

How to compile a bibliography

Based on the internationally accepted Harvard System.

Print the Bibliography Sheet to help you gather information for your bibliography.

[Bibliography Sheet](#)

A bibliography is an alphabetical list of all sources you have used in researching for an assignment. It appears at the end of your assignment.

When you have collected the information for the individual items, you then need to arrange the items into an alphabetical list. One list for items with an author and another list for items with no author. The latter list is arranged according to title and the date then moves behind the title.

A bibliography is always written in alphabetical order and follows an ordered sequence.

It is important that you gather the bibliographical information for an item while you have the item in front of you. If you leave it for later, the item might not be available.

The Harvard Method does not use footnotes. Bibliographical references need to be cited within your text (see nos. 25-26) if you are quoting or referring to a particular item within the text.

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Books

Author's surname, initials or full name, whichever is stated on the title page (full stop) Year of publication (full stop)

Title of book (italics, full stop)

Place of publication (colon)

Publisher (full stop)

Page numbers if have not used entire book (full stop)

Note:

One page = p 42. More than one page = pp 23-67

Example: Smith, Anne E. 2005. How to succeed in life. Johannesburg: Penguin.

Note:

If there are 2 authors, give both authors joined with an "and".

If there are 3 or more authors (up to a maximum of 4 authors), give all authors separated by a comma, with the last author preceded by "and".

If there are more than 4 authors, give the first author and add et al.

Editor and compiler may act as authors but place ed. or comp. after their names.

If you have a title and a subtitle the format is: Title (colon) Subtitle (italics, full stop)

Articles in / or part of a book

Article author's surname, initials or full name, whichever is stated on the title page (full stop)

Year (full stop)

Title of article (full stop)

Followed by In

Book author's surname, initials (full stop)

Title of book (italics, full stop)

Place of publication (colon)

Publisher (full stop)

Example:

Dahl, Roald. 2008. Madame Rosette. In Jameson, E. ed. Collected short stories. London: Penguin.

Note:

If you have a title and a subtitle the format is: Title (colon) Subtitle (underlined or italics, full stop)

If there are 2 authors, give both authors joined with an "and".

If there are 3 or more authors (up to a maximum of 4 authors), give all authors separated by a comma, with the last author preceded by "and".

If there are more than 4 authors, give the first author and add et al.

Editor and compiler may act as authors but place ed. or comp. after their names.

If you have a title and a subtitle the format is: Title (colon) Subtitle (italics, full stop)

Magazines/journals

Author's surname (comma) initials or full name, whichever is stated on the title page (full stop)

Year (full stop)

Title of the article (full stop)

Title of the magazine (italics, full stop)

Date of magazine - this could be a volume, number, month, season or a combination of these (comma)

Page numbers of article (full stop)

Example:

Damon, Fred. 2010. What happens in summer? Educational News. Vol. 134, No 25, July, pp 45-48.

Note:

If you have a title and a subtitle the format is: Title (colon) Subtitle (italics, full stop)

If there are 2 authors, give both authors joined with an "and".

If there are 3 or more authors (up to a maximum of 4 authors), give all authors separated by a comma, with the last author preceded by "and".

If there are more than 4 authors, give the first author and add et al.

Editor and compiler may act as authors but place ed. or comp. after their names.

If you have a title and a subtitle the format is: Title (colon) Subtitle (italics, full stop)

Newspapers - print

(Online newspapers are done like websites)

Author's surname (comma)

First name or initials, whichever is stated on the title page (full stop)

Year (full stop)

Title of the article (full stop)

Title of the newspaper (italics, full stop)
Date, month, year of publication (comma)
Page numbers of article (full stop)

Example:

Johnson, George. 2010. Women's rights are important. *The Star*. 18 September 2000, p 9.

Note:

If you have a title and a subtitle the format is: Title (colon) Subtitle (italics, full stop)

Email

Sender's surname (comma)
Sender's first name or initials, whichever is stated on the mail address (full stop)
Sender's email address (brackets, comma)
Day (comma) month (comma) year (full stop)
Subject of message (italics, full stop)
E-mail to (recipient's email address) (brackets, full stop)

Example:

Langley, Danny. (danny@psinc.co.za), 1 April 2013. Internet sources. Email to (ahs@dida.co.za).

Web pages

Note:

Use individual author if you can find one. Look at the URL (http address) or copyright to find an organisation author. This organisation is often the author and the publisher. Copyright can also give the publication date. Use dates revised if available.

Author's surname (comma)
First name or initials or full name, whichever is stated on the main page (full stop)
Publication year, document created or last revised (full stop)
Title (italics, full stop)
Internet [in square brackets] (full stop)
Place of publication (colon)
Publisher (full stop)
Available from:<URL> [Accessed date day, month, year] [in square brackets] (full stop)

Example:

Dessman, John. E. 2009. Marine biology. [Internet]. Sydney: BioMedia.
Available from:<<http://www.marsources.co.au.html>>
[accessed 14 May 2010].

Note:

If you have a title and a subtitle, the format is: Title (colon) Subtitle (italics, full stop)

Interview /fax/letter/phone call

Surname of person interviewed (comma)
First name (full stop)
Kind of interview - personal/ telephone/fax/letter (full stop)
Date of interview - day, month, year (full stop)

Example:

Achison, Mandy. Personal interview. 6 June 2001.

Encyclopaedias - multi-volume - print

Title (italics, full stop)
Year (full stop)
Place of publication (colon)
Publisher (full stop)
Volume (v.) (comma)
Pages (p.) (full stop)

Example:

World Book. 2008. Chicago: World Book Inc. v. 14, p. 33.

Note:

Single-volume print encyclopaedias are done like articles or parts of a book (no. 2).

If you have a title and a subtitle, the format is: Title (colon) Subtitle (underlined or italics, full stop)

Encyclopaedias - online

Author's surname (comma), if available
First name or initials, whichever is stated (full stop)
Year document created or last revised (full stop)
Title of article (single inverted commas, comma)
Title of encyclopaedia (italics, comma)
Name of publisher of site if available (comma)
Viewed day, month, year (comma)
Web address

Example:

Decker, Ronald & Smith, M. 2009. 'Volcano: geology', Britannica Online Encyclopaedia, Encyclopaedia Britannica, viewed 5 July 2009, <http://www.britannica.com/EBchecked/topic/87654>

Note:

If you have a title and a subtitle for an article, the format is: Title (colon) Subtitle (single inverted commas, comma)

Encyclopaedias - online - Wikipedia

Title of article (single inverted commas)
Year article created or last revised (full stop)
Name of wiki (italics, comma)
Time last edited using 24-hour notation (comma)
Day, month, when article last edited (comma)
Name of publisher if available (comma)
Viewed day, month, year (comma)
Website address

Example:

'Ebola' 2009. Wikipedia, the free encyclopaedia, last edited 12h09, 3 June, Wikipedia Foundation, viewed 23 June 2010, <http://en.wikipedia.org/wiki/Ebola>

Note:

If you have a title and a subtitle to the article, the format is: Title (colon) Subtitle (single inverted commas)

Illustrations (i.e. photos, diagrams, tables)

Place the following under the illustration:

Caption of photo, diagram or table (full stop)
Date of illustration (full stop)
Website address or details of book or other source, as in this list

OR

Place under the Illustration:

Number of illustration. i.e. Number the illustrations in your assignment

Caption

and

in bibliography list repeat the number and caption followed by website address or details of book or other source, as in this list.

Example:

Summer in Spain. 1942. www.google.com/Images/Summer

Original artwork

Artist's surname (comma)
First name or initials, whichever is stated on the work (full stop)
Year of production (full stop)
Title of artwork (italics, comma)
Type of artwork (comma)
Type of material, if known (comma)
Location. i.e. gallery, museum (comma)
Town/city of location (full stop)

Example:

Cooke, Nigel. 2008. *To work is to play*, painting, oil on canvas, held at Gauteng Art Gallery, Johannesburg.

Note:

If you have a title and a subtitle for the artwork, the format is: Title (colon) Subtitle (underlined or italics, comma)

Realia (i.e. real-life objects)

Title or name of realia (italics, full stop)
Year placed at location (full stop)
Description (comma)
Realia (comma)
At location of object (comma)
Town/city of location (full stop)

Example:

Mary McKenzie. 1956. *Tombstone inscription*, realia, at Braamfontein Cemetery, Johannesburg.

Note:

If you have a title and a subtitle, the format is: Title (colon) Subtitle (italics, full stop)

Blog entry

Author's surname (comma)
Initials or first name, whichever is stated on the blog (full stop)
Year of posting (full stop)
Title of individual blog entry in single inverted commas (comma)
Name of blog (italics)
Blog entry (comma)
Sponsoring organisation, if any (comma)
Time accessed using 24-hour notation (comma)
Day, month of posting (comma)
Viewed day, month, year (comma)
Web address of blog

Example:

Yame, Penny. 2009. 'A question and answer with Tutu', Education blog observations, blog entry, Gauteng Education Department, 12h31, 7 September, viewed 10 October 2010, <http://blog.gautengeducationdepartment/index.php?ca+32>

Note:

If you have a title and a subtitle to the individual blog entry, the format is: Title (colon) Subtitle (single inverted commas, comma)

Blog comment

Author's surname (comma)
Initials or first name, whichever is stated on the blog (full stop)
Year of posting (full stop)
Title of comment or first few words in single inverted commas (comma)
Name of blog (italics, comma)
Blog comment (comma)
Sponsoring organisation if any (comma)

Time using 24-hour notation (comma)
Day, month of posting (comma)
Viewed day, month, year (comma)
Web address of blog

Example:

Neil, ML. 2009. 'Simpson was probably the wrong name ...', Cartoons in Africa, blog comment, Checkers Supermarket, 21h07, 14 April, viewed 26 October 2011, <http://blog.cartoonsinafrica/index.php>

Note:

If you have a title and a subtitle to the individual blog comment, the format is: Title (colon) Subtitle (single inverted commas, comma)

Podcast or vodcast

Main presenter's surname (comma)
First name or initials, whichever is stated on the title page (full stop)
Year of broadcast (full stop)
Title of item (italics, comma)
Title of programme (comma)
Publisher/producer (comma)
Place produced, if known (comma)
Day and month of broadcast (comma)
Viewed day, month, year (comma)
Internet address

Example:

Meerman, Ruben. 2010. 'Meerkats', Catalyst, ABC Television, Sydney, 5 September, viewed 12 November 2011, <http://www.abc.net.au/catalyst/stories.htm>

Note:

If you have a title and a subtitle the format is: Title (colon) Subtitle (italics, comma)

PowerPoint presentation

Author's surname (comma)
Initials or first name, whichever is stated on the title page (full stop)
Year created or last revised (full stop)
Title of presentation (italics, comma)
PowerPoint presentation (comma)
Person/organisation responsible (comma)
Place (full stop)

Example:

Hertzen, Manfred. 2009. Features of business networks, PowerPoint presentation, Hertzen-Owens Finance Consultants, Pretoria.

Note:

If you have a title and a subtitle for the presentation, the format is: Title (colon) Subtitle (italics, comma)

CD-ROM/DVD

Author's surname (comma)
Initials or full name, whichever is stated on the cover (full stop)
Year (full stop)
Title (italics, full stop)
CD-ROM [in square brackets] (full stop)
Place of publication (colon)
Publisher (full stop)

Example:

Haywood, Adrian, E. 1995. Victorian times: an interactive adventure. [CD-ROM]. New York: Graphic Media.

Note:

If you have a title and a subtitle the format is: Title (colon) Subtitle (italics, full stop)

Sound recording - online

Author/authoring body, if known (full stop)
Year created or revised (full stop)
Title of sound recording (single inverted commas, comma)
Title of home page (italics,comma)
Online sound recording (comma)
Organisation responsible for the site, if known (comma)
Viewed day, month, year (comma)
Web address

Example:

Webcorp Multimedia Archive. 2010. 'From JFK's inaugural speech', Historic Audio Archives, online sound recording, Webcorp, viewed 1 May 2011, <http://www.webcorp.com/sounds>

Note:

If you have a title and a subtitle to the sound recording, the format is: Title (colon) Subtitle (single inverted commas, comma)

Sound recording - music, CD or MP3

Name (if individual names are used, place surname first, followed by first name or initials) of most important contributors eg: composer, performer author, orchestra etc. (full stop)
Year of recording (full stop)
Title of item (single inverted commas, comma)
Title of recording (italics, comma)
Format (comma)
Publisher/producer (comma)
Place produced, if known (full stop)
Any special credits etc can be noted here (full stop)

Example:

Black Eyed Peas. 2009. 'I gotta feeling', The E.N.D (The Energy Never Dies), CD, Interscope. Produced by David Guetta.

Cunxion, Li. 2009. Mao's last dancer, MP3, Bolinda Publishing, Tullamarine, Vic. Read by Paul English.

Note:

If you have a title and a subtitle for the item, the format is: Title (colon) Subtitle (single inverted commas, comma)

If you have a title and a subtitle for the recording, the format is: Title (colon) Subtitle (italics, full stop)

Online video clip

Author/authoring body, if known (full stop)
Year created or revised (full stop)
Title of clip (single inverted commas, comma)
Any extra information on video clip (comma)
Title of home page (italics)
Online video clip (comma)
Organisation responsible for the site, if known (comma)
Viewed day, month, year (comma)
Web address

Example:

O'Mera,S. 2000. 'Lava flower', 1.3M Quicktime, Movies of Mount Etna, online video clip, Volcanic World, viewed 23 April 2004, http://www.volcano.und.nodak.edu/vwdocs/movies/night_flow.mov

Note:

If you have a title and a subtitle for the title of the clip, the format is: Title (colon) Subtitle (single inverted commas, comma)

If you have a title and a subtitle for the title of the homepage, the format is: Title (colon) Subtitle (italics)

Online video clip - YouTube

Author/authoring body, if known (full stop). Use format of surname (comma) followed by initials or full name, whichever is stated on the title (full stop)
Year of original publication, if known (full stop)
Title of video (single inverted commas, comma)
YouTube (*italics*, comma)
Online video clip (comma)
Posted day, month, year by username (comma)
Viewed day, month, year (comma)
Web address

Note:

It is best not to use the username of the person who posted the video clip as the author unless they also produced it. Use title of video clip as main/first entry.

If you have a title and a subtitle for the video or video clip, the format is: Title (colon) Subtitle (single inverted commas, comma)

Example:

Smith, Sally M. 2006. 'Auschwitz: the Final Solution - BBC clip 1/5', YouTube, online video clip, posted 26 February 2008 by Sharon Rafael, viewed 6 October 2008, <http://www.youtube.com/watch?v=WRtNEzJPTag>

Television programme

Title of broadcast (single inverted commas)
Year of broadcast (full stop)
Television programme (comma)
Publisher/producer (comma)
Place produced, if known (comma)
Day, month of broadcast (full stop)

Example:

'Putting the future first' 2007. television programme, ABC Television, Cape Town, 7 July.

Note:

If it is part of a series, insert the name of the series after year of broadcast (comma)

If you have a title and a subtitle for the broadcast, the format is: Title (colon) Subtitle (single inverted commas)

Film

Title (*italics*, full stop)
Year of production (full stop)
Film in name of format (comma)
Publisher/producer (comma)
Place produced, if known (full stop)
Any special credits/other information may be noted here (full stop)

Note: If the film is viewed in DVD or MP4 or WMV or AVI format, indicate this format after "film".

Example:

Where the Dreams Are. 2003. Film in DVD format, Paramount Pictures, Hollywood, CA, USA. Distributed by Rainbow Products, Pretoria, starring Sandra Smith and Ted O'Fee.

Note:

If you have a title and a subtitle the format is: Title (colon) Subtitle (*italics*)

Citing in the text (without direct quote)

At each point in the text which refers to a particular item, insert the author's surname and publication year (brackets). Initials are not necessary unless two authors have the same name.

Example text:

The work of Gibbs (1992), Shapiro (2001) and Ellens (1978) all deal with the importance of research in educational psychology.

Note:

Remember that the full bibliographic reference for the cited works will also appear in the bibliography at the end of your assignment.

If there are 2 authors, give both authors joined with an “and”.

If there are 3 or more authors (up to a maximum of 4 authors), give all authors separated by a comma, with the last author preceded by “and”.

If there are more than 4 authors, give the first author and add et al.

Editor and compiler may act as authors but place ed. or comp. after their names.

Citing in the text (direct quote)

After the direct quotation include the author's surname and publication year followed by page number/s (brackets, full stop)

Example:

"Suntime is funtime" (Harris, 2004, p. 45).

Note:

Remember that the full bibliographic reference for the cited works will also appear in the bibliography at the end of your assignment.

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Editor and compiler may act as authors but place ed. or comp. after their names.