

Guide to Citing References in the Bournemouth University Harvard System Style Using Endnote

1. INTRODUCTION

To use the information in this document you need to: 1) to have 'write' access to your 'C' Drive 2) have EndNote installed on your computer and 3) be familiar with the basic operations of EndNote, inputting data using Reference Types and printing and saving bibliographies using Output Styles.

EndNote works with two sorts of forms 1) **Reference Types** for inputting 2) and **Output Styles** for outputting. EndNote comes pre-loaded with Reference Types for commonly used formats such as book, journal or conference paper. EndNote also contains Output Styles to output references in the correct style for major journals, publishers and professional organisations.

The purpose of this document is to:

- Explain how to save an EndNote file containing modified **Output Style** to enable you to output references in the Bournemouth University Harvard System. This is set out in the *BU guide to citation in the Harvard style*.
- To identify the information you need to include in each reference type in order to generate references in the *Bournemouth University Harvard Style*.

2. MODIFIED WORKFORMS AND OUTPUT STYLES

The BU Harvard System Output Style is contained in the file called **Harvardbu** To use this Output Style follow these instructions.

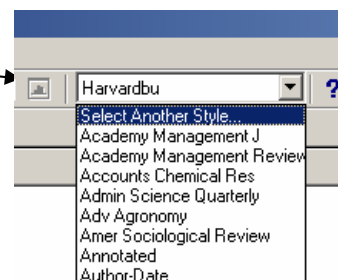
From the Bournemouth University EndNote page:

- Go to [http://www.bournemouth.ac.uk/library/citing_references/endnote.html]
- Double click on the **Harvardbu** link and **Copy** the file to the EndNote Styles folder
- Navigate to the Styles Folder of EndNote: C Drive - Program Files - EndNote n – Styles and **Save** file into the Styles folder

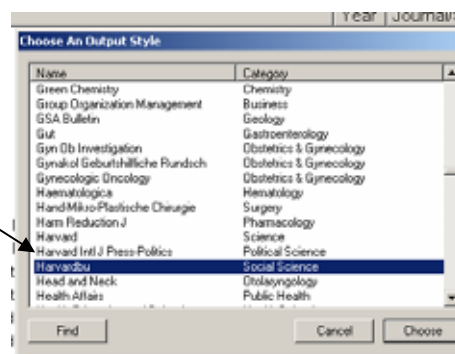
3. USING THE MODIFIED OUTPUT STYLE

Open your EndNote library.

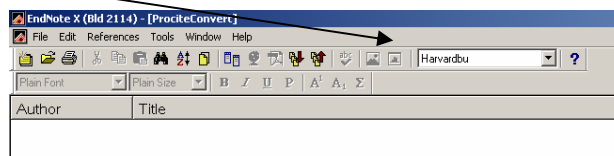
From the **Output Style Window** select the option to **Select Another Style**



From the drop down list choose **Harvardbu** Note that you may need to click on the name tag at the top to list Output files in Alphabetical order.



Harvardbu appears in the top menu bar.



4. REFERENCE TYPES AND FIELDS TO COMPLETE IN ENDNOTE

The following is a guide to the elements that you need to complete in EndNote to generate well formed references in BU Harvard Style. Note that if you are using the *BU Guide to citation in the Harvard style* the References Types used in EndNote differ from those in the BU guide.

Note that the form of the author's name is always Surname, Initial or Second Name except for Corporate Authors. Where dates are expressed in full **4 June 2007** they should be entered in full.

Bournemouth University Harvard Style	Output Style	Fields to complete
Book	Book	Author, Year. <i>Title</i> , Edition ed. Place of Publication: Publisher.
Contribution to a Book	Book Section	Author, Year. Title. <i>In:</i> Editor. <i>Book Title</i> . Edition ed. Place of Publication: Publisher, Pages.
Book	Edited Book	Editors Name., Year. <i>Title</i> , Place of Publication: Publisher.
Article in a Journal	Journal Article	Author, Year. Title. <i>Journal</i> , Volume, (Issue) Pages.
Newspaper Article	Newspaper Article	Reporter, Year. Title. <i>Newspaper</i> , Access Date, Pages.
Map	Map	Cartographer, Year. <i>Title</i> , Scale. Place of Publication: Publisher.
Conference paper	Conference Paper	Author, Year. Title. <i>In:</i> Editor ed, <i>Conference Name</i> . <i>Date</i> , <i>Location</i> . Place of Publication: Publisher.
Publication from a corporate body	Government Document	Author, Year. <i>Title</i> , Edition: Publisher, Report Number. NOTE: Finish corporate authors with ,, e.g. Bournemouth University,,
Thesis	Thesis	Author, Year. <i>Title</i> . Thesis (Thesis Type). University. NOTE Thesis type is PhD, MA, BA etc.
Patent	Patent	Inventor, Year. <i>Title</i> . Series Title. Issue Date.
Video, Film or Broadcast	Film or Broadcast	<i>Series Title</i> , Edition, <i>Title</i> , Year Released. [Medium], Directed by Director. Country: Distributor. Date Released. Transmission Time hrs. Note Medium is Film, Video etc.
Web Pages and E-Books	Electronic Book	Author, Year. <i>Title</i> [online], (Edition): Publisher. Available from: URL [Accessed Date Accessed].

E-Journals	Electronic Article	Author, Year. Title. <i>Periodical Title</i> [online], Volume, (Issue). Available from: URL [Accessed Date Accessed].
Blog	Blog	Author, Access Date. Title, <i>Blog Title/Name</i> [online]. Available from: URL [Accessed: Access Date].
Mailbase / Listserv	Personal Communication	Author, Access Date. Subject of Message. Discussion List [online]. Available from: ListServ Address [Access Date].
CD Roms / DVDs	Audiovisual Material	Author, Year. <i>Title</i> [Type]. (Edition). Place of Publication: Publisher. Note Type is CD Rom, DVD etc.