Referencing for the most popular formats:

example pages and associated reference in Harvard citation format.

This is only a ‘quick guide’ with examples of how to reference the more popular document/multimedia formats. NB In the Harvard System, each reference is listed in alphabetical order of authors’ names, whatever the format of the source cited.

For the full details of referencing formats, you are strongly recommended to consult the Library’s BU guide to citation in the Harvard style: Brief Guide at http://www.bournemouth.ac.uk/library/citing_references/docs/CitingRefs.pdf

Reference formats are given for:
- Reference to a book: one author
- Reference to a book: two authors
- Reference to a book: three or more authors
- Reference to a book: editor
- Reference to a publication from a corporate body
- Reference to a contribution in a book
- Reference to a conference paper
- Reference to an article in a journal, including references to journal articles or to books downloaded from a database
- Reference to a newspaper article, in paper format & from a database
- Reference to web documents and e-books in PDF format
- Reference to web pages/sites in HTML format
- Reference to a thesis
- Reference to a patent
- Reference to a film or video
- Reference to a television programme and series
Reference to a book: one author

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

Woods, P., 1999. Successful writing for qualitative researchers. London: Routledge. [In this example, you will need to look on the reverse of the title page to find the date.]

Reference to a book: two authors

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

Brewerton, P. and Millward, L., 2001. Organizational research methods: a guide for students and researchers. London: Sage. [In this example, you will need to look on the reverse of the title page to find the date.]
Reference to a book: three or more authors
1st Author’s Surname, INITIALS., 2nd [and subsequent] Author’s Surname, INITIALS. and last Author’s Surname, INITIALS., Year of publication. Title. Edition (if not the first). Place of publication: Publisher.


Reference to a book: editor
Author’s Surname, INITIALS., ed., Year of publication. Title. Edition (if not the first). Place of publication: Publisher.


NB Include all editors if more than 2, as in book examples.
Reference to a publication from a corporate body (e.g. a government department or other organisation).

Name of Issuing Body, Year of publication. *Title of publication*. Place of publication: Publisher, Report Number (where relevant).

Reference to a contribution in a book
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]. Title of book. Place of publication: Publisher, Page number(s) of contribution.


NB Include all contributing authors if more than 2, as in book examples.

Reference to a 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. Title of conference proceedings including date and place of conference. Place of publication: Publisher, Page numbers of contribution.


NB Include all contributing authors if more than 2, as in book examples.
Reference to an article in a journal
Author’s Surname, INITIALS., Year of publication. Title of article. Title of journal, Volume number and (part number), Page numbers of contribution.


Reference to an article in a journal, downloaded from a database
If you are certain that the copy you find on a database is identical to the printed version you may omit the URL and reference as a printed journal.

If you are in any doubt, give the URL of the source/database e.g. www.sciencedirect.com, not the full URL of the individual item.

Author’s Surname, INITIALS., Year of publication. Title of article. Title of journal, Volume number and (part number), page numbers. Available from: URL of source/database. [Accessed Date].

Reference to a newspaper article, in paper format
Author’s Surname, INITIALS. (or Newspaper Title), Year of publication. Title of article. *Title of newspaper*, Day and month, Page number/s and column number.


Reference to a newspaper article, from a database
Author’s Surname, INITIALS. (or Newspaper Title), Year of publication. Title of article [online]. *Title of newspaper*, Day and month, Page number/s and column number. Available from: URL of source/database. [Accessed Date].

Reference to web documents and e-books in PDF documents

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


NB Include all authors/editors if more than 2, as in book examples.

Reference to web pages/sites in HTML format

Author's /Editor's Surname, INITIALS., Year. Title. Place of publication, Publisher (if ascertainable). Available from: URL [Accessed Date].

Reference to a thesis
Author’s Surname, INITIALS., Year of publication. Title of thesis. Designation (type). Name of institution to which submitted.


Reference to a patent
Originator/s, (name of applicant/s) Year of publication. Title of patent. Series number and designation which may include full date.

Reference to a video, film or broadcast

*Title*, Year. (For films the preferred date is the year of release in the country of production.) Material designation. Subsidiary originator. (Optional but director is preferred) Production details – place: organisation.

e.g. *The Third Man*, 1948. Film. Directed by Carol Reed. UK: Lion Film Productions.

Programmes and series: the number and title of the episode should normally be given, as well as the series title, the transmitting organisation and channel, the full date and time of transmission.


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


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