

Princeton Secondary School

Information Skills

How to Prepare a Bibliography

GENERAL RULES:

1. All items in a bibliography are arranged alphabetically by the last name of the author IN ONE LIST. If no author is given the first word of the title (Excluding: A, An, or The) determines the order.
2. Indent the SECOND line of each item. Single space each item, but leave a space between items.
3. The bibliography, in a written report, is placed at the end of the report on a separate page titled 'BIBLIOGRAPHY'
4. Underline (italicize) titles of books, magazines, newspapers, encyclopedias, pamphlets, and audio-visual materials. Capitalize the first and last word and all important words of title.
5. Consistent PUNCTUATION IS IMPORTANT. Follow the examples below carefully. (Two spaces after a period, except when it is used with an abbreviation.) And also put a period after)
6. Shorten the form of the publisher's name, omitting such items as 'Inc', and 'and Co. Ltd,' and 'of Canada Ltd.' For example; 'Macmillan Publishing Co. of Canada Ltd' becomes Macmillan'.

SAMPLE BIBLIOGRAPHY

BOOK: ONE AUTHOR

Abel, Samuel. *Capital Punishment in the Ancient World*
Toronto; J.O. Simpson, 1986.

BOOK: TWO OR THREE AUTHORS
Death Penalty

Best, Sally, June Brown and Harry Mole. *The*
New York: Hutton and Sons, 1981.

BOOK: ONLY ONE CHAPTER
OR ARTICLE USED

Cabot, Denise. "Society Legitimized Murder," in Cook J.,
Taking Sides: Views on Controversial issues, 2nd (ed.)
Surrey, New Jersey: Dusking, 1982, pp.534-567

GOVERNMENT DOCUMENT

Canada, Parliament, House of Commons. *House of*
Commons Debates: Official Report Ottawa: Supply and
Services, 1987, vol.129, no. 115, p. 5819.

ENCYCLOPEDIA ARTICLE (unsigned)	“Capital Punishment.” <i>The World Book Encyclopedia</i> . 1987, vol. 3, pp. 167-168
ENCYCLOPEDIA ARTICLE (signed)	Dunn, J.R. “Capital Punishment.” <i>Canadian Encyclopedia</i> 1987, vol. 1, p. 211.
MAGAZINE ARTICLE	“For Safety’s Sake.” <i>New Republic</i> , vol. 77 (March- April 1987), pp. 60-67.
MAGAZINE ARTICLE (signed)	Highrope, Richard. “The Debate Continues.” <i>Macleans</i> , vol. 135 (September 6, 1987), p.67.
NEWSPAPER ARTICLE (unsigned)	“Indecisive Poll.” <i>Toronto Globe and Mail</i> 2 September 1987, p. B4
NEWSPAPER ARTICLE (signed)	King, Marie. “Canadians Favour Death Penalty.” <i>Vancouver Sun</i> , 5 May 1967, p. A1.
AUDIO VISUAL ITEM	<i>Last Dance: Murder in Canada</i> . (Videocassette). Richmond: Image Media, 1989.
PAMPHLET	Nonsense, Bertha, <i>Crime</i> . n.d. (Columnetza Information File, Crime # 34
INTERVIEW FORM	Simpson, Paul. Interview with the writer. 11 June 1987.
T.V./RADIO PROGRAM	“Taking Sides.” <i>The Fifth Estate</i> . Toronto: CBC Television, 7 November 1987.
ARTICLE ON INFOTRAC	McNamee, Mike. “The slippery slopes of Clinton’s jobs summit.” <i>Business Week</i> , 19 July 1993: 35. <i>InfoTrac: General Periodicals</i> . CD-ROM. Information Access. August 1993.
ARTICLE ON INTERNET	DiStefano, Vince. <i>Guidelines for better writing</i> . (Online) Available http://www.usa.net/-vined/home/better-writing.html . January 9, 1996