

"Step Sheet: Formatting Individual Bibliographic Entries"

Please note the order of elements, as well as punctuation.

Books: One or More Authors

Format:

Author. Title. Place: Publisher, Date.

Examples:

Hyde, Margaret. Suicide: The Hidden Epidemic. New York: Watts, 1986.

Howe, Russell Warren, and Sarah Hays Trott. The Power Peddlers. Garden City: Doubleday, 1977.

Book: Editor

Format:

Editor. Title. Place: Publisher, Date.

Example:

Allen, Robert C. Ed. Channels of Discourse: Television and Contemporary Criticism. Chapel Hill: Grantville, 1987.

Book: One Chapter

Format:

Author. "Chapter." Book Title. (Name of editor, if any.) Place: Publisher, Date. Pages of chapter.

Example:

Lazard, Naomi. "In Answer to Your Query." The Norton Book of Poetry. Ed. Russell Baker. New York: Norton, 1986. 52-53.

Encyclopedia

Format:

Author. "Title of Article." Book Title. Volume: Pages of article. Place: Date. [Omit any information that isn't available]

Example:

Brown, Karen. "Guinea Pigs." Encyclopedia Britannica. Volume 10: 134-7. New York: 1994.

"Guinea Pigs." Encarta. CD ROM. 1996.

Periodical

Format:

Author. "Title of Article." Title of Periodical, Date: Pages of article.

Example:

Walsh, John. "U.S. - Japan Study Aim is Education Reform." Science, January 16, 1987: 274-75.

Personal Interview

Format:

Name. Personal Interview. Date interviewed.

Example:

White, Donna. Personal interview. 25 Dec. 1992.

Website or Web page

Format:

In general, the citation of an Internet source includes this information:

- Author (or person or entity responsible for the content of the page)
- Page or Document title
- URL (address/location of the item on the Internet)
- Date accessed (date item was read on the net)

[Omit any information that isn't available]

Example:

Crouse, Michael. Citing electronic information [Online]. Available: <http://www.memphis.edu> [2001, February 1].

Magazine or Newspaper Article Accessed Online

Format:

Author. "Article." Title of Periodical. Date of publication. Available: URL. Access date.

Example:

Carlson, Margaret. "When a Buddy Movie Goes Bad." Time, 19 Feb. 2001. [Online]. Available: <http://www.time.com/time/article/0,91> [2001, June 1].