Simplified Bibliographic Format

✓ The Title “Bibliography” should be centered at the top.
✓ The list is in alphabetical order according to the author’s last name.
✓ Indentation is key. All lines except the first line are indented.
✓ Each item on the list refers to an actual reference in the paper.

1. For a book:
   Author (last name first). Title. Copyright date.


2. For an encyclopedia article:
   “Article name (if given),” Name of encyclopedia. Last copyright date.


3. Email:
   Author of email message (last name first). “Subject of email.” [Online] email address: student@address.edu., date.

   Jones, Tom. “Robots in your life.” R.jones@hisplace.ut, January, 2000

4. Internet:
   Author (last name first). Title of item. [Online]

Approved Bibliographic Citation Format

✓ The list is in **alphabetical order** according to the **author’s last name**.
✓ **Indentation is key.** Approved format uses hanging indentation—all lines **except** the first line are indented. You can command your word-processing program to do this for you.
✓ Each item on the list refers to an **actual reference** in the paper. Do not pad the list with names of references that you may have read but did not use.

1. For a book:
   **Author (last name first).** Title. City of publication: Publisher, copyright date.

2. For a book with two authors:
   **Author (last name first) and second Author (first name first).** Title. City of publication: Publisher, copyright date.

3. For a reference source, such as an encyclopedia article, almanac, or atlas:
   “**Article name (if given),**” Name of reference source. Last copyright date. Volume number, page number(s) of article.

4. For a magazine article:
   **Author (if known).** Magazine Name. Date of publication: page number(s).

5. For a study print, film, video or other media:
   “**Title of Media,**” Title of Series (Type of media). Producer, copyright date.

6. For an interview:
   **Interviewee’s name (last name first).** Interview. Place of interview: Date of interview.

7. For email:
   **Author of email message (last name first).** Subject of the message. [Online]
   Available email: Student@address.edu, from Author@address.edu, date of document or download, if document is not available.

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   **Author (last name first).** Title of item. [Online] Available http://address/filename, date of document or download, if document is not available.