Essential Aspects of Academic Practice (EAAP)

Section 4: Writing a Bibliography

The EAAP guides focus on use of citations, quotations, references and bibliographies. It also includes advice and techniques for summarizing and paraphrasing in written documents and oral presentations.

1. **Bibliographies**

   Bibliographies are absolutely essential and follow fixed patterns. There are many different styles of referencing and your department will advise on which style guide to use. If you study in more than one department it may be necessary to work with two or more style sheets. Even though this sounds demanding to follow, published writers often need to use different style sheets, as publishing companies and academic journals set their own styles that writers must follow.

   The guide below is for books, chapters in edited books, journal articles and web sites, using the Harvard Referencing System. Harvard is not used in all departments, however, and even where it is recommended, you may see small variations in punctuation and layout. In some cases, you will see variations that essentially merge different style guides, where guides are very similar, e.g. Harvard and APA. The most important factor when you have identified which style you are going to use is to be consistent.

2. **Common style guides: official or detailed guides**

   APA: American Psychological Association

   http://www.apastyle.org

   Harvard (Detailed interpretation where main differences with APA can be seen)

   http://library.leeds.ac.uk/skills-referencing-harvard

   IEEE: Institute of Electrical and Electronics Engineers

   http://www.ieee.org/documents/ieeecitationref.pdf

MHRA: Modern Humanities Research Association

http://www.mhra.org.uk

MLA: Modern Language Association

https://www.mla.org

Identify the style guide that your department uses. If you cannot find it on the department's web site or in its Blackboard pages, ask a member of staff, or consult the guide linked to the AberSkills website.

Below is the same reference written in five different styles. The information is the same, but there are slight variations in minor details, sequence and punctuation. Strong similarities are clear between APA and Harvard and also between MHRA and MLA.

APA	Brumfit, C. & Johnson, K. (Eds.) (1979). *The Communicative Approach to Language Teaching.* Oxford: Oxford University Press.
Harvard	Brumfit, C. and Johnson, K. (Eds.). 1979. *The Communicative Approach to Language Teaching.* Oxford: Oxford University Press.
IEEE	C. Brumfit & K. Johnson, Eds. *The Communicative Approach to Language Teaching,* Oxford: Oxford University Press, 1979.
MHRA	Brumfit, Christopher, J. and Johnson, Keith, eds., *The Communicative Approach to Language Teaching* (Oxford: Oxford University Press, 1979)
MLA	Brumfit, Christopher, J. and Johnson, Keith, eds. *The Communicative Approach to Language Teaching.* Oxford: Oxford University Press, 1979.

3. Layout of references for the most common document types using Harvard

Books

Surname, initial/s. (Editor where appropriate). Date. *Title of Book: And Subtitles where Appropriate* (including 2nd or 3rd Edition, etc.). City of publication: Publisher's name.

Brumfit, C. & Johnson, K. (Eds.). 1979. *The Communicative Approach to Language Teaching.* Oxford: Oxford University Press.

Chapters in edited books

Surname, initial/s. date. **"**Title of Article: And Subtitles where Appropriate." In Surname, initial/s. (Editor where appropriate). Date.

Hymes, D. 1971. "On Communicative Competence." In Brumfit, C. & Johnson, K. (Eds.). 1979.

Journal articles

Surname, initials. Date. **"**Title of Article: And Subtitles where Appropriate." *Journal Title* Volume/edition: page numbers.

Sheldon, L.E. 1998. "Evaluating ELT Textbooks and Materials." *ELT Journal 42/4*: 237-46.

Internet: websites

Surname, initials. Date. "Title of article: And Subtitles where Appropriate." [Available on-line]. URL (date accessed).

Morkes, J. & Nielsen, J. 1997. "Concise, SCANNABLE and Objective: How to Write for the Web." [Available on-line]. http://www.nngroup.com/articles/concise-scannable-and-objective-how-to-write-for-the-web (accessed 9/4/2015).

Internet and published source (as corporate author)

Many Internet resources do not indicate a specific author, especially if the source is a government document or some other public information report or organisational guidelines, etc. The next example uses such a reference, where the organisation acts as the author's name.

Centers for Disease Control and Prevention. 1997. *Take Charge of your Diabetes* (2nd Edition). Atlanta: U.S. Department of Health and Human Services. [Available on-line]. http://www.cdc.gov/nccdphp/ddt/ddthome (accessed 1/1/2000).

IMPORTANT NOTE:

Check with your department to identify the specific style guide that it requires students to use. The example in this document is one interpretation of Harvard. Other departments may recommend variations in layout and punctuation to these examples or may recommend external reference sources.

Also consult departmental guides for uses of document types not listed here. This does not represent a definitive guide to referencing in all departments at Aberystwyth University and is presented here as an example.

If you cannot find advice on any of the skills you need to develop, send an email with brief description to aberskills@aber.ac.uk / sgiliauaber@aber.ac.uk