What is a bibliography?
In writing essays or research assignments you should document all sources of information (books, articles and other resources) from which you obtained your information and ideas. This list of references is called a bibliography. You should include all sources of information including those that were consulted but not used in the actual text.

The purpose of a bibliography is to
* Provide a full citation for all references referred to in your work. Indicate the origin of the information and indicate how authentic it is
* Show evidence of your awareness of current information available in your area of study

Writing Your Bibliography

Arrange the list of resources in alphabetical order by authors’ surnames, where these names are known, otherwise by title. All types of materials should be integrated alphabetically.

Example:
Harford, Sonia (10 May 2013), ‘Flag fine-tuned for monument to democracy’, The Age, p.20
Books

Include these details:
1. Author’s name: Surname and then initials or first name
2. Year of publication (in brackets): cite most recent edition
3. Title in *italics* or underlined if handwritten.
4. Publisher
5. Place of publication
6. Note: If no author is known, begin your citation with the title

Examples:

**One Author**

**Two Authors**

**Three or more Authors**
Reid, C. and others (2009), *Coral Reefs and Climate Change*, CoralWatch, The University of Queensland, Brisbane.

**Editor**

**Edition**

**Organisation as Author**

**Book with no recorded author**

Internet

Include these details:
1. Author (if known)
2. Date site was created/revised (in brackets)
3. Title of document in *italics* (online)
4. “retrieved” plus date of retrieval “from”
5. URL which is the address of the provider, starting with http://

Examples:
DVDs (films, TV)
Include these details:
1. Title
2. Date,
3. Format eg: DVD,
4. Publisher,
5. Place of publication.

Example:
Land of the Pyramids (2007), DVD,
International Masters Publishers,
Australia

Newspapers
Include these details:
1. Author’s name: Surname and then initials or first name
2. Date of the publication (in brackets)
3. Title of the article in “quotation marks”
4. Title of the newspaper in italics
5. Page number/s

Example:
Gordon, J. (7 May 2013),
“Treasurer promises string of surpluses”, The Age, p.2

Periodicals
Include these details:
1. Author’s name: Surname and then initials or first name
2. Year of publication (in brackets)
3. Title of the article in “quotation marks”
4. Title of periodical
5. Volume and/or issue number (as listed on the title page) of the periodical
6. Page numbers (inclusive of article)

Example:

Databases
Include these details:
1. Author’s name if known
2. (Date of publication)
3. “Title of article”,
4. Title of journal in which article appears,
5. Page number/s,
6. Name of database followed by (online),
7. Web address of database,
8. Date of download/visit

Example:

Email
Include these details:
1. Author’s name, initials.
2. (year),
3. Email,
4. Day and month of email,
5. Email address

Example:
Saunders, A. (2012) email, 24 April, asaunders@apollo.com.au
Interviews
Include these details:
1. Surname of person being interviewed, initials.
2. (Month and Year of interview),
3. Title of interview,
4. Interviewed by Interviewer’s name
5. Type of interview eg: [tape recording] [transcript] [video recording]
6. Place of interview.

Example:

Weblog (Blog)
Include the following information in this order:
1. Author’s surname, initials. (full stop)
2. Year of post (comma)
3. Title of the posting, (between single quotation marks)
4. Title of the site (italics)
5. Format (weblog post)
6. Date (day month year) (comma)
7. URL of the host <between pointed brackets>

Example:

Wikis—Accessed via www
Include the following information in this order:
1. Title of article, (between single quotation marks) (comma)
2. Title of wiki (italics) (comma)
3. Format (wiki post)
4. Date of last revision (day month year) (comma)
5. Accessed, (day month year) (comma)
6. Internet address of wiki article page <between pointed brackets>

Example:

Online Images—Accessed via www
Include the following in this order:
1. Author’s surname, initials. (full stop) (if available)
2. Year (comma)
3. Title of image, (comma) (between single quotation marks)
4. Format
5. Name & palace of the sponsor of the source
6. Accessed, (day month year) (comma)
7. Internet address <between pointed brackets>

Example:
If there is no named author, put the image title first, followed by the date

CLC Resource Centre 2013