COMPILING YOUR BIBLIOGRAPHY

by Harilaos Blatsios

- A bibliography lists all the sources you used when researching your assignment. You may include texts that you have not referred to directly in your work, but which have had an influence on your ideas.

- In most cases, a bibliography is a single alphabetically-ordered list of all the sources used, regardless of format. So books, journal articles and websites would all be listed together.

BIBLIOGRAPHY / REFERENCE LIST

- A reference list lists only the sources that you have referred to in your text. If you have been asked to include a reference list, you may also include a bibliography which lists works that you have read but not cited.

- A reference list **may be** ordered in alphabetical order of authors' names, or numerically, depending on the referencing system you are using. A bibliography will **always** be ordered in alphabetical order of authors' names.

BIBLIOGRAPHY / **REFERENCE LIST**

- The bibliography is a place that gives a good feel for the quality of your research and the care you have taken with the assignment.

- Depending on your referencing style your bibliography will be formatted in different ways but there are common elements that you need to collect for any full citation regardless of the individual referencing style.

- For a website, sometimes you don't have an individual author so it is fine to use the name of the organisation responsible. Also some websites (and other sources) don't have a specific date of publication so it is acceptable to use the abbreviation n.d. for no date.

TIPS

Anon. (1981). Coffee drinking and cancer of the pancreas. *British Medical Journal*, 283, 628.

Bould, M. & Reid, M. (eds) (2005). *Parietal Games: Critical Writings by and on M. John Harrison.* Cambridge: Science Fiction Foundation.

Hamilakis, Y., Pluciennik, M. & Tarlow, S. (2001). Academic Performances, Artistic Presentations. *Assemblage*, 6. http://www.shef.ac.uk/assem/issue6/art_web.html (accessed 08/07/02).

Royal Horticultural Society (n.d.). *Plant finder: Genista.* Online at www.rhs.org.uk/plantfinder/genista (accessed 25/08/07).

Shahabudin, K. (2006). From Greek Myth to Hollywood Story: Explanatory Narrative in *Troy*. In M. M. Winkler (ed.), *Troy: From Homer's Iliad to Hollywood Epic.* Malden, MA: Blackwell. 107-118.

AN EXAMPLE OF BIBLIOGRAPHY USING HARVARD REFERENCING

- You need to provide a *citation* whenever you refer to an idea that you derived from a source. This is the case whether you use a *direct quote*, a *paraphrase*, or even just a *direct* or *indirect* mention. You need to include a brief citation in the text at the place where you refer to the source, and a full citation in your bibliography or reference list.

- Don't worry that including a citation will make your work look like it is unoriginal and derivative - a string of other people's ideas.

- The originality will come in your understanding, interpretation and use of what you have read, which will be quite different to other people's.

WHEN SHOULD I INCLUDE A REFERENCE

In-text citations

APA Style uses an author-date reference citation system in the text with an accompanying reference list. That means that to cite any reference in a paper, the writer should cite the author and year of the work, either by putting both in parentheses separated by a comma (parenthetical citation) or by putting the author in the narrative of the sentence and the year in parentheses (narrative citation).
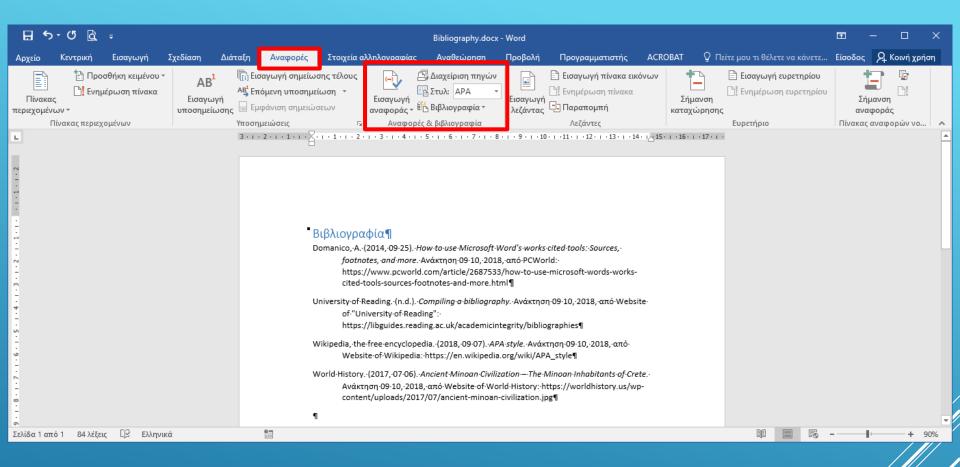
Example narrative citation: Schmidt and Oh (2016) described a fear among the public that the findings of science are not actually real.

Example parenthetical citation: In our post factual era, many members of the public fear that the findings of science are not real (Schmidt & Oh, 2016).
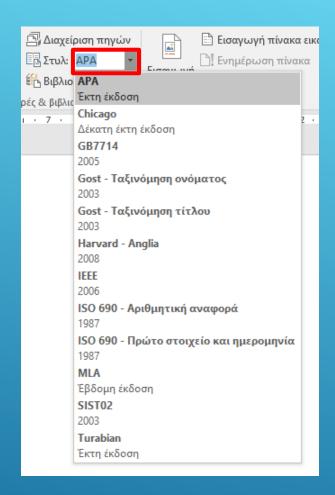
A CITATION

USING MICROSOFT WORD TO CREATE A BIBLIOGRAPHY

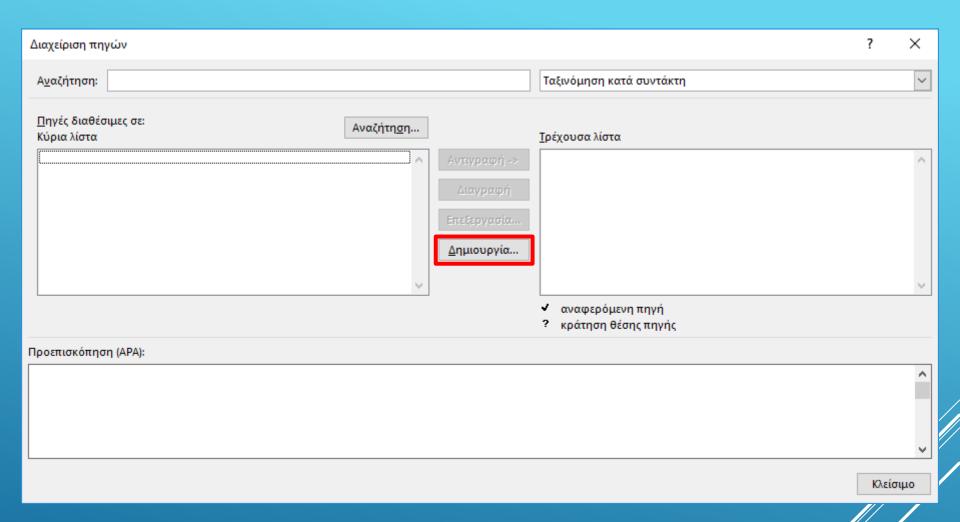- Manage Sources

- Insert a Citation

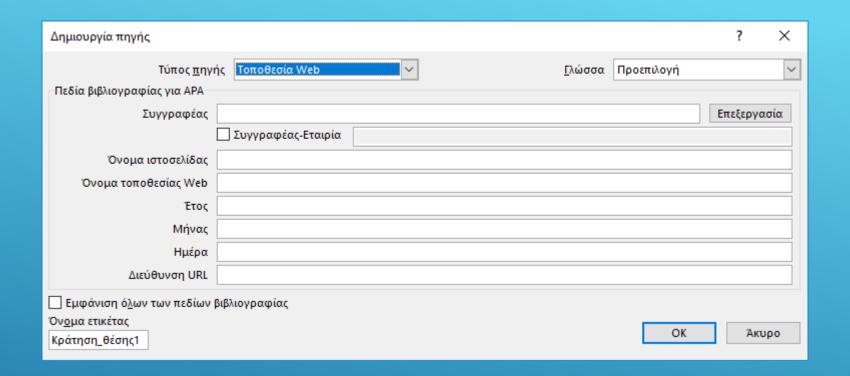- Insert Bibliography

RIBBON TAB: REFERENCES

APA style is a writing style and format for academic documents such as scholarly journal articles and books, and is commonly used for citing sources within the field of social sciences.

It is described in the style guide of the American Psychological Association (APA), which is titled the *Publication Manual of the American Psychological Association*.
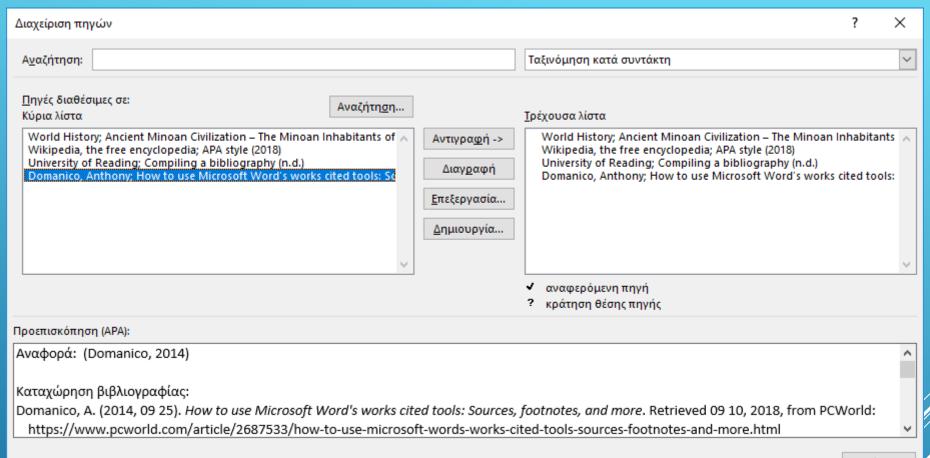
STYLES

MANAGE SOURCES: CREATE A SOURCE

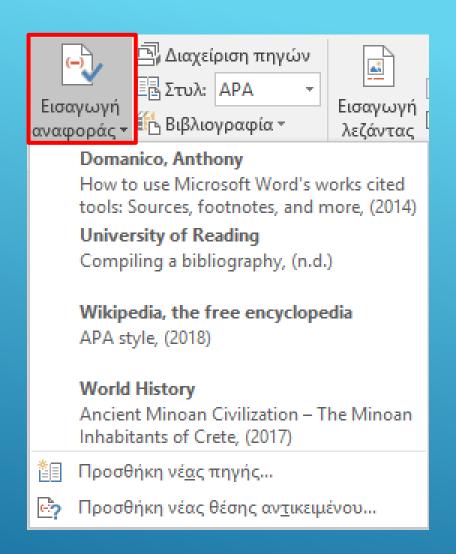# SOURCE: WEBSITE

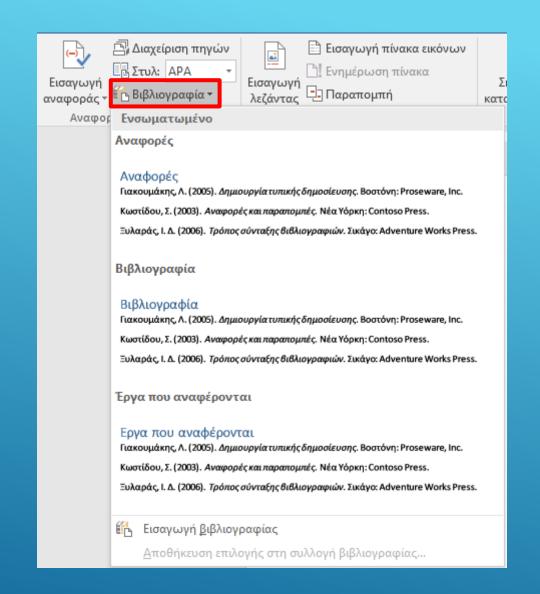# SOURCES/DELETE, EDIT, PREVIEW A SOURCE

INSERT A CITATION

INSERT BIBLIOGRAPHY

- Any image used in your assignment requires a caption. If the image is not your own work it also requires an intext citation to the original source.

- A caption should include

  - The word Figure (with a capital letter and in italics)

  - A number (from 1, in numerical order)

  - A title for the figure or brief description of the work

  - An intext citation for the reference of the source (if not your own work), which includes the Author(s), date and page number for the source, i.e. (Smith, 2010, p.13)

- Example:

  - *Figure 3.* Fantail vector (McMillan, 2009)

  Reference

  - McMillan, T. (2009). Fantail vector.
    Retrieved from http://www.kiwiwise.co.nz/photo/fantail-vector

IMAGES

- Referencing a google search instead of referencing each source (i.e. text, images) separately. For example, it is a mistake to reference images which are relative to *Minoan Civilization* in the following way:

  https://www.google.gr/search?q=**minoan**+**civilization**&source=lnms&tbm=isch&sa=X&ved=0ahUKEwi-1fC-17DdAhUlhywKHUisAGgQ_AUICigB&biw=2544&bih=924

- A source, most of the times, is under a copyright. Thus, a writer has to mention the appropriate information (about the source) to help the reader retrieve the source. That is:

  World History. (2017, 07 06). *Ancient Minoan Civilization – The Minoan Inhabitants of Crete.* Ανάκτηση 09 10, 2018, από Website of World History: https://worldhistory.us/wp-content/uploads/2017/07/ancient-minoan-civilization.jpg

A COMMON MISTAKE

Domanico, A. (2014, 09 25). *How to use Microsoft Word's works cited tools: Sources, footnotes, and more*. Ανάκτηση 09 10, 2018, από PCWorld: https://www.pcworld.com/article/2687533/how-to-use-microsoft-words-works-cited-tools-sources-footnotes-and-more.html

University of Reading. (n.d.). *Compiling a bibliography*. Ανάκτηση 09 10, 2018, από Website of "University of Reading": https://libguides.reading.ac.uk/academicintegrity/bibliographies

Wikipedia, the free encyclopedia. (2018, 09 07). *APA style*. Ανάκτηση 09 10, 2018, από Website of Wikipedia: https://en.wikipedia.org/wiki/APA_style

BIBLIOGRAPHY (FOR THIS PRESENTATION)