A Answer the following questions to help you find the information to make a bibliography book entry, whatever the style.

1. What is the author’s surname/family name?
2. What are the author’s initials?
3. What is the year of publication?
4. What is the title of the book?
5. What is the place of publication?
6. What is the name of the publisher?
7. Do you need ed. for editor?
8. What edition is this?
9. Is a bibliography the same as a reference list/works cited list?
10. Arrange these names alphabetically;
    – Rodriguez / Marsden / Smith / McAlpine / Department of Trade / St John
B Choose the correct parts for any style of bibliography.

1

<table>
<thead>
<tr>
<th>Training the Trainers</th>
<th>Riley, T.A./Tony A. Riley</th>
<th>(2007)/(2009)</th>
</tr>
</thead>
<tbody>
<tr>
<td>rptorious / Training the Trainers</td>
<td>Tonbridge/UK</td>
<td>Campus/Icon</td>
</tr>
</tbody>
</table>

2

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>rptorious / Unity Studies</td>
<td>2nd edn/3rd edn England/Manchester</td>
</tr>
<tr>
<td>Langton Press</td>
<td>Manchester, England</td>
</tr>
<tr>
<td>11 Hollington Avenue</td>
<td>Tonbridge, UK</td>
</tr>
<tr>
<td>4 Markham Place</td>
<td>Manchester, England</td>
</tr>
<tr>
<td>2451 Brandt Strasse</td>
<td>Berlin, Germany</td>
</tr>
<tr>
<td>First published 2006</td>
<td>2nd edition 2009</td>
</tr>
<tr>
<td>3rd edition 2010</td>
<td></td>
</tr>
</tbody>
</table>

3

<table>
<thead>
<tr>
<th>Rehabilitation or Retribution?</th>
<th>le Measurier / Measurier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editor</td>
<td>Jason le Measurier</td>
</tr>
<tr>
<td>Searchlight Press</td>
<td>Auckland, New Zealand</td>
</tr>
<tr>
<td>First published 2007</td>
<td>Reprinted 2010</td>
</tr>
<tr>
<td>Second edition 2012</td>
<td></td>
</tr>
<tr>
<td>Big Type Printers</td>
<td>230-256 London Road</td>
</tr>
<tr>
<td>Auckland</td>
<td></td>
</tr>
<tr>
<td>le Measurier / Measurier</td>
<td>Jason L./Jason ed./eds.</td>
</tr>
<tr>
<td>Rehabilitation or Retribution? / Rehabilitation or Retribution? 2nd edn/reprinted Auckland/New Zealand</td>
<td></td>
</tr>
<tr>
<td>Searchlight Press / Big Type Printers</td>
<td>2012/2010</td>
</tr>
</tbody>
</table>
C Put these parts of a bibliography entry in the correct order.

1

**Harvard**

T. (2012) (ed.) Translocal Glasgow Gustafsson *Writing at College Level*

2

**APA**

Blatter Phoenix *Class in the Classroom* (Eds.) (2008) Said London A. & (2nd ed.) M.
3

**Training for Excellence**
Terry A. Brown
Sarah Pearson
Ashton Press

Ashton Press
11 Cricketfield Road
York, UK
First published 2006
Reprinted 2009
Reprinted 2010

**Joining the Dots**
Martin T. Fox Talbot
Tangent

Tangent
Rue Hachette
Paris, France
First published 2007
Reprinted 2010
2nd edition 2011
3rd edition 2013
Pearson
43 L'Avenue de la Victoire
Paris, France

4

(MLA)
*Training for Excellence*  
Ashton Press  
Sarah Brown, Terry A.  
2010  
and  
Pearson  
York

(MHRA)
*Joining the Dots*  
Martin T. Fox Talbot  
(Paris: Tangent, 2013)  
Fox  
3rd edn  
T.
D Find the two mistakes in each of these bibliography entries. Correct them and finally, rewrite the entry in your preferred style.

1

VIRTUAL CLASSROOMS
Edited by Claire Brown and Abdul Farook
Cooper

Cooper Press
14 All Saints Drive
London, UK
1345, 4th Avenue, New York,
MA, USA
First published 2006
Reprinted 2010
Printed by TextInk
12 Viking Road,
London

(Harvard)

2

Learning in the New Millennium
Susan Challon
Cyclops
Hong Kong London

Cyclops Publications
11 Kings Drive
London, UK
1345, Central Plaza, Hong Kong
First published 2006
2nd edition 2008
3rd edition 2010
ISBN 2-34-1748-35

(APA)
3. **THE SOCIAL ROLE OF EDUCATION**

Mary Morton
Ken Taylor
Jorge Callas
Beth A. Ridley

OPUS
3 Cambridge Road
Newport, UK

First published 2006
2nd edition 2008
3rd edition 2010

Printed by PrintTech
12 Marsh Road, London

(MLA)

4. **Discourse Analysis**

Kieron L. Mason

Universal
Sydney London

Universal Publishers
11 Kings Drive
London, UK
143, Pike Avenue, Sydney, Australia

First published 2006
2nd edition 2008

(MHRA)

**E Change the style of the bibliography entry.**


Answers

A

1. **Tippet-Caxton** (Look for the second full word onwards, not single letter, and use that. Here, it is a double surname, and these often have a hyphen -).
2. **H. F.** (Henry is the first name, F. is the initial of his middle name. This is always the order in Western writing - first name, middle initial if there is one, then surname/family name. You reverse this order in the bibliography).
3. **2013.** (Often there are lots of years; always choose the last one).
4. **Course Design in FE** (Choose the biggest title if there is more than one. Some books have the series title at the top, e.g. here ‘Modern Ideas’ in smaller letters. Also, don’t copy capital letters from the book cover, e.g. ‘COURSE DESIGN IN FE’ into your bibliography; use regular letters, but some styles do add capitals for first letter of main words, e.g. ‘Course Design in FE’, not ‘Course design in FE’).
5. **Manchester or Geneva** (Use cities, not countries, and if there is more than one, choose the one closest to you. Also, choose the city of the publisher, usually higher up on the inside page or on the cover, not printer, which is usually lower down on the inside page).
6. **Target** (This should be easy to find, so on the front cover, maybe the back cover and spine too, and inside. The printer, e.g. here ‘Orion’ and ‘Pearson’ is different and smaller).
7. **Yes** (You need to show this in your bibliography e.g. by writing ‘ed.’ after the surname. An editor arranges a book, so is not always the same as an author).
8. **3rd edition** (You need to show this in your bibliography, e.g. by writing ‘3rd ed.’ It means the book has changed from the first edition. Don’t confuse with ‘reprinted’ which just means the original book was printed again with no changes).
9. **Yes and no** (For some colleges, they mean the same thing; you should use the name they prefer. For other colleges, a bibliography is a list of all sources you read, and a reference list/works cited means a list of only those sources that you actually quote/cite i.e. refer to, in your essay).
10. **Department of Trade / Marsden / McAlpine / Rodriguez / Smith / St John**

B

Answers contd.

C


D

   Brown, Claire and Abdul Farook, eds., *Virtual Classrooms* (London: Cooper, 2010) (MHRA)
Answers contd.


E


   Cairo: Pampus Press. (Harvard)
   Cairo: Pampus Press. (APA)
   Cairo: Pampus Press, 2013. Print. (MLA)

**NB** Follow your department guide exactly, as bibliography format often varies from college to college even within each style.