BIBLIOGRAPHY

Before you write your bibliography, check with your teacher to determine the correct style for your school.

REFERENCES – HARVARD/AUTHOR-DATE SYSTEM

A Bibliography is an alphabetical list at the end of your essay. It is necessary to acknowledge other people's work quoted or paraphrased in your essay and to show the extent you researched the essay topic. The information provided in the list assists the reader to identify it and consult it.

One of the most common systems used to compile a bibliography is the **author-date** or **Harvard system**. The author's name, date, and page number is placed in the text directly following the reference of the author's work contained in a List at the end of the essay/report.

You will need to write down the details of each information source (e.g. book, journal, newspaper article, encyclopaedia, CD Rom, Internet source, TV broadcast, video) as you access them, so your Bibliography will be complete. It is important to include all information sources, even if you do not directly cite them in your text but have used them for background research.

Examples of citing references within the text:

- one author
  - (Dunn, 1996, p. 46)
- two or more authors
  - (Williams et al., 1963, p. 21)
- article in book, magazine, newspaper
  - (Oakes, 1992, p. 26)
- no author, use title
  - (School in Society, 1986, p. 4)
- secondary sources
  - Buhler’s (1933) study (cited in Piaget, 1951)

Structure used for the main categories in the List of References/Bibliography:

1. **BOOKS**
   Structure in this order:
   1. names of author(s)/editor(s), compiler(s) or the institution responsible
   2. date of publication
   3. title of publication and subtitle if any (ALL titles must be underlined or italicised)
   4. series title and individual volume if any
   5. edition, if other than first
   6. publisher
   7. place of publication
   8. page number(s) if applicable

   **One author**
   e.g. Adams-Smith, Patsy 1978, The ANZACS, Thomas Nelson, Melbourne.

   **Two or more authors**

   **Editor(s)**

   **No author or editor**

   **Sponsored by institution, corporation or other organisation**
   e.g. Institution of Engineers, Australia 1994, Code of ethics, Institution of Engineers, Australia, Barton, A.C.T.

   **Series**
   e.g. Bhattacharjee, M 1998, Notes of infinite permutation groups, Lecture notes in mathematics no.1698, Springer, New York.

   **Edition**
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Chapter or part of a book to which a number of authors have contributed

2. ARTICLE IN A JOURNAL, MAGAZINE OR NEWSPAPER
  Structure in this order:
  1. name(s) of author(s) of the article
  2. year of publication
  3. title of article, in single quotation marks
  4. title of periodical (underlined or italicised)
  5. volume number
  6. issue (or part) number
  7. page number(s)
  e.g. Dewhirst, C 1986, 'Hot air over the Himalayas', World Geographic, vol. 1, no. 4, pp. 44-55.

3. FILMS, TV, VIDEO, AUDIO
  Structure in this order:
  1. title
  2. date of recording
  3. format
  4. place of recording
  5. publisher
  6. any special credits
  e.g. The Comedic Fail 1981, motion picture, Englewood, New Jersey, Pratfall Releases.

4. ELECTRONIC SOURCES
  This could include sources from full text compact disk products, electronic journals or other sources from the Internet.
  The basic form of the citations follow the principles listed for printed media sources.
  1. name(s) of author(s)
     Note: if no author is given, use the title as the first element for the citation.
  2. date of publication
     Note: if you cannot establish the date of publication, use n.d. (no date).
  3. title of publication
  4. edition, if other than first
  5. type of medium (format), if necessary
  6. date item viewed
  7. name or site address on internet (if applicable)
  e.g. PC Globe Maps 'n' Facts 1995, Computer program, Broderbund Software.

5. PERSONAL COMMUNICATIONS
  Information obtained by interview, telephone call, letter, email, etc. should be documented in the text but no entry is given in the
  reference list. It is important to get permission from the person being referred to before mentioning them.
  e.g. Davenport confirmed this by email on 1 August 2003.
     It has been confirmed by Seow (2003, pers. comm. 3 July) that this practice is widespread.
# Bibliography Guidelines at a Glance

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Example</th>
</tr>
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</table>
**Use a/b etc. to differentiate between works in same year.** |
| What Are We Going to Do with the Money? 1997, television programme, SBS Television, Sydney. 8 August 1982. |