

GUIDE TO REFERENCING

Bibliography based on the Harvard system

A bibliography is a list of resources used by you while doing a task. It is placed at the end of the task, is arranged alphabetically by author, then by date.

<p>Books:</p> <ul style="list-style-type: none"> author's surname (comma) and initials (full stop) date of publication (comma) Title of book (in italics) (comma) name of publisher (colon) Place of publication (full stop) <p>e.g. James, J.P. 2006, <i>How to list books in a bibliography</i>, Souvent Press: Paddington.</p>	<p>Reference books:</p> <ul style="list-style-type: none"> Section (comma) Year, (comma) Edition, (comma) Title of book, (italics) (comma) Publisher, (colon) Place of publication. (full stop) <p>e.g. Study of Atoms, 2007, <i>Encyclopaedia Britannica</i>, Vol. 97. World Book Pty. Ltd.: N.Y., pp.1007-1009.</p>
<p>CD ROMS</p> <ul style="list-style-type: none"> Subject (in quotation marks) (comma) Year (comma) Title of CD ROM (italics) (full stop) CD ROM [in square brackets] (full stop) Publisher (colon) Place of publication (full stop) <p>e.g. 'Sausages', 2004, <i>Carnivore Nutrition</i>. [CD ROM]. Meat Media: N.Y.</p>	<p>Email</p> <ul style="list-style-type: none"> Author's surname (comma) initials (full stop) Year (comma) Email (comma) Day and month of email (comma) Email address (full stop) <p>e.g. Samson, P. 2003, email, 12 June, psamson32@strong.com.au</p>
<p>Interviews/guest speaker</p> <ul style="list-style-type: none"> Surname of interviewee/speaker (comma) initials (full stop) Month and year of interview/speech (comma) Title of interview/speech (italics) (comma) Interviewer's name Type of interview e.g. recording, transcript, video [in square brackets] Place of interview (full stop) <p>e.g. Jason, Z. Sept 2007, <i>Listening with Attention</i>, interviewed by J. Jones [video recording of interview] Sydney Entertainment Centre.</p>	<p>Journals/Newspapers/Magazines</p> <ul style="list-style-type: none"> Author's name (comma) initials (full stop) Year (full stop) Title of the article (in single quotation marks) (comma) Title of the journal/newspaper/magazine (italics) (comma) Volume (comma) number (comma) month/season (comma) OR date of publication for Newspapers Page numbers of article (full stop) <p>e.g. Barrington, X. 1999, 'There's no more to learn' <i>Australian School Leavers</i>, Vol 2, No. 1, October, pp2-4.</p>
<p>Internet Website</p> <ul style="list-style-type: none"> Author – person or organisation responsible for site (full stop) Date of last site update (comma) Title (italics) (comma) URL (Date of viewing of site (comma), year) (full stop) <p>e.g. PDHEALTH. 2004, <i>Health Issues</i>, http://www.PDHEALTH.org/teenage_health/health_issues.html (viewed 17 August, 2009) e.g. Department of Finance and Administration. 2001, Department of Finance and Administration, Canberra, http://www.finance.gov.au. (viewed 7 August, 2001).</p>	<p>Videos/Films/DVDs/Television</p> <ul style="list-style-type: none"> Title (italics) Date of release (full stop) Format (e.g. motion picture, video recording) (comma) Name of supplier (comma) Place of publication (full stop) <p>e.g. <i>South Seas Adventure</i> 1998. (Motion picture), Eaglewine, Hollywood: Prand releases. e.g. <i>Media Watch</i>, 2009. (DVD recording), Melbourne: ABC Television, 31 October.</p>