



BU Guide to Citation and Referencing in the Harvard Style

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1. Introduction

When writing a piece of work, you need to refer in your text to material written or produced by others. This procedure is called citing or quoting references. Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference.

At BU, you need to use our version of the Harvard System, also known as the 'Author Date' method. Our guidance is based on both the British Standard for the citation and referencing of published material in the Harvard Style, and, interpretations of that system used in academic and research institutions.

For Law, we use a different approach based on the Oxford Standard for Citing Legal Authorities (OSCOLA). Our 'Citing References: Law' guide is available via this webpage: <http://www.bournemouth.ac.uk/library/how-to/citing-refs.html>.

If you are **not** a law student, you should only use our 'Citing References: Law' guide to help you cite legal materials (cases and legislation). You should not use the footnote system of referencing. You should use instead the 'Author Date' method, as described in this guide.

You are also recommended to consult the myBU Academic Skills tab - where you will find worked examples of references using, as appropriate, either the Harvard System or the OSCOLA system for citing legal materials. When you submit work for external publication please follow the guidelines for authors issued to you by your publisher. These may differ from the guidelines set out here.

2. The Harvard system (Author Date Method)

All statements, opinions, conclusions etc. taken from another author's work (print, online or multimedia) should be cited, whether the work is directly quoted, paraphrased or summarised. Paraphrasing is rewriting an argument using your own words, phrasing and interpretation. Guidance on appropriate use of paraphrasing, summarising and quotation in academic writing is available in the myBU Academic Skills tab.

Referencing is a two part process:

2.1. Citing in the text

2.2. References at the end of the work

In the Harvard System all cited publications are referred to in the main body of text by giving the author's surname and the year of publication. Each cited publication must have a corresponding full reference in the list of references at the end of your work. The references are listed in alphabetical order by author name.

Authors/Originators

Use the name(s) of the person or organisation shown most prominently in the source as being responsible for the published content.

If no author is given and there is clearly no identifiable person or organisation, use 'Anon.', except for webpages, newspapers, film, dictionaries or encyclopaedias. See section 2.1.1. point vii for guidance on how to cite these examples. For all examples use the same author notation in the list of references at the end.

Dates

If an exact year or date is not known, an approximate date preceded by 'ca.' may be supplied e.g. (ca.1750). If no such approximation is possible, use (no date). For webpages, it may be preferable to cite the year in which the page was accessed, e.g. (ca. 2009), rather than use (no date).

Where a book, chapter or article has been re-published as part of a different work e.g. an anthology, cite and reference the original date of publication, if given.

Person-to-person communication (letters, emails, interviews, lectures, etc.)

We recommend that references to person-to-person communications such as letters and emails are given only within the main body of the text and are not detailed in the reference list. See page 6 for further guidance.

2.1. Citing in the text

This applies to print and online materials.

Where to place the citation

Place your citation where you feel it should naturally occur within a sentence. Depending on your writing style, it may follow a phrase/idea or appear at the end of a sentence or paragraph. It should always appear before the full stop.

- e.g. As Woods (1999, p.21) said, "good practices must be taught" and so we...
- e.g. In a popular study Woods (1999) argued that we have to teach good practices...
- e.g. Theory rises out of practice, and once validated, returns to direct or explain the practice (Woods 1999).

Quotations

If the quote is less than a line it may be included in the body of the text in double quotation marks. Longer quotations should be indented, single-spaced and appear in double quotation marks.

Pagination

In citations to particular parts of a document, the location of that part (e.g. page number) may be given after the year within the brackets.

When citing quotations from particular parts of a document, the location of that part (e.g. page number) should always be given after the year within the brackets.

For e-readers, where pagination is absent, include chapter instead. For webpages and online newspapers, this detail is not required.

Figures (e.g. diagrams, graphs, tables, illustrations, photographs, etc.)

These should be referenced as though they were quotations taken from a published work.

Page numbers are after the year, within the brackets. Diagrams etc. are usually accompanied by a brief description and are listed throughout a piece of work by figure number.

- e.g. Figure 1. Mona Lisa by Leonardo Da Vinci (Smith and Jones 1990, p.10).

If the item has been copied and amended by you e.g. another axis added to a graph, then use amended from.

- e.g. Figure 1. Mona Lisa by Leonardo Da Vinci (amended from Smith and Jones 1990, p.10).

If the item is your own original work, then use personal collection.

- e.g. Figure 1. Bournemouth Pier (personal collection).

When referring to diagrams, graphs, tables, illustrations, photographs, etc. in the text, you should use Figure number (and Source if relevant).

- e.g. In Figure 2. Bloggs (2009) demonstrates...

You should include a full reference to sources in the list at the end of your work.

Your own original work should not appear in the list of references at the end, as it has not been published.

Text or script from videos, films or broadcasts

These should be referenced as though it were a quotation taken from a published work, but without page numbering.

- e.g. The stereotypical Hollywood icon as typified by Rhett Butler in his last words to Scarlett O'Hara (Gone with the Wind 1939).

Online sources

When citing a webpage on an organisation or company website, use the organisation or company as the author. Do not insert the URL (web address) in the body of your text.

- e.g. Tesco suggest “A quotation from the webpage would be inserted here.” (Tesco 2011).

2.1.1. Examples of Citing in the Text

i) If the author’s name occurs naturally in the sentence, the year is given in brackets:-

- e.g. In a popular study Harvey (1992) argued that we have to teach good practices...
- e.g. As Harvey (1992, p.21) said, “good practices must be taught” and so we...

ii) If the name does not occur naturally in the sentence

Both name and year are given in brackets:-

- e.g. A more recent study (Stevens 1998) has shown the way theory and practical work interact.
- e.g. Theory rises out of practice, and once validated, returns to direct or explain the practice (Stevens 1998).

iii) When an author has published more than one cited document in the same year

These are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the brackets:-

- e.g. Johnson (1994a) discussed the subject...

Note: If you are adding citations from the same author and year, the letters after the date will determine the order in your list of references e.g. ‘Johnson (1994a)’ would be listed before ‘Johnson (1994b)’.

iv) When more than one source is cited

The sequence of citations may be either chronological

- e.g. (Smith 1999; Jones 2001; Turner 2006),

Or, in order of academic relevance.

v) If there are two authors

The surnames of both should be given:-

- e.g. Matthews and Jones (1997) have proposed that...

vi) If there are more than two authors

The surname of the first author only should be given, followed by et al.:-

- e.g. Office costs amount to 20% of total costs in most business (Wilson et al. 1997).

Then a full list of all author’s names should appear in the list of references at the end.

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vii) If no author is given and there is clearly no identifiable person/body responsible

For all examples use the same author notation in the list of references at the end.

For webpages use the organisation or company author:

- e.g. In the Energy Saving Trust (2011) report Your Carbon Footprint Explained...

For newspaper articles use the newspaper title:

- e.g. More people than ever seem to be using retail home delivery (The Times 1996).

For a film, use the title of the film:

- e.g. The stereotypical Hollywood icon as typified by Rhett Butler in his last words to Scarlett O'Hara (Gone with the Wind 1939).

For a dictionary or encyclopaedia, if it is the co-operative work of many individuals, none of whom are the main editor, the title of the work may be used instead.

- e.g. According to the Philips encyclopaedia "A quotation from the text would be inserted here." (Philips 2008, p.11).

For other sources, use 'Anon.':

- e.g. In one history (Anon. 1908) it was stated that...

viii) If you refer to a source directly quoted in another source you cite both in the text:-

- e.g. In a popular study Woods (1999 cited by Jones 2007) argued that we have to teach good practices...
- e.g. As Woods (1999 cited by Jones 2007, p.21) said, "good practices must be taught" and so we...

You should list only the work you have read, i.e. Jones, in list of references at the end.

ix) If you refer to a contributor in a source you cite just the contributor, not the editor:-

- e.g. Software development has been given as the cornerstone in this industry (Bantz 1995).

See section 2.2.1. for an explanation of how to format contributions (e.g. chapter in an edited book) in your list of references.

x) If you refer to a person who has not produced or contributed to a work, but who is quoted in someone else's work - it is recommended that you mention the person's name and you must cite the source author:-

- e.g. Richard Hammond stressed the part psychology plays in advertising in an interview with Marshall (2013).
- e.g. "Advertising will always play on peoples' desires", Richard Hammond said in a recent article (Marshall 2013, p.67).

You should list the work that has been published, i.e. Marshall, in your list of references.

xi) Scriptural Citations (e.g. Bible, Koran/Qur'an)

These should only be included in the text and not the list of references. Include book, chapter and verse. If quoting you may add the translation or edition.

- e.g. 'Remain in me, and I will remain in you. No branch can bear fruit by itself' (John 15:4, New International Version).

xii) Legislation – UK Statutes (Acts of Parliament) should be cited in full.

- e.g. The Human Rights Act 1998 legislates that it is unlawful for a public authority to...

Person-to-person communications (letters, emails, interviews, lectures, etc.):

Based on – APA, 2009. Publication Manual of the American Psychological Association. 6th ed. Washington: APA.

They do not provide recoverable data and so are not included in the reference list. Cite personal communications in the text only. Give initials as well as the surname and status and/or occupation of the person. Provide as exact a date as possible. When citing research data which you have collected, it is advisable to also include copies or summaries of source data in Appendices.

- e.g. According to Professor J.O. Reiss, many designers do not understand the needs of disabled people (personal communication, 18 April 1997, see Appendix 1).

Lectures, whether downloaded from myBU or not, are not regarded as 'published' materials and are intended as pointers toward such sources rather than as source materials in themselves.

Further advice on citing unpublished documents can be found in BS 6371:1983. Obtain access via British Standards Online www.bournemouth.ac.uk/library/resources/b.html.

2.2. References at the end of your work

At the end of a piece of work list references to documents cited in the text. This list may be called a Bibliography or References. Exceptionally you may be asked to list references not cited in the text but which make an important contribution to your work. These are usually listed under the heading of *Further Reading*. You should review your school guidelines (e.g. handbook) for clarification.

In the Harvard System, all references are listed in alphabetical order by author name in a single list. The only exception is when you are citing legal materials e.g. legislation and cases; these items should appear in separate lists after the main list of references. See section 4.1. 'Legislation'.

If you have cited more than one item by a specific author they should be listed chronologically (earliest date first), and by letter (1993a, 1993b) if more than one item has been published in the same year. You will usually find bibliographical reference information on the title page of the publication.

For place of publication, give the town or city. If more than one town/city is listed give the first one or the location of the publisher's head office. If the town/city is not well known, you may in addition add a county, region or state. Note that in the United States of America states are denoted by a two letter code, for example Hillsdale, NJ.

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For the publisher's name, omit superfluous terms such as Publishers, Co, or Inc. Always retain the words Books or Press. Where the publisher is a university and the place or location is included in the name of the university, do not include the place of publication.

Where authorship is attributed to an organisation or corporation instead of an individual author, ascribe authorship to the organisation. In academic writing, names of organisations may be abbreviated once they have been given in full e.g. Office for National Statistics (ONS, 2013). You must always give the full version of organisational names in your list of references.

2.2.1. Referencing print materials

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited. When bibliographies are hand written, underlining is an acceptable alternative to italics.

Print book

Author's Surname, INITIALS., Year of publication. *Title*. Edition (if not the first edition). Place of publication: Publisher.

- e.g. Cottrell, S., 2013. *The study skills handbook*. 4th edition. Hampshire: Palgrave.

Contribution in an edited print book e.g. a chapter

Contributing author's Surname, INITIALS., Year of publication. Title of contribution. Followed by *In*: Surname, INITIALS., of author or editor of publication followed by ed. or eds. if appropriate. (Year of publication, if different to contribution). *Title of book*. Edition (if not the first edition). Place of publication: Publisher, Page number(s) of contribution.

- Harris, J., 1985. The value of life. *In*: Kuhse, H. and Singer, P., eds. 2005. *Bioethics: an anthology*. 2nd edition. Oxford: Blackwell, 428-436.

Print encyclopaedia or dictionary entry (without an editor)

If a dictionary or encyclopaedia is the co-operative work of many individuals, none of whom are the main editor, the title of the work may be used instead.

Short form title/publisher, Year. Title of contribution. *In*: *Title of source*. Edition (if not first). Place: Publisher.

- e.g. Philips, 2008. Bird identification guide. *In*: *Philips encyclopedia 2008*. Comprehensive edition. London: Philips.

Article in a print journal

Author's Surname, INITIALS., Year of publication. Title of article. *Title of journal*, Volume number and (part number), Page numbers of article.

- e.g. Kavaratzis, M. and Hatch, M.J., 2013. The dynamics of place brands: an identity-based approach to place branding theory. *Marketing theory*, 13 (1), 69-86.

Article in a print newspaper or magazine

Author's Surname, INITIALS., (or Newspaper Title,) Year of publication. Title of article. *Title of newspaper*, Day Month Year, Page number/s and column number (a, b, c etc.).

- e.g. The Independent, 1992. Picking up the bills. *The Independent*, 4 June 1992, 28a.

Print report

Author, Year of publication. *Title of report*. Place of publication: Publisher. Report Number (if given).

- e.g. Kinnersly, R., 2013. *A generic guide for small islands on the implications of signing up to the Convention on Biological Diversity*. Peterborough: Joint Nature Conservation Committee. Report 489.

Legislation – UK Statutes (Acts of Parliament)

Cite an Act by its short title and date. You should not include 'the' at the beginning of the title, nor any punctuation between the title and the date:

- e.g. Human Rights Act 1998

Legislation should appear in a separate list after the main list of references. These guidelines apply whether you found the legislation in print or online. For other types of UK legislation e.g. Bills, Statutory Instruments (SI) or EU legislation see the 'Citing References: Law' guide.

Print map

Originator's Surname, first name or initials, (may be cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.) year of publication. *Title*, Scale. (should be given normally as a ratio) Place of publication: Publisher.

- e.g. Mason, J., 1832. *Map of the countries lying between Spain and India*, 1:8,000,000. London: Ordnance Survey.

Print conference paper

Contributing author's Surname, INITIALS., Year of publication. Title of contribution. Followed by *In*: Surname, INITIALS., of editor of proceedings (if applicable) followed by ed. or eds. if relevant. *Title of conference* including place and date of conference. Place of publication: Publisher. Page numbers of contribution.

- e.g. Liu, Y. and Law, R., 2013. The adoption of smartphone applications by airlines. *In*: Cantoni, L. and Xiang, Z., eds. *Information and communication technologies in tourism 2013: proceedings of the international conference* Innsbruck, Austria, January 22-27, 2013. Heidelberg: Springer. 47-57.

Print thesis

Author's Surname, INITIALS., Year of publication. *Title of thesis*. Designation (and type). Name of institution to which submitted.

- e.g. Klinkner, M. J., 2009. *Toward improved understanding and interaction between forensic science and international criminal law in the context of transitional justice*. Thesis (PhD). Bournemouth University.

Print patent

Originator, (name of applicant/s), Year of publication. *Title of patent*. Series designation which may include full date.

- e.g. Philip Morris Inc., 1981. *Optical perforating apparatus and system*. European patent application 0021165 A1. 1 July 1981.

Print translation

Author's Surname, INITIALS., Year. *Title*. Translated by Translator. Place of publication: Publisher (Originally published in given year).

- e.g. Piaget, J., 1955. *The child's construction of reality*. Translated by Margaret Cook. London: Routledge and Keegan Paul (Originally published in 1937).

2.2.2. Referencing Online Materials

The recommendations here follow best practice in referencing online resources. Online materials that are subject to change require the URL and access date to be included in the reference.

The recommendations here follow best practice in referencing online resources.

Note: Scanned chapters or journal articles for example located on Unit pages in myBU have been provided from print sources located in BU Library and thus should be referenced the same as their print original.

E-book

Author's /Editor's Surname, INITIALS., Year. *Title* [online]. Edition (if not the first edition). Place of publication: Publisher (if given).

- e.g. McMillan, K. and Weyers, J., 2012. *The study skills book* [online]. 3rd edition. Harlow: Pearson.

E-book downloaded to an ereader

Author's/Editor's Surname, INITIALS., Year. *Title* [type of e-reader edition]. Edition (if not the first). Place of publication: Publisher (if given).

- e.g. Northedge, A., 2012. *The good study guide* [Kindle edition]. Milton Keynes: Open University Worldwide.

Article in an online journal

Author's Surname, INITIALS., Year. Title. *Journal title* [online], volume (issue), page numbers (if available).

- e.g. Brooks, R., Waters, J. and Pimlott-Wilson, H., 2012. International eEducation and the employability of UK students. *British educational research journal* [online], 38 (2), 281-298.

Article in an online journal described as 'In Press'

For articles that are described as 'In Press' you must include the full URL, as the article has not been assigned a precise volume and issue number:

- e.g. Pisanua, B., Chapuisa, J., Dozièresa, A., Basset, F., Poux, V., and Vourc, G., 2013. High prevalence of *Borrelia burgdorferi* s.l. in the European red squirrel *Sciurus vulgaris* in France. *Ticks and tick-borne diseases* [online], In Press. Available from: <http://www.sciencedirect.com/science/article/pii/S1877959X13000800> [Accessed 9 November 2013].

Article in an open access repository

A repository is a collection of open access outputs for a specific subject or institution (e.g. BU's research repository is BURO <http://eprints.bournemouth.ac.uk>). When referencing articles or publisher-branded PDFs from library databases or journal publisher websites, refer to 'Article in an online journal' instead (as above).

Author's Surname, INITIALS., Year. Title. *Journal title* [online], volume (issue), page numbers (if available). Available from: URL [Accessed Date].

- e.g. Koutra, C. and Karyopouli, S., 2013. Cyprus' image - a sun and sea destination- as a detrimental factor to seasonal fluctuation - exploration into motivational factors for holidaying in Cyprus. *Journal of travel and tourism marketing* [online]. Available from <http://eprints.bournemouth.ac.uk/20539/> [Accessed 9 July 2013].

Article in an online newspaper or magazine

Author's Surname, INITIALS (or Newspaper/Magazine Title) Year of publication. Title of article. *Title of newspaper/magazine* [online], Day Month Year. Available from: URL [Accessed date].

- e.g. Jonze, T., 2012. Bill Drummond: 'The creative urge is in us all'. *The Guardian* [online], 28 May 2012. Available from: <http://www.guardian.co.uk/music/2012/may/28/bill-drummond-creative-urge> [Accessed 29 May 2012].

Webpage

Author's /Editor's Surname, INITIALS., Year. *Title of webpage* [online]. Place of publication: Publisher (if given - check the website e.g. 'About us' or 'Contact us' pages). Available from: URL [Accessed Date].

- e.g. Energy Saving Trust, 2011. *Your carbon footprint explained* [online]. London: Energy Saving Trust. Available from: <http://www.energysavingtrust.org.uk/Take-action/Your-carbon-footprint-explained> [Accessed 17 November 2011].

Online report

Author, Year of publication. *Title of report* [online]. Place of publication: Publisher. Report Number (where relevant).

- e.g. Mintel, 2013. *Holiday property – UK – May 2013* [online]. London: Mintel Group.

Conference paper from the Internet

Contributing author's Surname, INITIALS., Year of publication. Title of contribution [online]. Followed by *In*: Surname, INITIALS., of editor of proceedings (if applicable) followed by ed. or eds. if relevant. *Title of conference* including date and place of conference. Place of publication: Publisher (if given). Available from: URL [Accessed Date].

- e.g. Flintham, J., 2011. Narrative approaches to wellbeing [online]. *In*: Coles, R., Millman, Z., Collins, J. and Stint, C., eds. *Well-being 2011 - the first international conference exploring the multi-dimensions of well-being* 18-19 July 2011, Birmingham: Birmingham City University and the Royal Institute of British Architects (RIBA). Available from: <http://www.biad.bcu.ac.uk/research/wellbeing2011/> [Accessed 9 July 2013].

Digital map

Originator's Surname, first name or initials, (may be cartographer, surveyor, mapping agency, editor, copier, maker, engraver, etc.), year of publication. *Title* (if not supplied, provide an appropriate title), Scale (should normally be given as a ratio), [map]. Place of publication: Publisher. Available from: 'core' URL [Accessed Date].

- e.g. Ordnance Survey, 2013. *Bournemouth, Poole and surrounding area*, 1:50000, [map]. Edinburgh: EDINA. Available from: <http://digimap.edina.ac.uk> [Accessed 16 January 2013].

Photographs / images accessed online

Photographer/Artist's Surname, INITIALS., Year of publication. *Title of image* [type of image]. Place of publication: Publisher (of online image) if given. Available from: URL [Accessed Date].

- e.g. Downer, C., 2009. *Brownsea Island, Charles van Raalte memorial - geography.org.uk - 1445875.jpg* [photograph]. Dorset: geography.org.uk. Available from: http://commons.wikimedia.org/wiki/File:Brownsea_Island,_Charles_van_Raalte_memorial_-_geography.org.uk_-_1445875.jpg [Accessed 19 July 2013].

Social media (including Blogs, Wikis, Twitter, Facebook and Online discussion forum)

Social media entries may only be kept on servers for a short time and may not be recoverable. You should retain a copy and consider including as an appendix.

Author's Surname, INITIALS., Year. Title of entry. *Title of website* [online]. Day Month Year. Available from: URL [Accessed Date].

- e.g. Jackson, D., 2013. Bringing industry and education together through the 'F' word... *BU Research Blog* [online]. 8 July 2013. Available from: <http://blogs.bournemouth.ac.uk/research/2013/07/08/bringing-industry-and-education-together-through-the-f-word/> [Accessed 9 July 2013].
- e.g. Bournemouth Uni., 2012. Good luck to all those students getting their A level results tomorrow. See our website for our course in Clearing <http://ow.ly/cYPQT.n>. *Twitter bournemouthuni* [online]. 15 August 2012. Available from: <https://twitter.com/bournemouthuni/status/235658788080844800> [Accessed 20 August 2012].
- e.g. Phillips, J., 2013. Re: The archaeological excavation of wells. *JISCMail BRITARCH Archives* [online]. 11 May 2013. Available from: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A1=ind1305&L=BRITARCH#33> [19 July 2013].

Mobile app

Use originator/author if ascertainable otherwise use the title.

Originator. Year (Use access year if release date is not available). *Title of app* [mobile app]. Version number. Available from: app store name [Accessed Date].

- e.g. Skyscape, 2013. *Skyscape Medical Resources* [mobile app]. Version 1.8.33. Available from: Google Play [Accessed 18 January 2011].

iTunes U or other downloads

Use originator/author if ascertainable, otherwise use the title.

Author's/Editor's Surname, INITIALS., Year. *Title* [download]. Edition (if not the first). Place of publication: Publisher (if ascertainable). Available from: Download site [Accessed date].

- e.g. Morgan, J., 2012. *Business Marketing Lecture* [download]. Durham, NC: Duke University. Available from: iTunes U [Accessed 25 January 2012].

Computer program

Company name, (Or if given: Author's Surname, INITIALS.,) Date (if given). *Title of program*. Version [type]. Place of Publication: Publisher.

- e.g. Thomson ResearchSoft, 2007. *EndNote*. 9.0.2. [computer program]. Stamford, Conn.: Thomson ResearchSoft.

2.2.3. Referencing moving images and sound

When deciding which category your item belongs to, you should first consider what type of medium it was originally created or intended for, rather than the format in which you have accessed it.

Where type is the same as format, e.g. a television or radio programme that was accessed in real time, only type should be given.

Film

Title, Year. (For films the preferred date is the year of release in the country of production.) [type, format]. Production credit (e.g. Director or Producer). Production place: Production company.

- e.g. *Superman Returns*, 2006. [film, DVD]. Directed by Bryan Singer. UK: Warner.
- e.g. *Macbeth*, 1948. [film, VHS]. Directed by Orson Welles. USA: Republic Pictures.

Television

Title, Series, Episode number or title, Year. [type, format]. Production credit (e.g. Director or Producer). Production place: Production company. Channel. Date, Time of transmission.

- e.g. *Yes, Prime Minister*, The ministerial broadcast, Episode 1, 1986. [television programme]. BBC2. 16 January 1986. 18:00.
- e.g. *News at Ten*, 2001. [television programme]. BBC1. 27 January 2001. 22:00.
- e.g. *Six Feet Under*, Series 1, Episode 8 Crossroads, 2002. [television programme, DVD]. Directed by Allen Coulter. USA: HBO.

Contributions: individual items within a programme should be cited as contributors.

- e.g. Blair, Tony, 1997. Interview. *In: Six o'clock News* [television programme]. BBC1. 29 February 1997. 18:23.

Radio

Title, Programme details e.g. series, episode. Year. [type, format]. Radio channel. Date of radio programme. Time of radio programme.

- e.g. *Just a Minute*, Series 66, Episode 5, 2013. [radio programme]. BBC Radio 4. 8 April 2013. 22:00.

Moving images accessed online e.g. YouTube

Use originator/author if given otherwise use title.

Originator, Year. *Title* [type, format]. Place of publication or production (if given): Publisher or Producer (if given). Available from: URL [Accessed Date].

- e.g. Walkers Crisps, 2009. *Builders wheel a wheelbarrow full of crisps while announcing the flavour* [video, online]. Available from: www.creativeclub.co.uk [Accessed 19 June 2009].
- e.g. Bournemouth University, 2013. *Intro to BU Library* [video, online]. Available from: <https://www.youtube.com/watch?v=b7LDWQFnkwQ&list=ECA366D075CAE765AE&index=6> [Accessed 9 July 2013].

3. Plagiarism and copyright

Plagiarism

Remember that you must acknowledge your source every time you refer to someone else's work. Failure to do so amounts to plagiarism, which is against the University rules and is a serious offence. Further information about plagiarism and self-plagiarism can be found on the Plagiarism webpages (www.bournemouth.ac.uk/library/how-to/plagiarism.html) and within the document *6H – Academic Offences: Policy and Procedure for Taught Awards*, available via the BU Staff Intranet and Student Portal.

Copyright

You do not have to seek permission to include third party copyright material in your academic work, as long as it is fully referenced. Further information about copyright can be found on notices next to photocopiers, on the copyright compliance webpages at www.bournemouth.ac.uk/library/using-the-library/copyright.html or via the Academic Skills tab on myBU.

Citing this document



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4. Managing your References

EndNote and EndNote Web

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5. Changes made in 2013 edition

General changes:

- Word 'Referencing' added to title of this guide
- Guide font changed to Arial (*sans serif* font)
- Medium designation to be entered in square brackets when referencing online sources e.g. use [online] but not 'core URL' for 'Article in an online journal'
- Retitled section, now 'Figures (e.g. diagrams, graphs, tables, illustrations, photographs etc.)'
- Change to 'Contribution in an edited print book e.g. a chapter'
- 'Blog, wiki or online discussion forum entry' example retitled 'Social media (including Blogs, Wikis, Twitter, Facebook and Online discussion forum)'
- 'Report from a corporate author' examples retitled 'Print report' and 'Online report'
- 'Citing this document' guidance updated; Creative Commons logo added

New examples added to section 2.1. Citing in the text:

- Example xi added titled Scriptural Citations
- Example xii added titled Legislation – UK Statutes (Acts of Parliament)

New examples added to section 2.2. References at the end of the work:

- 'Legislation – UK Statutes (Acts of Parliament)' added
- Change to 'Print translation' example
- 'Referencing Multimedia materials' section retitled 'Referencing Moving Images and Sound', and, examples in this section updated
- Example added titled 'iTunes U or other downloads'
- Example added titled 'Article in a journal hosted on an online repository' (re-titled 'Article in an open access repository' and explanation added in November 2013)

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