

HOW TO REFERENCE OR WRITE A BIBLIOGRAPHY

WHAT IS REFERENCING?

Referencing is a standard method of acknowledging source of information and or ideas copied or used for a piece of work e.g. a project. Referencing proves to your tutor how hard you have researched to gather your information to do your work.

WHAT IS A BIBLIOGRAPHY?

A bibliography is like referencing, the difference is that you have not copied or used any information from the sources. Again, this shows your research, information gathering and understanding skills on a topic.

HOW TO SUCCESSFULLY REFERENCE AND DO A BIBLIOGRAPHY?

A bibliography or referencing is an alphabetical list by author or title at the back of a piece of work. To do a good list it is important to note down the details of the sources of information you use. The details required varies with different formats.

THE REFERENCE LIST

The sequence of details for writing a reference or a bibliography for different formats are—

FOR BOOKS - details to be taken from title/ back of the title page—

Author / editor (s) ; Year of publication ; Title of book (underlined) ; Edition of book (if not 1st edition) ; Publisher name ; Place of publication.

FOR MAGAZINES - details to be taken from front cover and the title page inside the magazine—

Author / editor (s) of article ; Year of publication ; Publisher's name ; Magazine title (underlined) ; Volume number ; Issue number (if there is one) ;
Page numbers of the article (1st to last).

FROM INTERNET-Information to be taken from the internet source being looked—

Author / editor (s) of the article ; Year of publication (if given) ; Title of the article ; URL (Website) address (Underlined), URL Date of creation or update.

FOR CD-ROM SOURCES - details to be taken from the CD-ROM cover and inside the cover—

Author / editor (s) of article ; Year of publication ; Title of CD-ROM (underlined) ; Upgrade version ; Name of publisher ; Place of publication.