

Fifth and Sixth Grade Bibliography

St. Aloysius School

Follow these guidelines when word processing a bibliography.

- Single space your bibliography.
- Do **not** number your entries in the bibliography.
- Alphabetize your bibliography by author; if there is no author use the title for alphabetizing. The author's **last** name goes first.
- The first line of a bibliography is **not** indented; the second line is.
- Double space **between** entries.
- Pay attention to punctuation within each entry; remember to end each entry with a period.
- Underline titles of books, encyclopedias, periodicals, and software. Titles of articles are enclosed in quotation marks.
- If required information, such as author or place of publication, is not available, just leave it out.

PRINT SOURCES

How to cite a book with one author:

Author. (last name first) Title of book. (underlined or in italics) City of publication:
Publisher, date of publication.

Cohen, Daniel. America's Very Own Ghosts. New York:
Doubleday, 1985.

How to cite a book with two authors:

Authors. (1st listed name, last name first; 2nd name in normal form) Title of book.
(underlined or in italics) City of publication: Publisher, date.

Smith, Elizabeth and David Wright. Rocks and Minerals.
Chicago: Macmillan, 1995.

How to cite an article from an encyclopedia or other familiar reference book:

Author of article. (if available) "Title of article." (enclosed in quotation marks)
Title of book. (underlined or in italics) Date of edition. .

Eiselen, Malcolm R. "Franklin, Benjamin." The World Book Encyclopedia. 1999.

"France." Compton's Encyclopedia. 1998.

How to cite an article in a periodical (magazine/newspaper):

Author. (if available) "Title of article." (enclosed in quotation marks)
Periodical title. (underlined) date: page.

Haverkamp, Beth. "Bad Women and Bandit Queens." Cobblestone.
May 1996: 20-22.

"N.F.L. Training Camp Report." The New York Times.
21 August 1996: B12.

ELECTRONIC SOURCES

How to cite an article from a CD-ROM encyclopedia :

Author. (if available) "Title of article." (enclosed in quotation marks) Encyclopedia Title.
(underlined or in italics) Edition or version. (if relevant) CD-ROM. City of
publication: Publisher, date of publication.

Cashman, Katherine V. "Volcano." World Book Multimedia Encyclopedia. 1999 ed. CD-ROM. Chicago: World Book Inc., 1999.

"Japan." Cartopedia. CD-ROM. New York: Dorling Kindersley, 1995.

Leicester, Henry M. "Chemistry." Microsoft Encarta. 1998 ed. CD-ROM. Redmond, WA: Microsoft Corporation, 1998.

ONLINE SOURCES

How to cite an article from an encyclopedia from an online source:

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Name of the encyclopedia. (underlined or in italics) Name of the publisher,
date of publication. (if available) Date of your visit Name of the online
subscription service hosting the encyclopedia.

"Alexander Graham Bell." The Blackbirch Encyclopedia of Science
and Invention. Blackbirch Press, 2001. 4 Feb. 2004 Gale Group.

Moss, Cynthia. "Elephant." World Book Online Encyclopedia. World
Book, Inc. 6 Feb. 2004 World Book Online.

How to cite a periodical article from an online database:

Author. "Title of article." (enclosed in quotation marks) Periodical title. (underlined
or in italics) date: page. Name of database. (underlined ,if available) Publisher
of database. (if available) Date of visit <URL address>. (enclosed in angle
brackets)

"Telephone for You." Kids Discover. August 1998: 6. Kids Info Bits.
Gale Group. 4 Feb. 2004 <[http://galenet.galegroup.com/servlet/
KidsInfoBits?subTopic=Scientists%2B%2526%26](http://galenet.galegroup.com/servlet/KidsInfoBits?subTopic=Scientists%2B%2526%26)>.

Mathers, Judy. "Understanding Photographers." Photographs. July 1997: 3-8
General Reference Center. Gale Group. 5 Jan. 2003 <[http://infotrac.
galegroup.com/itweb/louisiana_batonrouge](http://infotrac.galegroup.com/itweb/louisiana_batonrouge)>.