

A **BIBLIOGRAPHY** is a list of Resources relating to the topic, which have been read, but not necessarily used or referred to, in the assignment. This indicates that the student has researched the topic widely.

A **REFERENCE LIST** is a list of Resources USED in the assignment.

The Bibliography or Reference List should be written as follows:

- **ARRANGEMENT:** **ALPHABETICAL ORDER** by the **AUTHOR'S LAST NAME** or **TITLE OF PUBLICATION**. If the details take more than one line, **INDENT** the following **LINES**;
- **SETTING OUT:** **AUTHOR (DATE), TITLE, PUBLISHER, PLACE OF PUBLICATION, PAGE NUMBER** (Periodicals etc);
- **PUNCTUATION:** Use a **COMMA** to separate records and a **FULL STOP** at the **END**;
- **TITLE:** Use a **CAPITAL LETTER** only for the **FIRST WORD** of the Title. Use a **ITALICS** or **UNDERLINE** for the **WHOLE TITLE**;
- **PLACE OF PUBLICATION:** Use a **FIRST PLACE OF PUBLICATION** when there is more than one place. Countries are not used unless **NO OTHER PLACE** is given.

### **PRINT RESOURCES:**

#### **1. BOOK:**

- **AUTHOR'S LAST NAME** followed by **INITIALS** then **YEAR OF PUBLICATION** in brackets ( .... )
- **TITLE** in *Italics* OR **Underlined**
- **PUBLISHER'S NAME** and finally
- **PLACE OF PUBLICATION**

**Example:** Smith, Ken (1999) *Advanced Internet*, Viking Press, Sydney.

#### **2. NEWSPAPER ARTICLE:**

- **AUTHOR'S LAST NAME** followed by **INITIALS** then
- **YEAR OF PUBLICATION** in brackets ( .... )
- **TITLE of ARTICLE** in **QUOTATION MARKS " ..... "**
- **NAME of NEWSPAPER** in *Italics* OR **Underlined**
- **DATE of PUBLICATION** and finally
- **PAGE NUMBER**

**Example:** Middleton, Tony (2013) "Boys Education". *The Australian*, March 10, p. 27.

#### **3. MAGAZINE OR JOURNAL ARTICLE:**

- **AUTHOR'S LAST NAME** followed by **INITIALS** then **YEAR OF PUBLICATION** in brackets ( .... )
- **TITLE of ARTICLE** in **QUOTATION MARKS " ..... "**
- **NAME of MAGAZINE or JOURNAL** in *Italics* OR **Underlined**
- **PUBLISHER'S NAME** and **PLACE of Publication**
- **VOLUME** and **NUMBER of Issue**
- **MONTH of PUBLICATION** and finally
- **PAGE NUMBER**

**Example:** Black, Jenny (2013) "The Great Barrier Reef", *Nature Australia*, Australian Museum Publications, Sydney, Vol 3, No 5, May, p. 27.

#### **4. ENCYCLOPAEDIA ARTICLE:**

##### **Author is Known:**

- **AUTHOR'S LAST NAME** followed by **INITIALS** then
- **TITLE of ARTICLE** in **QUOTATION MARKS " ..... "**
- **NAME of ENCYCLOPAEDIA** in *Italics* OR **Underlined**
- **YEAR OF PUBLICATION** in brackets ( .... )
- **PUBLISHER'S NAME** and **PLACE of Publication**
- **VOLUME NUMBER** and finally
- **PAGE NUMBER**

**Example:** Spielberg, S. "Dinosaurs", in *The World Book Encyclopaedia*, (2010), World Book, Chicago, V 4., p. 54-57.

##### **Author is Unknown:**

- **TITLE of ARTICLE** in **QUOTATION MARKS " ..... "**
- **NAME of ENCYCLOPAEDIA** in *Italics* OR **Underlined**
- **YEAR OF PUBLICATION** in brackets ( .... )
- **PUBLISHER'S NAME** and **PLACE of Publication**
- **VOLUME Issue** and finally
- **PAGE NUMBER**

**Example:** "Dinosaurs", in *The World Book Encyclopaedia*, (2010), World Book, Chicago, V 4., p. 54-57.

#### **5. MAP, PICTURE, GRAPH:**

- **TITLE of Picture** in *Italics* OR **Underlined** then **YEAR** in (... )
- **PICTURE** in [ .... ].
- **PUBLISHER'S NAME** and
- **PLACE of Publication**

**Example:** *Fitness World* (2014) [Picture], Sports Publications, Melbourne.

## 6. PAMPHLET:

- TITLE of Pamphlet in *Italics* OR Underlined
- PAMPHLET in brackets [ .... ]
- PUBLISHER'S NAME and
- PLACE of Publication

**Example:** *Student Facilities* [Pamphlet], UWS, Penrith, NSW.

## NON-PRINT RESOURCES:

### 7. VIDEO OR DVD PROGRAMME:

- TITLE of Programme in *Italics* OR Underlined
- Videocassette in brackets [ ... ]
- PUBLISHER'S NAME and PLACE of Publication

**Example:** *Accounting Methods* [Videocassette], Video Classroom, Richmond, Vic.

### 8. RADIO BROADCAST:

- TITLE of BROADCAST ITEM in Quotation Marks " ..... "
- YEAR of BROADCAST in brackets ( .... )
- PROGRAMME NAME in *Italics* OR Underlined
- NAME of RADIO STATION followed by
- DATE of BROADCAST

**Example:** "Solar Powered Cars" (2014), *The Science Show*, 2BL, January 21.

### 9. PERSONAL INTERVIEW:

- NAME of PERSON
- YEAR of INTERVIEW in brackets ( .... )
- PLACE of INTERVIEW in *Italics* OR Underlined

**Example:** Smith, J (2012), *St. Dominic's College*, Penrith, NSW. 2BL, January 21.

### 10. GOVERNMENT REPORT:

- NAME of COMMITTEE followed by YEAR in brackets ( .... )
- TITLE of REPORT in *Italics* OR Underlined
- PUBLISHER'S NAME and PLACE of Publication

**Example:** NSW Committee on Catholic Education (2015), *Report on special need funding* A.G.P.S., Sydney.

## COMPUTER RESOURCES:

### 11. CD-ROM PROGRAM:

#### Author is Known:

- AUTHOR'S LAST NAME followed by INITIALS then
- YEAR OF PUBLICATION in brackets ( .... )
- TITLE of ARTICLE in QUOTATION MARKS " ..... "
- NAME of PROGRAM in *Italics* OR Underlined followed by CD-ROM in brackets [ .... ]
- PUBLISHER'S NAME and PLACE of Publication

**Example:** Jones, Brad (2014), "Jazz Music", *Great Musicians* [CD-ROM], Microsoft Corporation, Redmond, WA.

### 12. INTERNET ARTICLE:

- AUTHOR'S LAST NAME followed by INITIALS if known
- TITLE of Page in *Italics* OR Underlined
- DATE PUBLISHED in brackets ( .... ) followed by
- ONLINE in brackets [ ... ]
- FULL DATE OBTAINED from the Internet
- EXACT WEB ADDRESS

**Example:** Hindu Customs (2015) [Online], available from Internet on May 19: [www.hinduweb.com/customs.html](http://www.hinduweb.com/customs.html)