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A Quick Guide to Bibliographies & Referencing

Anderson High School Library

A Quick Guide to Bibliographies and Referencing for Higher and Advanced Higher

- These guidelines use the Harvard Referencing Style.
- The key thing to remember is to be consistent!
- The most common examples are given here. At some point you may need to reference something unusual, like a DVD or a speech, if so just ask in the library and we will show you how to do this.

- If you are unsure about anything just ask in the library. For example Library staff can:
 - Double check your referencing/bibliography
 - Help you to find book information, like publisher, date...
 - Look for related titles for your research
 - Make sense of the bibliographies and referencing in textbooks

- Taking the time to get your referencing and bibliography right can seem like a waste of time at the start but it's really worth learning. REMEMBER examiners will always be impressed by properly researched and referenced work and universities will demand it (often without showing you how!)

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BIBLIOGRAPHIES

A bibliography is a list of books that you have used in your research. It is vital for dissertations at Advanced Higher and essential for all pieces of work in further education. You will find bibliographies included in the back of most textbooks (sometimes after each chapter)

REMEMBER – bibliographies included in other peoples work can be very useful in helping you find other suitable resources for your topic.

Your bibliography:

- Always at the end of your essay
- In alphabetical order of authors surname
- Include **all** the resources you used for your research
- Don't put books in your bibliography that you haven't used, the examiner will know!

For Advanced Higher History you will have to provide an annotated bibliography, meaning you will need to include an analysis of how the book has been useful to your research. For example:

Fick, M. Laurence., 1939. *The Educability of the South African Native*. Pretoria: The South African Council for Educational and Social Research.

Useful as a primary source, this text gave the government's findings and justifications for the implication of the Bantu Education Act. A necessary item to gain a full understanding of the approach the government took towards native education, but useful for just that as it logging their tests and findings but no other related information around the history and development of South Africa.

It is advisable that all pupils keep a similar annotated bibliography just for themselves, even if it is not required for the final copy of your dissertation. This will allow you to keep better track of what you have read, encourage you to be analytical when reading and save time if you want to go back to a particular reference.

The general rule for how to set out items in a bibliography:

Author, initials/first name., date. *Title In Italics*. ed. Place of publication: Publisher.

BOOKS

Example 1 – Book with one author

Berry, Ralph., 2004. *The Research Project: How to write it*. 5th ed. London: Routledge.

If it is the first edition there is no need to put the edition in.

Example 2 – Book with two, three or four authors

Hague, Rod. & Harrop, Martin., 2007. *Comparative Government and Politics. An Introduction*. Basingstoke: Palgrave.

Pattie, Charles. Seyd, Patrick. & Whiteley, Paul., 2004. *Citizenship in Britain: Values, Participation and Democracy*. Cambridge: Cambridge University Press.

Always enter the authors in the order they appear on the title page

Example 3 – Book with more than four authors (no editor)

Lodish, Harvey. et al., 2004. *Molecular Cell Biology*. 5th ed. Basingstoke: Freeman.

Always use the first author listed on the title page

You would input any reference to the work in your essay in the same way. For example:

Lodish. et al state.....

Example 4 – Books with editor(s)

Peele, Gillian. Bailey, Christopher J. Cain, Bruce. & Peters, B. Guy. eds., 2006. *Developments in American Politics 5*. Basingstoke: Palgrave.

Example 5 – Chapters from edited books

Wilson, G. K., 2006. Interest Groups. In: G. Peele. Bailey, Christopher J. Cain, Bruce. & Peters, B. Guy. eds., 2006. *Developments in American Politics 5*. Basingstoke: Palgrave. Ch 4.

The date that the chapter was written may be different from the editorial date.

Also note how the initial of the editor now comes before the surname.

Within the body of your essay this can be referred to with the chapter author's name

Wilson argues.....

NON-BOOK MATERIAL

Example 1 – Websites

Dunt, Ian., 2008. *Who is Tavish Scott?* [Online] (updated 26 August 2008) Available at: <http://www.politics.co.uk/> [Accessed 11 August 2009]

Basic Rule:

Authorship/Source., Year. *Title of the Article/Page* [Online] (date webpage created/updated) Available at: URL [date you used it]

It is essential that you enter the URL underlined and the date you accessed the site

Example 2 – Journal Article

Boughton, J.M., 2002. The Bretton Woods proposal: an in depth look. *Political Science Quarterly*, 42 (6), pp.564-78.

Basic Rule:

Author, Initials., Date. Full title of the article. *Full Title of Journal in Italics*, Volume Number (Issue Number), pp. for a range of pages/p. for one page.

Example 3 – Newspaper Articles

Thomason, L., 2009. Anger over AHS plan. *The Shetland Times*. 26 June. P. 7.

Basic Rule:

Author, Initials., Date. Title of Article. *Full title of newspaper*. Day Month. p. page number.

Example 4 – Journal/Newspaper Articles Online

Journal:

Boughton, J.M., 2002. The Bretton Woods proposal: an in depth look. *Political Science Quarterly*, [Online] 42 (6), Available at: Blackwell Science Synergy <http://www.pol.upenn/articles> [Accessed 12 June 2005]

Newspaper:

McAlpine, J., 2009. British if you win, Scottish if you lose. *Times Online*, [Online] 5 July. Available at: <http://www.timesonline.co.uk/tol/news/uk/scotland/article6637179.ece> [Accessed 11 August 2009]

Example 5 – Acts of Parliament

Higher Education Act 2004. (c.8), London: HMSO.

Basic Rule:

Title Including Year. (Chapter), Place of Publication: Publisher.

Remember to put in the (Scotland), if its is a Scottish Act:

Budget (Scotland) Act 2009. (c.1), London: HMSO.

Example 6 – Acts of Parliament Online

Often you will be looking at these online at www.opsi.gov.uk if so reference as follows

Budget (Scotland) Act 2009. (c.1), London: HMSO. [Online]
Available at: Office of Public Sector Information
http://www.opsi.gov.uk/legislation/scotland/acts2009/pdf/asp_20090002_en.pdf [Accessed 12 August 2009]

PUTTING QUOTES INTO YOUR ESSAY

In theory you can reference within the text or in footnotes. Examples given here refer to footnotes. These help to keep your dissertation neat and cause fewer disturbances to the body of your essay. Footnotes are really easy to input into your essay using Microsoft Word (see page)

It can sometimes be difficult figuring out how and where to reference work. Here are a couple of ways you can do it:

Example 1 – Putting in a direct quote.

Berry suggests 'making the acquaintance of the library staff is a high priority for any researcher'¹.

This is basically OK but at Higher and Advanced Higher you should be able to do better than that!

Example 2 – Putting information into your own words

Berry recommends the benefits library staff can bring to anyone undertaking research².

It is always better to put something into your own words than just put in lots of quotes. Even if your words don't sound as good you are showing that you have read and understood what is being said.

Example 3 – Not mentioning an author but using their ideas

Library staff can be very useful contacts to anyone undertaking research³.

It is this type of referencing that can be tricky to know when to put in a footnote. Generally anything that you read, that wasn't your idea or opinion, anything 'factual', you should reference. If you're in any doubt just ask.

¹ Berry, Ralph., 2004.*The Research Project*. 5th ed. London: Routledge. p. 7.

² Berry, *The Research Project* 2004. p. 7.

³ Berry, *The Research Project* 2004. p. 7.

INSERTING FOOTNOTES USING MICROSOFT WORD

There is a really easy way to insert footnotes when using Microsoft Word that will save you lots of time and effort.

In 3 easy steps:

Once you have written something that you want to reference:

'The value of a research paper consists very largely in the sources used'.

Step 1.

You want to insert the footnote after the quote, BEFORE the full stop so place the mouse cursor there.

'The value of a research paper consists very largely in the sources used'↓.

Step 2.

Select 'references' from the taskbar. Then 'Insert Footnote'

A number will automatically appear within the text and at the bottom of the page

Step 3.

'The value of a research paper consists very largely in the sources used'⁴.



Enter your reference details in the footnote at the bottom of the page.

Footnote Done!

By inserting footnotes using Microsoft Word you will be able to automatically add footnotes at any point in your essay and Word will change the subsequent reference numbers for you

→⁴ Berry, 2004. *The Research Project*. p. 74.

Notes about Footnotes

If you have previously referenced a title you can cut down the reference. Displaying simply:

Author Surname, Date, Title (no subtitle needed) page number.

For example, the first time you use it the following reference would appear:

Pattie, Charles. Seyd, Patrick. & Whiteley, Paul., 2004. *Citizenship in Britain: Values, Participation and Democracy*. Cambridge: Cambridge University Press. P. 144.

In subsequent footnotes can be shortened to:

Pattie, 2004. *Citizenship in Britain*. P. 144.

Don't feel bad about using 'copy and paste' when inputting the book data into the footnote! Anything to save time on footnotes is good!

Keep footnotes neat and tidy. Use Times New Roman and keep the text small (10 point)

SOME TIPS TO MAKE REFERENCING EASIER

Everyone researches and studies in their own way. Try to get in to a pattern for study that allows you to keep track of the sources you are using. This will save you loads of time when it comes to writing up your dissertation.

Some suggestions:

(these are small things that make a big difference!)

- Always write down ALL the book information you need when you have the book in front of you. For example publisher and place of publication.
- Keep note of page numbers as you are taking notes
- If you need to provide an annotated bibliography remember to write this up at the time you are actually consulting the book. It would be a great idea to do this even if you don't need one for the final essay.
- Start a folder of 'favourites' for websites as you are researching.
- Try to keep track of the search terms you have used when looking for information online and note how useful these have been. (We will look at searching online as a class)