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Notes
Referencing your work is vitally important. There are many ways to reference, but
the BSO would like you to reference in the format which is featured in this guide.
The reference section of your work complements the text and so you should
ensure that it is complete and tidily presented. The style of referencing used at the
BSO is recognised as The Harvard System.

Ethical issues
In all forms of academic work at degree level and especially in research, it is vital
to reference all sources of information accurately, so that readers can find the
original source that has been cited. If anyone uses another person's work, but
does not credit the original author for their ideas or results they are guilty of
'plagiarism', which is considered to be unethical and therefore, a serious academic
offence. Ideas and opinions that are taken from another person's work should
always be cited in brackets at the end of the relevant sentence or paragraph,
giving details of the author's surname and year of publication. Copying sections of
another person's work word for word is also considered as plagiarism, so any
phrases, sentences or paragraphs that are used in exactly their original format
should be considered as "direct quotes" and referenced with the author's surname,
year of publication and the page number in the original text.

All the references you use (books, journals, magazines, websites) in your text
should be listed in full and in alphabetical order. Do not separate the list into
Books, Journals etc. All should be listed together in alphabetical order. Many
students have failed to reference their work correctly and have lost marks as a
result, so it is important that you follow this guide and learn to reference in the
correct format.

There are three styles in use as ways to highlight the key element within a
reference; they are the use of bold text, underlining and italics. You should use
only one of these styles throughout your text. Throughout this guide bold text will
be used to highlight the key element of the reference.

Citing in the text
The Harvard system of citation is considered as one of the simplest methods of
acknowledging other work as initially all you need do is mention the author and
date of publication in the text of your work. At each point in text which refers to a
particular document, insert the authors surname and date of publication. For example:

The work of Moseley and Adams (1991) was concerned with the reliability of
measurement of dorsiflexion at the ankle.

The reader can easily locate the full description of the document you have
referenced in your text in the alphabetical list of references provided at the end of
your document. This system provides the reader with the opportunity to note the
authority of the author used as a reference and how recent the information might be.
Note the following points:

- In the main text, initial letters are only used when two or more authors have the same surname and have published in the same year.

- If the author's name occurs naturally in the text, the year follows in parentheses.

  i.e. "The classic clinical experiments to identify the anatomic origins of low back pain were performed by Lewis and Kellgren (1939) and later reproduced by other investigators".

**Direct Quotations**
When giving direct quotations you must also state page numbers.

  i.e. "Screening is the use of examinations or tests to detect previously unrecognised, or unreported medical conditions, or to detect risk facors" (Jones, 1995 pp. 122-3).

**Multiple Authors**
In the case of two or fewer authors to a source, list all names.


When there are three or more authors listed as the source of information, use the name of the first author followed by "et al".

  i.e. Williams et al (1997).

When more than one reference is given at the same point in the text, they should be listed chronologically.

  i.e. Smith (1958), Brown (1964) and Jones (1972).

**Citing in the Reference List**
The reference list appears at the end of your work, is organised alphabetically and provides evidence of the literature and other sources you have used in your research. The first two elements of your reference (author and date) are the link you made in the written text. This enables the reader to move from the text to the reference list identifying and locating literature from the reference.
Book Referencing
Below is a book reference as an example.

Include all of the following information.

The order to follow is:

1. Author(s), editor(s), or the institution responsible for writing the document. (ed. is a suitable abbreviation for editor).
2. Date of publication (in brackets).
3. Title and subtitle (if applicable). Underlined, bold or in italics. Be consistent throughout the reference list.
4. Series and individual volume number if applicable.
5. Edition if not the first
6. Place of publication.
7. Publisher.


Journal Articles
When referencing Journals, include the following information in this order;

1. Author of the article.
2. Year of the publication in brackets.
3. Title of the article.
4. Title of the journal, underlined, in bold or in italics (be consistent throughout the reference list.
5. Volume and part number, month or season of the year.
6. Page numbers of articles.

Where the author is known:


OR


Where the article is anonymous:

**Theses and Dissertations**
The order to follow is:

1. Name
2. Year of publication.
3. Title and subtitle if applicable. Underlined, in bold or in italics. Be consistent throughout the reference list.
5. Place of publication (if not clear from the institution name, i.e. Birmingham, University of Central England).
6. Awarding Institution.


**Citing URLs (Uniform Resource Locator, Internet Address) in a reference list.**
The following points should be noted:

- Be consistent throughout.

- Cite enough information for the reader to locate the document. When the URL is excessively long it is sufficient to include just enough of the URL to identify the site from where the journal came.

- Many web documents do give an author. If the information is not explicit you may find it in the header of the html-encoded text. Otherwise use the title as the main reference point as you would with any anonymous work.

- You should cite the date the document was last updated, or if this is not apparent, the date when you accessed it.

- In Internet address the punctuation is important but in referencing may confuse the reader. The common convention is to use < and > to delineate the start and end of a URL.

**World Wide Web Documents:**
Follow the order below.

1. Author/ Editor.
2. Year.
3. Title. Underlined, in bold or in italics. Be consistent throughout.
4. [Internet].

**A Sample Reference List**

A sample reference list is presented below:

**References**


**Bibliography**

The bibliography usually follows the list of references. This lists any other sources of information, such as books or magazine articles which are not cited in the text. These should once again be listed in alphabetical order in an identical format to the references.

Jo Zamani BSc (Hons) MSc.
Unit Convenor Individual Enquiry
Adapted from: The Harvard Style of Referencing Published Material. LMU LSS – October 1998.