

Bibliography and Referencing

What is a bibliography and referencing?

A bibliography is a list that you write to acknowledge the sources you referenced when producing a piece of print or non-print text that appears at the end of your work. These texts might include persuasive, expository or imaginative written texts but may also include videos, artwork or online texts. It is often used to let your audience know where you obtained your facts and understanding from when producing your work. This helps with the authentication of your work and the legitimacy of your sources.

Referencing is a consistent method of acknowledging another person's ideas you have used in your essay or assignments. Typically we use the Harvard style of referencing to cite sources that we have referenced in our work. The Harvard style of referencing requires two elements: in-text citations throughout and a list of references at the end. A common structural feature of a reference is the use of the author's name, the title of the source, the edition number, name of publisher, date and place of publication which can be used by the audience, typically the assessor, to assess the accreditation and legitimacy of the source.

Here are some things to consider when composing a bibliography and referencing:

Language & Grammar

Bibliographical and reference language is formal however will only consist of the language and grammar accompanying your source.

Structure and Organisation

There are several main ways to structure a bibliography and a reference.

Typically, a bibliography will be in alphabetical order or thematically depending on what your assessor or audience dictate.

A reference is structured differently depending on the source used and varies between in-text citation and a list of references. A reference list will be written in alphabetical order at the end of your work.

Referencing: The structures in which your citations will be written are as follows. Refer to the exemplar for an example.

Books

- author (surname, initials)
- year of publication,
- *title of book* (italics or underlined),
- edition (if applicable),
- publisher

- place of publication (place and state, if not a capital city).

Holt, DH 1997, *Management principles and practices*, Prentice-Hall, Sydney.

Encyclopaedia- Print

- 'title of article' (single quotation marks),
- *title of encyclopedia* (italics or underlined)
- year of publication,
- publisher,
- place of publication (place and state, if not a capital city),
- volume number,
- page number/s.

Pettus, A M 1998, 'Edward Jenner', *Biographical encyclopedia of scientists*, Marshall Cavendish, New York, vol. 3, pp. 691-693.

Encyclopaedia- Online

- 'title of article' (single quotation marks),
- *title of encyclopedia* (italics or underlined)
- year of publication,
- date it was viewed,
- <URL>.

'Jupiter' *Encyclopedia Britannica Online School Edition* 2006, viewed 10 November 2006, <<http://www.school.eb.com.au/all/comptons/article-9345009>>.

Magazine/Journal article- print

- author (surname, initials)
- year of publication,
- 'title of article' (in single quotation marks),
- *title of magazine* (italics or underlined),
- volume number (if applicable),
- issue number (if applicable),
- page number(s)

Choi, C 2003, 'Cleaner living' *Scientific American*, vol. 289, no. 5, p. 32.

Newspaper Article

- author (surname, initials)
- year of publication,
- 'title of article' (in single quotation marks),
- *newspaper name* (italics),
- date,
- page number/s

Oakley, V 2003, 'The tragic trade', *Australian*, 15 November, p. 29.

Newspaper Article- online

- author (surname, initials)
- year of publication,
- 'title of article' (in single quotation marks),
- *newspaper name* (italics),
- date,
- page number/s

Hilts, PJ 1999, 'In forecasting their emotions, most people flunk out', The New York Times 16 February. Available from <<http://www.nytimes.com>>.[19 February 2000].

Pamphlet

- *title of pamphlet* (italics or underlined)
- year of publication,
- publisher,
- place of publication (place and state, if not a capital city)

Preventing heart disease 2000, National Heart Foundation, Adelaide.

Internet

- author/editor (if identified) (surname, initials)
- last update (if identified),
- *title of article* (italics or underlined),
- name of sponsor,
- date it was viewed,
- <URL.>.

Ward, C 2004, *Australian bush fires burn on*, Disaster Relief, viewed 10 January 2007, <<http://www.disasterrelief.org/Disasters/020104Ausfires4/> >.

CD Roms

- 'title of article' (in single quotation marks)
- year of publication,
- *title of CD Rom* (italics or underlined)
- CD ROM,
- publisher,
- place of publication (place and state, if not a capital city).

'The Final Mark', 2014, *Dancing All Night*, CD ROM, Warner Brothers, Melbourne, Victoria.

Television and Video Recordings

- *title of video* (italics or underlined)
- date of recording,
- format
- publisher,

- place of publication (place and state, if not a capital city).

Crystal, L (executive producer) 1993, The MacNeil/Lehrer news hour (television broadcast) 11 October 1993, New York and Washington DC, Public Broadcasting Service.

Email

- author (surname, initials)
- year of communication,
- email,
- date it was viewed,
- sender's email address.

Scott, F, 2014, Business Account Surplus, viewed 12/02/2014, Scott.F.accountsmanager@sales.com

Use the exemplars to assist you with this.

Key information to include

Sometimes it can be difficult to accurately cite the reference that you have used as all the information may not be available. Where the information is not available you simply leave it out of your reference/bibliography. It is essentially important that you include the accurate information required depending on the type of source you have used so that the assessor or audience can find your sources.

As you progress in your studies the extent of citation required will increase.

Bibliography exemplar Years 7 – 9

Bibliography exemplar Years 10 – 12

Referencing exemplar Years 7 – 9

Referencing exemplar Years 10 - 12