These guidelines recommend how to cite and reference according to BU’s version of the Harvard style for 2020/21 academic year starting 21st September 2020.

There is no single authority that defines the ‘Harvard’ referencing style. There is no standard version of Harvard referencing. ‘Harvard’ is a generic term for any style that contains author-date references.

You should also check in Faculty / Unit / Dissertation Handbooks where you may find further information and / or you may receive further instruction (e.g. about layout) from Academic Staff.

Edits made in 2020 edition

Details of edits made for this year’s edition are provided on the Welcome page of the Referencing-BU Harvard online guide.

Usage and Attribution of this Guide

If you wish to cite this document please use the following notation: Bournemouth University, 2020. Guide to citation and referencing in the BU’s Harvard style. Poole: Bournemouth University. Available from: http://libguides.bournemouth.ac.uk/bu-referencing-harvard-style/pdf-guide [Accessed Date].

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1. Introduction
a) Who should use this guide
   • The majority of courses at BU require you to use our Harvard system of referencing, except these courses: Law, History (both in FMC) and Psychology (in SciTech).
   • Law students should follow BU’s online guides Referencing – International Law and Referencing – UK & EU Law.
   • Psychology students should follow APA style.
   • History students should follow Chicago Style.
   • If you are an academic or PhD research staff writing for external publication, please follow author guidelines issued to you by your publisher.

b) Why you need to reference
   • When writing / creating a piece of university work, you need to indicate where you have referred to sources written or produced by others.
   • Consistency and accuracy of referencing is important to verify quotations, and, enable readers to follow up and read cited author’s arguments.
   • Referencing is necessary to avoid plagiarism which is a serious offence (BU’s webpage: How to avoid academic offences).
   • You should follow the examples in this guide every time you cite and reference.
c) **The referencing system at BU**

- You should use BU’s interpretation of the Harvard system: an ‘Author Date’ method.
- Our guidance is based on Harvard systems in British Standards Institution recommendations and guidelines for citing and referencing published / unpublished materials. Plus, the British Universities Film and Video Council’s guidelines for referencing moving images and sound, and, interpretations of the Harvard system used in other academic and research institutions.

1.1. **The Harvard system (author date method)**

Referencing is a two part process:

- Sources cited in the main text of your work
- References at the end of your work

Anything you use from a source that is written or produced by another author should be cited in the main text of your work and referenced in a list at the end of your work.

You can cite in three main ways:

1. Quote – Use the exact words of another author
2. Paraphrase – Rewrite an argument in your own words
3. Summarise – Pick out the main points of an argument and write in your own words

- Find more academic writing guidance in our online study skills guide [Reading & Writing](#).
- In the Harvard system all cited publications are referred to in the main body of text by giving the author’s surname/family name 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 surname / name of organisation.

a) **Authors/Originators**

- Use the name(s) of the person or organisation shown most prominently in the source as being responsible for the 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(g) on page 5 for further guidance.
- For all examples use the same author notation in both the main text of your work and in the list of references at the end – they must match.

b) **Dates**

- If an exact year or date is not known, an approximate date preceded by ‘ca.’ (short for circa) 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/available.

c) **What is the difference between a reference list and a bibliography?**

- A reference list should include only items actually cited in your work. This is what you are usually required to produce at the end of each assignment and dissertation, unless academic staff specify otherwise.
- A bibliography lists all the works you have studied and read in preparing your assignment. This would include all the sources you have directly cited and referred to in your text, plus any background reading.

d) **What is paraphrasing and summarising in academic writing?**

- You can paraphrase or summarise someone else’s work, idea or theory providing that you acknowledge the source and reference it.
You are paraphrasing when you put another’s work, idea or theory into your own words. It is an important skill as it can demonstrate that you have properly understood the original writer’s meaning.

It does not mean copying a piece of text and just changing a few of the words. When you paraphrase correctly the writing will be in your own style and express the original author’s work, idea or theory.

Paraphrased information must be referenced.

2. Citing sources in the main text of your work

a) Where to place the citation

- Place your citation where you decide 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).

b) Quotations

- For all quotes include page numbers and quotation marks. If the source you are using does not have page numbers then you cannot include that detail, which would be acceptable (check with a BU Librarian if you are unsure).
- If the quote is less than a line long “it may be included in the main body of text like this “ (Bournemouth University 2020, p.1).
- As demonstrated in this next example:

  “Longer quotations should be indented and appear in double quotation marks, so this is an example showing how to insert longer quotations” (Bournemouth University 2020, p.1).

- Check your Programme and Unit Handbooks or ask BU academics for details on how to format the line spacing in your assignments e.g. it may need to be 1.5 line spaced.

c) Page numbers

- When directly quoting text / copying particular parts of a document, the location of that part e.g. page number should always be given in brackets, after the author and year e.g. (Woods at al. 2020, p.17).
- Webpages do not have page numbers, so you cannot include that detail when quoting text or copying content from webpages, but, you must still cite the author and year.
- When citing particular parts of a document, the location of that part (e.g. section of a report) may be given after the year within the brackets (e.g. BU 2020, section 2.1).
- Where pagination is not available, you may include a chapter number instead (if available) e.g. (Roberts 2013, chapter 2).

d) Online sources

- When citing a webpage, do not insert the URL (Uniform Resource Locator / web address) in the body of your text.
- If no personal author is stated use the organisation or company.
  e.g. Tesco (2011) suggest “Quoted text from the webpage would be inserted here”.
- Webpages do not usually include page numbers, so are not added when quoting them.

e) Text or script from videos, films or broadcasts

- These should be referenced as though they were are a quotation taken from a published work, but without page numbers.
  e.g. The stereotypical Hollywood icon as typified by Rhett Butler in his words to Scarlett O’Hara “Frankly, my dear, I don’t give a damn.” (Gone with the Wind 1939).
f) **Figures (e.g. table, diagram, chart, graph, map, picture, image, illustration, photograph, screenshot etc.)**

**Important note:** If you are writing a dissertation / final year project, you must check your Faculty’s dissertation handbook and liaise with your Dissertation Supervisor and / or Level Tutor for any further guidance on layout, style and format (which may include how to present figures, tables and appendices).

**Inserting and citing figures in the main text of your work:**
Here is an example showing how to insert a figure in your work, followed by the citation e.g.

<table>
<thead>
<tr>
<th>KPI</th>
<th>2012-13</th>
<th>2013-14</th>
<th>2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSS score (The Library resources - eg books, online resources and learning spaces - have supported by learning well)</td>
<td>85%</td>
<td>87%</td>
<td>85%</td>
</tr>
<tr>
<td>Our Libraries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study spaces</td>
<td>1,667</td>
<td>1,708</td>
<td>1,746</td>
</tr>
</tbody>
</table>

Figure 1: Table showing BU Library and Learning Support Key Performance Indicators 2012-2015 (Bournemouth University 2020)

The source of the table above is a webpage, so page numbers are not included in the citation underneath the figure. If the figure is taken from a source that has page numbers, include them after the date.

If the figure has been copied from a source, then you have amended it e.g. another axis added to a graph, add ‘amended from’ in the citation underneath e.g.

![Graph](image)

Figure 2: Comparison of sales data (amended from Smith 2010, p.11)

**Referring to figures in the main text of your work:**
When referring to figures in the main text of your work use the figure number.

*E.g.* Four years of Bournemouth University Library’s data (See Figure 1) shows…

*E.g.* Sales data in Figure 2 highlights an interesting comparison…

*E.g.* Figure 3 shows a photograph (personal photo) of Bournemouth University’s Library… (Check the Example essay which shows an example of how a photo is inserted as a figure).

**Referencing a figure at the end of your work:**
If the source of the figure is not your own (e.g. a photograph you have taken, or, primary data you gathered for your dissertation/final project), so it has been obtained from another source, then you should include full reference to it in the list at the end of your work. Reference it according to the type of source it is taken from e.g. if the figure is an image you found in a book, follow guidance for referencing a book.

---------------------------------------------------------------------

2.1. **Examples of citing sources in the main text of your work**

a) **Author name does not occur in the sentence you are writing**
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).
b) **Author name occurs in the sentence you are writing**
   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…

c) **Same author or authors with identical surname / family name who have published more than one source 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…
   Then the year and lower case letter remain noted together (e.g. 1994a) in the corresponding reference you add to the list at the end of your work.
   If you have citations in the main text of your work with an identical author's name and year, the added lower case letters after the year determines ordering in your reference list at the end of your work e.g. a reference starting with Johnson, C., 1994a. would be listed before Johnson, C., 1994b.

d) **Two authors**
   Surname/Family Name of both should be given:
   e.g. Matthews and Jones (1997) have proposed that…

e) **More than two authors**
   Surname/Family Name 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 all authors' names should be noted in the reference list at the end.

f) **More than one source is cited**
   Citations are usually listed in chronological order:
   e.g. (Smith 1999; Jones 2001; Turner 2006)

g) **No author or clearly identifiable person/organisation 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 films, use the title of the film:
   e.g. The stereotypical Hollywood icon as typified by Rhett Butler in his words to Scarlett O’Hara “Frankly, my dear, I don’t give a damn”. (Gone with the Wind 1939).

   For a dictionary or encyclopaedia, if the co-operative work of many authors, none of whom are a main editor, the title of the work may be used instead:
   e.g. “A quotation from the text would be inserted here.” (Philips Encyclopaedia 2008, p.11). For other sources, use ‘Anon.’:
   e.g. In one history (Anon. 1908) it was stated that…

h) **Abbreviating organisation names**
   Write an organisations’ name in full, and, include the abbreviation in brackets. Thereafter in your work, when you refer to the organisation, you can use the abbreviation.
   e.g. According to the Higher Education Policy Institute (HEPI)…
   Go to the ‘Citing in the main text of your work’ page, point h) of online guide for full explanation and examples.

i) **Source cited or quoted in another source (citing second hand)**
   Sometimes you will find information, diagrams, theories, quotations, etc. which were not originally written by the author(s) of the source you are reading. [ i) continues on next page]
If you want to refer to this information, it is best research practice to try and find the original work and read it yourself. This allows you to check that the information is correct, represented accurately and that you have the full details.

If it is not possible to find the original source, you can cite second hand. In this example, you have read a source by Jones written in 2007. Jones has described and cited a 1999 study by Woods:

**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...

You should only include the source you have read in the list of references at the end of your work; Jones 2007 in this example.

**j) Contributor to a source (e.g. author of an edited book chapter)**

Only cite the contributor:

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

See section 3.1 page 8 for how to format a contribution in an edited book in your list of references.

**k) Person who has not produced or contributed to a source, who appears or is quoted in someone else’s work**

It is recommended you mention the person’s name and 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.

**l) 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).


Should be cited in full:

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

**n) Personal communications (letters, emails, interviews, personal photos etc.)**

- We recommend that references to personal communications such as letters and emails are given only within the main text of your work and are not added in the reference list at the end of your work.

- You may be instructed, or choose, to include evidence of personal communications in an Appendix section (check with academic who is setting and marking your assignment before including Appendices).

- Cite personal communications only in the main text of your work. Give the name and/or occupation of person. Provide an accurate date when the communication took place.

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

- When citing research data which you have collected (your own primary research) it is recommended you include copies or summaries of this data in Appendices.

- If you wish to use photos you have taken, ensure you have considered ethics / confidentiality, and, check it is acceptable to use your own photos with BU academics who set and mark the assignment. If you choose to use personal photos, insert them as figures following the instructions on page 4 (point f) and an example is shown in the online guide’s Example Essay.
o) **Unpublished sources (e.g. lectures, internal documents, leaflets, posters etc.)**

- University lectures are not published sources to be used as academic evidence in your work (except when an academic grants permission to do so). The purpose of an academic's lecture (e.g. recordings, slides and notes posted on Brightspace units) is to aid your learning and direct you to sources for independent study and revision.
- Go to page 10 for guidance on private / internal documents or guidelines (e.g. internal NHS organisation information that must remain confidential).

If academic staff authorise that you can use an unpublished source, follow this guidance:

- Cite in the main text i.e. using author date and reference the source at the end of your work as you would a published document.
- You may wish to include a copy of the unpublished source in an appendix (Note: this is not always possible where the document is very large or the content is confidential).

Surname/Family Name, INITIALS., Year (if available). *Title of unpublished source* [type of source]. Place: Organisation if available. Collection/archive details if available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).

Unpublished.


3. **References at the end of your work**

- At the end of a piece of work add a list of references to sources cited in the text. This list may be titled ‘References’ or ‘Bibliography’. See section 1(d) page 2 explaining the difference.
- In the Harvard system, all references are listed in alphabetical order by author name in a single list. The only exceptions are when citing unpublished sources and legal materials, which should be listed separately after the main list of sources.
- Check your Faculty's handbooks or ask academic staff for clarification if necessary.

a) **More than one source by an author published in the same year**

- 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.

b) **Place of publication**

- Use the city or town. If more than one city is listed give the first city or location of publisher’s / organisation’s head office.
- If the city is not well known, you may add a county, region or state. In the United States of America states are denoted by a two letter code e.g. Hillsdale, NJ.

c) **Organisations or corporate authors**

- 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 names of organisations in your list of references.

d) **Referencing sources where a URL is required**

- URLs can be formatted with hyperlinks either included or removed.
- Including an accessed date is very important because webpage links can change or break.
3.1. **Examples of referencing sources at the end of your work**

- These guidelines recommend how to cite and reference according to BU's version of the Harvard style.
- There is no single authority that defines the 'Harvard' referencing style.
- You should also check Faculty / Unit / Dissertation Handbooks where you may find further information and / or you may receive further instruction from Academic Staff.

**Note:** PDF is a format not a source type, so you need to identify what source the PDF is.

When listing your references use the elements, punctuation and format shown in the following examples:

**BOOK**
Surname/Family Name, INITIALS., Year. *Title of book* [online] (if applicable). Edition (if not the first edition). Place of publication: Publisher.

E-book

Print book

**Contribution in a an edited book e.g. a chapter**
Surname/Family Name of chapter author, INITIALS., Year. Title of contribution. Followed by In: Surname/Family Name of book Editor, INITIALS., ed. or eds. (if applicable). (Year, if different to contribution). *Title of book* [online] (if applicable). Edition (if not the first edition). Place of publication: Publisher, Page number(s) of contribution.


**Note:** Scanned chapters linked in Brightspace and on unit e-reading lists have been created from print sources located in BU Library and thus should be referenced the same as the print original.

**E-book downloaded to an ereader**
Surname/Family Name, INITIALS., Year. *Title of book* [type of e-reader edition]. Edition (if not the first). Place of publication: Publisher (if available).


**JOURNAL ARTICLE**
Article in a print or online journal
Surname/Family Name, INITIALS., Year. Title of article. *Title of journal* [online] (if applicable), Volume number and (part number or issue number or date), Page numbers or e-number of article (if available).

Print article example with a volume number and issue number:

Online journal article example with an issue number, but no volume number:
*e.g.* Le Page, M., 2017. DNA variants hint at how we pass on intelligence. *New scientist* [online], (Issue 3131), 9.

Online journal article example with an e-number:
*e.g.* Caldara, R., Zhou, X. and Miellet, S., 2010. Putting culture under the spotlight reveals universal information use for face recognition. *PLOS one* [online], 5 (3), e9708.
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, issue or part number:

Article in an online open access repository
An article in a repository is usually the accepted peer-reviewed version, but may look different to the equivalent, final publisher-branded PDF found via library databases or journal publisher websites, so URL and access date need to be included. A repository contains open access works for a specific subject or institution (e.g. BU’s research repository is BURO).
Surname/Family Name, INITIALS., Year. Title of article. *Title of journal* [online], volume (issue), page numbers (if available). Available from: URL [Accessed Date].

WEBPAGE
Organisation/Surname/Family Name, INITIALS., Year. Title of webpage [online]. Place of publication: Publisher (if available). Available from: URL [Accessed Date].
For webpage place of publication and publisher details, use what may be available in the website ‘About us’ or ‘Contact’ sections, otherwise, you may need to leave those details out.

REPORT
Organisation/Surname/Family Name, INITIALS., Year. Title of report [online] (if applicable). Place of publication: Publisher. Report Number (if stated).

Online report
e.g. The Point of Care Foundation, 2014. *Staff care: how to engage staff in the NHS and why it matters 2014* [online]. London: The Point of Care Foundation.

Print report

GUIDELINES OR CODES OF PRACTICE (including public and private documents)
Organisation/Surname/Family Name, INITIALS., Year. *Title of guideline* [online] (if applicable). Place of publication: Publisher. Guideline number (if stated).
Private / internal documents or guidelines (e.g. internal NHS organisation information that must remain confidential) – continues on next page

- This section applies especially to BU Faculty of Health and Social Sciences (HSS) students working in hospitals, healthcare and social work environments. If you are HSS student or staff seeking further advice on this, please liaise directly with the HSS Library Team (hsslibteam@bournemouth.ac.uk) and they shall consider queries case-by-case.
- This section is also relevant for dissertation / final year project BU students who may be considering using information / internal documents from an organisation they have worked for e.g. during a course placement year.
- The online guide provides further explanation and more examples.

**NEWSPAPER ARTICLE**

Online newspaper article
Surname/Family Name, INITIALS., (or Newspaper Title,) Year. Title of article. *Newspaper Title* [online], Day Month Year or Volume (Issue) (if available). Available from: URL [Accessed date].


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


**MAGAZINE ARTICLE** e.g. trade / industry magazine

Online magazine article
Surname/Family Name, INITIALS., (or Magazine Title,) Year. Title of article. *Magazine Title* [online], Day Month Year or Volume (Issue) (if available). Available from: URL [Accessed date].

*e.g.* Harrison, N., 2013. Marks and Spencer hires Dame Helen Mirren to lead all-star ad campaign. *Retail Week* [online], 19 August 2013. Available from: http://www.retail-week.com/5052215.article [Accessed 11 August 2020].

Print magazine article
Surname/Family Name, INITIALS., (or Magazine Title,) Year. Title of article. *Magazine Title* [online], Day Month Year or Volume (Issue) (if available).


**CONFERENCE**

Conference paper or proceeding
Surname/Family Name, INITIALS., Year. Title of contribution [online] (if applicable). Followed by *In*: Surname/Family Name, INITIALS., of proceedings editor (if applicable) followed by ed. or eds. *Title of conference*, Place and date of conference. Place of publication: Publisher. Page numbers of contribution (if applicable). Available from: URL [Accessed Date] (if applicable).


- More examples of conference sources (presentation, poster) available in the online guide.
ENCYCLOPAEDIA OR DICTIONARY ENTRY
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. For edited dictionaries and encyclopaedias follow our contribution in an edited book instructions (see section 3.1 page 8). Author / Editor’s Surname / Family Name, Initials., Year. Title of contribution. In: Title of source [online] (if applicable). Edition (if not first). Place of publication: Publisher.

The online guide provides extra instructions on how to reference an entry you find using a dictionary and encyclopaedia database called CREDOreference (BU Librarians recommend this instead of using Wikipedia).

LEGISLATION
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 – UK Statutes
For other types of UK legislation e.g. Bills, Statutory Instruments (SI) or EU legislation see our online guide Referencing – UK & EU Law.

CASES
See the Referencing Legislation and Cases page of our online guide for instructions on how to reference a case. Only students studying law at BU use the footnote system of referencing.

MAP
Digital map
Originator,/Surname/Family Name, INITIALS., (may be cartographer, surveyor, mapping agency, editor, copier, maker, engraver, etc.) Year. Title (if not supplied, provide an appropriate title), Scale (should normally be given as a ratio) [online map]. Place of publication: Publisher. Available from: ‘core’ URL [Accessed Date].


Print map
Originator,/Surname/Family Name, INITIALS., (may be cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.) Year. Title, Scale (should be given normally as a ratio) [map]. Place of publication: Publisher.

e.g. University of Sheffield, 2004. Glacial map of Britain, 1:625,000 [map]. Sheffield: University of Sheffield Department of Geography.

THESIS
Usually a PhD, MPhil or MRes thesis. You should not normally refer to unpublished undergraduate or taught postgraduate dissertations.
Surname/Family Name, INITIALS., Year. Title of thesis [online] (if applicable). Designation (and type). Name of institution where thesis was submitted. Available from: URL [Accessed Date].

**TRANSLATED MATERIALS** (non-English sources)

This relates to sources in a language other than English that have been translated by you or another (check with academic staff who are setting assignments before using non-English sources as evidence in your University work).

Surname/Family Name, INITIALS., Year. *Title translated into English* [online] (if applicable). Translated by Translator’s name (if you have translated it, state what language you have translated it from and your name/student ID number). Place of publication: Publisher (Originally published year if applicable). Available from: URL [Accessed date] (if applicable).


**STANDARDS**

Organisation, Year. *Standard number and title* [online] (if applicable). Place of publication: Publisher.


**PATENTS**

Originator/s (name of applicant/s), Year. *Title of patent* [online] (if applicable). Series designation / number (which may include full date).


**IMAGES OR PHOTOGRAPHS**

Online image or photograph

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


Print image or photograph

Organisation/Photographer/Artist’s Surname/Family Name, INITIALS., Year. *Title of image* [type of image]. Place of publication: Publisher if available. Collection Details if available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).

* e.g. McNally, K., 1974. *Primary 7 children from Bangor Central Primary School display their ‘Let’s look at Ulster’ project on the early settlement of Beannchor* [photograph]. Antrim: Ulster Television. ITA/IBA/Cable Authority archive, 5023/9, Bournemouth: Bournemouth University.

**COMPUTER PROGRAM**

Company name, Surname/Family Name, INITIALS., Year (if available). *Title of program.* Version [type]. Place of Publication: Publisher.

* e.g. IBM, 2019. *IBM SPSS statistics: gradpack.* [computer program]. Portsmouth: IBM.
SOCIAL MEDIA

Social Media (e.g. Twitter, Facebook, blogs and wikis)

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 it in an appendix.

Organisation/Surname/Family Name, INITIALS., Year. Title of page/entry/post (if applicable). *Title of website [online]. Day Month Year (if applicable). Available from: URL [Accessed Date].


iTunes U or Other Downloads

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

Surname/Family Name, INITIALS., Year. *Title [download]. Edition (if not the first). Place of publication: Publisher (if available). Available from: Source of download [Accessed date].


Mobile App

Use originator/author if ascertainable otherwise use the title.

Originator/Surname/Family Name, INITIALS., Year (If release date is not available, put the year you are accessing it). *Title of App [mobile app]. Version number. Available from: app store name [Accessed Date].


MOVING IMAGES AND SOUND

When deciding which category your source belongs to, first consider what type of medium it was originally created or intended for, rather than the format you have accessed it. Where type is the same as format, e.g. a television or radio programme that was watched or listened to in real time, only the type needs to be stated in square brackets.

Television

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


e.g. *Curb Your Enthusiasm, Series 7, Episode 10, Seinfeld, 2010. [television programme, DVD]. Directed by Jeff Schaffer and Andy Ackerman. New York: HBO.

e.g. *News at Ten, 2015. [television programme]. ITV. 27 January 2015, 22:00.

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

Moving images accessed online (e.g. YouTube video, podcast)
Use originator/author if given/available, otherwise use the title. Originator./Surname/Family Name, INITIALS., Year. Title [type, format]. Place of publication or production (if available): Publisher or Producer (if available). Available from: URL [Accessed Date].

Podcast
e.g. BBC iPlayer Radio, 2018. The war that changed the world - Britain: the psychology of war [podcast, online]. London: BBC World Service. Available from: http://www.bbc.co.uk/programmes/articles/1SsR5r9I3S5rQFTPFmjsXZK/podcast [Accessed 11 August 2020].

Film
Film Title, Year. (For films the preferred date is year of release in the country of production.) [type, format]. Production credit (e.g. Director or Producer). Production place: Production company.
e.g. Skyfall, 2012. [film, DVD]. Directed by Sam Mendes. UK: Eon Productions.

Song lyrics

Radio
Programme 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. 24 June 2013. 22:00.

4. **Plagiarism**
- Remember: you must acknowledge your source every time you refer to someone else’s work.
- Further information available in our [Referencing and Plagiarism guide](#).

5. **Managing your references**

5.1. **EndNote**
- EndNote is reference management software that helps you organise and insert citations and reference lists when writing university work.
- Any student, researcher or member of staff can use the online version of Endnote. There is also a desktop version. Endnote works with Microsoft Word to generate your citations and reference list. BU Library and Learning Support provide [guidance](#) and [workshops](#).

5.2. **Referencing generator tools and apps**
- There are many referencing generator online tools and apps freely available to use and download (for example EasyBib, Refworks, Zotero, RefChef, Cite This For Me, Neil's Toolbox and Citavi). None of these free tools are endorsed by Bournemouth University.
- Currently BU only endorses and supports the use of Endnote (online and desktop).
- More detailed advice in our online guide: [Endnote – referencing management software](#).