

## Writing a Bibliography

A bibliography is an alphabetical list of all the sources you used when researching an essay, report, or paper.

It is easier to prepare your final bibliography if you keep track of each book, encyclopedia, or website you use as you are researching and taking notes. You'll want to keep track of the full title, author, place of publication, publisher, and date of publication for each source. It might be helpful to use the form on the back of this sheet.

When assembling a final bibliography, list your sources in alphabetical order by authors' last names. Sources that don't have authors (encyclopedias, some websites) should be alphabetized by title.

### **Book with one author:**

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

EXAMPLE:

Buffa, Liz. Research Paper Smart. New York: Random House, 1997.

### **Book with two authors:**

Author's last name, first name, and second author's full name. Title. Place of publication: Publisher, date of publication.

Lackey, Mercedes and Larry Dixon. Owlknight. New York: Daw Books, 1999.

### **Book with an editor:**

Editor's last name, first name, ed. Title. Place of publication: Publisher, date of publication.

Kizer, Carolyn, ed. 100 Great Poems by Women. New Jersey: The Ecco Press, 1995.

### **Encyclopedia article:**

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

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

### **A person:**

Full name (last name first). Occupation. Date of interview.

EXAMPLE: Smeckleburg, Sweets. Bus driver. April 1, 1996.

### **Website:**

Site/Page name. Date of last update. Author. Date you accessed the site. <URL>.

EXAMPLE: U. S. Department of Education (ED) Home Page. September 29, 1999. US Dept. of Education. October 1, 1999. <<http://www.ed.gov/index.html>>.