



Writing a Bibliography

The bibliography is your list of sources at the end of your work. With the Harvard system sources should be listed in alphabetical order of the authors' surnames.

A book:

Example: **Hare, R.M., 1963. *Freedom and Reason*. Oxford: Oxford University Press.**
Author's surname, initial(s), year of publication, *book title*, place of publication, publisher.

An academic journal article:

Example: **Li, R.Y. and Kaye, M., 1998. Understanding Overseas Students' Concerns and Problems. *Journal of Higher Education Policy and Management*, 20, 1, p41-50.**
Author's(s') surname(s), initial(s), year of publication, article title, *journal title*, volume number, issue number and page numbers.

A chapter in a book with lots of different authors:

Example: **Seden, J., 2003. Managers and their organisations. In: Henderson, J. and Atkinson, D., eds. *Managing care in context*. London, Routledge, p105-132.**
Surname(s) and initial(s) of author, year of publication, title of chapter, *In:*, editor(s) of the book, ed(s), *book title*, place of publication, publisher, page numbers of chapter.

A newspaper article:

Example: **Williams, R. and Bates, S., 2010. Anonymous CVs call to stop job interview discrimination. *The Guardian*, 2 January p4.**
Author's (s') surname(s), initial(s), year of publication, article title, *newspaper title*, date, and page number.

A newspaper article but you don't know the author:

Example: **The Guardian, 2010. Hopes rise for resumption of talks over nuclear deal. *The Guardian*, 2 January p23.**
Newspaper title, year of publication, article title, *newspaper title*, date, and page number.

A report from a company or organisation:

Example: **Oxfam, 1977. *The threat of a good example*. London: Oxfam.**
Name of organisation, year of publication, *report title*, place of publication (if known), and publisher (if known).

A report accessed online:

Example: **BBC, 2008. *BBC Corporate Responsibility Report, 2007/08*. London: BBC Outreach. Available from: http://downloads.bbc.co.uk/outreach/csr_report-2007_2008.pdf [Accessed 06 June 2009].**
Name of organisation (or author), year of publication, *report title*, place of publication (if known), publisher (if known), url, date accessed.

A website/webpage:

Example: **United Nations, 2001. Conflict Diamonds. *The United Nations website*. Available from: <http://www.un.org/peace/africa/Diamond.html> [Accessed 2 July 2008].**
Name of organisation (or author if you know it), date of publication (if you know it), title of webpage or article, *title of the whole website*, url, date accessed.

When you don't know the date:

Example: **Microsoft, ca 2008. Upgrade your Internet experience. *Microsoft UK website*. Available from: <http://www.microsoft.com/en/gb/default.aspx> [Accessed 2 July 2008].**
Example: **Microsoft, no date given. Upgrade your Internet experience. *Microsoft UK website*. Available from: <http://www.microsoft.com/en/gb/default.aspx> [Accessed 2 July 2008].**

You can put 'ca' which means 'approximately' or 'no date given'.