**Sample Bibliographic Entries**

- **BOOK IN A SERIES**
  - Author’s Last Name, First Name. Title of Book. City of Publication: Publisher, Date.

- **ARTICLE IN A JOURNAL**
  - Author’s Last Name, First Name. “Title of Article.” *Title of Journal* Volume and Issue Number (Date): pg#.

- **INTERNET WEBSITE**
  - Author’s Name. Title of Page (date posted or date of last revision), <web address> (date of access).

**Sample Footnotes** (The first line of each entry is indented, while the second line is not.)

- **BOOK BY ONE AUTHOR**
  - 1. Author’s name, Title of Book (City of Publication: Publisher, Date), pg#.

- **BOOK IN A SERIES**
  - 1. Author’s name, Title of Book, Name of Series (City of Publication: Publisher, Year), pg#.

- **ARTICLE IN A JOURNAL**
  - 1. Author, “Title of Article,” *Title of Journal*, Volume and Issue Number (Date): pg#.

**Bibliography**

- Every source cited in footnotes will be entered in a different format, alphabetically, on a separate Bibliography page.
- Bibliographic entries should have single spaces within an individual entry, and one blank line between each entry.

**Sample Bibliographic Entries** (Under Paragraph Options, apply a Hanging Indent of 0.5)

- **BOOK BY ONE AUTHOR**
  - Author’s Last Name, First Name. Title of Book. City of Publication: Publisher, Date.

- **BOOK IN A SERIES**
  - Author’s Last Name, First Name. Title of Book. Name of Series. City of Publication: Publisher, Date.

- **ARTICLE IN A JOURNAL**
  - Author’s Last Name, First Name. “Title of Article.” *Title of Journal* Volume and Issue Number (Date): pg#.

- **INTERNET WEBSITE**
  - Author’s Last Name, First. Title of Page. Date posted or last revision; available from <web address>; Internet; date of access.