

BIBLIOGRAPHY GUIDE

MLA FORMAT



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BIBLIOGRAPHIES MADE SIMPLE

A bibliography is an alphabetical list of the sources that you used while researching. It's one way for your teacher to know how much research you did. It also gives credit to the original sources and authors.

In a bibliography, form is VERY important. Each source is arranged in a very specific way. Even the punctuation marks are important. Use this guide to help you write your bibliography.

STEP 1: Be sure you have ALL the information you need BEFORE you start to write it. Check the following lists to be sure you have it all. It is easiest to use index cards to organize the information. Put each source on one card.

Books

Author	Title
Place of Publication	Publisher
Copyright Year	Pages Used

Encyclopedias

Author (if any)	Title of the Article
Name of Encyclopedia	Copyright Year
Volume Number	Pages Used

Magazines

Author (if any)	Title of the Article
Name of Magazine	Date of Issue
Pages Used	

On-line Resources

Author (if any)	Title of Item
Address, path or URL	Date Viewed

STEP 2: Arrange all sources in alphabetical order by the author's last name. If there is no author, then use the title of the article.

STEP 3: Write the rough draft of your bibliography, carefully following the examples. Watch capitals and punctuation. Also be sure that you leave margins and double space between sources.

STEP 4: Rewrite it neatly. That's it! It goes at the end of your paper. See the example on the last page of this pamphlet.

PRINTED MATERIALS

Book by One Author

Durbin, William. Tiger Woods.
Philadelphia: Chelsea House,
1999.

Book with Two Authors

Coville, Bruce and Jane Yolen.
Armageddon Summer. San Diego:
Harcourt Brace, 1998.

Book with an Editor, but no Author

Vecchione, Patrice, ed. The Body
Eclectic. New York: Holt, 2002.

Book with no Editor or Author

Preparing For a Career in Journalism.
Chicago: Ferguson Pub., 1998.

Encyclopedia Article with no Author

"Turandot." Encyclopedia Americana.
2001 ed., vol. 27, p 238.

Encyclopedia Article with Author

Melford, Sara Steck. "Vanadium."
World Book Encyclopedia. 2001
ed., vol.20, pp 268-269.

Periodical Article with no Author
"Stacking Up the Perfect Diet."
Newsweek 20 Jan. 2003: pp 44-45.

Periodical Article with Author
Meisler, Stanley. "Man in the Middle."
Smithsonian. January 2003: pp 32-39.

One Volume in a Large Set of Books
"Stephen Hawking 1942-." Makers of Science. New York: Oxford University Press, 2002, vol.5, pp 26-34.

Pamphlet with Author
Richards, Devin Thomas. Study Skills For Successful Students. Denver: Center for Success in Education.

ELECTRONIC SOURCES

CD-ROM
"Tigers." Animal Safari. CD-ROM. Wildplanet Inc., 2003.

Article Found in Database
Ender's Game by Orson Scott Card [Plot Summary]. *U*X*L Junior DISCovering Authors*. U*X*L, 1997. Reproduced in Junior Reference Collection. Farmington Hills, Mich.: Gale Group. October, 2001.
<http://galenet.galegroup.com/servlet/JRC/>

Article Found in Online Encyclopedia
"Spain." *Grolier Multimedia Encyclopedia*. Grolier, Inc., 2002. <<http://gme.grolier.com>> (January 20, 2003).

INTERNET RESOURCES

World Wide Web
Mheritt, Michael. "Using Adversity to Build a Stronger You." [Online] *Utopia International*. <http://Yutopia.com/lifestyle> (20 Jan. 2003).

E-Mail
Author's last name, first name. <e-mail address> "Subject line." List title site, Date of Internet Publication, <listserve address> (Date of Access).

Ask the teacher for assistance if you find material that does NOT fit any of these formats or check online at:

http://www.columbia.edu/cu/cup/cgos/idx_basic.html

http://webster.comnet.edu/mla/practical_guide.shtml

<http://www.nhmccd.edu/contracts/lrc/kc/mlastyle.htm>

<http://www.noodletools.com/quickcite>

BIBLIOGRAPHY

Anton, Amber. "Andalusia." Encyclopedia of Europe. 2003 ed., vol. 1, pp 23-27.

"Bullfighting." [Online] Available <http://www.idealspain.com/Pages/Information/Bullfighting.htm>, 16 Jan. 2003.

"Festivals of Southern Spain." Iberian Multimedia Encyclopedia. 2001 ed. CD-ROM. Miami: Highway Productions, 2001.

Ryan, Daniel. Arab Influence in Spain. Chicago, Ill.: Sanscript Press, 2003, pp 179-185.

FORMAT OF BIBLIOGRAPHY PAGE

1. Leave 2 inch margins at top and bottom of page.
2. Leave 1 inch margins on both sides.
3. Center title on page and triple space between title and first entry.
4. Indent 5 spaces on each line after the first line of entry.
5. Double space between entries.