

Instructions

What is a bibliography?

A bibliography is a list of all the books, websites, newspaper or journal articles that you have used to complete a research task, essay or assignment.

When you complete a research task, essay or assignment you can include quotes, paraphrasing and statistics from books, websites and other sources to support your point of view. You may also include photos or pictures that you have not created yourself.

Quote: You can copy a sentence or a short passage word for word and add quotation marks around the copied section and include the source in your bibliography.

Paraphrase a source: You can write your own version of someone's words or alter someone's words although the idea expressed is still theirs. You can paraphrase if the information that you have found is too long to quote or is not clear as long as you include the source in your bibliography.

Why write a bibliography?

You want to write a bibliography because:

1. It is a requirement of many academic subjects
2. It shows how much you have researched
3. It allows your teacher to verify the data and evidence you have used
4. It gives proper credit to ideas that are not yours
5. You avoid accusations of plagiarism

What is Plagiarism?

- Plagiarism comes from a Latin word, which means 'kidnap'.
- Plagiarism is where a person takes someone else's ideas, research or writing without acknowledgement and presents it as his or her own work.
- Plagiarism is a type of theft. It is more easily detected than most students realise. Plagiarism leads to students needing to resubmit work or complete another assignment. It can also lead to a student failing a subject.

How can I make a bibliography?

- You can make a bibliography as you go.
- This can be done by creating a new page in Word called 'Bibliography'. If you keep it open, you can then copy and paste the resources you use as you find them.
- Alternatively, you can make a new folder in your bookmarks list, label it with the name of your assignment and save all the sites you examine.

How to make a bibliography Harvard Style

Step One - On a new page, add the heading **Bibliography**

Step Two - Alphabetize your list by the author's surname. If there is no author, then use the first letter of the title.

What to include for books:

Book with one author

1. Author's surname (comma) followed by first initial
2. Year of publication (comma)
3. Title written in *italics* (comma)
4. Publisher (comma)
5. Place of publication – eg. Melbourne (full stop)

Example:

Lambert, D 2000, *Guide to Dinosaurs*, Dorling Kindersley, London.

Book with multiple authors

1. Author's surname (comma) followed by first initial (comma) the next author's surname (comma) followed by first initial ampersand (&) and the last author's surname (comma) followed by first initial
2. Date of publication (comma)
3. Title written in *italics* (comma)
4. Publisher (comma)
5. Place of publication – eg. Melbourne (full stop)

Example:

Burton, J, Smithfield, R & Lewis, M 1991, *The age of Dinosaurs: a photographic record*, Grange Books, London.

Book with an editor

1. Editor's surname (comma) followed by first initial (comma) Write (ed) after their name to indicate that the text has been edited not written by this person.
2. Date of publication (comma)
3. Title written in *italics* (comma)
4. Publisher (comma)

5. Place of publication – eg. Melbourne (full stop)

Example:

Cotton, B (ed) 1990, *The new guide to graphic design*, Phaidon, London.

Website

What to include for websites:

1. Author's surname (comma) followed by first initial

or

the name of the organisation responsible for the site (comma)

2. Date that the site was created or updated, if it can be found (full stop)

3. Title of the page written in *italics* (comma)

4. Name of Sponsor (full stop)

5. URL, website address eg. <http://www...> Begin with Available from

6. Month, Day and Year that you viewed the website. Begin with square brackets [Accessed end with square brackets] full stop

Example:

Awm.gov.au 2016. *Second World War, 1939–45*, Australian War Memorial. Available from: <https://www.awm.gov.au/atwar/ww2/> [Accessed 15 Aug. 2016].

When you hand in your bibliography it should look like the example below:

Bibliography

Burton, J, Smithfield, R & Lewis, M 1991, *The age of Dinosaurs: a photographic record*, Grange Books, London.

Cotton, B (ed) 1990, *The new guide to graphic design*, Phaidon, London.

Fogt, R 2010, *The day you were born Calculator*, Retrieved May 13, 2013, from <http://www.onlineconversion.com/dayborn.htm>

Smythe.id.au. (2016). *WAAAF Women's Auxiliary Australian Air Force World War Two*. [online] Available at: <http://www.smythe.id.au/waaaf/index.htm> [Accessed 15 Aug. 2016].

Tambert, D 2000, *Duide to Dinosaurs*, DOrling Kindersley, London.

Ww2australia.gov.au. (2016). *All in - leaving home*. [online] Available at: <http://www.ww2australia.gov.au/allin/leavinghome.html> [Accessed 15 Aug. 2016].

Using Reference Generators

You want to use Harvard Style (This is a certain style of writing out all of the data you need for a bibliography. There are lots of different ones like Harvard Style, APA Style, MLA Style, Chicago Style). Go to <http://www.citethisforme.com/> or if you are on an iPad go to <http://www.citefast.com/> Check with your teacher as to which form is required.

Copy and paste in the URLs for your websites one by one and it will create a bibliography. In Citethisforme The Book Tab has a few bugs so when the reference has been created, **double-click on the reference** to add it instead of adding it with the Add to Bibliography button.

Add all of your sources and then press *Make my bibliography*, either download, email or copy and paste the completed bibliography into your assignment.

You can also use <http://www.harvardgenerator.com/>

If you are not able to use a reference generator, you can look at the following Style Guides and see examples of how your reference should be written.

University of Melbourne citation examples- use the drop down menus to narrow down the example shown. <http://library.unimelb.edu.au/recite>

University of Southern Queensland -Scroll down the examples in the table <http://www.usq.edu.au/library/referencing/harvard-agps-referencing-guide>