

How To Write a Bibliography

A bibliography is an alphabetical list of books or sources of information you consulted in preparing your report. There is an accepted form for listing these. Here are some general rules and examples of how to write up the type of material you would be most likely to use.

Position in the Report

The bibliography is the last page of the report. The heading “BIBLIOGRAPHY” is centered at the top of the last page in capital letters.

Books

Books are listed by author, the last name first, followed by the first name, then a comma, the title of the book underlined, followed by a period. The place (city) of the publisher is next, then a colon (:) followed by the name of the publisher, then a comma, the copyright date, and finally a period.

Example:

Morley, Jacqueline, An Egyptian Pyramid. New York: Bedrock Books, 1991. 48pp. (If the whole book was not used, the pages would be listed like this: 32-40 pp.)

Ramses II: Magnificence on the Nile. Alexandria, VA.: Time-Life Books, 1993, 168pp.

**Note (When there is not author listed for a book, start with the title first)*

Encyclopedias-Book

Many encyclopedias do not have articles signed by the author. Whenever an author is known, his name is first. When no author is known, begin with the title of the article in quotation marks, the name of the encyclopedia underlined, the volume of the encyclopedia, the copyright date with ed., and finally the pages used.

Example:

“Ancient Egypt”, World Book Encyclopedia Vol. 6, 1996 ed. 135-138pp.

Encyclopedia-CD-ROM

List the title of the article in quotes, underline the name of the encyclopedia, CD-ROM. City, Publisher, and copyright date.

Example:

“Egyptian Mythology”, Microsoft (R) Encarta, CD-ROM. Microsoft Corp., 1994.

“Pyramids”, The 1996 Grolier Multimedia Encyclopedia, CD-ROM. Grolier, Electronic Publishing, Inc. 1995.

Internet-Online Resources

To cite files available for viewing/downloading via the World Wide Web, give the author’s name (if known), the full title of the work in quotation marks, the word Online, place of the website, the word Internet, the word available with the full http address, and the date of visit.

Example:

“Egyptian Links on the Web.” Online. BU Mirror in Europe. Internet. Available
<http://pharos.bu.edu/Egypt> (Sept. 17, 2003)

Email, Listserve, and Newslit Citations

Example:

Ruckman, Ann B. “Archaeology in Egypt.”
cybermind@jefferson.village.virginia.edu
(Sept. 17, 2003)

Magazines

In listing magazine articles, first list the author’s name (last name first), then the title of the article in quotation marks, the name of the magazine underlined, the date of the magazine, and finally the pages. (*If there is no author, begin with the title of the article in quotations marks*)

Example:

Caffrey, Jefferson, “Fresh Treasures from Egypt’s Ancient Sands.”

National Geographic, Nov. 1955. 611-650pp.

Newspapers

List author is known, title of article, newspaper by the title underlined, then the date.

Example:

Feder, Barnady J., "Egyptian Mummies." National Observer, Jan. 6, 1998.

Special Note: Arrange the entries alphabetically according to the last name of the author. If no author is given, alphabetize by the first word in the title, unless the title begins with "A," "An," or "The." In this case you use the second word in the title. If you need to use more than one line, indent the second line.