

Bibliography Format

Works Cited -- Works Consulted Format

Works Cited:

These sources contain all the information that is directly referred to in your project. By "cited" we mean there will be direct quotes or statements (or paraphrases) from your source(s) in your work project.

Works Consulted:

These sources contain all the information that was used in your project without being actually quoted or paraphrased. If you even looked at the source briefly for any little bit of information, it is considered to be a "works consulted."

Both the "Works Cited" and the "Works Consulted" lists should be a separate page of your project and should be titled.

Entries are listed alphabetically by the first letter of the author's last name, or in the absence of a specified author, by the first word of the title, not including the articles "a," "an," and "the."

If two or more articles have the same author's name; these entries are sub-alphabetized by title. Three dashes replace the author's name as shown below:

Example:

Weber, Denise. "The Best Way to Get an Good Grade."
--- "How to Come to Class Prepared to Learn."
--- "How to Study for a Science Test."

The first line of the entry begins at the left margin. Any additional lines for the same entry are indented five spaces. In the example below, each "^" represents a space.

Example:

Weber, Denise. "How to Write a Great Research Paper." Educational Leadership.
^^^12 January 98: 41-57.

Double spacing is used between entries.

If your bibliography is part of a numbered paper and your paper is seventeen pages long, the bibliography page should be numbered as page eighteen.

Publisher

Missing Publisher Name

If the name of the publisher, date, or page number is missing, or if the place of publication is not evident, use the following abbreviations:

N.p. no place of publication
n.p. no publisher

n.d. no date of publication
N. pag. no pages

Places of Publication:

When many places of publication are given, use the first city from the U.S.A. If no city from the U.S.A. is given, use any major city of publication.

Long Publisher Names:

Publisher's names may be shortened and should be listed without words such as "Company," "Incorporated," and "Limited," etc.

Many Dates of Publication:

If more than one date of publication is given, use the most recent date.

Format and Spacing of Bibliography Entries

In the following examples, the symbol "^" will be used to indicate the number of spaces used between entries. For example, "^^" indicates that two spaces should be used. These symbols should not be typed into your report, but are used only to illustrate where and how many spaces should be allowed between entries. Please note that a period "." and/or a comma "," may be used to separate entries. Please see the example for specific formatting. Each entire entry always ends with a period.

Books

Form 1: A Book With One Author

Form: Last Name,^First Name.^Title of Book.^Edition(if given).^Place of Publication:^Publisher,^Date.

Example: Irving, John. The World According to Garp. New York: Pocket. 1978.

Form 2: A Book With Two or More Authors

Form: Last Name of first author,^First Name of first author,^First Name of second author^Last Name of second author.^Title of Book.^Edition (if given).^Place of Publication:^Publisher,^Date.

Example: Magrath, C. Peter, Elmer E. Cornwell, and Jay S. Goodman.
The American Democracy. New York: Macmillan, 1969.

Form 3: A Book with an Editor or Compiler

(for edited books that contain the works of many authors, see form 8)

Form: Last Name,^First Name,^ed.^Title of Book.^Edition (if given).^Place of Publication:^Publisher,^Date.

Example: Morris, Richard B., ed: Encyclopedia of American History.
New York: Harper, 1982.

Form 4: An Article in a Set of Reference Books with an Alphabetical Arrangement

Form: Last Name of Article Author (if given),^First Name.^"Title of Article."^"Title of Book.^Date of Edition.^Additional publication information should be given for less well-known works with place of publication given before publisher and date.

Example: Fliegelman, Janet. "Fixing a Computer in Ten Easy Steps." The Computer Book. New Brunswick, New Jersey: Solomon Schechter Publishing, September 2000.

Form 5: An Article in a Set of Reference Books without an Alphabetical Arrangement

Form: Same as Form 4 except the volume number is included after the title of the book.

Example: Weber, Denise. "What I Found in the Desk." A Teachers' Guide to a Clean Classroom. Vol. 21. New Brunswick, New Jersey: Solomon Schechter Publishing, September 2000.

Form 6: An Article From a Set of Reference Books in Which Each Volume Has a Different Title

Form: Same as form 4 adding any editor names (if given) after book title.

Example: Lemiska, Charlene. "Organizing the Perfect Lesson." Examples of American Teaching Methods. Ed. Donna Glazer. East Brunswick, New Jersey: Schechter Publishing, September 2000.

Form 9: A Reprint of an Article or Chapter Previously Published in Another Source

Form: Last Name of Author of Original Article,^First Name of Original Author.^"Title of Article."^"Title of Original Book.^Publication Information about Original Article.^Rpt.^in^"Title of the Source You Are Using.^Ed.^First Name of Editor^Last Name of Editor.^Vol.^# (if given).^Place of Publication:^Publisher,^Date.^Pages on which you found the article.

Example: Bell, Millicent. "Her Own Rough Truth." New York Times Book Review. 12 June 1966: 4-5 Rpt. in Short Story Criticism. Ed. Thomas Votteler. Vol. 6. Detroit: Gale, 1990. 223-24.

Form 10: A Pamphlet

Form: Treat a pamphlet as you would a book, giving as much information as possible. It is not necessary to use the abbreviations N.p. and n.d. when place, publisher, and date information are not available.

Example: Shiffer, Clark. Identification Guide to Pennsylvania Fishes. Harrisburg, Pennsylvania Fish and Boat Commission.

Form 11: A Magazine Article From a Weekly Magazine

Form: Last Name,^First Name.^"Title of Article."^"Title of Magazine.^Day^Month^Year:^Page or pages.

Example: Seachrist, L. "Tired Cats Make Lipid Sleep Hormone." Science News, June 1995: 356.

Form 12: A Magazine Article From a Monthly Magazine

Form: Same as Form 11 except that the day of the month is not included.

Form 13: An Article From a Scholarly Journal

Form: Same as Form 11 except that the volume number and/or issue number (if given).

Form 14: An Article From a Newspaper in Which Lettered Sections Are Part of the Paging.

Form: Same as Form 11 except the title of the newspaper replaces the title of the magazine, and the page # and section number are included.

Form 15: An Article From a Newspaper Which Has Numbered Sections

Form: Same as Form 14 except the section # is listed before the page #.

Example: Buchholz, Barbara B. "Slow Gains for Women Who Would Be Partners."
New York Times. 23 June 1996, sec. 3: 10.

Form 17: An Article From Facts On File

Form: "Article Title." Facts on File World News Digest.[^]Day[^]Month[^]Year.[^]Page or pages.

Form 18: An Interview Conducted Face-To-Face Or By Telephone

Form: Last Name of Person Being Interviewed, First Name.[^]Personal Interview or Telephone Interview.[^]Day[^]Month[^]Year.

Form 19: Information From A Reference Source Accessed On a CD-ROM or Other Local Computer Source

Form: Last Name of Author, First Name.[^]"Title of Article or Section."[^]Title of Product.[^]Type of Computer Source.[^]Place of Publication:[^]Publisher,[^]Date.

Example: Herbert, Jonathan. "The Red Squirrel." Encarta 1999. CD-ROM.
Chicago, Illinois: Microsoft Publications, 1999.

Form 22: Information Accessed Via The World Wide Web

Form: Last Name of Author, First Name.[^]"Title of Article."[^]Online.[^]Internet.
[^]Date of Access.[^]Available <http://address/filename>.

Example: Fliegelman, Janet. "Solomon Schechter Day School of Raritan Valley Home Page."
Online. Internet. 20 October 2000. Available <http://www.ssdsrv.org>.

Form 27: A Laserdisc Source

Form: Last Name of Author, First Name.[^]"Title of Image or Film Clip."[^]Title of Laserdisc.[^]Videodisc.[^]Publisher,[^]Year of Publication.[^]Disc#,[^]Side #,[^]Frame or Chapter #.[^]Note: If the image is a work of art, underline its title.

Form 28: A Musical Composition, Work of Literature, Speech, or Lecture taken From a Cassette Tape, Phonograph Record or Audio Compact Disc

Form: Last Name, First Name.[^]"Title of Work on Recording."[^]Title of Recording.[^]Performer or author/composer (if not listed first).[^]Type of Recording.[^]Publisher,[^]Date.

Example: Hilarious, Funny. "Hymn to the End of School." Music of Ancient Schechter Eighth Grades. Compact Disc. Schechter Publishing, n.d.

Form 29: A Slide, Photograph, or Drawing Which Reproduces an Original Work of Art

If Found in a Book:

Form: Last Name of Artist, First Name.[^]"Title of Art."[^]Owner of the Original Work.[^]Title of

Book Collection, Etc. in Which You Found the Graphic.^^Editor if Given.^Place of Publication:^Publisher,^Date.^Additional information such as the slide # in a series of slides or a page #.

If From a Web Site:

Form: Last Name, First Name of Artist.^Title of Art.^^Owner of the Original Work (if in a museum or private collection).^"Title of Web Site or Page."^^Online.^Internet.^Date of Access.^ Available <http://address/filename>.

Form 30: A Work of Art Which You See in Its Original Form

Form: Last Name of Artist, First Name.^Title of Art.^^Owner of the Original Work, Place Where Work Is Located.

Form 31: A Cartoon

Form: Last Name of Artist, First Name.^Title of Cartoon.^^Cartoon.^Publication Information.

Form 32: A Commercially-Produced Videotape, Filmstrip, Transparency, or Model

Form: Last Name, First Name (if clearly stated).^Title of Video.^^Publisher,^Date.

Form 33: A Television or Radio Program

Form: Last Name, First Name. (or author of work or if quoting a guest, a commentator, etc.)^^"Title of Specific Segment."^^Title of Program.^^Name of Network.^Name of Station,^City in which the station is located.^Broadcast Date.