

## SUGGESTED BIBLIOGRAPHY GUIDE TO CITING SOURCES

When doing original research and publishing a report or project, it is always necessary to identify the source of your information. This list of sources is called a **bibliography**. A bibliography should be listed alphabetically. The second line of an entry should be indented. Skip a line after each entry. A Bibliography, however, may have various formats. Your school may be using a format different from the one given below. Check with your teacher first before completing this aspect of your project.

### FOR A BOOK:

Author's last name, first name. Title of book. Place of publication: Publisher, copyright year.

#### example:

Smith, John. World Leaders. New York: WL Publishing, 2000.

*If you only used part of a book:*

Smith, John. World Leaders. New York: WL Publishing, 2000, pp. 17-23.

### FOR AN ENCYCLOPEDIA ARTICLE THAT IS SIGNED:

Article author's last name, first name. "Title of article." Name of encyclopedia. Copyright year. Volume number, page(s).

#### example:

Clark, William W. "Gothic Art." World Book Encyclopedia. 2004.  
Volume 8, pp. 277-278.

### FOR AN ENCYCLOPEDIA ARTICLE THAT ISN'T SIGNED:

"Title of article." Name of encyclopedia. Copyright year. Volume number, page(s).

#### example:

"North Pole." World Book Encyclopedia. 2003. Volume 20, p.155.

### FOR A MAGAZINE OR NEWSPAPER ARTICLE:

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

#### example:

McGill, Kristy. "A Baltic Scramble." Newsweek. May, 2003, p. 32.

### FOR AN INTERNET ADDRESS:

Author's last name, first name. "Title of item." [Online] Available  
<http://address/filename>, date of document or download.

#### example:

Fried, David. "Temple Heights students speak with arctic explorer." [Online]  
[http://www.nctimes.com/articles/2004/04/27/news//4\\_26\\_0421\\_21\\_58.txt](http://www.nctimes.com/articles/2004/04/27/news//4_26_0421_21_58.txt)

This example of how to cite an INTERNET source was downloaded from this online source.

### FOR AUDIOVISUAL MATERIALS:

Title of material. Type of material. Place of publication: Publisher, copyright date.

#### example:

Bizet's Dream. Videotape. New York: Sony Wonder, 1998.

**FOR A CD-ROM:**

"Article title." CD-ROM title. CD-ROM. Copyright date.

**example:**

"Titanic Disaster." Encarta 99 Encyclopedia. CD-ROM. 1999.

**FOR AN INTERVIEW:**

Name of person interviewed (last name first). Kind of interview. Date.

**example:**

Duffy, Larry. Personal interview. June 13, 2004.

**Your finished bibliography should be alphabetized by the first word of the entry and will look something like this:**

**BIBLIOGRAPHY/WORKS CITED**

Bizet's Dream. Videotape. New York: Sony Wonder, 1998.

Clark, William W. "Gothic Art." World Book Encyclopedia. 2004.  
Volume 8, pp. 284-286.

Duffy, Larry. Personal interview. June 13, 2004.

Fried, David. "Temple Heights students speak with arctic explorer." [Online]  
[http://www.nctimes.com/articles/2004/04/27/news/4\\_26\\_0421\\_21\\_58.txt](http://www.nctimes.com/articles/2004/04/27/news/4_26_0421_21_58.txt)

McGill, Kristy. "A Baltic Scramble." Faces. May, 2003, p. 27.

"North Pole." World Book Encyclopedia. 2003. Volume 20, p.155.

Smith, John. World Leaders. New York: WL Publishing, 2000, pp. 17-23.

"Titanic Disaster." Encarta 99 Encyclopedia. CD-ROM. 1999.

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