

HARVARD FOR DUMMIES¹

COMPILING A BIBLIOGRAPHY OR LIST OF REFERENCES

One of the most important tenets of academic writing is the avoidance of plagiarism. A *Bibliography* contains all sources consulted, including those providing background reading; a list of *References* comprises only sources cited in the text. The Bibliography/List of References is the backbone of research writing, and should be compiled correctly and consistently, according to established academic and bibliographic stylistic conventions. It should be arranged alphabetically, in single spacing, with one line space between each item. Typing the Bibliography/List of References in a table, with hidden gridlines, facilitates alphabetic sorting.

The following are some common errors encountered in bibliographic citation and compilation.

- Textual references without corresponding items in the bibliography
- Textual references without accompanying page numbers (or incorrectly cited page numbers)
- Bibliography not in alphabetical order
- Incorrect spelling of authors, titles, publishers
- Transposing author's surname and first name
- Vagueness about the use of *et al.* for three or more authors
- No indication of editor/s
- No indication of edition, if not first
- Omission of subtitles of books, journal titles and journal articles
- Incorrect date of publication (impression rather than edition date)
- Inconsistent use of sentence case and title case in titles of books, titles of journal articles and titles of journals
- Confusion in respect of italicisation of titles of books and titles of journals (titles of journal articles incorrectly placed in italics)
- Underlining instead of italicising titles
- Insufficient details given for newspaper articles (author, date, title of article, page, column)
- Confusion between publisher and printer
- Confusion about place of publication (countries, cities, US states, UK counties)
- Omission of page numbers of journal articles and chapters in books
- Incorrect corporate author (frequently no author) cited in government publications and legislation (e.g. Acts of Parliament)
- Unnecessary details cited for publishers
- Date of downloading of Internet citations omitted
- Changing American spellings of book, journal article and journal titles to UK or SA English
- General inconsistencies in respect of format.
- Filing items under "A", "An" and "The" as initial words.

¹ Consult Van Aswegen, L. 2005. Library research and the Harvard method of bibliographic citation: a research writing and style guide for postgraduate students, for a more detailed account of the research writing process.

The examples given overleaf are largely fictitious.

BIBLIOGRAPHY	IN TEXT REFERENCE
	<p>Note: When textual references appear in brackets, the ampersand & is used, e.g. (Ellis & Peters, 2000:14). When the textual reference appears within the text with no brackets, "and" is used, e.g. Ellis and Peters, 2000:14 note ...</p>
ABSTRACTS IN DATABASES	
Underwood, M. 1988. The role of anti-oxidants in cancer of the colon. <i>The Lancet</i> , 135(3):34-45. [Abstract in the MEDLINE database, ref. no. 98453765]	Underwood, 1998:page no/s cited
BOOK REVIEWS	
Anonymous book review in journal or newspaper	
Anon. 1997. <i>The beach</i> , by Alex Garland. Reviewed in: <i>Publishers Weekly</i> , 243:39, December 2.	Anon, 1997:page no/s cited
Book review with author	
Reagan, M. 1997. <i>The beach</i> , by Alex Garland. Reviewed in: <i>Village Voice</i> , 42:56, March 11.	Reagan, 1997:page no/s cited
BOOKS	
Books: one author	
Chase, J. 1979. <i>Advertising in the modern world</i> . New York: Simon & Schuster.	Chase, 1979:page no/s cited
Book: two authors	
Ellis, R. & Peters, J.P. 2000. <i>Writing about literature</i> . London: Macmillan.	Ellis & Peters, 2000:page no/s cited
Book: multiple authors (three or more)	
Henderson, R.S., Smith, P.G., Rossiter, I. & King, P.Q. 1987. <i>The tenets of moral philosophy</i> .	Henderson, Smith, Rossiter & King, 1987:page no/s cited Subsequent citations use <i>et al.</i> Henderson <i>et al.</i> , 1987:page no/s cited
Books: editors	
Du Plessis, I.P. (red.). 1981. <i>Bemarking en reklame</i> . 2 ^{de} uitg. Kaapstad: Human & Rossouw. [Language used is that of book]	Du Plessis, 1981:page no/s cited
Gardener, B.P. & Smith, G. (eds). 1984. <i>Child psychology: an introductory guide for parents and teachers</i> . Harmondsworth: Penguin.	Gardener & Smith, 1984:page no/s cited
Chapter in book, with an editor, where each chapter has been written by a different author.	
Puttnam, R.A. 1981. The place of values in a world of facts. In Duff, A. & Smithson, W.O. (eds). <i>The nature of the physical universe</i> . Englewood Cliffs, NJ: Prentice-Hall: 124-139.	Putnam, 1981:page no/s cited NB. In place of publication, the abbreviated form of the state is placed after the city.
First edition of a book	
Chase, J.P. 1979. <i>Advertising in the modern world</i> . New York: Simon & Schuster.	Chase, 1979:page no/s cited
Subsequent editions of a book	
Brunner, H. 1972. <i>Hieroglyphic writing: the Egyptian legacy</i> . 3 rd ed. Oxford: Oxford University Press.	<p>NB. Reprints or impressions are not new editions</p> <p>Brunner, 1972:page no/s cited</p>

CONFERENCE PAPERS	
<i>Conference papers published in proceedings</i>	
Truter, M. 1995. The role of the court interpreter in the new South Africa. In Jennings, A. (ed.). <i>Tower of Babel or Lingua Franca? Proceedings of the 1994 Conference of the South African Institute of Translators, Bloemfontein, 18-23 June 1004</i> . Johannesburg: SATI: 34-45.	Truter, 1995:page nos NB. The date of publication and the date of the conference often differ.
<i>Conference papers delivered but not published</i>	
Sithole, J. 2004. Outcomes-based education in the new universities of technology: a role for experiential learning. Paper presented at the Annual Conference of Tertiary Educators, Central University of Technology, Bloemfontein, 3-5 October 2004.	Sithole, 2004 NB. No italics – not published
CORRESPONDENCE	
Theron, C. 1997. Letter to the Town Clerk of Stellenbosch, 5 May.	Theron, 1997 NB. No italics – not published
COURSE NOTES AND CLASS HANDOUTS	
Van Aswegen, E.S. 2000. English literature: from Beowulf to Virginia Woolf. Cape Town: Cape Technikon.	Van Aswegen, 2000:page no/s cited NB. No italics – not published
DICTIONARIES	
<i>Concise Oxford English dictionary</i> . 11 th ed. 2004. Oxford: Oxford University Press.	<i>Concise Oxford English Dictionary</i> , 2004:page no.
ENCYCLOPAEDIAS	
<i>Anonymous</i>	
Anon. 1983. Medieval manuscripts. <i>Encyclopaedia Britannica</i> , 14:346-347.	Anon, 1983:page no/s cited
<i>With author</i>	
Lessing, B.P. 1985. Nuclear energy. <i>McGraw-Hill encyclopedia of science and technology</i> , 12:127-129.	Lessing, 1985:page no/s cited
GOVERNMENT GAZETTE	
The <i>Government Gazette</i> is a weekly newspaper, the official organ of the Republic of South Africa. Treat as for journal/newspaper articles.	
South Africa. 1997. White Paper on environmental management policy for South Africa. Notice 1096 of 1997. <i>Government Gazette</i> , 385(18164):1-96, July 28.	South Africa, 1997:page no/s cited
GOVERNMENT PUBLICATIONS (see also LEGISLATION)	
South Africa. Department of Home Affairs. 1980. <i>Guidelines for chairmen of publications committees</i> . Pretoria: Government Printer.	South Africa. Department of Home Affairs, 1980:page no/s cited
INTERNET	
Cape Technikon. n.d. <i>Intellectual property policy</i> . http://www.ctech.ac.za/polic/ippolicy.html [15 November 2004]	Cape Technikon, n.d. No date indicated on document. Date indicated in square brackets is date downloaded.
INTERVIEWS	

JOURNAL AND MAGAZINE ARTICLES	Journals vary in their frequency and details such as volume, issue number, etc. The following cover most examples you will encounter. NB. Indicate volume, issue and page numbers as indicated below, despite the style followed in the journal (e.g. vol., no., pp.)
No indication of volume or issue number	
Crabtree, S.W. 1987. The 20 best books of 1986. <i>Books and Bookmen</i> : 34-36, December	Crabtree, 1987:page no/s cited
Indication of volume, issue, pages, date	
Kruger, J.P. 1988. Sexism in advertising. <i>Communicare</i> , 7(3):12-15, March 11.	Kruger, 1988:page no/s cited
Indication of volume, pages and season	
Lee, S.T. 1986. The semantics of advertising. <i>Psychology Today</i> , 19:34-37, Fall.	Lee, 1986:page no/s cited
Indication of volume, issue, pages, month	
Pringle, G.S. 1982. Aspects of style in the novels of J.M. Coetzee. <i>College English</i> , 35(6):34-41, September.	Pringle, 1982:page no/s cited
Journal which is not English	
Van Zyl, L. 1988. Afrikaanse digkuns in die jare tagtig. <i>Insig</i> , 2(3):21-22, Maart.	Van Zyl, 1988:page no/s cited
LEGISLATION	
Legislation promulgated by Parliament	
South Africa. 1982. <i>Atomic Energy Act, No. 92 of 1982</i> . Pretoria: Government Printer.	South Africa, 1982:page no/s cited
Legislation promulgated by a government department	
South Africa. Department of Education. 2003. <i>Draft policy on religion and education</i> . Pretoria: Government Printer	South Africa. Department of Education, 2003:page no/s cited
Provincial government legislation	
Western Cape (South Africa). 2001. The Cape online e-government programme: e-government strategy. Cape Town: s.n.	Western Cape (South Africa), 2001:page no/s cited NB. No indication of publisher is indicated by s.n.
Western Cape (South Africa). Department of Transport and Public Works. 2004. White Paper on the management of provincial property. Cape Town: Department of Transport and Public Works, Provincial Government of the Western Cape.	Western Cape (South Africa). Department of Transport and Public Works, 2004:page no/s cited
NEWSPAPER ARTICLES	
Anonymous articles, with no byline (reporter's name)	
Anon. 1999. Higher education: quo vadis? <i>Mail & Guardian</i> : 15, March 11.	Anon, 1999:15
Article with byline (reporter's name)	
Stewart, M.T. 1988. Should privatisation prosper? SAA in the year 1990. <i>Cape Argus</i> : 3, May 17.	Stewart, 1988:3
THESES AND DISSERTATIONS	
Pringle, G.S. 1982. The allegorical novels of J.M. Coetzee. Unpublished PhD thesis, Rhodes University, Grahamstown.	Pringle, 1982:page no/s cited NB. Theses and dissertations are not considered "published" in the true meaning of the term, hence no italics.
Potgieter, R.S. 1983. Die advertensiewese in Suid-Afrika: 'n kritiese ondersoek. Ongepubliseerde PhD-proefskrif, Unisa, Pretoria.	Potgieter, 1983:page no/s cited NB. Use language of publication
VIDEOS	
Interview game (The). 1985. London: BBC. [video cassette].	<i>Interview Game</i> , 1985.