

Lincoln High School Bibliographical Details

(These details apply to all courses at Lincoln High School.)

When you produce a research report or inquiry you include information (facts /ideas/data /quotes/pictures /diagrams /maps, etc.) from different sources. All information used in a report or inquiry must be acknowledged in a reference list so that it can be checked and authenticated. The reference list is the last page of a research report or inquiry.

The following bibliographical details are required in a reference list.

Table A: Bibliographical details that need to be included in a reference list

Source	Details required in order	Example
Books	<ol style="list-style-type: none"> 1. Name of author (surname and initials or given name) 2. Year of publication 3. Title of publication (use italics or underline) 4. Publisher 5. Place of publication 	Peckham, A. 1990, Resources Control, Gloucester Press, London.
Articles (periodicals/ magazine articles)	<ol style="list-style-type: none"> 1. Name of author of article (surname and initials or given name) 2. Year of publication 3. Title of article, in quotation marks 4. Title of periodical / magazine (use italics or underline) 5. Volume number 6. Issue (or part) number 7. Page number(s) 	Grzelewski, D. 1998, 'Paparooa, the turbulent coast', New Zealand Geographic, no. 40, pp 26-50.
Newspaper	<ol style="list-style-type: none"> 1. Newspaper title (use italics or underline) 2. Date published 3. Page used (where possible) 	New Zealand Herald, 27 October 2006, p A4.
DVD/Film/TV/ Video/ Radio/ CD ROM	<ol style="list-style-type: none"> 1. Title (use italics or underline) 2. Date of recording 3. (format) 4. Publisher 5. Place of recording 6. Any other details that might be useful (e.g. director if available) 	60 Minutes, screened 3rd October 1999, (Television programme), TVNZ, Auckland, directed by Fergusson, B.
Internet	<ol style="list-style-type: none"> 1. Site title (use italics or underline) 2. [Online] 3. Available from: <URL> 4. [date of access] 	Christchurch City Libraries Catalogue, [online], Available from: < http://librarydata.christchurch.org.nz/web2/tramp2.exe/log_in > [14 June 2006].
Personal Contacts	<ol style="list-style-type: none"> 1. Name of contact (surname and initials or given name) 2. Contact details 3. How you contacted them (email, personal interview) 4. Relevance to research topic 5. Date 	Holloway, Mary, mary.holloway@xtra.co.nz, email, Civil Engineer, 17 November 2007

Note: Check with your teacher to see if you need to include text referencing or footnoting (see next page for details) in addition to a reference list.

Authenticity of Bibliographical Details

To ensure all information used in a research report or inquiry can be checked and authenticated, any facts /ideas/data /quotes/pictures /diagrams /maps, etc., must be acknowledged at the point where they are used in your report. There are two ways to do this, either is acceptable.

Option 1: Use in text referencing

This appears in the text of your article immediately after the sentence in which the information has been used.

Example: The Whale Liberation Society believes that whales are sacred animals and should never be killed (New Zealand Herald, 27 October 2006).

The following details listed in Table B must be mentioned for each source, when you use in text referencing.

Table B – In text referencing details

Source	Details required in order	Example
Books & Articles	<ol style="list-style-type: none"> 1. Author's surname 2. Year of publication 3. Page numbers 4. All in brackets. 	(Peckham, 1990, p265.)
Newspaper	<ol style="list-style-type: none"> 1. Newspaper title 2. Date of publication 3. All in brackets. 	(New Zealand Herald, 27 October 2006)
DVD/Film/TV/ Video/ Radio/CD ROM	<ol style="list-style-type: none"> 1. Title 2. Year of recording 3. Publisher 4. All in brackets. 	(60 Minutes, 1999, TVNZ)
Internet	<ol style="list-style-type: none"> 1. Site title 2. Year of access 3. All in brackets. 	(Christchurch City Libraries Catalogue, 2006, online)
Personal Contacts	<ol style="list-style-type: none"> 1. Contact's surname 2. Date of contact 3. All in brackets. 	(Holloway, 17 November 2007)

Option 2: Use footnotes

This involves using a number in the text next to your quoted information that came from a reference source (book, article, newspaper, film etc.). The number is repeated at the bottom of the page along with the reference details. The reference details are the same as the details listed in Table A.

Example: The Whale Liberation Society believes that whales are sacred animals and should never be killed