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<td>4.24 A computer software program</td>
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<td>4.23 A video game (e.g. YouTube)</td>
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<td>4.22 A streamed video (e.g. YouTube)</td>
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<td>4.18 A film</td>
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<td>4.16 A sculpture</td>
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<td>4.14 An exhibition</td>
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### 5. Referencing Music

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<td>20</td>
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<td>5.4 A sound recording</td>
<td>20</td>
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<td>5.5 A live music performance</td>
<td>21</td>
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<td>5.6 A music download</td>
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<td>5.8 A CD/DVD note</td>
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### 6. Referencing Other Sources

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<td>6.3 A Hansard written question or answer</td>
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<td>6.4 A Hansard entry from Westminster Hall</td>
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<td>6.5 A Hansard Public Bill Committee entry</td>
<td>23</td>
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<tr>
<td>6.6 A Hansard Standing Committee entry</td>
<td>23</td>
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<tr>
<td>6.7 A recent act of UK Parliament</td>
<td>23</td>
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<td>6.8 An act of UK Parliament before 1963</td>
<td>23</td>
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<td>6.9 A Statutory Instrument</td>
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<td>6.10 A legal case in England and Wales since 2001 with a neutral citation</td>
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<td>6.11 A legal case in England and Wales before 2001</td>
<td>24</td>
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<td>6.12 A House of Commons or House of Lords paper</td>
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<td>6.14 A UK Government departmental paper</td>
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<td>6.15 Legislation in the Official Journal (OJ) of the European Union</td>
<td>25</td>
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<td>6.16 A European Union document not in the Official Journal</td>
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<td>6.17 An international treaty or convention</td>
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<td>6.18 Notes of a lecture</td>
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<td>6.19 Material in a virtual learning environment</td>
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<td>6.20 A personal communication</td>
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<td>6.24 A pamphlet</td>
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<td>6.25 An interview</td>
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<td>6.26 The national curriculum</td>
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<td>6.27 A patent</td>
<td>29</td>
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<td>6.28 A standard</td>
<td>30</td>
</tr>
</tbody>
</table>
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


2.2 An edited book


2.3 A chapter in an edited book


2.4 A play or poem


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


2.11 A printed report


2.12 A technical report


2.13 A dictionary or encyclopaedia


An article in an edited dictionary or encyclopaedia

© Birmingham City University 6 04/12/2020

2.14 A dissertation or thesis


2.15 A directory


3. Referencing Electronic Sources

3.1 An electronic book


An electronic book for a specific e-reader


3.2 An online journal article

An online journal article with a DOI
<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Article title</th>
<th>Journal Title, Volume(Issue)</th>
<th>Article identifier</th>
<th>Available at: DOI</th>
</tr>
</thead>
</table>

**An online journal article without a DOI**

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Article title</th>
<th>Journal Title, Volume(Issue).</th>
<th>Available at: URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Article title</th>
<th>Journal Title, Volume(Issue).</th>
<th>Available at: DOI</th>
</tr>
</thead>
</table>

**A pre-published journal article**

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Article title</th>
<th>Journal Title, in press.</th>
<th>Available at: DOI</th>
</tr>
</thead>
</table>

**3.3 A report**

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

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title.</th>
<th>[pdf]</th>
<th>Edition. (if not first)</th>
<th>Place of publication:</th>
<th>Publisher.</th>
<th>Available at: URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
</table>

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

**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

© Birmingham City University 11 04/12/2020

**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

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


4.2 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>


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 of production</th>
<th>by Artist</th>
<th>[format]</th>
<th>Directed by Director</th>
<th>Location, Date(s)</th>
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</table>

### 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


© Birmingham City University 15 04/12/2020
4.12 A medical image


4.13 An illustration or poster


4.14 An exhibition


4.15 An installation


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

<table>
<thead>
<tr>
<th>'Episode title',</th>
<th>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>
<tbody>
<tr>
<td>'Midwife in the making',</td>
<td>The Midwives</td>
<td>[television programme]</td>
<td>Produced and directed by Kate Walker. BBC, UK, 21:00, 23 September 2012, BBC 2, 60 mins.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

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


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

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


**A programme note**

**Composer** → **(Year)** → **Title.** → **[programme note]** → **Concert name, location and date (optional).**


### 5.6 A music download

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


### 5.7 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].**


### 5.8 A CD/DVD note

**Composer** → **(Year)** → **Title.** → **In: Recording Title.** → **Distribution Company.** → **[CD/DVD note]** → **(Catalogue number).**

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

Title, SI Year/Number. Place of publication: Publisher.


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).

Case name [Year] UKHL / UKPC / UKSC Number, [Year]/(Year) Volume Report abbreviation First page

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

Case name [Year] or (Year) Volume (where required) Report abbreviation First page

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

6.12 A House of Commons or House of Lords paper

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


Written or oral evidence

6.13 A UK Government Command Paper


6.14 A UK Government departmental paper


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


6.16 A European Union document not in the Official Journal


### 6.17 An international treaty or convention

<table>
<thead>
<tr>
<th>Title of Treaty</th>
<th>(Year)</th>
<th>Volume</th>
<th>UNTS</th>
<th>Page number</th>
</tr>
</thead>
</table>

Referencing unpublished sources

### 6.18 Notes of a lecture

<table>
<thead>
<tr>
<th>Lecturer</th>
<th>(Year)</th>
<th>Title</th>
<th>Module Number and Name</th>
<th>Department / Faculty</th>
<th>Institution</th>
<th>Day and Month</th>
<th>[lecture notes taken by Notetaker]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good, R.</td>
<td>2018</td>
<td>Visual communication of design ideas.</td>
<td><em>LAN6110 Designed Ecologies</em>. BA (Hons) Landscape Architecture, Birmingham City University, 10 December [lecture notes taken by Jessica Chandler].</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6.19 Material in a virtual learning environment

<table>
<thead>
<tr>
<th>Lecturer</th>
<th>(Year)</th>
<th>Module Number and Name</th>
<th>Department / Faculty</th>
<th>Institution</th>
<th>Available through: URL</th>
<th>[Accessed date]</th>
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</thead>
</table>

A lecture section on a virtual learning environment

<table>
<thead>
<tr>
<th>Lecturer</th>
<th>(Year)</th>
<th>Title</th>
<th>Module Number and Name</th>
<th>Department / Faculty</th>
<th>Institution</th>
<th>Available through: URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
</table>

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


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


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=PLpQuPYCyuS5pgNIdr4yx-CZ2hY5i8PqDn&index=12 [Accessed 31 May 2016].

6.26 The national curriculum

The current national curriculum


A former national curriculum


6.27 A patent

A standard


A standard available online