

A bibliography is necessary to record all the relevant details of your sources at the end of an essay or presentation. You may lose marks for not including a bibliography, and if you do not record the information as you read you can waste a lot of time looking for the information later. There are different conventions about writing bibliographic entries, and you need to know which one your university uses.

TASK 1 Organizing bibliographic information

1 Specific methods are used to record the information in a bibliography. Match the following parts of a bibliographic entry 1–5 with the correct label a–e.

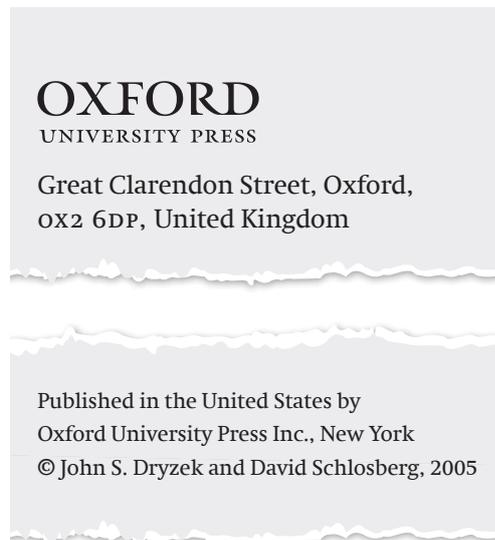
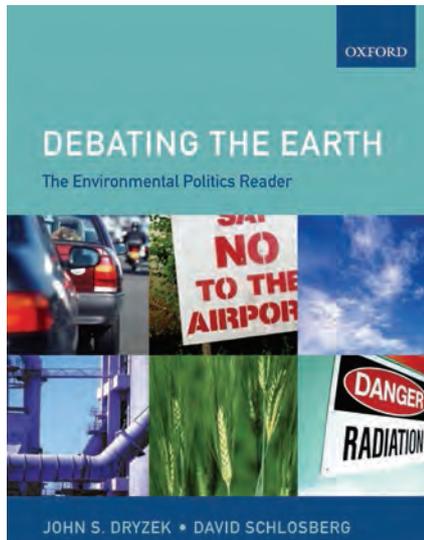
- | | |
|------------------------------------|------------------------|
| 1 Oxford | a year of publication |
| 2 <i>Income Distribution</i> | b publisher's name |
| 3 Fred Campano, Dominick Salvatore | c title |
| 4 Oxford University Press | d place of publication |
| 5 2006 | e authors' names |

2 Look at how the information is recorded in the bibliography. Identify each piece of information and note how it is recorded – for example, in brackets, in italics.

Campano, F. and Salvatore, D. (2006). *Income Distribution*. Oxford: Oxford University Press.

TASK 2 Identifying bibliographic information

1 Look at the following information and identify all the details you would need to write a bibliographic entry for this book.



TASK 3 Writing a bibliographic entry

1 Correct the mistakes in the following bibliographic entries. Refer to the correct entry in Task 1.2 to help you.

- The Business Environment: Themes and Issues*. (2011). Oxford University Press. Oxford. 2nd edition. Wetherly, P and Otter, D.
- John Crane and Jette Hannibal. (2009). *Psychology: A course companion*. OUP.
- Two Billion Cars: driving towards sustainability*. Sperling, D and Gordon, D. (2009). OUP: Oxford.

2 Use the information you identified in Task 2 to write a bibliographic entry for your course book or another book.