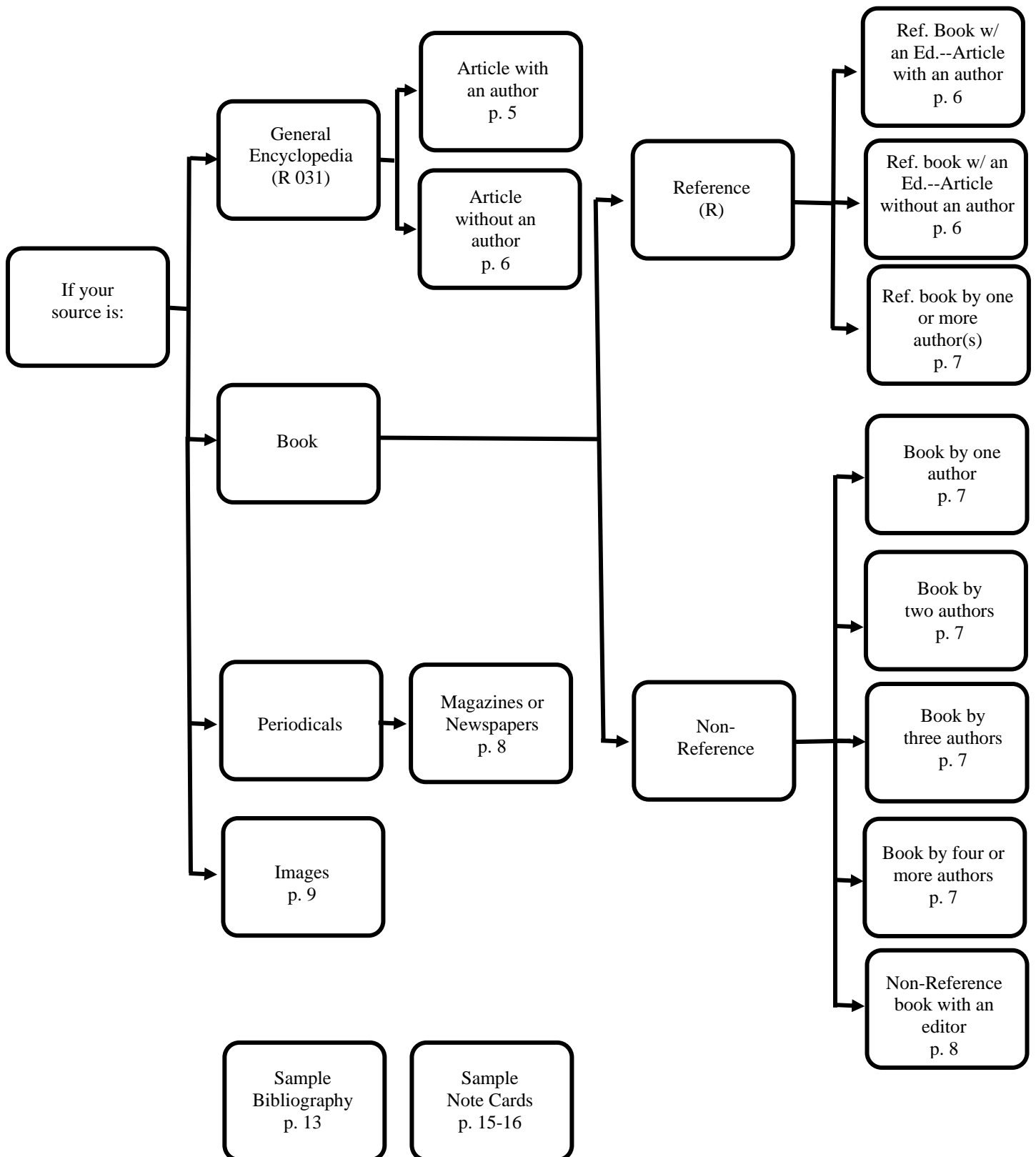
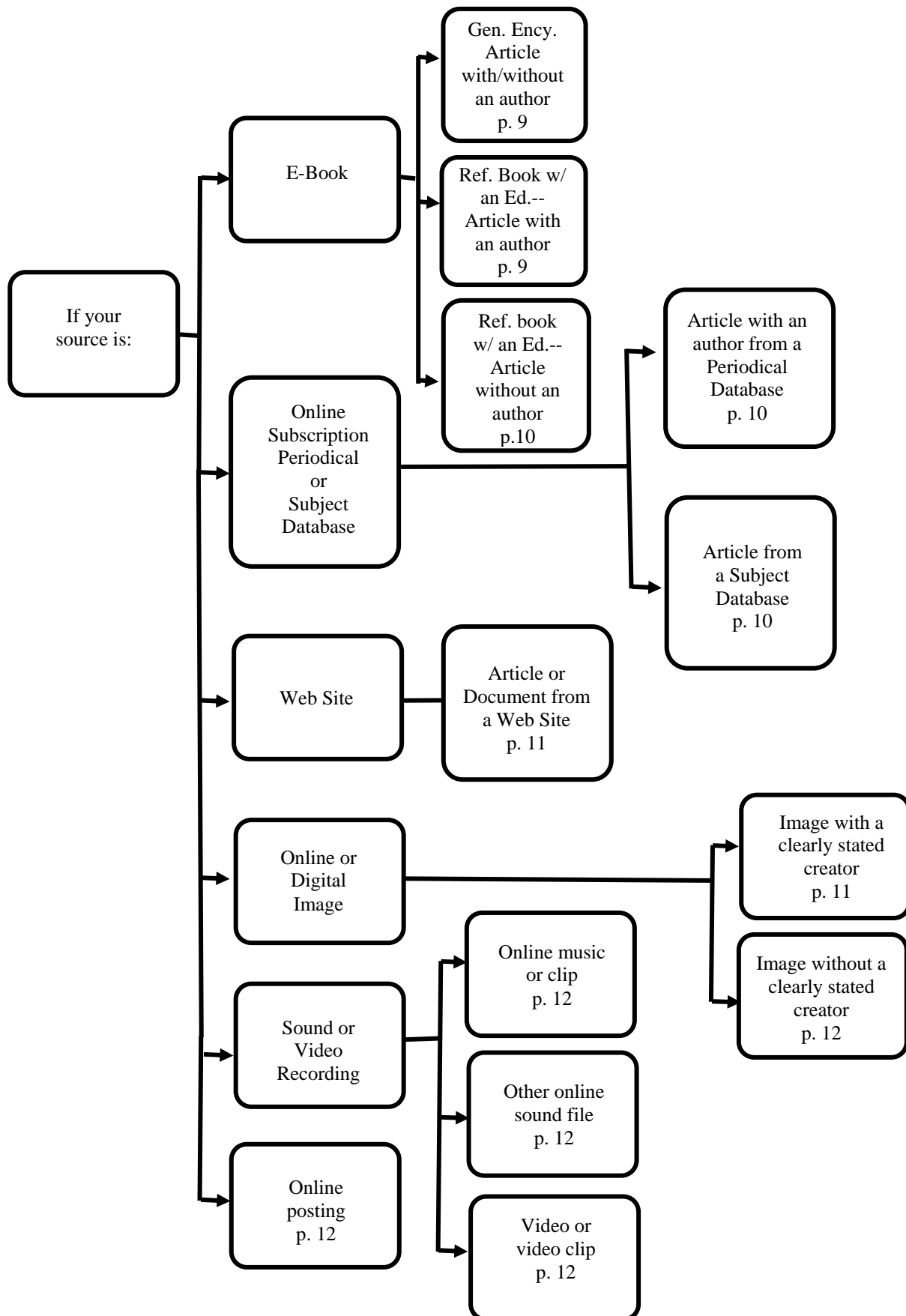


**Harvard-Westlake Middle School
7th Grade Bibliography Packet**

Print Citation Formats



Online and Electronic Citation Formats



TITLE PAGE

ALBUM OF SCIENCE

- title of book
- include subtitle separated by a colon

*Antiquity
and
the Middle Ages*

JOHN E. MURDOCH

- author

WESTLAKE SCHOOL LIB.
700 NORTH FARING RO
LOS ANGELES, CALIFOR

- 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 U.S. 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).

Copyright © 1984 John E. Murdoch

Library of Congress Cataloging in Publication Data
Murdoch, John Emery, 1927–
Antiquity and the Middle Ages.
(Album of science)
Bibliography: p. 369
Includes index
1. Scientific illustration—History. 2. Science,
Ancient. 3. Science, Medieval. I. Title. II. Series.
Q222.M87 1984 509'.01 84-1400
ISBN 0-684-15496-X

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1 3 5 7 9 11 13 15 17 19 Q/C 20 18 16 14 12 10 8 6 4 2

Printed in the United States of America

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

Creating a Bibliography

The **purpose of a bibliography** is to provide enough information about the sources used to create a research assignment so that the reader can **find** these **sources** for further research on the topic. Key elements must be included in a bibliography—author, title, publishing information, and date. **This information must be included for every source from which data is collected.**

The following examples give the key elements needed to write a **bibliographic citation** for most sources. For a bibliography page, **citations are alphabetized by the first word of the entry** (usually the author's last name) **in a single alphabetized list**. If there is no author, then the first word of the entry is the first word of the title. The articles **“a,” “an,”** and **“the,”** if occurring as the first word of a title, are ignored, and the second word is used for alphabetizing.

If a citation is longer than one line, the **second line is indented** one-half inch so that the alphabetical arrangement can be clearly seen. This indentation style is called a **hanging indent**.

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

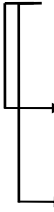
Follow the examples given. **The key to a good bibliography is consistency.** If you find that your source does not fit the example given, create a bibliographic citation that is as close to the example as possible and ask for guidance from your teacher or a member of the library staff. Always follow the basic guidelines.

PRINT SOURCES

I. General Encyclopedias:

Use this citation format for general encyclopedias **ONLY**. Remember to use the article, the title page, and the verso (back) of the title page for information needed to write the citation. Here are two samples to follow:

A. General Encyclopedia—Article with an Author:

- 
- Author (Last name, First name). “Title of Article.” *Title of Encyclopedia*. Edition (if given on title page). Publication date.
 - Chase, Philander D. “Washington, George.” *The World Book Encyclopedia*. 2002.
 - Foulkes, David. “Sleep and Dreams.” *The New Encyclopedia Britannica: Macropaedia*. 15th ed. 2002.

NOTE:

- In the first example the article was written by Philander D. Chase; his middle initial is used as given. If the article only gives initials for the author, you must find the initials in the list of contributors (usually in the front of the encyclopedia), and then write out the author's full name.
- If no author is given at the end or the beginning of the article, use the citation for “Article without an Author” (1.B.)
- Italicize the title of the encyclopedia, but not the period.
- The edition information is added in the second example because it appears on the title page.
- The publication date can be found on the title page or the verso (back) of the title page. Sometimes the most recent copyright date will serve as the publication date.
- Be sure to **end the citation with a period.**

B. General Encyclopedia—Article Without an Author:

- ┌ “Title of Article.” *Title of Encyclopedia*. Edition (if given on title page). Publication date.
- └→ “Cheddar.” *Compton’s Encyclopedia*. International ed. 2001.

NOTE:

- There is no author for this article so the citation begins with the title of the article and should be alphabetized by the word “Cheddar.”
- “Anonymous” **should never** be listed as an author for any source.

II. Reference Books:

Reference books have content that is usually organized alphabetically or chronologically so that you can look up the exact part of the information that you need. Reference books are usually not read straight through, but are referred to as needed for research. Examples of reference books include: specialized encyclopedias, dictionaries, almanacs, collections of statistics, books of quotations, etc. Their call numbers begin with “R” in the Harvard-Westlake School Library.

Bibliographic citations for reference books contain more information than those for general encyclopedias. These citations also include publishing information. Again, use the title page and the verso (back) of the title page to complete the citation. The citation format you use depends on what you find on the title page. For example, if both an author’s and an editor’s names appear on the title page use citation format **II.C** because authors take precedence over editors. Follow these examples:

A. Reference Book with an Editor—Article with an Author:

- ┌ Author of Article or Chapter (Last name, First name). “Title of Chapter or Article.” *Title of Book*. Ed. Name of Editor (first name first). Place of publication: Publisher, Publication date.
- └→ Eng, Robert Y. “Shanghai.” *Colonialism*. Ed. Melvin E. Page. Santa Barbara, CA: ABC-Clio, 2003.

NOTE:

- Use “Eds.” before the editors’ names if there is more than one editor.
- Place of publication: **Use the first U.S. city listed on the title page.** If a state is noted you must include it in your citation. If your city is outside the United States include the country. Example: Torrance, CA Cambridge, England
- Use a colon between the city of publication and the publisher and a comma between the publisher and the publication date.
- End the citation with a period.

B. Reference Book with an Editor—Article without an Author:

- ┌ “Title of Chapter or Article.” *Title of Book*. Ed. Name of Editor (first name first). Place of publication: Publisher, Publication date.
- └→ “Cyprus.” *Cities of the World*. Ed. Karen Ellicott. Detroit: Thomson Gale, 2002.

C. Reference Book by One or More Authors:

- “Title of Chapter or Article.” *Title of Book*. Name of Author(s) (first name(s) first). Place of publication: Publisher, Publication date.
- “Cohen v. California.” *Supreme Court Drama*. Daniel E. Brannen and Dr. Richard Clay Hanes. Detroit: UXL, 2001.

III. Non-Reference Books:

A. Book by One Author:

- Author (Last name, First name). *Title of Book*. Place of Publication (use first U.S. city): Publisher, Publication date (if unknown, use latest copyright date).
- Morgan, Lewis H. *League of the Iroquois*. New York: Corinth Books, 1962.

B. Book by Two Authors:

- Author (Last name, First name) and Second author (first name first). *Title of Book*. Place of publication: Publisher, Publication date.
- Portes, Alejandro and Ruben G. Rumbaut. *Immigrant America: A Portrait*. Berkeley: University of California Press, 1990.

NOTE:

- The first author's name is written last name first for purposes of alphabetizing.
- The second author's name is written out first name first.

C. Book by Three Authors:

- First Author Listed on Title Page (Last name, First name), Second Author (first name first), and Third Author (first name first). *Title of Book*. Place of publication: Publisher, Publication date.
- Brigsby, Daniel, Lisa Killingsworth, and Winston Wong. *Women of the Middle Ages*. Chicago: Swingworth Press, 1990.

D. Book by Four or More Authors:

- First Author Listed on Title Page (Last name, First name), et al. *Title of Book*. Place of publication: Publisher, Publication date.
- Wintersmith, Samantha, et al. *The Ultimate Survival Handbook*. Berkeley: University of California Press, 1990.

NOTE:

- *et al* is from Latin and means “and others.” Note that it is not capitalized and that a period follows only “al.”

E. Non-Reference Book with an Editor (No Author):

- ┌ Name of Editor (Last name, First name), ed. *Title of Book*. Place of publication: Publisher,
Publication date.
- └ Dublin, Thomas, ed. *Immigrant Voices: New Lives in America*. Urbana:
University of Illinois Press, 1993.

NOTE:

- Use “ed.” **after** the editor’s name to indicate that s/he is an editor. Remember! Authors take precedence over editors so if there is an editor AND an author listed on the title page choose citations **III.A, B, C**, or **D** instead.

IV. Periodicals—Magazines and Newspapers:

Bibliographic citations for magazines and newspapers contain slightly different information from book citations.

A. Article With an Author from a Magazine:

- ┌ Author (Last name, First name). “Title of Article.” *Title of Magazine* Issue date (Day Month Year): Page number(s).
- └ Ruby, Michael. “Rethinking America’s Role.” *US News & World Report* 5 December 1995: 104.

NOTE:

- Dates should be written with the “day” first, then month and year.
Example: 16 March 2002:
- If a range of dates is given, then write it as noted.
Example: March - April 1997 or Spring/Summer 1997
- Names of months should not be abbreviated.
- Put the page number or range of pages after the date separated by a colon and two spaces.
You do not need to use the word “page.”

B. Article Without an Author from a Magazine:

- ┌ “Title of Article.” *Title of Magazine* Issue date (Day Month Year): Page number(s).
- └ “A Democracy, But of Many Warts.” *The Economist* 16 March 2002: 41-42.

C. Article from a Newspaper:

- ┌ Author (Last name, First name). “Title of Article.” *Title of Newspaper* Issue date (Day Month Year), Edition: Section and page.
- └ Gurza, Agustin. “A Few Steps Closer To His Dream.” *Los Angeles Times* 20 March 1999, Orange County ed.: B1.

NOTE:

- If no edition is given, change the comma to a colon and put the section (if there is a section) and page/s. Example: 20 March 1999: B1.
- The page number or range of pages should include the letter of the section. Do not include the word “page.” Example: B1-3.

V. Images:

A. Print Images with a Clearly Stated Creator:

- ____ Name of the Artist (Last name, First name). "Title of Image (if given) or Description." *Title of Book* (in which the image was found). By Author (First Name First). Place of Publication (use first U.S. city): Publisher, Publication date. Page number.
- Seurat, Georges. "Seated Woman." *Seurat*. By Pierre Courthion. New York: Harry N. Abrams, 1988. 183.

B. Print Images without a Clearly Stated Creator:

- ____ "Title of Image (if given) or Description." *Title of Book* (in which the image was found). By Author (first name first). Place of Publication (use first U.S. city): Publisher, Publication date. Page number.
- "Sacred Mosque at Mecca." *World Religions*. By John Bowker. New York: DK Publishing, 1997. 170.

ONLINE AND ELECTRONIC SOURCES

I. E-Books

Bibliographic citations for electronic books follow the same basic format as their comparable print books with the electronic publication and access information added to the citation. Refer to **Print Sources Sections I and II** and follow the appropriate citation format for your source: General Encyclopedia—Article with an Author...without an Author, Reference Book with an Editor-Article with an Author; ...with an Editor-Article without an Author; ...by One or More Authors, etc. Here are three examples:

A. General Encyclopedia--- Article with an Author (See Print Source 1.A) without an Author (See Print Source 1.B)

- ____ Author of Article (Last name, First name). "Title of Article." *Title of General Encyclopedia*. Publication date. Name of Library Providing Access. Date accessed (Day Month Year) and <URL for the online book>.
- Oh, Bonnie Bongwan Cho. "Korea." *World Book Advanced*. 2007. Harvard-Westlake Middle School Library. 6 November 2007 <<http://www.worldbookonline.com/advanced/>>.

B. Reference Book with an Editor—Article with an Author (See Print Source II.A):

- ____ Author of Article or Chapter (Last name, First name). "Title of Chapter or Article." *Title of Book*. Ed. Name of Editor (first name first). Place of publication: Publisher, Publication date. *Title of Electronic Collection*. Online Publisher. Date of online publication (Day Month—if given and Year). Name of Library Providing Access. Date accessed (Day Month Year) and <URL for the homepage of the book/online collection>.
- Lyness, Stephanie. "Soup." *Encyclopedia of Food and Culture*. Ed. Solomon H. Katz. New York: Charles Scribner and Sons, 2003. *Gale Reference*. Thomson Gale. 2004. 23 March 2007 <<http://galenet.galegroup.com>>.

C. Reference Book with an Editor-Article without an Author (See Print Source II.B)

- “Title of Chapter or Article.” *Title of Book*. Ed. Name of Editor (first name first). Place of publication: Publisher, Publication date. *Title of Electronic Collection*. Online Publisher. Date of online publication (Day Month Year). Name of Library Providing Access. Date accessed (Day Month—if given and Year) and <URL for the homepage of the book/online collection>.
- “Courtly Love.” *Encyclopedia of Daily Life*. Ed. Joyce E. Salisbury. New York: Thomson Gale, 2003. *Gale Reference*. Thomson Gale. 2004. Harvard-Westlake Middle School Library. 23 March 2007 <<http://galenet.galegroup.com>>.

NOTE:

- There is no period after the date accessed.
- Enclose any URLs in angle <> brackets.
- End all citations with a period.

II. Online Subscription Periodical and Subject Databases:

In addition to the same citation elements for their print versions, (See Print Sources Section IV for how to cite articles from magazines and newspapers.) bibliographic citations for articles from online subscription databases also contain electronic publication and access information.

A. Article with an Author from a Magazine on a Periodical Database, e.g. *ProQuest*:

- Author (Last name, First name). “Title of Article.” *Title of Magazine* Issue date (Day Month Year): Page number(s). Name of Subscription Database. Name of Library Providing Access. Date accessed (Day Month Year) and <URL of homepage of the subscription database>.
- 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>>.

NOTE:

- There is no period after the date accessed.
- Enclose any URLs in angle <> brackets.
- End all citations with a period.

B. Article from a Subject Database, e.g. *Country Watch*:

- Author if given (Last name, First name). “Title of Article.” *Name of Subscription Database*. Date of latest update or copyright (Day Month—if given and Year). Online Publisher. Name of Library Providing Access. Date accessed (Day Month Year), and <URL of homepage of the subscription database>.
- “Persia.” *World History: Ancient and Medieval*. 2007. ABC-CLIO. Harvard-Westlake Middle School Library. 22 May 2007 <<http://www.ancienthistory.abc-clio.com/>>.

III. Web Sites:

Bibliographic citations for web sites typically include the following:

1. Author of the document or creator.
2. "Title of the Document or Article."
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.

A. Article or Document from a Web Site:

Author or Creator Responsible for the Information if given. "Title of the Document or Article." *Title of Complete Site* (not the specific page). Date of latest update or copyright (Day Month—if given; and Year). Name of Sponsoring Institution or Organization. Date of access (Day Month Year) <http://address/filename>.

→ "City Profile: San Francisco." *CNN.com*. 2002. Cable News Network. 14 May 2002 <http://www.cnn.com/TRAVEL/atevo/city/SanFrancisco/into.html/>.

NOTE:

Since web pages change or sometimes disappear altogether, download or print out the information so that it is accessible later.

- Begin the citation with the title of the document if no individual responsible for the information on a site is given.
- Cite what is available. If a lot of citation information is missing or very difficult to find, consider locating a more authoritative source/site.
- Use the URL of the exact document whenever possible.
- If the URL of a document is too long, give the URL of the site's search page instead.

IV. Online and Digital Images:

A. Image with a Clearly Stated Creator:

Name of artist (Last name, First name). "Title of Image or File Name." *Title of Complete Site*. Date of latest update or copyright if given (Day Month Year). Date of access (Date Month Year) <http://address/filename>.

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

NOTE:

- To **find a file name** right click on the image and go to **Properties** to find the file name and URL of an image.
- Follow the image's link to the web page where the image is actually located and then navigate to the homepage of that site to get the title of the complete website.
- Do **not** use the dates listed in the **Created:** and **Modified:** sections of the Properties pop-up screen. Use the **posting date found on the website** where the actual image is located (not on the Google search results page), a stated copyright date, or a stated date of last update.

B. Images without a Clearly Stated Creator:

- “Title of Image as Listed in Caption or File Name.” *Title of Complete Site*. Date of latest update or copyright if given (Day Month Year). Date of access (Day Month Year) <http://address/filename>.
- “story.afghan.buddha.jpg.” *CNN.com*. 11 March 2001. 14 May 2002 <http://www.cnn.com/2001/WORLD/asiapcf/central/03/11/afghanistan.buddhas/>.

V. Sound and Video Recordings:

A. Online Music or Clip:

- Composer or performer (Last name, First name). “Title of Song or Work.” Name of performer, artist/group (if different from composer). *Title of Album*. Release date. Date of access (Day Month Year) <http://address/filename>.
- McFerrin, Bobby. “Kalimba Suite.” *Beyond Words*. 2002. 21 May 2007 <http://downloads.walmart.com/swap/>.

NOTE: If the composer and the performing artist are the same, omit the artist’s name after the title of the song or work.

B. Other Online Sound Files:

- Site Creator (Last name, First name). “Title or Description of Sound.” *Title of Website*. Date of access (Day Month Year) <http://address/filename>.
- Rexford, Minnie. “Sound of a Cow.” *WavWonders.com*. 14 April 2002 <http://www.wavwonders.com/00122.wav>.

NOTE:

- If no site creator is given, begin the citation with the title or description of the sound.
- If no title is given, describe the sound as clearly and concisely as possible, and use that as a “title” instead.

C. Video files:

- Creator, author or director (Last name, First name). “Title of Video.” *Title of Website*. Date of latest update or copyright if given (Day Month Year). Date of access (Day Month Year) <http://address/filename>.
- Lefever, Lee and Sachi Lefever. “Wikis in Plain English.” *YouTube*. 29 May 2007. 5 May 2009 <http://www.youtube.com/watch?v=-dnL00TdmLY>.

NOTE : If no site creator is given, begin the citation with the title or description of the video clip.

VI. Online Posting (Blog or Forum):

- Author (Last name, First name). “Title of Posting” (use subject line as a guide). Descriptive term: Online Posting. Date material was posted (Day Month Year). *Title of Blog or Forum*. Date of access (Day Month Year) <http://address/filename>.
- Fraudenfelder, Mark. “History of Religion in 90 Seconds.” *Boing Boing*. 15 October 2007. 5 May 2009 <http://www.boingboing.net/2007/10/15/history-of-religion.html>.

OTHER FORMATS:

See MLA Handbook for *Writers of Research Papers—Sixth Edition* or ask a librarian for information on writing citations for

- Television or radio programs
- Film
- Performances
- Interviews
- Advertisements
- Email communications

See the sample bibliography below. Note that the citations are in alphabetical order by the first word in the citation, usually the author. If there is no author, the first word in the title is used excluding the articles “a,” “an,” and “the.” The second line of the citation is indented one-half inch to emphasize the alphabetical order. While each complete citation is single-spaced, there is a double space between citations.

Bibliography

- Bell, Jonathan. “Buddhaface.jpg.” *Murals of Baiya Monastery*. 14 May 2002. 23 May 2002
<<http://www.asianart.com/articles/bell/small/Buddhaface.jpg>>.
- Brigsby, Daniel, Lisa Killingsworth, and Winston Wong. *Women of the Middle Ages*. Chicago: Swingworth Press, 1990.
- “Cheddar.” *Compton’s Encyclopedia*. International ed. 2001.
- “City Profile: San Francisco.” *CNN.com*. 2002. Cable News Network. 14 May 2002
<<http://www.cnn.com/TRAVEL/atevo/city/SanFrancisco/into.html/>>.
- “Courtly Love.” *Encyclopedia of Daily Life*. Ed. Joyce E. Salisbury. New York: Thomson Gale, 2003. *Gale Reference*. Thomson Gale. 2004. Harvard-Westlake Middle School Library. 23 March 2007 <<http://galenet.galegroup.com>>.
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- “A Democracy, But of Many Warts.” *The Economist* 16 March 2002: 41-42.
- Eng, Robert Y. “Shanghai.” *Colonialism*. Ed. Melvin E. Page. Santa Barbara, CA: ABC-Clio, 2003.
- Fraudenfelder, Mark. “History of Religion in 90 Seconds.” *Boing Boing*. 15 October 2007. 5 May 2009 <<http://www.boingboing.net/2007/10/15/history-of-religion.html>>.
- Gurza, Agustin. “A Few Steps Closer To His Dream.” *Los Angeles Times* 20 March 1999, Orange County ed.: B1.
- Lefever, Lee and Sachi Lefever. “Wikis in Plain English.” *YouTube*. 29 May 2007. 5 May 2009
<<http://www.youtube.com/watch?v=-dnL00TdmlY>>.
- 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 School Library. 23 March 2007 <<http://galenet.galegroup.com>>.

McFerrin, Bobby. "Kalimba Suite." *Beyond Words*. 2002. 21 May 2007
<<http://downloads.walmart.com/swap/>>.

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Oh, Bonnie Bongwan Cho. "Korea." *World Book Advanced*. 2007. Harvard-Westlake Middle School Library. 6 November 2007 <<http://www.worldbookonline.com/advanced/>>.

"Persia." *World History: Ancient and Medieval*. 2007. ABC-CLIO. Harvard-Westlake Middle School Library. 22 May 2007 <<http://www.ancienthistory.abc-clio.com/>>.

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>>.

Seurat, Georges. "Seated Woman." *Seurat*. By Pierre Courthion. New York: Harry N. Abrams, 1988. 183.

Bibliography Note Cards

Format

Where to locate source (e.g., call number, Internet, home)

Citation. Choose the format from the Bibliography Packet that best fits the resource you have chosen to use.

Student's Last Name

Example

973.30922 Usc 2000

Uschan, Michael V. *America's Founders*. San Diego, CA:
Lucent Books, 2000.

Hilton

Content Note Cards

Format

| | |
|--|---------------------|
| Author or 1 st word of citation, page # | Sub-topic |
| single fact | |
| Topic (optional) | Student's Last Name |

Example

| | |
|-------------------------------------|-----------------------------|
| Uschan, page 32 | Declaration of Independence |
| written by 2nd Continental Congress | |
| Thomas Jefferson | Hilton |