

BIBLIOGRAPHY

A bibliography is a list of all the sources you quoted or paraphrased to prepare your paper. You should arrange the bibliography in alphabetical order by the author's last name or, if there is no author, by the first main word of the title. You can ignore A, And, and The in a title.

The rules for creating a bibliography style are:

- ◆ Use hanging indent paragraph style (align the first line with the left margin, and indent all subsequent lines three spaces from the left margin).
- ◆ Type all authors' names with the last name first, separated by a comma. Use only initials for the first and middle names, and an ampersand (&) rather than "and" before the last author's name.
- ◆ In titles of book and articles, begin only the first word of each title, subtitle, and proper name with a capital letter. In the titles of journals, begin all significant words with a capital letter.
- ◆ Use italics or underlines for the titles of books and periodicals.
- ◆ Do not underline or use quotation marks around the titles of periodical articles.
- ◆ Give the full names of publishers, excluding "Co.," "Inc." and the like.
- ◆ Use of the abbreviation "pp." before page numbers.
- ◆ Separate each portion of each bibliography entry with a period followed by two spaces.

Examples:

A book with one author:

Josephson, M. (1959). *Edison: a biography*. New York: McGraw-Hill Book.

A book with two or more authors:

Cole, B. & Gealt, A. (1989). *Art of the western world: from ancient Greece to post-modernism*. New York: Summit Books.

A book with an editor:

Hersch, Jr., E.D. (ed.) (1991). *What your first grader needs to know: fundamentals of good first-grade education*. New York: Doubleday.

Encyclopedia:

Thomas, Lewis H. (1997). Voltaire. *World Book Encyclopedia*. (Vol. 20, pp. 45-49). Chicago; World Book.

An anonymous book:

The Chicago manual of style: fourteenth edition. (1993). Chicago: The University of Chicago Press.

A work in more than one volume:

Magill, F.N., ed. (1961). *Masterpieces of world philosophy in summary form (Vol. 1-2)*. New York; Salem Press.

A signed article in a monthly magazine:

Beardsley, T. (1994). For whom the bell curve really tolls. *Scientific American*, January 1995, Volume 272, Number 1, pp. 14-17.

An unsigned article:

What Vietnam did to us. (1981, December 14), *Newsweek*, pp. 46-97.

A film or videotape:

Hand, D. (Supervising Director) and Disney, W. (Producer). (1937). *Snow White and the seven dwarfs*. [Video Tape]. Burbank, CA: The Walt Disney Company

Computer software:

Microsoft Works for Windows 95 (1995). [Computer program]. Redmond, WA: Microsoft.

Internet – World Wide Webb

Distefano, Vince. *Guidelines for better writing*. (ONLINE). Available <http://www.usa.net/vinced/homewriting.html>. January 9, 1996

CD-ROM:

Dagleish, Brenda, et al. (1992 December 14). Partners in Power. *MacLeans*: (p. 284). [CDRom: SIRS.Fall 94].

Enclopedia-CDRom:

Stern, Robert M. Free Trade. *World Book 1998 Multimedia Encyclopedia*. (CDRom: World Book. 1998).

Poem or Short Story in an Anthology:

Author of Story. "Title of Story" Title of Book. Name of Editor.
City of Publication: Publisher, Year. Page numbers of the story.

Pukuī, Mary Kawena. "The Marchers of the Night." A Hawaii Anthology.
Ed. Joseph Stanton. Honolulu: State Foundation of Culture and the Arts.
1997, 32-84.