TCE TIPS

A GUIDE TO ESSAY WRITING

VOL. 3

CREATING A BIBLIOGRAPHY

WHAT IS A BIBLIOGRAPHY?

A BIBLIOGRAPHY IS A LIST OF ALL THE SOURCES THAT YOU CONSULTED WHILE CONDUCTING YOUR RESEARCH. IT IS ALWAYS THE LAST PAGE OF A PROJECT AND STARTS ON A FRESH PAGE AFTER THE REST OF THE PROJECT CONCLUDES.

WHY DO YOU NEED A BIBLIOGRAPHY?

A bibliography gives credit to the individuals from whom you took ideas or facts not generally known. It also proves that you gleaned information from credible sources.

Readers of your work can use your bibliography to do their own research and learn more about things mentioned in your piece. Sharing your sources also allows your readers to fact check your piece.

YOU CAN ALSO USE OTHER PEOPLE'S BIBLIOGRAPHIES TO HELP YOU WITH YOUR OWN RESEARCH!

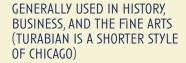# HOW IS A BIBLIOGRAPHY DIFFERENT THAN A WORKS CITED OR REFERENCE LIST?

A bibliography lists all sources consulted in your research. A works cited or reference list includes only the sources directly cited or referenced in your work.

HOW DO YOU CREATE A BIBLIOGRAPHY?

A bibliography is made up of individual entries for each source consulted. Bibliographic entries or "citations" follow a very specific format.

There are three main citation styles:

CHICAGO → MLA → APA

GENERALLY USED IN HISTORY, BUSINESS, AND THE FINE ARTS (TURABIAN IS A SHORTER STYLE OF CHICAGO)

(MODERN LANGUAGE ASSOCIATION) — GENERALLY USED IN THE HUMANITIES

(AMERICAN PSYCHOLOGICAL ASSOCIATION) — GENERALLY USED IN THE SCIENCES

Before preparing your bibliographic entries, you should confirm with your teacher what style you should use.

Regardless of the style, every bibliographic entry will include the same basic information:

» **Author or editor name(s)**
» **Title of source**
» **Publication date**

The other information required will depend on the citation style and on whether you use a print or online source.

To see specific examples of citations written in the three different styles, check out:

CHICAGO STYLE   MLA STYLE   APA STYLE

Some websites such as **The Canadian Encyclopedia** include citation tools that suggest how to write a bibliographic entry for the page or article. These can be very helpful, but you should still double-check the formatting to ensure that it is correct.

WHEN SHOULD YOU CREATE A BIBLIOGRAPHIC ENTRY FOR A SOURCE?

As soon as you determine that you have found a source from which you will take ideas or information, write a bibliographic entry! It is tempting to skip this step and tell yourself that you will go back and do it later, but it is sometimes difficult to find the source again.

Write the bibliographic entry at the top of your page of notes so that you know exactly what information you gleaned from that source.

WHERE DO YOU FIND THE INFORMATION TO WRITE A BIBLIOGRAPHIC ENTRY?

Finding the necessary information for a print source is usually quite easy. A book's title page should provide the title, author or editor name(s), and often the publisher. On the back of the title page, you will generally find the publisher, the place of publication, and the copyright or date of publication.

Finding the necessary information for an online source can require more digging, and in some cases it will not be available. Looking at the top of the website is a good starting point. You may also need to scroll down to the bottom of the page to find a date of publication or date last updated. To find out about the author or organization responsible for the page, you may need to explore the "About us" or "Contact us" information often available at the bottom of a website. You can also try going back to the main page by using just the first part of the URL. In other words, cut everything off the address after the first "/".

TIPS FOR PREPARING A BIBLIOGRAPHY OR WORKS CITED LIST

- » **List all bibliographic entries in alphabetical order by the author's last name.**
- » **If there is no author for the source, alphabetize using the title of the source instead.**
- » **If there are multiple entries by the same author, alphabetize those entries by the title of the source.**
- » **Do not number your entries.**
- » **Do not separate sources by type unless directed to do so. List all types of sources in one alphabetical list.**
- » **Pay careful attention to indentation requirements for the different styles. Some styles require any lines after the first to be indented while others do not.**
- » **Whether you single space or double space your entries and whether you leave a space between entries will depend on the style you are using. Check a formatting guide for that particular style.**
- » **The bibliography or works cited list is written on a separate page at the end of your work.**

FOR HELP BUILDING YOUR BIBLIOGRAPHY, SEE **TCE TIPS VOL. 4: BIBLIOGRAPHIC ENTRIES.**