

# **WEB QUEST TEXAS**

## **BIBLIOGRAPHY GUIDELINES**

### **WHAT IS A BIBLIOGRAPHY?**

A bibliography is an alphabetical list of all materials consulted in the preparation of your assignment.

### **WHY MUST YOU DO A BIBLIOGRAPHY?**

Some reasons:

1. To acknowledge and give credit to sources of words, ideas, diagrams, illustrations, quotations borrowed, or any materials summarized or paraphrased.
2. To show that you are respectfully borrowing other people's ideas, not stealing them, i.e. to prove that you are not plagiarizing.
3. To offer additional information to your readers who may wish to further pursue your topic.
4. To give readers an opportunity to check out your sources for accuracy. An honest bibliography inspires reader confidence in your writing.
5. Your teacher insists that you do a bibliography or points will be deducted.

Format for entries: A single space is used after any punctuation mark. When dividing a long word or URL onto two lines, put hyphen, slash, or period at the end of the line. Do not add a hyphen to a URL that was not originally there. Never begin a new line with a punctuation mark. Double-space all lines in a bibliography entry. Do not indent the first line of a bibliography entry, indent second and subsequent lines 5 spaces, or 1/2" (1.25 cm) from the left margin.

When writing a bibliography, remember that the purpose is to communicate to the reader, in a standardized manner, the sources that you have used in sufficient detail to be identified. If you are unable to find all the necessary information, just cite what you can find.

## Basic components of an Internet citation:

- 1) Author.
- 2) "Title of Article, Web page or site" in quotation marks.
- 3) Title of Magazine, Journal, Newspaper, Newsletter, Book, Encyclopedia, or Project, underlined.
- 4) Editor of Project.
- 5) Indicate type of material, e.g. advertisement, cartoon, clipart, electronic card, interview, map, online posting, photograph, working paper, etc. if not obvious.
- 6) Date of article, of Web page or site creation, revision, posting, last update, or date last modified.
- 7) Group, association, name of forum, sponsor responsible for Web page or Web site.
- 8) Access date (the date you accessed the Web page or site).
- 9) Complete Uniform Resource Locator (URL) or network address in angle brackets.

Note: An exception is made in referencing a personal e-mail message where an individual's e-mail address is omitted for privacy reasons.

Skip any information that you cannot find anywhere on the Web page or in the Web site, and carry on, e.g. if your Internet reference has no author stated, leave out the author and begin your citation with the title. Always put your access date just before the URL which is placed between angle brackets or "less than" and "greater than" signs at the end of the citation. Generally, a minimum of three items are required for an Internet citation: Title, Access Date, and URL.

If the URL is too long for a line, divide the address where it creates the least ambiguity and confusion, e.g. do not divide a domain name and end with a period such as *geocities*. Do not divide a term in the URL that is made up of combined words e.g. *SchoolHouseRock*. Never add a hyphen at the end of the line to indicate syllabical word division unless the hyphen is actually found in the original URL. Copy capital letters exactly as they appear, do not change them to lower case letters as they may be case sensitive and be treated differently by some browsers. Remember that the purpose of indicating the URL is for readers to be able to access the Web page. Accuracy and clarity are essential.