



How to find bibliographic details: video tutorial

<http://www.screencast.com/t/P6TFKbuhSO>

Transcript

Introduction: Welcome to this tutorial on how to find bibliographic details brought to you by Reading University's Study Advice team. It is designed for you to go through at your own pace and you can pause it at any time.

What information is needed: Regardless of the type of source and the referencing style you are using you are required to essentially provide information in your bibliography on 4 main areas: the author of the source that you are using; the date in which it was published or written; the title of the source; and the publication details. The latter may vary greatly depending on the type of source that you are using. You therefore need to be able to know where to find this information within the various sources that you use.

When writing your assignments and using evidence it is important that you keep accurate notes of such information, so finding this information quickly can help to save time.

Books: When using books, the following information is required for your bibliography. You'll note that as well as the title, author and date of book you will need the edition, if not the 1st, and the publisher and place of publication.

The front cover will provide you with the author and title, as in this example.

And the inside front cover will include all other required information, including the edition, the date and place of publication and the publisher. Some confusion can arise if there is more than one date listed, you should use the date for the publication of the edition that you are using and ignore any reprinting dates.

Photocopying this page in any book you use will help you to ensure you can record the required information accurately.

Chapters in edited books: Chapters in edited books follow a similar format. However in this case the author is the author of the particular chapter you have read and the title refers to the title of the chapter. Details of the book's editors and the title of the book fall into the publication details.

The chapter's first page will therefore provide you with the author and the title elements. And, as with the previous example, a combination of the front cover and the inside cover will provide you with the other information that you require; covering the date of publication, the edition, the publisher and place of publication. In addition you will need to record the editors of the book, which will sit next to the book's title within your bibliography.

Journals: When referencing journals, in a similar way to edited books, the title of the article you are using and the author are required and form the author and title components in this table. You will also need to make a note of the journal from which the article has come, the date the journal was published and a volume and issue number. These can usually be found on the front page of the article too. You may also be asked for a DOI (or digital object identifier) if accessing articles online. This can also usually be found on this front page of the article. You may be faced with a number of dates listed on articles including submission and review dates – in this instance you should be using the published date.

Website: When using websites you should try, as much as possible, to follow the same format, looking for an author, date, title and publication details. In the first instance you should look for an author of the particular page or document you are using and take a note of this. This may appear under the title or at the bottom of the page. If you can find no named author, it is acceptable to use the organisation. The date refers to the date the page was published not the date that you are viewing it and you may find a copyright date at the bottom of the page to help with this. Within publication details you will need to take a note of the full URL and the date you accessed the information.

Using this example you can see that the required information has been found by both searching the top and bottom of the webpage.

For more information on referencing website click on this link to our 'referencing websites tutorial'.

Missing some details: It is not uncommon for students to come to Study Advice when, at the last minute, they are compiling their bibliography, with questions like these.

It is important to try and avoid this by taking accurate notes of your sources as you go along. However, if you do find yourself in this position you need to first of all start with the information you do have.

You could try searching for a book in google books, if you have a title or an idea of an author. Or use google scholar if you have an idea of the title of your article. In a similar way you could use the library database using the information you might have and also check your reading lists, as you may have used a resource you were recommended to read without realising it.

Your library account will have recorded books you have taken out. And finally you could always ask a liaison librarian, who is familiar with the sources that are used on your course.

One thing you should not do, however, is make up any information. If you don't know details of a source you should not be using it within your assignment, which is why it is so important to record this information accurately when researching.

Tips and Summary: So, in summary, our top Study Advice tips for finding bibliographic details are:

- Before looking for bibliographic details ensure you know the type of source that you are using and the required elements of the reference.
- Take accurate notes as you are researching to avoid any last minute panics.
- And remember, without full accurate details of your reference, you cannot cite it correctly and if you can't cite it correctly, you should not be using the source.