***Finding Bibliographic Information***

Finding the information you need to create a bibliographic citation is simple—you just need to know what type of resource you are using and where to look.

**FOR BOOKS:** 99% of the time you’ll only need to find the TITLE PAGE and the COPYRIGHT PAGE. The book title, author, and publication information can be found on the TITLE PAGE, and the copyright date is found on the COPYRIGHT PAGE. Depending on the type of book you citing, you may need to locate the PAGE NUMBER(S) of the section you are using and/or the VOLUME NUMBER.

1. ***Book with One Author (Basic Citation)***

|  |  |
| --- | --- |
| **Author 1 (last, first)** |  |
| ***Book Title*** |  |
| **City of Publication** |  |
| **Publisher** |  |
| **Copyright Date** |  |
| **Medium** |  |

1. ***Book with Two (or more) Authors:***

|  |  |
| --- | --- |
| **Author 1 (last, first) and** |  |
| **Author 2 (first last)** |  |
| ***Book Title*** |  |
| **City of Publication** |  |
| **Publisher** |  |
| **Copyright Date** |  |
| **Medium** |  |

1. ***A Reference Book or Anthology – Editor Only (Current Biography Yearbook)***

|  |  |
| --- | --- |
| **Editor(s) (last, first)** |  |
| **“Title of Article Used”** |  |
| ***Book Title*** |  |
| **City of Publication** |  |
| **Publisher** |  |
| **Copyright Date** |  |
| **Page Number(s)** |  |
| **Medium** |  |

1. ***A Book in a Multivolume Set – Article Author AND Book Editor (Contemporary Musicians):***

|  |  |
| --- | --- |
| **Author of Article used (Last, first)** |  |
| **“Title of Article Used”** |  |
| ***Book Title*** |  |
| **Editor of Book** |  |
| **Volume # Used (Vol. 1)** |  |
| **City of Publication** |  |
| **Publisher** |  |
| **Copyright Date** |  |
| **Medium** |  |
| **Total Number of Volumes (look on shelf or ask)** |  |

1. ***A Book in a Series (People in the News, The Importance Of…Sports Heroes and Legends):***

|  |  |
| --- | --- |
| **Author 1 (last, first)** |  |
| ***Book Title*** |  |
| **City of Publication** |  |
| **Publisher** |  |
| **Copyright Date** |  |
| **Medium** |  |
| **Series Title** |  |

**FOR PERIODICALS:** To cite a periodical (magazine, journal, or newspaper) you’ll need to locate the article within its source (the print version OR an individual article within an anthology OR an online database). Most of the information for the citation is found with the INDIVIDUAL ARTICLE. The TITLE OF THE PERIODICAL and the DATE OF PUBLICATION/ISSUE NUMBER can be found on the front cover of the print item. For ONLINE/ANTHOLOGY articles, you’ll have to be creative and look around to find the information. Sometimes all of the pieces are listed together, but sometimes you’ll need to look around to find everything.

1. ***Periodical Article:***

|  |  |
| --- | --- |
| **Author of Article (last, first)** |  |
| **“Title of Article”** |  |
| ***Title of Periodical*** |  |
| **Date of Issue (day month year)** |  |
| **Page range** |  |
| **Medium** |  |

**FOR WEBSITES:** Websites are the trickiest sources to cite, simply because there are no set rules for where/if the information you need is available. As a general rule, TRY to locate the information you need, but if you can’t find it, it’s probably not there. Move on to the items you CAN find. Publication information is typically found at the VERY BOTTOM of the webpage.

1. ***Portion of a Website (a subpage or section):***

(Use WebMD, BBC Historical Figures, Wikipedia, news sites such as MSNBC.com or WGAL.com, etc.)

|  |  |
| --- | --- |
| [Author or Organization of subpage] |  |
| **“Title of Subpage of Website”** |  |
| ***Title of Website*** |  |
| Sponsor of Site (i.e. publisher)\*\* |  |
| Date of Recent Update\*\* |  |
| **Medium (Web)** |  |
| **Date of Access (day month year)** |  |

1. ***Entire Website:***

(Do a Google search for an author or musician. You are looking for a site that you could use in its entirety)

|  |  |
| --- | --- |
| ***Title of Website*** |  |
| Sponsor of Site (i.e. publisher)\*\* |  |
| Date of Recent Update\*\* |  |
| **Medium (Web)** |  |
| **Date of Access (day month year)** |  |

\*\*If a sponsor/publisher OR date is NOT available, simply insert “N.P.” for “No Publisher” and/or “N.D.” for “No Date.”

**FOR DATABASES:**

Citing Databases is a two-part process. FIRST, you must cite the ORIGINAL SOURCE. Most databases include sections from reference books and/or articles from various forms of periodicals. You already know how to cite both of these types of sources—simply add the information about the DATABASE itself to the citation for a book section or periodical article, and you’re set. Actually, most databases INCLUDE CITATIONS with the text themselves. Just check the citation for proper format BEFORE you copy and paste, as sometimes things are out of order.

1. ***A BOOK SECTION from a database (Biography in Context):***

|  |  |
| --- | --- |
| **[Book Section Citation]\*\*** |  |
| ***Name of Database*** |  |
| **Medium (Web)** |  |
| **Date of Access (day month year)** |  |

***\*\****Most databases will NOT include the author or editor of a BOOK SECTION. That’s OK, just start the book citation part with the first piece of information available—usually the TITLE of the section.

1. ***A PERIODICAL ARTICLE from a database (Biography in Context):***

|  |  |
| --- | --- |
| **[Periodical Article Citation]** |  |
| ***Name of Database*** |  |
| **Medium (Web)** |  |
| **Date of Access (day month year)** |  |

**TIPS FOR CREATING BIBLIOGRAPHIC CITATIONS and a WORKS CITED PAGE**

1. **Use Citation Resources!**  We don’t expect you to become citation pros right away. Don’t be afraid to use online resources such as the ones found on the CVHS IMC Research Website (under “Miscellaneous”). The **OWL** at Purdue is a great place to start: http://owl.english.purdue.edu/owl/resource/557/01/
2. **Copyright Dates:** Some books have been published multiple times. Therefore, they may have multiple copyright dates. When choosing which date to include in your citation, make sure you use the MOST RECENT date listed. This is the year the book you are using was published.
3. **Publisher Information:** When including the publisher’s **name** in a citation, just include the PROPER NAME of the company. This means you do NOT include words like Press, Company, Inc, etc. Publishers typically have offices all over the world. Sometimes they imprint their books with all of their locations. When determining the **city of publication**, use the **FIRST CITY** listed on the title page or verso.
4. **Creating a WORKS CITED page:** 
   1. **Organization:** Citations must be organized alphabetically by the authors’ last names. Multiple works by the same author can be organized by the first word of the titles. If an entry does NOT have an author, alphabetize it by its first word.
   2. **Spacing:** The ENTIRE Works Cited page is double-spaced. Do not include additional spaces between the Works Cited heading and the first entry, or between individual entries.
   3. **Indentation:** When a citation needs to run onto a second line, be sure to indent the second line 5 SPACES (one Tab). That way, it’s easy to scan down the page to see where each individual citation begins.

***Creating Bibliographic Citations***

Use the following formulas and spaces to create actual citations for the resources you’ve collected information from. Follow the formulas *EXACTLY,* making sure to use the correct punctuation and styles.

1. ***Book with One Author (Basic Citation)***

**Citation Formula**: Last Name, First Name. *Book Title.* City of Publication: Publisher, date. Print.

1. ***Book with Two (or more) Authors:***

**Citation Formula**:

Last Name, First Name, and First Name Last Name. *Book Title.* City of Publication: Publisher, date. Print.

1. ***A Reference Book or Anthology (Current Biography Yearbook)***

**Citation Formula:**

Editor Last, First, ed. “Section Title.” *Book Title.* City of Publication: Publisher, date. Page number(s). Print.

1. ***A Book in a Multivolume Set (Contemporary Musicians):***

**Citation Formula**:

Section Author Last, First. “Section Title.” *Book Title.* Editor First Last. Vol. used. City of Publication: Publisher, date. Print. Total # of vols.

1. ***A Book in a Series (The Music Library, People in the News, The Importance Of…Sports Heroes and Legends):***

**Citation Formula**: Last Name, First Name. *Book Title.* City of Publication: Publisher, date. Print. Name of Ser.

1. ***Periodical Article:***

**Citation Formula:** Last Name, First Name. “Article Title.” *Periodical Title* Date of Issue: page range. Print.

1. ***Portion of a Website (a subpage or section):***

**Citation Formula:**

Last Name, First Name. “Subpage Title.” *Home Website Title.* Sponsor (publisher) of Website, Date of recent update. Web. Date of Access.

1. ***Entire Website:***

**Citation Formula:**

*Home Website Title.* Sponsor (publisher) of Website, Date of recent update. Web. Date of Access.

1. ***A BOOK SECTION from a database (Biography in Context):***

**Citation Formula:** [Book Citation]. *Name of Database.* Web. Date of Access.

1. ***A PERIODICAL ARTICLE from a database (Biography in Context):***

**Citation Formula:** [Periodical Citation]. *Name of Database.* Web. Date of Access.

1. ***Book with One Author (Basic Citation)***

**Citation Formula**: Last Name, First Name. *Book Title.* City of Publication: Publisher, date. Print.

**Example:** Meyer, Stephanie. *Twilight.* New York: Little, Brown, 2006. Print.

1. ***Book with Two (or more) Authors:***

**Citation Formula**:

Last Name, First Name, and First Name Last Name. *Book Title.* City of Publication: Publisher, date. Print.

**Example:** Giant, Ima, and Tina Little. *Fairies: Sightings from Around the World*. New York: Scholastic, 2001. Print.

1. ***A Reference Book or Anthology (Current Biography Yearbook)***

**Citation Formula:**

Editor last, first, ed. “Section Title.” *Book Title.*  City of Publication: Publisher, date. Page number(s). Print.

**Example:**

Thompson, Clifford, ed. “Hill, Faith.” *Current Biography Yearbook, 2001.* New York: Wilson, 2001. 31-32. Print.

1. ***A Book in a Multivolume Set (Contemporary Musicians):***

**Citation Formula**:

Section Author Last, First. “Section Title.” *Book Title.* Editor First Last. Vol. used. City of Publication: Publisher, date. Print. Total # of vols.

**Example:**

Shafer, Nathan. “John Mellencamp.” *Contemporary Musicians.* Ed. Stacy A. McConnell. Vol. 20. Detroit: Gale, 1997. Print. 20 vols.

1. ***A Book in a Series (The Music Library, People in the News, The Importance Of…Sports Heroes and Legends):***

**Citation Formula**: Last Name, First Name. *Book Title.* City of Publication: Publisher, date. Print. Name of Ser.

**Example:** Pratt, Paula Bryant. *Martha Graham.* San Diego: Lucent, 1995. Print. The Importance Of Ser.

1. ***Periodical Article:***

**Citation Formula:** Last Name, First Name. “Article Title.” *Periodical Title* Date of Issue: page range. Print.

**Example:** Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

1. ***Portion of a Website (a subpage or section):***

**Citation Formula:**

Last Name, First Name. “Subpage Title.” *Home Website Title.* Sponsor (publisher) of Website, Date of recent update. Web. Date of Access.

**Example:** “How to Make Vegetarian Chili." *eHow.com*. eHow, n.d. Web. 24 Feb. 2009.

1. ***Entire Website:***

**Citation Formula:**

*Home Website Title.* Sponsor (publisher) of Website, Date of recent update. Web. Date of Access.

**Example:**

*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 April 2008.

1. ***A BOOK SECTION from a database (Biography in Context):***

**Citation Formula:** [Book Citation]. *Name of Database.* Web. Date of Access.

**Example: “**Robert Pattinson.” *Newsmakers,* Issue 1. Gale, 2010. *Biography in Context.*Web. 18 Nov. 2009.

1. ***A PERIODICAL ARTICLE from a database (Biography in Context):***

**Citation Formula:** [Periodical Citation]. *Name of Database.* Web. Date of Access.

**Example:**

Junge, Wolfgang, and Nathan Nelson. “Nature's Rotary Electromotors.” *Science* 29 Apr. 2005: 642-44. *Biography in Context*. Web. 5 Mar. 2009.