



# BIBLIOGRAPHY



## 1) What is a 'bibliography'?

A bibliography is a list of references (also 'works cited/quoted', 'list of references'). In a scientific paper, a bibliography includes **all of the sources that have been used** (different uses can be found in the handout "Citing and Referencing", information on how to indicate sources can be found in the handout "Literature References"). However, a 'bibliography' can also generally refer to a **collection of an author's writings or literature on a particular topic**.

## 2) Why do you need bibliographies?

### 1. Bibliographies of others enable research overview

When you deal scientifically with an object, you must find a clear question and a systematic procedure to answer it. **Science is a collaborative project, a process based on the division of labour**. That is, scientific research always builds on previous work and must be evaluated in its context. Therefore, an overview of the questions and the results of others is of central importance. The bibliographies of other authors will help you to do this. These can become preliminary work for your own considerations. You can find important impulses for your own approach, e. g.:

- Which questions can be dealt with in a reasonable way?
- What results can be expected?
- Which approach is appropriate for a particular subject matter?

### 2. Your own bibliography proves your research performance and indicates the sources you used

A bibliography secures the results of your research and makes them usable for future work, further considerations. As an indispensable part of any scientific work, it also enables your readers to **trace and check your sources and reference points**.





### 3) What do I need to do **before starting bibliographic research**?

**Narrow down your topic in a sensible way.** Which terms describe your topic or essential aspects of the topic? Make a **word list** with these terms as well as aynonymous and related words! Decide how extensive and detailed the required literature should be. Find out about **possible search tools** and decide which ones to use: Library catalogs, bibliographic databases (e.g., via DBIS), specialized search engines (e.g., google-scholar, base-search), etc.

#### EXAMPLE 1

**Topic 'Bibliography', possible search terms:**

Bibliography, list of sources, references, works cited [...]

#### EXAMPLE 2

**Topic 'Citation', possible search terms:**

prove, reference, quote, cite, [...]

### 4) How do I **proceed** during the search?

- Check the search facilities and the scope of the selected database/catalog.
- Use your search terms in meaningful **variations** (e.g. in other languages, if useful)
- Use different search field (like keyword search).
- Use **Boolean operators** (and; or; not), **phrases, and truncations** (' with ,?' or ,\*' Ex.: typing 'snow\*' will find results in a database or catalog that include the word or phrase 'snow', such as 'snowball' or 'snowman')
- Check indexes as well as the keywords of previously found works to get ideas for your research.
- Furthermore, an additional search according to the **'snowball system'** can be useful: When you have found suitable articles/monographs etc., look in their bibliographies to find further titles on your topic.

Think about clear **criteria for the evaluation of the results** and the selection of publications to be examined in more detail (e.g. topicality, author's specialization, scope, etc.). You can then store, annotate and organize your results, for example, in a literature management software (Citavi, Endnote, Zotero, Reference Manager, etc.). A good literature management system helps you to keep track of your sources and facilitates the retrieval of individual titles and results (such as theses, results, definitions).



## 5) Wheren can I find more **information**?

At <http://www.ub.uni-mainz.de/kurse-tutorials/> you can find training on literature search and evaluation, on the use of literature management software as well as an online tutorial on efficient literature research.

**The enclosed worksheet** can help you structure your approach and make the individual steps transparent. You will find a completed example on the last page of this handout.

**Good places to look for your literature researche** can be the following:  
Homepage of the University Library with direct access to the online catalog (opac) and the research portal (Rechercheportal) Mainz - <http://www.ub.uni-mainz.de/> (there you will also find a link to the database collection DBIS). For searching scientific open access publications: BASE (Bielefeld Academic Search Engine) at <http://www.base-search.net>





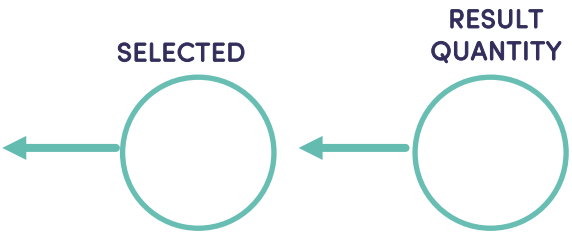
# Bibliography Worksheet

TOPIC: .....

STARTING POINTS / PLATFORMS

SEARCH TERMS

CRITERIA FOR FURTHER EXAMINATION



SELECTED TITLES

SELECTED TITLES





# Bibliography Worksheet

TOPIC: .....

**STARTING POINTS / PLATFORMS**

*Online Catalog, UL Mainz*

**SEARCH TERMS**

*Bibliography, literature research, list of sources, list of references, works cited*

**CRITERIA FOR FURTHER EXAMINATION**

*Introductory content, includes a list of specialized bibliographies, contains practical examples, written in an understandable way*



**SELECTED TITLES**

*Retlich, Norbert, Literatur für das Philosophiestudium, Stuttgart 1998.*

*Mette, Günter /Schöppl, Eva, Wie finde ich Literatur zu den Wirtschaftswissenschaften, Berlin 1995.*

*Feldmann, Reinhard, Wie finde ich Literatur zur Geschichte, Berlin 1995.*

**SELECTED TITLES**

*+++ useful*

*+/- check again*

*+ quite comprehensive*

