Collecting the right information for Bibliographies

When you are writing a piece of work it is essential that you provide detailed and precise information on all the sources you have consulted. Always remember to record the details about an item as you use it.

For each reference you use it is essential that you record various pieces of information. If you omit any of the following you reduce your chances of locating the reference at a later date.

Details of a Book
Use the book’s title page to find most of this information

Authors/Editors
- Put the surname first, followed by initial(s) of forename(s)
- If there are two or three contributing names, include them all in the order they appear on the title page
- If there are more than three, record the first followed by et al.
- If the book is edited, signify this by using ed. after their name

Title
- Use the title given on the title page and sub-title (if any)
- Capitalise the first letter of the first word and any proper nouns
- Use italics

Edition
- Only include the edition number if it is not the first

Publisher/Date
- You will usually find these two pieces of information on the back of the title page

Series
- Include series and individual volume number where relevant

Pages
- If quoting a specific section include the pages where that quote falls
- In order to avoid confusion insert the abbreviation p. before the page number.

Details of a Journal Article
This information can usually be found at the head of the article, or on the contents page.

Author
- Same as for books (see above)

Title of Article
- Use the title given at the beginning of an article

Title of Journal
- The title given on the journal front should be recorded
- Do not abbreviate journal title unless the journal title actually is or contains an abbreviation
- Use italics

Volume/Issue Number
- Each issue will have its own number which will help make up the volume
- Usually a volume number changes every six months or year

Date
- If possible, it is worth recording the month as well as the year

Pages
- Same as for books (see above)

Internet Source
- If the journal article is sourced from the world wide web, you must include the web address and date accessed as well.

Citing material - World Wide Web (WWW)
The aim is to give the reader the most efficient signposts to the precise place where you found the information. These signposts must include:

Author

Date (the one included with the source - in round brackets)

Title (underline or use italics)

Web Address

Date accessed (in square brackets)
Acknowledging Sources Appropriately

1. Bibliography:

Acknowledging sources at the end of your work (including anonymous works):

Bibliographical references sufficient to identify the publications fully must be listed at the end of your text. If there are two or three authors include them all, and if more than three, record the first followed by et al. When the name of the author cannot be determined, the book should be listed by title (in alphabetical sequence).

It is important to be consistent in applying the method below.

British Standard

Entries are listed in numerical order to match the sequence of references in the text.

Book


Journal Article


Section in a Book edited by another


Citing material - World Wide Web (WWW)


2. References:

Quoting References in your work

It should be remembered that all statements, opinions, conclusions etc. taken from another writer’s work should be acknowledged, whether the work is directly quoted, paraphrased or summarised. Below there are details of the method of linking references in the text to the full bibliographical citations at the end of your work.

British Standard

Cited publications are numbered in the order in which they are first referred to in the text. They are identified by a number given:

in round brackets, e.g. In a recent study, Wood (1) argued that . . .

in square brackets, e.g. In a recent study, Spalding [4] argued that . . .

or as a superscript numeral.