
3:16c Preparing a Bibliography

A bibliography is a list of sources used to write a report. You present the bibliography at the end of the report. Information about each source is presented in a special order. If some of the information does not apply to the source you need, leave it out and go to the next item.

- a. author, last name first b. title of article (use quotation marks around this)
c. title of book or periodical (underline books and periodicals) d. volume of book or periodical
e. city of publication f. name of publisher g. date of publication h. specific pages if they were used

Examples:

Encyclopedia --

Cameron, A.G.W. "Sun." The World Book Encyclopedia. 1984, Vol. 18, p. 780-787.

Interview --

Northcutt, Dona. Harris Middle School Librarian. Personal Interview, June 15, 2004.

Magazine --

Holldobler, Bert. "The Wonderfully Diverse Ways of the Ant."

National Geographic, June 1984, p. 782-788.

Book with 1 author --

Shreeve, Tim. Discovering Ecology. London: Stonehenge Press, 1982.

Book with 2 authors --

Menzel, Donald H., and Taves, Ernest H. The UFO Enigma. Garden City, N.Y., Doubleday & Co., Inc., 1977.