

# How To Create a Bibliography

When writing a report, using several sources of information, you must create a **bibliography**. A bibliography is a list of all the sources that you used, arranged alphabetically by the **author's last name, if available**. It is important that you give credit to the individuals who provided the information for your report. A bibliography has a particular format that must be used. This format indicates the type of source that was used.

**\*\*Note: Be aware of all format, punctuation, underlines, and order of information.\*\***

**Internet:** "title of article," retrieved <date> from the World Wide Web: <http://www.URLaddress> .

**Example:**

"Icicles," retrieved January 9, 2000 from the World Wide Web: <http://sln.fi.edu/learning.html>.

**Magazine Article:** author's last name, first name, "title of article," title of magazine, date, page number(s).

**Example:**

Smith, John, "The Greatest Athletes," Sports Illustrated for Kids, January 7, 1998, 23-25.

**Encyclopedia Article:** author's last name, first name, "title of article," title of encyclopedia, volume number, copyright date.

**Example:**

Barnes, Robert D., "Worm," World Book Encyclopedia, Vol. 21, 1985.

**Book:** author's last name, first name, title of book, place of publication, publisher, copyright date.

**Example:**

Dupré, Judith, Skyscrapers, New York, Black Dog & Leventhal Publishers Inc., 1996.

**Interview:** last name of person interviewed, first name, date of interview.

**Example:**

Jackson, Bo, November 13, 2002.

*This is a sample bibliography. Notice that it is in alphabetical order, starting with the author's last name. When the author is unknown, the source is listed alphabetically by the title. When the title extends beyond one line, the second line is indented. The reader knows what type of media was used by looking at the format. Remember, graphics that you use must also be cited as a source of information.*

## **Bibliography**

Barnes, Robert D., "Worm," World Book Encyclopedia, Vol. 21, 1985.

Dupré, Judith, Skyscrapers, New York, Black Dog & Leventhal Publishers Inc., 1996.

Explorers of the New World, The Learning Company, 1999.

"Icicles," retrieved January 9, 2000 from the World Wide Web: <http://sln.fi.edu/learning.html> .

Jackson, Bo, November 13, 2002.

Jackson, Sylvia, 2002, "YoYo Basics," retrieved August 7, 2002 from the World Wide Web:  
<http://yomega.com/> .

Smith, John, "The Greatest Athletes," Sports Illustrated for Kids, January 7, 1998, 23-25.