

HANDOUT: BIBLIOGRAPHIES MADE EASY!

Bibliographies are required for all entries. Your bibliography is a reflection of the depth of your research, making it a crucial part of your project. We know that they can be one of the most frustrating and difficult parts of the History Day process! With the invention of online reference and citation websites, the process has been made far less painful. Below are tips to make the process easier.

For each source you find...

Record

- When you find a new source, write down all required information for each source. Keep track of this in the same place for all your sources. The information is slightly different for different types of sources. See the examples below for more information. Remember: You can use MLA or Turabian format for your citations.
- Don't wait until the last minute. Bibliographies can be time-consuming, detailed work. It is much easier to complete citations for each source as you go along
- Don't cite Google or Ask.com as sources. These are search engines. It would be like citing the library where you found a book as the author

Reflect

- As you use each source, make some notes about how the source was useful to you and what it contained. It's easier to write it down as you use it, rather than trying to remember later.
- Use annotations wisely. Make sure to note sources that were extremely helpful. This is also your opportunity to explain less well-known sources, especially websites.

Review

- As you start to prepare your bibliography, group your sources into different sections: Primary Sources and Secondary Sources. Keep a separate section for images and pictures/illustrations.
- Alphabetize your source within the Primary and Secondary source categories. Don't number your sources in your bibliography.
- When done, polish your annotations and make sure each annotation explains what it was and how it was useful to your research.

Sample MLA (7th Edition) Citation Formats

Books (Print):

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

Newspaper Article (Print):

Last Name, First Name. "Article Title." *Newspaper Name* [City] Day Month Year Published: Page(s). Print.

Encyclopedia (Print):

"Article Title." Name of Encyclopedia. Edition. Year. Print.

Websites:

Last Name, First Name. "Article Title." *Name of Website*. Website Publisher, Date Month Year Published. Web. Date Month Year Accessed. <URL>.

*URL is optional unless the source cannot be located without it or if required by your teacher.

For More Information:

- Easy Bib: www.easybib.com
- Purdue Online Writing Lab: <http://owl.english.purdue.edu/owl/>