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 ..................................... 10
   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 ............................................................................. 11
   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 ........................................ 13
   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 .................................................................................... 14
   4.6 A radio programme ............................................................................. 14
   4.7 A live music performance ................................................................ 14
   4.8 A live performance (non-musical) ....................................................... 15
   4.9 A painting or drawing .......................................................................... 15
   4.10 A photograph ....................................................................................... 15
   4.11 A photograph available online ......................................................... 15
   4.12 A medical image .................................................................................. 16
5. Referencing Music

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 ................................ 21
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 .................................. 22

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 ................ 23
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 .................................... 24
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 ................................ 29
6.27 A patent .................................................. 29
6.28 A standard ............................................... 30
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**: Cox, S. A.
- **Year**: (2014)
- **Title**: Managing Information in Organizations: A practical guide to implementing an information management strategy.
- **Edition**: 2nd edn.
- **Place of publication**: Basingstoke
- **Publisher**: Palgrave MacMillan.

### 2.2 An edited book

- **Editorship, ed./eds.**: Clapson, M. and Larkham, P. J.
- **Year**: (2013)
- **Title**: The Blitz and Its Legacy: Wartime destruction to post-war reconstruction.
- **Place of publication**: Farnham
- **Publisher**: Ashgate.

### 2.3 A chapter in an edited book

- **Authorship**: Lewis, D., O'Boyle-Duggan, M. and Poulteny, S.
- **Year**: (2017)
- **Chapter title**: Communication skills education and training in pre-registration BSc Nursing.
- **In**: Editorship, ed. / eds. Oxford Textbook of Communication in Oncology and Palliative Care.
- **Place of publication**: Oxford
- **Publisher**: Oxford University Press, pp. 149-154.

### 2.4 A play or poem

- **Authorship**: Miller, A.
- **Year**: (1968)
- **Title**: The Crucible: A play in four acts.
- **Place of publication**: Harmondsworth
- **Publisher**: Penguin.

**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


2.14 A dissertation or thesis

Authorship (Year) Title. Level. University.


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

**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 online market research report


A publication available from a website (not a pdf)


NICE Guidelines

3.4 A conference proceedings available online


3.6 An online newspaper article

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

**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

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


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


4.13 An illustration or poster


4.14 An exhibition


4.15 An installation


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>

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

4.17 A map

<table>
<thead>
<tr>
<th>Map maker</th>
<th>(Year)</th>
<th>Title, Sheet number, 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>

Moving image

4.18 A film

<table>
<thead>
<tr>
<th>Title</th>
<th>[feature film]</th>
<th>Directed by Director.</th>
<th>Production Company, Country of production, 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, Country of production.</th>
<th>Transmission (time and) date, Television station,</th>
<th>Duration.</th>
</tr>
</thead>
</table>
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


An extract of a television programme available online


4.20 A vodcast

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


5.6 A music download

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


5.7 An audio streamed musical piece

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


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). 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:

Digital Economy Bill Deb 28 November 2016 cc1268-1368
Abbreviated format:

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

6.6 A Hansard Standing Committee entry

SC Deb (A) 13 June 1996 c301

6.7 A recent act of UK Parliament


6.8 An act of UK Parliament before 1963

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


### 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

Title of Treaty (Year) Volume UNTS page number


Referencing unpublished sources

6.18 Notes of a lecture

Lecturer (Year) Title. Module Number and Name. Department / Faculty, Institution, Day and Month [lecture notes taken by Notetaker].

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

Lecturer (Year) Module Number and Name. Department / Faculty, Institution. Available through: URL [Accessed date].


A lecture section on a virtual learning environment

Lecturer (Year) Title. Module Number and Name. Department / Faculty, Institution. Available through: URL [Accessed date].


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


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


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=yhUWxkGEaNg&list=PLpQuPYCyuS5pgNidr4yx-CZ2hY5i8PqDn&index=12 [Accessed 31 May 2016].

6.26 The national curriculum

The current national curriculum

**Department** | **(Year)** | **Title.** | **[pdf]** | **Available at:** | **[Accessed date].**
--- | --- | --- | --- | --- | ---


A former national curriculum

**Department** | **(Year)** | **Title.** | **Place of publication:** | **Publisher.**
--- | --- | --- | --- | ---

**Department** | **(Year)** | **Title.** | **[pdf]** | **Place of publication:** | **Publisher.** | **Available at:** | **[Accessed date].**
--- | --- | --- | --- | --- | --- | --- | ---

6.27 A patent

**Inventor(s)** | **(Year)** | **Title.** | **Patent country and number, Day and Month.**
--- | --- | --- | ---
### 6.28 A standard

<table>
<thead>
<tr>
<th>Organisation</th>
<th>(Year)</th>
<th>Reference:</th>
<th>Title.</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>


A standard available online

<table>
<thead>
<tr>
<th>Organisation</th>
<th>(Year)</th>
<th>Reference:</th>
<th>Title.</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>