How to Prepare a Bibliography

A **bibliography** is a key component to any research paper, project or report. You will also hear the name "**Works Cited**" page and that is how it will be titled when you include it in your report. It is usually the last page of your paper and is separate from the pages that contain the facts and information you compiled for the body of your project.

Some types of information will be critical to you when writing your bibliography so be careful to keep track of the resources you use for your research:

Print Materials	Non-Print / Online Materials
Author of Article or Book	**In addition to the items listed for print materials include:
Title of Book / Resource	Name of Article / Section
Place of Publication	Name of Web Page
Name of Publisher	Name of Online Database
Date of Publication	Author / Sponsor of Page
Publication Medium (i.e. Print)	Full URL <http address>*(to the second slash mark)
	Date of Last Update
	Date of Access
	Publication Medium (i.e. Web, E-mail, CD-ROM)

Once you have all of your necessary documentation and your paper is written it is time to put the bibliography together. Formatting for various types of resources is covered in the "Citing Your Sources" handouts. One focuses mainly on print resources, and the other focuses mainly on non-print resources. For additional types of information (such as pamphlets, videos, interviews) please see Mrs. Denehy or your teacher for appropriate citation formatting for those resources.

Listed on the opposite side of this page are some tips to help ensure that your bibliography is formatted correctly.

Tips For a Successful Bibliography

... Otherwise known as your Works Cited page!

☑   Format your document so that all margins are 1".

☑   Include every source you actually used for your project. If you included pictures, charts and/or tables in your project, be sure to include a citation for them as well. Although not in a traditional "written" format, they still offer substance to your paper and must be included. Give yourself credit for the hard work you did!

☑   Label the bibliography "**Works Cited**" and center this title at the top of the page, one inch from the top.

☑   Alphabetize each entry by first letter. (usually the author's last name.)

      ★   If you have two or more sources by the same author, list them in alphabetical order by title. Substitute an underlined space (about 1 ½" long) for the author's name and follow it with a period.

           i.e. King, Stephen. *Cujo.*
                     _____. *Nightshift.*
                     _____. *Shawshank Redemption*.

               ← | Organize by *Title* of Author's Work! |

☑   Do NOT number each item in your list!

☑   If NO author is given, alphabetize the entry by the first important word in the title.

           i.e. "Seasons." *Compton's Encyclopedia*. Chicago: Encyclopedia
                     Britannica, 2004.

☑   Double-space the entire list, both within and between entries.

☑   Single-space after commas, double space after all periods and colons.

☑   *Italicize* the *title* of the work.

☑   The first line of each entry starts at the left margin. The second, and any subsequent lines in each entry are indented 5 spaces. This makes the author and title easily identifiable.

☑   At the end of each citation, identify the publication medium. Most often it will be Print or Web.

☑   Web addresses are put in brackets. < >.

☑   Dates are in the dd/mm/year format.

☑   The Works Cited page is the last page of your report and should be   numbered in the same manner as the rest of your paper.