

# Referencing for SCIM students using the Harvard System

*A guide to citing within the text of your document and  
creating reference lists and bibliographies using the  
Harvard referencing system.*

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# Referencing using the Harvard system

## WHY DO YOU HAVE TO REFERENCE?

When you refer to another piece of work you must always acknowledge the source of that information. This is to:-

- demonstrate the evidence supporting your arguments.
- avoid accusations of plagiarism (copying).
- enable staff or researchers to identify your sources and follow up your work.

## HOW TO REFERENCE USING THE HARVARD SYSTEM

There are two parts to referencing using the Harvard System:

**Citing in the text of your work**- this means acknowledging, within your text, the sources that you have used.

**The Reference List** – (or bibliography) this is the list of sources you have used. You add the list to the end of your work. (It is not counted within the word count). The references should contain enough details to enable another reader to find and locate the exact text you are referring to.

## A FEW WORDS ABOUT MANAGING YOUR REFERENCES

You have to reference your work. To do this you need to keep good records of what sources you use and the notes you take. Refer to Part 2 of this document to find out what information you should record for each reference type (book, journal article, standard etc.).

There are referencing software tools (EndNote and EndNote Web) which can help you manage your references. If you would like to know more about these, look at: <http://www.bradford.ac.uk/library/elecinfo/endnote/> or contact your subject librarian.

## PART 1: CITING IN THE TEXT OF YOUR WORK

When you refer to another document you must acknowledge this within the text of your work, by citing the author's **surname** and the **date of publication**

***For example:***

*The End-of-Life Vehicle legislation is causing the automotive industry to reconsider the materials from which components are made (Davis 2003)*

*Although experiments should have a formal theory (Boud 1993), you will find that...*

This allows whoever is reading your work to identify the source of your information by referring to your reference list.

### ***Some style conventions***

1. If the author's name appears naturally in the text, the year follows in brackets.

***For example:***

*Draper (1997) suggests that amongst the risk factors .....*

As long as the author's name is acknowledged in the text you do not have to cite it again within the brackets.

2. **Multiple authors** - If there are **two or fewer authors** all of their names must be cited in the text.

**For example:**

*Kaufmann and Foxman (1991) agree that .....*

3. If there are **three or more authors** then only the first author (the author who appears first on the title page of the book or is listed first at the beginning of a journal article) is cited, followed by et al.

**For example:**

*The chances of joint failure increase (Jackson et al. 1997) when insufficient lubrication is used.*

4. If you are using a **direct quotation** you should cite the page number as well as the author(s) and the date, and include the quotation in "quotation marks":

**For example:**

*Soil Mechanics is "the application of the laws of solid and fluid mechanics to soils and similar granular materials as a basis for design, construction, and maintenance of stable foundations and earth structures" (Licker et al. 2003, p.511)*

You should use the abbreviation p. if referring to a single page (e.g. p.67) and pp. if referring to multiple pages (e.g. pp.67-68).

5. If you **cannot identify an author** for the source you want to cite, you should cite the title.

**For example:**

*In Staff management: an SME perspective it says, "costs of administering staff within SMEs can be tempered with good staff management." (Staff Management 1999, p.7).*

6. The names of organizations, institutions, government departments etc. may also be cited in the text as authors. These are known as **Corporate Authors**.

**For example:**

*"With some 430 million tonnes of waste generated in the UK last year and each year growing by 3-5%, the problem is not going to go away". (Institution of Civil Engineers 2004, p54).*

7. If referring to more than one source published by the same author, in the same year, use lower case letters after the date.

**For example:**

*The role of the controller within the circuit is described by Floyd (2000a)..... Kirchoff's Current Law is paraphrased as, the sum of all currents entering the node must be equal to the sum of all currents leaving it (Floyd 2000b).*

8. Where you cite **more than one reference at the same point** in the text, cite them in chronological order.

**For example:**

*Dahlen (1993), Bowles (1999) and Post (2001) claim ....*

9. References within the text to documents on the **World Wide Web** and in **Electronic Journals** should be cited in the same way as books and journal articles:

**For example:**

*Huang and Chen (2001) state that...*

*Twist (2004) describes how robots may replace humans in libraries...*

## **PART 2: THE REFERENCE LIST OR BIBLIOGRAPHY**

The reference list consists of full references to the sources you have used to produce your work. The first two parts of the reference, the authors surname and the date, provide the link to the citation you made in the text. The reference list appears at the end of your work and the references should be listed in alphabetical order of the author's surname.

### ***In General***

The following instructions apply to all kinds of material that you might reference.

1. Multiple Authors: Include the names of ALL the authors of a work in the reference list.
2. If you **cannot find an author**, editor or corporate author, cite the title of the work.
3. **Titles** should be in *italics*, whether they be the title of a book, a journal or a conference.
4. If you **cannot find a date** put [no date]
5. If you **cannot find a publisher** use [s.n.] (sine nomine) or **place of publication** put [s.l.] (sine loco).
6. **Editor(s)**: Editor(s) are distinguished from authors by adding ed. as an abbreviation for a single editor and eds. for multiple editors.
7. **Editions**: shorten edition to edn. for an edition, i.e.: 5th edn. etc.
8. **Pages**: Use either p. if referring to a quote/secondary reference/article on a single page or pp. for a quote that covers a range of pages.

### ***Books and other Printed works***

**Generic example:**

<Author Family Name>, <Initial>. (<Date>) <Title: Subtitle>. <Series title & number>. <Edition>, <Place of Publication> : <Publisher>.

**Examples:**

Ashby, M. F.(2009) *Materials and the environment : eco-informed material choice* Oxford: Butterworth Heinemann.

Robert Bosch GmbH<sup>1</sup> (2005) *Diesel engine management*. 3rd edn., Bury St Edmunds: Professional Engineering Publishing.

Sheriff, R.E. & Hu, Y. F (2001) *Mobile satellite communication networks*. New York : Wiley

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<sup>1</sup> This is a corporate author as it is the name of the company

## **Journal Articles**

### **Generic example:**

<Author Family Name>, <Initial>. (<Date>) <Article Title>. <Journal Title>, <Volume>(<Part>), pp.<First Page>-<Last page>.

### **Examples:**

Horpibulsuk, S., Bergado, D. T., Lorenzo, G. A. (2007) Compressibility of cement-admixed clays at high water content. *Geotechnique*, 54(2), pp.151-154.

Pekguleryuz, M. O., Kaya, A. A. (2008) Creep resistant magnesium alloys for powertrain applications. *Advanced Engineering Materials*, 5(12), pp.866-878.

Sheu, D. D. & Peng, S. L. (2009) Assessing manufacturing management performance for notebook computer plants in Taiwan. *International journal of production economics*, 84(2), pp.215-228.

## **Book Chapters**

### **Generic example:**

<Author Family Name>, <Initial>. (<Date>) <Title of chapter/Section> In: <Editor>, <Title of book>. <Place of publication>: <Publisher>, pp.<First Page>-<Last Page>

### **For example:**

Voss, C. A., (2009) Managing manufacturing technology. In: Wild, R., ed. *International handbook of production and operations management*. London: Cassell, pp.34-62

## **Conference proceedings**

Papers from Conference proceedings are rather like book chapters, however you also need to include details of the conference, where and when it was held etc.

If you are referring to the whole proceedings of the conference follow the format for a book, but insert the date of the conference information after the title.

### **Generic example:**

<Author Surname>, <Initial>. (<Date>) <Title of conference paper>. <Title of conference (with series number if applicable)>. <Editors of conference proceedings>, <Place of Conference>, <Date of conference>, <Place of Publication>: <Publisher>, pp.<First Page>-<Last Page>.

### **Real example:**

Jarosch, P., Wonberg, J., & Kamps, T. (2004) Comparison of drive concepts on injection moulding machines under production conditions. *Annual Technical Conference - ANTEC, Conference Proceedings*, v 1: *Processing*. Chicago, 16-24th May 2004, Brookfield, CT: Society of Plastics Engineers, pp.480-484.

## **DVD, video or other commercial recording**

A compilation DVD may not have a single director. You can use the name of an editor, producer, writer, or the company putting out the DVD or to cite and reference it.

### **Generic example:**

<Originator Family Name>, <Initial> (<Date>) <Title>. [<Format of recording>]  
[<Indication of content>]. <Country>:< Production company>.

**Real examples:**

BFI (1895-1910) *Early Cinema: primitives and pioneers*. [DVD] [Collection of early films].  
UK: BFI.

Etchells, T (1994) *Dream's Winter*. [DVD] [Filmed stage production] UK: Forced  
Entertainment.

Postgate, O (1975) *The Complete Ivor the Engine*. [DVD] [Animation]. UK: Smallfilms.

## Film

**Generic example:**

<Director Family Name>, <Initial> (<Date>) <Title>. [Motion picture]. <Country>:  
<Studio>.

**Real example:**

Nunn, T (1996) *Twelfth Night*. [Motion picture]. UK: Fine Line.

## Images

### Images from books

If you copy a picture, diagram, illustration, photograph or other figure from a book into your work, the in-text citation giving the source must include the page number the image is found on, for example, **Lawler 2006, p. 81**. If there is no picture credit for the image, assume it was created by the author of the book or chapter. (There may be a separate list of credits at the beginning or end of the book.)

**Generic example:**

<Photographer/artist Family Name>, <Initial> (<Date>). <Title or description>. <Figure number>. [<Material type>] In: <Author Family Name>, <Initial>. <Book title>. <Edition>. <Place of publication>: <Publisher>.

**Real example:**

Lawler, G. (2006) Vertically opposite angles. Fig. 32. [Diagram] In: Lawler, G. *Understanding Maths*. 3<sup>rd</sup> edition. Abergele: Studymates.

If the image in the book is a reproduction from another source, you are using it as a *secondary reference*. For in-text citation, provide both the artist's name and the name of the book's author, for example: **Lumiere and Lumiere, (reproduced in Thurlow 2008, p.7)**. In the reference list, you need to give both the date of the original creation and the date of the book that you saw it in.

**Generic example:**

<Photographer/artist Family Name>, <Initial> (<Date>). <Title or description>. <Figure number>. [<Material type>] Reproduced in: <Author Family Name>, <Initial>. (<Date>) <Book title>. <Edition>. <Place of publication>: <Publisher>.

**Real example:**

Lumiere, A and Lumiere, L. (1895). Steam train. Fig.2. [Film still]. Reproduced in: Thurlow, C. (2008) *Making short films*. 2<sup>nd</sup> edition. Oxford: Berg.

## Images from journals

If you copy a picture, diagram, illustration, photograph or other figure from a journal article into your work, the in-text citation giving the source must include the page number the image is found on., for example, **Kesoulis et al. 2009, p983**. If there is no picture credit for the image, assume it was created by the author of the article.

### **Generic example:**

<Photographer/artist Family Name>, <Initial> (Date) <Title or description>. <Figure number>. [<Material type>]. In: <Author Family Name>, <Initial>. (<Date>) <Article Title>. <Journal Title>, <Volume>(<Part>), pp.<First Page>-<Last page>.

### **Real example:**

Kesoulis. M, Koukourlis, C, Lygouras, J, Soudris, D and Sahlos, J. (2009) PCB of a two-carrier system implementation. Fig. 11. [Photograph]. In: Kesoulis. M, Koukourlis, C, Lygouras, J, Soudris, D and Sahlos, J. (2009) Design and implementation of a DDS-based multi-carrier GMSK modulator. *International Journal of Communication Systems*, 22(8),pp.971-987.

## Self-created images or standalone artwork

If this is your own photograph, the Location will be in the text, in your portfolio or other visible collection of your work, or in an appendix to the text.

### **Generic example:**

<Photographer/artist Family Name>, <Initial> (<Date>). <Title or description>. [Material type]. <Location>,<City>.

### **Real example:**

Childers, M (1889). *Self-portrait*. [Oil painting]. Leeds Art Gallery, Leeds.

Student, A (2010). *Interior of the Hub, night*. [Photograph] Appendix A.

## Images from online sources

If there is no picture credit for the image, assume it was created by the author of the webpage. (There may be a separate list of credits elsewhere on the website, for example, on an About page or homepage.)

### **Generic example:**

<Photographer/artist Family Name>, <Initial> (<Date>). <Title or description of image>. [Online image] [<Indication of image type>]. <Place of publication>: <Publisher>. Available at: <URL> [Accessed: <Date in fullest form>]

### **Real example:**

Hester, D (2008). *Printed circuit board* [Online image] [Photograph]. <s.l.>: Flickr. Available at: <http://www.flickr.com/photos/ppdigital/2330060284/> [Accessed: 20 August 2009]

Munroe, R (2007). *Success* [Online image] [Comic strip]. Massachusetts: XKCD.com. Available at: <http://xkcd.com/349/> [Accessed: 20 August 2009]

## **Lecture notes**

<Author Surname>, <Initial>. (<Date>). <Lecture title> Lecture notes distributed for <course code/module code> <Title of module>. <Teaching organisation>, <Date of lecture>.

Barnett, A. (2009) *Air safety : nothing but blue skies?* Lecture notes distributed for ESD.07J Engineering Economy. MIT, 6<sup>th</sup> June 2009.

## **Newspapers**

### **Print**

<Author Surname>, <Initial>. (<Date>). <Title of article>, <Newspaper title>, <Full Date>, p.<page no. of article>

### **Online**

If it is from the newspapers webpage cite as you would for a website (see below). From a newspaper database cite as follows:

<Author Surname>, <Initial>. (<Date>). <Title of article>, <Newspaper title>, <Full date>  
Source: <Name of database> [Online]

Webb, T. & Wearden G., (2009) Financial: Corus adds 366 to its cull of UK workers. *Guardian*, 10<sup>th</sup> July 2009. Source: Lexis Nexis [Online]

## **Official publications**

### **Parliamentary Publications: Acts of Parliament**

A reference to an Act of Parliament should include the following, in this order.

<Country>. <Title of the act including date> (<chapter number>), <Place of publication>:  
<Publisher>.

#### **For example:**

Great Britain. *Building Act 1984* (c.12), London: The Stationery Office.

### **Parliamentary Publications: Command Papers**

Command papers include statements of government policy, also known as White Papers; consultation documents, also known as Green Papers; and the reports of Royal and Departmental Commissions; annual accounts; the reports of Commissions of Enquiry and international treaties. A reference to a Command Paper should include the following information, in this order.

<Country>. <Department/Committee etc.>. <Title of command paper> (<Command paper number>, <Date of publication>), <Place of publication>: <Publisher>.

#### **For example:**

Great Britain. Department for Trade and Industry. *Our energy future: creating a low-carbon economy* (Cm 5761, 2003), London: The Stationery Office.

### **Non-parliamentary publications**

When referencing non-parliamentary official publications follow the instructions for referencing books, with the addition of the Country of publication at the beginning.

#### **For example:**

Great Britain. Office of the Deputy Prime Minister (2000) *Fire safety : Approved document B*. London : The Stationery Office.

## **Technical Papers and Reports**

Many organisations publish technical reports or technical papers, these are often not widely available, and so the key thing to remember is to include as much information as possible so that another student or researcher could find the item. A suggested order is:

<Author> (<Date>), <Title of report>. <Issuing Organisation and Report or paper number>

### **For example:**

Mirza, N. et al. (2006) *Vehicle handling and stability investigation into causes of vehicle drift during straight line braking*. Society of Automotive Engineers Technical paper: 2006-01-0797.

## **Television broadcast**

### **Generic example:**

<Series title>. (<Date>) <Series number>, <episode number>, <Episode Title>. [Television broadcast.] <Day and month of first broadcast>, <time of first broadcast>. <Country of broadcast>: <Name of broadcaster and channel>.

### **Real example:**

*Torchwood: children of Earth* (2009) Series 3, episode 2, Day Two. [Television broadcast]. 7 July, 22.00. UK: BBC One.

If you are referring to a single item within a programme, use the name of the reporter or interviewee you wish to quote, and give the start and finish times of the item.

### **Generic example:**

<Family Name of person quoted>, <Initial> (<Date>) < Title or description of item>. In: <Series title>. <Series number>, <episode number>, <Episode Title>. [Television broadcast.] <Day and month of first broadcast>, <time of first broadcast>. <Country of broadcast>: <Name of broadcaster and channel>. <Start time of item>-<End time of item>.

### **Real example:**

Wark, K. (2009) Special report from Afghanistan. In: *Newsnight* [Television broadcast]. 19 August, 22.30. UK: BBC Two. 22.35-22.47.

## **Theses**

<Author> (<Date>), <Title>. <Type of qualification>, <Academic institution>.

Doubell, A. C., (2005) *Application of quality engineering in brake system design and verification to eliminate brake graunch noise*. PhD thesis, University of Bradford

## **Standards & Patents**

### **Patent**

This information is found on the title page of the patent:

**Generic example:**

<Applicant> (<Date>) <Title>. <Patent Number>, Appl. <Date of application>, Acc. <Date patent was granted>.

**Real life example:**

Dyson, J. (1981) *Vacuum cleaning appliances*. European Patent EP0037674, Appl. 28<sup>th</sup> March 1981, Acc.14th October 1981.

**Standard**

This information is found on the title page of the standard, and is treated very like a book:

**Generic example:**

<Author> (<Date>) <Standard number>. <Title>. <Place of publication>: <Publisher>.

**Real world example:**

British Standards Institution (1997) *BS ISO 690-2:1997. Information and documentation – bibliographic references: Part 2: Electronic documents or parts thereof*. London: British Standards Institution.

**Secondary sources**

Very occasionally you may want to cite a source cited by another author. This should only be done when it is not realistic to chase the original source yourself.

For in-text citation of the work of one author as cited in another authors work provide both authors' names:

Ngu (cited in Larsen 1991) reported... or (Ngu, cited in Larsen 1991) reported...

In the reference list provide the details of the cited work, and the full details of the work you got the citation from, i.e.:

Ngu, P. (1990) *Soil formation of sandy loams* London: Butterworth. Cited in: Larsen, G. (1991).*Soil mechanics for civil engineers*, Oxford: Blackwell, p.56

**Electronic sources**

There are some general points to consider when citing electronic documents:

1. As with all references, you must cite enough information for your source to be traced in the future.
2. Many WWW pages do not give an author. If this is not clear on the page you are reading it might be possible to identify an author by looking at the header of the HTML encoded text. To do this, Click on the View option in your browser and then Source. If you cannot identify an author, cite the title first.
3. You should cite the date the document was last updated if this is clear (usually towards the foot of the page), and the date you accessed the document (including day, month and year).
4. Publisher (if you can find one – this could be the author).

## Webpages

### **Generic example:**

<Author Details> (<Date of publication>) <Title>. [online]. <Place of publication>: <Publisher>. Available from: <URL> [Accessed: <Date in fullest form>].

### **Real life examples:**

Univerisity of Bradford JB Priestley Library, (2006). *Library collection development policy* [online]. Bradford : University of Bradford. Available from: [http://www.brad.ac.uk/library/documents/library\\_collection\\_development\\_policy.pdf](http://www.brad.ac.uk/library/documents/library_collection_development_policy.pdf). [Accessed: 6th August 2009]

Marshall, B., (n.d.) *How two-stroke engines work* [online]. Atlanta : How stuff works. Available from: <http://science.howstuffworks.com/two-stroke.htm> [Accessed: 6th August 2009]

## Citing from Electronic journals

If a paper copy of the journal article exists, refer to the article as a normal journal article (see page 6). Where only an electronic version exists, or if you are unsure, you should include the following information, in this order:

### **Generic example:**

<Author> (<Date>) <Title of the article>. <Title of the journal>. [online]. <Volume>(<Issue/Part>), pp.<First page>-<Last Page>, Available from: <URL> [Accessed: <Date accessed in fullest form>].

### **Real life example:**

Federman, S. J., Costa, V.C., and Vasconcelos, D.C.L. (2007)

Sol-Gel SiO<sub>2</sub>-CaO-P<sub>2</sub>O<sub>5</sub> Biofilm with Surface Engineered for Medical Application *Materials Research* 10(2) pp.177-181. Available from: <http://www.scielo.br/pdf/mr/v10n2/a14v10n2.pdf> [Accessed: 6th August 2009]

## Online video

If you are talking about a specific moment within the video, include how many minutes and seconds into the video the action happens in your in-text citation, for example "RobinGood (2006) video , 2:33 in".

### **Generic example:**

<Author Screen Name> (<Date>) <Title or description> [Online video]. <Place of publication>: <Publisher>. Available from: <URL>. [Accessed: <Date in fullest form>]

### **Real examples:**

European Space Agency (2009) *Principles of gradiometry* [Online video]. Paris: European Space Agency. Available from: <http://www.esa.int/esa-mm/mmg/mmg.pl?b=b&type=A&collection=Spacecraft%20Engineering&single=y&start=3> [Accessed: 20 August 2009]

RobinGood (2006) *What is Creative Commons? Wanna Work Together RG Remix* [Online video]. San Bruno: YouTube. Available from: <http://www.youtube.com/watch?v=2BESbnMJg9M> [Accessed: 20 August 2009]

## References and Bibliographies

Both Reference lists, and bibliographies are listed **alphabetically by author** and **chronologically**.

**A reference list** contains the details of the material referred to in your assignment. It is required.

**A bibliography** is a list of material used to gather ideas and which has informed your work. It is not generally required.

### Sample Reference List

Ashby, M. F. & Johnson, K. (2002) *Materials and design: the art and science of material selection in mechanical design*. Oxford: Butterworth Heinemann.

British Standards Institution (1997) BS ISO 690-2:1997. *Information and documentation – bibliographic references: Part 2: Electronic documents or parts thereof*. London: British Standards Institution.

Cross, P. and Towle, K. (1996) *A guide to citing internet sources*. [online]. Poole: Bournemouth University. Available from:

[http://www.bournemouth.ac.uk/academicsupport/documents/Library/Citing\\_References.pdf](http://www.bournemouth.ac.uk/academicsupport/documents/Library/Citing_References.pdf) [Accessed 28th June 2007].

Donze, F.V. & Bernasconi, P. (2004) Simulation of the blasting patterns in shaft sinking using a discrete element method. *Electronic Journal of Geotechnical Engineering*, 9(B), and Available from: <http://www.ejge.com/2004/Ppr0404/Ppr0404.htm> [Accessed: 24th June 2007].

Dyson, J. (1981) *Vacuum cleaning appliances*. European Patent EP0037674, Appl. 28<sup>th</sup> March 1981, Acc.14th October 1981.

Great Britain. *Building Act 1984* (c.12), London: The Stationery Office.

Great Britain. Department for Trade and Industry. *Our energy future: creating a low-carbon economy* (Cm 5761, 2003), London: The Stationery Office.

Jarosch, P., Wonberg, J., & Kamps, T. (2004) Comparison of drive concepts on injection moulding machines under production conditions. *Annual Technical Conference - ANTEC, Conference Proceedings, v 1: Processing*. Chicago, 16-24th May 2004, Brookfield, CT: Society of Plastics Engineers, pp.480-484.

Merritt, F. S. eds. (1995) *Merritt's standard handbook of civil engineering* [CDROM], 4<sup>th</sup> edn., New York: McGraw Hill.

Mirza, N., Smith, J., Eddingham, P. (2006) *Vehicle handling and stability investigation into causes of vehicle drift during straight line braking*. Society of Automotive Engineers Technical paper: 2006-01-0797.

Pekguleryuz, M. O., Kaya, A. A. (2003) Creep resistant magnesium alloys for powertrain applications. *Advanced Engineering Materials*, 5(12), pp.866-878.

Robert Bosch GmbH (2004) *Diesel engine management*. 3rd edn., Bury St Edmunds: Professional Engineering Publishing.

Voss, C. A., (1989) Managing manufacturing technology. In: Wild, R., ed. *International handbook of production and operations management*. London: Cassell