A Guide to Writing

Bibliographies

Based on the Harvard Style
Background

♦ A bibliography is a list of resources used in preparing a piece of work.

♦ When writing up a piece of work you will need to cite (quote) the bibliographical references of all resources you have used.

♦ Bibliographical references need to be cited in two different places:

1. Where a document is referred to in the text.

2. In a list at the end of the work, which is arranged alphabetically by author then by date. This author/date system of description is referred to as the Harvard System.

• If there is insufficient information available to fill in all details (unknown) is recorded to show that you have looked for the information but it cannot be found.

Books (incl. Reference)

Include the following information in this order:

1. Author’s surname, (comma) initials. (full stop)
2. Date, (comma)
3. Title of book, (italics) (comma)
4. Publisher, (comma)
5. Place of publication. (full stop)

For a reference book:
Title of book, (italics) (comma)
Year, (comma)
Edition, (comma)
Publisher, (comma)
Place of publication. (full stop)

Books (Edited)

Include the following information in this order:

1. Editor’s surname, (comma) initials. (full stop)
2. Year, (comma)
3. Title of book, (italics) (comma)
4. Publisher, (comma)
5. Place of publication. (full stop)


For an Article in an edited book:


CD-ROMS

Include the following information in this order:

1. Subject, (in single quotation marks) (comma)
2. Date, (comma)
3. Title of CD ROM (italics)
4. CD ROM. [in square brackets] (full stop)
5. Publisher, (comma)
6. Place of publication. (full stop)

Databases

Include the following information in this order:

1. Title of the database, (comma)
2. The producer, (comma)
3. The vendor, (vendor in brackets) (comma)
4. Frequency of updating. (full stop)

AGRIS Database, United Nations Food and Agriculture Organisation, SilverPlatter (vendor), Annual Updating.

E-mail

Include the following information in this order:

1. Author’s surname, (comma) initials. (full stop)
2. Year, (comma)
3. Email, (comma)
4. Day and month of email, (comma)
5. Email address. (full stop)

Coolledge, T. 2001, Email, 24 April, tcoolledge@rockets.com
Interviews

Include the following information in this order:

1. Surname of person being interviewed, (comma) initials. (full stop)
2. Month and Year of interview, (comma)
3. Title of interview, (italics) (comma)
4. Interviewer’s name
5. Type of interview e.g. tape recording, transcript, video recording [in square brackets]
6. Place of interview. (full stop)


Journal Articles

Include the following information in this order:

1. Author’s surname, (comma) initials. (full stop)
2. Date, (comma)
3. Title of the article, (in single quotation marks) (comma)
4. Title of the journal, (italics) (comma)
5. Volume, (comma) month/season/number (comma)
6. Page numbers of article. (full stop)

Newspaper Articles

Include the following information in this order:

1. Author’s surname, (comma) initials. (full stop)
2. Date, (comma)
3. Title of the article, (in single quotation marks) (comma)
4. Title of the newspaper, (italics) (comma)
5. Date of publication, (comma)
6. Page numbers of article. (full stop)


Videos

Include the following information in this order:

1. Title (italics)
2. Date, (comma)
3. Format, (video recording) (comma)
4. Publisher, (comma)
5. Place of publication. (full stop)

World Wide Web

Include the following information in this order:

1. Author – person or organisation responsible for the site
2. Site date, the date the site was created or last revised (comma)
3. Name of sponsor or publisher, (comma)
4. Place of sponsor or publisher, (comma)
5. Date of viewing of the site, (comma) year, (comma)
6. URL. (full stop)


Online Journals - Accessed via www

Include the following information in this order:

1. Author’s surname, initials. (full stop)
2. Year (comma)
3. Title of article, (comma) (between single quotations marks)
4. Title of journal (italics) (comma)
5. Volume, (comma) number, (comma) month/season, (comma)
6. Page number of article, (comma)
7. Accessed, (day month year)(comma)
8. Internet address <between pointed brackets>

Online Journals - From full text databases

Include the following information in this order:

1. Author’s surname, (comma) initials. (full stop)
2. Date, (comma)
3. Title of article, (in single quotation marks) (comma)
4. Title of journal, (italics) (comma)
5. Volume, (comma) number, (comma) month/season, (comma)
6. Accessed, (day/month/year)
7. From name of database. (full stop)

Pucius, L. 2010, ‘Social Change in Kew’, 

Electronic Book - Accessed via www

Include the following information in this order:

1. Author’s surname, initials. (full stop)
2. Year (comma)
3. Title of e-book, (comma) (italics)
4. Publisher, (comma)
5. Place of publication, (comma)
6. Accessed, (day month year)(comma)
7. Internet address <between pointed brackets>

Online Images - Accessed via www

Include the following information in this order:

1. Author’s surname, initials. (full stop) (if available)
2. Year (comma)
3. Title of image, (comma) (between single quotations marks)
4. Format
5. Name & place of the sponsor of the source
6. Accessed, (day month year)(comma)
7. Internet address <between pointed brackets>

If there is no named author, put the image title first, and followed by the date


Wikis - Accessed via www

Include the following information in this order:

1. Title of article, (between single quotations marks) (comma)
2. Title of wiki (italics) (comma)
3. Format (wiki post)
4. Date of last revision (day month year) (comma)
5. Accessed, (day month year) (comma)
6. Internet address of wiki article page <between pointed brackets>

Weblog (Blog) - Accessed via www

Include the following information in this order:

1. Author’s surname, initials. (full stop)
2. Year of post (comma)
3. Title of the posting, (between single quotations marks) (comma)
4. Title of the site (italics)
5. Format (weblog post)
6. Date (day month) (comma)
7. Accessed, (day month year) (comma)
8. URL of the host <between pointed brackets>


Podcasts - Accessed via www

Include the following information in this order:

1. Name of podcast (italics)
2. Date, (comma)
3. Format, (podcast) (comma)
4. Publisher, (comma)
5. Date of podcast, (comma)
6. Accessed, (day month year) (comma)
7. Internet address <between pointed brackets>

Within the Text—In-text Citations

The Harvard referencing system requires you to include three pieces of information about a source within the text of your work. This information is:

· the name of the author or authors
· the year of publication
· the page number (when the information/idea can be located on a particular page, or when directly quoted)

How to Cite ‘In-Text’

Citations may be placed at the end of a sentence (before the concluding punctuation) in brackets:

The theory was first developed by Browne (Gibbs 1981).

Another way of including a reference in your text is to integrate the author’s surname into your sentence, followed by the year of publication and page number, in parentheses:

Gibbs (1981, p. 89) states that Browne was the first to develop the theory of...

To cite a direct quotation

Write the text word for word and place quotation marks at the beginning and end of the quotation. The author, date and page number must be included.

"Australia is a Settler Society" (Hudson & Bolton 1997, p. 9).
To cite a paraphrase or a short summary of an author’s words or ideas

Restate the original words/ idea in your own words. The author, date and page number(s) must be included.

Wartime textile rationing was imposed through a coupon system, garments now had two costs: their value in monetary units and in coupons (McKernan 1995, p. 152).

To reference the overall content of a work

You do not need to include page numbers because it is the entire work you are referring to:

Larsen and Greene (1989) studied the effects of pollution in three major cities...
Bibliography or Reference List (sample)

This list will include all of the references you have referred to in your work. Some may be quoted others you may have read or consulted but not quoted directly in work.

The list will be arranged alphabetically and all sources interfiled regardless of format.

AGRIS Database, United Nations Food and Agriculture Organisation, SilverPlatter (vendor), Annual Updating.


Coolledge, T. 2001, Email, 24 April, tcoolledge@rockets.com


Genazzano FCJ College Library Service