

## 1. How to Write a Bibliography. Basic Information

### *Definition:*

A bibliography is a list of the sources you have used and cited when writing your paper.

### *General guidelines:*

- List sources in an alphabetical order.
- Sources that don't have authors should be alphabetized by title.
- The book or magazine title is always underlined in a bibliography.

### *Tips on writing a bibliography:*

- Keep track of sources from the very beginning.
- If a source doesn't have an author, and you have to go by the first letters, than "a", "an", or "the" don't count.

## 2. How to Write a Bibliography. Patterns for Writing

### *Definition:*

For different sources you will have to use different writing patterns.  
Guidelines for bibliography writing on a:

- Book with one author:

Author's last name, first name. Title of the book. City: Publisher, Date of Publication.  
**Example: Jones, Edward. The Toy. New York: Random House, 1987.**

- Book with two authors:

Author's last name, first name, and second author's full name. Title of the book. Place of publication: Publisher, date of publication.  
**Example: Jones, Edward and Amelia Smith. Strangers. New York: Random House, 1987.**

- Book without an author:

Title of the book. City: Publisher, Date of Publication.  
**Example: Old Lake. New York: Random House, 1987.**

- Article in a book without an author:

Name of the article. Title of the book. City: Publisher, Date of Publication.  
**Example: Swans. Flora and Fauna. New York: Random House, 1987.**

- Book with an editor:

Editor's last name, first name, ed. Title of the book. Place of publication: Publisher, date of publication.  
**Jones, Edward. 100 Recipes for You. New York: Random House, 1987.**

- Short story or chapter of a book:

Author's last name, first name. "Title." Title of the book that the source comes from. Editor (ed.) of the book's full name. Place of publication: Publisher, date of publication. Pages of the source.  
**Example: Jones, Edward. "Learning to communicate." The Toy. Ed. Helen Stevenson. New York: Random House, 1987.**

- Encyclopaedia article with an author/a signed article:

Author's last name, first name. "Title". Encyclopaedia Title. Volume Number. Place of publication: Publisher, date of publication.

**Example: Jones, Edward. "The Wild Swans." World Book Encyclopaedia. Volume 13. New York: Random House, 1987.**

- Encyclopaedia article without an author/an unsigned article:

"Title". Encyclopaedia Title. Volume number. Place of publication: Publisher, date of publication.

**Example: "The Wild Swans." World Book Encyclopaedia. Volume 13. New York: Random House, 1987.**

- Journal article:

Author's last name, first name "Article Title." Name of magazine volume number: issue number (year of publication): page numbers.

**Example: Jones, Edward, "The Wild Swans." Flora and Fauna Magazine 15:1, (2007): 8-11.**

- Magazine article:

Author's last name, first name. "Article title." Magazine title date of publication: page numbers.

**Example: Jones, Edward. "Never been kissed" Us Sept 23, 2002: 221-2.**

- Newspaper article:

Author's last name, first name. "Article title." Newspaper title [city of publication, if not in title] date of publication, edition if necessary: section if necessary: page numbers.

**Example: Jones, Edward. "Handbags are Health Hazard." Daily News [New York] Oct 31 2002: 26.**

- Interview:

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

**Example: Jones, Edward. Writer. February 10, 2006.**

- Film:

Title, Director, Distributor, Year.

**Example: Titanic, Dir. James Cameron, 20th Century Fox, 1998.**

- CD-ROM:

Disc title: Version, Date. "Article title," pages if given. Publisher.

**Example: Compton's Multimedia Encyclopaedia: Macintosh version, 1995. "Civil rights movement," p.3. Compton's Newsmedia.**

- Email message:

Author of message, (Date). Subject of message. Electronic conference or bulletin board (Online). Available e-mail: LISTSERV@ e-mail address

**Example: Edward Jones, (May 23, 2006). New Winners. Teen Booklist (Online). Edward Jones@yahoo.com**

- World Wide Web:

URL (Uniform Resource Locator or WWW address). Author (or item's name, if mentioned), date.

**Example: (Boston Globe's www address) <http://www.boston.com>. Today's News, May 23, 2006.**

<http://custom-writing.org/blog/writing-tips/33.html> Custom-Writing.org, 2006-2007.