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


**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


**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


**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


**5. MAP, PICTURE, GRAPH:**
- TITLE of Picture in Italics OR Underlined then YEAR in (… )
- PUBLISHER’S NAME and PLACE of Publication
- DATE of PUBLICATION and finally
- PAGE NUMBER

**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.

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


9. PERSONAL INTERVIEW:
   ○ NAME of PERSON
   ○ YEAR of INTERVIEW in brackets ( .... )
   ○ PLACE of INTERVIEW in Italics OR Underlined


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


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