



WHY LEARN TO WRITE A BIBLIOGRAPHY?

A bibliography is a list of all resources you've used in your research for an assignment. It includes very specific details of each resource, such as the author, publication date, publisher, sometimes even the page numbers you've read.

A bibliography is a safeguard against plagiarism. It shows your teacher you have acknowledged other people's ideas that have helped form your work.

In academic writing, a bibliography allows other researchers to find and use the same sources you did, as a starting point for their own research.

WHAT?

A complete and accurate bibliography is important to acknowledge the work of other people and to help others find the sources you used in your research.

INSTRUCTIONS:

You will need:

- Writing materials or a tablet
- Access to the internet or a library

WHAT TO DO:

- 01 Know what to include.** You must list anything you've read or watched that has helped shape your assignment. Even if you've only read a paragraph of someone else's work, and regardless of whether you've quoted it or not, you need to acknowledge it. Keep your bibliography in alphabetical order, too.
- 02 Stay on top of it.** As you're researching, keep a list of all your references. If you do quote a source, make a note after it in your assignment, so you know where your quote came from and can cite it properly in your references. Always write the page numbers you have read or quoted. This will save the hassle of trying to find the exact pages when you write your bibliography.
- 03 Do it yourself.** Don't simply copy references and paste them together. You need to use one style and they may be using many. If you type or write your references manually, you can ensure they're consistent.
- 04 Know the style.** There are different ways of writing a bibliography. These are commonly called Referencing styles or Citation styles. Two examples are: MLA citations or APA. Ask your teacher which referencing style they prefer. The school may have one they want you to use. Different subjects may have different styles.

WHAT TO DO CONT:

- The most common referencing styles are:
 - Australian Harvard. See the University of Queensland's guide: <https://guides.library.uq.edu.au/referencing/uqharvard/reference-list>
 - Oxford. See Deakin University's guide to style: www.deakin.edu.au/students/studying/study-support/referencing?_ga=2.148909686.1164335701.1620608977-572066659.1620608977
 - APA (American Psychological Association). See the University of Sydney's guide: <https://libguides.library.usyd.edu.au/c.php?g=508212&p=3476063>
 - MLA (Modern Language Association). See the University of Western Australia's guide: <https://guides.library.uwa.edu.au/mla>

Referencing rules are always being updated, so be sure to follow the latest versions. Check out the University of Queensland's list here: <https://guides.library.uq.edu.au/referencing>

05

Be utterly consistent. Some styles prefer titles and commas in different orders, or dates and brackets in certain places. Listing books takes a different format to citing articles, chapters, song lyrics, videos or websites. You must follow the requirements of the ONE referencing style you are using, to gain marks for correct referencing. Never mix styles.

06

Proofread. Always read your bibliography and check your formatting is correct and consistent to the one referencing style you are using. Double-check details, including spelling and page numbers. These are easy ways to avoid losing marks. You are giving the source material you have consulted the recognition it deserves.



GOT IT?

- You've kept a specific record of all the sources you've consulted. You know which style is preferred by your course or school. You have written an accurate bibliography that consistently follows that one reference style.



TRY THIS

If you feel like you've nailed it but you want to level up, try this:

- Find examples of bibliographies online, or at the back of textbooks, to give you an idea of what yours should look like.
- Check in with your teacher that your bibliography is on track, before you submit your assignment.
- You might be asked to write an annotated bibliography. This includes a short paragraph of each source you've cited. The University of Melbourne has a helpful guide (PDF Download): https://services.unimelb.edu.au/_data/assets/pdf_file/0010/706951/Writing-an-annotated-bibliography-100113.pdf

SO WHAT?

- Acknowledging other people's work is an important ethical process to follow before submitting your own work.
- A bibliography can build your research skills, as you'll be encouraged to show you've found a range of sources.
- The formal style of a bibliography can improve your professionalism and assignment submission standards.
- When researching, you can use other people's bibliographies as a starting point – you'll thank them if they are consistent and accurate.

WHAT ACTION WILL YOU TAKE?

- Find out which style of bibliography you'll need to follow. Do some reading about that style.
- Create a spreadsheet or page for your references, which you can populate as you research.



IF YOU LIKED THIS ONE YOU MIGHT WANT TO TRY...

- [How to Revise for Exams](#)
- [How to Reduce Exam Anxiety](#)
- [How to Make Time for Study and Downtime](#)
- [How to Write a Formal Email](#)