Creating a bibliography or reference lists: Senior students.

- Bibliographies and reference lists acknowledge the sources of information you have used to create your report/essay/assignment.
- Using someone else’s ideas, words, pictures etc, even if you have rewritten them in your own words, is plagiarism. You must acknowledge them.
- Reference lists and bibliographies should be at the end of your task. The lists should be in alphabetical order according to the author of the source. If no author is given, then by title.
- List all types of sources in one list — do not list books separately from websites etc.
- There are rules as to how to set out the list correctly. Bibme (www.bibme.org) will create the list correctly for you.

What is the difference between a reference list and a bibliography?

A bibliography is a list of all you have read, listened to and watched in your research, not just the sources you have directly referred to in the task.

A reference list is of the sources you have quoted, summarised or paraphrased in the task.

Unless a reference list is specifically asked for, a bibliography is usually acceptable.

Referencing

You must reference the source of your idea in your essay/task when you:

- Quote another person’s words
- Paraphrase another person’s words
- Summarise another person’s words
- Copy pictures, tables, graphs

The referencing can be done in-text (Harvard name-date style) or with a footnote (a sequential number after the quote). You must give the Author, year and specific page number for a direct quotation. Which ever method is used, be consistent.

If the quote is fewer than 40 words (approximately), incorporate the words into your paragraph and enclose the quote in double quotation marks. For example,

In text example: The importance of Cleopatra to Egyptian history is debated. To some, “the general belief prevails that her life can only be traced through the well-documented careers of the Roman men with whom she dealt.” (Fletcher, 2008 p 1).

If the quotation comprises more than 40 words, indent the block of text without quotation marks.

Cleopatra’s role in Egyptian history is often understated.

Cleopatra appears in Roman sources only when affecting Roman interests. There is little to suggest that she restored Egypt to its former glories by re-creating a great empire at Rome’s expense: her astonishing achievements were ignored in Rome’s official version of events, with most of the documentary evidence destroyed, texts supressed and her name erased from the record. (Fletcher, 2008, p1)

Footnote example: The importance of Cleopatra to Egyptian history is debated. To some, “the general belief prevails that her life can only be traced through the well-documented careers of the Roman men with whom she dealt.”

Cleopatra’s role in Egyptian history is often understated. Cleopatra appears in Roman sources only when affecting Roman interests. There is little to suggest that she restored Egypt to its former glories by re-creating a great empire at Rome’s expense: her astonishing achievements were ignored in Rome’s official version of events, with most of the documentary evidence destroyed, texts suppressed and her name erased from the record.¹

NB All referencing used must have a complete entry in your bibliography (which is usually printed on a new page).

In the bibliography below there links to useful pages I have used in compiling this outline.

Bibliography

Documentation in essays: how to footnote (2008) retrieved on 1/08/2012 from http://www.markville.ss.yrdsb.edu.on.ca/history/history/footnotes.html# ftnt1

Fletcher, J. (2008), Cleopatra the Great: The woman behind the legend, Hodder, London.

