Do I Need a Bibliography?

A bibliography is not just “works cited.” It is *all*the relevant material you drew upon to write the paper the reader holds.

* If you read any articles or books in preparing you paper, you need a bibliography or [footnotes](http://tippie.uiowa.edu/accounting/writing/bibliography.cfm#footnotes).
* If you cite the arguments of “critics” and “supporters,” even if you don’t name them or quote them directly, you are likely referring to information you read in books or articles as opposed to information you’ve gathered firsthand, like a news reporter, and so you need a bibliography.
* If you quote sources and put some of the reference information in the text, you still need a bibliography, so that readers can track down the source material for themselves.
* If you use [footnotes](http://tippie.uiowa.edu/accounting/writing/bibliography.cfm#footnotes) to identify the source of your material or the authors of every quote, you DO NOT need a bibliography, UNLESS there are materials to which you do not refer directly (or if you refer to additional sections of the materials you already referenced) that also helped you reach your conclusions. In any event, your footnotes need to follow the formatting guidelines below.

How to Write a Bibliography

These guidelines follow those of the [American Psychological Association](http://www.apastyle.org/index.aspx) and may be slightly different than what you’re used to, but we will stick with them for the sake of consistency.

Notice the use of punctuation. Publication titles may be either *italicized*or underlined, but not both.

**Books**

Books are the bibliography format with which you’re probably most familiar. Books follow this pattern:

Author Last Name, Author First Name. (Publication Year) *Title*. Publisher’s City: Publisher. Page numbers.

Alexander, Carol. (2001) *Market Models: A Guide to Financial Data Analysis.* New York, NY: John Wiley & Sons. pp. 200-220.

**Periodicals**

Periodicals remove the publisher city and name and add the title of the article and the volume or issue number of the periodical. Notice article titles are put in quotation marks and only the publication title is italicized or underlined.

Author Last Name, Author First Name. (Publication Date—could be more than a year) “Article Title.”*Publication* *Title, Vol. #*. (Issue #), Page numbers.

Salman, William A. (July-August 1997) “How to Write a Great Business Plan.” *Harvard Business Review* 74. pp. 98-108.

**Web versions of printed material**

Because web sources are time-sensitive, meaning that web content can change day by day, it is important to include the day of retrieval and the URL from which you quoted the material. You include this in a retrieval statement.

The format for online versions of print publications should basically follow the same format as above, meaning if you’re referencing an online book, you should follow the book format with the addition of the retrieval statement. If you’re referencing an online periodical, you should follow the periodical format with the addition of the retrieval statement.

Note that you should not break the Internet address of the link, even if it requires its own line. Very long URLs, such as those that occur when using an online database, can be shortened by removing the retrieval code. (The retrieval code usually consists of a long string of unintelligible letters and numbers following the end point “htm” or “html.” Remove everything that occurs after that point to shorten.)

Author. (Date of Internet Publication—could be more than a year) “Document Title.” *Title of Publication*. Retrieved on: Date from Full Web Address, starting with http://

Grant, Linda. (January 13, 1997) “Can Fisher Focus Kodak?” *Fortune*. Retrieved on August 22, 1997 from[www.pathfinder.com/@@ctQzLAcAQQIIP/fortune/1997/970113/kod.html](http://www.pathfinder.com/%40%40ctQzLAcAQQIIP/fortune/1997/970113/kod.html)