

## LESSON 6

### COMPILING A BIBLIOGRAPHY

For the purposes of this course we have defined a bibliography as a list of books or materials systematically arranged and having some relationship to each other.

At this point you have had lessons on the use of library resources and you have developed certain skills. Now you are going to use these skills to perform searches on specific subjects and to prepare **1) a working bibliography** and **2) a final bibliography**.

A **working** bibliography is a list of sources containing the needed information about materials available on a topic. You can use 3 X 5 cards, a notebook, or a computer, to keep track of this information. Each book, video, magazine article, etc. that is used in research will have its own entry with complete bibliographic information on it.

When preparing a working bibliography, write down ALL the bibliographical information possible. It is better to take more information than is needed than to risk losing time later by having to retrace your steps when insufficient information is recorded. If you know which **FORMAT** you will be using for your final bibliography, it is a good idea to use that format in preparing your working bibliography.

In research for an actual paper, you also will record additional information, such as call numbers, notes about the material, its location -- anything you consider useful and worth noting.

This information forms the base for making the **final** bibliography that will be at the end of your report or term paper. The final bibliography should be typed, double-spaced, and arranged as in the samples in research manuals. Alphabetize your entries appropriately by author, or, if there is no author, by title.

The following page contains an example of a completed bibliography (to conserve room, it is not double-spaced). Look at the references and format. If you did well on Lesson 5, it will be easy for you to go on to complete your own bibliography. Check with the Reference Librarian if you have any questions. The instructions for Lesson 6 follow the sample bibliography.

## Works Cited

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## INSTRUCTIONS FOR LESSON 6 ASSIGNMENT

The project for this lesson is to compile **1) a *working bibliography*** and **2) a *final bibliography*** of at least **10 sources** found in this library on the topic of your choice. These 10 sources must include: at least **three different types of materials** (books, magazines, media, pamphlets, newspapers), **one basic reference book** appropriate for your topic, and at least **one electronic source** available in the Hartnell College Library. This electronic source might be a full-text article in EBSCOhost, ProQuest Newspapers, Ethnic Newswatch, or the Internet.

You may use the references you have found as you worked through the course, or you may start over. Be sure to follow these instructions:

### Working Bibliography

- Each reference should be a separate entry, just as if you were doing a literature search for an actual research paper.
- Be sure your references follows the bibliography format exactly.
- Don't forget to include your name on your work.
- For books, record the call number of the book.
- For magazines, journals, and newspapers, put the name of the database or periodical index in which you found the reference.

It is recommended that you have a Reference Librarian approve your working bibliography before you type the final bibliography. If you have not followed the instructions, your bibliography may be returned to you for correction.

## **Final Bibliography**

- **Type** your bibliography.
- Bibliographic entries must be alphabetized.
- The MLA format should be precisely followed, paying close attention to the details of punctuation, indentation, capitalization, and underlining.
- Check your spelling!