

How to Prepare a Bibliography

Instructions:

1. Prepare the bibliography on a separate sheet of paper. The bibliography will become the last page of your essay.
2. List entries alphabetically by the author's last name or by the title of the article/book if there is no author or editor given.
3. Start the first line of each entry at the margin and indent the second and third lines five spaces (1 tab).
4. Single-space each entry and leave a blank line between entries.
5. Follow the examples given below for the different sources of information used. Each example illustrates the correct set-up including appropriate punctuation and underlining.
6. Use the closest Canadian city given whenever possible to record the city of publication.
7. Use the latest publishing date for the book or encyclopedia and the complete date for newspapers, magazines or Internet sites.
8. Do not number the entries on your bibliography. This is a very common error but it will result in a serious loss of marks!

Examples of Bibliographic Entries for Sources

Annual Report

Cohen, Marshall (CEO). The Molson Companies. Annual Report. Toronto: The Molson Co., 1996.

Last name, first name of (CEO). Name of the company. Title of report underlined.
City where head office is located: Name of parent company, date of report.

Book with one Author

Langone, John. Dead End. Toronto: Little, Brown, 1986.

Author's last name, first name. Title of book underlined. City of publication:
Publisher, latest date.

Book with two authors

Granatstein, J. L., and Desmond Morton. A Nation Forged in Fire: Canadians and the Second World War 1939-1945. Toronto: Lester & Orpen Dennys, 1989.

OR

Durant, Will, and Ariel Durant. The Age of Voltaire. New York: Simon, 1965.
 First author's last name, first name, and second author's first name and last name.
Title of book underlined. City of publication: Publisher, latest date.

Book with three authors

Nader, Ralph, Nadia Millerton, and Duff Conacher. Canada Firsts. Toronto:
 McClelland & Stewart, 1993.

First author's last name, first name, second author's first name and last name, and
 third author's first name and last name. Title of book underlined. City of
 publication: Publisher, latest date.

Book with more than three authors

Gagnon, Eric, et al. Concise Storm Warning Stories. Toronto: Oxford University Press,
 1991.

First author's last name, first name, et al. Title of book underlined. City of
 publication: Publisher, latest date.

Book with editor

Harnack, Andrew, ed. Adoption: Opposing Viewpoints. San Diego: Greenhaven Press,
 1995.

Editor's last name, first name, ed. Title of book underlined. City of publication:
 Publisher, latest date.

Canadian Encyclopedia – Hardback Edition

Grant, Peter. "Kitsilano." The Canadian Encyclopedia. 2000 ed., 1252.

Article author's last name, first name. "Title of article." Title of encyclopedia
 underlined. Latest edition, page(s).

Canadian Encyclopedia Online

Wilkinson, Bruce W. "Free Trade." The Canadian Encyclopedia. 2004 ed.
<http://www.thecanadianencyclopedia.com/index.cfm?PgNm=TCE&Params=A1ART0003054>

Article author's last name, first name. "Title of article." Title of encyclopedia. Latest edition. website address

Electronic Encyclopedia – Article with an author

Milner, Marc. "Canadian Forces." Encarta. CD-ROM. Redmond, WA: Microsoft, 2000.

Author's last name, first name. "Title of article in quotation marks." Title of Encyclopedia. Type of software. City of production: Producer of software, date of production.

Electronic Encyclopedia – Article with no author

"Internet." Grolier Multimedia Encyclopedia. CD-ROM. Flagstaff, AZ: Grolier, 1994.

"Title of article in quotation marks." Title of Encyclopedia. Type of software. City of production: Producer of software, date of production.

Government Documents

Canada. Ministry of Agriculture. Radionuclide Levels in Food, Animals, and Agricultural Products: Post Chernobyl Monitoring in England and Wales. Ottawa: Queen's Printer, 1987.

Country of Government. Department that produced the document. Title of the publication. City of publication: Publisher, date of publication.

Hardback Encyclopedia – Article with an author

Talbert, Roy, Jr. "Herbert Spencer." World Philosophers and Their Works. 2000 ed., Vol. III, 1823.

Article author's last name, first name. "Title of the article." Title of the encyclopedia. Latest edition, volume, page(s).

Hardback Encyclopedia – Article with no author

“Vanity.” Ethics and Values. 1999 ed., Vol. 8, 46.

“Title of the article.” Title of the encyclopedia underlined. Latest edition, volume, page(s).

Infotrac

Germain, Georges-Hébert. “Beyrouth aux 17 civilisations.” Actualité. 1 juin 1996 : 56. CPI.Q-Infotrac. 23 April 2004. <http://web2infotrac.galegroup.com>

Article author’s last name, first name. “Title of article.” Title of magazine or newspaper underlined. Date of magazine or newspaper: page(s). Name of product. Date article was accessed. Address of Infotrac website

Internet -- Article with an author

Kennedy, John F. “Address of Senator John F. Kennedy Accepting the Democratic Party Nomination for the Presidency of the United States.” 15 July 1960. JFK Library. 26 April 2004. <http://www.sc.umb.edu/jfklibrary/j071560.htm>

Author’s last name, first name. “Title of the document.” Date of the document. Name of the website underlined. Date accessed. Address of website

Internet – Article with no author

“The Skinny on Bathing.” 1998. The Discovery Channel. 26 April 2004. <http://discovery.com/stories/skinnyon/skinnyon.html>

“Title of the document.” Date of the document. Name of the website underlined. Date accessed. Address of website

Interview

Interview with S. Green-Gibson, Principal, Westdale Secondary School, Hamilton, Ontario. 28 April 2004.

Interview with name of interviewee, Title of interviewee, Name of Organization, City, Province where organization is located. Date of interview.

Literature – Special Titles

(an original work prepared for publication by someone other than the author)

Shakespeare, William. Hamlet. Ed. David Bevington. Toronto: Bantam, 1988.

Original author's last name, first name. Title of book underlined. Ed. First name and last name. City of publication: Publisher, latest date.

Magazine or Newspaper

Dwyer, Victor. "Surfing Back to School." Maclean's. 26 August 1996: 40.

Article author's last name, first name. "Title of article." Title of magazine or Newspaper underlined. Complete date of magazine or newspaper: page(s).

Map or Chart

Washington. Map. Chicago: Rand, 1995.

Name of map underlined. Descriptive label telling what it is, e.g. Map. City of publication: Publisher, date.

Proquest

Oakley, Richard. "Happy Smoking Bus Faces End of the Road." Sunday Times. 4 April 2004: 5. UMI-Proquest. 23 April 2004. <http://proquest.umi.com>

Article author's last name, first name. "Title of article." Title of magazine or newspaper underlined. Date of magazine or newspaper: page(s). Name of product. Date article was accessed. Address of Proquest website

Translated Works

Tolstoy, Leo. Anna Karenina. Trans. David Magarshack. New York: Penguin, 1961.

Author's last name, first name. Title of book underlined. Trans. First name and last name. City of publication: Publisher, latest date.

Vertical File

“Refugees in the Middle East: A Solution in Peace.” 1997. (booklet) ISRAEL.
Westdale Secondary School Library.

Author’s last name, first name (if given). “Title of the document.” Date of document if given. (type of document in brackets) Subject of the VERTICAL FILE in capital letters and underlined. The location of the vertical file.

Videotape – CBC news in Review

“Mad Cow Disease: The Panic Over Beef.” CBC-TV News in Review. CBC.
May 1996.

“Title of the program.” Title of the videotape series underlined. Name of network. Date of broadcast.

Videotapes – Motion Pictures

North by Northwest. Dir. Alfred Hitchcock. With Cary Grant. MGM, 1959.

Title of film underlined. Other information to identify the particular film, e.g. the name of the director. Actor in a major role. Distributor, date of production.

Works in an Anthology

Argyle, Ray. “If Kennedy Lived.” Best Canadian Essays. Saskatoon: Fifth House, 1989.

Author’s last name, first name. “Title of the work in quotation marks.” Title of book underlined. City of publication: Publisher, latest date.

Bibliography

- “British Columbia.” Grolier Multimedia Encyclopedia. CD-ROM. Redmond, WA: Microsoft, 2000.
- “Canadian Discoveries.” 1998. The Discovery Channel. 26 April 2004.
<http://discovery.com/stories/discovery.html>
- Germain, George. “Trouble in the West.” Maclean’s. 1 September 1999: 25.
CPI.Q-Infotrac. 23 April 2004. <http://web2infotrac.galegroup.com>
- Grant, Peter. “Kitsilano.” The Canadian Encyclopedia. 2000 ed., 1252.
- Lester, John. Exploring Canada. Toronto: Little, Brown, 1986.
- “Mad Cow Disease: The Panic Over Beef.” CBC-TV News in Review. CBC.
May 1996.