

# Bibliography & Note Card Quick Reference Guide

**Write the bolded words on your bibliography card.**

*Do not write the instructions in brackets.*

*Underline anything you need to italicize.*

## 1.1 Standard book

- ❖ Author name(s).  
[Examples: Brin, Molly S. Smith, John, and Ian Jones. Smith, John, Al V. Bean, and Ian Jones.]  
[If specifically an editor, write “,ed.” after name. If two editors, write “,eds.”].
- ❖ *Title: Subtitle* [if there is a subtitle].
- ❖ City of Publication:
- ❖ Publisher, [see page 22 for abbreviations]
- ❖ most recent copyright date.
- ❖ Publication medium. [This source is **Print.**]

## 1.4 Reprinted Review in a Collection or Reference Work

- ❖ Article’s Author(s).
- ❖ “Original Article’s Title.”
- ❖ **Rev. of** *Name of Reviewed Book*, **by** Author of Reviewed Book.
- ❖ *Title of Original Periodical*
- ❖ day month year of original periodical:
- ❖ pages of original article.
- ❖ **Rpt. in** *Title of Collection*.
- ❖ **Ed.** (Eds.) editor name(s).
- ❖ **Vol.** [volume number if any].
- ❖ City of Publication:
- ❖ Publisher, [see page 22 for abbreviations]
- ❖ most recent copyright date.
- ❖ pages in reprint.
- ❖ Publication medium. [This source is **Print.**]

## 1.11 An Article in an Encyclopedia or Other Reference Work

- ❖ Article’s Author. [if there is one]
- ❖ “Article’s Title.”
- ❖ *Name of Reference Work*.
- ❖ **Ed.** [or] **Eds.** editor name([s]- separated by **and**).
- ❖ **Vol.** [volume number if any].
- ❖ City of publication:
- ❖ Publisher, [see page 22 for abbreviations]
- ❖ most recent copyright date.
- ❖ Publication medium. [This source is **Print.**]



### 3.2 Review from a magazine OR from a scholarly journal found in an online subscription service database

- These first 6 lines document a review from a magazine- see 2.2
- ❖ Article's Author.
  - ❖ "Article's Title."
  - ❖ **Rev. of** *Name of Reviewed Book*, **by** Author of Reviewed Book.
  - ❖ *Title of Periodical*
  - ❖ day month year of periodical:
  - ❖ pages of article.

**OR**

- These first 7 lines document a review from a scholarly journal- see 2.2
- ❖ Article's Author.
  - ❖ "Article's Title."
  - ❖ **Rev. of** *Name of Reviewed Book*, **by** Author of Reviewed Book.
  - ❖ *Title of Journal*
  - ❖ volume # [write just the number alone].issue number
  - ❖ (year of journal):
  - ❖ pages of article.

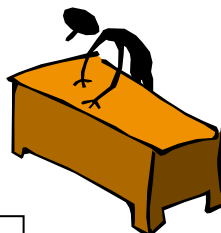
**AND**

- These last 3 lines document the subscription service
- ❖ *Name of Database.*
  - ❖ Publication medium. [This source is **Web.**]
  - ❖ day month year article was printed out.

I SEE THEM!



FIGURE OUT IF THE REVIEW IS FROM A MAGAZINE OR A SCHOLARLY JOURNAL & COMPLETE THAT HALF. THEN, COMPLETE THESE THREE LINES FOR THE DATABASE.



**Source #**

Bibliographic Information  
*one piece on each line*

Bibliography Card Format

**Source #** from bibliography card      Slug (topic heading)

Page #

Quotation or Paraphrase

[optional note to self]

HANG ON! THIS IS THE HARDEST PART!

Note Card Format

H E L P

