

## How to Make a Bibliography

### General Rules

- The bibliography is always after the report, on a page by itself.
- The first line of a bibliographic entry begins at the left margin, but the 2<sup>nd</sup>, 3<sup>rd</sup>, etc. lines are indented.
- Double-space after each bibliographic entry.
- Alphabetize all entries by the first word in each citation. Usually this will be the author's last name, but when there is no cited (identified) author, it might be the first word of another piece of information.

### For a book:

Author (last name first). Title of the book. City: Publisher, Date of publication.

### EXAMPLE--

Dahl, Roald. The BFG. New York: Farrar, Straus and Giroux, 1982.

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### For an encyclopedia entry:

Encyclopedia Title, Edition Date. Volume Number, "Article Title," page numbers.

### EXAMPLE--

The Encyclopedia Britannica, 1997. Volume 7, "Gorillas," pp. 50-51.

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### For a magazine article:

Author (last name first), "Article Title." Name of magazine. Volume number, (Date): page numbers.

### EXAMPLE--

Jordan, Jennifer, "Filming at the Top of the World." Museum of Science Magazine. Volume 47, No. 1, (Winter 1998): p. 11.

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### For a newspaper article:

Author (last name first), "Article Title." Name of newspaper, city, state of publication. (date): edition if available, section, page number(s).

### EXAMPLE—

Powers, Ann, "New Tune for the Material Girl." The New York Times, New York, NY. (3/1/98): Atlantic Region, Section 2, p. 34.

## How to Make a Bibliography (continued)

### **Magazine article:**

Author (last name first). "Article title." Name of magazine (type of medium). Volume number, (Date): Page numbers.

### EXAMPLE--

Rollins, Fred. "Snowboard Madness." Sports Stuff (CD-ROM). Number 15, (February 1997): pp. 15-19.

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### **Newspaper article:**

Author (last name first). "Article title." Name of newspaper (Type of medium), city and state of publication. (Date): If available: Edition, section and page number(s).

### EXAMPLE--

Stevenson, Rhoda. "Nerve Sells." Community News (CD-ROM), Nassau, NY. (Feb 1996): pp. A4-5.

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### **Article from the internet:**

Author, A. A. (year or year, Month day). *Title of document*. Retrieved from <http://www.xxxxxxx.xxx/>

### EXAMPLES--

Wallace, M. (2009, August 10). *Caring for pet mice*. Retrieved from [http://petcare.suite101.com/article.cfm/caring\\_for\\_pet\\_mice](http://petcare.suite101.com/article.cfm/caring_for_pet_mice)

American Philatelic Society. (1999). *Brief history of the American Philatelic Society*. Retrieved from [http://www.stamps.org/Almanac/alm\\_History.htm](http://www.stamps.org/Almanac/alm_History.htm)