

# Bibliography Helps and Hints

Font choices: 12 point Verdana, Times Roman or Helvetica

When preparing your final bibliography,

- Alphabetize your sources by the first letter of each entry.
- If an entry takes more than one line, indent the additional lines five spaces or one-half inch.
- NO NUMBERS at the start of each citation (see BAD BIB)
  
- One line between citations (see below)
- The word **Bibliography** is at the top, centered in a font of your choice

*Look at the two examples below. The first one looks good, but is lacking the hanging indent.*

Gibson, Diane. Hydroelectricity. Mankato, MN: Smart Apple Media, 2000. 55.

*This example is perfect. All additional lines after the first line are indented by one half inch.*

Hayes, David. Energy: The Case for Conservation. Washington, D.C : Worldwatch Institute Press, 1988. 26, 44-45.

*One last thing:*

- Name/info lower right side of paper
  
- Proof your bibliography by asking yourself if you have identified the WHO, WHAT, WHERE and WHEN

√ Any further questions, please talk with Ms. Pappas in the library.