

Students Resource

How to write a Bibliography - "Giving credit when it's due"

When we use information obtained from other people's works and not give credit, it is just like stealing. Therefore, it is important that we give acknowledge the source of information that we use in our own work..

Basically, a bibliography serves two purposes: It recognises the help that you have received from others; and it is to show the range of sources you have used to complete a project.

Basic Structure

Here are some tips on how you write a bibliography:

* Arrange your bibliography in alphabetical order according to the author's surname.

* An entry has three parts, namely:

:: AUTHOR/S (surname first) followed by the year of publication

:: TITLE

:: IMPRINT (city of publication, publisher)

For Books

Author/Editor(Ed.). (Year of Publication). Title of book. City:Publisher. E.g. Lim, J.Y.(1987). The Malay House: Institut Masyarakat.

For Newspaper articles

Title of article. (Date of Publication). Name of newspaper, page no(s). E.g. National Library Building will not be conserved. (May 27, 1999). The Straits Times, p.51.

For Reports

Name of organisation. (Year of Publication). Title of Report. City of Publication. E.g. Land of Transport Authority. (1996). A World Class Land Transport System. Singapore.

For CD-ROMs

Author. (Year Publication or" No Date " if unavailable). Title of work. [Form]. Source or name of vendor (if any). E.g. Public Utilities Board. (1997). The Save Water Challenge. [CD-ROM]. Singapore Public Utilities Board.

For URLs (Uniform Resource Identifiers on the World Wide Web)

Author. (Year). Title of work. Available: full web address. (Date of access). E.g. Ministry of Education, Singapore. (1998). National Education. Available: <http://www.moe.edu.sg/neu/>. (October 29,1998).

-- Adapted from courseware developed by Mr Adrian Foo, St Margaret' s Secondary School