Institut für Anglistik/Amerikanistik
ESAA

Writing a bibliography
Aims of this presentation

- Whenever you write a term paper, academic essay or article you must include a bibliography, which states the sources (books, articles, web sites etc.) you refer to or have consulted.
- The purpose of this PowerPoint presentation is to guide you through the various steps of writing such a bibliography.
Types of entries

Before you write a bibliography entry, you must decide what kind of work you are citing. For example:

- Book + author(s) who wrote the whole book
- Book + editor(s) – i.e. a book containing chapters written by several people and collected and introduced by the editor(s)
- Author of one chapter in a book
- Author of an article in an academic journal
- Website

Note that special care is needed when writing a bibliography in connection with English literature since literary works are often included in anthologies or in revised editions (see page 10).
All bibliography entries contain at least the following information:

• **Author:** Peter Skehan
• **Title:** A Cognitive Approach to Language Learning
• **Publisher:** Oxford University Press
• **Place of publication:** Oxford
• **Year of publication:** 1998
This information is listed in the following order:

Surname, first name, year, book title, place, publisher


Remember the punctuation!!
Sometimes you will add additional information – e.g. a new edition of a book.

**Date of first and most recent edition**


**Show which edition you have consulted**
Some books consist of a collection of chapters, articles or stories written by **different people**. In this case the book does not have an author but an **editor or editors**, who collected the contributions and wrote an introduction.

**eds. = editors not authors**

You may wish to refer to a **single chapter** in a book written by someone who did not edit the whole book.

**Chapter title – inverted commas**

**Author of chapter**

**Book editor – first + surname**


**Title of book - italics**

**Pages of chapter**
You may refer to an article written in an academic journal.

If a poem/short story/play is included in an anthology, various details about both the author and editor are needed.

Author of play: Orton, Jo (1980). "Entertaining Mr. Sloane" [1964].

Title of play: "Entertaining Mr. Sloane"

Anthology published in this year: 1980

Play written in this year: 1964

Title of anthology: Orton - The complete plays

Editor of anthology: John Lahr

London: Eyre Methuen. 63-151.
Dictionaries and encyclopedias

In this case there is no author's name. Put the title of the reference work before the date of publication.

Note that there are different ways of writing a bibliography – as you will see when you consult books and journals. The form described in this presentation is the one you will be expected to use when writing papers at our Institute.

This presentation has dealt with only the most common types of entry. For a more detailed description, consult the style sheets (Zitierregeln), which can be downloaded from the Anglistik home page:

http://www-gewi.kfunigraz.ac.at/ed/