Tips for Creating Bibliographies

You DO have to provide a reference when using:

• another author’s idea, argument or theory
• another author’s exact words or phrasing (direct quotes)
• specific information from another person’s work (statistics, graphs, examples, case studies, art work, music, etc.)
• paraphrased or summarized information from another author’s work

You DO NOT have to reference:

• common knowledge (facts, dates, events, etc., that are generally known; for example, Canada was founded in 1867)
• your own experiences or opinions
• your own critical analysis

• Ask your instructor which ‘citation style’ is required for your class.
• Always use the most recent edition of a style guide.
• Each short citation embedded in the text of your essay must refer to a fuller citation in the bibliography.
• Consider using a ‘citation manager’ (e.g., RefWorks; Zotero) to simplify the process of embedding in-text citations and formatting your bibliography.
• When making notes from your readings, write down the author’s last name and the page number, so you can find it again easily.
• When you photocopy material from a book, copy the book’s title page also as this will help you when creating your bibliography.
• When taking notes be sure to put exact words and phrases in quotes (noting author and page).
• Frame exact words in quotes (noting author and page).