Bibliographies

A bibliography is a list of resources (books, magazine or periodical articles, videos, reports etc.) on a subject. While doing research for reports, essays and assignments take note of the details of the sources you have used.

A bibliography is usually arranged alphabetically by the author, or in the case of no author by the title, and is located at the end of your assignment. Punctuation is important. Leave two spaces between each section to allow for clarity.

References to consult

ACU study guide / Australian Catholic University, Academic Skills Unit. 2nd ed. 371.30281 ACU
Guidelines for referencing and bibliographies. 1998, 6th ed. John Paul College, Frankston, Vic. REF 808.027 GUI and 808.027 GUI
Style manual for authors, editors and printers. 2002, 6th ed. REF 808.027 STY

There are a number of styles commonly used and it is important to be consistent in whichever one you choose. Below is one method for setting out bibliographic details, known as the Harvard Style.

Book

1. Author name. Put the surname first followed by the author’s names or initials.
2. Year of publication (Ignore the printing or reprinting dates)
3. Title (underlined) If there is a subtitle it must be included in this form Title: subtitle.
5. Publisher’s name, place of publication.

Examples

Single author

For two or three authors

For four or more authors

Corporate author (Government body, etc.)

Editor
Larrington, Carolyne (ed.) 1992, The feminist companion to mythology Pandora, Hammersmith, UK.
Periodical or newspaper article

1. Author name with surname first.
2. Year of publication
3. Title of the article enclosed in quotation marks. (" ")
4. Periodical or newspaper title in italics. eg. Time Australia or The Age
5. Volume and issue no., date/month of publication
6. Page nos of article.

Examples


Encyclopedia article

Author known

Author unknown

Video and audio recordings

The format of the source is placed in brackets after the title eg.

Safe sex and how to get it [videorecording]. 1991, Social Biology Resources Centre, Carlton.

Online sources

Information may be difficult to find but if possible include the following:

Author/editor’s surname, author/editor’s first name/initials “Title of page”, (Title of site) (last update or copyright date), Online <Full URL on one line only> (Date of access) e.g.


In the body of the assignment, after the quotation/citation put (Boeree, ‘Jean Piaget 1896-1980’, 1999)

MORE DETAILS OF HARVARD SYSTEM REFERENCING CAN BE FOUND AT:
http://www.windsor.igs.net/~nhodgins/harvard_system.html
http://www.lib.monash.edu.au/vl/cite/citeprhd.htm