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ARTS  
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# Guide to Harvard Referencing

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## Introduction

When you are involved in the research process, whether it is for a short essay, investigative study or a research project, you will be engaging with other people's work, their words, ideas and arguments.

This guide will:

- Explain how to construct references
- Give examples of how to cite references in your text
- Include a sample reference list

## Avoiding plagiarism

Plagiarism, the representation of someone else's ideas or words as your own, is a serious offence. When you write your own piece of work you must give credit to the sources, written or produced by others, which you have used. This will demonstrate the breadth of sources you have consulted and enable others to trace the knowledge that has informed your work.

Keeping accurate records of the sources you have consulted throughout your research will make the job of constructing your reference list and correctly citing throughout your text a much easier task.

## Citing other people's work

The Harvard referencing system is also known as the Name/Date method because when you cite a reference in your text you use the name of the person or organization responsible for the information you have used and the date it was published or made available e.g. (Kotler, 2002).

There are three main ways in which you might use other people's ideas and research throughout your work. Always use the author's family name (or name of organisation responsible for resource if there is no author), year and the page number(s) if applicable from which the quote, ideas or arguments are taken.

### Direct Quotations

A word for word inclusion of a quote in your piece of work. The source, author and page numbers must be included.

### Paraphrasing

Restating someone else's argument in your own words. The source, author and page numbers must be cited.

### Summarising

Summarising the ideas/arguments of others in your own words. The source and authors must be cited.



## How to use quotations

This guide will give examples of the main ways in which you might want to cite a reference within your piece of work.



### Author's name cited in the text

#### Quotations of less than one line

Include quotations of less than one line in the main body of the text within single inverted commas.

Example:

Sparke (2009, p.19) argues that 'we are so surrounded by design that it feels as if life must have always been lived this way'.

#### Longer quotations

Indent longer quotations at both left and right margins and use single line spacing, quotation marks are not required.

Example:

Examining different modes of production Sparke (2009, p.22) ascertains that:

Craft-making relies on the maker's tacit knowledge and skill, based on repeated practice, and involves chance and an ability to improvise. Factory production eliminated these elements.

The entry in the reference list at the end of your work would appear as:

Sparke, P. (2009). *The genius of design*. London: Quadrille.

## Author's name not cited directly in text

### Paraphrasing

Always cite the author, year, and page number if applicable when restating in your own words someone else's ideas or arguments, summarizing, or making reference to a piece of work or research without mentioning the author in the text

#### Example 1:

Members of a given subculture distinguish themselves from mainstream society by adopting a distinctive individual identity (Muggleton, 2000, p.63).

The entry in the reference list at the end of your work would appear as:

Muggleton, D. (2000). *Inside subculture: the postmodern meaning of style*. Oxford: Berg.

#### Example 2:

McQuiston (1997) concentrates on the way in which women and women's movements have used graphics as a tool for empowerment.

The entry in the reference list at the end of your work would appear as:

McQuiston, L. (1997). *Suffragettes to she-devils: women's liberation and beyond*. London: Phaidon Press.

## Further guidelines

### Multiple authors

If there are two or three authors use all names:

Smith and Mockeridge (1993, p.5) state that .....

In contrast Brown, Brignone and Ward (2001, pp.5-7) put forward the view that .....

If there are four or more authors use the first author's Family Name followed by et al.:

Kotler et al. (2002) argue that .....

### Author with more than one piece of work published in the same year

If the author has published more than one piece of work in the same year use lower case letters to distinguish the sources:

Example:

Bentley (1980a) surveyed ..... The conclusions he drew from this study were replicated (Bentley, 1980b) and are therefore more reliable than earlier studies.

## Secondary Referencing

While you are consulting an original work, you may come across a summary of another author's work, which you would like to make reference to in your own document. This is called secondary referencing:

A direct reference:

Research recently carried out by Brown (1966 cited in Bassett, 1986, p.142) found that.....

In this example, Brown is the work, which you wish to refer to, but have not read directly for yourself. Bassett is the secondary source, where you found the summary of Brown's work.

Or indirectly:

(Brown, 1966 cited in Bassett, 1986, p.142)

You would reference Bassett in your reference list, but not Brown.

In the example below White is the primary or original source and Black is the secondary source. It is important to realise that Black may have taken White's ideas forward, and altered their original meaning. It is recommended that where possible, you read the original source for yourself rather than rely on someone else's interpretation of a work.

White, (1990) as cited in Black (1994), suggests that...

You would reference Black in your reference list, but not White.

The reference list at the end of your document should only contain works that you have read.

## Citing from websites

You can cite from a website in the same way that you would cite from any other resource. It can be difficult to ascertain the author of a website, if you can't find an individual name use the name of the organisation or company to whom the website belongs. It can also be difficult to find out when the material was published. If there is a last updated date, or a date next to the copyright symbol at the bottom of the page use this, but if there is no indication of date no date (n.d.) should be put in brackets after the name. You will not need to use page numbers.

### Example 1:

At the Edinburgh Fringe this year 'the average cost of putting on a show is estimated at around £6,000' (Geoghegan, 2010)

The entry in the reference list at the end of your work would appear as:

Geoghegan, K. (2010). *Sampling the Edinburgh Fringe for free*. [online] Available from: <http://www.bbc.co.uk/news/entertainment-arts-10917356> [Accessed 10th August 2010]

### Example 2:

Until the middle of the nineteenth century 'natural colours were used to dye wool, with three stages when it could occur: when it was still a fleece, in threads ready for weaving, or after the cloth had been woven' (National Museum Wales, n.d.)

The entry in the reference list at the end of your work would appear as:

National Museum Wales (n.d.). *The process – from fleece to fabric*. [online] Available from: <http://www.museumwales.ac.uk/en/wool/the-process/> [Accessed 10th August 2010]

## Constructing references: Printed Sources

### Books with a single author

References from a printed book should be made up of the following elements:

- Author's Family Name, Initial(s)
- Year of publication (in brackets)
- Title (in italics)
- Edition if not the first
- Place of publication
- Publisher

Examples:

Kelly, M. (1997). *Imaging desire*. Cambridge, MA: MIT Press.

If the book is edited rather than written by the person whose name is on the title page put (ed.) in brackets after their name e.g.

Thompson, J. (ed.) (1996). *Towards a theory of the image*. Maastricht: Jan van Eyck Academie.

### Books with multiple authors

List all authors up to three, the same elements are required as for a single author.

Examples:

Parker, R. and Pollock, G. (1987). *Framing feminism: art and the Women's Movement 1970-85*. London: Pandora.

Brown, J., Brignone, S. and Ward, A. (2001). *The modern garden*. London: Thames & Hudson.

Where four or more authors are responsible for a publication use the first author's name followed by et al.

Example:

Kotler, P. et al. (2002). *Principles of marketing*. 3rd ed. Harlow: Pearson Education.

## Essay or contribution within a book

References should consist of the following elements:

- Contributing author's Family Name, Initial(s)
- Year of publication (in brackets)
- Title of contribution.
- Followed by *In*
- Editors Family Name, Initial(s) (ed.) or (eds.)
- Title of book (in italics)
- Place of publication
- Publisher
- Page number(s) of contribution

Example:

Ehrenreich, B., Hess, E. and Jacobs, G. (1997). Beatlemania: a sexually defiant consumer culture? *In*: Gelder, K. and Thornton, S. (eds.) *The subcultures reader*. London: Routledge. pp.523-536.

## Journals

References should consist of the following elements:

- Author's Family Name(s), Initial(s)
- Year of publication (in brackets)
- Title of article
- Title of journal (in italics)
- Volume number (part number) or Month
- Page number(s)

Examples:

Lowry, J. (2003). Slowing down: stillness, time and the digital image. *Portfolio: the catalogue of contemporary photography in Britain*. No.37. pp.51-53.

Craik, J. (2003). The cultural politics of the uniform. *Fashion theory: the journal of dress, body and culture*. Vol.7 No.2. pp.127-147.

Vanderbilt, T. (2003). The new mobility. *I.D.: the international design magazine*. May. pp.34-41.

## Newspaper articles (printed)

References should consist of the following elements:

- Author's Family Name, Initial(s)
- Year of publication (in brackets)
- Title of article
- Newspaper title (in italics)
- Date and month
- Page number(s)

Example:

Younge, G. (2003). Civil rights kitchen serves last supper. *The Guardian*. 4 August. p.12.

## Book by an organisation

References should consist of the following elements:

- Organisation's name
- Year of publication (in brackets)
- Title (in italics)
- Edition if not the first
- Place of publication
- Publisher

Example:

Association of Illustrators. (2000). *Images 24: the best of British illustration*. Crans-Pres-Celigny: Rotovision.

## Exhibition catalogues

References should consist of the following elements, where there is no author/artist use the name of the gallery:

- Author/Artist's Family Name, Initial(s)
- Year of publication (in brackets)
- Title (in italics)
- Place of publication/gallery
- Publisher/Gallery Name

Examples:

Gallaccio, A. (2003). *Anya Gallaccio*. Birmingham: Ikon Gallery.

## Thesis or dissertation

References should consist of the following elements:

Author's Family Name, Initial(s)  
Year of publication  
Title (in italics)  
Designation (award)  
Institution to which submitted

Examples:

Favilla, A.L. (2004). *Images of the virtual: rethinking photography in the age of biotechnologies*. Thesis (PhD). University of London.

West, N. (2001). *Costume in the late 20th century 'out-of-time' films of Shakespeare's plays: forms and functions*. Dissertation (MA). Nottingham Trent University.

## Constructing references: Printed images

If the diagram, photograph or illustration is the author's own work and **not a substantial work in its own right**.

Examples of how it would appear in your text:

In their spider diagram Blaxter, Hughes and Tight (1996, p.34, Box 12) demonstrate how research interests and relationships can be graphically represented.

or

The photograph of a Nottingham shop window (Gregson and Crewe, 2003, p.69, Pl. 3.9) illustrates the way in which retro retailers .....

In the reference list at the end of your piece of work list the sources in which the illustrations were published e.g. the above examples were in books and will therefore appear as:

Blaxter, L., Hughes, C. and Tight, M. (1996). *How to research*. Buckingham: Open University Press. p.12.

Gregson, G. and Crewe, L. (2003). *Second-hand cultures*. Oxford: Berg. p.69.

If the illustration is a work in its own right e.g. a reproduction of a painting, that you are referring to regardless of the text around it, you should cite it in its own right.

The name of the work, the artist/s, and year of the work's creation should appear in the body of your text. The entry in your reference list should state the medium of the original and where it is held.

An example of how this would look in the text of your work:

Burne-Jones's classical style can be witnessed in The Golden Stairs (Burne-Jones, 1880) his depiction of .....

The entry in your reference list should follow this pattern:

Burne-Jones, E. (1880). The golden stairs. Oil on canvas. London: Tate Gallery. *In*: Wood, C. (1981). *The Pre-Raphaelites*. London: Weidenfeld and Nicolson. p.121.

# Constructing references: Electronic/Online resources

## Web pages

References to a World Wide Web site or page should be made up of the following elements. It can be difficult to ascertain the author of a website, if you can't find an individual name use the name of the organisation or company to whom the website belongs. It can also be difficult to find out when the material was published. If there is a last updated date, or a date next to the copyright symbol at the bottom of the page use this, but if there is no indication of date no date (n.d.) should be put in brackets after the name.

- Author
- Year (in brackets)
- Title (in italics)
- [online]
- Available from: web address - URL
- [Accessed date]

Examples:

National Museum Wales (n.d.). *The process – from fleece to fabric*. [online]  
Available from: <http://www.museumwales.ac.uk/en/wool/the-process/>  
[Accessed 10th August 2010]

In the above sample a publication date could not be ascertained so n.d. was used to indicate no date.

Geoghegan, K. (2010). *Sampling the Edinburgh Fringe for free*. [online]  
Available from: <http://www.bbc.co.uk/news/entertainment-arts-10917356>  
[Accessed 10th August 2010]

## E-journals & e-newspapers

References to e-journals should include the following (use this format for e-newspaper articles):

- Author's Family Name, Initial(s)
- Year of publication
- Title of article
- Title of journal (in italics)
- [online]
- Date of publication (if ascertainable)
- Volume number / Part number
- Available from: web address - URL
- [Accessed date]

Examples:

Jackson, K.M. (2000). Play it again and again: "Casablanca"'s impact on American mass media and popular culture. *Journal of popular film and television*. [online]. Winter 2000. Vol.27. No.4. Available from: <http://iipaft.chadwyck.com/iipaft/htxview?template=basic-htx&content=frameset.htx&ACCESS=NEW&ALL=Y> [Accessed 27 May 2008]

Kuspit, D. (2000). Antoni Tapies. *Artforum*. [online]. April 2000. Available from: <http://www.artforum.com/archive/id=346&search=1999> [Accessed 6 August 2008]

## E-books requiring Athens Username and password

For e-books accessed through AUCB Library using an Athens Username and password the following elements are required:

- Author's Family Name, Initial(s)
- Year of publication
- Title of book (in italics)
- [e-book]
- Place of publication
- Publisher
- Available through: web address - URL
- [Accessed date]

Example:

Sagers, J. (2006). *Origins of Japanese wealth and power : reconciling confucianism and capitalism, 1830-1885* [e-book] New York: Palgrave Macmillan. Available through: AUCB Library <http://www.aucb.ac.uk/library> [Accessed 16th August 2010]

## Free e-books/pdfs

For e-books or pdfs that can accessed through the internet include the following:

- Author's Family Name, Initial(s)
- Year
- Title of book (in italics)
- [e-book] or [pdf]
- Place of publication (if available)
- Publisher
- Available from: web address - URL
- [Accessed date]

Examples:

Carroll, L. (2008). *Alice in wonderland*. [e-book] Millennium Fulcrum. Available from: <http://www.gutenberg.org> [Accessed 16th August 2010]

Arts Council (2010). *Joining up the dots: Dance agencies – thoughts on future direction*. [pdf] London: Arts Council. Available from: [http://www.artscouncil.org.uk/media/uploads/joining\\_up\\_the\\_dots\\_april\\_2010.pdf](http://www.artscouncil.org.uk/media/uploads/joining_up_the_dots_april_2010.pdf) [Accessed 16th August 2010]

## E-images

When referencing an online image include the following. By right clicking over the image and selecting properties you will get the correct address (URL) and file extension:

- Artist or image creator (if known)
- Title or description of image (in italics)
- Year (in brackets)
- [online image]
- Available from: web address - URL
- Filename and extension (if ascertainable)
- [Accessed date]

Examples:

Goldsworthy, A. *Stone River*. (2001). [online image]. Available from: <http://www.stanford.edu/dept/ccva/goldsworthy.jpeg> [Accessed 7 August 2008]

*Martin Luther King Jr.* (n.d.). [online image]. Available from: <http://members.aol.com/klove/images/martin.jpeg> [Accessed 7 August 2008]

## Blogs

- Family Name, Initial(s) or bloggers online identity.
- Year (in brackets)
- Title of blog entry
- Date blog entry written
- Title of Blog (in italics)
- [online].
- Available from: web address URL.
- [Date accessed]

Example:

Fry, S. (2008). Wii is a kind of magic. 29 August 2008. *Blessays, blogs and blisquisitions* [online]. Available from: <http://stephenfry.com/blog/> [Accessed 10 September 2008].

## Discussion lists/Messageboards

- Family Name, Initial(s) or online identity.
- Year (in brackets)
- Title of message
- Date message added to the list
- Title of discussion group (in italics)
- [online]
- Available from: web address URL.
- [Date accessed]

Example:

Fragoletto. (2010). The fool. 1 April 2010. *Arts and ideas* [online]. Available from: <http://www.bbc.co.uk/dna/mbradio3/> [Accessed 10 August 2010].

## Podcasts or archived television programmes

- Broadcaster or author
- Year (in brackets)
- Title of programme (in italics)
- [online]
- Available from: web address URL.
- [Date accessed]

Example:

Tate (2008). *Modern paint podcast*. [online] Available from: <http://www.tate.org.uk/learning/learnonline/modernpaints/> [Accessed 10 September 2008].

## Wikis

- Wiki name
- Year (in brackets)
- Title (in italics)
- [online]
- Available from: web address URL.
- [Date accessed]

Example:

Wikipedia. (2008). *Lighthouse* [online]. Available from: <http://en.wikipedia.org/wiki/Lighthouse> [Accessed 10 September 2008].

## YouTube videos

- Screen name
- Year (in brackets)
- Title (in italics)
- [online]
- Available from: web address URL.
- [Date accessed]

Example:

Ninecreative. (2008). *Esquire e-ink cover*. [online]. Available from: <http://uk.youtube.com/watch?v=KMb9tZ1TP8Q&feature=related> [Accessed 10 September 2008].

## Constructing references: Other audio and visual resources

### Films

- Director
- Year of film release (in brackets)
- Title (in italics)
- [Type of medium from which it was viewed]
- Place of production
- Production organisation

Examples:

#### **Film**

Lucas, G. (2002). *Star wars: episode II - attack of the clones*. [Film]. USA: Lucasfilm.

#### **Video**

Allen, W. (1986). *Hannah and her sisters*. [VHS]. USA: MGM Home Entertainment.

#### **DVD**

Burton, T. (1988). *Beetlejuice*. [DVD]. London: Warner Home Video

### TV, radio and off-air recording

- Series title (if appropriate) (in italics)
- Series number (if appropriate)
- Programme title (in italics)
- Year (in brackets)
- Country of origin
- Channel
- Date of transmission
- [Medium]

#### **Television programmes**

*Restoration*. Episode 1. (2008). UK. BBC2. 8 August. [Television]

*Friends*. *The one where Phoebe runs*. (2003). USA. E4. 8 August. [Television]

#### **Radio programmes**

*The Friday play*. *Ruby on Tuesday*. (2003). UK. BBC Radio 4. 8 August. [Radio]

#### **Off-air recordings**

*Arena*. *Budd Schulberg: a contender*. (2001). UK. BBC2. 19 May. [VHS Video tape]

## Interviews broadcast on TV and radio

- Name of person interviewed
- Year (in brackets)
- Interview by [name of interviewer]
- Programme title (in italics)
- Channel
- Date
- [Medium]

Examples:

McMaster, B. (2003). Interview by Mariella Frostrup. *The Radio 2 Arts Programme*. BBC Radio 2. 8 August. [Radio]

Howard, M. (2003). Interview by Peter Sissons. *Breakfast with Frost*. BBC 1. 10 August. [Television]

## Musical recordings

- Recording artist/s
- Year (in brackets)
- Title (in italics)
- Composed by [name of composer] if appropriate
- Medium e.g. [Compact disc] or [MP3]
- Place of production (if ascertainable)
- Producing organisation

Examples:

The Cure. (1992). *Wish*. [Compact disc]. London: Fiction Records.

Orchestre symphonique de Montreal. (1988). *Concerto for orchestra*. Composed by Bela Bartok. [Compact disc]. London: Decca.

## Theatre - production of a play

- Author, Family Name, Initial(s)
- Year of performance (in brackets)
- Title (in italics)
- Directed by
- Performance company
- Performance venue
- Location of performance
- [Date performance viewed]

Example:

Shakespeare, W. (2008). *Hamlet*. Directed by Gregory Doran. Royal Shakespeare Company. The Courtyard Theatre, Stratford-upon-Avon. [24 July 2008]

## Theatre programmes, prompt books, etc

- Theatre group/performer
- Year of publication (in brackets)
- Title of performance (in italics)
- Date of performance
- Type of material e.g. programme/prompt book
- Performance venue
- Location of venue

Example:

The Royal Shakespeare Company. (1993). *William Shakespeare's The Tempest*, 12 May 1993, programme, The Swan: Stratford-upon-Avon

# Constructing references: Personal communications

## Interviews

- Interviewee's Family Name, Initial(s)
- Year (in brackets)
- Interviewee's job title / position
- Interview / Telephone conversation
- Date

Examples:

### **Interview**

Green, V. (1999). Organic Farming Policy Officer. Interview with author. 7 September.

### **Telephone conversation**

Longbridge, J. (2001). Opera South Public Relations Officer. Telephone conversation with author. 5 May.

## Emails

- Sender
- Sender's email address (in brackets)
- Day Month Year
- Subject of message (in italics)
- Email to recipient's name
- Recipients email address

Example:

Albin, L. (lalbin@aucb.ac.uk). 9 September 2010. *E-book report*. Email to J. Waite. (jwaite@aucb.ac.uk)

## Letters

- Sender
- Year (in brackets)
- Sender's job title / organisation
- Letter to author
- Date

Example:

Beare, P. (2002). Deputy Head TAW Elementary School. Letter to author. 17 January.

## Lecture notes

- Lecturer's Family Name, Initial(s)
- Year
- Course Title (in italics)
- Institute name / location
- Day, Month

Example:

Jones, A. (2009). *BA Illustration: Interpretation of text*. Arts University College at Bournemouth. 27 February.

## Example of a reference list

The reference list at the end of your piece of work should list all the sources cited in your text. The Harvard System requires that the list is alphabetical by authors' name. Include all types of source, i.e. online, books, film, in one alphabetical list as shown below. If there is an instance where the same author has published more than one item in a year use lower case letters to distinguish between them e.g. 1998a, 1998b.

Allen, W. (1986). *Hannah and her sisters*. [VHS Video tape]. USA: MGM Home Entertainment.

Association of Illustrators. (2000). *Images 24: the best of British illustration*. Crans-Pres-Celigny: Rotovision.

Craik, J. (2003). The cultural politics of the uniform. *Fashion theory: the journal of dress, body and culture*. Vol. 7 No. 2. pp.127-147.

Ehrenreich, B., Hess, E. and Jacobs, G. (1997). Beatlemania: a sexually defiant consumer culture? In: Gelder, K. and Thornton, S. (eds.) *The subcultures reader*. London: Routledge. pp. 523-536.

Imperial War Museum. (n.d.) *Recollections of war*. [online]. Available from: [http://www.imw.org.uk/online/fw\\_w\\_rem/fwwsound.htm](http://www.imw.org.uk/online/fw_w_rem/fwwsound.htm) [Accessed 6 August 2008]

Kelly, M. (1997). *Imaging desire*. Cambridge, MA: MIT Press.

Kotler, P. et al. (2002). *Principles of marketing*. 3rd ed. Harlow: Pearson Education.

Kuspit, D. (2000). Antoni Tapies. *Artforum*. [online]. April 2000. Available from: <http://www.artforum.com/archive/id=346&search=1999> [Accessed 6 August 2008]

Longbridge, J. (2001). Opera South Public Relations Officer. Telephone conversation with author. 5 May.

Martin Luther King Jr. (n.d.). [online image]. Available from: <http://members.aol.com/klove/images/martin.jpeg> [Accessed 7 August 2008]

McMaster, B. (2003). Interview by Mariella Frostrup. *The Radio 2 Arts Programme*. BBC Radio 2. 8 August. [Radio]

Thompson, J. (ed.) (1996). *Towards a theory of the image*. Maastricht: Jan van Eyck Akademie.

Vanderbilt, T. (2003) The new mobility. *I.D.: the international design magazine*. May. pp. 34-41/41.

Wikipedia. (2008). *Lighthouse* [online]. Available from: <http://en.wikipedia.org/wiki/Lighthouse> [Accessed 10 September 2008].

## Listing the illustrations, photographs, images and other graphics in your work – the list of Figures

Give each of the illustrations, photographs etc. in your text a running number e.g. Fig. 1, Fig. 2 , Fig. 3. along with a caption relating to the image if appropriate.

As with any other material you must credit the source from which the image originated. For example follow the instructions for printed images or e-images and construct a list of figures.

The List of Figures should be placed after the Contents page within your assignment and take the following format:

[Title of Figure/Caption, if applicable]  
[Full description of source of image]

Example.

### Figures

1. Particle tracks

CERN. *Particle tracks seen in the LHCb vertex detector (VELO)*. (2008). [online image]. Available from: <http://lhc-first-beam.web.cern.ch/lhc%2Dfirst%2Dbeam/News/FinalLHC-syncTest.html> [Accessed 10 September 2008]

2. La-Charité-sur-Loire : Church. Ambulatory

Oursel, R. (1996). *Romanesque*. Koln: Bendikt Taschen. p. 88

3. Beer bottles.

Waitrose. *Liquid assets*. (2008). [online image]. Available from: <http://www.waitrose.com/drink/beer/index.aspx> [Accessed 10 September 2008]