

**Writing a Bibliography**

*Your bibliography should contain all resources you have accessed, so that your lecturer can trace each source. It is therefore important to note all the required details of each resource* ***when you access them.***

*When writing your Bibliography the list should be in* ***alphabetical order*** *by the authors’ surname.*

**Resources are entered into a Bibliography in different formats, here are some examples:**

**BOOKS**

Author(s) (surname first then initials), Date, (in brackets) Title (in *italics and each main word should have a capital*), Place of Publication, Publisher

*NB. If there are more than 3 authors enter the first authors name followed by et al. If using italics or underling in the title, be consistent and stick to one version.*

**Book Example**

**Haralambos, M. and Holborn, M. (2008) *Sociology: Themes and Perspectives. 7th Ed*. 7th edn. London: Collins.**

**JOURNALS**

Author(s) of Article (surname first then initials), Date, (in brackets) Title of Article (in ‘inverted commas’), Journal Title (in *italics*), Month/Vol./Issue Number, Page Number.

**Journal Example**

**Baylis N. (2004), ‘Happy to be Healthy’, *Human Givens*, Vol. No4, p.38 – 41.**

**NEWSPAPERS**

Author(s) of Article (surname first then initials), Date, (in brackets) Title of Article (in ‘inverted commas’), Newspaper Title (in italics), Day, Date, Year and Page Number.

**Newspaper Example**

**Vidal J. (2013) ‘Move to drop debate on climate change in schools faces backlash’, *Guardian* [London, England] 19 Mar. 2013 p9**

**White or Green Paper Example**

Author, Date, Title, Place of Publication, Publisher

**Department of Health (1998) Our Healthier Nation: a contract for health. London, Stationery Office.**

**Act of Parliament Example**

Country of Origin, Date, Title of Act, Chapter, Place of Publication, Publisher

**Great Britain (1990) National Health Service and Community Care Act 1990. Chapter 19. London, HMSO.**

**Website**

Author/editor. Date (in brackets), Title (in italics) state: [online]. Edition, Place of publication, Publisher. Available from: URL (website address), Date Accessed (in brackets).

**Individual Author**

**Marieb.E. (2000) Essentials of Human Anatomy and Physiology: AWL Companion Web Site.[online]. 6th edition. San Francisco, Benjamin Cummings. Available from: http://occ.awlonline.com/bookbind/pubbooks/marieb-essentials/ [Accessed 4th July 2012].**

**Without specific Author**

**The University of Sheffield Library (2001) Nursing and Midwifery in the Library and on the Internet. [online]. Sheffield, University of Sheffield. Available from: www.shef.ac.uk/library/subjects/subnurse.html [Accessed 4th July 2011].**

**Electronic Journal Example**

Author, Date (in brackets), Title of article (in ‘inverted commas’), Journal title (in italics) state: [online], Vol./Issue/Number, Page Number, Available From: URL (website address) (where available), Date Assessed (in brackets).

**Bird J. (2003), ‘Selection of Pain Measurement Tools’, *Nursing Standard* [Online], Vol 18 Issue 13, p. 33, (Assessed April 13 2012)**