Creating a Bibliography or Reference List

A bibliography is a list of books, magazines, encyclopaedias, and Internet sites etc, which have been read by a student when undertaking research to write and complete an essay or assignment.

It is very important that you acknowledge all your sources of information in a bibliography. If you do not do so, you can be accused of plagiarism – pretending that someone else’s work and ideas are your own.

A good bibliography may be used by teachers or students to find additional information on a particular subject. It also indicates to the teacher that you have read and researched widely whilst preparing your assignment.

**A bibliography is listed alphabetically by the author’s last name.**

- Author’s family name, followed by first name or initials
- Title of the publication
- Publisher
- Place of publication
- Date


**Use a title entry if there are more than 3 authors for the work**

**If there is no author, use a title entry**

Where to find Reference/Bibliographic Information:

The title page should provide the Title of the book, the Author, the Publisher, and usually the place of publication.

The Back of the title page will provide information on the Author, the Publisher, place of Publication, publication date, the edition.

Internet references

Any information taken from the Internet or other online information must be acknowledged:

- Author of the article on the site if there is one
- Title of the article
- Year of publication
- Name of publisher – this could be the name of the site
- Date the site was accessed
- URL – the Internet address of the article to which you refer


Newspaper articles

When the author is known:


When the author is not known:

“Frogs march on the city” (2002), Sydney Morning Herald, Monday, February 18th, p3
When you are researching a topic, make notes and write the details of the source of information at the time – you may not be able to find the book again in the library when you need to write your bibliography.


Eddings, David “King of the Murgos”. Corgi Books, 1988


Sheldon, Emily “A guide to referencing”. Melbourne University Press, 1999

Where to find bibliographic details on a Web Site
Title - read this from the title bar (blue bar) at the top of the screen, NOT from the heading in the page. Many web pages appear to have the title 'Untitled'.

Year of publication - read from the copyright statement on the page, or, the date viewed if there is no date on the page

Author - if not visible on the web page itself it is customary to treat the page as an anthology and index it by its title

Publisher - copy the URL from the Address bar in the browser

DATE ACCESSED is important because web pages are updated more frequently than print publications. This would normally be appended in parentheses eg (accessed 28/10/2003)