

HOW TO WRITE A BIBLIOGRAPHY

A **bibliography** is a list of all the books and web sites used in research to write your report or project

In a bibliography:

1. All resources are listed in **alphabetical** order
2. **Titles** are written in italics or underlined
3. Where there is no author then the work is listed by **title**

The bibliography should always be on a separate page and should be headed: **Bibliography**

Websites which can help compile a bibliography include:

- Citation Machine at <http://citationmachine.net/>
- Noodle Tools at <http://www.noodletools.com/>

A bibliography is organised like this:

Author (surname first), year, *title*, publisher, place published.

EXAMPLES:

ONE AUTHOR

Lever, S. 2000, *The Human Body*, Collins, Sydney.

TWO AUTHORS

Lenahan, B. & Moffett, B. 1999, *Core Concepts in Health*, Mayfield, Mountain View, Ca.

THREE AUTHORS

Joss, K. Price, D. & Croft, L. 2002, *What happens in the brain*, Harcourt Brace Jovanovich, Darlington, N.S.W., .

More than 3 AUTHORS

When the book has more than 3 authors, list only the surname of the first author listed on the title page followed by the expression et al..

Waters, J , et al. 2003, *The Running Track* , Mill Press, Kingston.

AUTHOR (S) UNKNOWN

Families for Everyone 2001, Oxford University Press, Sydney.

EDITOR (OR COMPILER)

Booker, Kaye (ed) 1999, *Civil Rights*, Spinney, Sydney

REFERENCE TO AN ENCYCLOPAEDIA ARTICLE

'Invention' 1996, *The World Book Encyclopedia*, vol. 1, no.10, World Book, London, pp.310-320.

REFERENCE TO A WHOLE SET OF ENCYCLOPAEDIAS

The Australian Encyclopaedia 1998, 3rd.edn., Australian Geographic, Terrey Hills, N.S.W. 6 volumes.

NEWSPAPERS

AUTHOR KNOWN

Morley, P. 1999, *Our Town is Being Torn Apart*, The Courier Mail, 18 February, p.3.

AUTHOR UNKNOWN

Chocolate is Healthy 1998, The Courier Mail, 18 February, p.1.

GRAPHS, PICTURES, PHOTOGRAPHS, ADVERTISEMENTS

Within your project, the pictures etc. must be numbered, named and the source identified.

For example:

Source: Dixon, M. 1998, *The Encyclopedia of Human Anatomy*. QUP, Brisbane, p. 42.

INTERNET

WWW (World Wide Web) Sites

Twomey, L.P. 2001, *A History of Books* [online], Available from: URL:
<http://www.ccs.book.edu/home/1pd/mud-history.html> (accessed 5 Dec.2005).

(When the author is unknown, list by title)