

Bibliography and Referencing

What is a bibliography?

A bibliography is a list of sources of information you have used in your research. These might be books, magazines, newspapers, websites, DVDs or podcasts. You should only include sources you actually used - if you put in one you didn't, your teacher might ask you about it and expose your fraud!

How to write your bibliography

You should list your sources alphabetically by the author's surname.

Different kinds of sources are laid out in different ways. Here are the most common:

Books

Catton, B. 1998. *This hallowed ground*. Ware: Wordsworth.

which follows the pattern:

Author's surname, Initials (with full stops), **Year of Publication**. **Title** (in italics). **Place of Publication** (town or city, not country): **Publisher**.

If there is more than one author they should all be included, in the order in which they appear on the title page.

Hattaway, H. and Jones, A., 1991. *A military history of the Civil War*.
Champaign, IL: University of Illinois Press.

If the book has been edited rather than written, add the abbreviation ed. (or eds if there is more than one editor) after the name(s).

Stampp, K. M. ed., 1991. *The causes of the Civil War*. New York: Simon & Schuster.

Finally, if the book you used was not the first edition, you should say which edition it was after the title.

Farmer, A., 2008. *The origins of the American Civil War, 1846-61*. 2nd ed.
London: Hodder & Stoughton.

Don't get your editors and editions mixed up!

Articles from printed journals or magazines

Norman, R., 2002. Equality, envy, and the sense of injustice. *Journal of Applied Philosophy*, 19(1), pp.43-54.

which follows the pattern:

Author's surname, Initials (with full stops), **Year of Publication**. **Title of article**. **Title of magazine or journal** (in italics). **Volume** (issue number if applicable), **page number or numbers**.

Websites

Eyewitness to History. 1999. *The Destruction of Pompeii, 79 AD*. [online] Available at: <<http://www.eyewitnesstohistory.com/pompeii.htm>> [Accessed 11 November 2016].

which follows the pattern:

Author's surname, Initials (with full stops) or company name if there is no identified author. **Year**. **Title of document or webpage** (in italics). **[online]** **Available at: <URL> [Accessed date]**.

Here is an example from an online newspaper:

Fisk, R. 2016. The poppy has become a symbol of racism – I will never wear one again. *The Independent*. [online]. Available at: <<http://www.independent.co.uk/voices/poppy-symbol-of-racism-never-worn-one-never-will-robert-fisk-remembrance-day-first-world-war-second-a7394976.html>> [Accessed 11 November 2016].

Note that this is slightly different. The title of the article is in plain text and the title of the newspaper is in italics. The pattern would be the same if it was a journal.

You should only list webpages which have their own content in a bibliography. Do not list search engines such as Google.

What is referencing?

When you quote or refer to a passage in a book, journal or website, you should give its source. This is called referencing.

How to reference

There are two ways of doing this. One is an **in-text citation**, which gives the author and year published (and sometimes the page number(s) if you quote or paraphrase) of the text you quote or refer to. For example:

There seems to be a correlation between students' use of the library and attainment (Collins, 2012).

Factors such as class, education and "hereditary determinants" (Wallace, 2013, p26) can have...

If you name the author(s) in the sentence only the year is needed in the citation:

Grayson (2009, p94) identified the main cause as...

Ramirez (2010) and Schneider (2012) discuss the challenges faced by...

If you refer to multiple texts in the same citation, do it like this:

A number of studies have shown this to be true (Elston, 2004; Gray, 2007; Dalton, 2009).

You should make sure that all the texts you name in citations are in your bibliography so that the full details of the source can be found.

The other way of giving a source is to use footnotes. A small superscript number is put in your text at the end of the sentence in which you quote or refer to a source. At the bottom of the page the full details of the source (just like in a bibliography) are given using the same number:

¹ Catton, B. 1998. *This hallowed ground*. Ware: Wordsworth.

² Hattaway, H. and Jones, A., 1991. *A military history of the Civil War*. Champaign, IL: University of Illinois Press.

The numbers can run through your whole text or can begin again with 1 on every new page.

There are two useful abbreviations which can save repetition.

You can use 'ibid.' to show that you are citing the same source as the last footnote. This is useful if you are quoting a text several times.

¹ Catton, B. 1998. *This hallowed ground*. Ware: Wordsworth, p156

² *ibid.*, p159

³ *ibid.*, p165

As soon as you give another source, you must stop using 'ibid' for the previous source.

If you give a source a number of times throughout your text, you can use 'op.cit.' after you first name it. (This only works if you have only one source by an author.)

¹ Catton, B. 1998. *This hallowed ground*. Ware: Wordsworth, p239

² Hattaway, H. and Jones, A., 1991. *A military history of the Civil War*. Champaign, IL: University of Illinois Press, p92

³ Catton, *op cit.*, p271

⁴ Hattaway, H. and Jones, A., *op. cit.*, p108