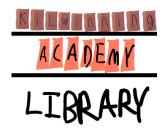# Library Helpsheet

Creating a Bibliography

A **bibliography** is a list of books, magazines, reference texts, databases and websites you have used for researching your report, essay or project. These items should be listed in **alphabetical** order by the author's name at the end of your work in an appendix.

Below is a way of creating your bibliography for which ever resource you have used. Simply find the kind of resource you have used and fill in your resource details in the order indicated. There are examples to let you see how it should look.

Titles should be in *italics* or <u>underlined</u>. **Author's name** should be in the format Surname, initial. E.g. Smith, J.

Books
Author's surname, initial. (date of publication) *Full title*, edition (only if the book is not the 1st edition), Place of publication: Publisher.

e.g. Royston, A. (2009) *Proteins for a healthy body*, 2nd edition, London: Heinemann.

Reference Books
Title of article, *Full title of reference book* (date of publication) Place of publication: Publisher, Volume number (if available), page numbers.

e.g. Volcano, *The World Book Encyclopaedia* (2007) Chicago: World Book Inc., Volume 20, p. 438-443.

Magazines/newspapers
Author's surname, initial. (date of publication) Title of article, *Title of magazine or newspaper*, Volume and/or issue number (whichever is available), page numbers.

e.g. Ladzinski, K. (2020) Into the Storm, *National Geographic*, Feb, 2020, p. 26-27.

DVDs
Series title (if there is one), *Title of DVD.* Place of production: Distributor/producer [Medium: DVD], Date of publication.

e.g. Doctor Who, *The Day of the Doctor: 50th anniversary special.* London: BBC [Medium: DVD], 2013.

eBooks
Author's surname, initial. (date of publication) *Full title of eBook.* [eBook] Publisher. Available at: website address [Accessed: date of access].

e.g. Ross, A. (2014) Folklore of the Scottish Highlands [eBook] History Press. Available at: https://northayrshire.rbdigitalglobal.com/book/9780750952453 [Accessed: 9 March 2020].

Internet sources
Author's surname, initial. (date of publication) *Full title of page, document or article,* [Online]. Publisher or website owner. Available at: website address of specific item [Accessed: date of access]

e.g. Macdonald, K. (2020) *Edinburgh University researchers use drones to map retreating Andes glaciers* [Online]. BBC. Available at: https://www.bbc.co.uk/news/uk-scotland-edinburgh-east-fife-51756592 [Accessed: 9 March 2020].

Please note
When using internet resources, often an **author or publisher** is not apparent:
- If no author is listed, use the website producer as the **corporate author** e.g. an article on the BBC website has no author, so the author should be BBC. BBC would also be the publisher.
- The publisher may be a different organisation to the website producer, but if there is not publisher listed, then again use the website owner.

Often articles on the internet have **no clear date** of publication:
- If there is no date on the article or page, look at the bottom of the screen where the **copyright date** is usually listed and use it.
- If there is an indication that the article was written at a particular time then use that date e.g. an article mentions the "recent Olympics in 2018", then you can guess the date is around 2018.
- If this is the case and you are making a best guess of the date, then you should use a **lower-case c** before the date to indicate it is **circa** (around) the date e.g. (c2018).

Multiple authors

Two or three authors
List all their names in the usual style i.e. Author surname, initial.

e.g. Allen, J. & Iggulden, M.

More than 3 authors
List the name of the first author only, followed by et al. (an abbreviation for the Latin et alii which means 'and others'). Use Surname, initial as usual.

e.g. Wilson, J. et al.

Corporate authors
If no person is named as the author (usually in internet sources), use the corporate author i.e. the group or organisation, or publisher as the author.

e.g. North Ayrshire Council

Unknown author
If there is no person named, and there is nothing to indicate a particular group or organisation is the author, then use Anon (short for anonymous).

e.g. Anon (2005) Brain Storm.