

## HOW TO PREPARE A BIBLIOGRAPHY

For research purposes, a bibliography is a list of sources, e.g., books, periodical articles, government publications, and other sources, including on occasion even audiovisual materials, which are used in a paper. Most of the entries in a bibliography contain just enough information, e.g., author, title, publisher, and date, to identify each source.

In addition to acknowledging the sources of information, the bibliography serves a practical purpose of students. Those who are interested in reading your paper, including your instructor, will likely look at the bibliography page before reading the paper. By reading the titles listed there, they can usually get a reasonable idea of the depth and thoroughness with which you have researched your topic. Though the bibliography is not an indication of how well you have brought the materials together in the text of your paper, the sources are evidence of your resourcefulness, because they are the authority for what you have said.

### **FUNDAMENTAL ELEMENTS**

There is no universally accepted method for preparing bibliographies; nor is there a universal model to follow. There are, however, some widely accepted principles, which should be considered: the bibliography comes after the text of the paper; each source cited is listed only once, in alphabetical order by author; and the prescribed format should be followed consistently, entry by entry, throughout the bibliography.

Each of the entries in a bibliography may be presented in one inclusive list. It is also acceptable, and sometimes desirable, to group them by types of material, e.g., books, periodicals, newspapers, etc. Then in each group, items are arranged alphabetically by author.

Some additional consideration should be given to specific instructions from your instructor, who specifications may modify, extend, or abbreviate the format, which you are following.

### **EXAMPLES OF BIBLIOGRAPHIC ENTRIES**

The following list provides examples of bibliographic entries, which conform to a set pattern. They may serve as a guide for you as you being to write bibliographies of your own. Keep in mind that this is not the only correct format, but one of many. Remember to follow this--or another acceptable format--with consistency.

The following bibliographic examples are listed according to type of material (e.g., books, periodicals, encyclopedia articles, newspaper articles, government publications, etc.). Some common problems encountered by students preparing bibliographies (e.g., multiple authors, unsigned articles, subsequent editions, etc.) are illustrated. Every example is written in the style recommended in *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate L. Turabian.

### BOOKS

#### One Author

Dendy, Edwin. Looking at the Dance. New York: Horizon Press, 1968

#### Two Authors

Lee, Dorris M. And Rubin, Joseph B. Children and Language: Reading and Writing, Talking and Listening. Belmont, Calif.: Wadsworth, 1979.

#### Three Authors

Catlett, Dianne B.; Collins, Donald E.; and Collins, Bobbie L. East Carolina University Library Science Guide. Dubuque, Iowa: Kendall/Hunt, 1985.

#### More than three Authors

Dube, Anthony; Franson, J. Karl; Parins, James W.; and Murphy, Russell E. Structure and

Meaning: An Introduction to Literature. 2nd ed. Boston: Houghton Mifflin, 1983.

#### An Organization, Corporation, or Institution as Author

General Electric Company. Solid Waste Management: Technology Assessment. New York: Van Nostrand Reinhold, 1975.

#### A Second or Subsequent Edition

Turabian, Kate. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973.

#### An Author's Work Edited by another Person

Stevenson, Robert L. Supernatural Short stories of R. L. Stevenson. Edited by Michael Hayes. California: Riverrun, 1982.

#### A Translation of another Work

Grimm, Wilhelm K., Grimm, Jacob. Household Stories of the Brothers Grimm. Translated by Lucy Crane. New York: McGraw-Hill, 1986.

#### An Edited Work

Horn, Maurice, ed. The World Encyclopedia of Cartoons. New York: Chelsea House, 1980.

#### A Volume in a Series of Works

Wesley, John. The Works of John Wesley. Vol. 2: The Appeals to Men of Reason and Religion. New York: Oxford University Press, 1976.

#### PERIODICAL ARTICLES

General Interest Magazine

Hall, H. "Swimming into Danger." International Wildlife, September 1985, pp. 4-13.

### Journals

Braddock, D., and Heller, T. "The closure of Mental Retardation Institutions: Trends in the United States." Mental Retardation 23 (August 1985): 177-181.

### Unsigned

"Ballet Training: An Added Dimension." Black Belt Magazine, June 1980, pp. 46-50.

### ENCYCLOPEDIA ARTICLES

Signed

Encyclopedia of Library and Information Science, 1981 ed. S. V. "Toys, Games, Etc.," by Frank W. Hoffman.

Unsigned

Encyclopedia American, 1984 ed.S.V. "Jamestown".

### NEWSPAPER ARTICLES

"New Accounting Rules Would Have Wide Impact." New York Times, 2 September 1986, sec.4, p.2.

### CHAPTER IN A COLLECTED WORK

Austin, Gwendolyn H. "Teaching in Secondary and Elementary Schools." In Career Guidance for Young Women, pp. 132-146. Edited by Richard E. Hardy. Springfield, Ill.: Charles C. Thomas, 1975.

### INTERVIEWS

Boyce, Emily S. Department of Library and Information Studies, East Carolina University, Greenville, North Carolina. Interview, 4 May 1985.

### GOVERNMENT PUBLICATIONS

U.S. Congress, Senate. Committee on Banking, Housing, and Urban Affairs. Authorizing the Issuance of a Gold Medal to John Wayne. Washington, D. C. : Government Printing Office, 1979.

### MANUSCRIPTS

Greenville, N.C. East Carolina Manuscript Collection. J.Y. Joyner Library. "John Heritage Bryan Papers."

### BIBLIOGRAPHY

Dianne B. Catlett, Libraries and Research: A Practical Approach. 1987. Kendall/Hunt Publishing Company