically**. The second line of an entry should be indented. Skip a line after each entry.

FOR A BOOK:

Author's last name, first name. Title of book. Place of publication: Publisher, copyright year.

example: Fogle, Bruce. Training Your Dog. New York: DK Publishing, 2001.

FOR AN ENCYCLOPEDIA ARTICLE:

Article author's last name, first name (if given). "Title of article." Name of encyclopedia. Copyright year. Volume number, page(s).

example:

Clark, William W. "Gothic Art." World Book Encyclopedia. 2004.
Volume 8, pp. 277-278.

FOR A MAGAZINE OR NEWSPAPER ARTICLE:

Article author's last name, first name. "Title or headline of article." Name of magazine or newspaper. Date of magazine or newspaper, page(s).

example:

McGill, Kristy. "A Baltic Scramble." Faces. May, 2003, p. 27.

FOR AN INTERNET ADDRESS/WEB SITE:

Author's last name, first name (if given). "Title of item." Name of Website.
<http://address/filename>, date document was posted to the web.

example:

DiStefano, Vince. "Guidelines for Better Writing." USA NET.
<http://www.usa.net/~vinced/home/better-writing.html>, October 5, 2004.

FOR AUDIOVISUAL MATERIALS:

Title of material. Type of material. Place of publication: Publisher, copyright date.

example:

Bizet's Dream. Videotape. New York: Sony Wonder, 1998.

FOR A CD-ROM:

"Article title." CD-ROM title. CD-ROM. Copyright date.

example:

"Titanic Disaster." Encarta 99 Encyclopedia. CD-ROM. 1999.

Your finished bibliography should be **alphabetized by the first word of the entry**, and will look something like the example below:

BIBLIOGRAPHY

Bizet's Dream. Videotape. New York: Sony Wonder, 1998.

Clark, William W. "Gothic Art." World Book Encyclopedia. 2004.
Volume 8, pp. 284-286.

DiStefano, Vince. "Guidelines for Better Writing." USA NET.
<http://www.usa.net/~vined/home/better-writing.html>, October 5, 2004.

Fogle, Bruce. Training Your Dog. New York: DK Publishing, 2001.

"Golden Retriever." World Book Encyclopedia. 2004. Volume 8, p.255.

McGill, Kristy. "A Baltic Scramble." Faces. May, 2003, p. 27.

"Titanic Disaster." Encarta 99 Encyclopedia. CD-ROM. 1999.
