

Preparing a Bibliography (Works Cited Page)

A bibliography is a list of sources about a particular subject. Most teachers will ask you only for those sources you actually used in your paper. This is also called a *Works Cited* page, and it appears at the end of your paper. Follow these rules for formatting your *Works Cited* page:

- Use a standard font like Times Roman, with the size 12 points.
- Alphabetize entries by author's last name.
- If author's name is unknown, alphabetize by the first word in the title.
- Each entry starts at the left margin.
- The second and succeeding lines of an entry are indented five spaces.
- All entries are double-spaced.
- Underline titles of books, newspapers and magazines.
- Put names of articles in quotes.

Works Cited

Fullbright, Sara. "Gangs in America." *New York Times* 15 March 1988, sec. 2: 15-17.

Gray, Terry A. "Shakespeare in Education." Mr. William Shakespeare and the Internet. 10 Nov. 1999. Palomar College. 11 Nov. 2003. <http://daphne.palomar.edu/shakespeare/educational.html>.

Kluger, Jeffrey. "Epidemics: Where Now Mad Cows?" *Time*. 27 Jan. 1997. 24 Jan. 2004. <http://www.timeonline.com/archive/epidemics.htm>.

Morris, William. "The Haystack in the Floods." *NineteenthCentury British Minor Poets*. Ed. Richard Wilbur and W.H. Auden. New York: Dell, Laurel Edition, 1965. 265-279.

How to Cite Sources

Book by one author	Fairchild, Janet. <u>American Images and Lifestyles</u> . New York: Simon and Schuster, 1988.
Two or more authors	Hide, Elton and Margo Forset. <u>Skiing: The Sport</u> . New Jersey: Holt, 1992.
A single work from an anthology	Morris, William. "The Haystack in the Floods." <u>NineteenthCentury British Minor Poets</u> . Ed. Richard Wilbur and W.H. Auden. New York: Dell, Laurel Edition, 1965. 265-279.
Encyclopedia article (signed)	Wallis, Wilson D. "Superstition." <u>World Book Encyclopedia</u> , 2003. <i>Note: For familiar reference books like major encyclopedias, it is not necessary to give full publication information (place of publication, volume, etc.). If the article is initialed rather than signed, check in the index of authors (usually located in the opening section of each volume) for the author's full name.</i>
Encyclopedia article (unsigned)	"Melodeon." <u>Encyclopedia Americana</u> . 1992 ed.

“How to Cite Sources” continued on next page

“How to Cite Sources” (continued)

Newspaper article (signed)	Fullbright, Sara. "Gangs in America." <u>New York Times</u> 15 March 1988, sec. 2: 15-17.
Newspaper article (unsigned)	"Gang Warfare Breaks Out." <u>San Jose Mercury News</u> 27 July 1992, sec.1: 1.
Magazine article	Hernandez, Carmela. "Marriage in the 90's." <u>New Woman</u> . 15 June 1991: 30-38. Editorial (signed) Wang, Evelyn. "Free Speech and Free Religion." Editorial. <u>U.S. News and World Report</u> 11 May 1987: 82.
Interviews	Last Name, First Name Middle Name. Type of Interview interview (Personal, Phone, E-Mail). Date of Interview. Example: Englander, Saul, electrical engineer. Phone Interview. 21 Nov. 2004.

Citing Electronic Sources

Web Page	Last Name, First Name Middle Name. "Specific Page or Article Title." <u>Title of Entire Web Site</u> . Date Web Page Was Last Revised. Sponsoring Organization. Date You Read It <URL>. Example: Gray, Terry A. "Shakespeare in Education." <u>Mr. William Shakespeare and the Internet</u> . 10 Nov. 1999. Palomar College. 11 Nov. 2003. < http://daphne.palomar.edu/shakespeare/educational.html >.
Online Article from a Magazine	Last Name, First Name Middle Name. "Title of Article." <u>Name of Magazine</u> . Date of Publication. Date You Read It <URL>. Example: Kluger, Jeffrey. "Epidemics: Where Now Mad Cows?" <u>Time</u> . 27 Jan. 1997. 24 Jan. 2004. < http://www.timeonline.com/archive/epidemics.htm >.
Online Article from a Newspaper	Last Name, First Name Middle Name. "Title of Article." <u>Name of Newspaper or Newswire</u> . Date of Publication. Date You Read It <URL>. Example: Messud, Claire. "Conjured by Her Characters." <u>Washington Post</u> . 19 Jan. 1997. 22 June 2002. < http://www.WashingtonPost.com/wp-srv/style/longterm/books/reviews/ >.
E-Mail	Last Name, First Name Middle Name. "Title of E-mail (From Subject Line)." E-mail to First Middle Last Name. Date E-Mail Was Received. Example: Jones, Bill. "FAQs about Diabetes." E-mail to Jeremy M. Franks. 11 May 2003.
CD-ROM	Last Name, First Name Middle Name. "Title of article, chapter, etc." <u>Title of CD-ROM</u> . CD-ROM. Place of publication: Publisher, Copyright date. Example: Dickinson, Emily. "A light exists in spring." <u>The World's Best Poetry on CD</u> . CD-ROM. Great Neck, NY: Roth Publishing, 1995.

Citing Electronic Sources (continued)

Film	Lehman, E. (Producer), and Nichols, M. (Director). (1966). <u>Who's Afraid of Virginia Woolf?</u> [Film]. Burbank, CA: Warner Brothers.
Television Broadcast	Crystal, L. The MacNeil/Lehrer News Hour. New York and Washington, DC: Public Broadcasting Service. 11 Oct., 1993

Citing Online Databases (Subscription Services)

Online databases services paid for by your school library. They may contain newspaper and magazine articles, reference resources like encyclopedias, and lengthy overviews of topics you study in school. If you need a password to access a source outside of school, it's probably one of the school's subscription services. Some of the more popular of these include *Infotrac*, *SIRS*, *Discovering Collection*, *Issues and Controversies*, *Lands and Peoples*, and *Grolier's Multimedia Encyclopedia*.

The standard format for online databases is below, followed by examples from many of the databases subscribed to at San Benito High School.

Standard Format for Citing Newspaper and Magazine Articles from Online Databases

Last Name, First Name Middle Name. "Title of Article." Name of Magazine. Date of Publication. Name of Database. Name of Database Company. Name of Library. Date You Read It <URL of Service>.

Infotrac	Sanchez, Edie S. "Health Care Absent in Poor Communities." <u>Time</u> 2 Apr. 2003. <u>InfoTrac Student Edition</u> . Gale Group Databases. San Benito High School Lib., Hollister, CA. 16 Oct. 2004 < http://infotrac.galegroup.com/ >.
SIRS	Wilson, Bill. "Environmental Hazards in Monterey Bay." <u>Los Angeles Magazine</u> 11 May 2004. <u>SIRS Researcher</u> . ProQuest Information and Learning. San Benito High School Lib., Hollister, CA. 16 Oct. 2004 < http://sks.sirs.com/ >.

Standard Format for Reference Sources from Online Database

Author's Last Name, First Name Middle Name. "Article Title." Name of Encyclopedia. Edition ed. Year of Publication. Name of Database. Name of Service. Name of Library. Date You Read It <URL of Service>.

Discovering Collection	Carl, Smith. "Babe Ruth." <u>American Decades</u> . 4th ed. 2001. <u>Discovering Collection</u> . Gale Group Databases. San Benito High School Lib., Hollister, CA. 16 Oct. 2004 < http://infotrac.galegroup.com/ >.
Issues and Controversies	"Update: Campaign-Finance Reform." <u>Issues and Controversies</u> , 27 Apr. 2001. <u>FACTS.com</u> . Facts On File News Services. San Benito High School Lib., Hollister, CA. 11 Sept. 2004 < http://www.2facts.com/ >.
Grolier's Multimedia Encyclopedia	"Dolphins." <u>Grolier's Multimedia Encyclopedia</u> . 2004 ed. 2004. <u>Grolier Multimedia Encyclopedia</u> . Scholastic Library Publishing. San Benito High School Lib., Hollister, CA. . 10 May 2004 < http://gme.grolier.com/ >.