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BLUE RIBBON LESSONS
**Bibliographic Citation Guide**

**What is a BIBLIOGRAPHIC CITATION?**
A bibliographic citation includes specific information that must be provided by a writer to show the source that the writer used in order to get information. Here is what a bibliographic citation for one source, in this case a book, will look like.


The example above contains all the necessary information for citing a book. The citation included the following information.

Author's name inverted. Title. Place of publication: Publisher, copyright date. Print.

Notice the punctuation used because that is important in writing a good bibliographic citation.

It is not necessary to memorize the items needed to write a bibliographic citation or how it needs to be written. Three cheers for that bit of news!!! However, it is important that a researcher/writer be able to look at guides or examples to:

1) determine the information needed for citing the source,
2) understand where to find the information and
3) be able to write that information into a proper bibliographic citation.

**What is a SOURCE or RESOURCE?**
A source or resource can be anything that a writer uses to help him/her get information that is used when he/she researches a subject. This includes books, periodicals such as magazines or newspapers, encyclopedias, atlases, almanacs, other people, the Internet, television, etc. Anything that is used for information by the writer is a source. In addition to the great information found in the source, the writer will use the source to get the items they need to write the bibliographic citation. The source is extremely important to the writer.

**What is a BIBLIOGRAPHY CARD?**
This is an example of a bibliography card. The main item on the bib card is the citation for the source. As soon as you take your first note from a source, you will need to write a bibliography card for the source. Refer to page 11 for details on how to complete a bib card.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington Middle School Library REF 808 MLA</td>
<td>---</td>
</tr>
</tbody>
</table>
Bibliographic Citation Guide

Why cite a source?
Why is it necessary to write a bibliographic citation and create a bibliography card for a source that a writer uses to get information from? There are two valuable reasons; give credit to the source and provide information so your reader can refer to the source if they wish to.

The first valuable reason to cite a source is that it is extremely important to give credit to the person or people (source) that provided the writer with the information the writer used. If the writer does not give credit to the source, the writer is stealing the ideas of others. There is a term for this and the term is plagiarizing. Plagiarizing means that the writer stole the ideas or words from the source because proper credit was not provided by citing the source. Plagiarism can cause a student to get a failing grade and a paid writer, such as someone that works for a newspaper, to lose his or her job. Plagiarism is a very serious offense in the writing world.

The second reason for citing a source is so that the reader can refer to the source for more information if he or she wishes. The writer will not share all of the information he learned from the source so citing the source tells the reader where to look for the source that was used. Just consider citing a source as a good way to share information.

Each time you do the right thing and cite your source you are giving credit to the source for the information you used, and you are assisting your reader in finding good materials. A good writer always cites the sources used.

What is COPYRIGHT?
Copyright means that a person or a company has ownership of the material and that nobody else may copy the material without getting permission or without paying the owner of the material to copy the material. If materials are copied illegally, the copyright law has been broken.

To determine if a source is protected by the copyright law look for the word copyright or for the copyright symbol. The copyright symbol looks like this. © Both the word copyright and the symbol will be followed by a year and that is the copyright date. The copyright information can usually be found at the beginning of printed materials or at the bottom of a web page.

Of course, the simplest way to not break copyright law is to not copy something. Always cite a source appropriately or create your own original work.
Bibliographic Citation Guide

What is a BIBLIOGRAPHY and WORKS CITED PAGE?
A bibliography and a works cited page will look exactly the same. They both include the bibliographic citations for the project. The difference between the two is that a bibliography, often called a working bibliography, will include all of the resources a writer referred to but didn't necessarily include in the final project. On the other hand, a works cited page will include ONLY the resources used/cited in the final project. (MLA 5.3.1)

Bibliography = all resources used during the project

Works Cited = only the resources used/cited in the final project

Refer to page 12 to see an example of a works cited page.

Writing Names of People
Rules for writing names of authors and editors for your citation can often be pesky problems. Here are some examples for some common occurrences of names of authors and editors. Remember that names of people are ALWAYS INVERTED. That means the last name will come first, followed by a comma to show the names are inverted, and then the first and middle names are in the proper order.

Amy Moorehead »»» Moorehead, Amy = Last, First
Michael Carl Brookes »»» Brookes, Michael Carl = Last, First Middle
Timothy R. Means »»» Means, Timothy R. = Last, First Middle
S. Marie Cook »»» Cook, S. Marie = Last, First Middle
John R. Washington, III »»» Washington, John R., III = Last, First Middle, Suffix
Edited by Janet Adams »»» Adams, Janet, ed. = Last, First, ed.
Chris Cole and Misty Bridges »»» Cole, Chris and Misty Bridges = Last, First and normal

How to Write Citations
Each type of source will have a citation format that will need to be followed. The following pages of this guide will provide a list of the items needed, the location where each item can be found, and an example of how each item should be written in the citation with the appropriate type of punctuation.

In addition to the helpful lists, 2 examples will be provided. The first example restates the items needed in the citation format. The second example shows a realistic representation of a citation. Be sure to look carefully at the examples as you write your citation.
Bibliographic Citation Guide

Imagine the process of citing sources to be a puzzle. Look at the list of items needed. Look at the examples before writing your source information. Follow these steps and you will easily solve your puzzle and write a good citation with the proper punctuation for each puzzle piece. Always double check your work to ensure you have every item on the list and the correct punctuation required for that item.

One final but important item is that all citations will have a hanging indent. This is just the opposite of writing a paragraph. Hanging indentation means the first line is not indented but all other lines of the citation are indented. Here is an example.


***************************************************************

Book Citation

A bibliographic citation for a book includes:

1. Author (title page) Last, First M. or Last, First.
2. Title (title page) Important Words Capitalized and Italicized or Underlined (if handwritten).
3. Publisher (title page or copyright page) Name of Company,
4. Year published (title page or copyright page) 2010.

Examples:

Author. Title. Publisher, publication date.


Write a bibliographic citation for a book. Important items to remember include indenting properly, punctuation marks for each item, and always spell correctly.
Bibliographic Citation Guide

Encyclopedia Citation

A bibliographic citation for an encyclopedia article includes:

1. Author of article (beginning or end of article) Last, First.
2. Title of article (beginning of article) “Article Title in Quotes.”
3. Name of encyclopedia (title page) Capitals and Italicize or Underline (if handwritten).
5. Year published if not the same as edition information (title or copyright page) 2004.

Examples:

|--------------------------------------------------------------------------|

Write a bibliographic citation for an encyclopedia article. Refer to the examples above. Remember hanging indentation and to use the examples above to ensure correct punctuation.
**Bibliographic Citation Guide**

**Periodical Citation**

A bibliographic citation for a *periodical* article includes:

1. Author of article (beginning or end of article) Last, First.
2. Title of article “Article Titles in Quotes.”
3. Title of periodical *Italicize*,
4. Date of periodical (day month year) 31 May 2010,
5. Inclusive pages of article or if the article is not printed on consecutive pages, write the first page number and a plus sign. 11-14. 22+.

Example:

<table>
<thead>
<tr>
<th>Author. “Title of Article.” Title of Periodical, Date of Periodical, Page number(s).</th>
</tr>
</thead>
</table>

Write a bibliographic citation for a periodical article. Remember to indent properly and check all of the punctuation!!!
Bibliographic Citation Guide

Website Citation

A bibliography for a **WEBSITE** includes:

**IMPORTANT:** A minimum of 3 things are required for an Internet citation and they are: #3 the title of the website, #4 the publisher of the website, #6 the URL of the website. If you cannot find the minimum information anywhere on the web page or website, skip it and go on to the next site.

1. Name of author, editor, director, or compiler (beginning or end of web page, possibly in the "About Us") Last, First.
2. Title of page (top of page) "Page Title in Quotes."
3. Title of website (top of page usually with special letters) Title in Capitals and *Italicize*,
4. Publisher or sponsor (institution, association, company) responsible for webpage or website. (Sometimes located in About Us section) Write the name as you see it. Blue Ribbon Lessons,
5. Date of electronic publication (near the beginning or end of the article) day month year. 16 Feb. 2009,

Example:

```plaintext
Author. “Title of Page.” *Title of Website*, Publisher, Date of Electronic publication, URL.

```

Write a bibliographic citation for a webpage.
Bibliographic Citation Guide
CITATION EXAMPLES

**BOOKS**

<table>
<thead>
<tr>
<th>Author.</th>
<th>Title. Place of publication: Publisher, publication date.</th>
</tr>
</thead>
</table>

**BOOK – ONE AUTHOR**

**BOOK – TWO AUTHORS**

**BOOK – THREE OR MORE AUTHORS**

**BOOK – EDITOR INSTEAD OF AUTHOR**

**BOOK – CORPORATE AUTHOR**

**ENCYCLOPEDIA or other REFERENCE BOOK with ARTICLES**

|---------|---------------------------------------------------------------------|

**SIGNED ARTICLE IN AN ENCYCLOPEDIA (without an edition number)**

**SIGNED ARTICLE IN AN ENCYCLOPEDIA (with an edition number)**

**UNSIGNED ARTICLE IN AN ENCYCLOPEDIA**
“Pacific Ocean.” *Student Encyclopedia*. 2007 ed.

**MAGAZINE ARTICLE**

<table>
<thead>
<tr>
<th>Author.</th>
<th>“Title of Article.” <em>Name of Periodical</em> Date of Periodical: Page number(s).</th>
</tr>
</thead>
</table>

**SIGNED MAGAZINE ARTICLE**

**UNSIGNED MAGAZINE ARTICLE**
# Bibliographic Citation Guide

## WEBSITE

<table>
<thead>
<tr>
<th>Author</th>
<th>“Title of Article.” Title of Web Site. Publisher, Date of Electronic Publication. Website URL.</th>
</tr>
</thead>
</table>

## ONLINE IMAGES

<table>
<thead>
<tr>
<th>Name of the creator of image</th>
<th>“Title of Image.” Title of Website, Publisher, Date published, Web URL.</th>
</tr>
</thead>
</table>

## Online Videos

<table>
<thead>
<tr>
<th>Name of the Uploader</th>
<th>“Title of Video.” Title of Website, Publisher, Date published, Web URL.</th>
</tr>
</thead>
</table>
**Bibliographic Citation Guide**

**Bibliography Card Creation**


   **Washington Middle School Library** REF 808 MLA


   [http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html](http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html)

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If you take a note from a source, even if it is only one note, you MUST create a bibliographic citation. One of the easiest ways to do this is called a bib card. The bib card should have 3 items. These items are noted above on the 2 examples provided. This includes:

1. The number of the resource that you have taken notes from.
2. The proper citation for the source you are using.
3. The location where you found this source. (very important in case you need to refer to that source again.)

These bib cards will be extremely valuable when you create the citation page of your research paper. (Writing 24-26)
Works Cited Page
Below is an example of a works cited page. A bibliography or a works cited page is found at the end of a research paper. The difference between the two is that a bibliography, often called a working bibliography, will include all of the resources a writer referred to but didn't necessarily include in their final project. On the other hand, a works cited page will include only the resources used/cited in the final project. (MLA 5.3.1)
Bibliography = all resources used during the project
Works cited = only the resources used/cited in the final project

MLA Handbook for Writers of Research Papers. 7th ed. New York: