



## BIBLIOGRAPHY CARDS

SEE ALSO: Bibliographic Format handout

Bibliography cards show the sources used in researching a topic. Even if a source is not directly mentioned in a paper or report, you should list all the materials you read or viewed in gathering the information you needed.

The format for a bibliography card describes what information needs to be included, and the way that information is arranged on the index card (placement, spacing and punctuation). An instructor requiring students to turn in bibliography cards may have a specific format in mind, so be sure to ask your instructor if you do not know the format you are expected to use.

A style manual gives detailed instructions on how to format bibliography cards, bibliographies or works cited lists, and annotated bibliographies. The library has several different style manuals; if you would like to use one, ask a librarian to show you how to locate them. See the STYLE MANUALS list below.

### BIBLIOGRAPHY CARD CONTENTS

Basic items to include on a bibliography card for a BOOK:

- Call number
- Author
- Title
- Place of publication
- Publisher
- Date of publication

Basic items to include on a bibliography card for a MAGAZINE or JOURNAL ARTICLE:

- Author
- Title of the article
- Name of magazine or journal
- Volume number
- Date of magazine or journal
- Page number(s)
- Location of magazine (Periodical Room, Bound, Microform, etc.)

## **SAMPLE BIBLIOGRAPHY CARD**

E	McPherson, James M.
540	Marching toward freedom: Blacks in
N3	the Civil War, 1861-1865. New York:
M24	Facts on File, 1991.
1991	
CCC Library	

## **SELECTED STYLE MANUALS**

Campbell, William Giles. Form and style: theses, reports, term papers. Boston: Houghton, Mifflin Co., 1990. LB 2369 C3 1990 REF

Gibaldi, Joseph. MLA handbook for writers of research papers. 2nd ed. New York: Modern Language Association of America, 1984. PE 1478 M57 1984 REF

Roth, Audrey. The research paper: process, form and content. 5th ed. Belmont, CA: Wadsworth, 1986. LB 2369 R66 1986

Turabian, Kate L. A manual for writers of term papers, theses, and dissertations. 5th ed. Chicago: University of Chicago Press, 1987. LB 2369 T8 1987 REF

See also online style guides.