

**a guide to writing**  
**BIBLIOGRAPHIES**  
**BASED ON THE HARVARD STYLE**



## Background

A bibliography is a list of resources used in preparing a piece of work.

When writing up a piece of work you will need to cite **(quote)** the bibliographical references of all resources you have used.

Bibliographical references need to be cited in two different places:

1. Where a document is referred to **in the text**.
2. In a list at the end of the work which is arranged alphabetically by author then by date. This author/date system of description is referred to as the Harvard System.

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**\*Note: Some style guides do not require brackets around the date**

# Books *(incl. Reference)*



*Include the following information in this order:*

1. Author's surname, initials. (full stop)
2. Year. (in brackets) (full stop)
3. Title of book. (underlined OR italics) (full stop)
4. Publisher, (comma)
5. Place of publication. (full stop)

Dixon, J. (1993). *How to be a successful student.*  
Penguin Books, Ringwood.

## FOR A REFERENCE BOOK:

Title of book.  
(underlined OR italics) (full stop)

Year.  
(in brackets) (full stop)

Publisher,  
(comma)

Place of publication.  
(full stop)

# Books *(edited)*



*Include the following information in this order:*

1. Editor's surname, initials. (full stop)
2. (ed.) (in brackets)
3. Year. (in brackets) (full stop)
4. Title of book. (underlined OR italics) (full stop)
5. Publisher, (comma)
6. Place of publication. (full stop)

Morgan, J. (ed.) (1993). *How to be a successful author*. Penguin Books, Ringwood.

## FOR AN ARTICLE IN AN EDITED BOOK:

Before 1 to 5 add:

- a. Article author's surname, initials. (full stop)
- b. Year. (brackets) (full stop)
- c. Title of Article (full stop)
- d. Followed by In: (underlined) (colon)
- e. Back to number 1 and omit number 3

# CD-ROMS

*Include the following information in this order:*

1. Author's surname, initials. (full stop)
2. Year. (in brackets) (full stop)
3. Title. (underlined OR italics) (full stop)
4. CD ROM. [in square brackets] (full stop)
5. Publisher, (comma)
6. Place of publication. (full stop)

Hawking, S.W. (1994). *A brief history of time: an interactive adventure*.  
[CD-Rom]. Crunch Media, N.Y.

# Citing in the Text

## **1 Citing in the text** (without direct quote)

At each point in the text which refers to a particular resource, insert the author's surname and publication year.

*(Initials not necessary unless two authors have same name)*

*eg. The work of Thompson (1994), Bryant (1998) and Eastman (1986) were all concerned with the importance of consistency in bibliographies and citations.*

## **2 Citing direct quotations**

After the quote include the author's surname, publication year followed by page number. [One page (p) pages (pp) (full stop)]

# E-mail

*Include the following information in this order:*

1. Sender's surname, initials. (full stop)
2. (Sender's E-mail address), (brackets) (comma)
3. Day, (comma) month, (comma) year. (full stop)
4. Subject of message. (underlined OR italics) (full stop)
5. E-mail to (recipient's E-mail address). (brackets) (full stop)

Lowman, D. (deborah@pbsinc.com.au), 4 April, 1998.  
*Internet referencing.* (awill@dva.gov.au).

# Interviews

*Include the following information in this order:*

1. Name of interviewee  
First initial (full stop) Surname (full stop)
1. Kind of interview (Personal or Telephone) (full stop)
2. Date of interview (full stop)

N. Archer. Personal Interview  
October 11, 1998.

# Journal Articles

*Include the following information in this order:*

1. Author's surname, initials. (full stop)
2. Year. (in brackets) (full stop)
3. Title of the article. (full stop)
4. Title of the journal. (underlined OR italics) (full stop)
5. Volume, number, month/season, (comma)
6. Page numbers of article. (full stop)

Burns, S. (1989). There's more than one way to learn.  
*Australian Wellbeing*. No 33, October, pp42-44.

# Newspaper Articles

*Include the following information in this order:*

1. Author's surname, initials. (full stop)
2. Year. (in brackets) (full stop)
3. Title of the article. (full stop)
4. Title of the newspaper. (underlined OR italics) (full stop)
5. Date of publication, (comma)
6. Page numbers of article. (full stop)

Popham, B. (1997). Saving the future.  
*Weekend Australian*. 7 February, p10.

# Videos

*Include the following information in this order:*

1. Series title. (full stop)
2. Series number. (full stop)
3. Title. (underlined OR italics) (full stop)
4. Year. (in brackets) (full stop)
5. Publisher, (comma)
6. Place of publication. (full stop)
7. Date of transmission, (comma)
8. Medium: Format. [in square brackets] (full stop)

Fragile Earth. 5. *South American Wetland*. (1982).  
BBC, London. 17 October, [video:VHS].

# World Wide Web

*Include the following information in this order:*

1. Author's surname, initials. (full stop)
2. Year. (in brackets) (full stop)
3. Title (underlined OR italics)
4. [Internet]. [in square brackets] (full stop)
5. Publisher, (comma)
6. Place of publication. (full stop)
7. Available from: <URL> [Accessed date].

If there is no author start at Step 3.

If there is no date write n.d. (no date) after the author's name  
eg. Hanson, B. n.d. Central Nepal.  
(cont. on from Step 3.)

If there is no publisher or place of publication skip 5 and 6 and conclude with 7.

Holland, M. (1996). *Harvard System*  
[Internet]. Bournemouth University, Poole.  
Available from: <[http://www.bournemouth.ac.uk/service-depts/lis/LIS\\_Pub/harvardsys.html](http://www.bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvardsys.html)>[Accessed 6 May, 1998].