Preparing a Bibliography

**Definition:** A bibliography is an alphabetical list of materials on a topic. If you create a product using materials that someone else has created, you must give them credit by citing the source in your bibliography. The following all have their own formats in a bibliography: books, encyclopedias, magazines, Internet sites, electronic databases and graphics.

**Remember:**
- Arrange all your sources in one list, alphabetically by the first word of the entry.
- Always indent any line after the first line of an entry.

**Book with a Single Author**

1. Last name of author, followed by a **comma**
2. First name of author, (and middle name or initial) followed by a **period**
3. Title of book, **underlined** (or **italicized** if written on a computer), followed by a **period**
4. The city of publication, followed by a **colon** (:)
5. The name of the publisher, followed by a **comma**
6. The year of publication, followed by a **period**

*Examples:*


**Book with Two Authors**

1. Last name of first author, followed by a **comma**
2. First name of first author, (and middle name or initial) followed by the word **and**
3. First name of second author, followed by
4. Last name of (and middle name or initial) of second author followed by a **period**
5. Title of book, **underlined** (or **italicized** if written on a computer), followed by a **period**
6. The city of publication, followed by a **colon** (:)
7. The name of the publisher, followed by a **comma**
8. The year of publication, followed by a **period**

*Examples:*


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Encyclopedia (Many encyclopedia articles do not have authors listed — skip steps 1 & 2 and start your citation with the title of the article.)

1. Last name of author, followed by a comma
2. First name of author, (and middle name or initial) followed by a period
3. Title of article, in quotations marks, followed by a period inside the quotation marks
4. Title of encyclopedia, underlined (or italicized if written on a computer), followed by a period
5. Year of edition (Year followed by ed), followed by a period

Examples:

Encyclopedia from an Electronic Database (Many encyclopedia articles do not have authors listed — skip steps 1 & 2 and start your citation with the title of the article.)

1. Last name of author, followed by a comma
2. First name of author, (and middle name or initial) followed by a period
3. Title of article, in quotations marks, followed by a period inside the quotation marks
4. Title of encyclopedia, underlined (or italicized if written on a computer), followed by a period
5. Copyright date, followed by a period
6. Name of the database used, underlined (or italicized if written on a computer), followed by a period
7. The site address (URL) of the database homepage, in carats, <> (Tip: copy and paste the address as you do your research, so you won't make mistakes), followed by a period.
8. The date you went on the Internet and found the site, followed by a period.

Examples:
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Magazine

1. Last name of author, followed by a comma
2. First name of author, (and middle name or initial) followed by a period
3. Title of article, in quotations marks, followed by a period inside the quotation marks
4. Title of the magazine, underlined (or italicized if written on a computer), followed by a period
5. Date of the Magazine, followed by a colon (:
6. Page numbers of the article, followed by a period

Examples:


Magazine or Newspaper Article from Electronic Database

1. Last name of author, followed by a comma
2. First name of author, (and middle name or initial) followed by a period
3. Title of article, in quotations marks, followed by a period inside the quotation marks
4. Title of the original print magazine, underlined (or italicized if written on a computer), followed by a period
5. Original date of the article, followed by a comma
6. Original page numbers of the article (if given), followed by a period
7. Name of the database used, underlined (or italicized if written on a computer), followed by a period
8. The date you went on the Internet and found the site, followed by a period
9. The site address (URL) of the database homepage, in carats, < > (Tip: copy and paste the address as you do your research, so you won't make mistakes), followed by a period

Examples:


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Internet Site (Many Internet sites do not have authors listed — skip steps 1 & 2 and start your citation with the name of the site.)

1. Last name of author, followed by a comma
2. First name of author, (and middle name or initial) followed by a period
3. Name of site, underlined (or italicized if written on a computer), followed by a period
4. Date site was created, if one is given (sometimes Last Update or Copyright), followed by a period
5. Site sponsor, if available, followed by a period
6. The date you went on the Internet and found the site, followed by a period
7. The site address (URL), in carats < > (Tip: copy and paste the address as you do your research, so you won't make mistakes), followed by a period.

Examples:


Graphic from an Internet Site (Be sure the site allows you to copy a graphic - check the copyright information.)

1. Description or title of the image, followed by a period
2. Name of site, underlined (or italicized if written on a computer), followed by a period
3. The date you went on the Internet and found the image, followed by a period
4. The site address (URL), in carats, < > (Tip: copy and paste the address as you do your research, so you won't make mistakes), followed by a period

Examples:
Black and white skunk cartoon. Tekmom's Citation Page. December 4, 2001.