

Referencing – Section 5

Bibliographies and Lists of References – explanation and examples

Section Outline

1. **Bibliography or List of References?**
2. **How many sources should be in my List of References?**
3. **Annotated Bibliography**
4. **List of Figures / Illustrations**
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6. **Sample List of References/Bibliography – continuous**
7. **Sample List of References - in sections**

Bibliography or List of References?

Both these terms are used for the part where references for your sources are given at the end of your report / essay. There are some reasons why you might want to use one term and not the other:

A List of References should *only* include references for works cited in the essay / report. The term Bibliography is used in a number of different ways but generally, a bibliography can also include sources that you have read but not referred to. For L3 (third year) or postgraduate work, it is rare to give sources not cited in your essay.

If you are referring to a large number of non-text sources such as films, artworks or websites, then you may want to divide your List of References into sections. Some courses will specifically ask you to do this and they may specify how you should label each section. The section for your text sources might be called a Bibliography.

There are two samples below, one of which is called a Bibliography and the other a List of References. NB These examples are not based on any particular topic.

Always list your sources in alphabetical order and don't use bullet points.

How many sources should be in my List of References?

Some essays are set to get you researching widely; your tutors may even ask for a minimum number of sources in your bibliography. It will depend on the type of essay or report you choose to write. A research report which summarises existing scholarship on a topic would be expected to have an extensive list of references. You will only be credited for the extent of your research if you actually engage with the sources that you refer to. This means that you need to show that you have thought about the material and incorporated it into your own writing – not just popped in some quotations.

Academic work does not normally have separate lists for different types of source: books, articles, online texts, etc. You may, however, be asked to separate these by your tutor – in which case you should do as asked (see above under Bibliographies and Lists of References).

Annotated Bibliography

You may be asked to compile an Annotated Bibliography when you are preparing to do a dissertation or research essay. In this document you will list the main sources you expect to use for your research (these may be books, journal articles, websites etc). You should do that in the standard Harvard format for a full reference. You will follow each reference with some notes about each source. You should be given specific instructions by your tutors about what they expect but in general you might begin to think about

Who is the text by? What is the author's role – are they an academic, a practitioner, a journalist, a curator? What is their background and expertise?

When was the text written and who is it written for?

What kind of information or insight does the text provide? For instance are you looking at an historical overview or a particular critical perspective?

How does the text connect to your research? What role will the information/insight play in your project?

You may also be asked to provide a quotation from the text which summarises a key part of the content.

List of Figures / Illustrations

A List of Figures, or List of Illustrations, is placed either at the start of an essay or report or at the end, before the List of References (but not included in it). If you are making a Table of

Contents (for instance for a long report or dissertation) you should include the List of Figures in the contents list.

Unlike other references, the figures are not listed alphabetically, but in the order they appear in the work. See below.

Sample List of Figures

Figure 1. PICASSO, Pablo. 1904. *Le Repas Frugal*. The Metropolitan Museum of Art.

Available at :

http://www.metmuseum.org/works_of_art/collection_database/drawings_and_prints/the_frugal_repast_pablo_picasso/objectview.aspx?collID=9&OID=90004093 [accessed April 13th 2011].

Figure 2. BYRNE, Brendan. 2008. *Nutters on the Moor*. Private collection: Ben Carver.

Figure 3. EISENSTEIN, Sergei M. 1944. *Ivan Grozny I* [film still]. From: Roland Barthes. 1977. 'The Third Meaning' (image VII). In *Image Music Text*. (Trans. and ed. Stephen Heath]. London: Fontana Press, pp. 52-68.

Figure 4. Anon. ca. 1680-1688. No title. [lining paper, print]. V&A. Available at: <http://collections.vam.ac.uk/item/O78128/lining-paper-print/> [accessed 19 April 2011].

Figure 5. CLARKE, Harry. 1926. *Gnashing its teeth, and flashing fire from its eyes, it flew upon the body of the girl*. From: Edgar Allen Poe. 1926. *Tales of Mystery and Imagination* (pg. 42). London: Harrap.

Sample List of References – continuous

List of References

COOK, Daniel Thomas. 2008. 'The Missing Child in Consumption Theory'. *Journal of Consumer Culture*, 8(2), pp. 219-243.

CURTIS, Adam. 2007. *The Trap: What Happened to Our Dreams of Freedom? Part I: Fuck You Buddy* [video: DVD]. BBC 2, 11 March 2007.

HATCH, Barney. 2005. Telephone conversation with Simon Templar, 1 August 2005.

MEADES, Jonathan. 1990. *In Search of Bohemia*. Available at:
<http://uk.youtube.com/watch?v=yUH62mXuT6I> [accessed 8 August 2008].

NAUGHTIE, Jim. Presenter on *The Today Programme* [radio broadcast]. BBC Radio 4, 23 July 2008.

PLATO. 2003. *The Republic* [2nd ed., trans. H. D. P. Lee]. London: Penguin.

PAPANEK, Victor. 1974. *Design for the Real World: Human Ecology and Social Change*. St Albans: Paladin.

THOMPSON, E. P. 1966. *The Making of the English Working Class*. New York: Vintage Books.

Sample List of References - in sections

List of References

Bibliography

BETANCOURT, Michael. 2006. 'Same as it ever was: Acts of Digital Re-Authoring'. *VJ Theory.net* [online]. Available at: http://www.vjtheory.net/web_texts/text_betacourt.htm [accessed 22 July 2008].

DANAHER, P. (ed.) 1998 *Beyond the Ferris Wheel*. Rockhampton: CQU Press.

PLATO. 2003. *The Republic* (2nd ed., trans. H. D. P. Lee). London: Penguin.

SZASZ, Thomas. 1999. 'Ceremonial Chemistry'. In Mike Jay (ed.) *Artificial Paradises: A Drugs Reader*. London: Penguin, 278-282.

TOLSTOY, Leo. 2006. *Anna Karenina* (1877) (Trans. Richard Pevear & Larissa Volokhonsy). London: Penguin.

ŽIŽEK, Slavoj. 2008a. *In Defense of Lost Causes*. London: Verso.

[Notice that text sources, even if accessed online, are given here.]

Filmography

BOYLE, Danny. 2002. *28 Days Later* [video: DVD].

CAMMELL, Donald and ROEG, Nicholas. 1970. *Performance* [video: VHS].

HAGGIS, Paul. 2004. *Crash* [video: DVD].

Websites

GUARDIAN FILM. Available at: <http://www.guardian.co.uk/film> [accessed 25 June 2008].

IMDB. Available at: <http://www.imdb.com/> [accessed 26 August 2008].

METACRITIC. Available at: <http://www.metacritic.com/> [accessed 21 June 2008].

MOVIE REVIEW. Available at: <http://movie-review-sites.choice-review.com/> [accessed 26 June 2008].

[These sites are in the websites section because you are interested in them as websites – for their design, the editorial policy, the organisation of material, etc. If you are using a particular review by an author, it would belong in the bibliography, under the author's name.]