HOW TO PUT TOGETHER A BIBLIOGRAPHY

BOOK format:

**Key:**

Author Last Name, Author First Name (if given). *Title of Book Italicized.*

City of Publication: Publisher Name, Publication Date. Medium.

**Example:**


Print.

1. Enter the information for any book you used for your research in the space below.

**AUTHOR** Last, First (if given) ________________________________

**TITLE** ______________________________________________________

**CITY OF PUBLICATION** ________________________________________

**PUBLISHER NAME** ____________________________________________

**PUBLICATION DATE** __________________________________________

**MEDIUM** ______________________ Print ____________________________

2. Now rewrite the information for the book using the same punctuation as in the key and example. If more than one line is needed, indent the following lines five spaces and double-space between lines.

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PRINT ENCYCLOPEDIA format:

Key:

Author Last Name, Author First Name (if given). “Article Title in Quotes.”

_Name of Encyclopedia_ Italicized. Publication Date. Medium.

Example:


1. Enter the information for any encyclopedia article you used for your research in the space below.

AUTHOR Last, First (if given) ________________________________

TITLE OF ARTICLE _________________________________________

NAME OF ENCYCLOPEDIA ________________________________

PUBLICATION DATE (most recent year) ______________________

MEDIUM __________________ Print __________________________

2. Now rewrite the information for the encyclopedia article using the same punctuation as in the key and example. If more than one line is needed, indent the following lines five spaces and double-space between lines. Also, if no author is given for the article, start the citation with the Title of Article.

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### Key:

Author Last Name, Author First Name (if given). “Article Title in Quotes.”

*Print Encyclopedia Title Italicized. Name of Database Italicized.*

Medium. Date of visit. <URL>.

### Example:


1. Enter the information for any online encyclopedia article you used for your research in the space below.

   **AUTHOR** Last, First (if given)  

   **TITLE OF ARTICLE**  

   **PRINT ENCYCLOPEDIA TITLE**  

   **NAME OF DATABASE**  

   **MEDIUM** Web  

   **DATE OF VISIT**  

   **<URL>**

2. Now rewrite the information for the encyclopedia article using the same punctuation as in the key and example. If more than one line is needed, indent the following lines five spaces and double-space between lines. Sometimes the citation is done for you at the end of the article.
INTERNET SITE format:

**Key:**

Author Last Name, Author First Name (if given). “Page or Article Title in Quotes.” *Title of Website Italicized.* Publisher or Sponsor of Website, Publication Date or Date Updated. Medium. Date of Visit. <URL>.

**Example:**


1. Enter the information for any Internet site you used for your research in the space below.

AUTHOR Last, First (if given) ____________________________

PAGE/ARTICLE TITLE ____________________________

TITLE OF WEB SITE ____________________________

PUBLISHER/SPONSOR ____________________________

DATE UPDATED ____________ MEDIUM ____ Web ______

DATE OF VISIT ____________________________

<URL> ____________________________

2. Now rewrite the information for your Internet site using the same punctuation as in the key and the example. If more than one line is needed, indent the following lines five spaces and double-space between lines.
Additional INTERNET:

AUTHOR Last, First (if given) ________________________________

PAGE/ARTICLE TITLE ________________________________

TITLE OF WEB SITE ________________________________

PUBLISHER/SPONSOR ________________________________

DATE UPDATED _______________ MEDIUM _____ Web _____

DATE OF VISIT ________________________________

<URL> ____________________________________________

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AUTHOR Last, First (if given) ________________________________

PAGE/ARTICLE TITLE ________________________________

TITLE OF WEB SITE ________________________________

PUBLISHER/SPONSOR ________________________________

DATE UPDATED _______________ MEDIUM _____ Web _____

DATE OF VISIT ________________________________

<URL> ____________________________________________

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How to put it all together

Remember the following rules:

• Put the words **Works Cited** centered at the top of your page. Do not include your name, teacher, or hex number.

• **ALPHABETIZE** – Every entry should be put in alphabetical order even if there is no author. If your entry begins with a title, ignore the words **A, An, and The** at the beginning of the title and begin alphabetizing by the next word in the title.

• To indent and double space, highlight the text, then choose **Format — Paragraph.** Under **Indentation** choose **Special — Hanging** and under **Spacing** choose **Line Spacing — Double.** Click OK to save.

The following example shows how to put together your bibliography.


