

*How to Write a  
Bibliography*



*Amityville Memorial  
High School  
Library Media Center*

## How to Write a Bibliography

### Books

#### No Author

*Ships*. New York: Alfred A. Knopf, 1995.

#### One Author

Meacham, Cory J. *How the Tiger Lost Its Stripes: An Exploration in the Endangerment of a Species*. New York: Harcourt Brace, 1997.

#### Two Authors

Lurie, Jon and Jimmy Clarke. *Fundamental Snowboarding*. New York: Lerner, 1996.

#### More than three authors

Bootzin, Richard, et al. *Psychology Today: An Introduction*. 7<sup>th</sup> ed. New York: McGraw-Hill, 1991.

#### Editor

Ehrlich, Amy, ed. *When I was Your Age: Original Stories About Growing Up*. Cambridge, Mass.: Candlewick Press, 1996.

#### Work in an Anthology

Allende, Isabel. "Toad's Mouth." *The Uses of Literature*. Ed. Thomas Colchie. New York: Plume, 1992. 83-88.

### Encyclopedia and Other Reference Books

#### In print with author (found at end of article)

Landry, Tom. "Football." *World Book Encyclopedia*. 1997 ed.

#### In print without author

"Motion." *Encyclopedia Americana*. 1994 ed.

#### CD-ROM Encyclopedia

Burke, Ronald. "Vatican City." *World Book Millennium*. CD-ROM. 2000 ed.

#### Internet Encyclopedia

"El Nino." *Britannica.com*. 1 Dec. 2000 <<http://www.britannica.com>>.

#### Specialized Encyclopedia

Whorton, James C. "Animal Research." *Encyclopedia of Bioethics*. Ed. Warren Thomas Reich. 5 vols. New York: Macmillan, 1995.

**Dictionary:**

"Hard Rock." *American Heritage Dictionary*. 3<sup>rd</sup> ed. 1993.

**Atlas:**

*Atlas of the World*. New York: Oxford, 1992. Munro, David, ed.

*Magazines and Newspapers***Magazines articles with author (sometimes called periodicals)**

Taylor, Phil. "Center of the Storm." *Sports Illustrated*, 15 December 1997: 62-67.

**Newspapers**

"Aiding the Arts." *The Milwaukee Sentinel*. 15 Jan. 1997: 3B.

*Non Book Sources***Videocassettes**

*Inside the White House*. Hosted by President and Mrs. Bush. Videocassette.  
MPI Home Video, 1990.

**Interview**

Face to face: Pei, I. M. Personal interview, 27 Jul. 1983.

Telephone: Poussaint, Alvin F. Telephone Interview. 10 Dec. 1980.

**Pamphlet**

Treat like a book

*Internet*

The date included is when you accessed the site on the web

Ashmawy, Alaa. *Seven Wonders of the Ancient World*. 26 Aug. 1997.

<<http://pharos.bu.edu/Egypt/Wonders>>.

*Welcome to the White House*. U.S. Government. 3 Sept. 1999.

<<http://www.whitehouse.gov>>.

*Hoovers Online*. Hoovers Company Information. 19 June 2000

< <http://www.hoover.com>>.

**Reference Database**

"Toni Morrison." *Galenet: Discovering Authors*. Gale Research 7 Mar 2000

< <http://galenet.gale.com>> .

FOR A BOOK

Author's last name, first name. *Title of book*. City of publication: publisher, copyright year.

Example:

Fogel, Bruce. *Training Your Dog*. New York: DK Publishing, 2001.

FOR AN ARTICLE IN A MAGAZINE OR NEWSPAPER

Article author's last name, first name. "Title of headline of article." *Name of magazine or newspaper*. Date (day, month, year): page(s).

Example:

Taylor, Phil. "Center of the Storm." *Sports Illustrated*. 15 December 2005: 62-67.

FOR AN ESSAY OR ARTICLE IN A COLLECTION

Article author's last name, first name. "Title of article or essay." *Title of Book*. Editor first name last name. City of publication: publisher, Copyright year. Page(s).

Example:

Allende, Isabel. "Toad's Mouth." *The Uses of Literature*. Ed. Thomas Colchie. New York: Plume, 1992. 83-88.

FOR AN INTERNET SOURCE

Article author's last name, first name or responsible organization. *Title of website or article*. Date you accessed it on the web (day month year). <http>

Example:

Ashmaway. Alaa. *Seven Wonders of the Ancient World*. 26 Aug. 2007.  
<http://pharos.bu.edu/Egypt/Wonders>.

## REMEMBER...

- The book or magazine title is always *italicized* or underlined in a bibliography!
- Double-space all entries
- If a citation is more than one line long, indent the second line five spaces.
- Arrange the bibliography in alphabetical order, by the author's last name. If there is no author listed, use the first word of the title (not "a," "an," or "the").
- When there is more than one author, list the authors in the order they are listed on the title page.
- If the city of publication is unfamiliar, the name of the state or country is listed as well.
- Try to find as much information as possible about an Internet document. Especially important is who authored the site, whether a person, organization, company or institute.
- For more complicated sources, consult the MLA Handbook in the library

*\*\*\* To Format the page in a WORD Document...*

*Go to Paragraph ... Special ... Click on Hanging*

*Line spacing ... Click double*

A Sample Bibliography:

*Bibliography*

Begley, Sharon. "A Healthy Dose of Laughter." *Newsweek* Oct.4, 1982: 74.

Brody, Jane E. "Multiple Cancers Termed On Increase." *New York Times* Oct.10  
1976: A37.

Gilbert, Martin. *The Second World War: A Complete History*. New York: Henry  
Holt, 1989.

"Mandarin." *Encyclopedia Americana*. 1991 ed.

Robinson, Adam. *What Smart Students Know*. New York: Crown Paperbacks,  
1993.

Sorensen, Sharon, and Bob LeBreck. *The Research Paper*. New York: Amsco  
Publications, 1994.

Victorian Women Writers Project. Ed. Perry Willet. Indian U. 26 June 2000  
<<http://www.indian.edu/~letters>>.

*The World of Learning*. London: Europa Publications, 1995.

## What are Parenthetical References?

- The simplest way to cite sources is to use Parenthetical references in the body of the research paper
- ⇒ The author's last name and page number(s) are placed in parentheses in the text to give credit to sources
- ⇒ What you write in (parentheses) refers back directly to some entry on your *WORKS CITED* list.
- ⇒ **Example of a parenthetical reference**

**Medieval Europe was a place both of “raids, pillages, slavery, and extortion” and of “traveling merchants, monetary exchange, towns if not cities, and active markets in grain” (Townsend 10).**

The **parenthetical reference** indicates that the quotes came from page 10 of a work by Townsend. The reader should be able to locate this work in the list of works cited:

Townsend, Robert M. *The Medieval Village Economy*. Princeton: Princeton UP, 1993.

⇒ Things to remember about parenthetical documentation:

- **Parenthetical documentation should look like this (Thompson 32).**
- The only things within the parentheses are the author's last name and page number with one space between them.
- DON'T put the name of the book or magazine.
- DON'T put an Internet address.
- DON'T put the name of the encyclopedia it came from.
- DON'T put commas, colons, semicolons, abbreviations, or typographical symbols like **&**, **#**, or **@** in your documentation.
- DO put a space between the last word in the sentence and the open parenthesis, like this (Washburn 146).
- DO put a space between the author's last name and the page number, like this (Ashton 11).
- So, once again, it looks like this sentence (Thompson 34).

## *Examples of Parenthetical References*

**Author's name in text**      Dover has expressed this concern (118-21).

**Author's name in reference**      This concern has been expressed (Dover 118-21).

**Multiple authors of a work**      This hypothesis (Bradley and Rogers 7) suggested this theory (Sumner, Reichl, and Waugh 23).

**Two locations**      Williams alludes to this premise (136-39, 145).

**Two works cited**      (Burns 54, Thomas 327)

### **Multivolume works**

**References to volumes and pages**      (Wilson 2:1-18)

**References to an entire volume**      (Henderson, vol. 3)

**In text reference to an entire volume**      In volume 3, Henderson suggests

**Corporate authors**      (United Nations, Economic Commission for Africa 51-63)

### **Works with no author**

When a work has no author, use the work's title or a shortened version of the title when citing it in text. (If abbreviating a title, omit initial articles and begin with the word by which it is alphabetized in the Works Cited list.):

as stated by the presidential commission (Report 4).

**Online source**

(Fox, pars. 4-5)