**How Do I Keep a Bibliography?**

All reporting of scientific research must include a bibliography. It is vital that you keep a good record of everything you have read and will use in writing up your research, so that you are able to include it in your bibliography. Here are some things to remember:

1. It is essential to cite every source you mention, and not just the sources from which you have directly quoted.

2. It is not necessary to cite sources you have read when doing your research but have not used in writing it up.

3. It goes without saying that if you have used something to shape your ideas and work it should be mentioned. Due tribute must be paid to those whose work has helped you. Using ideas and/or findings without crediting their original source is a form of plagiarism.

4. There are a few different referencing styles that can be used in writing up your literature review and research findings. You should check with your supervisor or with colleagues to determine the convention at your university or in your discipline.

5. There are tools you can use to help you keep a systematic bibliography. The best known and most widely used of these is Endnote and it is well worthwhile acquiring this (many universities have site licenses for it) and learning how to use it.

**Tip: Don’t postpone starting your bibliography.**

Some effort early on avoids a lot of work later. You can enter citations into your bibliography as you are actually writing up your dissertation/thesis/report.

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