

## What are bibliographies and references?



### What is a bibliography?

The term bibliography is the term used for a list of sources (e.g. books, articles, websites) used to write an assignment (e.g. an essay). It usually includes all the sources consulted even if they not directly cited (referred to) in the assignment.

### How does a 'List of References' differ from a 'Bibliography'?

Your assignments will usually include a 'List of References' – this term is used for a list of sources that only includes those items you cite in your writing.

### What about citing? What is that?

In your assignment, you will usually need to provide a citation in the text of your assignment when you are referring to evidence from one of your sources (references). This might be when you are discussing or summarising a theory or information in your own words, or you may be directly quoting from that source.

Avoid relying on lots of lengthy direct quotations



Even if your in-text citations are accurate for direct quotations, these mostly show your reader you can identify a (relevant) quotation. Further discussion before and/or after the quote is required to make sure the significance and purpose of quotes is clear to your reader. How does the quote illustrate or support your argument?

Depending on the system you use, in-text citations may take the form of footnotes (at the bottom of the page of your writing), endnotes (that appear at the end of the written text of your assignment) or bracketed references (Jones, 2013).

Your in-text citation needs to give enough information so that your reader can then find the full details of the source of your evidence in your 'List of References' (or 'Bibliography'). The extent to which the information in your in-text citation will replicate the detail provided in the 'List of References' depends on the system of referencing. Systems using footnotes or endnotes commonly include more detail about the whole source than Harvard in-text references given in brackets. Harvard usually only requires the author's surname and date of publication, with page numbers provided if a "short direct quotation is included" (Jones, 2013, p.62).

<http://www.nottingham.ac.uk/studentservices/documents/whydoineedreferencesandbibliography.pdf>

<http://www.nottingham.ac.uk/StudentServices/StudyResources>

### **Why does my feedback comment on my referencing being a problem? It said my list of references at the end of the essay was fine.**

The word 'referencing' can be also be used instead of the term 'citing', so it is important to make sure that both your 'List of References' AND your in-text citations are appropriately presented. Common errors for in-text citations can be giving too much or too little information, depending on the referencing system you are supposed to be using.

### **What system of referencing should I use?**

Many Schools/Departments at the University of Nottingham use a form of Harvard referencing. Further information on Harvard and other types of referencing systems can be found on the Academic Support Study Resources page on 'Referencing and Bibliographies'. This page includes links to advice on APA style (American Psychological Association – used in psychology and related subjects), the recurrent numerical system (as used by IEEE for sciences and engineering) and other referencing systems such as Chicago and MLA (often used in humanities related subjects).

<http://www.nottingham.ac.uk/student-services/support-for-your-studies/academic-support/study-resources/referencing-and-bibliographies.aspx>

- Unlike some reference systems (e.g. APA, Chicago, MLA), the Harvard referencing system does NOT publish a regularly updated printed volume or website that identifies the 'rules' for using Harvard referencing. Therefore, following the advice given by your School/Department is very important – this should be available on Moodle in your course or module handbooks

<https://moodle.nottingham.ac.uk/login/index.php>

### **What information is required for each item on the 'List of References' / 'Bibliography'? Author name, date of publication, title... and... what else?**

Depending on the type of source you are referencing, you will need to include a range of information

<http://www.nottingham.ac.uk/is/documents/about/inductionguides/references.pdf>

For more information on referencing and citing, see

<http://www.nottingham.ac.uk/studyingeffectively/writing/referencing/index.aspx>

### **In what order should items in a 'List of References' / 'Bibliography' be presented?**

Items should be presented in alphabetical order by author's surname e.g. Jones, F. (where Jones is the author's surname)

Unless instructed otherwise DO NOT list books, articles and websites in separate lists (check with your department guidelines)

### **Where does the 'List of References' / 'Bibliography' appear?**

At the end of the assignment, usually starting on a fresh page.

## Academic Support, Student Services

### How do I identify who the author is?

Usually, it is whoever is responsible for creating the content (writing the text). This may be an individual (or individuals), or it may be a collective or organisational group.

### Who is the publisher?

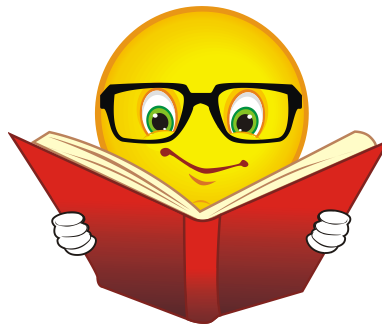
The publisher is whoever/whatever is responsible for putting the item into the public domain, such as a book publisher (OUP; Routledge), a film or television studio (Miramax; Universal) or a corporate body (i.e. DoH – Department of Health).

### How do I identify the place of publication?

Your 'List of References' / 'Bibliography' will usually require the place of publication as well as the name of the publisher for book printed items. The first listed town or city of publication is given rather than the country. Different referencing systems may recommend you also include additional information such as the US state. This can help distinguish between Cambridge, Massachusetts in the USA (Cambridge, Mass.) and Cambridge in the UK. The place of publication can usually be found on either:

- Frontispiece or title page: usually at the front of the book
- Copyright notice, publisher or printer's statement, or colophon (historically more common pre-1500): usually the verso (back) of the title page.

N.B. Some textbooks publish this information on the final page at the back of the book



Be sure to follow the exact format for references that your Department requires: it may be part of the marking criteria to use punctuation appropriately when referencing, lay out in-text citations accurately, and to properly format the listing of sources in the 'List of References' / 'Bibliography'.

The University of Nottingham has developed a Re-useable Learning Object (RLO) on referencing your work using Harvard. This provides an extensive range of examples of how to present in-text citations and items on a 'List of References' / 'Bibliography'

<http://www.nottingham.ac.uk/nmp/sonet/rlos/studyskills/harvard/index.html>

To compare how referencing systems can vary in style and presentation for both in-text references and items on a 'List of References' / 'Bibliography', check out

<http://www.princeton.edu/pr/pub/integrity/pages/styles/>

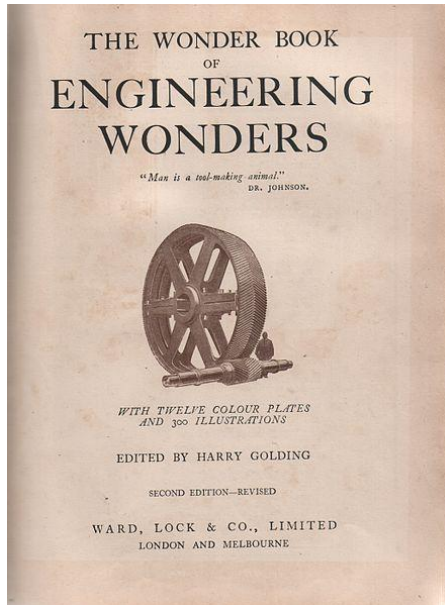
To navigate the layout of a book, you may find the following helpful

<http://slideplayer.us/slide/3299/>

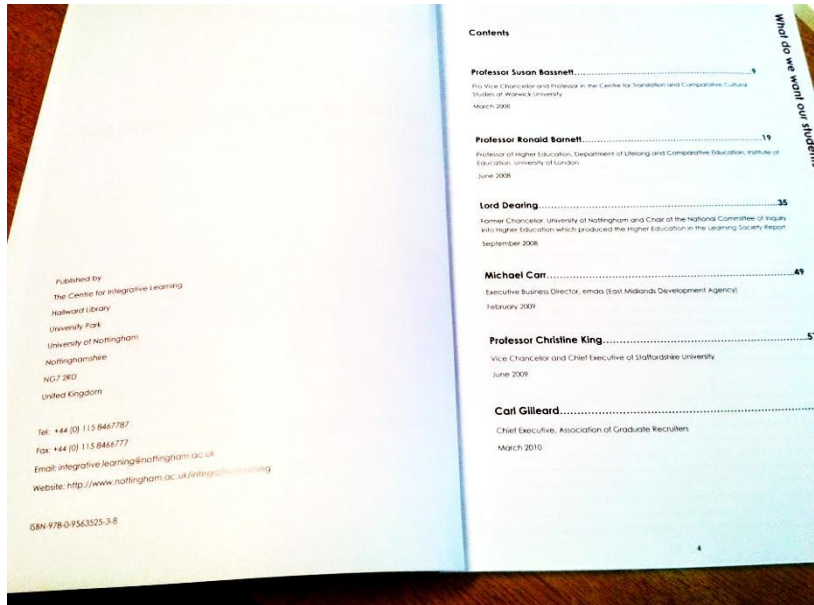
<http://www.nottingham.ac.uk/StudentServices/StudyResources>

Academic Support, Student Services

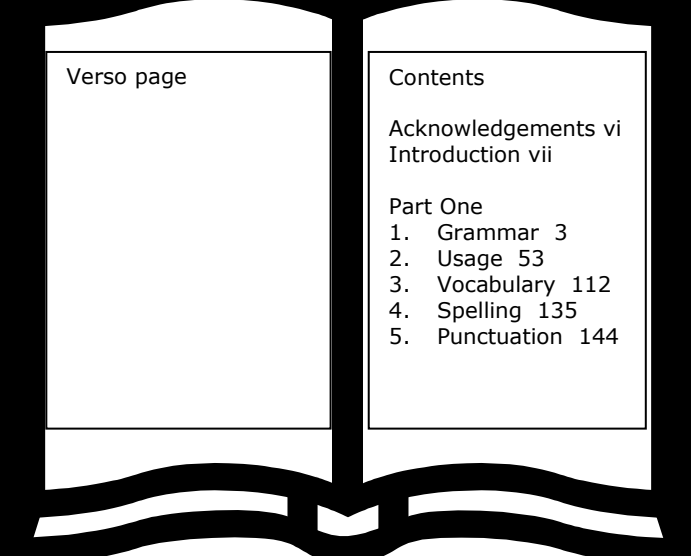
Examples of frontispiece or title pages, verso pages and copyright notices



Frontispiece or title page  
Place of publication: London



Verso page  
Place of publication: Nottingham

<p><b>Extract from verso page</b></p> <p><b>Penguin Books</b> Published by the Penguin Group Penguin Books Ltd, 80 Strand, <b>London</b> WC2R 0RL, England Penguin Books [USA] Inc., 375 Hudson Street, New York, New York 10014, USA</p> <p>First published <b>2002</b></p> <p>Copyright © <b>Martin H. Manser and Stephen Curtis</b>, 2002 All rights reserved</p>	 <p>Verso page</p> <p>Contents</p> <p>Acknowledgements vi Introduction vii</p> <p>Part One</p> <ol style="list-style-type: none"> <li>1. Grammar 3</li> <li>2. Usage 53</li> <li>3. Vocabulary 112</li> <li>4. Spelling 135</li> <li>5. Punctuation 144</li> </ol>
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Harvard referencing example

Manser, M.H. and Curtis, S. (2002) **Penguin Writer's Manual**. London: Penguin Books.