

## WHAT IS A BIBLIOGRAPHY AND HOW IS IT FORMATTED?

A bibliography is a list of all sources of information consulted in the preparation of your report and from which material was taken or directly quoted. It is always found at the end of a report. For an essay you would generally use what is called an academic bibliography style. That is: Author, title, place of publication, publisher, year of publication, page number, if necessary. However, either an academic style or business style bibliography is acceptable for the essay contest.

On a new, separate page (not counted as one of the four pages allowed for this essay contest), type BIBLIOGRAPHY in all capital letters, centered on the line. Leave two blank lines before typing your list of sources. You use the same margins as used in your report. Begin each entry at the left margin. Type the entries single-spaced. Indent turnover lines 5 spaces so that the first word of each separate entry will stand out. Leave one blank line between each entry.

Begin each entry with the name of the author listed in inverted order (last name first, then the first name and middle initial). When an entry includes two or more author's names, invert only the first author's name. When an organization is listed as the author, do not invert the name.

Next list the title of the book or article, followed by the location of the publisher, publisher and date of publication. You use a colon after the place of publication.

You only need to include page numbers in bibliographic entries when you are directly quoting material from a larger work, such as a book. You can just show the range of pages (example: pp. 215-232) on which the material appears.

List the entries alphabetically by the author's last name. Entries lacking an author are alphabetized by title. Always disregard the words "The" or "A" at the beginning of a title when alphabetizing. If using an Internet source, in addition to all the standard information, make sure you include the complete internet URL one would use to access the document online.

Examples of bibliographic entries:

### BIBLIOGRAPHY

Wikipedia contributors, Wikipedia: The Free Encyclopedia, "1973 Oil Crisis," url = [http://en.wikipedia.org/wiki/1973\\_oil\\_crisis](http://en.wikipedia.org/wiki/1973_oil_crisis)  
Accessed September 22, 2007.

Franks, Kenny A., Paul F. Lambert and Carl N. Tyson, Early Oklahoma Oil: A Photographic History, 1859-1936, College Station, Texas: Texas A&M University Press, 1981.

Tinkle, Lon, The Story of Oklahoma, New York: Random House, 1962, pp. 114-115.