Library / Media Center
Earle B. Wood Middle School

BIBLIOGRAPHIC FORMATS

based on formats from the Modern Language Association (MLA) as presented in Write Source publications, <u>Write Source 2000: A Guide to Writing, Thinking and Learning</u> (1999), pages 230-232, (used at Wood MS) and <u>Writers INC: A Student Handbook for Writing and Learning</u> (2002), pages 264-274, (used at Rockville High School).

1**. What is a "bibliography"?** an <u>alphabetical list</u> of resources (books, periodicals, web sites, etc) a researcher has read and taken notes on to use in a research assignment. Researchers may or may not connect an entry with a parenthetic citation.

2. What is a "Works Cited" page? an <u>alphabetical list</u> of resources (books, periodicals, web sites, etc) a researcher has read and taken notes on to use in a research assignment. Researcher connects entries with parenthetic citations.

<u>INSTRUCTIONS</u>: 1. Look for needed information: a. on paper sources--look on title page, copyright page, at the end of articles in encyclopedias (books or electronic pages), at all parts of pamphlets, or at the article and title section of magazines or newspapers; b. on electronic sources--look for name of web page (click on "Home" as needed; look for copyright date or date last change, look for author or organization responsible for content. 2. Decide which FORMAT applies. 3. Follow FORMAT pattern INCLUDING ALL PUNCTUATION by substituting your information for that in EXAMPLE. 4. Indent 5 to 8 spaces for 2nd, 3rd, and 4th lines.

1. FOR A BOOK WITH AN AUTHOR:

FORMAT: Author (last name followed by a comma, and first name followed by a period). <u>Title of Book</u> (underlined, followed by a period). City of Publication (followed by a colon): Publisher (followed by a comma), Copyright Date (followed by a period).

EXAMPLE: Meltzer, Milton. <u>In the Days of the Pharaohs: A Look at Ancient Egypt.</u> New York: Franklin Watts, 2002.

2. FOR A BOOK WITH AN EDITOR:
FORMAT: Editor (last name followed by a comma, first name followed by a comma), ed. (abbreviation for "editor" followed by a period). <u>Title of Book</u> (underlined and followed by a period). City of Publication (followed by a colon): Publisher (followed by a comma), Copyright Date (followed by a period).

EXAMPLE: Sullivan, Charles, ed. <u>Here Is My Kingdom: Hispanic-American Literature and Art for Young People.</u> New York: Harry N. Abrams, Incorporated, 1994.

3. FOR A BOOK WITH <u>NO</u> AUTHOR OR EDITOR LISTED:
FORMAT: <u>Title of Book</u> (underlined followed by a period). City of Publication (followed by a colon): Publisher (followed by a comma), Copyright Date (followed by a period).

EXAMPLE: <u>The World Almanac and Book of Facts: 2003</u>. New York: World Almanac Books, 2003.

4. FOR AN ARTICLE <u>WITH</u> AN AUTHOR IN AN ENCYCLOPEDIA or MULTI-VOLUME SET OF BOOKS:
 FORMAT: Author (last name followed by a comma, first name followed by a period). "Title of Article" (in quotation marks followed by a period inside the quotation marks). <u>Encyclopedia or set title</u>. (underlined and followed by a period). Volume Abbreviation (followed by a period).   Volume Number (followed by a period).   City of Publication (followed by a colon): Publisher (followed by a comma), Copyright Date (followed by a period).

EXAMPLE: D'Entremont, James. "Censorship." <u>Encyclopedia of Social Issues</u>. V. 1. New York: Marshal Cavendish, 1997.

5. FOR ARTICLE WITH <u>NO</u> AUTHOR IN AN ENCYCOLPEDIA or MULTI-VOLUME SET OF BOOKS:

FORMAT: "Title of Article." (in quotation marks followed by a period inside the quotation marks). <u>Encyclopedia or set title</u>. (underlined and followed by a period). Volume Abbreviation (followed by a period). Volume Number (followed by a period). City of Publication (followed by a colon): Publisher (followed by a comma), Copyright Date (followed by a period).

EXAMPLE: "Color Blindness." <u>Sick! Diseases and Disorders, Injuries and Infections</u>. V. 1. Detroit: UXL, 2000.

6. FOR AN ARTICLE <u>WITH</u> AN AUTHOR IN AN ANTHOLOGY [collection] OF ARTICLES WITH AN EDITOR:

FORMAT: Author of article(last name followed by a comma, and first name followed by a period). Title of Article in quotation marks (followed by a period). Title of book in which the article has been found (underlined and followed by a period). Abbreviation for editor "Ed." followed by a period. Name of editor in regular order (followed by a period). City of Publication (followed by a colon): Publisher (followed by a comma), Copyright Date (followed by a period).

EXAMPLE: Leshner, Alan I. "Nicotine Is an Addictive Substance." <u>Smoking.</u> Ed. Mary E. Williams. San Diego: Greenhaven Press, Inc., 2000.

7. FOR A PERIODICAL ARTICLE (IN A MAGAZINE OR NEWSPAPER) <u>WITH</u> AN AUTHOR from a hard copy or electronic source:

A. HARD COPY FORMAT: Author. (Last name followed by a comma, first name followed by a period). "Title of Article." (followed by a period and in quotation marks). <u>Name of magazine or newspaper.</u> (underlined and followed by a period). Full Date (day, month, year, which ever applies followed by a colon): Page numbers including section letter of newspaper, if applies, (followed by a period).

EXAMPLE: Rosenberg, Debra. "The War Over Fetal Rights." <u>Newsweek</u>. 9 June 2003: 21-47.

B. ELECTRONIC FORMAT: Author (last name followed by a comma, first name followed by a period). "Title of Article." (followed by a period and in quotation marks). <u>Name of magazine or newspaper</u> (underlined and followed by a period). Full date (day, month, year, whichever applies followed by a colon): Page numbers including section letter of newspaper, if applies (followed by a period). Product name (period). Publisher (period). Date researcher visited site (period). <URL or electronic address of source between greater/less than symbols> followed by a period.

EXAMPLE: Wald, Matthew L. "Putting the Brakes on Teen Drivers." <u>New York Times Upfront.</u> 10 January 2003. <u>MAS Online</u>. EBSCOhost. 23 June 2003. <http://web8.epnet.com/>.

8. FOR A PERIODICAL ARTICLE (IN A MAGAZINE OR NEWSPAPER) WITH <u>NO</u> AUTHOR:

A. HARD COPY FORMAT: "Title of Article." (followed by a period and within the quotation marks). <u>Name of magazine or newspaper.</u> (followed by a period and underlined). Full date (day, month, year, whichever applies and followed by a colon): Page numbers including section letter of newspaper, if applies, (followed by a period).

EXAMPLE: "Interstate 66: Widening Hopes." <u>Washington Post</u>. 22 June 2003: B6.

B. ELECTRONIC FORMAT: "Title of Article." (followed by a period and in quotation marks). Name of magazine or newspaper (underlined and followed by a period). Full date (day, month, year, whichever applies followed by a colon): Page numbers including section letter of newspaper, if applies (followed by a period). Product name (period). Publisher (period). Date researcher visited site (period). <URL or electronic address of source between greater/less than symbols> followed by a period.

EXAMPLE: "Politics Pulling Apart University Governance." Palm Beach Post. 14 June 2003. eLibrary. BigChalk. 23 June 2003. <elibrary.bigchalk.com>.

9. FOR A PAMPHLET WITH AN AUTHOR: follow format #1.
10. FOR A PAMPHLET WITH NO AUTHOR LISTED: follow format #3.

11. FOR AN INTERNET SOURCE WITH AN AUTHOR:

FORMAT: Author (last name, followed by a comma, first name followed by a period). "Title of Article." (followed by a period and in quotation marks). Title of Source Publication or the section of the home page (underlined and followed by a period). Date of article or web section or home page, whatever can be found (day, month year, followed by a period; if no date, write abbreviation: n.d.). Title of the home page (with no punctuation, but followed by a period). Date researcher accessed the page (day, month, year followed by a period). URL (Universal Resource Locator, electronic address, use shortened form, http through the domain abbreviation within greater/lesser symbols [<>] and a period at the end).

EXAMPLE: Douglas, Craig M. "Regulations Target Gun Stores." Metro West Daily News. 13 June 20004. National Rifle Association. 14 June 2004. <http://www.nraila.org>.

12. FOR AN INTERNET SOURCE WITH NO AUTHOR:

FORMAT: "Title of Article." (followed by a period and in quotation marks). Title of Source Publication or the section of the home page (underlined and followed by a period). Date of article or web section or home page, whatever can be found (day, month year, followed by a period; if no date, write abbreviation: n.d.). Title of the home page (with no punctuation, but followed by a period). Date researcher accessed the page (day, month, year followed by a period). URL (Universal Resource Locator, electronic address, use shortened form, http through the domain abbreviation within greater/lesser symbols [<>] and a period at the end).

EXAMPLE: "Writing." Ancient Egypt. 1999. The British Museum.. 24 June 2003. <http://www.ancientegypt.co.uk/menu.html>.

13. DOCUMENTING GRAPHICS, CHARTS, or OTHER Non-Textual MATERIAL:

A. FORMAT OF MATERIAL IN THE BODY OF THE PROJECT: (1) Identify material with title or caption, followed by a period. (2) Identify photographer, artist, or creator of material, if known, followed by a period. If not known, write, for example, "Photographer/Creator Unknown."

EXAMPLES: A. Tigers and Prey. Photograph by Joe Van Wormer
B. Tigers and Prey. Illustration by Susan Smith
C. Tigers and Prey. Photographer Unknown
D. Map Depicting Location of Habitats for Five Remaining Subspecies of Tigers. Creator Unknown.

B.   FORMAT OF SOURCE IN BIBLIOGRAPHY OR WORKS CITED: When looking at the non-textual material, reader connects the name of the artist or creator or caption with the alphabetical listing of sources on the bibliography or works cited page.

EXAMPLES: A. [from a periodical]: Van Wormer, Joe. Photograph. "Tigers." By Jane Smith. <u>National Geographic</u>. March 1992: 23.

B. [book]: Smith, Susan. Illustration. <u>Tiger.</u> By Mary Jones. New York: McGraw-Hill, 1990. 55.

C. [encyclopedia]: "Photographer Unknown." <u>International Wildlife Encyclopedia.</u> V. 18. New York: Marshall Cavendish, 1994. 2265.

D. [web site] "Map Depicting Location of Habitats for Five Remaining Subspecies of Tigers." <u>Mammals: Tigers</u>. n.d. Smithsonian National Museum of Natural History. 25 June 2003. <http:www. mnh.si.edu/exhibits/mammals/ Tiger.HTM>