



WRITTEN REPORT FORMAT FOR SOURCES / BIBLIOGRAPHY



Entries in a Sources / Bibliography section of a report are alphabetized by the **last name of the author** and the date is placed directly afterwards. An entry for which the author is unknown, such as a newspaper article or an unsigned review, is alphabetized by the first word of the title, excluding the articles *A*, *An*, and *The*. Always double-space and *indent the second and succeeding lines of each reference*. Do not number your references and if you have two or more references by the same author, alphabetize them starting with the most recently written paper.

Books

| | |
|--------------------------------|---|
| One Author | (last name) (initial) (date) (title) (city) (publisher) Bronowski, J. 1973. <u>The Ascent of Man</u> . Boston: Little & Brown, Inc. 376 pp. (total # of pages only) |
| By Editor | (editor) Ellis, R. (ed.) 1987. <u>Sharks</u> . New York: Wiley, 256 pp. |
| 2 Authors, Local Agency | Walker, R. G., and A. Maben. 1980. <u>The Feeding Ecology of Bats</u> . Guam Div. Aquatic & Wildlife Resources. Mangilao, Guam. 44 pp. (agency) (city) (country) (total # of pages) |

Magazines and Scientific Journal Articles

| | |
|---------------------------------------|--|
| 3 Authors, Journal Article | (last name, first initial, then first initial, last names) (date) (title) Cochran, J. A., Wiles, G. and D. Kephart 1975. "Money, Banking, and the Economy". <u>Fortune</u> 34 (4): 47-55. (vol.) (no.) (exact pages) |
| No Author, Scientific Bulletin | "Insects of Guam". 1942. Bernice P. Bishop Museum, Honolulu Bull. 17. (title) (date) (publisher) (bulletin # only) |

Newspapers

| | |
|--------------------|--|
| Basic Entry | (author) (exact day) (title) Kristof, Nicholas D. 3 Jan. 1985: "Oil Futures Plunge on OPEC Doubt." <u>New York Times</u> , D13. (publisher) (section #) |
|--------------------|--|

Encyclopedia, Dictionary, Atlas

| | |
|------------------------------------|---|
| Article Within Encyclopedia | (author) (date) (title) (specific pages within) Halstead, B. 1954. "Poisonous & Dangerous Marine Animals". Pp. 105-115 in <u>Encyclopedia Britannica</u> Vol. 93 (C. Brown, ed.), New York: Academic Press. (encyclopedia) (volume) (editor) (city) (publisher) |
| Dictionary Entry | "Advertisement." <u>Webster's Third International Dictionary</u> . (Because the number of the edition appears in the title, the date is not necessary.) |
| Atlas Entry | "Hidden Face of the Moon." <u>Times Atlas of the World</u> . 1981 ed. |

Nonprint Sources

| | |
|---------------------|--|
| Video / Film | (director) (date) (title) (actors) Shatner, William, dir. 1989. <u>Star Trek V: The Final Frontier</u> . With William Shatner, Leonard Nimoy, and DeForest Kelley. Paramount Studios, Hollywood. (studio) (city) |
|---------------------|--|

Computer Materials

| | |
|--------------------------|---|
| Computer Software | (title) (date) (version) (publisher) (city) (format) <u>SimEarth</u> , 1990. Version 2.0. Sunburst Software, Green Valley, CA. CD or DVD |
| Web Sites | (title) (date) (source) "How to Produce Award-winning Science Projects". 2005. Nat. Assoc. of Biology Teachers Bulletin Board, NABT.edu. (Internet address) |

Citing "personal communications" with an Expert

(in person, on the phone, in letters or on the Internet)

| | |
|---|---------------------------|
| (full name and title) (date interviewed) | (address of work or home) |
| Collins, Dr. Charles 2009. Prof. of Biology, Calif. State Univ., Long Beach, CA | |

