

Introduction: What is bibliography?

A bibliography from [Greek](#) βιβλιογραφία *bibliographia*, literally "book writing"), is a list of books, articles, government documents, manuscripts and other publications on a subject, illustrate and arranged in some systematic order. Bibliographies may be book-length, and are also found as lists of publications in individual books, articles and entries in encyclopedias, etc. According to Gates1994, 129-130) Bibliographies are so useful in the research process because they are a means to locate material on a certain subject.

Carter and Barker (2010) describe bibliography as a twofold scholarly discipline—the organized listing of books (enumerative bibliography) and the systematic description of books as physical objects (descriptive bibliography).

But here we are referring Biography purposely for the students and researchers. As to authenticate any work and give due regards and recognition biography is mandatory for any secondary information.

Why bibliographies are important

It has been argued that published bibliographies have become out-of-date because they have been replaced by online searches of databases, library catalogues and the Internet. We need to understand mere go ogling cannot help out research to write a good paper. As the information in the several websites may be superficial or incorrect. Above all it is not tested and cross-checked. Moreover, it is impossible to do primary work in the entire sphere. Previous works help and give clear idea at the time of comparing any work.

There are several valid reasons for the importance of bibliography:

- They are the work of experienced scholars, Researchers, librarians and surveyors who can judge the significance of the material and help others to work further in the same field.
- Bibliographies can put in order citations in a helpful manner and make it feasible to find relevant information quickly.
- They may include valuable information from sources not covered by databases (chapters in books, government documents, conference proceedings, dissertations, primary sources, etc.). They can include gazetteers archives, manuscripts or interviews.
- Bibliographies save the need to repeat a search in many different databases and indexes and repetition of work.

Thomas Mann, an experienced reference librarian at the Library of Congress, notes that almost every researcher uses a bibliography at the end of a book or article which happens to come their way but it is comparatively rare that a researcher starts out by looking for bibliographies. A

secret of professional researchers is that they start their investigations by looking for published bibliographies (Mann 1998, 131).

Types of Bibliography:

There are three types of Bibliography style which is popular.

Enumerative bibliography

An enumerative bibliography is a systematic list of books and other works such written in Journals

Descriptive Bibliography

It provides sufficient data so that a reader may categorize the book described, understand the printing, and recognize the precise contents. Generally researcher of history and anthropology use descriptive bibliography.

Analytical bibliography

This is about the material features of a textual artifact – such as type, ink, paper, imposition, format, impressions and states of a book – to essentially recreate the conditions of its production.

Important points which any reference in Journal usually contains:

- creator(s)
- article title
- journal title
- volume
- pages
- date of publication

There is no shortage of information today. What is important is 'sourcing' the right input and thereby forming ideas for effective verbal communication. Fresh input comes from watching, listening and reading.

It is not possible to memorize all information. There is no need to. Writing and remembering key information and also remembering key sources of information is important. Ideas keep us alive and lively by facilitating input.

Effective input in the form of information and ideas is the raw material for shared understanding or communication. The synthesis of reference and content comes in form of writing. A student receive en number of information in form of lectures, books or discussion, while to convert it into form of knowledge one needs to theorize it. This process is little tedious. Here comes the role of writing and putting substantial support to the idea in form of reference.

Notes are taken so that it can be used for further work but if it has no reference or bibliography its authenticity is at the stake. These are the main things which one must write if material is in the hard copy at the last of the notes.

Author/Writer's name (Surname than name)

Title of the Publication/Name of the Book, Magazine or material

Date of Publication

The place of the Publication

Name of the publishing company

Edition of the printed copy

Page no.

It has been seen especially with the students at the time of their project compilation; they pick material from internet and at the place of references simply write Google. Now there is more reliance on Internet so if material is in the soft copy, these things must be kept in the mind while referring to it.

Authors or editor name if available if material has been taken from some of the blog its editor's name must be there.

Title page

Web address of the page /URL must be written. For Example =====This must be copied properly as there is high casual attitude has been visible among students in this regard.

Date of copying material as Web pages undergo constant editing and changes should be mentioned.