

HOW TO WRITE BIBLIOGRAPHY: SOME TIPS

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BOOKS

1. Author's surname, name, *Title* (date). Publishers: Place of Publication.

N.B.

2. When there are more than one names of authors, then you can either write:

First author's full name *et al* or

First author's full name, other author's name & other author's name

3. If there is no name of author but instead the name of an editor (or more), then you write the name(s) of editor(s) in place of the author's name:

Editor's surname, name (ed.)

4. If there is an editor who you have to refer to for some reason, even if there is an author, and/or a translator, then you can write:

Author's name, (ed. by ...) or/and

Author's name, (trsl. from Greek into English by ...)

5. If you write a lengthy document (e.g. a dissertation or thesis), it is necessary that you always refer to the *first publication* of the book listed at the end, unless you *have used* the book's first publication.

6. If a book is part of a series, then you refer to both, the *name of the series* when given and to the *Volume number*. If you refer to a particular unit/ section in one series, then you refer to it in inverted commas [“...”].

(See examples below)

Examples

- 1** Arendt, Hannah, *The Human Condition*, ‘Charles R. Walgreen foundation Lectures’ (1958). The University of Chicago Press: Chicago, London.
- 2** Aristotle, *Poetics*, (trsl. into Modern Greek by Simos Menardos; intr., text and interpretation by I. Sykouris) (1936). The Hellenic Library, Athens Academy: Athens.
- 3** Auerbach, Erich, *Mimesis: The Representation of Reality in Western Literature*, (trsl. by Willard Trask) (1974). Princeton University Press: Princeton, New Jersey. First published, 1953.
- 4** Augustine, Saint, *Confessions*, (trsl. by Vernon J. Bourke), in the series “The Fathers of the Church” (1966). The Catholic University of America Press: Washington D.C., Vol. 21. First published, 1953.

- 5 Augustine, Saint, *Confessions*, (trsl. by William Watts, 1631), (ed. by T.E. Page, E. Capps, W.H.D. Rouse, L.A. Post, E.H. Warmington) (1946). William Heinemann: London, & Harvard University Press: Cambridge, Massachusetts, Vol. 2. First printed, 1912.
- 6 Foot, Philippa, “Morality and Art” in *Philosophy As It Is*, (ed. and intr. by Ted Honderich and Myles Burnyeat) (1979). Penguin: Harmondsworth, Middlesex.
- 7 Scholes, Robert & Kellogg, Robert, *The Nature of Narrative* (1981). Oxford University Press: London, Oxford, New York. First published, 1966.

ARTICLES

Author's surname, name, “Title”, Name of journal/ newspaper/ periodical, Vol. Nr, Issue Nr, (full date), pp. ...

N.B. Note that you always refer to the total page numbers where articles are concerned in the bibliography!

Examples

- 1 Josipovici, Gabriel, “On the Side of Job”, *Times Literary Supplement*, No. 4,249, (7 Sept. 1984), p.989.
- 2 Kermode, Frank, “Mr Green’s Eggs and Crosses”, *Encounter*, Vol. XVI, No. 4, (April 1961), pp.69-75.
- 3 Wain, John, “The Life and Death of Arthur Koestler”, *Encounter*, Vol. LXI, No.2, (Sept.-Oct. 1983), pp.45-64.

More tips:

1. In *BIBLIOGRAPHY*, write main titles of essays, as shown above, and where applicable.
2. In *NOTES/ FOOTNOTES*, cite, for example, “Title of essay” in *Title of Book*.
3. For the purpose of quoting from an author’s book, which you intend to refer to many times in your writing, you could do the following:

First write a Note/ Footnote (for each book you will be quoting from), that is:
Reference... ‘Hereafter [abbreviated X] and cited in the text’.

Or:

Reference ... ‘Hereafter, I have used the same edition throughout the dissertation/ thesis/ other* and cited in the text.’

- It depends on what kind of written work you are dealing with.

THE INTERNET

Full electronic address - if possible, more address details that ensue - topic chosen, Author's/ Authors' full name(s), *Title*, (date), pp. numbers (generally, any details, if given).

Example

www.google.gr: marine biology
Eilperin, Juliet (Washington Post Staff Writer), "Wave of Marine Species Extinctions Feared". (August 24, 2005), p. A01.

If you write a longer piece of writing, such as a dissertation/ other, where Contents are necessary, then you create a page (or more) with a list of your Contents, citing headings, e.g. Introduction, Prologue, Chapter 1, Chapter 2, etc., Conclusion and page numbers. This should be included after you have finished writing and printing everything else, otherwise you would not be certain of the page numbers that should be included.

If you have used sources from Libraries, and have generally had assistance personally from anyone, you can always include a page or two with your "Acknowledgements", thanking the people/ librarians et al respectively.
