

Bibliography or Referencing Guide

At the end of your essay or assignment, you **must** acknowledge your sources by using either a reference list *or* a bibliography.

***Bibliography* and *Reference Lists* are not the same.**

A *Bibliography* is a list of **all** the resources you have used for your assignment, whether you quoted from them or not.

A *Reference List* is a list of resources that you actually quoted in your assignment.

Always check with your teacher whether you need a **Bibliography** or **Reference List**

How to:

- You need to **reference within your assignment** with author/date, then **include a bibliography** (or reference list) at the end of your text.
- When you use a direct quote, the words you quote should have “double quotation marks” at the beginning and end.
- Bibliography or Reference List - entries should be arranged in **alphabetical order**.

Book – with one author:

In text:

(Brooks, 2008, p.85)

Bibliography:

Brooks, G. 2008. *People of the Book*. Harper Collins, Sydney.

Book – with two authors:

In text:

(Crampton and Rees, 2003, p.85)

Bibliography:

Crampton, L & Rees, D. 2003. *Rock & Roll : year by year*. Dorling Kindersley, New York

Internet:

In text:

When citing a **Web page**, use the name of the website, eg:

Australian Bureau of Statistics (9 February 2007) states that...

Bibliography:

An entry for a **website** should include author/editor, site date (if known), Title of article or page, Name and place of the organisation/sponsor, date looked at, URL (web address).

Unesco World Heritage, 2010, *World Heritage*, Unesco, viewed: 12 February 2010, <http://whc.unesco.org/>