



GUIDE TO LISTING SOURCES

1. GENERAL INFORMATION

- 1.1. What is a Bibliography?**
- 1.2. Which Method or Bibliographic system?**
- 1.3. Specific Methods used by Schools & Departments**
- 1.4. How to cite or set out quotations**
- 1.5. What are the differences between Reference Systems?**
- 1.6. General Style Rules**
- 1.7. How to list sources used for assignments**
- 1.8. Why you have to be exact when you cite from documents**
- 1.9. Differences in citing for arts-related subjects and the sciences**
- 1.10. References in the text of your essay**
- 1.11. How to cite from other resources**
- 1.12. Further Information or Examples**

GUIDE TO LISTING SOURCES

1. GENERAL INFORMATION

1.1. What is a Bibliography?

A **bibliography** is an alphabetical listing of resources, normally the concluding section of a paper. It provides a number of different pieces of information. Showing the scope of the research behind the paper it allows the reader to locate the resources, which have been used. Permitting easily location of full bibliographic information for a reference or citation. It also provides a foundation for further research. It may be called *List of References; Works cited; Works consulted; References.*

In presenting the results of your research it is important to acknowledge the sources you have used. These must be presented in an acceptable format. The main reason is to enable anyone reading your work to locate the sources of your information. But in scientific or technical fields, it is important that the research is set within the field of similar knowledge. References are used to make it clear which are your own ideas and words, and which have been borrowed from other people.

“Students are required to show sources (i.e., references) when they use others' work in any component of assessment. For example, in a written assignment, when a student uses ideas discussed in journal articles, the authors of the articles must be acknowledged in the text and reference list. According to University regulations, failure (in any component of assessment) to acknowledge the sources of ideas, words, diagrams, etcetera, is a form of academic misconduct”. Victoria University of Technology School of Nursing *Style Guide (2000)*

1.2. Which Method or Bibliographic system?

There are three main methods bibliographic writing methods used within Victoria University of Technology. The methods in use are: -

1. The ‘so-called’ Harvard system, which uses the author: date method of identifying quotations and references by having information within brackets in the text. This is the method, which has been accepted by Victoria University, as the system to use when there is no set requirement. The AGPS Style Manual follows a version of this method.
2. The APA system (American Psychological Association). This is an author: date method, but with variations in capitalization and punctuation.
3. The Oxford system, which has numbered footnotes at the bottom of the page or endnotes at the end of the chapter or text. [The Vancouver system, common to medical literature, uses an Arabic number in the text to refer readers to the source]

**The accepted convention is that whatever method is used,
it is important to be consistent.**

1.3. Specific Methods used by Schools & Departments

Faculty Of Human Development

Nursing & Education use APA (Australian Psychological Association)
Sport History use Oxford - a Sequential Numbering System.

Faculty of Engineering & Science

Use Silyn-Roberts as their reference, which outlines two methods -
Harvard and Sequential Numbering System, but recommends Harvard.

Faculty of Business

Recommend the use of Harvard.

The choice by Faculties, Schools and Departments to use differing bibliographic reference styles relates to their discipline requirements. Thus, for example, Business uses Harvard (refer *The Little Black Book*), Sports Management uses Harvard but Sports History prefers Oxford, Health Sciences generally use APA.

The Harvard system was developed at Harvard University in the 1930's and was an adaptation and simplification of the *Chicago Manual of Style*, first published in 1906 (Anderson & Poole).

The APA (American Psychological Association) is a variation of the same system. This also dates from the 1930's and 1940's and has been promoted through APA's *Publication Manual*.

Electronic resources also require identification. The current accepted guide is now *The Columbia Guide to On-line Style*.

1.4. How to cite or set out quotations

Quotations should correspond with the original in wording, spelling, capitalisation and punctuation.

1. An indirect quote expresses the author's ideas in your own terms. It should be clear from the context who is being quoted.
2. A direct quotation should be absorbed into the actual text of your document. This is indicated by the use of quotation marks. The quotation should be acknowledged either by a footnote or by reference to author and date.
3. Longer quotations - Quotation of more than four typed lines should be single-spaced and set off from the main text on a new indented line. It is not necessary to use quotation marks.

1.5. What are the differences between Reference Systems?

Works Cited: a list of sources that have been referred to in the text or the footnotes of a paper. These may also be known as *Bibliography* or *References* or *List of References*.

Sources Consulted a kind of bibliography consisting of a comprehensive list of resources consulted whether or not cited in the text, nor strictly relevant to the subject.

A *Select Bibliography* contains resources cited, plus the relevant works consulted.

Brief Annotated Bibliography is a list of references normally including a note on the content and usefulness of the resources.

1.6. General Style Rules

Citation – written means of acknowledging the use of information from another source. *Authority for citation* – take details from the title page or verso (back of title page) not the spine or jacket. *Consistency* - the style of citations should be consistent with the same punctuation and capitalisation.

Capitalisation - For proper names always use capitals. Use a capital letter for first word of the title, if it is *a*, *an*, or *the* then also use a capital for the second word. Underlining of words indicates they should be in Italics.

Year of Publication - The year the item was published. Do not normally show reprint date, unless it is a long time since the original publication with no change in content, and it is then useful to indicate this is a later re-issue. If no date of publication shown on title page or verso use latest copyright date. If no year of publication is listed then write 'n.d.' for 'no date'

Different editions - State the edition immediately after the title, unless it is the first edition then this statement not required. Citation date should be of the edition referred too, not the original publication date. Statements such as '4th printing' or sixth impression are not a new edition statement.

Place of publication - Quote first place listed under publisher's name. Or may use an Australian place name if one is listed. Additional information may be needed to define the place, for example, name of a State (Vic, Tas.) or a Country (Eng, NZ). If no place of publication is shown on title page or verso write 'n.p.' for 'no place'.

Publisher - Write in full as printed on title page, or in abbreviated form. It is practical to omit definite article 'the' as well as Inc., Ltd., Pty, etc.

1.7. How to list sources used for assignments

There are a variety of ways of setting out bibliographies/reference lists for books, articles and other resources.

Author: date - Both the Harvard system and APA are examples of this method using the author's name and the date of publication. In the text, citations consist of the surname of the author/s and the year in parenthesis. In the reference section the full details of each reference is listed at the end of the paper. Called either References or Bibliography this is arranged in alphabetical order by the author's family name.

The Sequential Numbering System - Oxford and Vancouver are examples of these systems. Each citation in the text is given a unique number in the order in which they appear in the text, either in brackets or superscripted. If a reference is cited more than once the number of its first appearance may be used each time you cite it. The reference section is made up of a sequentially numbered list (i.e. not in alphabetical order as in Harvard system).

Before writing your bibliography, check with your lecturer/tutor which bibliographic style they prefer you to use

Your bibliography should describe an item (e.g. book, journal article, video, television or radio programme) in sufficient detail that others may identify and consult it.

1.8. Why you have to be exact when you cite from documents

It is essential that the sources of all your quotes and references be acknowledged in the accepted format. It is easy to get details wrong." Be aware that most lecturers are extremely meticulous about the way sources are referenced in assignments, and will check your work thoroughly". (Siln-Roberts: 103).

- All scientific and technological work has to be put in context of other work in the field. You must show you are familiar with the literature in your field, and can assess your work in relation to it.
- References must be cited accurately and in detail to enable other people to follow up the citation if they wish.
- Failure to acknowledge sources is plagiarism, or literary theft. By not fully acknowledging sources people are copying the work of others and implicitly claiming that the work is their own.

References should be used:

- When you cite factual material taken from other sources,
- When you quote word-for-word from another work.

1.9. Differences in citing for arts-related subjects and the sciences

Arts-related subjects often require a footnoting system using *ibid.* and *op. cit.* To cross-refer to previously cited sources. Scientific and technological literatures do not use this system.

- *Reference Section* is a list of all the sources that you have cited in the text of your document.
- *Bibliography* is a list of all the sources you have consulted while writing your document, only some of which are cited in the text. (Silyn-Roberts: 104).

1.10. References in the text of your essay:

1. *Author's name and date of publication (Harvard System)*

- In the text citations consist of the family name of the author(s) and the year in parentheses ().
- Reference section the full details of each reference are then listed at the end of your assignment in alphabetical order of the first author's family name. Page numbers can also be included if required.

2. *Sequential numbering system*

- Each citation in the text is given a unique number, either in square brackets [] or superscripted, and numbered in order in which they appear in the text.
- If a reference is cited more than once in the text, the number of its first appearance *may* be used each time it is cited.
- Reference section is made up of a sequentially numbered list (not in alphabetical order as in the author-date system).
- This system has some disadvantages.
- It is difficult to add another citation and re-number all successive one without getting in a muddle. However, word-processors that automatically generate footnotes do help if using this system.
- The numbers give no information about the work cited, and it is easy to forget the earlier number when you need to refer to it again.
- Readers familiar with the literature cannot immediately recognise the piece of work you are citing.

1.11. How to cite from other resources

All the citation rules apply – but it is useful to describe the resource ‘material designator’ for example, [videorecording]. If the resource was an interview (i.e. a primary source) then in the text quote the person by enclosing the name and date in brackets. For example “...Sunbury is an expanding community” (McWilliams

22/3/01). In the reference list, full details of the interview may be given using the interviewee as the author and details of the interview as title.

The use of Footnotes:

Once a work is cited in its complete form, any subsequent reference need not be as elaborate as the first, e.g. omitting publication details in second reference, and where possible the title. That is, simply note author and page. But must distinguish between more than one work by same author.

The meaning of Latin terms:

'ibid' [in the same work]	'id.' [the same]
'op. Cit.' [in the work cited]	'c.' [about a certain date]
'loc. Cit.' [in the place cited]	

Some Abbreviations, which may be used:

ch. [chapter]	n.d. [no date]
comp. or comps. [compiler/s]	no. [number]
ed. or eds. [editor/s]	p. or pp [page/pages]
edn or edns [edition/s]	pt [part]
[et al.] [and others]	vol or vols [volume/s]
ill or ills [illustration/s]	

1.12. Further Information or Examples

For further information, see the resources listed in *Part 8 An Annotated Bibliography* and other sections on the different styles of referencing.

The two following titles are major sources for more information on definitions and other details on referencing.

Style manual for authors, editors and printers (1994) 5th ed. AGPS Press, Canberra (6th due in preparation)

Walker, Janice & Taylor, Todd (1998) *The Columbia guide to online style* Columbia Uni. Pr., New York