

Bibliography: acknowledging your sources of information (Using APA/Harvard conventions)

When you use ideas from another writer or quote another person's work in your essay or assignment it is important that you acknowledge where the information came from.

If you do not acknowledge other people's work you are plagiarising or stealing their work which is considered a serious offence.

It is important therefore, that you refer to the source of your information so that others may find it.

In the APA/Harvard style you are required to cite sources in the text of your essay/assignment. The author and date of publication are given immediately after the reference or quotation with a detailed Reference list arranged alphabetically at the end of the work.

CITING:

Immediately after you have referred to or quoted another person's work you enclose in brackets the author's name and the date the book or article was published e.g. (Wrightson, 1992). You also do this when you have referred to maps, diagrams, photographs etc e.g. See Fig 1. (Wrightson, 1982). If the work you are referring to has no author, cite the title and date of publication e.g. (Uses of books, 1997).

Direct quotations (of two lines or less) should be incorporated into the text, within double quotation marks and the page number should also be stated e.g. The occupation of new lands often leads to new vocabulary development. "The new settlers in America obviously had to come up with new words to describe their New World" (Bryson, 1990, p. 154).

Direct quotations longer than two lines should be presented as a separate paragraph (indented or blocked) and not enclosed in double speech marks e.g.

The new settlers in America obviously had to come up with new words to describe their New World and this necessity naturally increased as they moved inland. Partly this was achieved by borrowing from others who inhabited or explored the untamed continent. (Bryson, 1990, p. 154).

BIBLIOGRAPHY:

Important notes:

- Underline the name of a book, CD ROM, newspaper or magazine if handwriting your assignment. Put in **bold** or *italics* if word processing.
- Capitalise only the first letter of the first word, and proper nouns in the title and subtitle.
- The place of publication is only the town not the country
- Cite the publisher's name in its simplest form e.g. VUP not Victoria University Press.

Bibliographic formats

Books:

Where the author's or editor's name is known:

Author(s) or editor(s) name(s). (Year of publication) *Title*. Place of publication: Publisher.

Nimmo, Jenny. (1964) *Griffin's castle*. London: Methuen.

Powling, Chris (ed.) (1994) *The best of Books for keeps: highlights from the leading children's book magazine*. London: Bodley Head.

Where there is more than one author or editor:

Slesin, Suzanne; Cliff, Stafford & Rozensztroch, Daniel. (1988) *Japanese style*. London: Clarkson N. Potter.

Where no author is given:

Title. (year of publication) Place of publication: Publisher

New Zealand official yearbook. (1997) Wellington: GP Publications

Number of books by the same author :

Give the author's name only in the first entry, for subsequent entries rule a line where the author's name should be and then continue from the date of publication.

Pierce H. (1983) *Australian workplace practices*. Melbourne: Rigby
_____ (1988a) *Tourism management*. Melbourne: Heinemann
_____ (1988b) *The Australian Manager*. Melbourne: Heinemann.

Newspaper or magazine articles

Where the author is known:

Author's name (Date of publication)'Title of article'. *Name of publication*. Volume and/or issue number, pagination.

Scott, Mark. (June 2000) 'Bougainville : island of scars' *New Zealand Geographic*. No. 46, pp.18-45.

Where no author is named:

'Title of article' (date of publication) *Name of publication*, date of issue, pagination.

'Is our health system safe?' (November 2000) *North & South*, p. 36-52

Television Programmes:

'Title of episode or segment'. Credit. (Broadcast date) *Title of programme*. Name of network. City of Station.

'Burden of culture'. Mark Scott, reporter (30 November 2000) *Assignment*. TV One.

Film or Video:

Name of the film or video (date of making). Place of Film/Video production: Producer [Video length]

Jesus of Montreal (1989) Canada: Artificial Eye. [Video, 115 minutes]

Watch the credits at the end of your video/film

From the World Wide Web

Authors name 'Title of work' [Online] site address [Date information accessed]

'The volcanoes of Auckland' (16 August 2000) [Online]
<http://www.arc.govt.nz/volcanic> [1 December 2000]

Andrec, M. andrec@glyco.chem.yale.edu 'New England School of Bandura', 18 April 1996, personal email [19 April 1996].

CD ROM:

Author of the information (Date information written) 'Title of Information' *Name of CD ROM*. [CD ROM] [Access Date]

'Lawrence, D(avid) H(erbert)' *Microsoft Encarta 98* [CD ROM] [1 December 2000]

Do not include articles you found on SIRS and INNZ here. See magazine/journal and newspaper article formats