BIBLIOGRAPHY

There must be only one bibliography in a thesis. The bibliography must include all references cited in footnotes, text, and appendix. It should not include un-cited references or references unseen by the student unless the work is clearly identified in that way. A bibliography citation identifies the whole work and not just a specific part of an article. (A footnote designates the specific part or page of the whole work listed in the Bibliography.) It may be helpful to review the section on Footnotes.

The Bibliography should begin with the word “BIBLIOGRAPHY” centered on the top of the page, followed by a triple-space above the first reference. The reference number or author's last name should begin at the left margin 1.5-inches from the edge of the paper. Carry over lines are single-spaced and indented 0.5 inches. If numbered references are used, the periods or parentheses following the numbers should be aligned in the same vertical column, followed by two spaces before the author’s last name. Reference citations are separated by double spaces. If the Bibliography is continued on a second page, the division must be between entries. The heading must not be repeated on the second page.

A reference consists of three main parts: the author's name, the title of the reference, and details of publication (including the publisher's name and address for a book). In all cases the name of the author should precede the title of the reference. A reference must be complete. Abbreviations such as et al. and ibid. are never used in a bibliography. Each author’s name should be retyped in each reference. Ditto marks are never used, and a long dash to indicate repetition of an author’s name is not permitted.

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In general, bibliographic references may be cited in the text in several different styles (but all alike in any one thesis). The following styles are recommended:

• References are numbered in alphabetical order in the Bibliography, and referred to by number in the text. This style will cause major problems if references are added during the preparation of the manuscript. If using the number method, each number is enclosed by a bracket, [1] [4] [8].

• If cited material runs to more than one page, the range of pages is included in the in-text citation with the author's name (such as 235-36 or 399-400). No punctuation is used between the name and the page number. A reference with the authors’ last names and page number will appear in the text as (Smith and Patterson 390-431) and will be listed in alphabetical order in the Bibliography as:


• The entries in the Bibliography must be listed in chronological order for multiple entries with the same authors. For example, [Smith78] and [Smith86] in the text are listed in the Bibliography as [Smith78] Smith, H. W., and K. Basa, 1978... [Smith86] Smith, H. W., and K. Basa, 1986...

• For the same first author, entries must be listed alphabetically by the second author's last name. For example, [Smith92] and [Smith99] in the text are listed in the Bibliography as: [Smith92] Smith, H. W., and R. Ambrosini, 1988... [Smith99] Smith, H. W., and K. Basa, 1992...

• When a work lacks facts of publication, date or page numbers, you must use: n.p. (for no publisher or no place of publication given), n.d. (for no date of publication), and n.page. (for no pagination given).)

• If you refer to the material by one author who is referring to another source, you should indicate the publication in which you found the material as well as the original source. Such a reference would appear in the text as (Jones 23) and then as footnote: William Jones, Lectures on Thesis Preparation 210, as cited by Coulton. In such a case, only “Coulton, G. C. Documentation. Boston: Pelican Books, 1957.” will appear in the Bibliography entry.

If there are any further issues regarding the correct format for in-text citations and/or bibliographical entries, refer to one of the following style manuals:


Ordinarily, the Bibliography should not be divided into sections; occasionally sub-sections containing specialized documents may be used such as "Documentary References," "Legal References" and "Non-print Media."
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