

COMPILING A BIBLIOGRAPHY: ACKNOWLEDGEMENT OF SOURCES

THE HARVARD SYSTEM

You use acknowledgement of sources to acknowledge **direct quotations, statistics** or **key ideas** from another person's writing, that you use in your writing. Similar information taken from non-print sources such as a speech or a television program should also be sourced. If you do not acknowledge the source of these ideas you will be guilty of plagiarism (taking and using another person's writing etc. as your own).

PLAGIARISM

Plagiarism is using another person's material for assignments, assessment and presentations without acknowledging them and referencing it in a Bibliography. It is unacceptable and viewed as cheating. To avoid plagiarism always use " " to enclose quotes and reference any material sourced from elsewhere in a bibliography. *Acknowledgement: Girraween HSD*

REFERENCING

When you acknowledge your sources of material, it enables your teacher to find the sources; this is called referencing. When referencing, begin with the family name of the author, their initial and year published and finish with a fullstop. Commas are used to separate each part of the reference except between the author's name and date.

BIBLIOGRAPHY

A bibliography is a list of all sources used in preparing your essay or assignment. This list must include all books and articles noted in acknowledged sources throughout the piece of writing and should also include any other sources used in your research. The reason for the bibliography is to show the sources of your information and inform interested readers where they may find further information.

A bibliography is placed at the very end of the essay or assignment on a separate sheet. It lists all sources used alphabetically by:

- Author (surname or name of the organisation)
- Title (if there is no author's name)
- If sorting by title ignore 'The', 'A' or 'An' and alphabetise using the next word (see the example in the sample bibliography)

SETTING OUT

Immediately after you:

quote from a guest speaker or book in a piece of writing

OR

take an idea (not actually a quotation) and use it in a piece of writing

OR

quote statistics or figures in a piece of writing

you should give the following information in brackets before continuing your essay:

- a) author's surname
- b) date of publication
- c) page

e.g. (Jones 1946, p.6.) or (Smith 2-5-'93, p.7.)

If an author has published more than one article on the same date, the article is identified by a letter after the name of its author in both the bibliography and the acknowledgement of sources in the text.

e.g. (Jones (a) 2-5-'93, p.3.)

This enables anyone reading your essay to check the source of your ideas. However they will only be able to do this properly if you also complete a detailed bibliography with your essay or assignment.

Acknowledgements must be able to be cross referenced with your bibliography.

EXAMPLES FOR COMPILING A BIBLIOGRAPHY: THE HARVARD SYSTEM

Author's surname and initials, date of publication, name of publisher, place of publication.
e.g. Dickens, C 1946, David Copperfield, Souvenir Press, London.

Section, title of work (underlined), pages or chapter used.

"Laser" 1992, World Book Encyclopedia, Vol.12, World Book Inc., pp.69-72, New York.

NEWSPAPERS AND MAGAZINES

e.g. Dow, S 1995, "Suffer the Little Children", The Age, 8 July, p3.

Author of the title, year, title of article, title of the newspaper/magazine (underlined), date.

e.g. Stephens, N 1989, "Technology Studies", Technotes, Vol 2, No 1, p12.

Place of publication (magazine only), volume, issue (magazine only), page.

PERSONAL INTERVIEWS AND GUEST SPEAKER

e.g. Brown, M 1994, Retired, Senior citizen, 23 June, Kyabram.

Name, details which may include sex, age group, occupation, date of interview or speech.

e.g. Andrews, M 1994, Senior Sargeant, 24 June, Kyabram.

FILMS, VIDEO AND TELEVISION

e.g. The Comedic Fall, 2003, (motion picture), Pratfall Releases, Englewood, New Jersey.

Title (underlined), date of release, name of supplier.

e.g. Media Watch 2003, (video recording), ABC Television, 25 May, Sydney.

WEBSITE

Author/company, date of last site update, title, URL/web address, date accessed.

e.g. RXMED 1996, Drugs.<http://www.rxmed.com/monographs/drugs.html>, (accessed 27 Sept. 2001).

EMAIL

Sender's name, sender's email address, date, title of email /subject, recipient's email address.

e.g. Smith, F (asmithf@csu.org.au), 12 Sept., 2001, Good sites for students, (jonesa@xyz.org.au).

