
Chapter 7

Creating a Bibliography or List of References

What is the difference between a bibliography and a list of references? Strictly speaking, a bibliography is a list of books ("biblio" is from the Greek word *biblion*, meaning book, and "-graphy" is the combining form meaning a writing—from the Greek word *graphein*, to write). A list of references includes references not only from books, but also from other sources, such as:

- journal articles
- magazine articles
- newsletter articles
- newspaper articles
- monographs
- abstracts
- company brochures
- personal interviews and correspondence
- encyclopedias or dictionaries
- government publications
- academic material
- raw data
- book, movie, and video reviews

- audio-visual media
- electronic media
- legal materials

Chances are your document will use these multiple sources, and so will have a list of references. A list of references can be divided into two categories: References Cited and Additional References. References Cited includes just those cited in the text, while the Additional References page contains references you studied but did not actually cite. If you plan to list only the references cited, you can put “References” at the top. Split the lists only if you are including both types of references.

This chapter shows how to create all the references mentioned on page 113. Follow these rules when creating them:

- Place the word "References" (or “References Cited” or “Additional References”) at the top of the list.
- Create the list in alphabetical order by the author’s last name.
- Follow the layout and punctuation exactly as shown in this chapter.

NOTE: Many of the examples shown in this section are not real, but have been created for example purposes.

For an example of a complete list of references, please see Appendix F.

Referencing Periodicals

This section shows you how to reference:

- journal articles
- magazine articles
- newsletters
- newspapers
- monographs
- abstracts
- periodicals published annually
- works discussed in secondary sources

Referencing Journal Articles

When you reference a journal article, you must reference both the article and the journal it is in. This section shows you how to reference a(n):

- journal article with one author
- journal article with two authors
- journal article with three to five authors
- journal article with six or more authors
- journal article in press
- entire issue of a journal
- journal supplement
- non-English journal article with the title translated into English
- English translation of a journal article

Referencing a Journal Article With One Author

A reference for a journal article with one author appears as shown in Figure 62 and consists of the following elements:

- Author's last name
- Author's first initial and middle initial, if available
- Year of journal issue
- Title of article
- Title of journal
- Volume (and issue) number, if available
- Page number(s) of article

To create this reference, follow these steps:

1. Indent one-half inch and type the author's last name in full, followed by a comma and a space.
2. Type the author's first initial (*not* the full first name), followed by a period and a space, then the middle initial (if available), followed by a period and a space. If the author's middle name is not listed, just use the first initial.

Remember: *Never, never* use the full first name!

3. Type the copyright year in parentheses, followed by a period and a space.
4. Type the title of the article in plain type. Use a capital letter on the first word, but use lower-case letters on the remaining words. End with a period and a space.
5. Type the journal title. Capitalize all words, and follow it with a comma, a space, and the volume number, if available. Underline the title and the volume number. (If the issue number is available, place it in parentheses and follow it with a comma, as shown).

6. Type a space and the page numbers, followed by a period.

NOTE: Notice that the “pp.” is not included in the page number shown in Figure 62. The “p.” or “pp.” is not used when the volume number is included.

7. If your reference continues to a second line, double-space the second line and begin it back at the left margin.

Follow this format exactly. See Appendix F for a complete list of references.

Matthews, Y. A. (1993). Electronic communication in large organizations. Technical Communication, 39(2), 60-65.

Figure 62. Example of a Reference of a Journal Article With One Author.

Referencing a Journal Article With Two Authors

A reference for a journal article with two authors appears as shown in Figure 63 and consists of the following elements:

- Both authors' last names
- Both authors' first initials
- Year of journal issue
- Title of article
- Title of journal
- Volume (and issue) number, if available
- Page number(s) of article

To create this reference, follow these steps:

1. Indent one-half inch and type the first author's last name in full, followed by a comma and a space.
2. Type the first author's first initial (*not* the full first name), followed by a period, a comma, and a space.

Remember: *Never, never* use the full first name!

3. Type an ampersand (&) and a space.
4. Type the second author's last name, followed by a comma and a space.
5. Type the second author's first initial, followed by a period and a space.
6. Type the copyright year in parentheses, followed by a period and a space.
7. Type the title of the article in plain type. Use a capital letter on the first word, but use lower-case letters on the remaining words. End the title with a period and a space.

8. Type the journal title. Capitalize all words of the title, and follow it with a comma, a space, and the volume number, if available. Underline the title and the volume number. (If the issue number is available, place it in parentheses and follow it with a comma, as shown in Figure 63.)
9. Type a space and the page numbers, followed by a period.

NOTE: Notice that the “pp.” is not included in the page number shown in Figure 63. The “p.” or “pp.” is not used when the volume number is included.

10. If your reference continues to a second line, double-space the second line and begin it back at the left margin.

Follow this format exactly. See Appendix F for a complete list of references.

Matthews, Y., & Jones, T. (1993). Electronic communication in large organizations. Technical Communication, 39(2), 60-65.

Figure 63. Example of a Reference of a Journal Article With Two Authors.