

How to Cite Your Work

Bibliography – A list of the books and materials you use to do a report.

(NOT the story of a person's life....that's BIOGRAPHY!!)

Basic form for a book

Author, Title, Place: Publishing Company, Copyright Date, Pages.

The author's name is;

- Last name, first name.
- The title is always underlined.
- If there is more than one place listed, choose the largest city or one in the USA.
- Choose the most recent copyright date, NOT THE PRINTING DATE.

Basic form for a Magazine

Author, "Article Title," Magazine Name, Date of Magazine, Pages.

Basic form for an Encyclopedia Article

Author, "Encyclopedia Article Name," Encyclopedia Name, Place: Publishing Company, Copyright Date, Pages

Rules

1. Indent the second line and any other lines five spaces, or begin directly under the author's first name.
2. NEVER skip lines between entries.
3. Take all of the entries and arrange them in alphabetical order.
4. Keep margins as straight as possible.
5. Punctuation is important and must be correct.
6. The pages used is sometimes included, if so "P" is used for the word "Page," and "PP" is used for the word "Pages."

Sample:

- Bishop, James, The Day Lincoln Was Shot, New York: Harper and Row Company, 1962, 312 PP

- Boritt, Gabor S, “Booth, John Wilkes,” The World Book Encyclopedia, Chicago, World Book Inc., 1987, P 390
- Dodds, William, Ed. The Lincoln Diary, Chicago: Harcourt, Brace and World, 1954, 228 PP
- Sandburg, Carl, “Lincoln: The Prairie Years,” American Heritage Magazine, April/May 1983, PP 36-38

Electronic Publications

Print media has a rather detailed set of criteria for identifying sources. Unfortunately there are as yet no universally agreed upon rules about what bibliographic information should be used for electronic works. Moreover, unlike print media, electronic sources, especially those online, are frequently revised. Some may disappear altogether. For that reason, you should download and print electronic works so readers may be able to check your sources.

Internet Sources

In general, cite the authors name, document title, full print bibliographic information for material that appeared first in print, and then add the electronic bibliographic information. For internet sources, then addresses, called the Uniform Resource Locator (URL), is always given immediately after the date you access the site. Because of the possibility of transcription errors, use the edit/copy and edit/paste functions of your word processor. If you need to divide a URL between two lines, do so only after a slash. Use no hyphen at the break. Enclose the URL in angle brackets. Follow the punctuation shown in the descriptions for the information required under each source.

Entire Internet Site

Title. Editor (if known). Electronic publication information including version number (if given). Date of electronic publication or latest update. Sponsoring institution. Access Date<URL>.

Examples

- Renaissance Forum. Ed.A.M. Butler. 2002. 6 July 2002 <http://www.hull.ac.uk/renforum>
- CNN.com. 2002. Cable News Network. 2 July 2002 <http://www.cnn.com>
- The White House. 2003 The White House. 23 July 2003 <http://www.whitehouse.gov>

