**How to Write a Bibliography**

A bibliography is an alphabetical list of books or sources of information you used in preparing your report. The bibliography is the last page of the report. The heading “**BIBLIOGRAPHY**” is centered at the top of the last page in capital letters. The bibliography should be arranged alphabetical order according to the last name of the author. If no author is given, alphabetize by the first word in the title. If the title begins with “A,” “An,” or “The,” use the second word in the title. If you need to use more than one line, indent the second line.

**Books**

Books are listed by author, the last name first, followed by the first name, then a comma, the title of the book underlined, followed by a period. The place (city) of the publisher is next, then a colon (:) followed by the name of the publisher, then a comma, the copyright date, and finally a period.

*Example*:

Morley, Jacqueline, An Egyptian Pyramid. New York: Bedrock Books, 1991. 48pp. (If

the whole book was not used, the pages would be listed like this: 32-40 pp.)

Ramses II: Magnificence on the Nile. Alexandria, VA.: Time-Life Books, 1993,

168pp.

*\*Note (When there is not author listed for a book, start with the title first)*

**Encyclopedia**

When no author is known, begin with the title of the article in quotation marks, the name of the encyclopedia underlined, the volume of the encyclopedia, the copyright date with ed., and finally the pages used.

*Example*:

“Ancient Egypt”, World Book Encyclopedia Vol. 6, 1996 ed. 135-138pp.

**Internet-Online Resources**

To cite files available for viewing/downloading via the World Wide Web, give the author’s name (if known), the full title of the work in quotation marks, the word Online, place of the website, the word Internet, the word available with the full http address, and the date of visit.

*Example*:

“Egyptian Links on the Web.” Online. BU Mirror in Europe. Internet. Available

http://pharos.bu.edu/Egypt (Sept. 17, 2003)