

## HOW TO WRITE A BIBLIOGRAPHY (HARVARD STYLE)

- A bibliography is a list of all the resources you have used in writing your assignment.
- Bibliographical references need to be cited in two places:
  1. Where a document is referred to in the assignment
  2. In a list at the end of your assignment, arranged alphabetically by author then by date.

### **BOOKS with an author**

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)

Smith, P. (1999). *How to write good assignments*. Penguin Books, Ringwood.

### **BOOKS with an editor**

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)

Mawson, S. (ed.) (2001). *Easy assignment writing*. Doubleday Books, Sydney.

### **CHAPTER IN AN EDITED BOOK**

1. Chapter author's surname, initials. (full stop)
2. Year. (brackets) (full stop)
3. Title of chapter. (full stop)
4. Followed by In: (underlined) (colon)
7. Editor's surname, initials. (full stop)
8. (ed.) (in brackets)
9. Title of book. (underlined OR italics) (full stop)
10. Publisher, (comma)
11. Place of publication. (full stop)

Woods, K. (2002). Dog grooming for beginners. In: Jolley, R. (ed.) *Pets are people*. Harper Collins, Melbourne.

### **CD-ROMS**

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, New York.

## EMAIL

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

Jones, D. ([davidjones@hotmail.com](mailto:davidjones@hotmail.com)), 2 September 2004. *The Olympic games*. ([petesmith@hotmail.com](mailto:petesmith@hotmail.com)).

## INTERVIEWS

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

D. Christian. Telephone interview. October 10, 2004.

## JOURNAL ARTICLES

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 number of article. (full stop)

Byrne, P. (1992). All about friends. *The Journal of Relationships*. No.12, December, pp1-13.

## NEWSPAPER ARTICLES

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 number of article. (full stop)

Barry, B. (2004). Irrigated pastures. *The Age*. 28 February, p9.

## VIDEOS & DVDS

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

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].

NOTE: If there is no author start at Step 3. If there is no date write n.d. (no date) after the author's name. If there is no publisher or place of publication skip steps 5 & 6 and finish with step 7.

Holland, M. (1996). *Harvard System* [Internet]. Bournemouth University, Poole. Available from: [http://www.bournemouth.ac.uk/library/using/harvard\\_system.html](http://www.bournemouth.ac.uk/library/using/harvard_system.html) [Accessed 1 November 2004].