Birmingham City University
Harvard Referencing: Concise Guide

Contents

1. Introduction ............................................................................................................. 3

2. Referencing Printed Books and Reports ................................................................. 4
   2.1 A printed book ................................................................................................. 4
   2.2 An edited book ............................................................................................... 4
   2.3 A chapter in an edited book ........................................................................... 4
   2.4 A play or poem .............................................................................................. 4
   2.5 A religious text ............................................................................................... 5
   2.6 A printed journal article .................................................................................. 5
   2.7 A magazine article .......................................................................................... 5
   2.8 A printed newspaper article ............................................................................ 5
   2.9 A conference proceedings .............................................................................. 5
   2.10 A conference paper ...................................................................................... 6
   2.11 A printed report ............................................................................................ 6
   2.12 A technical report ....................................................................................... 6
   2.13 A dictionary or encyclopaedia .................................................................... 6
   2.14 A dissertation or thesis ............................................................................... 7
   2.15 A directory ................................................................................................... 7

3. Referencing Electronic Sources ............................................................................ 7
   3.1 An electronic book .......................................................................................... 7
   3.2 An online journal article ................................................................................ 7
   3.3 A report ........................................................................................................... 8
   3.4 A conference proceedings available online .................................................. 9
   3.5 A paper in a conference proceedings available online .................................. 10
   3.6 An online newspaper article ......................................................................... 10
   3.7 A website ...................................................................................................... 10
   3.8 A social media post ....................................................................................... 10
   3.9 A blog ............................................................................................................ 11
   3.10 An email discussion list correspondence .................................................... 11
   3.11 A dictionary or encyclopaedia available online .......................................... 11
   3.12 A dissertation or thesis available online ..................................................... 12
   3.13 A press release .............................................................................................. 12
   3.14 A speech transcript ..................................................................................... 12

4. Referencing Audio Visual and Multimedia Sources ............................................. 12
   4.1 A podcast ...................................................................................................... 13
   4.2 A sound recording .......................................................................................... 13
   4.3 A music download ......................................................................................... 13
   4.4 An audio streamed musical piece .................................................................. 13
   4.5 A CD/DVD note ............................................................................................ 13
   4.6 A radio programme ...................................................................................... 14
   4.7 A live music performance ............................................................................. 14
   4.8 A live performance (non-musical) ................................................................. 14
   4.9 A painting or drawing .................................................................................... 15
   4.10 A photograph ............................................................................................... 15
   4.11 A photograph available online .................................................................... 15
   4.12 A medical image ......................................................................................... 15
4.13 An illustration or poster ........................................... 16
4.14 An exhibition .......................................................... 16
4.15 An installation ......................................................... 16
4.16 A sculpture ............................................................ 16
4.17 A map ................................................................. 17
4.18 A film ..................................................................... 17
4.19 A television programme ........................................... 17
4.20 A vodcast ................................................................ 18
4.21 An educational video ............................................... 18
4.22 A streamed video (e.g. YouTube) .............................. 19
4.23 A video game .......................................................... 19
4.24 A computer software program .................................. 19
4.25 A mobile app ........................................................... 19

5. Referencing Music ......................................................... 20
   5.1 A musical score ...................................................... 20
   5.2 A facsimile of published music ................................. 20
   5.3 An online score ..................................................... 20
   5.4 A sound recording .................................................. 20
   5.5 A live music performance ....................................... 20
   5.6 A music download .................................................. 21
   5.7 An audio streamed musical piece ............................ 21
   5.8 A CD/DVD note ..................................................... 21

6. Referencing Other Sources ........................................... 21
   6.1 A Hansard entry ..................................................... 22
   6.2 A Hansard written statement ................................... 22
   6.3 A Hansard written question or answer ....................... 22
   6.4 A Hansard entry from Westminster Hall ................... 22
   6.5 A Hansard Public Bill Committee entry .................... 22
   6.6 A Hansard Standing Committee entry ...................... 23
   6.7 A recent act of UK Parliament ................................ 23
   6.8 An act of UK Parliament before 1963 ......................... 23
   6.9 A Statutory Instrument ........................................... 23
   6.10 A legal case in England and Wales since 2001 with a neutral citation ............................................. 24
   6.11 A legal case in England and Wales before 2001 ........ 24
   6.12 A House of Commons or House of Lords paper ........ 24
   6.13 A UK Government Command Paper ....................... 25
   6.14 A UK Government departmental paper .................... 25
   6.15 Legislation in the Official Journal (OJ) of the European Union .................................................. 25
   6.16 A European Union document not in the Official Journal 25
   6.17 An international treaty or convention ....................... 26
   6.18 Notes of a lecture .................................................. 26
   6.19 Material in a virtual learning environment ................ 26
   6.20 A personal communication .................................... 27
   6.21 An internal report or presentation .......................... 27
   6.22 A forthcoming publication ..................................... 27
   6.23 A piece of archive material .................................... 28
   6.24 A pamphlet ........................................................ 28
   6.25 An interview ........................................................ 28
   6.26 The national curriculum ....................................... 28
   6.27 A patent ............................................................ 29
   6.28 A standard .......................................................... 29
1. **Introduction**

This guide provides a concise definition of the different forms of reference used in the BCU Harvard Referencing standard. It is not completely comprehensive and for most cases only provides a single example of each form of reference.

The full guide is available as a pdf from [http://www.bcu.ac.uk/library/services-and-support/referencing](http://www.bcu.ac.uk/library/services-and-support/referencing), which contains additional information, including advice on citing and style guidelines.

This guide uses a visual format to define the different forms of reference with a consistent use of colours. Most of the textual elements of this format are self-explanatory or can be worked out from the examples provided. In brief:

- A slash, /, means “or” and separates alternatives.
- Some additional remarks, such as (optional) and (if not first), are given in round brackets.
- Round brackets are also sometimes used to denote alternatives, such as (Day and) Month.
- Authorship refers to a single author or multiple authors or an institutional author.
2. Referencing Printed Books and Reports

2.1 A printed book

Authorship (Year) Title. Edition. (if not first) Place of publication: Publisher.


2.2 An edited book

Editorship, ed./eds. (Year) Title. Edition. (if not first) Place of publication: Publisher.


2.3 A chapter in an edited book


2.4 A play or poem

Authorship (Year) Title. Place of publication: Publisher.


A classic play or poem
**2.5 A religious text**


**2.6 A printed journal article**


**2.7 A magazine article**


**2.8 A printed newspaper article**


**2.9 A conference proceedings**

*Authorship* (Year) *Title*. Edited by *Editorship*. *Place of publication*: *Publisher.*

2.10 A conference paper


2.11 A printed report


2.12 A technical report


2.13 A dictionary or encyclopaedia


An article in an edited dictionary or encyclopaedia

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2.14 A dissertation or thesis

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title</th>
<th>Level</th>
<th>University</th>
</tr>
</thead>
</table>


2.15 A directory

<table>
<thead>
<tr>
<th>Editorship, ed./eds.</th>
<th>(Year)</th>
<th>Title of Dictionary</th>
<th>Edition, (if not first)</th>
<th>Place of publication:</th>
<th>Publisher</th>
</tr>
</thead>
</table>


3. Referencing Electronic Sources

3.1 An electronic book

|------------|--------|-------|---------|-------------------------|-----------------------|-----------|-----------------------|-----------------|


An electronic book for a specific e-reader

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title</th>
<th>[e-reader edition]</th>
<th>Edition, (if not first)</th>
<th>Place of publication:</th>
<th>Publisher</th>
</tr>
</thead>
</table>


3.2 An online journal article

An online journal article with a DOI

**An online journal article without a DOI**


**A review in the Cochrane Database of Systematic Reviews**


**A pre-published journal article**


3.3 A report

**An electronic report (in pdf format)**


**An electronic report (in pdf format) as part of a series**

An online market research report

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title.</th>
<th>Available through: URL</th>
<th>[Accessed date].</th>
</tr>
</thead>
</table>


|------------|--------|--------|---------------------------|-------------------------------|------------------------|-----------------|


A publication available from a website (not a pdf)

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title.</th>
<th>Available at: URL</th>
<th>[Accessed date].</th>
</tr>
</thead>
</table>


**NICE Guidelines**

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title</th>
<th>(Reference number).</th>
<th>Available at: URL</th>
<th>[Accessed date].</th>
</tr>
</thead>
</table>


3.4 A conference proceedings available online

<table>
<thead>
<tr>
<th>Editorship, ed/eds.</th>
<th>(Year)</th>
<th>Conference Title.</th>
<th>Location, Conference Date(s).</th>
<th>Place of publication: Publisher.</th>
<th>Available at: URL</th>
<th>[Accessed date].</th>
</tr>
</thead>
</table>
3.5 A paper in a conference proceedings available online


3.6 An online newspaper article


3.7 A website


3.8 A social media post

### 3.9 A blog


#### A blog comment


### 3.10 An email discussion list correspondence


### 3.11 A dictionary or encyclopaedia available online


#### A dictionary or encyclopaedia entry available online


3.12 A dissertation or thesis available online


3.13 A press release


3.14 A speech transcript


4. Referencing Audio Visual and Multimedia Sources

Audio
4.1 A podcast


4.2 A sound recording


4.3 A music download


4.4 An audio streamed musical piece


4.5 A CD/DVD note

4.6 A radio programme


An episode of a radio series

‘Aspirations of seven-year-olds, pay scales, opera divas: what do seven-year-olds want to be when they grow up?’, *Woman’s Hour* [radio programme] Produced by Ruth Watts. BBC, UK, 10.00, 26 September 2012, BBC Radio 4, 58 mins.

A radio programme available online


Performance

4.7 A live music performance


4.8 A live performance (non-musical)

### A programme note (non-musical)

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title</th>
<th>Title of production</th>
<th>by Artist</th>
<th>[format]</th>
<th>Directed by Director.</th>
<th>Location, Date(s), pp. pages</th>
</tr>
</thead>
</table>


### Visual

#### 4.9 A painting or drawing

<table>
<thead>
<tr>
<th>Artist(s)</th>
<th>(Year(s) of production)</th>
<th>Title</th>
<th>[medium]</th>
<th>Dimensions</th>
<th>Gallery where exhibited</th>
</tr>
</thead>
</table>


#### 4.10 A photograph

<table>
<thead>
<tr>
<th>Artist(s)</th>
<th>(Year)</th>
<th>Title</th>
<th>[medium]</th>
<th>Dimensions</th>
<th>© copyright statement</th>
<th>Photo: courtesy collection</th>
</tr>
</thead>
</table>

Parr, M. (1977) *Jubilee Street Party, Elland, Yorkshire.* [black and white print] 30.5 x 22.9 cm image on 40.6 x 30.5 cm paper. © the artist and Magnum Photos. Photo: courtesy Magnum Photos.

#### 4.11 A photograph available online

<table>
<thead>
<tr>
<th>Artist</th>
<th>(Year)</th>
<th>Title</th>
<th>Available at: URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
</table>


#### 4.12 A medical image

<table>
<thead>
<tr>
<th>Image creator</th>
<th>(Year)</th>
<th>Title</th>
<th>Available at: URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
</table>

### 4.13 An illustration or poster

<table>
<thead>
<tr>
<th>Artist(s)</th>
<th>(Year)</th>
<th>Title</th>
<th>[for Publication (optional)</th>
<th>[medium]</th>
<th>Dimensions (optional)</th>
<th>Location</th>
<th>Copyright statement (optional)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Artist(s)</th>
<th>(Year)</th>
<th>Title</th>
<th>[medium]</th>
<th>Exhibited at</th>
<th>Date(s).</th>
<th>Dimensions (optional)</th>
<th>Location</th>
<th>Copyright statement (optional)</th>
</tr>
</thead>
</table>

### 4.14 An exhibition

<table>
<thead>
<tr>
<th>Title</th>
<th>(Year)</th>
<th>[exhibition]</th>
<th>Curated by</th>
<th>Location</th>
<th>Date(s).</th>
</tr>
</thead>
</table>

### 4.15 An installation

<table>
<thead>
<tr>
<th>Artist(s) or Designer(s)</th>
<th>(Year)</th>
<th>Title</th>
<th>[installation]</th>
<th>Location</th>
<th>Date(s).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Artist(s) or Designer(s)</th>
<th>(Year)</th>
<th>Title</th>
<th>[installation]</th>
<th>In: <em>Exhibition Title</em>. Curated by</th>
<th>Location</th>
<th>Date(s).</th>
</tr>
</thead>
</table>

### 4.16 A sculpture

<table>
<thead>
<tr>
<th>Artist</th>
<th>(Year(s) of production)</th>
<th>Title</th>
<th>[medium]</th>
<th>Dimensions</th>
<th>Location</th>
</tr>
</thead>
</table>

### 4.17 A map

<table>
<thead>
<tr>
<th>Map maker</th>
<th>(Year)</th>
<th>Title</th>
<th>Sheet number</th>
<th>Scale</th>
<th>Place of publication</th>
<th>Publisher</th>
</tr>
</thead>
</table>


**A digital map**

<table>
<thead>
<tr>
<th>Map maker</th>
<th>(Year)</th>
<th>Title</th>
<th>Available through: URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
</table>


### 4.18 A film

<table>
<thead>
<tr>
<th>Title</th>
<th>[feature film]</th>
<th>Directed by</th>
<th>Production Company</th>
<th>Country of production</th>
<th>Year</th>
<th>Duration</th>
</tr>
</thead>
</table>


### 4.19 A television programme

<table>
<thead>
<tr>
<th>Title</th>
<th>[television programme]</th>
<th>Production credit</th>
<th>Production company</th>
<th>Country of production</th>
<th>Transmission (time and) date</th>
<th>Television station</th>
<th>Duration</th>
</tr>
</thead>
</table>


**An episode of a television series**

<table>
<thead>
<tr>
<th>'Episode title', Series Title</th>
<th>[television programme]</th>
<th>Production credit</th>
<th>Production company</th>
<th>Country of production</th>
<th>Transmission (time and) date</th>
<th>Television station</th>
<th>Duration</th>
</tr>
</thead>
</table>
'Midwife in the making', *The Midwives* [television programme] Produced and directed by Kate Walker. BBC, UK, 21:00, 23 September 2012, BBC 2, 60 mins.

**A television programme available online**

<table>
<thead>
<tr>
<th>Title</th>
<th>[television programme]</th>
<th>Production credit.</th>
<th>Production company,</th>
<th>Country of production,</th>
<th>Transmission (time and) date,</th>
<th>Television station,</th>
<th>Duration.</th>
<th>Available at: URL</th>
</tr>
</thead>
</table>


**An extract of a television programme available online**

<table>
<thead>
<tr>
<th>Extract title',</th>
<th>Programme Title</th>
<th>[television programme]</th>
<th>Production credit.</th>
<th>Production company,</th>
<th>Country of production,</th>
<th>Transmission (time and) date,</th>
<th>Television station,</th>
<th>Duration.</th>
<th>Available at: URL</th>
</tr>
</thead>
</table>


**4.20 A vodcast**

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title.</th>
<th>[vodcast]</th>
<th>Available at: URL</th>
<th>[Accessed date].</th>
</tr>
</thead>
</table>


**4.21 An educational video**

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title.</th>
<th>[video]</th>
<th>Available through: URL</th>
<th>[Accessed date].</th>
</tr>
</thead>
</table>
4.22 A streamed video (e.g. YouTube)


Multimedia

4.23 A video game


4.24 A computer software program


4.25 A mobile app

5. Referencing Music

### 5.1 A musical score

<table>
<thead>
<tr>
<th>Composer</th>
<th>(Publication year)</th>
<th>Title</th>
<th>Edited by Editorship</th>
<th>Place of publication</th>
<th>Publisher</th>
</tr>
</thead>
</table>


### 5.2 A facsimile of published music

For facsimiles of music, you will need to provide the date of the facsimile edition as well as the date of the original.

<table>
<thead>
<tr>
<th>Composer</th>
<th>(Year of creation)</th>
<th>Title</th>
<th>Facsimile edition</th>
<th>(Year of copy)</th>
<th>Edited by Editorship</th>
<th>Place of publication</th>
<th>Publisher</th>
</tr>
</thead>
</table>


### 5.3 An online score

<table>
<thead>
<tr>
<th>Composer</th>
<th>(Year)</th>
<th>Title</th>
<th>Edited by Editorship</th>
<th>Place of publication</th>
<th>Publisher</th>
<th>Available at: URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
</table>


### 5.4 A sound recording

<table>
<thead>
<tr>
<th>Composer</th>
<th>(Year)</th>
<th>Title</th>
<th>Performer / conductor credits</th>
<th>[format]</th>
<th>Recorded at: place and date of performance (optional)</th>
<th>(Catalogue number)</th>
</tr>
</thead>
</table>


### 5.5 A live music performance

<table>
<thead>
<tr>
<th>Artist(s)</th>
<th>(Year)</th>
<th>Concert Title</th>
<th>Place of performance</th>
<th>Day and Month</th>
</tr>
</thead>
</table>

A programme note


5.6 A music download


5.7 An audio streamed musical piece


5.8 A CD/DVD note


6. Referencing Other Sources

Hansard

Note: All Hansard references, apart from written questions and answers, conform to the UK Government’s Factsheet G17 ([http://www.parliament.uk/documents/commons-information-office/g17.pdf](http://www.parliament.uk/documents/commons-information-office/g17.pdf)). They should appear in citations preceded by *Hansard* and followed by the formats below and not in the reference list.
6.1 A Hansard entry

HC Deb 24 May 2005 vol 434 c661
HL Deb 3 February 1977 vol 389 cc973-974

6.2 A Hansard written statement

HC Deb 17 December 1996 vol 596 cc18-19WS

6.3 A Hansard written question or answer


6.4 A Hansard entry from Westminster Hall

HC Deb 12 July 2017 vol 627 c159WH

6.5 A Hansard Public Bill Committee entry

Standard format:
Referencing legal and governmental sources

6.6 A Hansard Standing Committee entry

6.7 A recent act of UK Parliament

6.8 An act of UK Parliament before 1963

6.9 A Statutory Instrument
6.10 A legal case in England and Wales since 2001 with a neutral citation

Note: Legal and High Court cases conform to the OSCOLA standard (http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf).

Montgomery v Lanarkshire Health Board [2015] UKSC 11, [2015] 2 WLR 768

Houshian v General Medical Council [2012] EWHC 3458 (QB), [2012] All ER (D) 53 (Dec)


6.11 A legal case in England and Wales before 2001

Bolitho (Deceased) v City and Hackney Health Authority [1998] AC 232

6.12 A House of Commons or House of Lords paper


Written or oral evidence

6.13 A UK Government Command Paper

<table>
<thead>
<tr>
<th>Government Department(s) / Royal Commission / Chair</th>
<th>(Year)</th>
<th>Title</th>
<th>Place of publication:</th>
<th>Publisher</th>
<th>(Official number).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department for Culture, Media and Sport and Department for Business Innovation and Skills (2010)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.14 A UK Government departmental paper

<table>
<thead>
<tr>
<th>Government Department(s) / Chair</th>
<th>(Year)</th>
<th>Title</th>
<th>Place of publication:</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communities and Local Government (2010)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.15 Legislation in the Official Journal (OJ) of the European Union

<table>
<thead>
<tr>
<th>European Union body</th>
<th>(Year)</th>
<th>Article title</th>
<th>OJ, Volume details, Day and Month,</th>
<th>pp. pages.</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Commission (2015)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


6.16 A European Union document not in the Official Journal

<table>
<thead>
<tr>
<th>European Union body</th>
<th>(Year)</th>
<th>Title</th>
<th>(Reference number).</th>
<th>Available at: URL</th>
<th>[Accessed date].</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Commission (2016)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


6.17 An international treaty or convention


Referencing unpublished sources

6.18 Notes of a lecture

Good, R. (2018) Visual communication of design ideas. LAN6110 Designed Ecologies. BA (Hons) Landscape Architecture, Birmingham City University, 10 December [lecture notes taken by Jessica Chandler].

6.19 Material in a virtual learning environment


A lecture section on a virtual learning environment


Slides of a lecture on a virtual learning environment

A forum posting or a discussion board


6.20 A personal communication


6.21 An internal report or presentation


6.22 A forthcoming publication

A forthcoming book


A forthcoming book chapter

© Birmingham City University

**Referencing Other Sources**

### 6.23 A piece of archive material

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year(s))</th>
<th>Title</th>
<th>[format]</th>
<th>Collection, Document number</th>
<th>Location:</th>
<th>Archive.</th>
</tr>
</thead>
</table>

Birmingham Municipal School of Art (1885-1888) *School of Art Management Sub-Committee Minutes, Vol. 1.* [manuscript] Birmingham City University Art and Design Archives, SA/AD/2/1. Birmingham: Birmingham City University Art and Design Archives.

### 6.24 A pamphlet

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title</th>
<th>Edition. (if not first)</th>
<th>Place of publication:</th>
<th>Publisher.</th>
<th>Unpublished pamphlet held at..</th>
</tr>
</thead>
</table>


### 6.25 An interview

<table>
<thead>
<tr>
<th>Interviewee</th>
<th>(Year)</th>
<th>Title (optional).</th>
<th>Interviewed by Interviewer(s) at Location, Day and Month.</th>
</tr>
</thead>
</table>

Branson, R. (2014) Interviewed by John Doe at Birmingham City University, 4 July.

**A recorded interview available online**

<table>
<thead>
<tr>
<th>Interviewee</th>
<th>(Year)</th>
<th>Title</th>
<th>[video]</th>
<th>Interviewed by Interviewer(s) at Location, Day and Month.</th>
<th>Available at: URL</th>
<th>[Accessed date].</th>
</tr>
</thead>
</table>

Yuzna, B. (2015) *ScratchTVBCU Brian Yuzna Interview.* [video] Interviewed by Chrissy Hall at Birmingham City University, Birmingham, 4 November. Available at: [https://www.youtube.com/watch?v=yhUWxkGEdNg&list=PLpQuPYCyuS5pqNidr4yx-CZ2hY5i8PqDn&index=12](https://www.youtube.com/watch?v=yhUWxkGEdNg&list=PLpQuPYCyuS5pqNidr4yx-CZ2hY5i8PqDn&index=12) [Accessed 31 May 2016].

### 6.26 The national curriculum

**The current national curriculum**


**A former national curriculum**


**6.27 A patent**


**6.28 A standard**


**A standard available online**