

THE DOCUMENTED PAPER: BIBLIOGRAPHY

A final bibliography, literally a “book list,” is an alphabetical listing of the sources you have consulted or quoted in preparing a documented paper. Your bibliography, headed “Works Cited,” should give the reader the answers to the following questions: “Where can I see this information, or these quotations, in their original context? What is the full name of the author and of the original publication? Where was it published? By whom? When? On what page can I find the passage?”

Start with the *last name* of the author or editor (or of the first author if there are several). Use *periods* at major breaks. Do *not* indent the first line, but indent the second and any further lines five spaces. Include the *complete* page numbers for an article or other part of a larger publication.

If you have consulted two publications by the same author, substitute a line of three hyphens for the author’s name in the second and any additional entries.

Bradbury, Ray. The Martian Chronicles. New York: Bantam, 1954.

_____. The Stories of Ray Bradbury. New York: Knopf, 1980.

Study the following variations from the standard form:

Book with More than One Author:

Hemphill, Jr., Herbert W., and Julia Weissman. Twentieth-Century American Folk Art and Artists. New York: Dutton, 1974.

Book with Subtitle:

Wotzkow, Helm. The Art of Hand-Lettering: Its Mastery and Practice.
New York: Dover, 1967.

New Edition of Older Book:

Wells, Walter. Communications in Business. 3rd ed. Boston: Kent, 1981.

Book Edited or Collected by Other than Author(s):

Haight, Timothy R., ed. Telecommunications Policy and the Citizen. New York:
Praeger, 1979.

Huxley, Aldous. The World of Aldous Huxley. Ed. Charles J. Rolo. New York: Grosset, 1974.

Higgs, Robert J., and Neil D. Isaacs, eds. The Sporting Spirit: Athletes in Literature and Life.
New York: Harcourt, 1977.