

## Pathfinder: Creating a Bibliography

---

This is a suggested format for students in grades 5-12. It is based primarily on Nancy Everhart's "[How to Write a Term Paper](#)" and "[Using the Internet, Online Services, and CD-ROMs for Writing Research and Term Papers](#)" (both books are available in the Santa Cruz Public Library System).

Search in the Santa Cruz Public Library's online catalog under the subject heading "[Report Writing](#)" to find more detailed information.

### Document Your Print Sources

#### Books with one author

- format >> Author's last name, Author's first name. Title. Place of publication: publisher, publication date.
- example >> Ricciuti, Edward R. What on Earth is a Capybara? Woodbridge, CT: Blackbirch, 1995.

#### Books with two authors

- format >> First Author's last name, First Author's first name, and Second Author's first name Second Author's last name. Title. Place of publication: publisher, publication date.
- example >> Chapman, Gillian, and Pam Robson. Exploring Time. Brookfield, CT: Millbrook, 1994.

#### Books - No Author Given

- format >> Title. Place of publication: publisher, publication date.
- example >> Kingfisher Illustrated History of the World: 40,000 B.C. to Present Day. New York: Kingfisher, 1993.

#### Encyclopedia Article, Signed

- format >> Name of Encyclopedia, year ed., vol., "Title of article," by Author's first name Author's last name.
- example >> Encyclopedia Americana, 1992, vol. 5, "Cassatt, Mary," by Frederick A. Sweet.

#### Encyclopedia Article, Unsigned

- format >> Name of Encyclopedia, year ed., vol., "Title of article."
- example >> Encyclopedia of Mammals, 1996, vol. 14, "Tree Squirrels."

#### Magazine or Newspaper Articles

- format >> Author's last name, Author's first name. "Title of article," Name of Magazine, date of magazine, page number(s).
- example >> Witkowski, Mary. "Ancient Kivas: Yesterday and Today," Cobblestone, September 1999, pp. 7-9.

## Pamphlets or Government Documents

- format >> Name of agency. Title of pamphlet, date.
- example >> La Purisima Mission State Historic Park Association. La Purisima Mission. 1996.

## Document Your Non-Print Sources

### Audiovisual Materials (Audiotapes, Videos, Microfiche, etc.)

- format >> Title (format). Place of distribution: Distributor, date.
- example >> Introduction to Puppet Making (video recording). Sherman Oaks, CA: Bogner, Inc., 1992.

### CD-ROM

- format >> Title of CD-ROM (CD-ROM). "Title of article." Place of publication: Publisher, date.
- example >> 1995 Grolier Multimedia Encyclopedia (CD-ROM). "Kolanuts." Danbury, CT: Grolier Electronic Publishing, Inc., 1995.

### Interview

- format >> Last name of person interviewed, First name of person interviewed. Organization, place of interview, date of interview.
- example >> Graziano, Aka. Graziano Ukuleles, Santa Cruz, CA, December 21, 2002.

### Internet

- format >> Author's last name, Author's first name. "Title of Document." (Online) Document date. URL (visited: date of visit).
- example >> Salda, Michael. "Cinderella Project." (Online) December, 1997. <http://www-dept.usm.edu/~engdept/cinderella/cinderella.html> (visited: December 8, 1999).
- more information >> A print source with information on citing specific types of Internet information is:  
Li, Xia. [Electronic Styles: A Handbook for Citing Electronic Information](#).

### Online Magazine or Newspaper Articles (from InfoTrac, EBSCOHost, etc.)

- format >> Author's last name, Author's first name. "Title of article." Name of magazine, date of magazine, page numbers. Reproduced in Name of Database. Library where database was accessed, location of library. Date of access.
- example >> Dawson, Virginia. "Comfort Zone: A Cardiganed Fred Rogers Made Every Kid Feel Cozy and Warm." Smithsonian, May, 2003, p.31. Reproduced in InfoTrac OneFile. Santa Cruz Public Library, Santa Cruz, CA. Sept. 16, 2003.

### Reference Databases

- format >> Author's last name, Author's first name. "Title of article." Source. Publisher, year. Reproduced in Name of Database. Library where database was accessed, location of library. Date of access.
- example >> "Neanderthal Man Discovered, 1856." DIScovering World History., Gale Research, 1997. Reproduced in Student Resource Center. Santa Cruz Public Library, Santa Cruz, CA. Sept. 18, 2003.

## Arrange Your Citations in a Bibliography

1. If the author is unknown, start your citation with the title.
2. Arrange the citations in alphabetical order by the first words, ignoring "A", "An", and "The" when they are the first word of the title.

3. The first line of each citation is not indented. The second line is indented (usually 1/2").