

## Form for Bibliography

This form for bibliography is the accepted standard for Spring-Ford Middle School Eighth Grade Center. It is based on the MLA style for bibliographic citation. This is the format that will be used to grade any bibliography that is required in eighth. When you are writing a bibliography, use the attached examples.

### TITLE, AUTHOR AND PUBLISHER

The title, author, city and publisher are found on the title page.

Copy exactly what is listed there.

When there is more than one city listed as a place of publication, use the city closest to your current location.

The copyright date appears on the verso (back of the title page).

When there are multiple copyright dates, use the date (year only) closest to the present.

If there is no author for any given entry, then begin the citation with the next required piece of information. Do not use: NO AUTHOR GIVEN or UNKNOWN.

If you are using information retrieved from a computer source, such as the Internet or CD ROM, the information about the source (author, publisher, internet address, date, etc.) is needed, or the source should be considered unusable.

### PAGINATION

Page numbers must be recorded for all sources that are listed. Exceptions are multimedia sources, unpaginated picture books, and when the entire work is used.

Only the pages used are listed.

Page numbers are listed in numerical order.

When the pages used are consecutive, the numerals are separated by a hyphen (-), e.g. 23–34.

When the pages are not consecutive, the numerals are separated by commas with the word **and** preceding the final numeral, e.g. 2, 5, and 17.

A combination is possible: 34, 45, and 47–49.

Unpaginated works are indicated by N. pag. which stands for no pagination given.

## ABBREVIATIONS AND TITLES OF RESPECT

The abbreviations **new ed.**, **2<sup>nd</sup> ed.** and **3<sup>rd</sup> ed.** are used in the proper places following the title. Other abbreviations are not used unless it is part of a title or publishing company and listed as such.

When compiling a bibliography, you should not make changes to the author's name, the title, or publisher.

If there is no publisher/source listed on a pamphlet, the name of the printer may be listed.

Titles such as General, Colonel, Dr., etc., are not included in an entry. Academic degrees such as M.D., M.A., Ph.d., etc. are also omitted.

## ALPHABETICAL ORDER

All items are arranged alphabetically according to the first word in the entry. In most cases, this is the last name of the author.

Where no author is given, use the first word of the title of the book or article.

If the first word of the entry is **the**, **a**, or **an**, the second word is used for alphabetical order.

All entries are interalphabetized not separated by type of media.

### SAMPLE: ALPHABETIZING A BIBLIOGRAPHY

Benedict, H. M. and R. Swidler. "Nondestructive Method for Estimating Chlorophyll Content of Leaves." Science. 23 June 1991: 2015–2016.

"Chlorophyll Compounds Show Heart-Aid Action." Science News. 11 October 1988: 233.

"The Chlorophyll Measurement Standard." N. Y.: Freedman Co., 1996.

Moon, Truman J., Paul B. Mann and James H. Otto. Modern Biology. N. Y.: Henry Holt and Company, 1986. 30, 36–38, and 41.

"Pigments in Plants." Van Nostrand's Scientific Encyclopedia. 1988. Vol. 2. 1250–1251.

## FORMAT

Each item (book, periodical article, encyclopedia, etc.) you use to find information is listed as a separate entry (also called a citation).

Organize the citations into the proper format including punctuation.

When completing your final draft, the bibliography citations begin at the left margin and continue across the line. If you need to extend the citation to the second or third line, then those lines of the entry must be indented six (6) spaces or 1 tab. You may use the hanging indent tab for this.

For any source that is part of a continuous set, the format for encyclopedias is used.

### BIBLIOGRAPHY FORMAT SAMPLES

**Book:**

Author's Last Name, First Name. Title of Book. City: Publisher, copyright date. pages used.

*example:*

Smith, John M. New World Atlas. N. Y.: Silver-Burdett and Ginn, 1996. 13-45.

**Encyclopedia:**

Author of Article (Last Name, First Name). "Title of the Article." Name of the Encyclopedia. copyright date. volume number. pages used.

*example:*

Nast, Mary. "Canadian Rockies." Academic American Encyclopedia. 1996. Vol. 2. 16, 18, and 24.

**Online Database:**

Author of Article. "Title of Article." Original Publication. Date of publication. Database name. Name of service. Library name. Access date. < Available address/filename >.

*example:*

Crackes, Maureen. "Marsh Mongoose." Mammals. March 2003. EBSCOHost. POWER Library. Springfield MS8 Library. 5 April 2004. < <http://web22.epnet.com> >.

**Internet Retrieved Source (Webpage):**

Author. Title of Item. copyright date. Responsible company or organization. download date (day month year). < Available address/filename >.

*example:*

DiStefano, Vince. Guidelines for Better Writing. 1996. Better Homes and Gardens. 14 Jan. 1998. <<http://www.usa.net/~vince/home/better-writing.html>>.

**Periodical:**

Author. "Title of Article." Title of Periodical. date (day month year): pages used.

*example:*

Taylor, Phil. "Winded City." Sports Illustrated. 8 June 1998: 40-46.

## BOOKS

### ***One Author***

Smith, John. New World of the Atom. N. Y.: Scott, Foresman and Company, 1998. 6.

### ***Two Authors***

Yates, Raymond F. and M. E. Russell. Space Rockets and Missiles. N. Y.: Harper and Brothers, 1990. 159–165.

### ***Three Authors***

Kroeber, Elsbeth, Walter H. Wolff and Richard L. Weaver. Biology. Atlanta: D. C. Heath and Company, 1997. 2, 5, and 7–10.

### ***Four or More Authors***

Emmons, William H., et al. Geology: Principles and Processes. 5<sup>th</sup> ed. Chicago: McGraw-Hill Book Company, 1994, 29–31, and 45.

### ***Edited Book***

Botkin, B. A., ed. A Civil War Treasury of Tales, Legends and Folklore. N. Y.: Random House, 1998. 155–157.

### ***Compiled Book***

Fenner, Phyllis R., comp. Brother Against Brother. N. Y.: William Morrow and Company, 1997. 151–168.

### ***No Author Given***

Famous Adventures and Prison Escapes of the Civil War. Seattle, WA: Appleton, 1996. 15, 17, and 23.

### ***Encyclopedia Articles***

“Nutrition.” Compton’s Encyclopedia. 1998. Vol. 9. 246–249.

Heiser, Victor G. “Tropical Diseases.” The Encyclopedia Americana. 1990. Vol. 27. 87a–87d.

Andrews, John F. “William Shakespeare.” Dictionary of Literary Biography. Vol. 62. 267–353.

### ***Poetry***

Frost, Robert Lee. “The Road Not Taken.” An Anthology of Famous English and American Poetry. Eds. William Rose Benet and Conrad Aiken. NY: The Modern Library, 1945. 748.

## NON-BOOK MATERIALS

### ***Periodical***

LeMay, Curtis E. "U. S. Air Force: Power for Peace." National Geographic Magazine. Sept. 1985: 291–297.

"Nun Cents." People Weekly. 1 March 1999: 84.

### ***Government or State Bulletin***

U. S. Department of Agriculture. "For Insurance Against Drought, Soil and Water Conservation." Farmer's Bulletin No. 2002. June 1992.

Commonwealth of Pennsylvania, Department of Health. "Target." Harrisburg. Jan. 1986. 1–2.

### ***Pamphlet***

"Valley Forge in a Day." Valley Forge: Valley Forge Historical Society, 1996.

Dennis, Frank L. "Catalogue of the National Civil War Wax Museum." Gettysburg: Gettysburg Souvenir Center, 1993. 12.

Baker, Cornelius. ed. "Fairmount Park." Central Falls, RI: E. L. Freeman Co., n. d. 14–15.

### ***Newspaper Article***

Endurst, Jeff. "Afro-Asian Bloc Will Seek Expanded Role." The Evening Phoenix. 11 Sept. 1995: 7.

### ***Personal Interview***

Smith, John K., Personal interview. 13 Sept. 1998.

Jones, Mary J. Telephone interview. 24 May 1998.

### ***Television Program, Videotape or other AV Media***

Parts of Speech: Nouns. VHS cassette. Encyclopedia Britannica Films, 1997.

### ***Computer Retrieved Information***

How Can I Find It? computer program. Los Angeles: Sunburst Communications, 1995.

"Manatee", Microsoft Encarta '97 Encyclopedia, CD-ROM. Redmond, WA: Microsoft Corp, 1996.

Spring-Ford Area School District Home Page. 2002. 4 June 2002. <<http://www.spring-ford.net/>>.

## BIBLIOGRAPHY TYPING GUIDELINES

### DO

Start first line of each citation at the margin;  
indent all additional lines (hanging indent).

Skip one line between each citation.

Place one space following all punctuation.

Use **Times New Roman** as the font.

Alphabetize all entries.

Choose a font size between 12 and 14.

Use black ink.

### DON'T

Do not number or bullet citations.

Do not forget ending punctuation.

Do not use word art.

Do not put a border on the page.

Do not separate entries by type.

Do not oversize title.

Do not hyperlink URLs