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# **1. How to write a Bibliography**

**A bibliography is a list of sources that were referenced to write an academic paper, a journal article, a book, a critique, an essay, or any other type of Research/academic writing. Bibliographies differ in format and go by different names depending on what style of writing you are using, but they mostly include the same standard information.**

# **2. Bibliography Styles**

## **Bibliography vs. Works Cited vs. Reference List**

**Each style guide has a different format for writing a bibliography. Make sure that the bibliography style you use matches the format of your paper.**

- bibliography - list of all sources consulted to write the paper, even those not cited or used directly (Chicago notes-bibliography style)**
- works cited - list of all sources actually cited within your paper (MLA style)**
- reference list/page - same as works cited; list of all sources actually cited within your paper (Chicago author-date style, APA style)**

# 3. Bibliography in MLA format

The MLA (Modern Language Association) format is primarily used for English Literature and other disciplines of the humanities. This style typically uses a Works Cited page.

As you write your paper, keep track of all the studies, books, films, internet articles, and other sources you consulted while writing the paper. You'll need to note

- Author
- Title
- Place of publication
- Publisher
- Date of publication
- Page numbers

# **4. Nine Core Elements**

**MLA revised its eighth edition, which created a container system using nine core elements. These nine core elements may be nested in containers. As works may be published in edited forms on different platforms, the container system lets you include all the necessary information to lead your reader to the exact source you used for your paper.**

**For each source, try to find as much information as possible about it. Follow these nine core elements in order, using the exact punctuation as shown (if you don't have the information for one element, simply skip it)**

- **Author**
- **Title of source**
- **Title of container**
- **Other contributors**
- **Version**
- **Number**
- **Publisher**
- **Publication date**
- **Location**

# 5. Bibliography in Chicago Style

The Chicago style format is primarily used for history texts. You may hear Chicago style called Turabian style. Turabian is simply the shorter student version of Chicago. There are two reference page styles for Chicago.

## Author-Date Style Bibliography

The first is a simpler author-date style bibliography. This means the first element is the author's name, and the second is the date of publication. You use the word "References" at the top of the page. Other elements follow as shown in this basic book format

**"Author's Last Name, Author's First Name. Year of Publication. Title of Book: Subtitle of Book. Place of Publication: Publisher's Name."**

The parenthetical citation follows this format

**"(Smith 2010, 77)"**

# Notes-Bibliography

Chicago's notes-bibliography style means that either footnotes or endnotes are included throughout the text. The full source entry is then included in a bibliography at the end of the paper.

This example of a note entry shows how to format the note

**"##. Author's First and Last Names, Title of Book: Subtitle of Book (Place of Publication: Publisher's Name, Date of Publication), pp."**

The corresponding bibliography entry is formatted this way:

**"Author's Last Name, Author's First Name. Title of Book: Subtitle of Book. Place of Publication: Publisher's Name, Date of Publication."**

Each source follows the same basic format, but there'll be differences depending on whether it's a book, journal article or website. Use the word "Bibliography" at the top of the page.



# 6. Bibliography in APA Style

The American Psychological Association (APA) style of writing is used for psychology and other sciences and social sciences. This style uses a references list.

For APA style, the format is similar to Chicago's author-date style and uses the word "References" at the top of the page. The year follows the name of the author. However, place the year in parenthesis after the author. Then include the name of the book or article, the name of the magazine or journal (this does not apply if it's a book), and the page numbers.

The basic APA reference list format follows this example

**"Author, A.A. (2001). Title of work. Location: Publisher."**

The in-text citation includes the author's last name, year of publication and page number within parentheses.

**"(Author, year, p.#)"**

# **7. Types of Bibliography Styles**

**When it comes to writing styles, there are a lot of them. Whether you're writing a biology, communications, theology or philosophy research paper or essay, there is a writing style for you. Learn about the different styles for formatting your paper, as well as how the reference and bibliography styles differ between them.**

## **What's in a Name?**

**The simplest way to break it down is to look at terminology. A bibliography or citation page lists the sources that were used to create the paper, in alphabetical order, at the very end of your paper. Now among citation pages, there are three different types: reference list, bibliography and works cited.**

**A reference list and a works cited list only the ideas or quotes used in the body of the paper. A bibliography, on the other hand, will list all the sources used in the creation of the body of the paper, even if they weren't cited in the paper. Now, check out how each one is unique.**

## **MLA Works Cited**

**A works cited is the citation page of the popular style by the Modern Language Association. The MLA style sheet was first published in 1951. It was taken out of print in 2016 but is still a popular writing style. Designed for literature, arts and philosophical writing, MLA breaks down how to format non-print materials like web pages, personal interviews, advertisements and other communications sources.**

# 8. Perfect Citations-MLA

Since MLA helps format sources that might not have a publication date, like web pages, using an author-page format makes it easy for people to find the information. Formatting citations for an MLA works cited looks like:

## Example – Web page

Lindsey, Suzie. "How to Make Vegetarian Chili." *eHow*, [www.ehow.com/how\\_10727\\_make-vegetarian-chili.html](http://www.ehow.com/how_10727_make-vegetarian-chili.html). Accessed 25 Nov 2018.

## Example – Image

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*, [www.artchive.com/artchive/K/klee/twittering\\_machine.jpg.html](http://www.artchive.com/artchive/K/klee/twittering_machine.jpg.html). Accessed 9 January 2019.

## Example – Email

Collens, Suzie. "Re: Literature." Received by Jennifer Betts, 15 Nov. 2018.

# 9. APA Reference list

The most popular reference list is found in the American Psychological Association writing style. Originating in 1929, in the Psychological Bulletin, the APA style is designed for psychology, education, social science and technical research.

This style breaks down formatting citations for journals, books, manuals and other technical sources. That's not to say, though, that there isn't formatting for sources like blogs and photographs; APA just makes citing statistics, research findings and technical reports easier. It isn't just the citation either. The tone and word usage are also regulated by APA style. For example, APA style writing should use non-biased writing and an active voice.

# Formatting-APA

**When creating a reference list in APA, the author and date are the first things that you will see. This is because the in-text citations follow the author-date format. Formatting sources for citation pages will follow a unique format whether you are listing a journal, book, web page or blog.**

**Examples of citations in APA include:**

- Book: Calfee, R. C. (1991). APA guide. Washington, DC: American Psychological Association.**
- Journal article: Jourls, H. F. (1983). Fundamentals of medicine. Journal of Medicine, 46, 837-845.**
- Magazine article: Henry, W. (2001, April 19). Making the grade. Time, 135, 28-31.**

# **11. Differences APA & MLA**

**The difference between MLA and APA citation is how they are formatting. MLA citations include the last name and first name and title in title case. APA citations include the author's last name and first initial, title in sentence case, and no period after a URL. In MLA format, the second name is written in the first name last name format. Three or More Authors: Gillespie, Paula, et al.**

# **12. Chicago Bibliography Styles**

Now, it's time to look at the great bibliography. Chicago Manual of Style (CMOS) is by far one of the most common bibliographies around. Chicago also comes in a student-friendly version called Turabian. With 17 editions, Chicago style has been in print since 1906. While Chicago will use a reference list for the citation page, you can also create a bibliography if you use notes for the in-text citations. Notes can be in the form of endnotes or footnotes.

## **Bibliographical Sourcing**

Chicago bibliographies are a good general style. It also works for different fields like history, anthropology, theology and philosophy. Chicago is good for web sources, along with audiovisual sources, lectures and even recordings.



# Examples of formatting for a Chicago bibliography include

## Example – Web page

Heck, Jim. "About the Philosophical Gourmet Report." Last modified July 8, 2011.  
<http://rgheck.frege.org/philosophy/aboutpgr.php>.

## Example – Facebook

Chicago Manual of Style. "Is the world ready?" Facebook, April 19, 2017.  
<https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

## Example – Audiovisual

Beyoncé. "Sorry." Directed by Kahlil Joseph and Beyoncé Knowles. June 22, 2016. Music video, 4:25.  
<https://youtu.be/QxsmWxxouIM>.

# APA

vs

# MLA

## What is the topic of your research paper?



Use this style for:  
Sciences like natural, physical  
and social sciences.



Use this style for:  
Essays on human society,  
culture, humanities, historical  
literature and arts

## COMPARE AND CONTRAST

### In-text citations

(Author's Last Name, Year,  
Page Number)

**Example:**

(Jones, 2020, p. 15)

(Author's Last Name and  
Page Number)

**Example:**

(Jones 15)

### Citations

Author's Last Name, Initial. *Title in  
sentence case.* No period after URL.

**Example:**

Austen, J. (1918.) *Pride and prejudice.*  
Newton Press.

Author's Last Name, First Name.  
*Title in Title Case.*

**Example:**

Austen, Jane. *Pride and Prejudice.*  
Newton Press, 1918.

### Formatting Rules

**Reference List Title:**  
References

**Title Page:**  
Required

**Running Head:**  
Page number (Optional running  
head with title in all caps)

**Heading and Subheadings:**  
Has a defined format

**Block Quotes:**  
Used for 40 words or more

**Reference List Title:**  
Works Cited

**Title Page:**  
Not required

**Running Head:**  
Last name and page number

**Headings and Subheadings:**  
No defined format

**Block Quotes:**  
Used for 4 or more lines



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TEACHER APPROVED. STUDENT LOVED

# **13. Which style to use**

**You'll usually be told which citation style you should use in your writing by your department or supervisor. If you're not sure, look up your institution's guidelines or ask directly.**

**Occasionally, you may be allowed to choose a style yourself. If so, it's best to base your decision on your area of study**

- APA is used primarily in the (social and behavioral) sciences and in fields related to education.**
- MLA is primarily used in humanities subjects such as languages, literary studies, and media studies.**