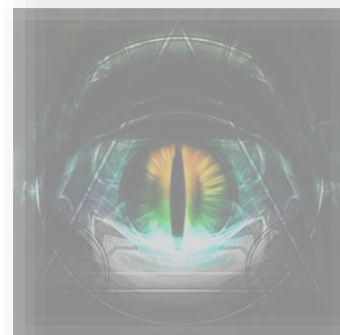# A Bibliography Guide

A Bibliography Guide

Overall Goal

To comprehend the notion of bibliography

General Objective

To train students to write a simple, but adequate and exhaustive bibliography consisting of entries with all 5 universally required pieces of data

Specific Objectives

At the end of this quick study, students will be able to:

1. Define the term *bibliography*

2. Describe more than three dimensions of the importance of a bibliography

3. Explain or clarify the purpose of a bibliography

4. Assimilate the reason why an entry may be deemed incomplete

5. Assimilate the reason why an entire bibliography may be deemed inadequate

6. Gather information for the preparation of a bibliography

7. Identify the five elements required in each bibliographical entry

8. Match bibliographical data with in-text references*

9. Detect and correct listings that are not referred to within a document

10. Detect and correct incompleteness of a bibliography

11. Detect and correct insufficiencies in a bibliography

12. Distinguish the nature of each source (book, magazine, media, etc.) in each entry

13. Arrange elements of a bibliography in an alphabetical order

14. Fill in blanks or voids even on this issue and with a high degree of precision.

*In an academic document, we actually need 3 types of references:
1. **Direct Quotation**: You mention exact citations from their authors.
   EXAMPLE: [Valcin (2001, p. 17) stated, "A curriculum should be…"]
2. **Indirect Quotation**: You paraphrase/interpret ideas without citations.
   EXAMPLE: Valcin (2001) had a different view of a curriculum.
3. All names and sources mentioned in the document must be listed in alphabetical order in an official **bibliography** at the end of the document.

Introduction

For the purpose of clarity, we will simplify every issue dealing with this task of building up a bibliography for whatever class, topic, or reason. While this is a scholarly necessity, it remains essential that students fully understand why they do this, and we want to ensure that all bibliography assignments at AIU will be totally in line with highest standards accepted worldwide. Therefore, our focus will be on the following key issues:

1. Do we understand the actual function of a bibliography

2. Are we able to determine what makes a bibliography sample acceptable or not?

3. Can we build a complete bibliography with multiple sources of data?

Anyone who answers the above with an acute precision will never fail in the preparation of a bibliography for any purpose.

The function of a bibliography

Broadly speaking, a bibliography is a list (originally of books only) of all resources we consult in the process of researching a topic of any nature. Nevertheless, a troubling question might be: since I am the one who decided to conduct my research, why do I need external resources? This is exactly where the term "*standards*" comes in to imply that this activity is also ruled by certain rules. Every human endeavor we do not want to get out of control must be governed by specific principles. Similarly, one key rule is that we must know what others had previously written either on the same topic or some corollaries or tangent contexts of it. This is a major requirement. So, if I am writing about the city that I live in, and which I know very well as much as I know my fingers, I must refer to past data from other authors about that city.

Do not forget, we also mentioned that although some topics lend themselves to very little in terms of a review of the literature, the above rule applies to all topics because some aspects of that topic must be as popular as any other. For example, if I go back to the theme of my city, there must be materials about urban living, architecture, history, etc. that relate to my main issue even remotely.

In other words, regardless of my topic, it is a must for me to report (but, not to copy) elements of the literature in my document. Consequently, doing so will lead to my consultation of books and other resources about my document. This is how I acquire plenty of elements for my bibliography. All the resources that I mentioned in my text must be listed at the end in what we call the bibliography. Easily, any short document (2-3 pages) can yield a bibliography of 15-15 sources.

The competence of a bibliography

Think simply of the following to determine whether your bibliography is both adequate and complete: in my document, people most likely refer to many proper nouns (names of people institutions, landmarks, periods in history, authors, etc.) Every time we make such mention, we must indicate how we know about the name by providing this specific reference in the bibliography. This is what makes the list adequate. We may also tackle a nuance of this idea of adequacy when we ask the question about we really have everything in terms of a truly comprehensive list of sources we used in the document.

Another way to view this issue is to double-check the entries of a bibliography and find out if there are missing pieces. For example, look at this: Jain, A. K. & Kailath, Th. (1989). <u>Fundamentals of Digital Image Processing</u>. Do we know where, in the world, this text has been published, and what the editor or publishing company was? Absolutely no. We cannot do that to a serious reader who has the right to want to check this entry out. Yet, we have not provided that information, and this is wrong. Do not forget the 5 pieces of data we need in every entry of our bibliography: name, date (year), title, place, and publisher.

Does that mean every source we may list in a bibliography must be a book? The answer is no! Remember, what we do with the list is simply inform the readers about what others have *written*, *said*, or *done* on the same topic or something close to it. These potential references may exist in any form: magazines, newspaper articles, unpublished dissertation, CD or DVD media, work of sculpture in wood, pottery or marble, radio and TV interviews, etc. If something concrete had happened in any manner in the past on the topic, it may be used in a bibliography. This leads now to the last question.

The building of a bibliography with multiple sources of data

If I consulted four or more types of sources while researching my topic, do I need a list for each type? Definitely not. One other thing to remember about the purpose of a bibliography is to allow the reader to identify the reference from the text *as quickly as possible*. This is the key reason why *all* entries must be in an *alphabetical order*. Otherwise, it delays the processing of the information in the mind of the reader, and consequently a lack of interest and even discouragement may follow. There is a specific way to list information in a bibliography, which very clearly helps readers determine what specific type of source was consulted for a particular piece of information without resorting to the cumbersome task of building several sections of the bibliography. We will get there shortly.

There are several writing styles in the United States, and we do not want to impose any of them to our students. We want to leave the choice of writing style to each student in particular depending on whether they like the American Psychological Association (APA), the Chicago model, the Modern Language Association (MLA), the Council of Science Editors (CSE), the Harvard Law Review, or any other that might be arising. Furthermore, like I pointed out earlier in this presentation, when it comes to references and the bibliography, these styles differ only in terms of the placement of each piece of data, but they all concur about the specific information necessary in each entry. Hence, we are more concerned mainly about the completeness of each bibliographical entry, which means a listing of the author's name (this can be an institution), the year of publication, the title, the place of publication, and the publisher.

Also, do not forget, you may consult and use any other type of references in your research as follows:

<u>Information from the Internet with a known author</u>:

Graham, C. (2012). How to build a company culture of experimentation. Mashable Business. Retrieved from: http://mashable.com/2012/08/03/work-culture-experimentation/

Information from the Internet with an unknown author (although it is recommended to avoid this type of support in order to maintain the integrity of the material and the reliability of all sources):

What causes Alzheimer's disease? (2008). Retrieved from:
http://www.memorystudy.org/alzheimers_causes.htm

Information from an article in a magazine or elsewhere an (the first number representing a volume number and the second the range of pages where the article is within the Magazine whose title precedes the numbers):

Yanovski, S. Z., & Yanovski, J. A. (2002). Drug therapy: Obesity. *The New England Journal of Medicine,* 346, 591-602.

This format can be used for any audio, DVD, or video file that can be retrieved. This is true for any work of sculpture, email, pottery, advertisement, radio or television show/interview, computer software, posting in any retrievable manner, including, but not limited to, Facebook, Twitter, Google, etc.) If the document or the source is from a personal or familial entertainment chore with no access to the general public, do not use it in an academic document.

The key expression here is the word **retrievable**, that is, about our ability as readers to track down and obtain data mentioned or referred to in an official material. Any way that I can possibly get this document even if it appeared several thousand miles away from where I am, then, it can be used in my academic assignment. In order to wrap this up, let's look at a sample of a one-list bibliography.

Here, you should call this section "References" if you applied the APA format or "List of Works cited" if you used the MLA format, etc. However, since, at AIU, this choice is irrelevant, you may as well call your list "Bibliography" as long as you have all the required elements for each entry.

Bibliography Sample

Abdulla, H., and Valentine, B. (2009) Fundamental and Ethics Theories of Corporate Governance. *Euro Journals Publishing* [online], Vol.1 (14)

Brown, D.R., and Harvey, D. (2006) An Experiential Approach to Organization Development. 7th Edition. USA: Prentice-Hall.

Cole, G.A. (2004) Management Theory and Practice. 6th Edition. London: Book Power.

Cooper, D.R. and Schindler, P.S. (2006) Business Research Methods. 9th Edition. Boston. McGraw-Hill.

De Niro, R., Levinson, B., and Linson, A. Interview by Charlie Rose. *Charlie Rose*. PBS. WGBH, Boston, Oct. 13, 2008 [MLA]

Field, M., and Keller, L. (1998) Project Management. Canada. Open University Thomson.

Graham, C. (2012). How to build a company culture of experimentation. Mashable Business. Retrieved

from: http://mashable.com/2012/08/03/work-culture-experimentation/

Hilb, M. (2005) New Corporate Governance: Successful Board Management Tools.3rd Edition.
Berlin: Heideberg.

Hill, C.W.L. (2007) International Business: Competing in the Global Market Place. 6th Edition.
Boston: McGraw-Hill Irwin.

Hillier, S.F., and Hillier, M.S. (2003) Introduction to Management Science. Mexico City: Tata
McGraw-Hill Publishing Company ltd.

Johnson, G., Scholes, K., and Whittington, R. (2008) Exploring Corporate Strategy. 6th Edition.
London: Prentice-Hall.

Lanting, Frans. "Life: A journey through time." Audubon Nov.-Dec. 2006: 48-52. Print.

Murphy, B. "Tips for a good profile piece." *You Tube*. YouTube. Web. April 19, 2009.

Newbold, P., Cartson, W.L., and Thome, B. (2010) Statistics for Business and Economics. 7th
Edition. New York: Pearson.
New Concise World Atlas. New York: Oxford UP, 2007

Noe, R.A., Hollenbeck, J.R., Gerhart, B., and Wright, M.P. (2006) Human Resource
Management: G*aining a Competitive Advantage*. 5th Edition. Boston: McGraw-Hill.

Robbins, S.P., Judge, T.A., and Sanghi, S. (2009) Organizational behavior. 13th Edition. Delhi:
Pearson Prentice-Hall.

Saunders, M., Lewis, P., and Thornhill, A. (2009) Research Methods for Business Students. 5th
Edition. London: Prentice –Hall.

Solomon, J. (2004) Corporate Governance and Accountability. 2nd Edition. USA: John Wiley
and Sons ltd.

Toit, G.S., Erasmus, B.J. and Strydom, J.W. (2008) Business management. 7th Edition. Cape
Town: Oxford University Press.

Van Dyk, P.S., Haasbroek, G.D., Schultz, H.B., and Sono, T.J. (2004) Human Resource
management. 6th Edition. Cape Town: Oxford University Press.

What causes Alzheimer's disease? (2008). Retrieved from:
http://www.memorystudy.org/alzheimers_causes.htm

Wisniewski, M., and Stead, R. (1996) Foundation Quantitative Methods for Business. London: Prentice-Hall.

Yanovski, S. Z., & Yanovski, J. A. (2002). Drug therapy: Obesity. *The New England Journal of Medicine,* 346, 591-602.

Let's now wrap all this up with a list of *critical signals* you must pay attention to after you build your bibliography. If you can check off about 90-95% of the list, you are in good shape with your bibliography. We will move from the very simple to the complex and complicated dimensions of an academic bibliography.

___ I have presented only one list.

___ I am not using both the words "bibliography" and "references" since they imply the same thing.

___ I have arranged all listings in an alphabetical order.

___ I have included the following in each entry: name, year, title, place, and publisher.

___ I have not begun any entry with a web site.

___ I have not used just a web site as a complete entry.

___ I have presented Internet sources the same above way, but I include the website for the place.

___ I have started web entries with titles only when the author's name is definitely not available.

___ I have not included databases as publishers or companies involved in publications.

___ I have followed all APA guidelines if I chose to use the APA format.

___ I have followed all MLA guidelines if I chose to use the MLA format.

___ I have followed all Chicago guidelines if I chose to use the Chicago format.

___ I have done my best not to mix guidelines from different writing or bibliography styles.

___ I have ensured that readers can quickly identify every category of reference from my list.

___ I have double-checked that all my entries are complete to the best of my knowledge.

___ I have not simply copied a listing of references from another source as my own bibliography.

Personal Practice – Andragogic Style

As a conclusion, try your very best to complete the exercise on your own, and draw your own conclusions as to the extent that you understand this bibliography assignment in your degree program at AIU. Keep in mind, its essential purpose is for you to take a shot at your own understanding of this task and your assimilation of the philosophy andragogy that makes of you the authentic and unique manager of your studies. Should you have serious issues about this, direct them at our Academic Department at Atlantic International University or directly at Dr. Franklin Valcin.

Your specific job is to sort out the correct entries and find the ones that must be corrected in the bibliography sample below. Good luck!

- www.Amnesty.org.

- Anshel, J. (2001). Computer Vision Syndrome. [City or State: Publisher.]

- Ballard, J. G. (1995). Rushing to Paradise. New York: Picador USA.

- Gonzalez, R. C. & Woods, R. E. (1992). Digital Image Processing. Second edition. Addison Wesley.

- www.aiu.edu. Atlantic International University.

- Jain, A. K. & Kailath, Th. (1989). Fundamentals of Digital Image Processing.

- Kalinsky, D. (2003). Basic concepts of real-time operating systems.

- Valcin, F. (2009). Curriculum & Course Design. North Miami Beach: Folawat Press.

- Stallings, W. Operating Systems, Fourth Edition. New York: Prentice Hall.

- Johnson, G., Scholes, K., and Whittington, R. (2008) Exploring Corporate Strategy. 6th Edition. London: Prentice-Hall.

- Wittgenstein, L. (1968). Philosophical Investigations. New York: Macmillan.

- Yanovski, S. Z., & Yanovski, J. A. (2002). Drug therapy: Obesity. The New England Journal of   Medicine, 346, 591-602.