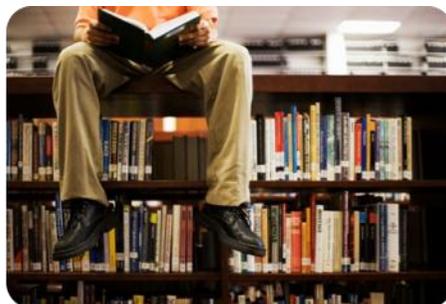


Every idea has its owner – give them credit:

Key Points to remember:

- Every source of information has an author (or authors) who have spent time creating and researching it.
- You can't use an author's work or ideas, including images, without acknowledging or **crediting** this input.
- **Don't just cut and paste.**
Putting what you've found into **your own words** increases your knowledge and proves your understanding - which is the best way to learn!

Writing a Bibliography



Let your teacher know your sources:

Key Points to remember:

- By including a bibliography you demonstrate clearly that you have incorporated other people's ideas in your work; this shows your teacher that you have researched the topic properly and are using reliable sources.
- Using an author's work or ideas, without duly crediting the original, is known as **plagiarism** (trying to pass someone else's work off as your own).
It is vital to credit all your sources, otherwise, deliberate or not, you may be accused of cheating with serious consequences.

Enable someone else to find your sources:

Key Points to remember:

- When you write a bibliography you should give enough information about each source, whether it is a website or a printed text, that others, in particular your teacher or a marker, can find it easily.
- We do this by using the **full title formula**: this includes all the **basic details** necessary to find a source, using a **consistent format** which everyone can understand.

*“Giving CREDIT
where CREDIT is
due...”*

OFQUAL *“Using Sources – A Guide for Students”*
<http://www.ofqual.gov.uk/files/2009-12-24-plagiarism-students.pdf>, accessed 30/11/2010

Writing a COOL Bibliography:

Content

- Include all your sources – even ones you have not directly quoted in your project.

Order/ Organisation

- Sources are organised in **alphabetical order** using the author's last name.
- They should be **numbered** (1, 2, 3 etc) to show clearly how many sources were used.

Language

- Punctuation marks and CAPITAL LETTERS are essential parts of the **full title formula**.

Full title formula for a website (or online image*):

Author last name in CAPITALS.
An author can also be a company or organisation

Title: all describing words start with capital letter; title surrounded by quotation (speech) marks

BRITISH BROADCASTING CORPORATION "The Fall of the Berlin Wall"
<http://www.bbc.co.uk/clips/the-fall-of-the-berlin-wall/2130.html>,
accessed 30/11/2010

Date you looked at the website

URL – full address of webpage (comma)

*For an online image "author" would refer to the photographer or illustrator.

Full title formula for a book:

Author last name in CAPITALS, initial(s)

The © sign will help with both!
(on page after title page)

Publisher (comma)

Year

GRANT, R.G "The Berlin Wall" Wayland Press Ltd, 1998

Book Title: all **describing** words start with capital letter; title surrounded by quotation (speech) marks

Full title formula for a newspaper / magazine article:

Author's last name in CAPITALS, initial(s). **If more than one, put in alphabetical order by last name.**

Title of article: all **describing** words start with capital letter; title surrounded by quotation (speech) marks

CONNELLY, K and MARKS, D. "Somber and Reflective: Berlin Marks Wall Anniversary" The Guardian Newspaper, 13 November 2009, pg. 11-12

Page

Name of Newspaper

Date published

Putting It Together...

Bibliography

Alphabetical order by author

Title

1. BRITISH BROADCASTING CORPORATION "The Fall of the Berlin Wall"
<http://www.bbc.co.uk/clips/the-fall-of-the-berlin-wall/2130.html>,
accessed 30/11/2010
2. CONNELLY, K and MARKS, D. "Somber and Reflective: Berlin Marks Wall Anniversary" The Guardian, 13 November 2009, pg. 11-12
3. GRANT, R.G "The Berlin Wall" Wayland Press Ltd, 1998

Numbered

Writing a Bibliography Core Targets

ALL sources used – books, websites, magazines, newspapers - are included

Your bibliography is arranged in **alphabetical order** using the author(s) **last name**.

Each source is described using the **full title formula** (see left). CAPITAL LETTERS and punctuation marks (speech marks and commas) **must** be used in the appropriate places!

Your bibliography is numbered – 1,2,3 – to make it easy to see how many resources you have used.