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:**


**Encyclopedias (MLA 4.6)**

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

**Examples:**


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:


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:


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

Example:

E-mail
Author’s last name, First name. Author’s e-mail address. “Subject line from e-mail.” Date of e-mail.

Example:
**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.


**Television or Radio Program**

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

**Example:**


**Bibliography**

*(Sample)*


