

# Bibliography

## Larkspur School District (5-8)

Format (Revised 6/06)

A **Bibliography** or list of **Works Cited** is an alphabetized list of sources (books, periodicals, web pages, images, interviews, etc.) used in a report, brochure or presentation. Every report must include a **Bibliography**.

The list should be **alphabetized** according to the first word of each entry. Because it is important to use the same format throughout a bibliography, you should follow the examples given for each of the different types of sources. Pay particular attention to the punctuation in these examples - quotation marks, commas, colons, periods, etc. Also make sure to indent the second line and any additional lines of an entry. The completed **Bibliography** should be placed at the end of the report and should include all sources of information including pictures. **Do not number your bibliography entries.**

## What you need and how to set it up!

### Books (MLA 4.6)

Author's Last name, First name. *Title of Book*. (In italics or Underlined) City of Publication: Publisher, Copyright date.

#### Examples:

Hirsch, Joseph and Betty Smith. *The Dictionary of Cultural Literacy*. Boston: Houghton Mifflin, 2004.

Sattler, Helen Roney. *The Book of North American Owls*. New York: Clarion, 1996.

### Encyclopedias (MLA 4.6)

Author of article. (If available) "Title of article." *Name of the Encyclopedia*. Copyright date. (followed by ed.)

#### Examples:

Bruning, Donald F. "Hummingbird." *The World Book Encyclopedia*. 2005 ed.

"Satellite." *The World Book Encyclopedia*. 1998 ed.

## Internet (MLA 4.9)

You must have the title of the web site, the retrieval date (this is the date you got the information and it should always be written - day month year) and the http:// address (URL)

Author's last name, First name. *Title of the web page*. Retrieval date. Complete Internet Address.

### Examples:

Arnett, Bill. *Mercury*. 22 June 1999. <http://seds.lpl.arizona.edu/nineplanets/nineplanets/mercury.html>.

*Neil Cummins Elementary School Library Resources*. 14 June 2005. <http://www.larkspurschools.org/nc/library>.

## Magazine, Newspaper or Encyclopedia article from On-line database

Author's last name, First name. "Title of the article." *Name of the Magazine, Newspaper or Encyclopedia*. (In italics or underlined) Date of publication. Name of Database. Retrieval date. Internet address of database.

### Examples:

Churchman, Deborah. "Super Spider Silk." *Ranger Rick*. May 1995. EBSCO. 09 April 2003. <http://search.epnet.com/>

Wharton, Annabel Jane. "Byzantine Art." *World Book Online*. 2002 ed. World Book, Inc. 29 Mar. 2002. <http://worldbook.online.com>.

## Interview

Last name of person interviewed, First name. Personal interview. Date of interview.

### Example:

Smith, John. Personal interview. 24 Feb. 2005.

## E-mail

Author's last name, First name. Author's e-mail address. "Subject line from e-mail." Date of e-mail.

### Example:

Halpern, Carol. [chalpern@marin.k12.ca.us](mailto:chalpern@marin.k12.ca.us). "Library solutions." 12 March 2005.

## Video or DVD

*Title.* (In italics or underlined) Director's name. (If available) Video or DVD.  
Copyright date.

### Examples:

*In the Path of a Killer Volcano.* NOVA. DVD. 1993.

*Where the Lilies Bloom.* Dir. William A. Graham. Video. 1973.

## Television or Radio Program

"Title of episode." *Title of show.* Local Channel Name, Place, Broadcast. Day Month  
Year.

### Example:

"Seniors: What Keeps Us Going." *Sixty Minutes.* CBS. KPIX, San Francisco, Broadcast.  
3 January 1999.

## Bibliography

(Sample)

Arnett, Bill. *Mercury.* 22 Oct. 1999. <http://seds.lpl.arizona.edu/nineplanets/mercury.html>.

Bruning, Donald F. "Hummingbird." *The World Book Encyclopedia.* 2005 ed.

Hirsch, Joseph. *The Dictionary of Cultural Literacy.* Boston: Houghton Mifflin, 2004.

*Neil Cummins Elementary School Library Resources.* 12 June 2004. <http://www.larkspurschools.org/nc/library>.

"Satellite." *The World Book Encyclopedia.* 1998 ed.

Sattler, Helen Roney. *The Book of North American Owls.* New York: Clarion, 1996.

