

Guide to Citing References Using ProCite in the Bournemouth University Harvard System [BS5605:1990/BS1629:1989]

1. INTRODUCTION

To use the information in this document you need to 1) have ProCite 5.0 installed on your computer, 2) be familiar with the basic operations of ProCite 5.0, inputting data using Workforms and printing and saving bibliographies using Output Styles.

ProCite works with two sorts of forms 1) **Workforms** for inputting 2) and **Output Styles** for outputting. ProCite comes pre-loaded with Workforms for commonly used formats such as book, journal or conference paper. ProCite also contains Output Styles to output references in the correct style for major journals, publishers and professional organisations. These are contained in separate files ProCite Workforms **.pwf** and ProCite Output Styles **.pos**

The purpose of this document is to:

- Explain how to save ProCite files containing modified **Workforms** and a modified **Output Style** to enable you to output material in the Bournemouth University Harvard System. This is set out in the *Brief Guide: Citing References: The Harvard System*.
- To list the each element of the citation included in the Bournemouth University Harvard System as a guide to the information you need to include in each Workform (inputting) to achieve the desired output.

2. MODIFIED WORKFORMS AND OUTPUT STYLES

The following Workforms have been modified to add extra fields needed to comply with the Bournemouth University Harvard System [BS5605:1990/BS1629:1989].

Workform	Workform File Names
CD_ROMsbu	CD-ROMbu.pwf
Conference Paperbu	Conference Paperbu.pwf
Contribution a radio programmebu	Contribution Radio Programmebu.pwf
Contribution a television programmebu	Contribution Television Programmebu.pwf
E-journalbu	E-journalbu.pwf
Listsev/e-mail lists	Listservbu.pwf
Newspaperbu	Newspaperbu.pwf
Radio Programmebu	Radio Programmebu.pwf
Television Programmebu	Television Programmebu.pwf
Thesisbu	Thesisbu.pwf
Webpagebu	Webpagebu.pwf

The Bournemouth University Harvard System Output Style is contained in the file called **Harvarbu.pos**. To use these Workforms and Output Style follow these instructions:

Open ProCite 5.0

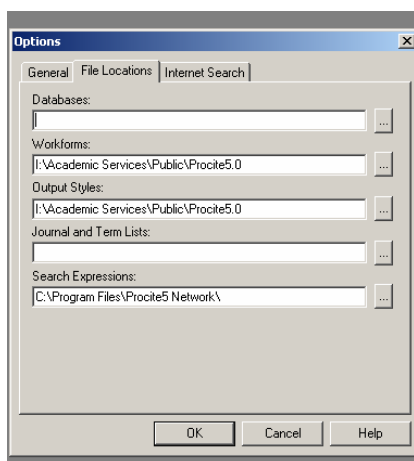
Cancel the Dialog Box inviting you to open a Database

Go to the **Tools** menu and select **Options**

In the Dialog Box check the tab for **File Locations**

In the windows for **Workforms** and **Output Styles** enter the following location

"I:\Academic Services\Public\ProCite5.0"



The **Options** Dialog Box should look like this.

Click **OK** and close the Options Dialog Box

Close ProCite 5.0

When you next use a ProCite 5.0 database to enter a record will be offered the additional files in the Workforms window.

When printing a bibliography select the Harvardbu Output Style from the Output Style window.

3. USING MODIFIED STYLE

The following is a guide to the elements of each reference that comprise the Bournemouth University Harvard System [BS5605:1990/BS1629:1989]. It lists the form of material referred to e.g. *Reference to a book*, the title of the Workform e.g. *Book Long Form*, if the style needs a modified Workform, the number of the field and the title of the fields as they appears in the ProCite Workform e.g. *07 Author, Monographic*

Under each style is an actual example. Note that the form of the authors name is always Surname, Initial or Second Name. Where dates are expressed in full **4 June 2002** they should be entered in full.

When inputting manually - from a keyboard - you will need to make sure that at least these fields are completed in each Workform to achieve outputs in the Bournemouth University Harvard System [BS5605:1990/BS1629:1989].

3.1 Reference to a book - Book Long Form

<07 Author, Monographic>| <20 Date of Publication>.| <09 Title, Monographic>.| <15 Edition> ed.| <22 Volume ID>.| <18 Place of Publication>:| <19 Publisher Name>.|

MERCER, P.A., et al., 1993. *Private viewdata in the UK*. 2nd ed. London: Longman.

3.2 Reference to a book - Book Short Form and Book Whole

<07 Author, Monographic>| <20 Date of Publication>.| <09 Title, Monographic>.| <15 Edition> ed. | <18 Place of Publication>:| <19 Publisher Name>.|

MERCER, P.A., et al., 1987. *Private viewdata in the UK*. London: Longman.

3.3 Reference to a contribution to a book - Book Chapter

<01 Author, Analytic>| <20 Date of Publication>.| <04 Title, Analytic>. In: |<07 Author, Monographic>| <09 Title, Monographic>.| <15 Edition> ed.| <18 Place of Publication>:| <19 Publisher Name>.| <25 Page(s)>.|

BANTZ, C.R., et al., 1995. Social dimensions of software development. In: J.A. ANDERSON, ed. *Annual review of software management and development*. Newbury Park, CA: Sage, 502-510.

3.4 Reference to an article in a journal - Journal Article, Journal Long Form, Journal Short form

<01 Author, Analytic>| <20 Date of Publication>.| <04 Article Title>.| <10 Journal Title>.| <22 Volume ID>| (<24 Issue ID>),| <25 Page(s)>.|

EVANS, W.A., et al., 1994. Approaches to intelligent information retrieval. *Information processing and management*, 7 (2), 147-168.

3.5 Reference to a newspaper article - Newspaper. Use modified Workform newspaperbu.pwf

<01 Author, Analytic>| <20 Year of Publication>.| <04 Article Title>.| <11 Newspaper Name>.| <21 Day and Month of Publication>.| <25 Page(s)>| <24 Column Number>.|

INDEPENDENT 1992. Picking up the bills. *Independent*, 4 June, p.28a.

3.6 Reference to a map - Map

<07 Cartographer>| <20 Date of Publication>| <04 Map Title>| <29 Scale>| <15 Edition> ed.| <18 Place of Publication>:| <19 Publisher Name>|

MASON, James, et al., 1832. Map of the countries lying between Spain and India, 1:8 000 000. London: Ordnance Survey.

3.7 Reference to a conference paper - Conference Paper Use modified Workform Conference Paperbu.pwf

<01 Author, Analytic>| <20 Date of Publication>| <04 Paper/Section Title>| In: <07 Editor/Compiler>| <09 Proceedings Title>| <13 Place of Meeting>| <21 Date of Meeting>| <18 Place of Publication>:| <19 Publisher Name>| <25 Location in Work>|

SILVER, K., et al., 1991. Electronic Mail: the new way to communicate. In: RAITT, D.I., et al., *9th international conference online information meeting*, London 5 December 1990. Oxford: Learned Information.

3.8 Reference to a conference proceedings - Conference Proceedings

<09 Proceedings Title>|. |<20 Date of Publication>|. |<13 Place of Meeting>|.

International Conference on Scientific Information. 1958. Washington DC.

3.9 Reference to a Thesis - Thesis Use modified Workform Thesis.pwf

<01 Author, Analytic>| <20 Date of Publication>| <04 Title, Analytic>|. | <36 Connective Phrase>| <19 University>|

AGUTTER, A.J., 1995. *The linguistic significance of current British slang*. Thesis (PhD). Edinburgh University.

Note include information about the Level of thesis in the Connective Phrase field. For Example Thesis (MA), Thesis (MSc) or Thesis (PhD).

3.10 Reference to a patent - Patent

<01 Inventor>| <20 Date of Patent Issue>| <04 Patent Title>| <13 Country>| <14 Document Type>| <15 Patent Number>|

PHILIP MORRIS INC., 1981. *Optical perforating apparatus and system*. European patent application 0021165 A1. 1981 - 01- 07.

3.11 Reference to a video, film or broadcast -

Video recording

<32 Series Title>| <04 Title, Analytic>| <20 Date of Publication>. Video. | Directed by <16 Director>| <18 Place of Publication>:| <19 Distributor>|

Birds in the garden, 1998. Video. London: Harper Videos.

Motion picture [Film]

<04 Title, Analytic>| <20 Date of Publication>. Film.| Directed by <16 Director>| <18 Place of Publication>:| <19 Distributor>|

Macbeth. 1948. Film. Directed by Orson WELLES USA: Republic Pictures.

Radio programme

<32 Series Title>| <34 Episode>, |<04 Title, Analytic>| <20 Date of Publication>. Radio,| Directed by <16 Director>| <18 Place of Publication>:| <19 Distributor>| <21 Broadcast Date>| <15 Time of Broadcast> hrs.|

News at One. 1997. Radio, BBC 1. Jan. 27. 22:00 hrs.

Contribution to a radio programme

<01 Author, Analytic>| <20 Date of Publication>.| Interview. In:/ <04 Title, Analytic> Radio,| <19 Distributor>.| <21 Broadcast Date>./ <15 Time of Broadcast> hrs.|

BLAIR, Tony., 1990. Interview. In: *News at One* Radio, BBC Radio 2. Feb. 1. 22:00 hrs.

Television

<32 Series Title>,| <34 Episode>,| <04 Title, Analytic>.| <20 Date of Publication>. TV,| Directed by <16 Director>.| <18 Place of Publication>:| <19 Distributor>.| <21 Broadcast Date>.| <15 Time of Broadcast> hrs.|

News at Ten. 2001. TV, ITV 1. Jan. 27. 22:00 hrs.

Contribution to a television programme

<01 Author, Analytic>| <20 Date of Publication>.| Interview. In:/ <04 Title, Analytic> TV,| <19 Distributor>.| <21 Broadcast Date>. <15 Time of Broadcast> hrs.|

BLAIR, Tony., 1997. Interview. In: *Six O'Clock News*. TV, BBC1. Jan. 1. 18:23 hrs.

4. ELECTRONIC MATERIAL- FOLLOWING THE HARVARD SYSTEM

4.1 Reference to web pages/sites

<01 Author(s)>| (<20 Date of Publication>).| <04 Title> [online].| Available from: - <38 Location/URL>| [Accessed <21 Date of Access>]

HOLLAND, M.J. (1999). *Guide to Citing Internet Sources* [online]. Poole, Bournemouth University. Available from: - http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html [Accessed 11 November 2000].

4.2 Reference to E-journals

<01 Author, Analytic>| <20 Date of Publication>.| <04 Article Title>.| <10 Journal Title> [online],| <22 Volume ID>| (<24 Issue ID>),| <25 Location Within Host>.| Available from: <38 Location/URL>| [Accessed <21 Date Accessed>].|

KORB, K.B. 1995. Persons and things: book review of Brigdjord on Robotic Conciousness. *Psycoloquy* [online], 6 (15), Available from: <http://test> [Accessed 17 June 2000].

4.3 Reference to mailbase/listserv e-mail lists

<01 Author(s)>| (<20 Date of Message>).| <04 Subject>.| <32 Discussion List>| [online]. Available from: <08 Discussion List E-mail Address>| [Accessed <21 Date Accessed>].|

BRACK, E.V. (2 May 2000). Re: Computing short courses. *Lis-link* [online]. Available from: Lis-link@Jiscmail.ac.uk [Accessed 17 June 2000].

4.4 Reference to personal electronic communications (E-mail)

<01 Author(s)>| (<02 Author E-mail>).| (<20 Date of Message>).| <04 Subject>. E-mail to| <07 Recipient>| (<08 Recipient E-mail>).|

LOWMAN, D., (deborah_lowman@pbsinc.com). (4 Apr. 2000). RE: *ProCite and Internet Reference*. E-mail to P. Cross (pcross@bournemouth.ac.uk).

4.5 Reference to CD-ROMs

|<07 Author, Monographic>| (<20 Date of Publication>).| <09 Title, Monographic>. [CD-ROM].| (<15 Edition>).| <18 Place of Publication>:| <19 Publisher Name>.|

HAWKING, S.W., (1994). *A brief history of time: an interactive adventure*. [CD-ROM]. (2 nd.). Crunch Media.