Why write a bibliography?

The information process

Every time you complete research you are developing important skills that you will use not only at school, but in life.

To help you develop these skills you will use a research booklet whenever your class is working on a research project in the library. It will guide you through the six steps of the information process.

In Step 3 of the information process you select the information/ideas you really need to do the job and you acknowledge who created them in a list called a bibliography.

What is a bibliography?

- A list of resources used to complete a task including any books, encyclopedia articles, magazine articles, websites, DVDs, TV shows and images

What information do I need to record about each resource?

Although this varies a little for different media for most you need to record:

- The author – they own the work so they deserve credit for it - it would be dishonest to pretend it was yours
- The year it was published – so we know how current the information is
- Title – so the resource can be identified
- Publisher and place of publication – alert us to possible bias or point of view
- Segment (eg. page number) – so details can be checked

You should always include a bibliography whenever you use the work of other people - whether your teacher asks for it or not. Producing one is a good habit to get into.
How to write a bibliography

All sources of information used to produce your work should be acknowledged in a bibliography. Although the expected format varies slightly for different media you use, in every case you should try to include details about:

1. who created it
2. date it was published (if there is no date use the abbreviation n.d.)
3. what it is - title (and for non-print items, the format)
4. publication details

The details about each information source is a citation.

1. arrange all the citations alphabetically in a single list under the heading ‘Bibliography.’
2. leave a line between each citation
3. if there is no author, swap the order of the date and title, so the title appears first.

Example of a bibliography

Bibliography


Children and the internet: Four Corners. 2010. Television. ABC. May 10. 8.30pm


Pearl Jam. All or none. Song lyric. From [http://www.songlyrics.com/pearl-jam/all-or-none-lyrics/]. [accessed 11.5.10]

Examples of individual citations

Book

1. Author surname, first initial
2. Year of publication
3. Title in italics
4. City of publication: name of publisher
5. Pages used

Encyclopedia article

1. Author surname, first initial
2. Year of publication
3. Title of article
4. Title of the whole publication in italics
5. City of publication: name of publisher
6. Volume, if applicable
7. Pages used
Magazine and newspaper article

1. Author surname, first initial
2. Year of publication
3. Title of article
4. Title of the whole publication in italics
5. Volume, number or month
6. Pages used

Audiobook, DVD or video
In search of the Afghan girl. 2004. DVD. National Geographic

1. Title of item in italics
2. Year of release
3. Format description eg. Audio, DVD, Video
4. Publisher

Radio or television program
World News Australia. 2010. Television. SBS. May 11. 6.30pm

Children and the internet: Four Corners. 2010. Television. ABC. May 10. 8.30pm

1. Title in italics. Include the series if there is one
2. Year of broadcast
3. Format description eg. Radio broadcast, Television program
4. Channel
5. Date and time of broadcast

Image

1. Creator's surname, first initial
2. Year produced (if available)
3. Title of item in italics
4. Format description eg. Cartoon, Painting, Poster, Photograph
5. Source of image

Website

1. Author surname, first initial or publisher
2. Year of publication
3. Title of item in italics
4. Web address (URL)
5. Date the information was downloaded

Online viewing of any information source not originally created as webpage
Pearl Jam. All or none. Song lyric. From http://www.songlyrics.com/pearl-jam/all-or-none-lyrics/ [accessed 11.5.10]

Use the format for the original media but also:
1. Write From and the URL
2. Date you viewed the item