**Bibliography / Reference**

This is a list of the sources you used for your entire project, and that are cited within the worksheets and/or paper. References cited in the text of a research paper must appear in a Reference List or Bibliography. This list provides the information necessary to identify and retrieve each source. This will be an ongoing list that will be the last page in your Senior Project binder.

- Order: Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list.

- Authors: Write out the last name and initials for all authors of a particular work. Use an

ampersand (&) instead of the word "and" when listing multiple authors of a single work.

e.g. Smith, J. D., & Jones, M.

- Titles: Capitalize only the first word of a title or subtitle, and any proper names that are part of

a title.

- Pages: Use the abbreviation p. or pp. to designate page numbers of articles from periodicals

that do not use volume numbers, especially newspapers. These abbreviations are also

used to designate pages in encyclopedia articles and chapters from edited books.

- Indentation\*: The first line of the entry is flush with the left margin, and all subsequent lines

are indented (5 to 7 spaces) to form a "hanging indent".

- Underlining vs. Italics: It is appropriate to use italics instead of underlining for titles of books

and journals.

*Additional pieces of information should be included for works accessed online.*

- Internet Address: A stable Internet address should be included and should direct the reader

as close as possible to the actual work. If the URL is not stable, as is often the case with

online newspapers and some subscription-based databases, use the home page of the

site you retrieved the work from.

- A URL address for a website is NEVER the name of a website. While some websites end

with “.com” or “.org” (such as Poets.org), there are NO websites that include the “www.”

as part of the name. Please fix that.

- Date: If the work is a finalized version published and dated, as I the case of a journal article,

the date within the main body of the citation is enough. However, if the work is not dated

and/or is subject to change, as is the case of an online encyclopedia article, include the

date that you retrieved the information.

- Copyright date of website : use the most recent year such as 2010. If website states “1999-

present”, the present year is 2010. Add that in the test box for “year” and leave the month

and date text boxes blank. If the website gives a range of years – such as 1999- 2010 –

use 2010 only.

- A company or corporation cannot be an author. An author is a person. If you actually see the

words “Written by or reviewed by the Staff of the Mayo Clinic” then you may put “Staff of

the Mayo Clinic” in the corporation (last name) field. If not, leave the author field blank.

- Make sure when you are copying and pasting a URL that you have the page loaded to the

exact page you are citing. This is especially true if you are finding a copyrighted

photograph on Google images – do not include

“http://images.google.com/imgres?imgurl=” – in your citation. Instead go to the actual

website in which the photograph is housed and use that pages’ URL.