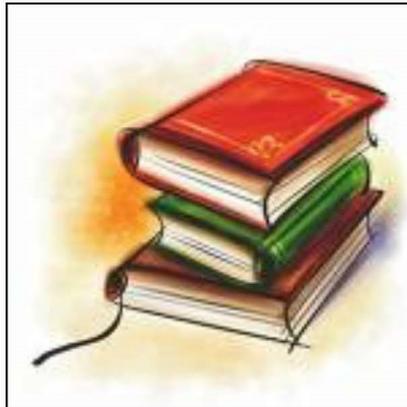


How to write a book or periodical reference and compile a bibliography 5th edition



Learning Hub

Introduction

When writing an assignment you should refer to any item used in preparation of your work. This is called **citing references**. This allows readers to identify and locate the original material and remember that **ALL** sources of information should be referenced.

There is no universally accepted method of citing references. However, it is important to be **consistent** and **accurate** in the way in which you present your references. Citing references and their sources gives evidence of reading widely, adds weight to your argument and proves that you have not plagiarised.

Harvard System of Referencing

All BCOT tutors recognize this easy-to-use method of citing references. It provides the reader with author, year of publication and pagination of the cited document, which is noted in the text.

- Where a **direct quotation** is given the citation should be noted as follows:

As Smith (1996, p.34) observes “.....”
or
“.....”, (Smith, 1996, p.34)

- Where you are **quoting indirectly**, the citation should be made as follows:

As Smith (1996, p.34) argues.....

- When discussing the ideas of a writer which are referred to by another author, then cite as follows:

Egan (1990), (cited in Burnard, 1992, v).....

This is included in the bibliography under the work in which you found the reference, **not** the work of the cited author; ie Burnard **not** Egan.

- Some students are unsure whether the author's surname should go inside or outside the brackets. If the author's name is part of the sentence, then the surname needs to be outside the brackets.

If the name is not part of the sentence, then the surname needs to be inside the brackets.

- This system does not use footnotes, and therefore allows last minute alterations without the necessity for renumbering or rearrangement. The reader turns to the alphabetical list at the back of the assignment and finds the complete reference in the bibliography. Each source is only included once in the bibliography, even if it is cited several times in the text.

Bibliography

A bibliography details the works to which there are references in the essay. The object of the bibliography is to list information about each individual source in a logical and useful order, to allow the reader to follow up your citations.

- Where possible, bibliographic information should be taken from the title page of the source – not the front cover. The title page is usually two or three pages into the book.
- The Harvard system lists the sources alphabetically by **author**.
- Where more than one item by a single author has been used, the sources are listed chronologically, starting with the earliest. If more than one source was published in a given year by the same author, these are distinguished by a letter after the year:
e.g. (Smith, 1998a), (Smith, 1998b).
- Where there are two authors, both names should be cited.
(Smith & Jones, 1996, p.34)
SMITH, F & JONES, G (1996), *title*.....
- Where there are more than two authors, only the first is cited.
Smith et al. (1996, p.34) argue.....
SMITH, F et al. (1996), *title*.....

- The information should be presented in the correct order in one continuous block of text. You should not start a new line for each separate piece of information.
- Titles such as Sir or Lord are not used in this system.
- Do not separate each type of material (i.e. books, articles, videos etc)

Follow the patterns below when compiling your bibliography.

Referencing a book

AUTHOR'S SURNAME, INITIALS (year), *Title of book*, edition, Place of publication, Publisher.

HALL, C.M. (1998), *Sustainable Tourism*, Harlow, Longman.

- Here the edition has been left out as no edition was specified

Referencing a journal or magazine article

AUTHOR'S SURNAME, INITIALS (year), Article title, *Journal*, volume, part, page(s).

SWEET, A. (1998), Taking the trauma out of a crisis, *Nursing Times*, Vol. 94, No. 33, p.67-69

Referencing the Internet

The following points should be noted:

- You must cite enough information for the reader to find the citation in future. On occasions the URL address may be very long. You must include as much of the address as is necessary to locate where the information came from.
- If you cannot find the author of the document check the header of the HTML encoded text, otherwise use the title as the main reference point.
- You should cite the date the document was last up dated, if this is not obvious, then cite the date you accessed it.
- It is common to use < and > to delineate the start and end of an URL due to the punctuation of the URLs confusing a reader.

AUTHOR/EDITOR, (year), *Title*, [Internet], Edition, Place of publication, Publisher (if ascertainable), Available from: <URL address>, [accessed date]

HOLLAND, M. (1996) *Harvard System* [Internet] Poole, Bournemouth University. Available from: <<http://www.bournemouth.ac.uk/service-depts/lis/LISDPub/harvardsys.html>> [Accessed 22/8/97]

Referencing an e-book

AUTHOR'S SURNAME, INITIALS (year), *Title of book*, *Name of e-book collection*. [Online]. Available from: <URL address>, [Accessed date].

BRYSON, B. (2002). *Bill Bryson's African diary*, *Ebrary Books*. [Online]. Available from <http://site.ebrary.com/lib/bcot/docDetail.action?docID=10023449&p00=travel>
[Accessed 26.11.11]

Referencing an e-journal

AUTHOR'S SURNAME, INITIALS (year), article title, *Journal title*, [Internet], volume, part, page(s). Available from: <URL address>, [Accessed date]

SMITH, J (1996) Time to go home, *Journal of Hyperactivity*, [Internet], 12th October, 6 (4), p.122-3. Available from: <http://www.lmu.ac.uk> [Accessed 6/6/97]

Referencing a YouTube video

PERSON POSTING THE VIDEO/FILM . (Year) ,*Title of the film, video or programme*. Available from <URL address > [Accessed date].

BRITISH BROADCASTING COMPANY. (2011) *EastEnders cast perform Queen medley - BBC Children in Need 2011*. Available from <http://www.youtube.com/watch?v=GvazlC7vsFQ> [Accessed 26.11.11]

Referencing images from the internet

AUTHOR,ARTIST, PHOTOGRAPHER OR CORPORATE OWNER OR HOST OF THE SITE. (year) *Title of the work*. [Medium Online] Publisher. Available from <http.....> [date accessed]

(Medium = picture, postcard, photograph, poster etc)

KLEE, P. (1937). *Legend of the Nile*. (*Painting online*) Kunstmuseum, Bern. Available from <http://www.sai.msu.su/wm/paint/auth/klee/> [Accessed 26.11.11]

Referencing a video/DVD/TV recording programme

EDITOR (year), *Title of programme*, Series, Channel, date.

PANORAMA (1999), *Poison on your plate*, Panorama, BBC 1, 19.6.99

Referencing a CD ROM

AUTHOR/EDITOR (year), *Title of CD ROM* [CD ROM], (edition), place of publication, electronic publisher.

ATTICA CYBERNETICS (1994), *Great Artists*, [CD ROM] London, Attica.

Referencing a lecture/seminar handout

SURNAME of lecturer, INITIALS. (Year), *Title of lecture or seminar*, Title of course and module, College or University, [full date of lecture].

HOLMES, B. (2007), *The importance of getting it right*, HND Business, Marketing unit, Basingstoke College of Technology, [Thursday 20th September 2007].

Referencing notes taken by yourself from a lecture/seminar

SURNAME of lecturer, INITIALS. (Year), Lecture notes, [Title of lecture, full date of lecture], College or University, Department.

HOLMES, B. (2007), Lecture notes, [The importance of getting it right, Thursday 20th September], Basingstoke College of Technology, Department of Business.

Plagiarism and copyright

It is important to understand the distinction between the rules governing plagiarism and those covering copyright.

Plagiarism is the use of another's original words or ideas as though they were your own. Copyright laws exist to protect intellectual property. They make it illegal to reproduce someone else's expression of ideas or information without permission. This can include music, images, written words, video and a variety of other media. Copyright ensures that the person who created something, whether a book or a piece of music is remunerated for this work. In effect, by committing an act of plagiarism a student could be accused of academic misconduct and also of illegally violating someone's copyright.

The Copyright, Designs and Patents Act (1988) allows individuals to photocopy copyright material (Up to 5% or one chapter of a book or one article from a periodical issue), for the purposes of research or private study.

An example of a bibliography

BRITISH BROADCASTING COMPANY. (2011) *EastEnders cast perform Queen medley - BBC Children in Need 2011*. Available from <http://www.youtube.com/watch?v=GvazlC7vsFQ> [Accessed 26.11.11]

BRYSON, B. (2002). *Bill Bryson's African diary, Ebrary Books*. [Online]. Available from <http://site.ebrary.com/lib/bcot/docDetail.action?docID=10023449&p00=travel> [Accessed 26.11.11]

HALL, C.M. (1998), *Sustainable tourism*, Harlow, Longman.

HOLLAND, M. (1996) *Harvard System* [Internet] Poole, Bournemouth University. Available from: <<http://www.bournemouth.ac.uk/service-depts/lis/LISDPub/harvardsys.html> > [Accessed 22/8/97]

HOLMES, B. (2007), *The importance of getting it right*, HND Business, Marketing unit, Basingstoke College of Technology, [Thursday 20th September 2007].

KLEE, P. (1937). *Legend of the Nile. (Painting online)* Kunstmuseum, Bern. Available from <http://www.sai.msu.su/wm/paint/auth/klee/> [Accessed 26.11.11]

PANORAMA (1999), *Poison on your plate*, Panorama, BBC 1, 19.6.99

POND, W.G. (2005) *Basic animal nutrition and feeding*, 5th ed, New Jersey, Wiley.

SWEET, A. (1998), Taking the trauma out of a crisis, *Nursing Times*, Vol. 94, No. 33, p.67-69.