

# How to Compile Bibliography

*By Kevin Gary Smith*

Every academic paper ends with a bibliography, a list of resources (e.g., books, articles, interviews) used in writing it. In this chapter, we shall discuss how to compile a bibliography.

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## **Types of bibliographies**

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There are four main types of bibliography: 1) works cited, 2) works consulted, 3) selective bibliography and 4) annotated bibliography. You should select the one that is most appropriate for your paper. When you have selected it, label is appropriately. Do not use “bibliography” as the heading. If it is a list of works cited, call it “works cited”. If you use an annotated bibliography, the heading should be “annotated bibliography”. Let me explain how each kind of bibliography works.

- 1) *Works cited*. In an author-date system of reference, the bibliography is usually a list of works cited. All and only the works cited in the text of the document are listed in the bibliography, which is headed “works cited”. The purpose of the works cited list is to enable readers to locate the sources cited in the paper. Resources you consulted, but did not cite, should not be listed.
- 2) *Works consulted*. This format is more extensive than a list of works cited; it includes all the works you consulted, whether or not you cited them. It indicates all the works that influenced the writing of the paper. Use a list of “works consulted” to provide your readers with a comprehensive list of works on your topic so that they know all the crucial works you used.
- 3) *Selective bibliography*. The purpose of a selective bibliography is to list only the most important resources on a topic. It simply points readers to key works.

- 4) *Annotated bibliography*. In an annotated bibliography, the author adds a few notes after each entry. The annotation provides some information about the resource and/or its significance for the paper. Annotations enrich documents such as research proposals and reading lists.

When writing papers or theses that use an author-date system of referencing, assume that the bibliography should be a list of *works cited* unless you are specifically told to use a different kind of bibliography.

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### **How to compose a bibliography entry**

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Each entry in a bibliography needs to convey four main pieces of information:

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|------------------------------|-------------------------|
| 1) Who wrote it?             | the author              |
| 2) When was it published?    | the date                |
| 3) What is it called?        | the title               |
| 4) Where can it be accessed? | the publication details |

There are well established guidelines for formatting bibliography entries. Although I cannot provide a full discussion of the kinds of sources you will encounter, I shall provide advice for the following common types of entries:

1. Books
  - 1.1. Standard entries
  - 1.2. Edited books
  - 1.3. Editions of a book
  - 1.4. Translated, revised, expanded or updated books
  - 1.5. Volume in a series
  - 1.6. Multi-volume works
  - 1.7. Article in an edited book
  - 1.8. Electronic books
2. Journals, magazines and newspapers
  - 2.1. Journal articles
  - 2.2. Magazine articles
  - 2.3. Newspaper articles
3. Online resources
  - 3.1. The standard format

- 3.2. No date available
- 3.3. No author indicated
- 4. Other sources
  - 4.1. Theses and dissertations
  - 4.2. Interviews
  - 4.3. Book reviews
  - 4.4. Academic papers

### **Bibliography entries for books**

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1.1. These are the *standard entries for a book* with one, two or three authors. The entry lists each author by surname and initials (no commas or periods except between authors), the date, the title (*italicised*), and the publication information (place and publisher).

Smith KG 2007. *How to interpret the psalms: an exegetical guide*. Cape Town, South Africa: Christian Academic.

Smith KG and Tucker LP 2007. *How to interpret the psalms: an exegetical guide*. Cape Town, South Africa: Christian Academic.

Smith KG, Tucker LP and Van Rensburg RD 2007. *How to interpret the psalms: an exegetical guide*. Cape Town, South Africa: Christian Academic.

1.2. If it is an *edited book*, insert “ed.” or “eds” in parentheses after the editors' names.

Smith KG (ed.) 2007. *How to interpret the psalms: an exegetical guide*. Cape Town, South Africa: Christian Academic.

Smith KG and Tucker LP (eds) 2007. *How to interpret the psalms: an exegetical guide*. Cape Town, South Africa: Christian Academic.

1.3. If the book is not a first edition, add *details about the edition* in parentheses after the title. Use these abbreviations: “2<sup>nd</sup> ed.” for second edition; “3<sup>rd</sup> ed.” for third edition; “rev. ed.” for revised edition; and so forth.

Smith KG 2007. *How to interpret the psalms: an exegetical guide* (3<sup>rd</sup> rev. ed.). Cape Town, South Africa: Christian Academic.

1.4. If the book has been *translated, revised, expanded or updated* by someone other than the original author or editor, indicate it in this format:

Smith KG 2007. *How to interpret the psalms: an exegetical guide*. Translated by LP Tucker. Cape Town, South Africa: Christian Academic.

Smith KG 2007. *How to interpret the psalms: an exegetical guide*. Revised and updated by LP Tucker. Cape Town, South Africa: Christian Academic.

1.5. If the book is *a volume in a series*, such as a commentary series, indicate this after the title. If the series is well known and has a standard abbreviation (e.g., Word Biblical Commentary), you may use the abbreviation (i.e., WBC).

Smith KG 2007. *The Book of Psalms*. New evangelical commentary 12. Cape Town, South Africa: Christian Academic.

1.6. These examples show how to cite one volume in *a multi-volume work* and how to cite the entire multi-volume collection.

Smith KG and Tucker LP 2007. *The Book of Psalms* (vol. 1). Cape Town, South Africa: Christian Academic.

Smith KG and Tucker LP 2007. *The Book of Psalms* (3 vols). Cape Town, South Africa: Christian Academic.

1.7. When you use *an article in an edited book*, you enter it under the name of the author (not the editor) and the title of the article. Thereafter, indicate the editor(s), the title of the book and the page numbers of the article. If the article is unsigned, list it by the title (see last example).

Tucker LP 2007. How to analyse a psalm's canonical context. In KG Smith (ed.), *How to interpret the psalms* (2<sup>nd</sup> ed.), 114-127. Cape Town, South Africa: Christian Academic.

Tucker LP 2007. How to analyse a psalm's canonical context. In KG Smith and others (eds), *How to interpret the psalms* (rev. ed.), 194-206. Cape Town, South Africa: Christian Academic.

Tucker LP 2007. The book of Nehemiah. In KG Smith (ed.), *The SATS encyclopaedia of the Bible* (vol. 3), 344-345. Johannesburg, South Africa: SATS Press.

The book of Nehemiah. In KG Smith (ed.), *The SATS encyclopaedia of the Bible* (vol. 3), 344-345. Johannesburg, South Africa: SATS Press.

1.8. For *electronic books*, there are often two sets of publication information: the details of the original paper version and those of electronic edition. The

first example below illustrates how to cite a book when only the details of the electronic edition are available. The second example is for a book that has both a paper and an electronic edition. The date in square brackets is the date the paper edition was published. Publication details are provided first for the paper edition, then for the electronic edition. There are many variations on these examples; consistency is crucial.

Tucker LP 2007. *A commentary on the gospel of Matthew*. Johannesburg, South Africa: Rhema Electronic Books, [www.rhemaebooks.co.za](http://www.rhemaebooks.co.za).

Tucker LP 2007 [2004]. *A commentary on the gospel of Matthew*. Cape Town, South Africa: Christian Academic. Electronic edition: Rhema Library Resources, [www.rhemabooks.co.za](http://www.rhemabooks.co.za).

### **Bibliography entries for journals, magazines and newspapers**

2.1. *Journal articles* are referenced with these elements: author; date; title of article; name of journal; volume (and issue) number; page numbers of the article.

Woodbridge NB 2007. The use of worship songs in youth ministry: a postmodern paradigm. *Journal of the South African Theological Seminary* 10(3):314-327.

The title of the article is written in regular typescript (not italicised); the name of the journal is italicised. The volume number of the journal follows its name (without any punctuation marks between them), and a colon separates the volume number from the page numbers. Many journals are published two, three or four times each year, and each issue is numbered; the notation above, 10(3):314-327, refers to volume 10, issue 3, pages 314-327. Not all journals use issue numbers. By the way, the bibliography entry is identical whether the journal is published electronically or in print.

2.2. *Magazine articles* are cited similarly to journal articles, except that volume and issue numbers do not apply. Instead, the specific edition of the magazine is identified by adding the date of the issue—month if released monthly; exact date if released weekly.

Woodbridge NB 2007 (December). The use of worship songs in youth ministry. *Christian Worship Magazine*, 34.

Woodbridge NB 2007 (14 April). The use of worship songs in youth ministry. *Christian Worship Magazine*, 34, 37-38.

2.3. *Newspaper articles* need to indicate the exact date, the city of publication and the page number.

Woodbridge NB 2007 (14 November). The use of worship songs in youth ministry. Johannesburg, South Africa. *The Star*, 4.

### ***Bibliography entries for online resources***

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3.1. The standard format for an online resources includes these elements: author; date; title of article (not italicised); type of resource; place of access; date of access.

Woodbridge NB 2005. The use of worship songs in youth ministry: a postmodern paradigm. Online article. Accessed from [www.theological-research.org](http://www.theological-research.org), 2007-07-11.

Woodbridge NB 2005. The use of worship songs in youth ministry: a postmodern paradigm. Online blog. Accessed from [www.noelwoodbridge.co.za](http://www.noelwoodbridge.co.za), 2007-07-11.

3.2. If the website does not indicate the date of writing or publication, reference it as “no date” using the abbreviation “n.d.” In square brackets, add the year of access; you will cite it in-text using this date. The two examples below indicate how two articles by Woodbridge would be cited if no date was included on the website.

Woodbridge NB n.d. [2007a]. The use of worship songs in youth ministry: a postmodern paradigm. Online article. Accessed from [www.theological-research.org](http://www.theological-research.org), 2007-07-11.

Woodbridge NB n.d. [2007b]. How to use music in youth evangelism. Online sermon. Accessed from [www.theological-research.org](http://www.theological-research.org), 2007-07-11.

3.3. If the website does not name the author, place the title at the start of the bibliography entry. If an organisation is the author, list it as such.

The use of worship songs in youth ministry: a postmodern paradigm. 2005. Online article. Accessed from [www.theological-research.org](http://www.theological-research.org), 2007-07-11.

South African Theological Seminary, 2005. The use of worship songs in youth ministry. Online article. Accessed from [www.theological-research.org](http://www.theological-research.org), 2007-07-11.

### ***Bibliography entries for other sources***

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4.1. *Theses and dissertations* are cited with these elements: author, date, title (not italicised); type of work; institution; place. If the thesis is available online, include a URL.

Erdey Z 2007. The significance of the “weeping and gnashing of teeth” pericopes to the theme of judgement in the Gospel of Matthew. Master’s thesis, South African Theological Seminary. Johannesburg, South Africa.

Smith KG 2000. Relevance theory and Bible translation: the translation of Titus. Doctoral dissertation, University of Stellenbosch. Stellenbosch, South Africa. Available at [www.theological-research.org](http://www.theological-research.org).

4.2. *Interview* citations need to indicate the person interviewed (under “author”), the date of the interview, who conducted the interview, where the interview was conducted and where the record of the interview can be accessed. Note the use of “interview by the author” when you are referencing an interview you conducted yourself.

Peppler CL 2006 (14 July). Interview by JR Mason. Rivonia, South Africa. Published in *Christian News Magazine* (2007-07-23), 7-8.

Peppler CL 2006 (14 July). Interview by JR Mason. Rivonia, South Africa. Available from [www.chrisp.co.za](http://www.chrisp.co.za).

Peppler CL 2006 (14 July). Interview by the author. Rivonia, South Africa. Transcripts of the audio recording available from the author: [kgsmith@gmail.co.za](mailto:kgsmith@gmail.co.za).

4.3. *Book reviews* are listed under the name of the person who wrote the review. They need to contain full details for both the review and the work reviewed.

Mason JR 2006. Review of F Jabini, *The Holy Spirit in the intertestamental period* (Amsterdam: Acad Press, 2005). *Conspectus* 14:171-172.

Mason JR 2006. Review of F Jabini, *The Holy Spirit in the intertestamental period* (Online book. Accessed from [www.ebooks.co.za](http://www.ebooks.co.za), 2006-04-12). Available [www.theological-research.org](http://www.theological-research.org).

4.4. *Academic papers*, such as those read at conferences, need the name, place and date of the conference at which they were presented.

Mason JR 2006. Maximising the use of technology in theological education. Paper presented at the Theological Higher Education Conference, 17-18 September 2004. South African Theological Seminary, Rivonia, South Africa. Accessed from [www.sats.edu.za](http://www.sats.edu.za), 2007-01-25.

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## **Punctuation in a bibliography**

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The most important thing about punctuating a bibliography is *consistency*. If you read 10 different style guides, you will probably encounter 10 different sets of rules. As long as you stick to the same system throughout your bibliography, it does not matter too much which set of rules you use.

The most important punctuation details relate to the use of capitals, italics, commas, periods and brackets. These two examples illustrate some of the common differences between punctuation systems:

- 1) Smith KG and Tucker LP (eds) 2007. *The new South African dictionary of theology* (rev. ed.). Johannesburg, South Africa: Christian Academic.
- 2) Smith, Kevin G., and Tucker, L. P., eds (2007). *The New South African Dictionary of Theology*, rev. ed. Johannesburg, South Africa: Christian Academic.

The points below contain my guidelines for punctuating a bibliography. They represent my preferred style. If you choose to use variations on the recommended style, just be consistent.

- a) *Capitals*. The modern style uses natural, sentence-style capitalisation. Capitalise only the first word and proper nouns. For example: *The new Bible dictionary* is preferred to *The New Bible Dictionary*. (The older style was to capitalise all words except prepositions and conjunctions.)
- b) *Italics and underlining*. Italicise the titles of books, journals and magazines. Do not italicise the titles of articles, theses, dissertations or papers. Reserve underlining for electronic sources, namely, email addresses or URLs.
- c) *Periods*. The modern style keeps the use of periods to a minimum. For example, do not use periods between initials: record author Lindy Pam Tucker as “Tucker LP” instead of “Tucker, L.P.” In abbreviations, use a period if the last letter of the abbreviation is *not* the last letter of the full word; if the last letter of the abbreviation is the last letter of the full word, drop the period (e.g., “ed.” not “ed”, but “eds” instead of “eds.”; “vol.” and “vols” are correct).

- d) *Commas*. Use commas to separate multiple authors or editors (e.g., Smith KG, Tucker LP and Woodbridge NB) and to indicate page numbers immediately after a title (e.g., *The love of God*, 33-42).<sup>1</sup> Do not use commas between surname and initials (i.e., Tucker LP, not Tucker, LP).
- e) *Brackets*. My preferred style is to place references to editors, editions and volumes in parentheses (some styles use commas to separate this inform); for example: Woods WC (ed.) instead of Woods WC, ed.; *The love of God* (2<sup>nd</sup> ed.) instead of *The love of God*, 2<sup>nd</sup> ed. Whereas some styles place the date of publication in parentheses, this is not necessary. Use square brackets for publication dates in three situations: (i) for the hard copy date after the electronic date, e.g., Wood AB 2004 [1996]; (ii) for approximate dates, e.g., Mordt R [ca. 1869]; and (iii) for online articles when substituting the date accessed for the date published, e.g., Pollock SM n.d. [2006].

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### **How to order the works in a bibliography**

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The rule for arranging the entries a bibliography is simple: *alphabestise* all sources based on the surnames (family names) of the authors or editors. Arrange all the entries in a single alphabetical list; do not divide them into categories (e.g., journals, books, interviews, etc.). Here are some rules for alphabetising:

- If you have multiple entries for the same author, organise them in date order. Write the author's name in the first entry; thereafter, use eight underscores. Organise multiple publications from the same year by numbering them a, b, c, etc.

Williams DHL 2002.  
\_\_\_\_\_ 2004a.  
\_\_\_\_\_ 2004b.  
\_\_\_\_\_ 2004c.

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<sup>1</sup> In some styles, commas are used to indicate “editor” and “edition” information (e.g., Smith KG, ed. 2007. *How to interpret the psalms*, 2<sup>nd</sup> ed. Cape Town: Christian Academic). I recommend you use parentheses for this purpose, but if you use commas consistently, it is fine.

- When alphabetising author's names, follow the exact order of the letters, ignoring spaces and apostrophes. Alphabetise compound family names by the first part of the compound.

Brown JP  
De La Rey, LWC  
De Waard, AJ  
d'Offay M  
Grudem W  
Hall-Lindsay TI  
MacMillan, G  
McArthur KR, Jr  
Smith-Jones LF  
St Denis R  
Van Rensburg RD

- If two authors have the same surname, alphabetise by their initials.

Wilson D 2002.  
Wilson DL 1991.  
Wilson SJ 2007.

- When a source has no author, alphabetise it by the first word of the title, but ignore the words “a”, “an” or “the”.

*The new international version*. 1984. Grand Rapids, MI: Zondervan.  
*Serving the Lord with your talents*. 2002. Online book. Accessed from [www.freebooks.co.za](http://www.freebooks.co.za), 2007-11-01.  
Wilson DL 1991. *A biblical theology of the Spirit*. Cape Town: Acad Books.  
The Word of God. 1998. Online article. Accessed from [www.tjl.co.za](http://www.tjl.co.za), 2007-10-12.  
Zoltan EW 2007. *The Spirit in the Word*. Johannesburg: SATS Press.

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## Summary

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Every piece of academic writing should end with a bibliography. In an author-date system of referencing, the preferred form of bibliography is a list of *works cited*; other kinds are works consulted, selective or annotated bibliographies.

Bibliography entries are organised alphabetically by the surnames of the authors or editors. Entries need to convey at least four essential pieces of

information: Who wrote it? When was it published? What is it called? Where can it be accessed? The exact content and format of entries vary widely depending on the kind of resource it is (e.g., book, thesis, journal article, interview, online resource) and the details available for it.

There are many different style and format guides for writing bibliography entries. Rules regarding what components to include, how to order them, how to punctuate and many other details vary. This chapter offered a set of such guidelines. Whether you follow these guidelines or another set of protocols is not terribly important. There is only one non-negotiable rule—be consistent!