

HOW TO WRITE A BIBLIOGRAPHY AND GIVE REFERENCES

It is essential both that you use the work of other writers and thinkers on education to support your own ideas and thinking, and that you give detailed information to anyone reading your work about the sources you have used. If you do not do so, you will be guilty of plagiarism, and your work will have no value. If you take other people's words and ideas without acknowledging the source you are stealing their intellectual property.

If you follow the instructions below carefully your references and bibliography will be accurate and clear.

Your bibliography

First of all, what is a bibliography?

A bibliography is a list of all the books, articles, internet sites, magazines and any other sources of information you might have used or consulted in order to write your essay. A bibliography comes at the end of a piece of work, and may contain just a couple of titles or many hundreds. The reason you create a bibliography is for your own reference in the future, so that you can instantly return to the source of a quotation, for example, without having to hunt through every single book or article, or re-visit all the websites you consulted when writing the essay in the first place. It also shows anyone reading your work where you have got your information from, and enables them to track down anything that they may be interested in reading themselves.

There are different conventions of how to list items in a bibliography, but what follows below is a widely-used modern approach. **Note the layout and the styles applied to the fonts – both are important.** The numbers in orange refer to the notes following the examples

Listing books and articles in your bibliography

Examples of entries

- | | | |
|-------------------|---------|--|
| Greenfield, S | 1998 | <i>The Human Brain: A Guided Tour</i> , Phoenix, London. |
| Lowe, C (1) | 1999 | 'Setting up a School', <i>Montessori International</i> , vol. 9, no 4, (4)
London, p. 20. (6) |
| Montessori, M (2) | 1988(3) | <i>The Absorbent Mind</i> (4), Clio Press, Oxford. (5) |
| Montessori, M | 1989a | <i>Education for a New World</i> , Clio Press, Oxford. |
| Montessori, M | 1989b | <i>The Child in the Family</i> , Clio Press, Oxford. |

Comments on entries

1. The authors are listed by last name in alphabetical order.

2. Usually their initial is given, unless to distinguish them from each other, so if a book by Mario Montessori had been included as well the list would have Montessori, Maria, followed by Montessori, Mario.
3. The date of the edition you are using is given next. You will find this somewhere at the front of the book, usually on the back of the title page. There are usually several dates to choose from. Ignore any that say reprint. Choose the most recent date of an edition. If you include another work by the same author that was published the same year, add a, b, c etc. after the year.
4. Next comes the title of the book, printed in italics. If it is the title of an article, the title of the actual article is in single inverted commas in roman type, followed by a comma, and then followed by the name of the magazine or journal in which the article appears, written in italics.
5. In the title section, each piece of information is separated off from the next by commas. Following the title come the publisher's details, followed by the place of publication.
6. In the case of an article, the pages where the article is to be found in the journal are given, with p. 2 meaning 'on page 2' and pp. 69-74 meaning 'from page 69 to page 74'.

Listing websites in your bibliography

To give a reference to a website page or web document in your bibliography you need to give:

1. the authorship, which is the organisation or company responsible for the website, or the author of the document if that's given
2. the year (usually found at the bottom of the page)
3. in italics, the title of the webpage or document
4. in square brackets, the type of medium, e.g. [online]
5. the place, producer or publisher
6. the address you found it. Write 'available at:' then give the web site address or URL (Uniform Resource Locator)
7. in square brackets, the date you accessed the webpage or document

E.g. (1) Timpson E, Hughes S, Willott J et al, Department for Education, (2) 2014, (3) <https://www.gov.uk/government/news/landmark-children-and-families-act-2014-gains-royal-assent>, (4) [online], (5) UK Government, available at: (6) <https://www.gov.uk/government/announcements>, (7) [accessed on 5 May 2016].

Referring to books and articles in your essay

Referring to, or quoting from another writer's work is essential if you are relying on their thinking as the basis for the points you're making. You can argue with them if you want to through the way you introduce the reference, but more commonly you will refer to other sources give weight and authority to your points. If you have written an accurate bibliography then you don't need to repeat all the information given there in the body of the essay. *It is enough to give the author's last name, the date of the book or article, and the page number or numbers you're referring to.*

Here is an example of how a reference might appear in your essay. You are writing about movement and these are your own words. You give the reference in brackets to signpost the reader to where Montessori herself made this point, but you are not directly quoting from her work:

Maria Montessori was convinced that movement was a very important factor in early intellectual development (1988:125).

Looking at your bibliography we can see that of the books you have included by Maria Montessori, only one was published in 1988, *The Absorbent Mind*. This reference in the essay tells us to look there, on page 125.

Now here is how a quotation might appear. It is a good idea to try and integrate the words from the quotation into your own sentence. Generally quotations should not be longer than one or two words, or a line at the most. If they are longer than this then they need to be indented from the main margin of your essay and written as a block of text, but this is not recommended for the type of essay that you will be writing.

Let's imagine that you are still writing about movement, and you make the statement:

Modern research into brain function and development confirms the connection between repetition of movement and development of the intellect that Montessori had already observed: 'Watching a child makes it obvious that the development of his mind comes about *through* (1) his movements' (1988:131). (2)

Here you have made your statement, but you are using what Montessori herself said to add validity to the point you have made.

Notice in this quotation the italics used in the original (1) have been retained. You will need to be careful to observe the spelling of the original also, because a number of the Montessori texts we refer to are American editions and have different spellings.

(2) Notice also that in this case we haven't included 'Montessori' in the reference brackets. Why not? Because she is already mentioned in the sentence in which the quotation occurs. If you had written this differently, not mentioning Montessori by name, the reference would be in this format (3):

Modern research into brain function and development confirms the connection between repetition of movement and development of the intellect that had already been observed: 'Watching a child makes it obvious that the development of his mind comes about *through* his movements' (Montessori, 1988:131). (3)

Referring to websites in your essay

The point of giving references in your essay is to give a quick indication to the reader of the source you used and its exact location. Unfortunately references to web pages are very long, and they're very distracting to the reader. So, for references to web pages please do the following:

In the body of your text put the name of the website in round brackets.

Number the reference with a superscript number, for example (www.gov.uk)¹

At the foot of the page give the superscript number followed by the web page or web document details in full. The details you need to include are:

1. the authorship, which is the organisation or company responsible for the website, or the author(s) of the document if given
2. the year (usually found at the bottom of the page)

3. a route to the actual page (copy and paste from your browser when you're on the page in question)

For example: ¹ (1) Department for Education, (2) 2014, (3)
<https://www.gov.uk/government/news/landmark-children-and-families-act-2014-gains-royal-assent>

Don't forget to include the full reference to the website in your bibliography, although it's not necessary to repeat the details of the actual page again.

A word of encouragement

If you've not done any referencing or bibliography work until now, this may all look a bit daunting, but it is just a set of instructions. Follow them carefully and you'll be fine. And if you go into your account area on the Montessori Partnership website you'll be able to watch short video presentations to help you with compiling a bibliography, using websites, including quotations and references and also on how to plan and write your essay.

And finally:

Some points to remember:

- *As regards numbers of references in your essay, the more the better.*
- *With regard to the length of quotations, and the amount of information included as references in the body of your essay, keep them as short as possible.*
- *It's more important to include a reference, even if you're not sure you've presented it correctly, than not to include it.*
- *You will get better with practice!*