

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
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- 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).