

# SAS Bibliography

## St. Aloysius School

### Follow these guidelines when word processing a bibliography.

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

## 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.

Bagley, Katie. Eli Whitney: American Inventor. Mankato: Capstone  
Press, 2003.

### How to cite a book with two authors:

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

Mule, Marty and Bob Remy. Louisiana Athletes: the Top Twenty. Gretna: Pelican  
Publishing Co., 1981.

### 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. .

Kaplan, Elizabeth. "Goodall, Jane (1934- )." The New Book of Knowledge. 2005.

"Dancers." Discovering Careers for Your Future. 2005.

### **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.

Elkins, Elizabeth. "Benjamin Franklin." Cobblestone. January 2010: 18-19.

Millhollon, Michelle. "Catching the Dream: Becoming Governor the Latest  
in Long List of Accomplishments of Bobby Jindal." The Advocate.  
January 13, 2008: 2J.

## **ONLINE SOURCES**

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

Author. (if available) "Title of the article." (enclosed in quotation marks)  
Name of the encyclopedia. (underlined or in italics) Name of the publisher,  
date of publication. Date of your visit Name of the online  
subscription service hosting the encyclopedia.

"Walker, Sarah Breedlove (1867-1919)." World of Invention. Thompson Gale, 2006.  
16 Feb. 2010 Gale.

Clayton, Lawrence A. "De Soto, Hernando." World Book Student. World  
Book, 2011. 11 Jan. 2011 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) Publisher  
of database. Date of visit <URL address>. (enclosed in angle brackets)

Carney, Elizabeth. "I Want that Job! Want to Design Environmentally Friendly Buildings? Become a  
'Green' Architect." Science World. May 12, 2008: 21. Student Resource Center - Junior. Gale.  
13 Jan. 2011 <<http://find.galegroup.com/> ...>.

"Mystery from History: Leonardo Da Vinci." Scientific American Explorations. Fall 2001: 28.  
Student Research Center. Ebsco. 19 Feb. 2010 <<http://search.ebscohost.com> ...>.