Birmingham City University
Harvard Referencing: Concise Guide

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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, which contains additional information, including advice on citing and style guidelines.

This guide uses a visual format to define the different form 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

### 2.10 A conference paper

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Paper title.</th>
<th>In: Conference Title.</th>
<th>Location, Date(s).</th>
<th>Place of publication:</th>
<th>Publisher, pp. pages.</th>
</tr>
</thead>
</table>

### 2.11 A printed report

<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>
</tr>
</thead>
</table>

### 2.12 A technical report

<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>(Reference number).</th>
</tr>
</thead>
</table>

### 2.13 A dictionary or encyclopaedia

<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>

**An article in an edited dictionary or encyclopaedia**


2.14 A dissertation or thesis

Authorship (Year) Title. Level. University.


2.15 A directory

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


3. Referencing Electronic Sources

3.1 An electronic book


3.2 An online journal article

An online journal article with a DOI

© Birmingham City University
<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Article title.</th>
<th>Journal Title, Volume(Issue) or equivalent.</th>
<th>Available at: DOI.</th>
</tr>
</thead>
<tbody>
<tr>
<td>An online journal article without a DOI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorship</td>
<td>(Year)</td>
<td>Article title.</td>
<td>Journal Title, Volume(Issue).</td>
<td>Available at: URL</td>
</tr>
<tr>
<td>A review in the Cochrane Database of Systematic Reviews</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorship</td>
<td>(Year)</td>
<td>Article title.</td>
<td>Journal Title, in press.</td>
<td>Available at: DOI.</td>
</tr>
<tr>
<td>A pre-published journal article</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorship</td>
<td>(Year)</td>
<td>Article title.</td>
<td>Journal Title, in press.</td>
<td>Available at: DOI.</td>
</tr>
<tr>
<td>3.3 A report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorship</td>
<td>(Year)</td>
<td>Title. [pdf]</td>
<td>Edition. (if not first)</td>
<td>Place of publication: Publisher.</td>
</tr>
<tr>
<td>An electronic report (in pdf format) as part of a series</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**An online market research report**


**A publication available from a website (not a pdf)**


**NICE Guidelines**

3.4 A conference proceedings available online


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**

Authorship | (Year) | Title of Entry. | Available at: URL | [Accessed date].


3.12 A dissertation or thesis available online

Authorship | (Year) | Title. | Level. | University. | Available at: URL | [Accessed date].


3.13 A press release

Authorship | (Year) | Title. | [press release] | Day and Month. | Available at: URL | [Accessed date].


3.14 A speech transcript

Speaker | (Year) | Title. | Location, | Day and Month. | Available at: URL | [Accessed date].

4. **Referencing Audio Visual and Multimedia Sources**

**Audio**

4.1 A podcast

Authorship (Year) Title [podcast] Available at: URL [Accessed date].


4.2 A sound recording

Composer (Year) Title Performer / conductor credits [format] Recorded at: place and date of performance (optional). (Catalogue number).


4.3 A music download

Artist(s) (Year) 'Title of track.' Performer / conductor credits In: Album Title [electronic download] Distribution Company. Available through: URL [Accessed date].


4.4 An audio streamed musical piece

Artist(s) (Year) 'Title of track.' Performer / conductor credits In: Album Title [audio stream] Distribution Company. Available through: URL [Accessed date].

4.5 A CD/DVD note


4.6 A radio programme

Title [radio programme] Production credit. Production company, Country of production. Transmission (time and) date, Radio station, Duration.


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

Title [radio programme] Production credit. Production company, Country of production. Transmission (time and) date, Radio station, Duration. Available at: URL

[Accessed date].


Performance

4.7 A live music performance

Artist(s) (Year) Concert Title. Place of performance, Day and Month.

4.8 A live performance (non-musical)


**A programme note (non-musical)**


**Visual**

4.9 A painting or drawing


4.10 A photograph

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

4.12 A medical image

<table>
<thead>
<tr>
<th>Image creator</th>
<th>(Year)</th>
<th><strong>Title</strong>.</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><strong>Title</strong>.</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><strong>Title</strong>.</th>
<th>[medium]</th>
<th>Exhibited at Location, 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><strong>Title</strong></th>
<th>(Year)</th>
<th>[exhibition]</th>
<th>Curated by Curator. (optional)</th>
<th>Location, Date(s).</th>
</tr>
</thead>
</table>

4.15 An installation

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

<table>
<thead>
<tr>
<th>Artist(s) or Designer(s)</th>
<th>(Year)</th>
<th><strong>Title</strong>.</th>
<th>[installation]</th>
<th>In: Exhibition Title. Curated by Curator.</th>
<th>Location, Date(s).</th>
</tr>
</thead>
</table>
4.16 A sculpture


4.17 A map


A digital map


Moving image

4.18 A film


4.19 A television programme

An episode of a television series

'Episode title', Series Title [television programme] Production credit. Production company, Country of production, Transmission (time and) date, Television station, Duration.

'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

Title [television programme] Production credit. Production company, Country of production, Transmission (time and) date, Television station, Duration. Available at: URL


An extract of a television programme available online

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


4.20 A vodcast

Authorship (Year) Title. [vodcast] Available at: URL [Accessed date].

4.21 An educational video


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


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.


5.3 An online score


5.4 A sound recording


5.5 A live music performance

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


A programme note

<table>
<thead>
<tr>
<th>Composer</th>
<th>(Year)</th>
<th><em>Title.</em></th>
<th>[programme note]</th>
<th>Concert name, location and date (optional).</th>
</tr>
</thead>
</table>


5.6 A music download

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


5.7 An audio streamed musical piece

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


5.8 A CD/DVD note

<table>
<thead>
<tr>
<th>Composer</th>
<th>(Year)</th>
<th><em>Title.</em></th>
<th>In: <em>Recording Title.</em></th>
<th>Distribution Company.</th>
<th>[CD/DVD note]</th>
<th>(Catalogue number).</th>
</tr>
</thead>
</table>

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). 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:

Bill Name Deb → Day Month Year → cColumn / ccColumns

Digital Economy Bill Deb 28 November 2016 cc1268-1368

Abbreviated format:

PBC Deb → (Bill number) → Day Month Year → cColumn / ccColumns

PBC Deb (Bill 87) 28 November 2016 cc1268-1368

6.6 A Hansard Standing Committee entry

SC Deb (A) → Day Month Year → cColumn / ccColumns

SC Deb (A) 13 June 1996 c301

6.7 A recent act of UK Parliament

Act Title and Year, c. chapter number → Place of publication: Publisher.


6.8 An act of UK Parliament before 1963

Act Title and Year (Regal year(s), abbreviated monarch name, c. chapter number) → Place of publication: Publisher.

Road Transport Lighting Act 1957 (5&6 Eliz. 2, c. 51). London: HMSO.

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

Government Department(s) / Royal Commission / Chair: (Year) Title. Place of publication: Publisher. (Official number).


6.14 A UK Government departmental paper

Government Department(s) / Chair: (Year) Title. Place of publication: Publisher.


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


6.16 A European Union document not in the Official Journal

European Union body: (Year) Title (Reference number). Available at: URL [Accessed date].


6.17 An international treaty or convention

Constitution for the Rights of the Child (1989) 1577 UNTS 3

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


6.20 A personal communication

6.21 An internal report or presentation

6.22 A forthcoming publication
A forthcoming book
**A forthcoming book chapter**


**Referencing Other Sources**

**6.23 A piece of archive material**

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**


**6.25 An interview**

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

**A recorded interview available online**
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 [Accessed 31 May 2016].

### 6.26 The national curriculum

The current national curriculum

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


A former national curriculum

<table>
<thead>
<tr>
<th>Department</th>
<th>(Year)</th>
<th>Title</th>
<th>Place of publication:</th>
<th>Publisher.</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th>Department</th>
<th>(Year)</th>
<th>Title</th>
<th>[pdf]</th>
<th>Place of publication: (Optional)</th>
<th>Publisher. (Optional)</th>
<th>Available at: URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
</table>


### 6.27 A patent

<table>
<thead>
<tr>
<th>Inventor(s)</th>
<th>(Year)</th>
<th>Title</th>
<th>Patent country and number,</th>
<th>Day and Month.</th>
</tr>
</thead>
</table>

6.28 A standard


**A standard available online**