

# Working Bibliography Guide<sup>1</sup>

It is much easier to keep track of needed information for bibliography and citation entries if the information is recorded as it is accessed. The following shows the pertinent information to gather during the research process.

## **Books**

1. Names of all authors, editors, and or translators
2. Title and subtitle
3. Edition number (if not the first edition)
4. Publication information: city, publisher, and date
5. Page numbers of any material earmarked for use in the paper

## **Periodicals**

1. Names of all authors of the article
2. Title and subtitle of the article
3. Title of the magazine, journal, or newspaper
4. Date, volume number, and issue number
5. Page numbers of the article, if available

## **Web Sources**

1. All authors, editors, or translators of the work
2. Editor or compiler of the Web site, if relevant
3. Title and subtitle of the source and title of the longer work (if applicable)
4. Title of the site (if available)
5. Publication information for the source, if available
6. Date of publication or latest update (if available)
7. Any relevant page or paragraph numbers
8. Name of the site's sponsoring organization
9. Date of site visit
10. The site's *complete* URL

## **Electronic Databases**

1. Publication information for the source
2. Name of the database (along with an item number, if relevant)
3. Name of the subscription service and its URL, if available
4. Library where source was retrieved
5. Date of retrieval

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<sup>1</sup> Information from Transparency Master to accompany *The Bedford Handbook*, Sixth Edition, by Diana Hacker (Boston: Bedford/St. Martins, 2002).