



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



Cox, S. A. (2014) *Managing Information in Organizations: A practical guide to implementing an information management strategy*. 2nd edn. Basingstoke: Palgrave MacMillan.

2.2 An edited book



Clapson, M. and Larkham, P. J., eds. (2013) *The Blitz and Its Legacy: Wartime destruction to post-war reconstruction*. Farnham: Ashgate.

2.3 A chapter in an edited book



Lewis, D., O'Boyle-Duggan, M. and Poultney, S. (2017) Communication skills education and training in pre-registration BSc Nursing. In: D. W. Kissane, B. D. Bultz, P. N. Butow, C. L. Bylund, S. Noble and S. Wilkinson, eds. *Oxford Textbook of Communication in Oncology and Palliative Care*. 2nd edn. Oxford: Oxford University Press, pp. 149-154.

Smallwood, P. (2012) The classical critics. In: D. Hopkins and C. Martindale, eds. *The Oxford History of Classical Reception in English Literature, Volume 3: 1660-1790*. Oxford: Oxford University Press, pp. 361-400.

2.4 A play or poem



Miller, A. (1968) *The Crucible: A play in four acts*. Harmondsworth: Penguin.

A classic play or poem



Shakespeare, W. (1995) *Twelfth Night or What You Will*. Edited by Roger Warren and Stanley Wells. New edn. Oxford: Clarendon Press.

2.5 A religious text



The Mishnah, Translated from the Hebrew with Introduction and Brief Explanatory Notes (1933) Edited and translated by Herbert Danby. Oxford: Oxford University Press.

2.6 A printed journal article



Yardley, E., Wilson, D., Kemp, D. and Brookes, M. (2015) Narrative beyond prison gates: contradiction, complexity and reconciliation. *International Journal of Offender Therapy and Comparative Criminology*, 59(2), pp. 159-179.

2.7 A magazine article



Blackburn, C. (2017) Developmental risk for children born prematurely. *Early Years Educator*, 18(12), pp. 32-34.

2.8 A printed newspaper article



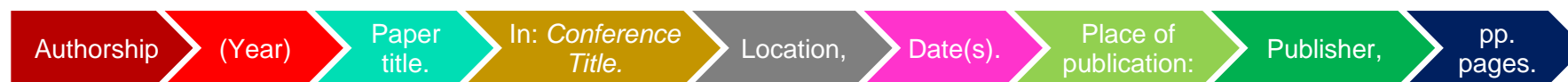
Dingle, C. (2008) Sin isn't interesting. I prefer flowers. *The Guardian: Film & music*, 29 August, p. 15.

2.9 A conference proceedings



Jankovic, L., ed. (2016) *Zero Carbon Buildings Today and in the Future - Proceedings of the 2nd International Conference*. Birmingham, UK, 8-9 September 2016. Birmingham: Birmingham City University.

2.10 A conference paper



Bull, P., Austin, R., Popov, E., Sharma, M. and Watson, R. (2016) Flow-based security for IoT devices using an SDN gateway. In: *Proceedings of the 4th IEEE International Conference on Future Internet of Things and Cloud (FiCloud)*. Vienna, Austria, 22-24 August 2016. Piscataway, NJ: IEEE, pp. 157-163.

2.11 A printed report



Harvey, S., McMahon, L. and Liddell, A. (2007) *Windmill 2007: The future of health care reforms in England*. London: The King's Fund.

2.12 A technical report



Berry, C. and McCarthy, S. (2011) *Guide to Sustainable Procurement in Construction*. London: CIRIA (CIRIA C695).

2.13 A dictionary or encyclopaedia



Kennedy, M., ed. (1980) *The Concise Oxford Dictionary of Music*. 3rd edn. London: Oxford University Press.

An article in an edited dictionary or encyclopaedia



Anderson, N. and Thompson, S. (2001) Duplessis. In: S. Sadie, ed. *The New Grove Dictionary of Music and Musicians*. 2nd edn. London: Macmillan, Vol. 7, pp. 721-722.

2.14 A dissertation or thesis



Abdelhalim, K. M. (2002) *An Alternative Approach for Housing the Urban Poor in Egypt: Prospects and constraints*. Ph.D. Thesis. University of Central England in Birmingham.

2.15 A directory



Trott, L., ed. (2019) *Actors and Performers Yearbook: Essential contacts for stage, screen and radio*. 15th edn. London: Methuen Drama.

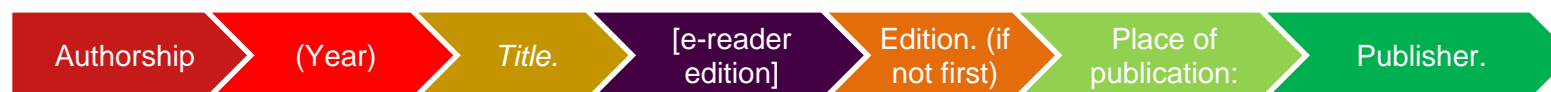
3. Referencing Electronic Sources

3.1 An electronic book



Calver, B., Kemp, D., Ryder, M and supported by Birmingham City University School of Media (2017) *Everybody In: A journalist's guide to inclusive reporting for journalism students*. [e-book] s.l.: Leanpub. Available through: <http://leanpub.com/everybodyinbook> [Accessed 22 August 2018].

An electronic book for a specific e-reader



Freire, P. (2018) *Pedagogy of the Oppressed*. [Kindle edition] 50th anniversary edition. Translated by Myra Bergman Ramos. With an introduction by Donald Macedo and an afterword by Ira Shor. London: Bloomsbury.

3.2 An online journal article

An online journal article with a DOI



Adedeji, T., Proverbs, D., Xiao, H., Cobbing, P. and Oladokun, V. (2019) Making Birmingham a flood resilient city: challenges and opportunities. *Water*, 11(8), 1699. Available at: <https://doi.org/10.3390/w11081699>.

An online journal article without a DOI



Alexander, D. (2019) Join the car crash set: jewellery, violence, ethics. *Journal of Jewellery Research*, 02. Available at: <http://www.journalofjewelleryresearch.org/download/dauvit-alexander/> [Accessed 21 August 2019].

A review in the Cochrane Database of Systematic Reviews

Cowdell, F., Jadotte, Y.T., Ersser, S., Danby, S., Lawton, S., Roberts, A and Dyson, J. (2020) Hygiene and emollient interventions for maintaining skin integrity in older people in hospital and residential care settings. *Cochrane Database of Systematic Reviews*, Issue 1. Available at: <https://doi.org/10.1002/14651858.CD011377.pub2>.

A pre-published journal article



Dixon, C., Edwards, D.J., Mateo-Garcia, M., Lai, J., Thwala, W.D.D. and Shelbourn, M. (2020) An investigation into the erroneous access and egress behaviours of building users and their impact upon building performance. *Facilities*, in press. Available at: <https://doi.org/10.1108/F-05-2019-0053>.

3.3 A report

An electronic report (in pdf format)



Bank of England (2020) *Monetary Policy Report, August 2020*. [pdf] London: Bank of England. Available at: <https://www.bankofengland.co.uk/-/media/boe/files/monetary-policy-report/2020/august/monetary-policy-report-august-2020> [Accessed 27 August 2020].

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



Ministry of Defence (2015) *Defence Engagement*. [pdf] Swindon: Development, Concept and Doctrine Centre (Joint Doctrine Note 1/15). Available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/570579/20160104-Defence_engagement_idn_1_15.pdf [Accessed 21 November 2017].

An online market research report



Mintel (2020) *The Impact of COVID-19 on Media and In-home Entertainment - UK*, June 2020. Available through: <https://reports.mintel.com/display/1027959> [Accessed 27 August 2020].



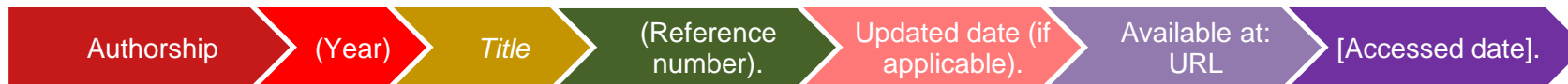
MarketLine (2020) *Real Estate in the United Kingdom, June 2020*. [pdf] London: MarketLine. Available through: <http://advantage.marketline.com> [Accessed 27 August 2020].

A publication available from a website (not a pdf)



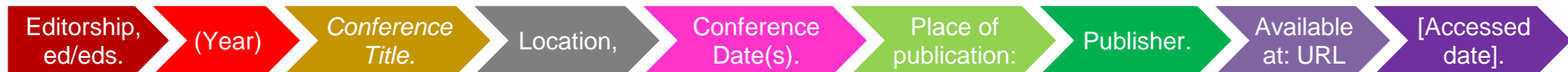
O'Reilly, T. (2005) *What is Web 2.0? Design patterns and business models for the next generation of software*. Available at: <http://oreilly.com/web2/archive/what-is-web-20.html> [Accessed 28 July 2016].

NICE Guidelines



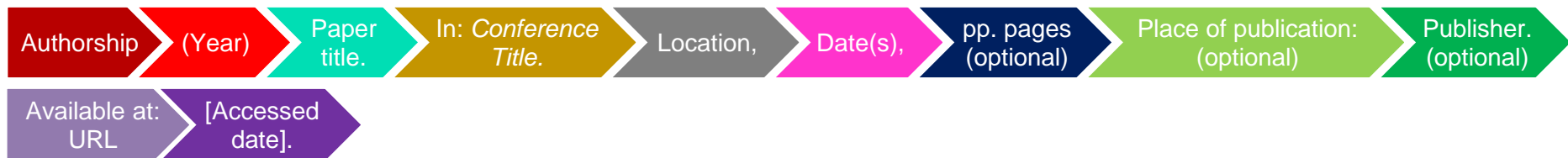
National Institute for Health and Care Excellence (2016) *Sepsis: Recognition, diagnosis and early management* (NICE Guideline 51). Updated September 2017. Available at: <https://www.nice.org.uk/guidance/ng51> [Accessed 16 March 2020].

3.4 A conference proceedings available online



Boultonwood, A. and Hindle, S., eds. (2018) *Culture, Costume and Dress: Proceedings of the 1st international conference*. Birmingham City University, 10-12 May 2017. Birmingham: Gold Word Publishing. Available at: <http://www.open-access.bcu.ac.uk/5701/1/Costume%20Conference%20Proceedings.pdf> [Accessed date 15 August 2018].

3.5 A paper in a conference proceedings available online



Javidroozi, V., Shah, H. and Feldman, G. (2019) Smart city development: a business process-centric conceptualisation. In: *Proceedings of the 8th International Conference on Operations Research and Enterprise Systems (ICORES). Volume 1*. Prague, 19-21 February 2019, pp. 346-353. Available at: <https://www.scitepress.org/PublicationsDetail.aspx?ID=GNGWILplhEg%3d&t=1> [Accessed 16 August 2019].

3.6 An online newspaper article



Andrews, K. (2020) Roy Hackett: the civil rights hero who stood in front of a bus – and changed Britain for ever. *The Guardian*, 6 August. Available at: <https://www.theguardian.com/society/2020/aug/06/roy-hackett-the-civil-rights-hero-who-stood-in-front-of-a-bus-and-changed-britain-for-ever> [Accessed 27 August 2020].

3.7 A website



Conflict Memory Displacement (2016) *Conflict Memory Displacement: Responding to the refugee crisis in the UK and Italy*. Available at: <http://conflictmemorydisplacement.com/> [Accessed 28 July 2016].

3.8 A social media post



Goldberg, M. (2018) Researchers find pathogens in hospital ice machines. *LinkedIn*, 7 February. Available at: https://www.linkedin.com/pulse/researchers-find-pathogens-hospital-ice-machines-martin-goldberg?trk=portfolio_article-card_title [Accessed 8 August 2019].

3.9 A blog



Clancy, J. (2020) No Covid-19 deaths or cases; the safest neighbourhoods in England – what makes them so special? *Birmingham City University Centre for Brexit Studies Blog*. [blog] 11 August. Available at: <https://centreforbrexitstudiesblog.wordpress.com/2020/08/11/no-covid-19-deaths-or-cases-the-safest-neighbourhoods-in-england-what-makes-them-so-special/> [Accessed 27 August 2020].

A blog comment



Allen, J. (2015) What is this political space we call 'immigration'? : comment. *openDemocracyUK*. [blog] 23 March. Available at: <https://www.opendemocracy.net/ourkingdom/steve-garner/what-is-this-political-space-we-call-%27immigration%27> [Accessed 28 July 2016].

3.10 An email discussion list correspondence



Harris, C. (2012) Are journal rankings damaging logistics as an academic discipline? *LOGISTICS RESEARCH NETWORK JISCMail List*, 18 October. Available through: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=ind1210&L=logistics-research-network&F=&S=&P=71> [Accessed 26 August 2015].

3.11 A dictionary or encyclopaedia available online

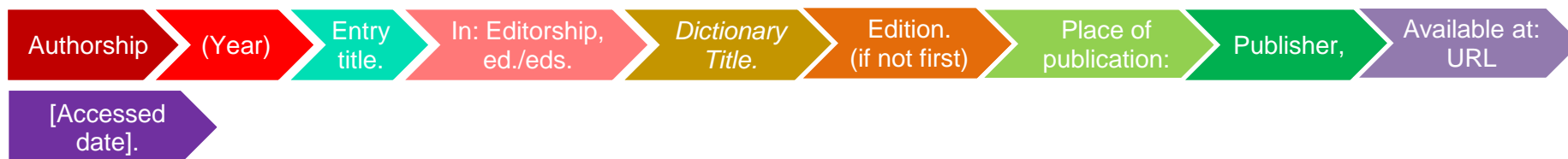


Encyclopaedia Britannica (2014) *Encyclopaedia Britannica Online*. London: Encyclopaedia Britannica. Available through: <http://www.britannica.com/> [Accessed 17 October 2014].

A dictionary or encyclopaedia entry available online



Wikipedia (2015) *Local Interconnect Network*. Available at: https://en.wikipedia.org/wiki/Code_talker [Accessed 31 July 2015].



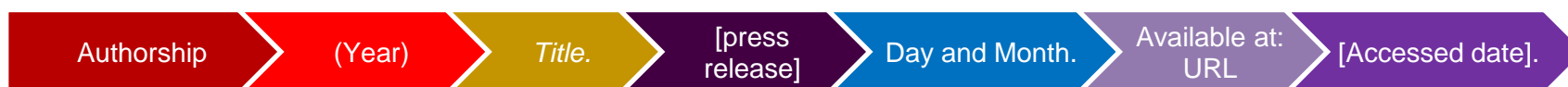
Hook, K. (2013) Affective computing. In: M. Soegard and R. F. Dam, eds. *Encyclopedia of Human-Computer Interaction*. 2nd edn. Aarhus, Denmark: Interaction Design Foundation. Available at: <https://www.interaction-design.org/literature/book/the-encyclopedia-of-human-computer-interaction-2nd-ed/affective-computing> [Accessed 29 June 2016].

3.12 A dissertation or thesis available online



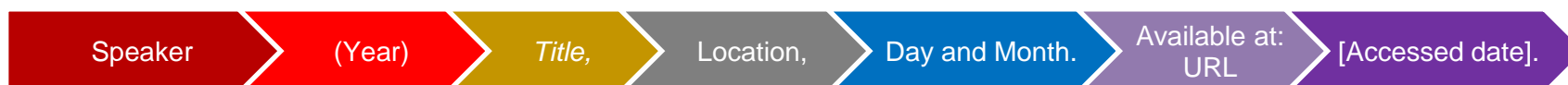
Zhao, T. (2018) *Contemporary Fashion Illustration in China and Its Application in the Chinese Fashion Market with Special Reference to Chinese Elements*. Ph.D. Thesis. Birmingham City University. Available at: <http://www.open-access.bcu.ac.uk/7279/> [Accessed 8 August 2019].

3.13 A press release



Birmingham City University (2015) *Who Needs Gold and Silver When You've Got... Human Hair?* [press release] 26 June. Available at: <http://www.bcu.ac.uk/news-events/news/who-needs-gold-and-silver-when-youve-got-human-hair> [Accessed 31 July 2015].

3.14 A speech transcript



Cameron, D. (2015) *PM on Plans for a Seven-day NHS*, London, 18 May. Available at: <https://www.gov.uk/government/speeches/pm-on-plans-for-a-seven-day-nhs> [Accessed 31 July 2015].

4. Referencing Audio Visual and Multimedia Sources

Audio

4.1 A podcast



Coley, S. (2017) *Dark Coffee; Radio Documentary*. [podcast] Available at: <https://www.mixcloud.com/bcu/dark-coffee-radio-documentary/> [Accessed 15 August 2017].

4.2 A sound recording



Antheil, G. (2001) *Ballet Mécanique*. Philadelphia Virtuosi Chamber Orchestra, Daniel Spalding (conductor). [CD] (Naxos 8559060).

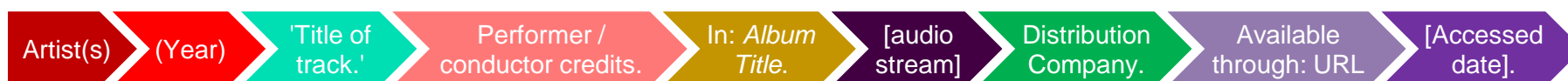
Saint-Saëns, C. (2006) *Violin Concerto No.3, etc.* Jean-Jacques Kantorow (violin), Heini Kärkkäinen (piano), Tapiola Sinfonietta, Kees Bakels (conductor). [CD] Recorded at: Tapiola Concert Hall, Finland, September 2004. (BIS-CD-1470).

4.3 A music download



Victoria, T. L. de (1996) 'Lauda sion salvatorem'. Westminster Cathedral Choir, James O'Donnell (conductor). In: *Victoria: Missa dum complerentur*. [electronic download] Hyperion Records. Available through: http://www.hyperion-records.co.uk/dw.asp?dc=W6875_66886&vw=dc [Accessed 28 July 2016].

4.4 An audio streamed musical piece



Victoria, T. L. de (1996) 'Lauda sion salvatorem', Westminster Cathedral Choir, Stephen Cleobury (conductor). In: *Allegrì: Miserere*. [audio stream] Decca Eclipse. Available through: <https://www.spotify.com/uk/> [Accessed 17 July 2013].

4.5 A CD/DVD note



Berio, L. (1998) *The Sequenzas.* In: *Berio Sequenzas.* [CD note] Ensemble Intercontemporain. (Deutsche Grammophon 457038-2).

4.6 A radio programme



The Secret Catacombs of Paris [radio programme] Presented by Jonathan Glancy. BBC, UK, 12:30, 24 June 2012, BBC Radio 4, 28 mins.

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



The Secret Catacombs of Paris [radio programme] Presented by Jonathan Glancy. BBC, UK, 12:30, 24 June 2012, BBC Radio 4, 28 mins.
Available at: <http://www.bbc.co.uk/programmes/b01b9h73> [Accessed 31 July 2015].

Performance

4.7 A live music performance



O'Connor, S. (1992) *Bob Dylan 30th Anniversary Concert.* Madison Square Garden, New York, 16 October.

4.8 A live performance (non-musical)



Whipping it Up by Steve Thompson (2006) Directed by Terry Johnson. Bush Theatre, London, 18 November – 16 December.

A programme note (non-musical)



Hall, P. (2008) From the artistic director. *Love's Labour's Lost* by William Shakespeare [theatre programme] Directed by Peter Hall. Rose Theatre, Kingston upon Thames, 30 October – 15 November, p. 2.

Visual

4.9 A painting or drawing



Freud, L. (1988-1989) *Standing by the Rag*. [oil on canvas] 163 x 138 cm. Tate Gallery, London.

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



Van Vechten, C. (1934) *Portrait of Man Ray, Paris*. Available at: <http://www.loc.gov/pictures/collection/van/item/2004663496/> [Accessed 04 October 2009].

4.12 A medical image



Visible Body (2018) *Pulmonary Circulation and Systemic Circulation: The routes and function of blood flow*. Available at: <https://www.visiblebody.com/learn/circulatory/circulatory-pulmonary-systemic-circulation> [Accessed 12 December 2018].

4.13 An illustration or poster

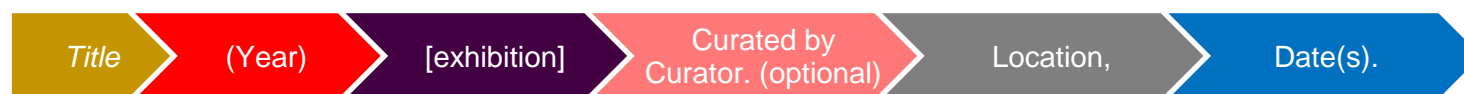


Brooks, J. (2003) *Versace* [for *Vogue Pelle*]. [illustration, pen, ink and Adobe Photoshop]. Artist's collection. © Jason Brooks.



Bell, V., Etchells, F., Fry, R. and Grant, D. (1912) *Second Post-impressionist Exhibition*. [poster] Exhibited at Grafton Galleries, London, 5 October – 31 December 1912. 119.4 x 93.8 cm. Victoria and Albert Museum, London.

4.14 An exhibition



Zoe Robertson: *FlockOmania* (2015) [exhibition] Lanchester Gallery, Coventry University, 19 January – 19 February.

4.15 An installation



Derbyshire, B. (2011) *Seven Seas*. [installation] Selfridges Ultralounge, London, 12 May - 8 June.



Parker, M. (2016) *The imitation archive*. [installation] In: *New Art West Midlands 2016*. Curated by Sonia Boyce, John Stezaker and Katharine Stout. Birmingham Museum and Art Gallery, Waterhall Gallery, Birmingham, 12 February - 15 May.

4.16 A sculpture



Ellis, J. (2010) *Black Pool, White Water*. [Carrara marble and Butler's Grove limestone] 80 x 40 x 30 cm. Garda Memorial Garden, Dublin.



Tool, E. (2004) 393. [sculpture] In: *Ehren Tool: Production or destruction*. Exhibited at Los Angeles Craft and Folk Art Museum, 26 May – 9 September.

4.17 A map



Ordnance Survey (2013) *Wolverhampton and Dudley*, Sheet 219, 1:25,000. Southampton: Ordnance Survey.

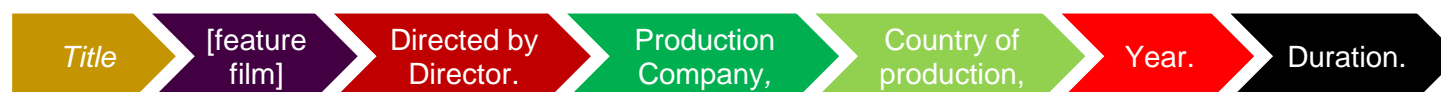
A digital map



EDINA Digimap Ordnance Survey Service (2015) *Digimap Roam*. Available through: <http://digimap.edina.ac.uk/> [Accessed 27 August 2015].

Moving image

4.18 A film



Bram Stoker's Dracula [feature film] Directed by Francis Ford Coppola. Columbia Tristar / American Zoetrope / Osiris, USA, 1992. 120 mins.

4.19 A television programme



Exposure: The other side of Jimmy Savile [television programme] ITV, UK, 23:10, 3 October 2012, ITV, 60 mins.

An episode of a television series



'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



Cathy Come Home [television programme] Directed by Ken Loach. BBC, UK, 13 November 2016, BBC4, 80 mins. Available at: <https://learningonscreen.ac.uk/ondemand/index.php/prog/00028C79?bcast=122896043> [Accessed 28 August 2020].

An extract of a television programme available online



'Birmingham students recreate WW1 trenches in paper', *BBC Midlands Today* [television programme extract] BBC, UK, 17 February 2014, BBC1, 2 mins 3 secs. Available at: <http://www.bbc.co.uk/news/uk-england-birmingham-26228052> [Accessed 31 July 2015].

4.20 A podcast



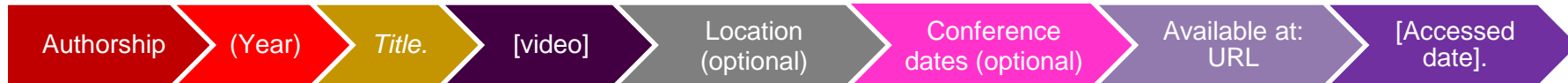
Pierce, K. (2018) *Security Council Media Stakeout (5 April 2018) on the Letter Dated 13 March 2018 on the Attack in Salisbury on 4 March 2018*. [vodcast] Available at: <http://webtv.un.org/meetings-events/security-council/europe/watch/karen-pierce-uk-on-the-letter-dated-13-march-2018-on-the-attack-in-salisbury-on-4-march-2018-security-council-media-stakeout-5-april-2018/5764650838001/?term=> [Accessed 8 August 2019].

4.21 An educational video



Bates' Visual Guide to Physical Examination (2015) *Low Back Pain (OSCE9)*. [video] Available through: <http://www.batesvisualguide.com> [Accessed 3 August 2017].

4.22 A streamed video (e.g. YouTube)



Webber, N. and Vaughan, S. (2015) *Archivist vs. Game Designers?* [video] Research Libraries UK Discovering Collections Discovering Communities Conference. The Lowry, Salford Quays, 12-14 October 2015. Available at: <https://www.youtube.com/watch?v=HJOPFuz7-L8> [Accessed 31 May 2016].

Multimedia

4.23 A video game



Ubisoft (2010) *Assassin's Creed: Brotherhood*. [game, Xbox 360] Ubisoft, Canada (EAN 300034430).

4.24 A computer software program



Dassault Systèmes (2012) *Abaqus (6.12-1)*. [computer software] Providence, RI: Dassault Systèmes.



Dassault Systèmes (2020) *Abaqus Unified FEA (Abaqus 2020X)*. [computer software] Available through: <https://www.3ds.com/products-services/simulia/products/abaqus/latest-release/> [Accessed 28 August 2020].

4.25 A mobile app



King.com (2020) *Candy Crush Jelly Saga* (2.47.15). [app, Apple iOS] Available at: <https://itunes.apple.com/app/candy-crush-jelly-saga/id1047246341?mt=8> [Accessed 28 August 2020].

5. Referencing Music

5.1 A musical score



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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/q17.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



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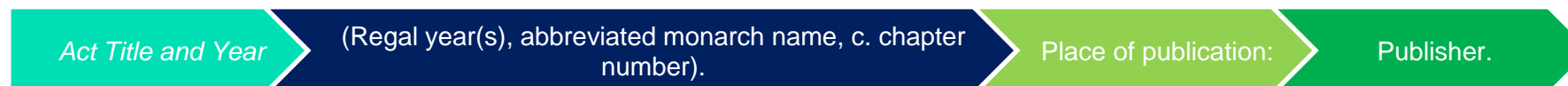
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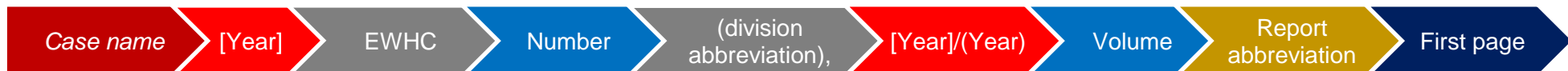
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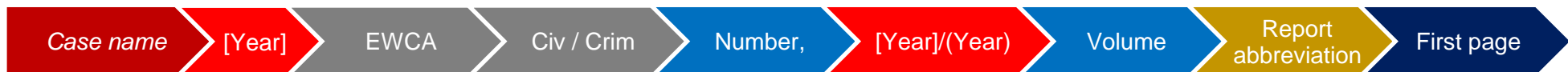
Note: Legal and High Court cases conform to the OSCOLA standard (http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf).



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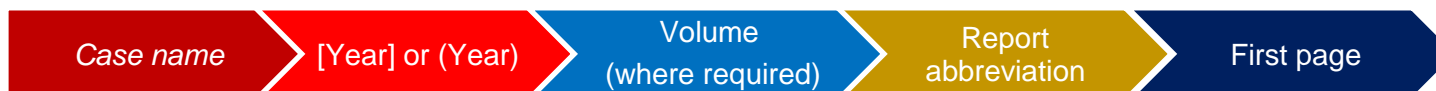


Houshian v General Medical Council [2012] EWHC 3458 (QB), [2012] All ER (D) 53 (Dec)



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6.11 A legal case in England and Wales before 2001



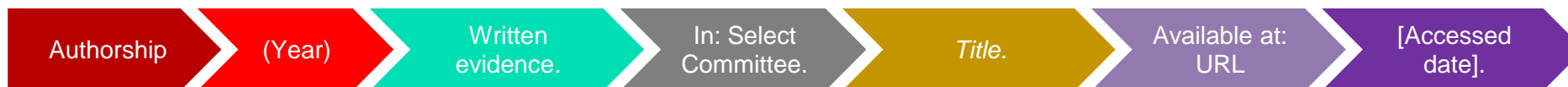
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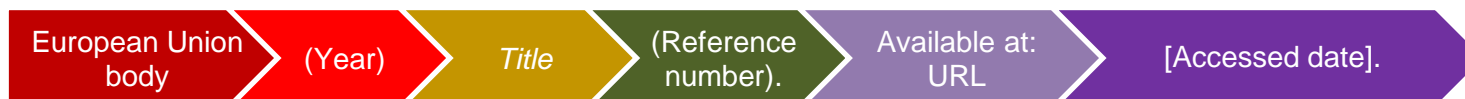
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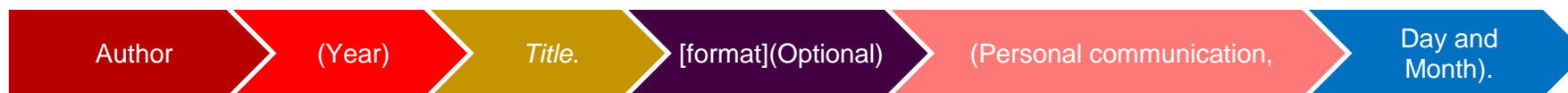
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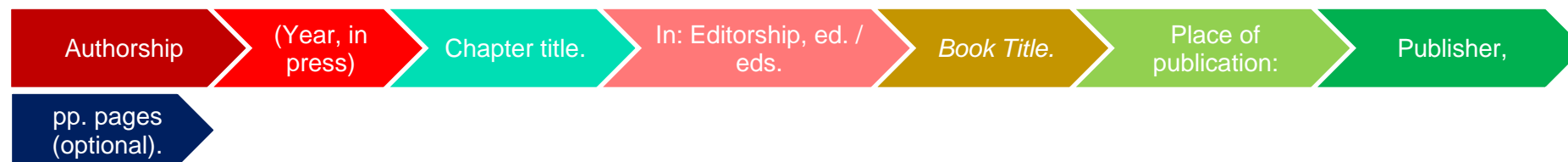
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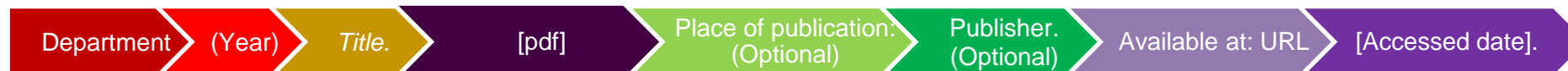
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