IE3Writing Bibliography Guidelines

Deadline: **Tuesday, October 13 by 12:00 noon**

email to ntakeda.aogaku@yahoo.com

For your bibliography, include the following:

1. a minimum of ***three sources***

2. a maximum of ***one source*** can be in Japanese

   Japanese sources do not have to be translated, but they have to be written in the roman alphabet (no Chinese characters, hiragana or katakana)

3. Use the correct format for your bibliography:
   a. title, your name and date
   b. single space your sources; a single space between each source
   c. a hanging indent for the second line of sources
   d. Times New Roman font; size 12

4. Use APA referencing to organize the information of each source:
   a. use capitalization and punctuation correctly

5. Make your bibliography in MS Word.

6. Use the following file format for the name of your document:
   • IE3W-Bib-given name
     o e.g. IE3W-Bib-Nanami

7. Attach your bibliography as a document in your email.

8. In the subject name of your email, use the following format:
   • IE3W: Bibliography-given name
     o e.g. IE3W: Bibliography-Nanami

★ Bibliographies must be submitted on time to receive corrections. Those submitted late do not receive corrections.

★ "Computer problems" are not an acceptable excuse for late tasks. Manage your time to avoid problems.