

Bibliography Instructions: MS WORD

TARRIER APPS Directions are on the OTHER SIDE!

Step 1:

- Open **MS WORD**.
- Once your file is open, go to **FORMAT > PARAGRAPH**.
- When the window opens you will need to change two of the settings.
 - In the **SPECIAL** menu choose **HANGING**.
 - In the **LINE SPACING** menu choose **DOUBLE**.
- Click **OK**.
- You have now saved yourself many hours of frustrating formatting.

Step 2:

- Gather all of your **RAD forms**.
- Using the first word listed in Section 1 (the Bibliographic Citation), put your RAD forms in **ALPHABETICAL ORDER**.
 - Remember to alphabetize using the author's **LAST NAME**. If there is no author, go to the next place there is information, such as the article or book title.

Step 3:

- Using your first RAD form, **type** the information from the bibliographic citation section into your document.
- **Pay attention to the punctuation** that is included on the RAD form or template. You will need to include these periods, quotation marks, etc. in your bibliography.
 - Remember that:
 - Authors are listed with their **LAST NAMES FIRST**.
 - Article titles are in **“QUOTATION MARKS”**.
 - Whole book, magazine, web site, database or newspaper titles are **ITALICIZED**.
 - Dates are in the following format: **27 Feb. 2008**.
- **DO NOT PRESS ENTER** at the end of the line until ALL the information from the top of the RAD form has been typed. WORD and TarrierApps will automatically move you down to the next line when it is necessary. If you allow the program to do this for you, it will also include the **HANGING INDENT** that is required. When you are ready to move on to the next RAD form, then press enter.
- **Repeat step 3** until all of your RAD forms have been included in your bibliography.
 - Double check that the entries are in alphabetical order.

Step 4: Turn in to Ms. Harris for feedback (MS WORD). Or Share it with Ms. Harris if you are using TarrerApps.

PLEASE NOTE: Students who are successful at completing bibliographies in proper format do the following:

- They take their time.
- They double-check their work with the instructions and samples given.
- They turn in AT LEAST one rough draft and revise it.

Bibliography Instructions: **Tarrierapps**

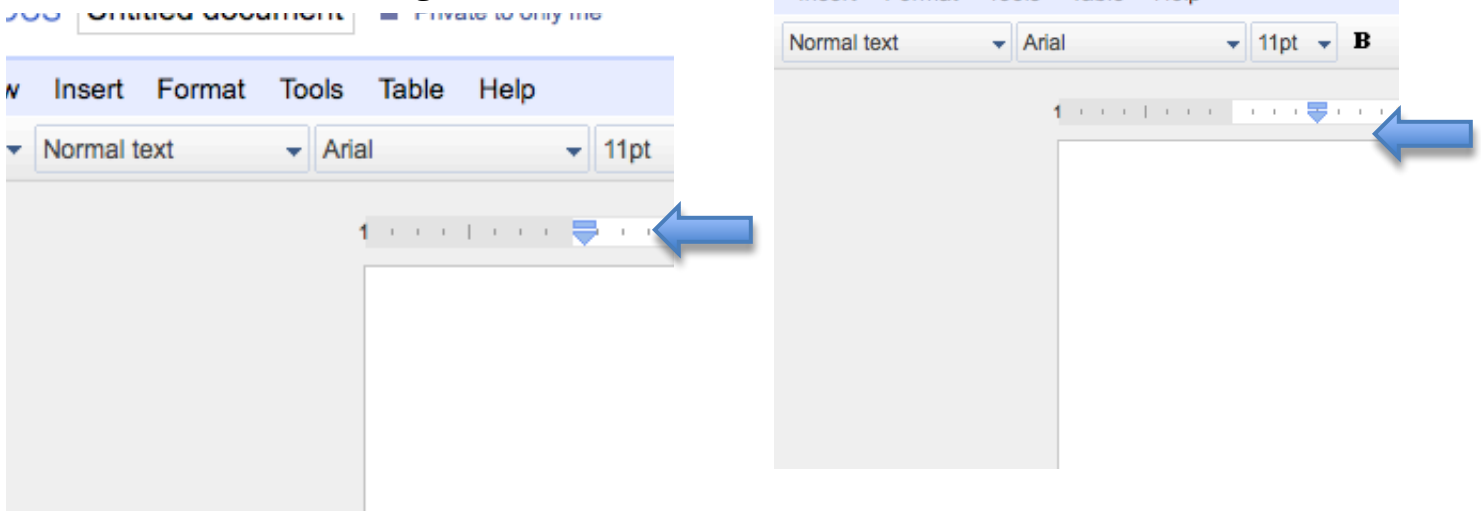
MS WORD Directions are on the OTHER SIDE!

Step 1a:

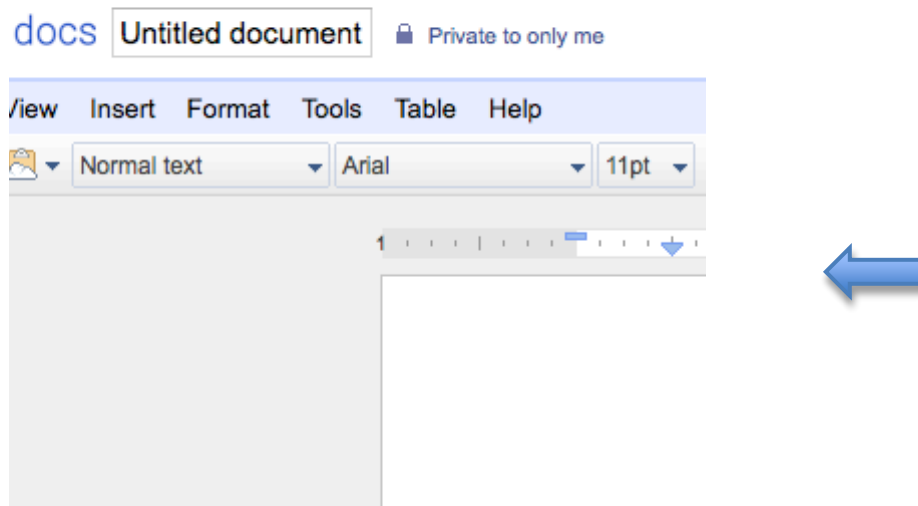
- Log in to your **TarrieApps** account
- Click on **Documents** and **Creat New > from Template**
- Choose **“MLA Bibliography Template Middle School.”**
- **Skip to Step 2** and follow the rest of the directions.

Step 1b:

- Log In to your **TarrierApps** account.
- **Click on Documents** and **Create New > Document**
- Use the blue left-margin things to set the hanging indent like this:
 1. Using your cursor, click on the bottom of the blue margin thing and move it ½ inch to the right.



2. Now click on the rectangular top of the blue margin thingy and move it back to where it was in the beginning.
3. Your paragraph indent settings should now look like this:



4. **Double Space** your document.

Step 2 – 4: Follow the directions on the other side of this page.