How to write a Bibliography

What is a bibliography?
• A bibliography is an alphabetical list of all the information sources used in preparing an assignment
• It appears at the end of your work

Why write a bibliography?
• Acknowledging your sources is an important part of academic writing
• It helps avoid plagiarism
• It demonstrates that you have found background information on the topic
• It gives readers a chance to consult your sources

What style should be used to write bibliographies?
Use the APA style – quite common at secondary and tertiary levels in Australia, however, departments within universities may want you to use a different method.

Some general rules:

Authors’ names
Use only the initials of the authors' given names.

Titles of works
Use minimal capitalization for the titles of books, book chapters and journal articles. Use italics for the titles of books, journals, and newspapers. Enclose titles of book chapters and journal articles in single quotation marks.

Page numbering
Page numbers are not usually given for books in the reference list. Journal articles: page numbers appear last and are followed by a full stop. Use the abbreviation p. for a single page and pp. for a page range, eg pp. 11-12

Whole citation
The individual details of each citation are separated by commas. The whole citation finishes with a full stop. Sources are listed in alphabetical order by author or title, if there is no author. Several works by the same author should be in date order starting with the most recent.
**BOOKS**

<table>
<thead>
<tr>
<th>Author’s surname, Initial.</th>
<th>(Year)</th>
<th>Title of Book (in italics).</th>
<th>Publisher, City of Publication.</th>
</tr>
</thead>
</table>

**EXAMPLE:**

Single Author:

Two or more Authors:

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**E-BOOKS & PDFs**

<table>
<thead>
<tr>
<th>Author</th>
<th>(Year)</th>
<th>Title</th>
<th>[ebook]</th>
<th>Publisher</th>
<th>City</th>
<th>URL</th>
<th>[Access date]</th>
</tr>
</thead>
</table>

**Example:**

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**INTERNET SITES**

<table>
<thead>
<tr>
<th>Author’s surname, Initial.</th>
<th>(Year)</th>
<th>Title of web site.</th>
<th>Retrieved date</th>
<th>from URL</th>
</tr>
</thead>
</table>

**EXAMPLE:**

Author:

Organisation:

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**DATABASES**

<table>
<thead>
<tr>
<th>Author surname, initial.</th>
<th>(Year)</th>
<th>‘Title of article’.</th>
<th>Title of original source.</th>
<th>page numbers.</th>
<th>Name of database.</th>
</tr>
</thead>
</table>

**EXAMPLE:**


## ENCYCLOPAEDIA - PRINT

<table>
<thead>
<tr>
<th>'Article title',</th>
<th>Encyclopaedia title,</th>
<th>(Year)</th>
<th>vol. &amp; page no,</th>
<th>Publisher,</th>
<th>City of publication.</th>
</tr>
</thead>
</table>

**EXAMPLE:**


## ENCYCLOPAEDIA – ONLINE

<table>
<thead>
<tr>
<th>'Title of article',</th>
<th><em>Title of encyclopaedia</em>,</th>
<th>(Year)</th>
<th>Retrieved from URL</th>
</tr>
</thead>
</table>

**EXAMPLE:**

'Berlin wall', *Encyclopaedia Britannica Online*, (2011) retrieved from [www.britannica.org](http://www.britannica.org)

## NEWSPAPER / MAGAZINE ARTICLE

<table>
<thead>
<tr>
<th>Author surname, initial,</th>
<th>(Year)</th>
<th>'Title of article',</th>
<th>Newspaper/magazine title,</th>
<th>Issue/date/page no.</th>
</tr>
</thead>
</table>

**EXAMPLE:**


## NEWSPAPER/MAGAZINE ARTICLE – ONLINE

<table>
<thead>
<tr>
<th>Author surname, initial,</th>
<th>(year, date)</th>
<th>'Title of article',</th>
<th><em>Title of newspaper</em>,</th>
<th>Retrieved from newspaper URL</th>
</tr>
</thead>
</table>

**EXAMPLE:**


## DVD

<table>
<thead>
<tr>
<th>'Title',</th>
<th>(Year)</th>
<th>[DVD]</th>
<th>Production company</th>
<th>Place.</th>
</tr>
</thead>
</table>

**EXAMPLE:**


## CLICKVIEW

<table>
<thead>
<tr>
<th><em>Title</em> [Film],</th>
<th>(Year)</th>
<th>Production company</th>
<th>Available from Corpus Christi College ClickView server.</th>
</tr>
</thead>
</table>

**EXAMPLE:**

*Assimilation: Genocide by another name* [Film]. (2006) Video Education Australasia. Available from Corpus Christi College ClickView server.
In-text Referencing

An in-text reference consists of three things:

1. the author’s name
2. the year the idea was published
3. the page number where you found the idea

These are placed in brackets next to the idea. They can be presented as **paraphrases**, **summaries** or **quotations**.

Paraphrases and summaries are used so that the essential aspects of these ideas can be economically referred to within your own argument. Putting the information into your own words shows that you have understood what you have read.

Quotations are used where the original words are powerful, authoritative or memorable, and when the meaning will suffer if the words are paraphrased. Don’t use quotations too frequently as they can intrude into your own writing style.

Each paraphrase, summary or quotation must be acknowledged with an in-text reference.

Treat online material in the same way as print material. Put the author and year in brackets after the idea. If there is no author, then substitute the title of the document for the author’s name.

Referencing Interviews

To reference an interview include the interviewee, the date of the interview, and the type of interview. See examples below:

**Personal interview by phone**

**Personal interview by email**

**Personal interview in person**

**Personal interview overheard and conducted by a third party**
Referencing Vatican Documents

Vatican documents such as Papal Encyclicals are likely to be accessed online – follow the format as for any other quote from a valid online source. Use the the D.O.I. (data object identifier) if it is available and provide the URL and date of access.

EXAMPLE:

<table>
<thead>
<tr>
<th>Author’s surname, Initial.</th>
<th>(Year)</th>
<th>Title of web site.</th>
<th>Retrieved date</th>
<th>from URL</th>
</tr>
</thead>
</table>

How to cite social media

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blog post</td>
<td>Last name, First initial. (Year, month, day) Title of the blog post entry. [Web Log Post] Retrieved from <a href="http://website.com">URL</a></td>
</tr>
<tr>
<td>Youtube video</td>
<td>Last name, First initial. (Year, month, day) Title of video. [Video file] Retrieved from <a href="http://www.youtube.com/specificURL">URL</a></td>
</tr>
<tr>
<td>Tweet</td>
<td>Twitter handle. (Year, month, day) Enter the tweet message here. [Twitter post] Retrieved from <a href="http://twitter.com">URL</a></td>
</tr>
<tr>
<td>Facebook post</td>
<td>Username. (Year, month, day) Enter Facebook post here. [Facebook update] Retrieved from <a href="http://facebook.com">URL</a></td>
</tr>
</tbody>
</table>