

Lesson 15: Bibliographies

A *bibliography* is a list of resources, both print and nonprint, that provide information on a topic. When you locate resources for a research paper, you will probably put *bibliographic information* on *bibliography cards*. Periodicals and books often have a bibliography at the end. Bibliographic entries have a set format. Following the format will help you include all of the information necessary to locate the material.

Bibliographies serve two purposes: they document where you obtained your information, and they indicate where people can find more information on your topic if they want to pursue the topic further.

Following are examples of how bibliography entries should be formatted for various types of resources.

Book:

Dunlop, Ed. *Escape to Liechtenstein*. Greenville, S. C.: Bob Jones Univ. Press, 2003.

Periodical:

Carpenter, Betsy. "Feeling the Sting." *U.S. News & World Report* 137 (August 2004): 5–68.

Encyclopedia:

"Butterfly." *World Book Encyclopedia*. 2003 ed.

CD-ROM:

Benjamin Rush: Signer of the Declaration of Independence. CD-ROM. Aledo, Texas: Wallbuilders, 1999.

Film, filmstrip, audio/video:

David Livingstone: Missionary and Explorer. Videocassette. Greenville, S. C.: Ambassador-Emerald International, 2002.

Online Document:

Taylor, John M. *Leesburg Pike's Historic Role*. Retrieved 22 February 2005, The Washington Times. <http://www.washingtontimes.com/civilwar/20050218-082731-8988r.htm>

Interview, letter:

Smith, Charles. Letter to the author. 17 May 2004.

Williams, Sharon. Personal (or telephone) interview. 22 April 2003.



Finding Information Checklist

1. Determine key words for your topic.
2. Read about your topic in an encyclopedia to get an overview.
3. Use the card catalog or computer catalog to find books on your topic.
4. Use book parts, especially the table of contents and index, to determine if a book has the information you need.
5. Use periodical indexes to find articles on your topic in periodicals.
6. Use other reference materials—atlasses, almanacs, newspapers, concordances, vertical files, audiovisuals, the Internet, etc.—to find information on your topic.
7. Make a bibliography card on every resource you use.
8. Take notes on the material you need, using the notetaking method that helps you the most. Include bibliographic information on every note card/paper.
9. Ask for help (from parent, teacher, or librarian) when you need it.
10. Keep your notes and other related materials organized in a notebook.