

WESTMONT JUNIOR HIGH LITERACY/MEDIA CENTER BIBLIOGRAPHIC FORMAT SHEETS

Westmont Junior High Media Center has provided bibliographic format sheets as a learning tool for creating bibliographies for research projects. Each type of resource and its bibliographic format is presented on half sheets of colored paper. There are many additional types of references not listed here. Ask at the circulation desk for assistance or to view our copy of Modern Language Association's **MLA Handbook** 7th edition. Color coded format sheets are::

White – Books
Green –Encyclopedias/Multivolume reference materials- Print and Online
Pink –Magazines and Newspapers - Print and Online
Yellow –Internet Sources
Blue – Online database
Goldenrod – Sound recordings
Purple – Film and Video Recordings
Salmon - Television or Radio Programs

For your convenience this file contains two forms per page for each type of resource, should you wish to download the form at home.

Students should remember the following:

1. Fill in your bibliographic format sheet before you begin to take notes.
2. Follow correct punctuation as found in the final format area.
3. While MLA7 format does not require URLs, your teacher requires URLs for Internet sources except for online databases or World Book Online.
4. Information you fill in will make it easy to complete your final bibliography whether you create your own or use an online bibliographic service.
5. All bibliographic entries, whether they are print or electronic, must now include the medium in which they have been published.
6. Abbreviations: Many sources do not have a date, publisher or pagination. MLA advises, where applicable, to write **n. pag.** for those sources without page numbers, **n.d.** for no date, and **N.p.** if name of the publisher is omitted. These abbreviations are not necessary for Internet sources.
7. MLA states bibliographies should be double spaced but to save paper you need only double space between bibliographic statements.
8. Do note that bibliographic format is sometimes a work in progress itself and different resources interpret the rules differently. The following examples will be sufficient for your project bibliography.

BIBLIOGRAPHIC FORMAT: BOOKS

Author (s) and/or Editor(s): _____
Note: If no author or editor, begin with title.

Title: _____
Note: The title is underlined for handwritten bibliographies, italicized if typed.

City of publication: _____ **Publisher:** _____

Copyright date: _____ **Medium:** Print
Note: If none listed use N.d.

FINAL FORMAT: Book with one author

Last name, First name. *Title of Book*. City: Publisher, Date. Print.

FINAL FORMAT: Book with two authors

Last name, First name and First name Last name. *Title of Book*. City: Publisher, Date. Print.

FINAL FORMAT: Book with editors

Last Name, First Name, ed. *Title of Book*. City: Publisher, Date. Print.

Or

Last Name, First Name of Author, *Title of Book*. First Name Last Name of Editor, ed. City: Publisher, Date. Print.

BIBLIOGRAPHIC FORMAT: BOOKS

Author (s) and/or Editor(s): _____
Note: If no author or editor, begin with title.

Title: _____
Note: The title is underlined for handwritten bibliographies, italicized if typed.

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FINAL FORMAT: Book with two authors

Last name, First name and First name Last name. *Title of Book*. City: Publisher, Date. Print.

FINAL FORMAT: Book with editors

Last Name, First Name, ed. *Title of Book*. City: Publisher, Date. Print.

Or

Last Name, First Name of Author, *Title of Book*. First Name Last Name of Editor, ed. City: Publisher, Date. Print.

**BIBLIOGRAPHIC FORMAT: ENCYCLOPEDIAS/MULTIVOLUME REFERENCE
(Print and Online)**

Author of article if listed: _____

Note: If no author, begin with article title.

Title of article (in quotations): _____

Title of book/online encyclopedia: _____

Note: The title is underlined for handwritten bibliographies, italicized if typed.

Edition: _____ **Copyright date or edition date:** _____

Medium: _____ **Print** or _____ **Web**

ONLINE: Publisher or sponsor: _____

Date viewed: day _____ month _____ year _____

[No URL is required for online encyclopedias.]

FINAL FORMAT PRINT ENCYCLOPEDIA:

Last name, First name. "Article Title." *Title of Encyclopedia*. Edition. Date. Print.

FINAL FORMAT ONLINE ENCYCLOPEDIA:

Last Name, First Name. "Article Title." *Title of Encyclopedia*. Publisher, Date. Web. Date Viewed.

**BIBLIOGRAPHIC FORMAT: ENCYCLOPEDIAS/MULTIVOLUME REFERENCE
(Print and Online)**

Author of article if listed: _____

Note: If no author, begin with article title.

Title of article (in quotations): _____

Title of book/online encyclopedia: _____

Note: The title is underlined for handwritten bibliographies, italicized if typed.

Edition: _____ **Copyright date or edition date:** _____

Medium: _____ **Print** or _____ **Web**

ONLINE: Publisher or sponsor: _____

Date viewed: day _____ month _____ year _____

[No URL is required for online encyclopedias.]

FINAL FORMAT PRINT:

Last name, First name. "Article Title." *Title of Encyclopedia*. Edition. Date. Print.

FINAL FORMAT ONLINE ENCYCLOPEDIA:

Last Name, First Name. "Article Title." *Title of Encyclopedia*. Publisher, Date. Web. Date Viewed.

BIBLIOGRAPHIC FORMAT: MAGAZINES AND NEWSPAPERS (Print and Online)

Author of article if listed: _____
Note: If no author, begin with article title.

Title of article (in quotations): _____

Magazine/Newspaper title: _____
Note: The title is underlined for handwritten bibliographies, italicized if typed.

Date issued:: day ____ month _____ year _____ **Page(s)** _____
If pages not consecutive, note first page and then +, i.e. 20+.

Medium: ____ **Print** or ____ **Web**

ONLINE: Sponsor or publisher: _____
Date viewed: day ____ month _____ year _____
URL: http:// _____

FINAL FORMAT PRINT

Last name, First name. "Title of Article." *Title of Magazine*. Day Month Year: Page(s). Print.

FINAL FORMAT ONLINE

Last name, First name. "Title of Article." *Title of Magazine*. Sponsor or publisher, Day Month Year.
Web. Date viewed. <URL in angle brackets>.

BIBLIOGRAPHIC FORMAT: MAGAZINES AND NEWSPAPERS (Print and Online)

Author of article if listed: _____
Note: If no author, begin with article title.

Title of article (in quotations): _____

Magazine/Newspaper title: _____
Note: The title is underlined for handwritten bibliographies, italicized if typed.

Date issued:: day ____ month _____ year _____ **Page(s)** _____
If pages not consecutive, note first page and then +, i.e. 20+.

Medium: ____ **Print** or ____ **Web**

ONLINE: Sponsor or publisher: _____
Date viewed: day ____ month _____ year _____
URL: http:// _____

FINAL FORMAT PRINT

Last name, First name. "Title of Article." *Title of Magazine*. Day Month Year: Page(s). Print.

FINAL FORMAT ONLINE

Last name, First name. "Title of Article." *Title of Magazine*. Sponsor or publisher, Day Month Year.
Web. Date viewed. <URL in angle brackets>.

BIBLIOGRAPHIC FORMAT: INTERNET SOURCES

Contributor information: _____
Note: If none, begin with article title.

Web site article (in quotations): _____

Web Site Title: _____
Note: The title is underlined for handwritten bibliographies, italicized if typed.

Publisher or Sponsor of Web Site if listed: _____

Date of publication or last update: day ____ month _____ year ____
Note: If none listed use N.d.

Medium: ____ Web _____

Date viewed online: day ____ month _____ year _____

URL: http://_____

FINAL FORMAT

Last name, First name. "Web Site Article." *Web Site Title*. Publisher or Sponsor. Date. Web. Date viewed.
<URL in angle brackets>.

BIBLIOGRAPHIC FORMAT: INTERNET SOURCES

Contributor information: _____
Note: If none, begin with article title.

Web site article (in quotations): _____

Web Site Title: _____
Note: The title is underlined for handwritten bibliographies, italicized if typed.

Publisher or Sponsor of Web Site if listed: _____

Date of publication or last update: day ____ month _____ year ____
Note: If none listed use N.d.

Medium: ____ Web _____

Date viewed online: day ____ month _____ year _____

URL: http://_____

FINAL FORMAT

Last name, First name. "Web Site Article." *Web Site Title*. Publisher or Sponsor. Date. Web. Date viewed.
<URL in angle brackets>.

BIBLIOGRAPHIC FORMAT: ARTICLE IN ONLINE DATABASE (ie. GALE)

Author: _____

Title of article (in quotations): _____

Periodical/Newspaper title: _____

Note: The title is underlined for handwritten bibliographies, italicized if typed.

Volume and Issue Numbers (if listed): _____

Date of Publication: day ____ month ____ year ____ **Page(s):** _____

Database name (i.e. *Student Resources in Context*) _____

Medium: Web **Date viewed online:** day ____ month ____ year ____

[No URL is required for online databases.]

FINAL FORMAT FOR PERIODICAL WITH YEAR ONLY

Last name, First name. "Title of Article." *Title of Periodical/Newspaper*. Year of publication: Page(s).

Database name. Web. Date viewed.

FINAL FORMAT FOR PERIODICAL WITH DAY OR MONTH AND YEAR

Last name, First name. "Title of Article." *Title of Periodical/Newspaper*. Day Month Year of publication: Page(s)

Database name. Web. Date viewed.

BIBLIOGRAPHIC FORMAT: ARTICLE IN ONLINE DATABASE (ie. GALE)

Author: _____

Book Title: _____

Periodical/Newspaper title: _____

Note: The title is underlined for handwritten bibliographies, italicized if typed.

Volume and Issue Numbers (if listed): _____

Date of Publication: day ____ month ____ year ____ **Page(s):** _____

Database name (i.e. *Student Resources in Context*) _____

Medium: Web **Date viewed online:** day ____ month ____ year ____

[No URL is required for online databases.]

FINAL FORMAT FOR PERIODICAL WITH YEAR ONLY PUBLICATION

Last name, First name. "Title of Article." *Title of Periodical/Newspaper*. Date of publication: Page(s).

Database name. Web. Date viewed.

FINAL FORMAT FOR PERIODICAL WITH DAY OR MONTH AND YEAR PUBLICATION

Last name, First name. "Title of Article." *Title of Periodical/Newspaper*. Day Mnnth Year: Page(s).

Database name. Web. Date viewed.o

BIBLIOGRAPHIC FORMAT: BOOK IN ONLINE DATABASE (ie. GALE)

Author: _____

Title of article (in quotations): _____

Book title: _____ **Volume No.:** _____

Note: The title is underlined for handwritten bibliographies, italicized if typed.

City of publication: _____ **Publisher:** _____

Copyright date: _____ **Page(s):** _____

Note: If none listed use N.d.

Database name (i.e. *Student Resources in Context*) _____

Medium: Web **Date viewed online:** day ____ month ____ year ____

[No URL is required for online databases.]

FINAL FORMAT FOR BOOK IN ONLINE DATABASE

Last name, First name. "Title of Article." *Title of Book* Volume No. Place: Publisher, Year of publication: Page(s).
Database name. Web. Date viewed.

Note: Follow format for multiple authors as shown in book example.

BIBLIOGRAPHIC FORMAT: ARTICLE IN ONLINE DATABASE (ie. GALE)

Author: _____

Title of article (in quotations): _____

Book title: _____ **Volume No.:** _____

Note: The title is underlined for handwritten bibliographies, italicized if typed.

City of publication: _____ **Publisher:** _____

Copyright date: _____ **Page(s):** _____

Note: If none listed use N.d.

Database name (i.e. *Student Resources in Context*) _____

Medium: Web **Date viewed online:** day ____ month ____ year ____

[No URL is required for online databases.]

FINAL FORMAT FOR BOOK IN ONLINE DATABASE

Last name, First name. "Title of Article." *Title of Book* Volume No. Place: Publisher, Year of publication: Page(s).
Database name. Web. Date viewed.

Note: Follow format for multiple authors as shown in book example.

BIBLIOGRAPHIC FORMAT: SOUND RECORDINGS

Main Contributor _____
Perf. (Performer), Comp. (Composer), or Cond. (Conductor)

Note: You may use either one or both of the following.

Song or musical piece (in quotations): _____
Album (Optional) _____

Note: The title is underlined for handwritten bibliographies, italicized if typed.

Additional artist, orchestra, etc.: _____

Manufacturer. _____

Year: _____ **Type of medium:** (Audiocassette, CD, LP, MP3) _____

ONLINE: Title of Web Site: _____

Medium: Web Date viewed: day ____ month _____ year _____

URL: http:// _____

FINAL FORMAT

Main Contributor. "Song Title." *Album*. Additional contributor(s). Manufacturer, Year. Medium.

FINAL FORMAT FOR ONLINE SOUND RECORDING

Main Contributor. "Song Title." *Album*. Additional contributor(s). Manufacturer, Year. Title of Web site. Web. Date Viewed. <URL in angle brackets>.

BIBLIOGRAPHIC FORMAT: SOUND RECORDINGS

Main Contributor _____
Perf. (Performer), Comp. (Composer), or Cond. (Conductor)

Note: You may use either one or both of the following.

Song or musical piece (in quotations): _____
Album (Optional) _____

Note: The title is underlined for handwritten bibliographies, italicized if typed.

Additional artist, orchestra, etc.: _____

Manufacturer. _____

Year: _____ **Type of medium:** (Audiocassette, CD, LP, MP3) _____

ONLINE: Title of Web Site: _____

Medium: Web Date viewed: day ____ month _____ year _____

URL: http:// _____

FINAL FORMAT

Main Contributor. "Song Title." *Album*. Additional contributor(s). Manufacturer, Year. Medium.

FINAL FORMAT FOR ONLINE SOUND RECORDING

Main Contributor. "Song Title." *Album*. Additional contributor(s). Manufacturer, Year. Title of Web site. Web. Date Viewed. <URL in angle brackets>.

BIBLIOGRAPHIC FORMAT: FILM AND VIDEO RECORDINGS

Title: _____
Note: The title is underlined for handwritten bibliographies, italicized if typed.

Contributors: Dir. (Director), Perf. (Lead actors), Narr. (Narrator)

Distributor: _____

Year Released: _____ **Type of medium:** (Film, DVD, Videocassette) _____

ONLINE: Title of Web Site: _____
Medium: Web Date viewed: day ____ month _____ year ____
URL: http://_____

FINAL FORMAT

Title. Contributors. Distributor. Year Released. Medium.

FINAL FORMAT FOR FILM OR VIDEO DIGITIZED FOR THE WEB

Title. Contributors. Distributor. Year Released. Title of Web Site. Web. Date Viewed. <URL in angle brackets>.

BIBLIOGRAPHIC FORMAT: FILM AND VIDEO RECORDINGS

Title: _____
Note: The title is underlined for handwritten bibliographies, italicized if typed.

Contributors: Dir. (Director), Perf. (Lead actors), Narr. (Narrator)

Distributor: _____

Year Released: _____ **Type of medium:** (Film, DVD, Videocassette) _____

ONLINE: Title of Web Site: _____
Medium: Web Date viewed: day ____ month _____ year ____
URL: http://_____

FINAL FORMAT

Title. Contributors. Distributor. Year Released. Medium.

FINAL FORMAT FOR FILM OR VIDEO DIGITIZED FOR THE WEB

Title. Contributors. Distributor. Year Released. Title of Web Site. Web. Date Viewed. <URL in angle brackets>.

BIBLIOGRAPHIC FORMAT: TELEVISION OR RADIO PROGRAM

Title of episode (in quotations): _____

Contributors: Dir. (Director), Perf. (Lead actors), Narr. (Narrator)

Title of program: _____

Note: The title is underlined for handwritten bibliographies, italicized if typed.

Name of Network: _____

Local Station Call Letters: _____ City of Broadcast: _____

Date of Broadcast (day ____ month _____ year ____ Medium: ___Television or ___ Radio

ONLINE: Title of Web Site: _____

Medium: Web Date viewed: day ____ month _____ year ____

URL: http://_____

FINAL FORMAT

"Title of Episode." Contributors. *Title of Program*. Name of Network. Call Letter, City. Date. Medium.

FINAL FORMAT FOR TELEVISION OR RADIO BROADCAST ON THE WEB

"Title of Episode." Contributors. *Title of Program*. Name of Network. Date. *Title of Web Site*. Web. Date Viewed.
<URL in angle brackets>.

BIBLIOGRAPHIC FORMAT: TELEVISION OR RADIO PROGRAM

Title of episode (in quotations): _____

Contributors: Dir. (Director), Perf. (Lead actors), Narr. (Narrator)

Title of program: _____

Note: The title is underlined for handwritten bibliographies, italicized if typed.

Name of Network: _____

Local Station Call Letters: _____ City of Broadcast: _____

Date of Broadcast (day ____ month _____ year ____ Medium: ___Television or ___ Radio

ONLINE: Title of Web Site: _____

Medium: Web Date viewed: day ____ month _____ year ____

URL: http://_____

FINAL FORMAT

"Title of Episode." Contributors. *Title of Program*. Name of Network. Call Letter, City. Date. Medium.

FINAL FORMAT FOR TELEVISION OR RADIO BROADCAST ON THE WEB

"Title of Episode." Contributors. *Title of Program*. Name of Network. Date. *Title of Web Site*. Web. Date Viewed.
<URL in angle brackets>.