

Bibliography Instructions

LOOK at the **SAMPLE Bibliography** that is attached to this instruction sheet. ☺

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 MS WORD.
- **Pay attention to the punctuation** that is included on the RAD form. 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 will automatically move you down to the next line when it is necessary. If you allow WORD 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.

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.