

## HOLY ROSARY SCHOOL BIBLIOGRAPHY FORMAT

When doing research and writing a report, it is always necessary to name the source(s) of your information. This list of sources is called a **bibliography**.

### FOR A BOOK:

Author's last name, first name, Title of book, Place of publication, Publisher, copyright year

**example:**

Fogle, Bruce. Training Your Dog. New York: DK Publishing, 1997.

*If you only used part of a book:*

Fogle, Bruce. Training Your Dog. New York: DK Publishing, 1997, pp. 50-55.

### FOR AN ENCYCLOPEDIA ARTICLE THAT IS SIGNED: (You know the author's name.)

Article author's last name, first name, "Title of article," Name of encyclopedia, Copyright year,

Volume number, page(s). (The author's last name is found in tiny print at the end of the article.)

**example:**

Clark, William W. "Gothic Art." World Book Encyclopedia. 1997.

Volume 8, pp. 277-278.

### FOR AN ENCYCLOPEDIA ARTICLE THAT ISN'T SIGNED:

"Title of article." Name of encyclopedia. Copyright year. Volume number, page(s).

**example:**

"Golden Retriever." World Book Encyclopedia. 1997. Volume 8, p.255.

### FOR A MAGAZINE OR NEWSPAPER ARTICLE:

Article author's last name, first name. "Title or headline of article." Name of magazine or newspaper. Date of magazine or newspaper, page(s).

**example:**

McGill, Kristy. "A Baltic Scramble." Faces. May, 1997, p. 27.

### FOR AN INTERNET ADDRESS:

Author's last name, first name. "Title of item." [Online] Available  
<http://address/filename>, date of document or download.

**example:**

DiStefano, Vince. "Guidelines for Better Writing." [Online] Available  
<http://www.usa.net/~vinced/home/better-writing.html>, October 5, 1997.

### FOR AUDIOVISUAL MATERIALS:

Title of material. Type of material. Place of publication: Publisher, copyright date.

**example:**

Bizet's Dream. Videotape. New York: Sony Wonder, 1995.

**FOR A CD-ROM:**

"Article title." CD-ROM title. CD-ROM. Copyright date.

**example:**

"Titanic Disaster." Encarta 99 Encyclopedia. CD-ROM. 1999.

**FOR AN INTERVIEW:**

Name of person interviewed (last name first). Kind of interview. Date.

**example:**

Watson, Cosmo. Personal interview. January 29, 2000.

Your finished bibliography should be **alphabetized by the first word of the entry**, and will look something like this:

**BIBLIOGRAPHY/WORKS CITED**

**Bizet's** Dream. Videotape. New York: Sony Wonder, 1995.

**Clark**, William W. "Gothic Art." World Book Encyclopedia. 1997.  
Volume 8, pp. 284-286.

**DiStefano**, Vince. "Guidelines for Better Writing." [Online] Available  
<http://www.usa.net/~vined/home/better-writing.html>, October 5,  
1997.

**Fogle**, Bruce. Training Your Dog. New York: DK Publishing, 1997,  
pp. 50-55.

Tips:

1. Alphabetize all entries by the first letter of each entry.
2. Do not indent any lines.
3. Single space within entries and double space between all sources.
4. Carefully edit for punctuation, capitalization, underlining/italics, spacing between words and recording dates.

