A bibliography is a list of resources used when researching a topic.

**Bibliographies are written:**

- To acknowledge sources.
- To provide readers with information to identify and consult these sources.
- To ensure the information is accurate.
- To avoid accusations of plagiarism.

It is essential that a bibliography is consistent with whichever style is used. CGGS prefers the Harvard style of bibliography. The Harvard style has the following basic rules:

- If the **author** is known, the order is: Author. Year. *Title*. Publisher. Place of Publication.
- In the author is **unknown**, the order is: *Title*. Year. Publisher. Place of Publication.
- The overall title is always italicised.
- Use ‘[ca.]’ if the exact date is not known, for example [ca. 1980].
- Use ‘[no date]’ if no date is provided.
- A bibliography is organised alphabetically (Ignore stop words such as ‘The’, ‘A’ and ‘An’.)

**Book with single author.**

Author. Year. *Title*. Publisher, Place of publication.


**Book with multiple authors.**

Author, Author & Author. Year. *Title*. Publisher, Place of publication.

For example: Lennon, John, Trotsky, Leon & Marx, Karl. [Undated]. *Purple not red*. Penguin, Camberwell, Vic.

**Internet site**

Author. Year. *Title of website*. [Online]. Available: Internet address. [Date of site access].


**Encyclopedia**

Author. Year. ‘Title of article’. *Title of encyclopedia*. Publisher, Place of publication, volume number, page reference.


Magazine article
Author. Year. ‘Title of article’. Title of journal: volume, number and/or date of issue, page reference.

Newspaper article
Author. Year. ‘Title of article’. Title of newspaper: volume, number and/or date of issue, page reference.

CD-ROM
Author. Year. ‘Title of CD-ROM article’. Title of CD-ROM. [CD-ROM]. Publisher, Place of publication.

Television broadcast
Series title and number and title of episode. Year. Television channel. Date. Time of transmission (using the 24 hour clock).

Film/video
Title. Year. Organisation, place. [Video recording]
For example: Scream in purple. 2005. BBC, London. [Video recording].

Interview
Name of interviewee. Year. Interview with the author on Date. Location of interview. [Whether the interview was recorded or not]

If you have any queries or problems regarding writing your bibliography please see Mr. Jones.