

## How to Write a Bibliography

The purpose of a bibliography is to let the reader (in this case, your teacher) know where you got your information. It's to show you're a responsible person and don't want to take credit for someone else's ideas; you just want to use them. There are many different formats for bibliographies; **your agenda planner has a good guide on pages 50, 51, and R-7.** In general, an entry looks like this:

Last Name, First Name. "Demonstration Title." Title of Book.  
Edition. Volume. City of Publication: Publishing Company,  
Year of Publication. Pages used.

For example (here's a textbook):

Buthelezi, Thandi, et al. Chemistry: Matter and Change. New  
York: McGraw-Hill/Glencoe, 2008. pp. 678-688.

A bibliography is done on a separate page with the word BIBLIOGRAPHY at the top, centered. Each entry is then listed alphabetically in the bibliography. **Entries are NOT numbered or bulleted.** The second (and third and so on) line in an entry is indented a tab (or five spaces). There are more than just books that you will need to document, though. This is meant to help you know what to write. If you are unsure what to write or have another kind of resource you need to include, contact your teacher. **If something in an entry isn't available or isn't relevant (such as there is no volume number or you can't determine the author's name), just skip that part and go to the next part (so if there is no author, move on to the title).**

### A book written by a single author:

Last Name, First Name. "Demonstration Title." (only if this is a demo handout) Title. Edition. Volume. City of Publication: Publishing Company, Year of Publication. Pages used.

Mascetta, Joseph A. Chemistry the Easy Way. Third. ed.  
Hauppauge, NY: Barrons Educational Series, 1996. pp. 98-100.

### A book written by two or three authors:

Last Name, First Name (for the first author), First Name and Last Name (of the rest of the authors). "Demonstration Title." (only if this is a demo handout) Title. Edition. Volume. City of Publication: Publishing Company, Year of Publication. Pages used.

Masterton, William L. and Cecile N. Hurley. Chemistry: Principles and Reactions. New York: Saunders College Publishing, 1993. p. 57.

Wertheim, Jane, Chris Oxlade, and Corinne Stockley. The Usborne Illustrated Dictionary of Chemistry. London: Usborne Publishing Ltd., 2000. p. 78.

### A book written by more than three authors:

Last Name, First Name (for the first author) et al. (meaning "and all the other authors"). "Demonstration Title." (only if this is a demo handout) Title. Edition. Volume. City of Publication: Publishing Company, Year of Publication. Pages used.

Haber-Schaim, Uri, et al. Introductory Physical Science.  
Fourth ed. Englewood Cliffs, NJ: Prentice-Hall, 1982.  
pp. 116-117.

**A book with an editor or compiler instead of an author:**

Last Name of Editor, First Name of Editor, ed. (meaning he/she was an editor instead of an author) Title. Edition.  
Volume. City of Publication, Publishing Company, Year of Publication. Pages used.

**An article or entry from a general encyclopedia (such as *World Book*, *Americana*, or *Britannica*):**

Entry author's last name, entry author's first name. "Article's Title." Encyclopedia's Title. Edition.

**An interview with a teacher, professor, or expert:**

Last name, First name (of teacher or expert). Personal interview. Date of interview.

**A FlinnFax demonstration handout:**

Flinn Scientific Inc. "Demonstration Title." Publication Number XXXX. (for old ones) or Vol. XX-X. (for newer ones)  
Batavia, IL: Flinn Scientific Inc., Year of Publication.  
Page number (in newer ones only).

**An article or entry from a single-volume reference work (such as a dictionary or the Merck Index):**

"Word looked up in dictionary." Title of dictionary. Ed.  
Editor's name. City of publication: Publishing company,  
Year of publication. Pages used.

"Magnesium." The Merck Index. Ed. Susan Budavari. Twelfth Edition. Whitehouse Station, NJ: 1996. p. 968.

(NOTE: **No matter how many times you use a dictionary, the Merck Index, your textbook, or a specific website, each only counts as one resource.**)

**Computer-accessed material:**

**Web pages**

Author's Last Name, First Name. "Title of Item." Title of website. Date on document/page or date you viewed/downloaded the document/page.  
<http://address/filename>.

Senese, Fred. "The Quantum Theory." General Chemistry Online!  
20 September 2006. <http://antoine.frostburg.edu/chem/senese/101/quantum/index.shtml>.

**Online images**

Image creator's Last Name, First Name. "Title of image (or brief description)." Descriptive word (like photo, cartoon, drawing, etc.). Title of website. Date on website/page or date you viewed/downloaded the image.  
<http://address/filename>.

"Picture of rhodium wire." Photo. Web Elements. 5 March 2012.  
<http://www.webelements.com/rhodium/Rh.jpg>.