CREATING A BIBLIOGRAPHY

WHAT IS THE PURPOSE OF A BIBLIOGRAPHY?

A bibliography is an abbreviated statement of essential information--such as author, title of the book, and publishing information--about a source that you have consulted while researching a paper. This information is usually found on the title page and verso (back, of the title page) of the source. All of the sources that you consult are listed at the end of the paper so that the reader can refer to them for further research on your particular topic. Therefore, all sources that you read for background, even those that you did not directly cite in your paper, should be included.

HOW SHOULD BIBLIOGRAPHIC INFORMATION BE PRESENTED?

The bibliography is the last page(s) of your research paper.

Punctuation must be precise. The author's name, the title, and the publishing information are all set apart by periods. As in English grammar, the next word following a period is capitalized.

Bibliographic entries are listed alphabetically. Generally, the first word of the entry is the author's last name. Occasionally, there is no author; then, the first word in the entry is the first word of the title. If the first word in the title is an article, e.g. "The", "A", or "An", alphabetize by the second word (i.e. *The Medieval Society* would be alphabetized as though it reads *Medieval Society*). In order for the alphabetical arrangement to be clearly seen, indent five spaces for each line after the first.

CREATING ENDNOTES

WHAT IS THE PURPOSE OF ENDNOTES?

When you incorporate another author's words or ideas into your research paper, you are required to credit that author with an endnote. Endnotes allow the reader to distinguish your ideas from those of someone else. In some books you will notice that footnotes are used to acknowledge the original source of some piece of information. Endnotes serve the same purpose and follow the same format, but they are presented at the end of the text. **Failure to endnote is plagiarism, a serious violation of the Honor Code resulting in disciplinary action from the school**.

WHEN ARE ENDNOTES NECESSARY?

Endnotes are required in research papers when you:

1. Quote someone else's exact words.
2. Paraphrase someone else's opinion.
3. Use statistics.

If the information is common knowledge, that is, if the information can be found in more than two sources, then it does not have to be noted. If you choose to use this information in your paper, you must express it in your own words in order to avoid plagiarism.

WHAT ARE THE KEY DIFFERENCES BETWEEN ENDNOTES AND A BIBLIOGRAPHY?

Endnotes and bibliography entries include much of the same information, but they are presented in a different format. The endnote page immediately follows the text of your paper. Since endnotes refer to a specific quote or paraphrase in your paper, the endnote and the quote must have corresponding numbers. Therefore, endnotes appear in numerical order according to the order they appear in the text. **Bibliographic citations are never numbered.**

Since the endnote cites a specific page in another source, that page number must be included in the entry. **Bibliographic entries of books do not have page numbers.**

Also notice in the examples that the author's name is reversed in a bibliographic entry (so that it can be listed alphabetically by last name), and the author's name is not reversed in an endnote. **Endnotes use commas, not periods** to separate the author, title, and publishing information. There is no hanging indent in endnotes.

TITLE PAGE

ALBUM OF SCIENCE

Antiquity
and
the Middle Ages

- title of book
- include subtitle separated by a ":"

JOHN E. MURDOCH

- author

- editor
- use only if there is no author
- if both exist use author

I. B. COHEN, GENERAL EDITOR, ALBUMS OF SCIENCE

CHARLES SCRIBNER'S SONS

London   New York   Detroit

- place of publication
- always choose the first US city

- publisher
- use what is on title page OR
- take from the verso

VERSO

To My Parents

(Frontispiece) Scipio's Dream. Taken from an Italian manuscript written in 1383, this picture serves as a frontispiece to the commentary on Cicero's *Somnium Scipionis* composed by the Roman scholar Macrobius (fourth to fifth centuries). In the Middle Ages, Macrobius' commentary was one of the most frequently used sources for elementary astronomical and cosmographic knowledge, and it is to this kind of knowledge that the present visualization of the dream of Scipio—who lies asleep below—refers. The spheres of the fixed stars and the planets are surrounded by the outermost *primum mobile,* the ancestral souls met by Scipio in his dream standing in and about a depiction of the Milky Way. The earth is portrayed at the center of these heavenly orbs with edifices of Rome and Carthage adorning its face. Other pictures and diagrams from, or related to, Macrobius' commentary can be seen elsewhere (Illustrations 248, 250, 251, and 289), as well as some from the same fourteenth-century manuscript reproduced here (Illustrations 15 and 181).

- date of publication **OR**
- use most recent copyright date
- if there is no date of publication use n.d.

BIBLIOGRAPHY AND ENDNOTE MODELS

The following are examples of bibliographic (**B**) and endnote (**E**) entries for the same resource. Remember that bibliographies and endnotes are presented on separate pages and **do not** include the (**B**) and (**E**).

Titles of works are always *italicized*. If the list of works cited/consulted is handwritten, the titles should be **underlined** instead.

PRINT SOURCES
BOOK BY ONE AUTHOR

B

Gibbon, Edward. *The Decline and Fall of the Roman Empire*. New York: Harcourt, Brace and Company, 1960.

E

[1]Edward Gibbon, *The Decline and Fall of the Roman Empire* (New York: Harcourt, Brace and Company, 1960) 15.

BOOK BY TWO AUTHORS

B

Hanscom, James H. and Carlton J.H. Hayes. *Ancient Civilizations*. New York: Macmillan Publishing Co., Inc., 1963.

E

[1]James H. Hanscom and Carlton J.H. Hayes, *Ancient Civilizations* (New York: Macmillan Publishing Co., Inc., 1963) 378.

BOOK BY THREE AUTHORS

B

Brigsby, Daniel, Lisa Killingsworth, and Winston Wong. *Women of the Middle Ages.* Chicago: Swingworth Press, 1990.

E

[1]Daniel Brigsby, Lisa Killingsworth, and Winston Wong, *Women of the Middle Ages* (Chicago: Swingworth Press, 1990) 177.

BOOK BY FOUR OR MORE AUTHORS

B

Abberman, Susan, et al. *Saints of the Middle Ages.* Berkeley: University of California Press, 2000.

E

[1]Susan Abberman, et al., *Saints of the Middle Ages* (Berkeley: University of California Press, 2000) 52-57.

BOOK WITH ONLY AN EDITOR LISTED ON THE TITLE PAGE

B

Keen, Maurice, ed. *Medieval Warfare: A History.* New York: Oxford University Press, 1999.

E

[1]Keen, Maurice, ed. *Medieval Warfare: A History.* (New York: Oxford University Press, 1999) 167-168.

BOOK WITH NO AUTHOR OR EDITOR LISTED ON THE TITLE PAGE

B

New York Public Library American History Desk Reference. New York: Macmillan, 1997.

E

[1]*New York Public Library American History Desk Reference* (New York: Macmillan, 1997) 241-242.

TRANSLATED BOOK

B

Cicero. *Selected Political Speeches*. Trans. Michael Grant. New York: Penguin Books, 1969.

E

[1]Cicero, *Selected Political Speeches*, trans. Michael Grant (New York: Penguin Books, 1969) 50.

INDIVIDUALLY TITLED BOOK THAT IS ONE VOLUME OF A SET

B

Freud, Sigmund. *The Interpretations of Dreams*. Trans. A.A. Brill. Vol. 54 of *Great Books of the Western World*. Ed. Robert Maynard Hutchins.   Chicago: Encyclopedia Britannica, Inc., 1952.

E

[1]Sigmund Freud, *The Interpretation of Dreams*, trans. A.A. Brill, *Great Books of the Western World*, vol. 54, ed. Robert Maynard Hutchins (Chicago: Encyclopedia Britannica, 1952) 237-238.

ARTICLE IN A REFERENCE BOOK
(Note: For other types of reference book citations use the formats for a book with an author or a book with an editor.)

B

Gottfried, Robert S. "Black Death." *Dictionary of the Middle Ages.* Ed. Joseph R. Strayer. New York: Charles Scribner's Sons, 1983.

E   [1]Robert S. Gottfried, "Black Death," *Dictionary of the Middle Ages* (New York: Charles Scribner's Sons, 1983) 257-267.

ARTICLE IN A SOURCE BOOK OR ANTHOLOGY WITH AN EDITOR

B   Martin, Thomas R. "Alexander's Conquests and Their Impact." *The Decline and Fall of Ancient Greece*. Ed. Don Nardo. San Diego, California: Greenhaven Press Inc., 2000.

E   [1]Thomas R. Martin, "Alexander's Conquests and Their Impact," *The Decline and Fall of Ancient Greece*, ed. Don Nardo (San Diego, California: Greenhaven Press Inc., 2000) 66-74.

PRIMARY SOURCE WITHIN A SECONDARY SOURCE

B   Suetonius. "Biography of Tiberius." *Influential Figures of Ancient Rome*. By Don Nardo. San Diego: Thomson Gale, 2003.

E   [1]Suetonius, "Biography of Tiberius," *Influential Figures of Ancient Rome,* (San Diego: Thomson Gale, 2000) 50.

INTRODUCTION/ PREFACE/ FOREWORD/ AFTERWORD/ EPILOGUE

B   Marsalis, Wynton. Foreword. *Beyond Category: The Life and Genius of Duke Ellington.* By John Edward Hasse. New York: Simon, 1993.

E   [1]Wynton Marsalis, Foreword, *Beyond Category: The Life and Genius of Duke Ellington,* by John Edward Hasse, (New York: Simon, 1993) 13-14.

GENERAL ENCYCLOPEDIA ARTICLE WITH AN AUTHOR

B   Riley-Smith, Jonathan. "Crusades." *The World Book Encyclopedia.* 2005.

E   [1]Jonathan Riley-Smith, "Crusades," *The World Book Encyclopedia*, 2005.

GENERAL ENCYCLOPEDIA ARTICLE WITH NO AUTHOR

B   "Martel, Charles." *The New Encyclopedia Britannica: Macropaedia.* 15th ed. 2002.

E   [1]"Martel, Charles," *The New Encyclopedia Britannica: Macropaedia,* 15th ed., 2002.

ARTICLE FROM A MAGAZINE

B

Griffiths, Emma. "Euripides' Medea: Horror, Horror, Horror?" *Omnibus* September
    2001: 16-18.

E

[1]Emma Griffiths, "Euripides' Medea: Horror, Horror, Horror?" *Omnibus*
September 2001: 16-18.

PRINT IMAGES WITH A CLEARLY STATED CREATOR

B

Seurat, Georges. "Seated Woman." *Seurat*. By Pierre Courthion. New York: Harry N.
    Abrams, 1988.

E

[1]Georges Seurat, "Seated Woman," *Seurat*, by Pierre Courthion (New York:
Harry N. Abrams, 1998) 15.

PRINT IMAGES WITHOUT A CLEARLY STATED CREATOR

B

"Sacred Mosque at Mecca." *World Religions*. By John Bowker. New York: DK
    Publishing, 1997.

E

[1]"Sacred Mosque at Mecca," *World Religions*, by John Bowker (New York: DK
Publishing, 1997) 54.

ONLINE AND ELECTRONIC SOURCES
Bibliographic citations for online and electronic sources follow the same basic format as
their print counterparts. Electronic publication and access information is added to the
citation.

ARTICLE FROM A REFERENCE E-BOOK

B

Lyness, Stephanie. "Soup." *Encyclopedia of Food and Culture.* Ed. Solomon H. Katz.
    New York: Charles Scribner and Sons: 2003. *Gale Reference*. Thomson Gale.
    2004. Harvard-Westlake Middle School Library. 23 March 2007
    <http://galenet.galegroup.com>.

E

[1]Stephanie Lyness, "Soup," *Encyclopedia of Food and Culture,* ed. Solomon H.
Katz, (New York: Charles Scribner and Sons, 2003), *Gale Reference,* 2004. Harvard-
Westlake Middle School Library. 23 March 2007 <http://galenet.galegroup.com>.

ARTICLE FROM AN ONLINE SUBSCRIPTION PERIODICAL OR SUBJECT DATABASE
(Citations for articles from online subscription databases also contain the name of the library that provides access to the database.)

B

Ruby, Michael. "Rethinking America's Role." *US News & World Report* 5 December 1995: 104. *ProQuest*. Harvard-Westlake Middle School Library. 15 April 2007 <http://proquest.umi.com>.

E

[1]Michael Ruby, "Rethinking America's Role," *US News & World Report* 5 December 1995: 104, *ProQuest,* Harvard-Westlake Middle School Library, 15 April 2007 <http://proquest.umi.com>.

INFORMATION FROM A WEB SITE
Bibliographic citations for web sites typically include the following:
1. Author of the document or creator/organization responsible for content on the site.
2. "Title of the Document."
3. *Title of the Site (italicized).*Be sure to use the title of the site not just the page that is accessed. Just like with a printed book consult the title page for this: Navigate to the homepage of the site and use the title that appears in the blue title bar if not clearly stated on homepage.
4. Publication information: Date of electronic publication or date of the latest update and name of a sponsoring institution or organization.
5. Date of access.
6. URL in angle <> brackets followed by a period.

If not all of the information can be found, cite what is available. If no author or responsible organization can be readily located, consider using a more authoritative source/site.

B

Wilczynski, Krzysztof. *Pirates!: Fact and Legend.* 1996-2006. 30 May 2006 <http://www.piratesinfo.com/>.

E

[1] Krzysztof Wilczynski, *Pirates!: Fact and Legend*, 1996-2006, 30 May 2006 <http://www.piratesinfo.com/>.

ONLINE IMAGES WITH A CLEARLY STATED CREATOR
(To find a file name right click on the image and go to **Properties** to find the file name and URL of an image.)

B

Bell, Jonathan. "Buddhaface.jpg" *Murals of Baiya Monastery.* 14 May 2002. 23 May 2002 <http://www.asianart.com/articles/bell/small/Buddhaface.jpg>.

E

[1]Jonathan Bell, "Buddhaface.jpg" *Murals of Baiya Monastery,* 14 May 2002, 23 May 2002 <http://www.asianart.com/articles/bell/small/Buddhaface.jpg>.

ONLINE IMAGES WITHOUT A CLEARLY STATED CREATOR

B

"story.afghan.buddha.jpg." *CNN.com - Reports: Taliban Demolishes Giant Buddhas*. 11
    March 2001. 14 May 2002 <http://www.cnn.com/2001/WORLD/asiapcf/
    central/03/11/ afghanistan.buddhas/>.

E

[1]"story.afghan.buddha.jpg," *CNN.com - Reports: Taliban Demolishes Giant
Buddhas, 11 March 2001, 14 May 2002 <http://www.cnn.com/2001/WORLD/asiapcf/
central/03/11/afghanistan.buddhas/>.

SAMPLE ENDNOTE PAGE

Consider which specific quotes and ideas are appropriate outside sources for a research
paper. These ideas must be cited on the endnote page. This page, a separate one with its
own heading, **immediately follows the text of your paper and precedes the
bibliography.** Notice that if the same source is used twice, the second entry is further
abbreviated.

<div align="center">NOTES</div>

[1]*The Roman World*, eds. John Boardman, Jasper Griffen and Oswyn Murry,
(Oxford: Oxford University Press, 1986) 232.

[2]John Berger, *Ways of Seeing* (New York: The Viking Press, 1977) 15.

[3]Boardman, 200.

[4]Boardman, 220.

[5]Walter Benjamin, *Illuminations*, ed. Hannah Arendt, trans. Harry Zohn (New
York: Shocken Books, 1969) 241.

[6]Benjamin, 257.

SAMPLE BIBLIOGRAPHY PAGE

The bibliography is its own page with an all-capitalized heading. In the following
sample bibliography, notice that the entries are listed in **alphabetical order without
numbers**. Pay attention to the further abbreviation when citing two books by the same
author, in this case Walter Benjamin. Furthermore, Walter Benjamin's *Reflections* is not
directly cited in the endnotes, but is still included in the bibliography because it is a
relevant source that has been consulted.

BIBLIOGRAPHY

Benjamin, Walter. *Illuminations*. Ed. Hannah Arendt. Trans. Harry Zohn. New York:
Shocken Books, 1969.

--------, *Reflections*. Ed. Peter Demetz. Trans. Edmund Jephcott. New York: Shocken
Books, 1978.

Berger, John. *Ways of Seeing*. New York: The Viking Press, 1977.

The Roman World. Eds. John Boardman, Jasper Griffen and Oswyn Murray. Oxford:
Oxford University Press, 1986.

RESEARCH PAPERS THAT REFERENCE WORKS OF ART

Any references to a work of art should include a labeled and numbered photocopy of it.
Within the text of the paper, enclose the corresponding illustration number in
parentheses. Note this example:

> The fallen warrior from the east pediment sinks towards the earth, as he tries
> futilely to raise himself. (Illustration 1) His eyes narrow as his consciousness
> fades.

In the example above, a photocopy of the fallen warrior and a label, Illustration 1, is
included on a page just before the bibliography page.

Immediately preceding the photocopy page(s) is a separate page with the heading List of
Illustrations. Include the following information in the list: artist, title, medium, date, and
current location. Occasionally, some of the information is unknown, as is the artist of the
Charioteer of Delphi.

Sample:

LIST OF ILLUSTRATIONS

1. Pheidais, *Fallen Warrior*, marble, 5th century BCE, east pediment of Parthenon.
2. *Charioteer of Delphi*, bronze, 5th century BCE, Delphi, Archaeological Museum.

This type of research paper includes:
        1. Text of paper
        2. Endnotes
        3. List of Illustrations
        4. Photocopies of works of art
        5. Bibliography

OUTLINING

An outline is an integral part of the research process. An outline helps you to visualize how certain facts support broad concepts. Converting information into an outline during the research process allows you to see which concepts are well-supported and which need further research. A sketchy outline early in the process allows you to focus your research.

HOW DETAILED SHOULD THE OUTLINE BE?

Since the primary purpose of an outline is to ensure that your points are supported thoroughly, it is best to have at least two supporting pieces of information for each main point. A quote from a primary source or a documented historical fact may offer the necessary support. Next, the outline should provide a narrower focus on each piece of supporting information. This may be an explanation of a quote or a further detail relating to the supporting information.

HOW DOES THIS INFORMATION TRANSLATE INTO OUTLINE FORMAT?

I. Main Point #1
    A. Supporting Quote or Historical Fact
        1. Explanation of quote or historical fact
        2. Another detail about Supporting Quote or Historical Fact
    B. Another Supporting Quote or Historical Fact
        1. Explanation of B.
        2. Detail relating to B.
II. Main Point #2
    A.
        1.
        2.
    B.
        1.
        2.

RESEARCHING WITH BIBLIOGRAPHY AND CONTENT CARDS

WHAT IS THE BENEFIT OF USING CONTENT CARDS?

The use of content cards is one method of organizing your research. Often, information from different books will offer support for the same main point. Furthermore, the same book may offer support of different main points. Writing down information from your research on index cards allows you to shuffle and manipulate the information in a fashion to best support your topic. Thus, this system works similarly to the "cut and paste" function on your computer.

WHAT BELONGS ON A CONTENT CARD?

1. The information from your research is either a paraphrase or a direct quote. You do not need to use quotation marks if you paraphrase (i.e., if you put the text in your own words). **If you use a direct quote, you must copy the text exactly including all punctuation and odd spellings.** Put the direct quote in quotation marks.

2. **Put only one piece of information on one side of a single content card.** This will prevent you from losing track of your research. Also, more than one piece of information on a card may prevent you from organizing the research effectively.

3. Use the bottom of the card to analyze the information which you have recorded. This may be your brief interpretation of the material; or your own idea of how you will use the information in the paper.

4. In the upper left corner, indicate the author and page number of the book where you found the information. This is essential for writing endnotes. If you are using two books by the same author, indicate the title of the book and page number.

5. In the upper right corner, write a general category or concept to which the information on the card pertains. You may ultimately sort the cards according to these broad topics.

WHAT BELONGS ON A BIBLIOGRAPHY CARD?

1. Write the correct bibliographic citation on the bibliography card. See the examples on the previous pages for the correct format.

2. Include in the upper left corner the call number of the source. If you did not find the source at Harvard-Westlake, indicate where you found the source and the call number. You may want to refer to that source again.
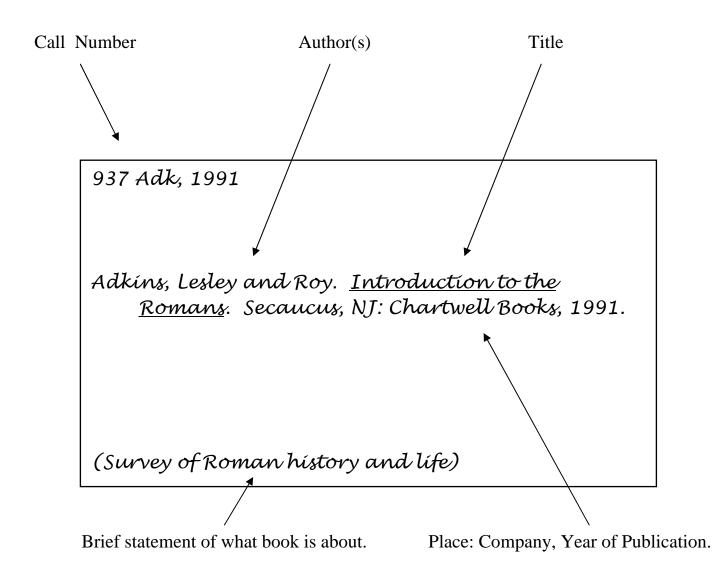
3. Along the bottom of the card, give a brief statement of what the book is about. Does it detail specific lives of historic individuals? Is it a general survey of a broad topic? Does it include many references to primary sources? Is it a primary source with a certain bias?

WHAT IS THE CORRECT FORMAT FOR BIBLIOGRAPHY AND CONTENT CARDS?

1. Bibliography cards are 3 X 5 index cards. Content cards are 4 X 6 index cards. Different sizes allow you to distinguish them.

2. Refer to the examples on the following pages to see the correct format.

SAMPLE BIBLIOGAPHY CARD

Call Number   Author(s)   Title

937 Adk, 1991

Adkins, Lesley and Roy. *Introduction to the*
        Romans. Secaucus, NJ: Chartwell Books, 1991.

(Survey of Roman history and life)

Brief statement of what book is about.   Place: Company, Year of Publication.

SAMPLE CONTENT CARD

Author and page
number of book used.

General category or
concept to which the
information pertains.

Adkins, p. 68   (Official Public Games)

"The emperors continued this tradition of games as it
was a means of obtaining popular support and of
controlling the activities of the urban masses. Like
subsidized food, the games were soon regarded as right…"

~ Roman public expected to be entertained with
   gladiatorial combat and chariot races.

Brief personal analysis or
interpretation of the material.

A single (1) fact or quote
pertaining to the topic.