

# Bibliography Guidelines

Use the following examples as a guide when compiling a bibliography.

## Books

Gunson, D. (1993). *A guide to the New Zealand seashore*. Auckland: Penguin.

## Parts of a book or encyclopaedia

Wade, T. E. (1999). Electronics. *The World Book Encyclopedia*. Chicago: World Book. vol. 6, pp. 206-217.

## Magazine article

Judd, W. & Quinn, P. (1999). Living under the shadow of cancer. *New Zealand Geographic*, 43, pp. 20-57.

## Films and video

Weir, P.B. (Producer), & Harrison, B.F. (Director). (1992). *Levels of consciousness*. [Videotape]. Boston, MA: Filmways.

## Newspaper article

Bennett, J. (2000, January 26). Buskers risk dignity for a dollar. *The Press*, p. 6.

## Internet site

Philp, M. (1999). Toxic shock. *Listener*, 6-12 March. Retrieved February 29, 2000: [http://www.rage.org.nz/listener\\_toxic.html](http://www.rage.org.nz/listener_toxic.html)

## The essential elements of the reference include:

- name of the author, including their initial
- year of publication in parentheses
- title of the chapter, or paper
- title of the book or serial in italics (or underlined)
- edition or volume number
- place of publication (by city, rather than country name)
- publisher (e.g. Shoal Bay, rather than Shoal Bay Press)
- page numbers of an article

## Footnotes

Footnotes are an abridged form of referencing. Insert footnotes at the bottom of the relevant page.<sup>1</sup>

### Author (initials then last name) title, date published, page number(s)

D. Gunson, *A guide to the New Zealand seashore*. Auckland, (1993), p.12.

### If you use only one book by the same author then subsequent footnotes need only the authors last name and page number.

Gunson, pp.16-21.

### If a footnote is from the same source as the previous footnote then the term 'ibid' can be used.

Ibid, p. 26.

PJA, Christ's College Library, 2004

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<sup>1</sup> American Psychological Association. (1999). Writers workshop: bibliography styles handbook: University of Illinois: APA format. <http://www.english.uiuc.edu/cws/wworkshop/bibliography.htm>