

## Elementary Bibliography

What is a bibliography?

It is a list of the books, websites, magazines or encyclopedias that you looked at for information when researching your project. Whenever you get information from somewhere, even if it is a personal interview with someone, you must cite (identify) your source of information. If you don't do this, in other words, if you copy out information from somewhere and don't mention where, then you have **plagiarized**. That is like stealing someone else's ideas, and it is very serious.

For a bibliography at the elementary level, this is what you need to do. On a separate sheet, make a note of all your information, **AS** you are using the book or website. Fill in the chart as much as possible. Then rewrite all your information in a bibliography, using the rules you have learned. Remember: alphabetical order, hanging indents, no numbering, underline (or use italics) for book titles, leave lots of space between entries. See the example below, and refer to your handouts.

### Bibliography

Hunter, Sasha. *Fur Traders*. Toronto: Upstart Press, 1999.

Klein, Calvin. *Outerwear for Explorers*. Vancouver: New World Press, 2004.

McNasty, Filthy. *Personal Hygiene in the 1800's*. New York: Vision Press Inc, 2005.

Paterson, B. "Dogs in the New World". *World Book Encyclopedia*. New York: World Book Press, 2004.

Pietrzykowski, A. "Bison Hunting on Bicycle"  
March 30, 2007. [www.twowheelingit.com](http://www.twowheelingit.com)

Thurmeier, Susan. "Quilting for Explorers". *Encyclopedia Britannica*. New York: Britannica Press, 2005.

## **Bibliography- how to cite a website**

Fill in all you can. Sometimes it is difficult to find all the information for a website. If you can't find the author's name, use the title of the webpage as the first word in your citation.

Use the date you found the information online. Write the month in full, then day and year. You don't need the date the website was created, or updated, or modified.....just the day YOU found the information.

Author's last name, (comma) author's first name.(period) "Title of article/webpage". (in quotes) (period) date YOU found the information. (period) (pointy bracket) URL (pointy bracket)

Southwick, C. "Gardening with a Green Thumb". March 25, 2008.  
< [www.westcoastgardener.ca](http://www.westcoastgardener.ca) >

"Food aggression in Jack Russell Terriers". April 4, 2008.  
<[www.dogtrainingfordummies.com](http://www.dogtrainingfordummies.com)>

Put the following information into a bibliographic entry format.

I Googled and found a website called "Mars: the Endangered Planet". By looking in the "contact us" section of the website, I discovered that the author was James T. Kirk. This was last Sunday, April 6, 2008, and the URL was [www.changingspaces.com](http://www.changingspaces.com)

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I also found information about space travel on Friday, April 4, 2008. I found a site at [www.blastoff.com](http://www.blastoff.com). The page was titled "Suspended animation: fact or fiction", and the author was Miranda Sleepless.

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## **Bibliography- how to cite a book**

Remember to use the hanging indent, .....put the first line on the left margin and indent all the other lines six spaces, as in this example. Do this for word processed and for handwritten bibliographies.

DO NOT NUMBER YOUR ENTRIES!! NO NUMBERS!  
ALPHABETICAL ORDER ONLY.

Author's last name (comma) author's first name (period) Name of book (underlined)(period) Name of city (colon) name of publisher (comma) date published (period)

e.g.

Smith, Mary. *Famous Explorers*. Vancouver: Brownrigg Press, 2005.

Put the following information into a bibliographic entry format.

The book I used is called *Polar Bears*. It was written by Wayne Clouthier in 2007, and was published in Victoria by SportsMad Publishers.

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My brother used a book written by Tanya Peace and published in 2004 by Westwind Group of Vancouver. The book is called *Entertaining Made Easy*.

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## **Bibliography- how to cite an encyclopedia**

Encyclopedia articles are written by many different people. Look at the end of the article, and in very tiny writing, you will find the name of the author. If you can't find the author's name, then start your citation with the title of the article, instead.

Use the hanging indent, and remember that entries are never numbered, but are always in alphabetical order, based on the first word in the entry.

Author's last name, (comma) author's first name.(period) "Title of article".  
(in quotes) (period) Name of encyclopedia. (underlined,  
period)Name of city: (colon) Publisher, (comma) date published.  
(period)

e.g.

Ford, Michael. "Siberian Tigers". *World Book Encyclopedia*. Toronto:World Book, 2005.

Put the following information into correct bibliographic format.

I found a great article called "Siberian Huskies" in the 2006 Encyclopedia Britannica. The author was Jonas McGirr. This encyclopedia was published in London. It was volume 16. It was published by Upstart Press.

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My next source of information was an article in the 2001 World Book Encyclopedia, published by World Book Inc., in Victoria. It was written by Mike Ireland and is called "Improve Your Basketball Skills."

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## Bibliography

Ford, Michael. "Champlain". *Encyclopedia Britannica*. New York: Britannica Inc, 2004.

Hunter, Sasha. *Fur Traders*. Toronto: Upstart Press, 1999.

Klein, Calvin. *Outerwear for Explorers*. Vancouver: New World Press, 2004.

McNasty, Filthy. *Personal Hygiene in the 1800's*. New York: Vision Press Inc, 2005.

Paterson, B. "Golden Retrievers". *World Book Encyclopedia*. New York: World Book Press, 2004.

Pietrzykowski, A. "Bison Hunting on Bicycle"  
March 30, 2007. [www.twowheelingit.com](http://www.twowheelingit.com)

Thurmeier, Susan. "Quilting for Explorers".  
*Encyclopedia Britannica*. New York: Britannica Press, 2005.