6-27-2016

Fort Hays Kansas State College Forsyth Library Leaflet - No. 9

Forsyth Library, Fort Hays Kansas State College

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Recommended Citation

Forsyth Library, Fort Hays Kansas State College, "Fort Hays Kansas State College Forsyth Library Leaflet - No. 9" (2016). Forsyth Library. 77.
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BIBLIOGRAPHY

DEFINITION

A bibliography is a list of materials relating to a particular subject. It is necessary that you list all references consulted in the preparation of a paper based on facts and opinion not entirely derived from your own experience.

CITATION

No universally accepted style for constructing a bibliography exists, but there are certain principles which must be followed:

1. A bibliographic entry must carry all of the data necessary for the writer, reader, or librarian to relocate the reference.

2. All items must be presented accurately, clearly, and logically.

3. The bibliographical form which is selected must be followed consistently in every entry.

If your instructor does not require some special form, you may follow the examples on the next two pages of this leaflet.

Some style books available in the library for additional help are:

William G. Campbell. Form and Style in Thesis Writing.
Peyton Hurt. Bibliography and Footnotes.

ARRANGEMENT

In final form, entries in a bibliography may be grouped according to kind—books, pamphlets, periodicals—or according to the main divisions in the paper. They are arranged alphabetically within the groups.
SAMPLE CITATION FORMS FOR MAJOR CLASSES OF MATERIALS

ENTRY SEQUENCE

BOOK
(1) Author. (2) Title. (3) Imprint. (4) Collation.

PERIODICAL

NEWSPAPER
(1) Headline. (2) Place and newspaper name. (3) Date. (4) Page and column.

MAP
(1) Editor, cartographer. (2) Title, format. (3) Imprint. (4) Size (cm or inches) (5) Color. (6) Series and Catalog no. (7) Scale. (8) Projection. (9) Relief. (10) Special features.

SLIDE
(1) Title, format. (2) Imprint. (3) Number, size.

FILMSTRIP
(1) Title, format. (2) Imprint. (3) Frames. (4) Sound. (5) Color.

MOTION PICTURE
(1) Title, format. (2) Imprint. (3) Time. (4) Sound. (5) Color.

DISK

TAPE

EXAMPLE


Children of Mexico (slides) Chicago, Society for Visual Education, 1954. 10 (2 x 2).


Television in Your Community. (film) Coronet, 1956. II min. sd. b. & w. or color.


BIBLIOGRAPHICAL SOURCES

Encyclopedias and other Reference Books. Note the sources listed at the end of an article or chapter.

Bibliographies. Complete books of bibliography in Forsyth Library are designated on the catalog card by the symbol "A" above the call number. These are shelved together in the "A" Room, which is located behind the Reference Desk, and must be used only in this room.

There are several kinds of bibliographies:

1. Bibliographies of bibliographies:
   A WORLD BIBLIOGRAPHY OF BIBLIOGRAPHY. 1955-56.
   BIBLIOGRAPHIC INDEX. (Semiannual), 1938-date.

2. Author—listing the works by and about the author.
   Example: JANE AUSTEN: A BIBLIOGRAPHY.

3. Subject—restricted to one subject or field.
   Example: LIST OF REFERENCES ON THE WEST.

4. National or regional
   CUMULATIVE BOOK INDEX. (Monthly), 1898-date.
   "A world list of books in the English language."
   SUBJECT GUIDE TO BOOKS IN PRINT. (Annual), 1957-date.
   AMERICAN BOOK PUBLISHING RECORD. (Monthly), 1960-date.

Card Catalog. Here you will find all the books in Forsyth Library on a particular subject. In addition, the catalog card contains a notation for those books having several pages of bibliography, such as "Bibliography: pp. 425-438," or "List of Sources: pp. 211-221."

Periodical Indexes. (See Library Leaflet No. 3)
Indexes to Government Publications. (Library Leaflet No. 7)

BIBLIOGRAPHICAL ASSISTANCE

The services of a professional librarian are available for bibliographical problems. If you need assistance of this kind, consult with this librarian in Room 306.