

# Guidelines for Bibliography

For this assignment, students must create a properly formatted bibliography containing citations for 15 articles from peer-reviewed journals that pertain to their topic. Although each journal has its own style of formatting, students must use the formatting provided below to receive full credit.

- Use 2.5 cm (1 in) margins
- Left justify the bibliography
- Use 12-point Times New Roman font
- Use *italics* font for scientific names
- Double-space citations, but only use a single space between citations.
- Use a hanging-paragraph indent of 0.5 inches for each citation.
- Arrange citations in alphabetical order. For entries with multiple authors that have the same first author, organize as single author, double author, etc., then alphabetize within same number of authors by the last name of the second author, then third author, and so on. Multiple entries for the same author(s) are listed chronologically—oldest to most recent—with lowercase letters (in italics) following the year (e.g., 1991*a*, 1991*b*).
- The first author should be listed with the last name first, followed by first and middle initials (e.g., “Higgins, C.L.” rather than “Higgins, Christopher L.”); subsequent authors should be listed with initials first followed by last name (e.g., “M.R. Willig” rather than “Willig, M.R.”). If the article has two authors, separate them with “and” (e.g., “Higgins, C.L. and G.R. Wilde.”). If the article has three or more names, use commas to separate author names and be sure to put a comma before the “and” (e.g., “de la Sancha, N.U., C.L. Higgins, and R.E. Strauss.”). Make sure there is a period following the last author.
- The year of publication should follow the author information with a period after the year (e.g., 2008.)
- Titles of the journal articles should not be capitalized, except the first word in the title and proper names (e.g., “Latitudinal gradient and metacommunity structure of non-volant small mammals in the Atlantic Forest of South America” rather than “Latitudinal Gradient and Metacommunity Structure of Non-volant Small Mammals in the Atlantic Forest of South America”).
- Italicize the title of the journal; do not abbreviate journal titles (e.g., “*Journal of Animal Ecology*” rather than “*J Anim Ecol*”).
- Only include volume numbers; do not include issue numbers (e.g., “*Journal of Biogeography* 38:” rather than “*Journal of Biogeography* 38(11):”).
- Include the beginning and ending page numbers; do not insert a space after the colon that precedes page numbers but do put a period after the ending page number (e.g., “*Oikos* 47:1-22.” rather than “*Oikos* 47: 1-22.”).