

# Bibliography vs Reference List.

It is super important that you understand the difference between a bibliography and reference list- particularly for Year 11 and 12.

- \* A reference list is alphabetically ordered by the authors last name. It shows texts that you have DIRECTLY REFERRED TO within your assignment.
- \* A bibliography is alphabetically ordered by the authors last name as well. It shown ANY texts you have LOOKED AT! Even if you have skimmed the work and found it not applicable- you need to include this in your bibliography.
- \* It is important that you include BOTH of these when you are completing an assessment- failure to do this can be viewed as plagiarism and you receiving a 0 for an assessment.
- \* Make sure you check the STYLE of referencing and bibliography you are required to use in your assignment. There are a large variety of these out there and different subjects require different specifics. The most common of these are Footnotes or Harvard.
- \* Keep a list of every site you have looked at on a spread sheet so that you can easily pull them up when you need to reference them, or when you need to find them again.
- \* Use the ideas from the texts you have read to INFORM your OWN opinion. Just because someone has said that they interpret the text one way, it doesn't mean that you have to interpret it the same way. Make your ideas original to YOU and use others ideas to INFORM and guide your opinion.
- \* Don't forget to include ALL the details for each reference.
- \* Remember there is a correct way to reference all types of texts. You reference a book, different to how you reference a website.

# Harvard Style Referencing

If your school has a specific policy on referencing, please refer to and use it! The below is just a guide to help you understand how to reference using Harvard Style referencing.

## In text-

"....." (Author, date)- you would use this if you have directly quoted something. You would put this in at the end of the quote you have used.

Author (date)- this style of in-text referencing is used when you are paraphrasing an authors ideas. Eg. Griffiths (1999) stated .....

When you are putting your referencing into your list at the end of your assignment, you need to make sure you include the following details.

## Books

Author (last name). first Initial, date of text, text title, who published, place it was published.

Griffiths. A, 2019, How to save your essay, Breakaway Tuition Press, Sydney.

## Journals

Authors name, date, title of text, publication name, volume, number, page number.

Griffiths. A, 2019, How to save your essay, Essay skills and tricks, Volume 10, No 3, Pg 12-14.

## Website

Name of site, webpage name/title, when you accessed, link to site.

Breakaway Tuition, Essay tips and tricks, accessed on the 13th of February 2019, [www.breakawaytuition.com.au/tipsntricks/](http://www.breakawaytuition.com.au/tipsntricks/)



# Footnote Referencing

If your school has a specific policy on referencing, please refer to and use it! The below is just a guide to help you understand how to reference using Footnote Style Referencing.

## In text-

When you reference using footnotes in your writing, you will click "add footnote" and a number will appear above the last piece of text you have written. The information for footnoting (where you got the information) is then entered at the bottom of the screen. The great thing about footnoting is that you should enter all the SAME information here that will appear in your separate reference list.

You can use some abbreviations if you are using the same sources when you footnote.

Ibid= same as the last entry.

op. cit= as previously cited.

The information that you enter at the bottom of the page has a similar layout to your Harvard Style referencing.

## Books

Surname and Initial, title of book, publisher name, place of publication, year of publication, page number.

A. Griffiths., Essay skills and tricks, Breakaway Tuition Press, Sydney, 2019, Pg 17.

## Journals

Authors name and initial, 'title of article', title of journal, volume number, issue number, month of publication, year, page number.

A.Griffiths. "How to write awesome essays", Essay tips and tricks, Volume 12, September 2019, Pg 45.

## Website

Authors name, page title, website title, date of sites last update, date viewed, url.

A. Griffiths, Essay tips and tricks, Breakaway Tuition, Last updated 12th of August 2018, Viewed on the 14th of February 2019, [www.breakawaytuition.com.au/tipsntricks/](http://www.breakawaytuition.com.au/tipsntricks/)