Brief guide to creating a bibliography - Harvard style

For all academic assignments it is vital that you acknowledge the sources of information you have used in your research.

**There are 2 steps to acknowledging your sources:**

- Citing references in the text of your writing to show you have used other peoples’ work.

- Listing them at the end of your work under the heading ‘References’. Sometimes this is called a bibliography.

**Citing references in the text of your assignment:**

When you refer to another’s words or ideas in your work, you must cite your source. At an appropriate point in the text, provide the author’s surname and the year of publication in round brackets:

*It has been argued (Harris 2001) that the main considerations are...*

If you include the author’s name in your sentence, only give the year of publication in brackets:

*It has been argued by Harris (2001) that the main considerations are...*

If you quote from your source, provide the page number:

*Low income and unemployment are often the result of “poor qualification levels and lack of basic skills.” (Thake and Saubach 1993, p.18).*

**Creating a Reference List:**

- The entries in a bibliography should be listed alphabetically, by author.

- Titles of books and titles of journals should be written in italics or underlined.

- Information about the date, place of publication and publisher can usually be found at the back of a title page of a book.

For further details and online guides to citing and referencing, see the LRC Blackboard pages.
Example Reference List:

*Note: Newspaper article* - Include the date of publication.

*Note: Online Encyclopaedia* - include URL and date accessed.

*Note: Book* - if more than 2 authors use ‘et al.’ after the first.

*Note: Website* - include URL and date accessed

*Lord of the Flies*, 1963. [DVD] Directed by Peter Brook. UK: Pathe  
*Note: Film* - include director, country and studio.

*Note: Book* - include edition if not first edition.

*Note: Chapter from an edited book.*

[Accessed 2nd June 2010]  
*Note: E-book* - include publisher details, URL and date accessed.

*Note: Journal article* - include the volume and issue number.

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