

Referencing Guide: Bibliographies

Overview

Whenever you work on an essay, report or assignment as part of your flexible course, you will need to do some research to find information, ideas and opinions relevant to your topic. It is **very important** that you let the person marking the work know:

- (a) What you have read during your research and
- (b) The names of any authors whose ideas or opinions you have used in your work

To do this correctly you need to include both **in-text references** in the body of your assignment, and a **reference list** (sometimes also called a '**bibliography**') at the end of it.

This guide to referencing is designed to show you how to construct a **bibliography** correctly. By following this guide you will always be sure that you have properly acknowledged and correctly listed the sources of the information that you used in your assignment.

This guide is divided into **four** sections:

- **Section 1: Introduction to Referencing.** Explains what referencing is, why it is important and what type of information you need to reference.
- **Section 2: Reference List (or Bibliography).** Shows you how to compile a full list (at the end of your assignment) of all the information sources you have used.
- **Section 3: Referencing Guide Table.** This table gives **reference list** examples of how to reference many different types of information. This is the part of the guide you should refer to if you are having any problems with referencing.
- **Section 4: Sample Reference List.** Gives you an example of what a **Reference List** should look like and how it should be **set out**.

Section 1: Introduction to Referencing

► What is Referencing?

Referencing is a systematic way of **acknowledging the sources of information** that you use in writing an essay or assignment. There are a number of different methods of referencing that can be used. While any of these are generally acceptable, the method that is recommended is the **Harvard Referencing System** (also known as the 'author-date' system).

In this system the reference begins with the **author's surname** followed by their **first name**, **year of publication**, **the title** (underlined or in italics), **the edition** (if there is more than one edition), **the publisher**, and finally the **place of publication**.

Eg: Bee, Helen 1998, *Lifespan development*, 2nd ed, Longman, New York.



► Why Should I Reference?

There are a number of reasons why you need to include references in your work. Correct referencing:

- Demonstrates that you have **researched and considered** the ideas of others in developing your argument.
- Provides for the person marking the work the **specific names, dates and location** of the information sources that you have used.
- Ensures that you are not guilty of **plagiarising** – which is when you take another persons thoughts, ideas or words and use them as if they were your own. (*This is a form of academic 'stealing' which can lead to an automatic 'Fail' result for that assignment.*)

Helpful Hints for Citing Internet & Electronic Sources

- You must specify the date on which you accessed the item, since Web documents can change or disappear at any time.
- If a Web document includes both a date of creation and a date it was last updated, use only the date it was last updated.
- If you find a document on the Web which is a series of linked pages, use the information from the main or "home" page.
- *If you have trouble identifying the title, look at the top of the Web page above FILE on your browser.*
- *The date a Web document was created is usually listed right at the bottom of the document.*

Section 3: Reference List (or Bibliography)

► What is a Reference List?

A reference list is a **complete list** of all the books, articles and other information sources which you used to help you write your essay or assignment. It should be arranged **alphabetically** by **author's surname**. A **reference list** can also be called a '**Bibliography**'.

It must be located at the **end of your work** and should contain full and accurate references to each item from which you have quoted or referred to in the body of your text, as well as any other works used in your research. All references should give enough information for anyone to be able to **easily find** the material you have used.

In your reference list, references should be arranged in one **alphabetical** sequence by **name of author**, followed by **date of publication**. If there is no author, the item should be listed by **title**. (*See the sample bibliography at the end of this guide*).

All entries in your Reference List should be set out in the appropriate format. Remember that in your Reference List the **details required** for each item will vary depending on the **type** of information source you use. The table immediately below will help you. It gives brief examples of how to correctly reference many different types of information (e.g. books, magazines, web pages, e-mails, blogs etc.).



Section 4: Referencing Guide

Books	Reference List example
Single author	<p>Author surname, Initials or first name, Year, Title of book, Edition, (only include this if not the first edition), Publisher, Place of Publication.</p> <p><u>Reference List examples:</u></p> <p>Harris, J 2005, <i>The child: a contemporary view of development</i>, 2nd ed., Prentice Hall, Englewood Cliffs, N.J.</p> <p>Doss, G 2003. <i>IS Project Management Handbook</i>, Aspen Publishers, New York.</p>
2 authors for the same work	<p>Author (1), Initial & Author (2), Initial, Year, Title of book, Edition (only include this if not the first edition), Publisher, Place of publication.</p> <p><u>Reference List Examples:</u></p> <p>Madden, R & Hogan, T 1997, <i>The definition of disability in Australia: moving towards national consistency</i>, Australian Institute of Health and Welfare, Canberra</p> <p>Laudon, KC & Laudon, JP 2003, <i>Essentials of management information systems: managing the digital firm</i>, Prentice Hall, Upper Saddle River, N.J.</p>
More than 2 authors for the same work	<p><i>For books with three or more authors, the names should all be included in the order they appear in the document. Use an ampersand (&), not 'and', to link the last two multiple authors.</i></p> <p>Author (1), Initial, Author (2), Initial & Author (3), Initial, Year, Title of book, Edition (only include this if not the first edition), Publisher, Place of publication.</p> <p><u>Reference List Examples:</u></p> <p>Leeder, SR, Dobson, AJ, Gibbers, RW, Patel, NK, Mathews, PS, Williams, DW & Mariot, DL 1996, <i>The Australian film industry</i>, Dominion Press, Adelaide</p> <p>Coveney, M, Ganster, D, Hartlen, B & King, D 2003, <i>The strategy gap: leveraging technology to execute winning strategies</i>, Wiley, Hoboken, N. J.</p>
Article or chapter in edited book	<p>Chapter Author, Initial(s), Year, 'Title of Chapter' in Editor(s) Initials and Surnames with (ed.) or (eds.) after the last name, Title of book, Publisher, Place of Publication, Numbered Pages of Chapter.</p> <p><u>Reference List Example:</u></p> <p>Blaxter, M, 1976, 'Social class and health inequalities', in C Carter & J Peel (eds.), <i>Equalities and inequalities in health</i>, Academic Press, London, pp. 120-135</p>



<p>Corporate Author (no personal author)</p>	<p><i>In the reference list entry use the full name of the organisation.</i></p> <p>Full Name of Organisation, Date, Title of Publication, Place of Publication.</p> <p><u>Reference List Example:</u></p> <p>Department of Foreign Affairs and Trade, 2002, <i>Connecting with Asia's tech future: ICT export opportunities</i>, Canberra.</p>
<p>Encyclopaedia articles</p>	<p>Reference List Example</p>
<p>Encyclopaedia article</p>	<p>Article name (in 'quotation marks') Year of publication <i>Name of Encyclopaedia</i> (<u>underlined</u> or in <i>italics</i>) Volume number Publisher, Place of publication, Page numbers.</p> <p><u>Reference List Example:</u></p> <p>'Great depression', 1999, <i>World Book Encyclopaedia</i>, vol. 8, World Book Inc., Chicago pp. 338-343.</p>
<p>Print Journals or Magazine</p>	<p>Reference List Example</p>
<p>Journal article</p>	<p>Author(s) of article -surname and initials Year of publication, 'Title of article - in single quotation marks', <i>Journal name - italicised</i>, volume number, issue number, page number(s).</p> <p><u>Reference List Example:</u></p> <p>Wharton, N. 2006 'Health and safety in the workplace', <i>Journal of Work and Leisure</i>, vol.12 no. 4, pp. 8-9</p>
<p>Newspaper article – known author</p>	<p>Author(s) of article - surname and initials Year of publication, 'Title of article - in single quotation marks', <i>Newspaper name - italicised</i>, day month, page number(s).</p> <p><u>Reference List Example:</u></p> <p>Towers, K. 2000, 'Doctor not at fault: coroner', <i>Australian</i>, 18 January, p.3</p>
<p>Newspaper article – author not named</p>	<p><i>If there is no named author, list the article title first.</i></p> <p>'Title of article', <i>Newspaper name</i>, day month, Year of publication, page number(s).</p> <p><u>Reference List Example:</u></p> <p>'UNSW gains top ranking from quality team', <i>Sydney Morning Herald</i>, 30 February, 1994, p.21.</p>



Electronic Resources	Reference List Example
A Web site	<p>Author (or organisation), Year site created or last updated, Title of site, Name (and place if applicable) of sponsor of the site ('owner'/'publisher'); (may be same as author) date you viewed the site (date month year), <URL>.</p> <p><u>Reference List Examples:</u></p> <p>Quinion, Michael B. 1998, <i>Citing online sources: advise on online citation formats</i>, accessed 16 March, 2003, <http://www.quinion.com/words/articles/citation.htm></p> <p>International Narcotics Control Board 1999, United Nations, Vienna, accessed 1 October 2007, <http://www.incb.org>.</p>
Page or document within a web site	<p>Author/editor Year of document (created or revised), <i>Title of document - italicised</i>, Name of the sponsor of the source ('owner'/'publisher'); name may be same as author, date of viewing (date month year), <URL>.</p> <p><u>Reference List Examples:</u></p> <p>Winston, J 1999, A look at referencing, AAA Educational Services, accessed 20 October 2002, <http://www.aaa.edu.au/aaa.html>.</p> <p>Department of Education, Science and Training 2003, <i>The national report on higher education in Australia (2001)</i>, Department of Education, Science and Training, Canberra, viewed 13 October, 2004, <http://www.dest.gov.au/highered/otherpub/national_report/default.htm>.</p>
Web page – no author	<p><i>Where the name of the author is not given, use the title in place of the authors name:</i></p> <p><u>Reference List examples:</u></p> <p>Land for sale on moon 2007, accessed 19 June 2007, <http://www.moonlandregistry.com>.</p>
Web image	<p><i>Name of image</i>, Year, Name and place of the sponsor of the source, viewed Day Month Year, <URL></p> <p><u>Reference List Examples:</u></p> <p>Frith, J (1968), From the rich man's table, political cartoon by John Frith, Old Parliament House, Canberra, accessed 11 may 2007 <http://oph.gov.au/frith/theherlad-01.html></p> <p><i>If there is no named author, put the image title first, followed by the date (if available):</i></p> <p>Map of the Parish of Maroota, Country of Cumberland, District of Windsor 1840-1849, digital image of cartographic material, National Library of Australia, accessed 26 April 2007, <http://nla.gov.au/nla.map-f829></p>



Online Databases	Reference List Example
Journal article from an online database	<p><i>Cite the article as you would the same article in a print publication, listing:</i></p> <p>Author(s) name and initials, 'title of the article' (using single quotation marks), <i>title of the journal</i> (in italics), publication information (volume, number etc.), page numbers, day month year accessed, name of database, item number or details (if given).</p> <p><u>Reference List Examples:</u></p> <p>Holmes, S 2004, "But this Time You Choose!": Approaching the 'Interactive' audience in reality TV', <i>International Journal of Cultural Studies</i>, No. 7, pp. 213-231, accessed 3 March 2007 from Sage Journals Online.</p> <p>Nicholls, D 2006, "Does the meaning mean a thing?": Johnny Young's hit songs of the 60s-70s', <i>Australian Cultural History</i>, No. 24, pp. 163-183, accessed 11 May 2007 from Informit Full Text Database, ISSN: 0728-8433.</p>
Newspaper article from online database	<p><u>Reference List Examples:</u></p> <p>Pianin, E 2001, 'As coal's fortunes climb, mountains tremble in W.Va; energy policy is transforming lives', <i>The Washington Post</i>, 25 February, p. A03, accessed 8 March 2001 from Electric Library Australasia.</p> <p><i>If there is no individually named author, list the article title first:</i></p> <p>'On Liberty and Slavery', <i>The Illinois Gazette</i>, March 20, 1830; Issue 45; col A, accessed 12 April 2007 from Infotrac Database.</p> <p>'Amending the Constitution', <i>New York Daily Times</i>, 16 October 1851, p. 2, accessed 15 July 2007 from ProQuest Historical Newspapers database.</p>
E-books	<p>Author/editor name, initials, date of publication, title of e-book (in italics), publisher, place of publication, accessed day month year (the date of viewing) <URL or Internet address> (in pointed brackets).</p> <p><u>Reference List Example:</u></p> <p>Lloyd, CB (ed.) 2005, <i>Growing up global: The changing transitions to adulthood in developing countries</i>, The National Academies Press, Washington, accessed 5 May 2007, <http://www.nap.edu/books/11174/html/index.html>.</p>



Personal Communication	Reference List Example
Emails, private conversation, letter or interview	<i>Provide all details in the in-text citation – no need for an entry in the reference list.</i>
Electronic sources & broadcast materials	Reference List example
Weblog (Blog)	<p><i>In the Reference List include the following details:</i></p> <p>For a blog:</p> <p>Author surname, initial (or alias), year of post, <i>title of the blog</i> (in italics), format, date accessed (day month year), the URL of the blog post (between pointed brackets)</p> <p><u>Reference List Example:</u></p> <p>Bartlett, A 2007, The Bartlett diaries, weblog, accessed 22 May 2007, <http://www.andrewbartlett.com/blog/>.</p> <p>For a blog posting:</p> <p>Author surname, initial (or alias), year of post, ‘title of posting’ (between single quotation marks) <i>title of the site</i> (in italics), format, date of posting (day month), date accessed (day month year), the URL of the blog post (between pointed brackets)</p> <p><u>Reference List Example:</u></p> <p>Bahnisch, M 2007, ‘The commentariat vs. the people?’, Larvatus Prodeo, weblog post, 11 May, accessed 22 May 2007, <http://larvatusprodeo.net/2007/05/11/the-commentariat-vs-the-people/>.</p>
Podcasts	<p><i>Name of podcast</i> (in italics), year, podcast format, publisher, date of podcast (day, month), date accessed (day month year), <URL of podcast> (between pointed brackets)</p> <p><u>Reference List Example:</u></p> <p><i>Lingua Franca</i> 2007, podcast radio programme, ABC Radio National, 28 April, accessed 25 May 2007 <http://abc.net.au/rn/podcast/feed/lin.xml></p>



Wikis	<p>'Article name' (between single quotation marks), <i>Title of wiki</i> (in italics), Format, Date of last revision, date accessed (day month year), <URL of wiki article page> (between pointed brackets).</p> <p><u>Reference List Example:</u></p> <p>'Freud and science', <i>An essay evolves</i>, Wiki article, March 8 2007, accessed 20 may 2007 <http://evolvingessay.pbwiki.com/Freud+and+Science></p>
Government Publications	Reference List Example
Document produced by a government agency, with no obvious personal author	<p>Name of agency which produced the document, year of publication, <i>Title of publication</i> (in italics), name of publisher, place of publication.</p> <p><u>Reference List Example:</u></p> <p>Australian Institute of Health and Welfare 2003, <i>Young homeless people in Australia 2001 - 02</i>, Australian Institute of Health and Welfare, Canberra.</p>
Government Legislation	<p>Author of legislation, date act was passed, <i>Name of the act</i> (in italics), location.</p> <p><u>Reference List Example:</u></p> <p>Queensland Government 1962, <i>Queensland State Liquor Act</i>, Brisbane.</p>
Australian Bureau of Statistics	<p>Name of agency, year of publication, <i>Title of publication</i> (in italics), catalogue number, name of publisher, place of publication, date of viewing, database name, <URL>.</p> <p><u>Reference List Example:</u></p> <p>Australian Bureau of Statistics (1999), <i>Disability, ageing and carers: summary of findings</i>, cat no. 4430.0, ABS Canberra.</p>
Census Information	<p>Source, census year, 'Census Geographical area used', Profile used, Table/map/graph number and title (if applicable), date of viewing, <URL></p> <p><u>Reference List Example:</u></p> <p>Australian Bureau of Statistics (2006), <i>Census of population and housing: B01 selected characteristics (First release processing) postal area 6050</i>. Accessed November 20, 2007 <http://www.censusdata.abs.gov.au></p>



Conference Papers	Reference List Example
Published paper	<p>Author(s) of paper -surname and initials Year of publication, 'Title of paper - in single quotation marks' [in] Editor (if applicable), <i>Title of published proceeding which may include place held and date(s) - italicised</i>, Publisher, Place of publication, Page numbers.</p> <p><u>Reference List Example:</u></p> <p>Common, M. (2001), 'The role of economics in natural heritage decision making', in <i>Heritage economics: challenges for heritage conservation and sustainable development in the 21st century: proceedings of the International Society for Ecological Economics conference</i>, Canberra, 4 July 2000, Australian Heritage Commission, Canberra.</p>

Section 5: Sample Reference List

The following example shows you what a reference list should look like. Note all the items are arranged in alphabetical order by author name. Where there is no individual author name (as in the first item) the item is listed and arranged by its title. There is no set length for a Reference List - some may contain only 2 or 3 items, others might contain 20 or 30 entries. Just make sure you include every reference source that you have used to complete your assignment. (Try going through the example reference list below and identify what each of the items are).

Reference List

"American Civil War" *A dictionary of world history*. Oxford University Press, 2006. Available: *Oxford Reference Online*. Oxford University Press, accessed 4 June 2008
<<http://www.oxfordreference.com/views/ENTRY.html?subview=Main&entry=t48.000124>>

Barrand, Pamela M. 1997, 'Mental health reform and human rights', *Health Policy in Australia*, Gardner, Heather ed., Oxford University Press, Melbourne, pp.136 – 153.

Bee, Helen 1998, *Lifespan development*, 2nd edn, Longman, New York.

Carvin, Andrew 2003 'Beyond access: understanding the digital divide ' in *EdWeb: Exploring Technology and School Reform*, accessed 10 Mar 2003
<<http://sunsite.unc.edu/edweb/index.html>>

Frith, J 1968, From the rich man's table, political cartoon by John Frith, Old Parliament House, Canberra, accessed 11 may 2007, <<http://oph.gov.au/frith/theherlad-01.html>>

Gee, H 2004, 'A breed apart', *The Age*, 29 October, viewed 10 December, 2004,
<<http://global.factiva.com>>

Gormley, James J 2006, 'Food irradiation – 'protecting' us?' *Better Nutrition*, [online] Vol.60, No.2, February, Available: Australia/New Zealand Reference Centre, accessed 16 Jan 2008,
<<http://search.epnet.com>>.



Henninger, Maureen 1999, *Don't just surf the net*, UNSW Press, Sydney.

Lacity, MC Willcocks, LP & Feeny, DF 1995, 'IT outsourcing: maximize flexibility and control', *Harvard Business Review*, vol. 73, issue 3, May, pp. 84-93.

Lingua Franca 2007, podcast radio programme, ABC Radio National, 28 April, accessed 25 May 2007 <<http://abc.net.au/rn/podcast/feed/lin.xml>>

Lloyd, CB (ed.) 2005, *Growing up global: The changing transitions to adulthood in developing countries*, The National Academies Press, Washington, accessed 5 May 2007, <<http://www.nap.edu/books/11174/html/index.html>>

Lyman, Peter and Brewster, Kahle 2004. 'Archiving digital cultural artefacts: organising an agenda for action'. *D-lib magazine* July/Aug. 2004. <<http://www.dlib.org/dlib/july04/07lyman.html>>

Quinion, Michael B 2006, Citing online sources: advice on online citation formats, accessed 16 Mar 2008 <www.quinion.com/words/articles/citation.htm>

Rubinstein, Gillian 2002, 'What children tell me', *at least they're reading: Proceedings of the First National Conference of the Children's Book Council of Australia, Sydney, NSW, 2002*, Thorpe, Melbourne, pp.73 – 81.

Sims, Margaret 1999, 'What we believe is what we do', *Australian Journal of Early Childhood*, Vol.24, Issue 2, June 1999, pp.1 – 5.



Section 6: Useful References and Tools

If you want to find out more about the correct way to reference using the Harvard System and how to produce an accurate and impressive reference list, the following sources are all worth looking at:

- Australian Bureau of Statistics 2006, *Help: Guide to Citing ABS Sources*, accessed 21 September, 2008
<http://www.abs.gov.au/Ausstats/abs@.nsf/web%20pages/Citing%20ABS%20Sources>
A guide produced by the ABS which shows you how to correctly cite (or reference) the full range of material they produce
- Snooks & Co. (rev.) 2002, *Style manual for authors, editors and printers 2002*, 6th edn. Wiley & Sons, Australia.
- University of Tasmania Library 2007, *Referencing using the author-date or Harvard system*, online guide, University of Tasmania, viewed 16 May 2007, <<http://www.utas.edu.au/library/assist/gpoa/gpoa2.html>>.
A guide produced by the University of Tasmania Library
- Inter-active guide to bibliographies, <http://www.sit.nsw.edu.au/library/?Media_Index_ID=1038>
This is both an interactive bibliography guide and a tool to help you create a bibliography. Also contains printable guides in PDF format.
- University of Melbourne Library 2005, *Harvard (author/date) style*, online guide, University of Melbourne, viewed 25 March 2008, <http://www.lib.unimelb.edu.au/cite/harvard_dis/>.
University of Melbourne Harvard Style referencing guide.

*Excerpts of this guide taken from the publication: Dale, Vivien and McGregor, Elizabeth (eds.), 2004, *North Coast Institute of TAFE, Kempsey Campus, Referencing Guide 2nd edn*, North Coast Institute of TAFE, Kempsey.

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