

A Guide to Writing

# Bibliographies

Based on the Harvard Style

## Background

A bibliography is a list of resources you have used when you prepare a piece of written work.

When constructing your final piece of work you will to cite (i.e. give details of where the idea or quote has come from) as well as provide at the end of the work the bibliographical references of all resources you have used.

So remember there are two locations where you need to 'reference' the resources you have used:

Where a document is referred to in the text; and,

In a list at the end of the work which is arranged alphabetically by author then by date.

The author/date system of description generally used in Queensland is referred to as the *Harvard System*.

Over the next few pages the way of listing these resources will be demonstrated. Your bibliographies (i.e. the lists at the end of your work) are to follow the rules outlined in this booklet.

## Books (incl. Reference)

### For a book written by one person:

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)

### Example:

Dixon, J. 1993, *How to be a successful student*, Penguin Books, Ringwood.

### **For a book written by more than one author:**

Include the following information in this order:

1. Authors' surname and Initial and each other, (comma)
2. Year, (comma)
3. Title of book, (italics) (comma)
4. Publisher, (comma)
5. Place of publication. (full stop)

### **Example:**

Higgit, J. and Newton, A., 2010, *National Parks of Afghanistan*, Faraway Publishers, Sydney.

### **For a reference book (i.e. encyclopedia):**

Include the following information in this order:

1. Title of book, (italics) (comma)
2. Year, (comma)
3. Edition, (comma)
4. Publisher, (comma)
5. Place of publication. (full stop)

### **Example:**

*Travel guides: France*, 2006, 4<sup>th</sup> ed, Wanderlust Press. London.

### **For books that have been edited:**

Include the following information in this order:

1. Editor's surname, (comma) initials. (ed.) to indicate it is an edited book (full stop)
2. Year, (comma)
3. Title of book, (italics) (comma)
4. Publisher, (comma)
5. Place of publication. (full stop)

### **Example:**

Harvey, D. (ed) 2009, *Fishing spots around Gladstone*, Diggle Books, Ringwood.

### **For an Article in an edited book:**

Include the following information in this order:

1. Author's Last Name, (comma) Initial. (full stop)
2. Year, (comma)
3. "Title of article", (within quotation marks) (comma)
4. Add... In Editor's Initial (full stop) Last Name (followed by (ed))
5. Title of book, (italics) (comma)
4. Publisher, (comma)
5. Place of publication. (full stop)

### **Example:**

Bryant, S. 1999, 'The energy crisis of 1920', in P. Jarman (ed.) *World wide energy*, Blackwell, Sydney.

## 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)

### Example:

'Great Australian Pets', 2004, *Dangerous Australian Reptiles* [CD ROM]. Ouch Media, Gladstone.

## 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)

### Example:

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)

### Example:

Bugrit, A. 2010, email, 24 April, [abugrit@teia.edu.au](mailto:abugrit@teia.edu.au) .

## 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)

### Example:

Rex, T. Aug 2010, *Dinosaurs in Australia*, Interviewed by I. Smith [Transcript of Interview] Queensland Museum.

## 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) number, (comma) month/season, (comma)
6. Page numbers of article. (full stop)

### Example:

Burns, G. 2001, 'There's more than one way to be a carpenter', *Australian Trades*, Vol 6, No 33, October, pp42-44.

## 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)

### Example:

Sinkkin, B. 2010, 'Saving the boat', *Courier Mail*, 7 February, p2.

## 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)

### Example:

*North Queensland wetlands 2007*, video recording, ABC, Sydney.

## 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)

### Example:

Department of Finance and Administration 2001, Department of Finance and Administration, Canberra, viewed 7 August, 2010, <http://www.finance.gov.au>.



# Compiling a Bibliography

## Using the Harvard System: Examples of differing types of resources

<b>Books with one author</b>	Snedden, Robert 2006, <i>Energy from fossil fuels</i> . Heinemann Library, Oxford.
<b>Books with more than one author</b>	Higgit, James and Newton, Alfat 2010, <i>National Parks of Afganistan</i> , Faraway Publishers, Sydney.
<b>Books with more than three authors</b>	Record first author and <i>et al</i> (means and others)
<b>Books without an author</b>	<i>Travel guides: France</i> 2006, Wanderlust Press. London.
<b>Encyclopedia article</b>	'Environmental pollution' 1996, <i>World Book Encyclopedia</i> , vol 6, World Book International, London, pp.300-309.
<b>Video/DVD recording</b>	<i>Wild Australia</i> 2004, DVD, Australian Broadcasting Commission, Sydney.
<b>Magazine articles with an author</b>	Sealy, Alan 2004, 'Greenland', <i>Habitat Magazine</i> , no. 207, pp. 43-45.
<b>Magazine/pamphlet articles author unknown</b>	'Drugs in sport' 2001, <i>The Bulletin</i> , vol 2, no.25, p.6.
<b>Newspapers</b>	Mangle, W. 2001, 'Canberra, the bush capital', <i>The Canberra Times</i> , 25 April, p.8.
<b>Internet site (no author)</b>	'Discover New Caledonia' 2006, viewed 5 April 2006, <a href="http://www.newcaledoniaturism-south.com/home.cfm">http://www.newcaledoniaturism-south.com/home.cfm</a>
<b>Internet site with an author</b>	Nicolls, Neville 2007, 'El Nino: of drought and flooding rains', viewed 2 February 2007 < <a href="http://www.abc.net.au/science/slab/elNino/biog.htm">http://www.abc.net.au/science/slab/elNino/biog.htm</a> >

All resources you used are arranged in in alphabetical order. Do not subdivide into types of resources. All resources are are alphabetically either by author, or if no author, by title.

Titles may be underlined when handwriting assignments or placed in italics when using a word processor.

A sample bibliography is follows on the next page:

## Bibliography

'Discover Vanuatu' 2010, viewed 5 April 2010, <<http://www.vanuatatourism-south.com/>>

'Earwax pollution' 1999, *World Book Encyclopedia*, vol 6, World Book International, London, pp.300-309.

*Eyewitness guides: France* 1996, Dorling Kindersley. London.

Higgit, J. and Newton, A., 2010, *National Parks of Afghanistan*, Faraway Publishers, Sydney.

Mischief, W. 2009, 'Canberra, the politician's plaything', *The Canberra Times*, 20 May, p.8.

Nicolls, Neville 2007, 'El Nino: of drought and flooding rains', viewed 2 February 2007 <<http://www.abc.net.au/science/slab/elnino/biog.htm>>

*North Queensland wetlands* 2007, video recording, ABC, Sydney.

Sealy, Alan 2004, 'Greenland', *Habitat Magazine*, no. 207, pp. 43-45.

Snedden, W. 2005, *Energy from bio- fuels*. Rigby Library, Cambridge.  
'Sport Cheats: Drugs in sport' 2009, *The Weekly*, vol 2, no.32, p.9.