Birmingham City University

How to write references

Harvard Referencing Guidelines

Version: September 2024

Library & Learning Resources http://bit.ly/1dPJqqJ

Contents Page

Revisions for 1st September 2024 1

1. Introduction 2

1.1 Purpose of referencing 2

1.2 Principles of referencing 2

1.3 Harvard referencing 3

1.4 Common questions 5

1.4.1 References with missing details 5
1.4.2 Referencing translated sources 6
1.4.3 Maintaining confidentiality 7
1.4.4 Reference list or bibliography? 8
1.4.5 Reference management software 8
1.4.6 Can I use ibid and op.cit in Harvard referencing? 8
1.4.7 Can I use an AI tool (like ChatGPT, Perplexity or Copilot) to write parts of an assignment? 9
1.4.8 Can I use an AI tool to generate media outputs for an assignment? 9
1.4.9 How do I reference Microsoft stock images from PowerPoint or Word? 10

1.5 Further information 10

2. In-text citations 12

2.1 Citing an author's name directly in the text 12

2.2 Citing an author's name indirectly in the text 12

2.3 Citing several sources at the same time 12

2.4 Citing a source with several authors 13

2.5 Citing sources by the same author(s) in different years 14

2.6 Citing sources by the same author(s) in the same year 14

2.7 Citing chapter authors in edited sources 15

2.8 Citing institutional authors 15

2.9 Citing missing or anonymous authors 16

2.10 Citations with no date or an approximate date 17

2.11 Including page numbers in citations 17

2.12 Quoting 18

2.13 Citing secondary sources 20

2.14 Citing tables and figures 21

2.15 Citing Hansard 23

2.16 Citing religious texts 24

3. Referencing – Style Guide 25

3.1 Abbreviations **25**
3.2 Capitalization **25**
3.3 Italics **25**
3.4 Numbers **25**
3.5 Punctuation **26**
3.6 Reference list arrangement and example **27**
4. Reference list data order ***30***
4.1 Creators **30**
4.2 Date **33**
4.3 Title **33**
4.4 Medium **34**
4.5 Edition **35**
4.6 Subsidiary creators and translators **35**
4.7 Place of publication and publisher **36**
4.8 Series **37**
4.9 Numeration: issue information **37**
4.10 Standard identifiers **37**
4.11 URL **38**
4.12 Additional general information: size and non-Roman scripts **38**
5. Referencing: ***39***
5.1 Referencing books **39**
5.1.1 A book 39
5.1.2 An edited book 41
5.1.3 A chapter in an edited book 42
5.1.4 A play or a poem 43
5.1.5 A religious text 43
5.1.6 A dictionary or encyclopaedia 44
5.1.7 A directory 47
5.2 Referencing journal, magazine and newspaper articles **48**
5.2.1 A journal article 48
5.2.2 A magazine article 51
5.1.8 A newspaper article 52
5.3 Referencing conference proceedings, papers and posters **55**
5.1.9 A conference proceedings 55
5.3.2 A conference paper 55
5.3.3 A conference poster 56
5.4 Referencing legal sources **58**

5.4.1 A recent act ... 58
5.4.2 An act of UK Parliament before 1963 ... 59
5.4.3 A bill ... 60
5.4.4 A Statutory Instrument ... 60
5.4.5 A legal case in England & Wales since 2001 with a neutral citation ... 61
5.4.6 A legal case in England & Wales before 2001 ... 62
5.4.7 Legislation in the Official Journal of the European Union (OJ) ... 64
5.4.8 A case adopted by the Court of Justice of the European Union ... 65
5.4.9 A case or legislation from other jurisdictions ... 65
5.4.10 An international treaty or convention ... 66

5.5 Referencing Government Publications and Hansard ... 68
5.5.1 A House of Commons or House of Lords paper ... 68
5.5.2 A UK Government Command Paper ... 70
5.5.3 A UK Government departmental paper ... 71
5.5.4 Select Committee correspondence ... 72
5.5.5 A European Union document not in the Official Journal ... 72
5.5.6 A United Nations publication ... 73
5.5.7 A Hansard entry ... 73
5.5.8 A Hansard written statement ... 74
5.5.9 A Hansard written question or answer ... 75
5.5.10 A Hansard entry from Westminster Hall ... 75
5.5.11 A Hansard Public Bill Committee entry ... 76
5.5.12 A Hansard Standing Committee entry ... 77

5.6 Referencing Reports and Other Textual Sources ... 78
5.6.1 A report ... 78
5.6.2 A technical report ... 79
5.6.3 A NICE Guideline ... 81
5.6.4 A clinical trial ... 81
5.6.5 A market research report ... 82
5.6.6 A dissertation or thesis ... 82
5.6.7 An interview ... 83
5.6.8 The current national curriculum ... 84
5.6.9 A patent ... 86
5.6.10 A standard ... 87
5.6.11 A working paper or briefing paper ... 88
5.6.12 A press release ... 88
5.6.13 A speech transcript ... 88

5.7 Referencing Unpublished Sources ... 90
5.7.1 Notes of a lecture ... 90
5.7.2 Material in a virtual learning environment ... 90
5.7.3 A student assignment ... 91
5.7.4 A personal communication ... 92
5.7.5 An internal report or presentation ... 92
5.7.6 A forthcoming publication ... 93
5.7.7 A preprint ... 93
5.7.8 A piece of archive material ... 94
5.7.9 A pamphlet or a leaflet ... 94

5.8 Referencing Music and Audio 96
5.8.1 A music score 96
5.8.2 A facsimile of published music 97
5.8.3 A sound recording 97
5.8.4 A live music performance 98
5.8.5 A music download 99
5.8.6 An audio streamed musical piece 99
5.8.7 A CD/DVD note 99
5.8.8 A podcast 100
5.8.9 A radio programme 100

5.9 Referencing Film, TV, Video and Performance 102
5.9.1 A film 102
5.9.2 A television programme 102
5.9.3 A video from a streaming service 105
5.9.4 A vodcast 106
5.9.5 An educational video 106
5.9.6 A video from an online video platform 107
5.9.7 A social media video 108
5.9.8 A webinar 109
5.9.9 A live music performance 110
5.9.10 A live performance (non-musical) 111

5.10 Referencing Photos, Art and Exhibitions 113
5.10.1 A painting or drawing 113
5.10.2 A photograph 114
5.10.3 A photograph or image available online 114
5.10.4 A medical image 118
5.10.5 An illustration or poster 119
5.10.6 An exhibition 120
5.10.7 An installation 121
5.10.8 A sculpture 121
5.10.9 A map 122

5.11 Referencing Websites, AI, Blogs and Social Media 124
5.11.1 A website 124
5.11.2 Generative AI 124
5.11.3 A blog 125
5.11.4 A social media post 126
5.11.5 An email discussion list correspondence 126

5.12 Referencing Datasets, Software, Games and Apps 127
5.12.1 A dataset 127
5.12.2 A computer software program 127
5.12.3 A video game 128
5.12.4 A mobile app 128

Revisions for 1st September 2024

This year's update sees only small changes since the significant structural changes in the September 2023 guidance. As before, the revisions to the guidance are a direct result of feedback from colleagues within Library & Learning Resources. They have highlighted aspects of referencing which have not been covered in the guidance when trying to respond to questions in the chat service from staff and students in the university. They have continued to use this guidance in responding to the 3740 chat enquiries specifically about referencing in the 2023-24 academic year, a 16% increase on the 3214 the previous year. These changes are:

1. New sections on videos from streaming services, Select Committee correspondence and Cases adopted by the Court of Justice of the European Union.
2. Updates to sections on film, television programmes and videos from online video platforms.
3. Further examples in the section on legal cases in England and Wales since 2001 with a neutral citation and the section on legal cases before 2001.
4. Updates to the referencing Hansard pages.
5. Updating the advice on generative AI to keep in line with the current university guidance.
6. Including advice on referencing leaflets in the section on pamphlets and leaflets.
7. Updating the style guide to include further advice on citing a book written by the current King.
8. Including answers to the common question: how do I reference Microsoft stock images? from PowerPoint or Word.
9. Including advice on online reports which have been updated.

1. Introduction

1.1 Purpose of referencing

Referencing is an essential part of academic scholarship and ethical values demand that authors identify the sources used in their work. The sources used are most likely to be books or specific chapters of books, journal articles, conference papers, government reports, magazine or newspaper articles, theses or web pages. However, depending on your subject, you may also need to cite visual sources, audio-visual media, music or unpublished sources.

When you cite in the text of your work (an in-text citation), you also need to create a full reference for it at the end of your work. This gives the full details for the information source so that it can be traced by anyone who reads your work.

You must reference when you are quoting or paraphrasing (rewriting in your own words) to show that you are using work/research/theories/data from someone else.

You are referencing in order to:

- Show anyone who reads your work your ability to select and refer to the most appropriate external sources which support your work.
- Support specific facts or claims which you make in your work.
- Enable the reader to locate where you obtained each quote or idea.

The benefits of referencing to you are that:

- It shows the range of reading that you have done. This is likely to gain you marks.
- It can make your own arguments more convincing by supporting them with the ideas of acknowledged experts and data from credible sources.
- It is a basic academic requirement and doing so means you cannot be accused of plagiarism.

Plagiarism is considered as unethical in the UK and is treated as academic misconduct by the university. The university defines plagiarism on page 2 of its Academic Misconduct Procedure as "submitting any item of assessment which contains work produced by someone else in a way which makes it look as though it is your own work". The university aims to support you in developing your academic practice and to help you understand where that practice has been compromised so that you can avoid repeating your behaviour. This guidance is offered as part of that support.

1.2 Principles of referencing

The basic principles of referencing, from the international standard BS ISO 690: 2010, are:

1. Clearly identify the material being cited: include sufficient information.

2. How specific do you need to be? Do you need to refer to the entire document or to a specific part of a document? This will depend on the purposes of the citation and the use that you make of the material being cited.

3. Take the information from the resource being cited: for example, if there is no hyphen in the sub-title 'practice-based' then do not include it. However, if there is a clear error use the word sic as illustrated in section 4.3.

4. Make sure the information in the reference reflects the specific copy or instance of the document that was used. For online documents that are subject to change, such data include the uniform resource locator (URL) of the version that was used and the date on which the document was accessed.

5. Be consistent: use a uniform style, format and punctuation scheme for all references in a document, regardless of the style guide being used.

The data should be taken from the resource itself. The preferred source of data for the reference is the title page or equivalent, such as the title screen, home page, disc label or map face. Any information that does not appear in the cited information resource, but is supplied by the citer, should be enclosed in square brackets.

1.3 Harvard referencing

The Harvard style emphasises the name of the author and the publication year in the text with full bibliographic details in a reference list. Unlike other styles, there is no manual to which you can refer. This has created variations within the Harvard style so that each university has had to specify which variety of Harvard to follow. These guidelines have been developed to bring consistency to the practice of citing references within the university so that there is a document to which all students and staff can refer.

Citing references informs your reader where you found your information and is the accepted way of giving credit to the ideas and evidence on which your argument is based. It is standard academic practice, and you should do this in all the works you create.

The style in these guidelines is very similar to the Harvard referencing format used in Microsoft Word. This is shown as Harvard-Anglia in the Style section of the References tab. It is also based on the publication, *Cite Them Right* (Pears and Shields, 2022). There are differences between these, some of which are shown below in Table 1

Table 1 Comparison of Harvard styles and justification for adopting the BCU Harvard style

Type	*Cite Them Right*	Microsoft Word: Harvard - Anglia	BCU Harvard	Justification
Book with one author	Bell, J. (2014) *Doing your research project*. Maidenhead: Open University Press.	Bell, J., 2014. *Doing your research project*. Maidenhead: Open University Press.	Bell, J. (2014) *Doing Your Research Project*. Maidenhead: Open University Press.	Most alphabetical/Harvard systems put brackets around the dates. Omitting a full stop after the date bracket is easier. There is confusion about whether to capitalize titles. BCU Harvard defines a standard for this.
Printed journal article	Norrie, C., Hammond, J., D'Avray, L., Collington, V. and Fook, J. (2012) 'Doing it differently? A review of	Norrie, C., Hammond, J., D'Avray, L., Collington, V. and Fook, J. (2012) Doing it differently? A review of	Norrie, C., Hammond, J., D'Avray, L., Collington, V. and Fook, J. (2012) Doing it differently? A review of	Journal title is in italics (a consistent style rule). More grammatical to put a space after p./pp. Easier to omit single speech marks around the title. Includes doi to ensure item can be located. *Cite Them Right* distinguishes between print and

Type	*Cite Them Right*	Microsoft Word: Harvard - Anglia	BCU Harvard	Justification
	literature on teaching reflective practice across health and social care professions', *Reflective Practice*, 13(4), pp. 565-578. doi: 10.1080/14623943.2012.670628.	literature on teaching reflective practice across health and social care professions. Reflective Practice, 13(4), pp. 565-578.	literature on teaching reflective practice across health and social care professions. *Reflective Practice*, 13(4), pp. 565-578. https://doi.org/10.1080/14623943.2012.670628.	electronic articles. BCU Harvard does not provide this distinction as the majority of journal articles are supplied with a doi. In addition, most publishers now require a doi to be supplied in reference lists.
Web page	National Health Service (2018) *Check your symptoms*. Available at: http://www.nhsdirect.nhs.uk/checksymptoms (Accessed: 17 October 2018).	National Health Service, 2018. *Check your symptoms*. [Online] Available at: http://www.nhsdirect.nhs.uk/checksymptoms [Accessed17 October 2018].	National Health Service (2018) *Check Your Symptoms*. Available at: http://www.nhsdirect.nhs.uk/checksymptoms [Accessed 17 October 2018].	Follows *Cite Them Right* by omitting [online] as the URL indicates direct access to an online source. Easier to omit chevrons around the URL. Follows Word by using square brackets around the Accessed field.
Citation with a page number	Harris (2018, p. 56) argued that 'nursing staff…'	Harris (2018, p. 56) argued that 'nursing staff…'	Harris (2018: 56) argued that 'nursing staff…'	Using a colon reduces the word count whilst still being grammatical.
Citing two authors	(Lewis and Jones, 2018)	(Lewis & Jones, 2018)	(Lewis and Jones, 2018)	Using "and" follows most styles.
Citing three authors	(Hill, Smith and Reid, 2014)	(Hill, et al., 2014)	(Hill et al., 2014).	Most Harvard systems use "et al." after two names. Some italicize the *et al*. More grammatical to omit a comma before "et".
Multiple indirect citations	Several environmental studies (Andrews et al., 2017; Martin and Richards, 2018; Town, 2013; Williams, 2015) considered…	Several environmental studies (Andrews et al., 2017; Martin and Richards, 2018; Town, 2013; Williams, 2015) considered…	Several environmental studies (Andrews et al., 2017; Martin and Richards, 2018; Town, 2013; Williams, 2015) considered…	Follows Word style in writing multiple citations in alphabetical order. Consistent with the reference list order. *Cite Them Right* advises to cite multiple citations in alphabetical order but then gives an example showing the opposite (p. 35).

Facts, ideas, dates, events and information that are expected to be known by a student working in that subject area would be considered as 'common knowledge' and therefore would not expect to be referenced.

There are two inter-related parts of the referencing process:

i. The citation is essentially a marker you put in your text to show that you are referring to a source. For example, you may have given a direct quotation or summarised the ideas from the source. The marker you use links to the full reference in your reference list. Section 2 discusses in-text citations.

ii. The reference gives full details about the source you have cited in your text so that you can go from the source to the original from the details given. References are listed in an **organized, structured and consistent way**, at the end of your work, before any appendices. Footnotes and endnotes are not used in the Harvard referencing style. Section 3 details the style rules adopted by the BCU Harvard referencing guidelines. Section 4 details the data order and discusses each of the elements. Section 5 gives you the required elements with examples of the source material you are most likely to be citing.

1.4 Common questions

1.4.1 References with missing details

You should be cautious about referencing material in your work where you cannot identify the author, date or source. The following are some of the problems you may encounter with the solution:

Problem	Solution	Example
No known date	n.d.	**Langley (n.d.) advises...**
Only approximate date known	ca. [circa]	**Shahn, B. (ca. 1933-34)**
Full year not known	189- for known decade 189? for probable decade	**Peri, J. (186?) *Le Musiche de Jacopo Peri*. Milan: Ricordi.**
No known author	Anonymous or Anon.	**A nested cohort of 270 patients with a GCS score ≤ 14 from the 2010 CRASH-2 trial demonstrated a reduction in intracranial hematoma growth, focal cerebral ischemia, and mortality in patients given TXA, although none of the results were statistically significant (Anonymous, 2011).**
No known place of publication	s.l. [sine loco]	**Price, T. J. (2014) *Environmental Management Systems: An easy to use guide to boosting your organization's environmental performance*. 3rd edn. s.l.: CreateSpace**.
No obvious publisher	s.n. [sine nomine]	**Coccioli, L. (2004) *Flectar: For trombone and live electronics*. s.l.: s.n.**

Problem	Solution	Example
Information has been traced from other sources	Use square brackets	**Mayer, J. [1995] *Pawitri Naukari (A Sacred Service): Sacer misisterium*. Birmingham: [Birmingham Conservatoire].**

1.4.2 Referencing translated sources

As with subsidiary creators, the reference should include details of the translator, annotator and editor, as appropriate. Include their full name in the format first name last name, for example:

Boal, A. (1995) *The Rainbow of Desire: The Boal method of theatre and therapy*. Translated by Adrian Jackson. London: Routledge.

Derrida, J. (2002) The animal that therefore I am (more to follow). Translated by David Wills. *Critical Inquiry*, 28(2), pp. 369-414.

Le Corbusier (2007) *Journey to The East*. 2nd edn. Edited, annotated and translated by Ivan Zaknic. Cambridge, MA: MIT Press.

For major works of historic significance, the date of the original work may be included along with the date of the translation:

Spinoza, B. (1677) *The Ethics*. Translated by R. H. M. Elwes, 1989. New York: Prometheus Books.

For works in another language that have been translated into English, reference these in the same manner as an English language work but provide a translation of the title immediately after the original title in square brackets.

For example:

Cicero (1972) *De Natura Deorum [The Nature of the Gods].* Translated by Horace C. P. McGregor. London: Penguin.

Quantz, J. J. (1752) *Versuch einer Anweisung die Flöte Traversière du Spielen [On Playing the Flute].* 2nd edn. Translated by Edward R. Reilly, 2001. London: Faber and Faber.

If the source is in a non-Roman script, provide a translation in English and make it clear that the source you have used is not in English.

For a web page, for example, the required elements would appear as:



For example:

The Central People's Government of the People's Republic of China (2008) *White Paper on China's Drug Supervision*. [in Chinese]. Available at: http://www.gov.cn/jrzg/2008-07/18/content_1048848.htm [Accessed 21 August 2019].

For books, an example is:

Xu, Y. (2009) *IPv6 In-depth Analysis*. [in Chinese]. Tsinghua: Tsinghua University Press.

For articles, an example is:

Guoyu, T. and Dalong, Z. (2017) Interpretation of clinical practice guidelines and expert consensuses for the evaluation and management of diabetic kidney disease at home and abroad. [in Chinese]. *Chinese Journal of Practical Internal Medicine*, 37(3), pp. 211-216. https://doi.org/10.19538/j.nk2017030108.

1.4.3 Maintaining confidentiality

For some forms of academic writing, it is not possible to provide the name of a cited source for reasons of confidentiality. This is especially the case in a health context.

The following statement of confidentiality can be found in section 3.4 of the Faculty of Health, Education and Life Sciences' *Policy on Confidentiality*:

> You must always ensure that when documents are used that relate to individual circumstances, there is no possibility that the individual(s) can be identified.
>
> When you submit academic work for assessment, you sign to state that the work is your own, that confidentiality has been maintained and that any names used in the work are pseudonyms. It is good practice for you to state at the outset of your work that pseudonyms have been used.

The full policy can be found on the BCU internet site here.

Confidentiality must be maintained within referencing as well as your written work. If internal documents from NHS Trusts, Integrated Care Boards, Local Authorities or Special Health Authorities are being cited, for example, policies, procedures or care plans, it is essential that the name is never divulged as these documents are not available to the general public.

The Faculty of Health, Education and Life Sciences' *Policy on Confidentiality,* Section 3.5, states:

> If names of individuals or organisations used in assessments are not available to the general public, the work has ... breached confidentiality...Assessments that have breached confidentiality will achieve a mark of 1%.

To maintain confidentiality using Harvard you are advised to follow these examples:

This action was taken in accordance with the NHS Trust's (2017) disciplinary policy.

This action was taken in accordance with School A's (Name withheld) (2018) sex education policy.

NHS Trust (2017) and School A (name withheld) (2018) would then appear in your reference list (see section 3.6) as:

NHS Trust (2017) *Disciplinary Policy*. NHS Trust name withheld.

School A (Name withheld) (2018) *School A's Sex Education Policy*. Available at: (URL withheld) (Accessed 19 December 2018).

For documents available to the general public, for example a Trust's patient information leaflets:

The information provided by the Trust about this service is written in several languages (Appendices 1-3).

In your appendices, these documents would then be labelled as Appendix 1, Appendix 2, and Appendix 3.

1.4.4 Reference list or bibliography?

The **reference list** should include details of all the sources you have cited in your work. It should be in alphabetical order by author surname with all the different types of material in one sequence.

Sometimes your tutors ask you to produce a **bibliography** as well as a reference list. The term bibliography normally refers to a list of items that you have used for background reading to inform your opinion, but which are **not cited** directly in your text. As with the list of references, these should be listed alphabetically in the same format as your references and should be placed after the reference list at the end of your work.

A reference list is always required when you cite other people's work within your own work.

The terms reference list and bibliography are sometimes used interchangeably. Make sure that you know what is required from you before you complete your work.

An **annotated bibliography** includes the full reference to sources with the addition of notes which summarise and evaluate each source. Depending on the assessment this may be an independent project or part of a larger research project.

1.4.5 Reference management software

Both EndNote referencing software and EndNote Web contain the BCU Harvard referencing style. The software also connects as a plug-in shown as a separate tab in Microsoft Word. EndNote Web is supported by IT Training with documentation on the iCity page https://icity.bcu.ac.uk/IT/Staff/help-and-support/skills-training/enweb.

Free open-source reference management software is also available. The university's databases will often export references to software such as Zotero and Mendeley which all contain Word plug-ins. If you wish to export and import citations between software packages, use the .ris format. JabRef is open-source reference management software that uses BibTeX as its native file format and is therefore used to create references within LaTeX.

1.4.6 Can I use ibid and op.cit in Harvard referencing?

There is no reason why you cannot use ibid and op.cit. in the Harvard system because the Harvard system has no manual so there is no authoritative source.

However, if you are using BCU Harvard style, then you are not required to use these terms in your work. Instead, each time you cite a source you enter a citation in the format required for the specific source you are using.

Anglia Ruskin University, whose advice is the basis for the style in Microsoft Word, is now phasing out its own guidance and referring its students to *Cite Them Right*. *Cite Them Right* is widely adopted in British universities as an essential source of Harvard referencing guidance and its 12th edition advises (Pears and Shields, 2022: 237):

“Ibid.: (From the Latin ibidem meaning ‘in the same place’.) A term used with citations that refer to an immediately preceding cited work. It is not used in the Harvard system, where works appear only once in the alphabetical list of references.”

“Op.cit.: (From the Latin opera citato meaning ‘in the work already cited’.) A term used with citations that refer to a previously cited work. It is not used in the Harvard system, where works appear only once in the alphabetical list of references.”

This would therefore seem to be the current academic practice.

1.4.7 Can I use an AI tool (like ChatGPT, Perplexity or Copilot) to write parts of an assignment?

Unless your tutor and assignment brief specifically permit the use of AI to write your assignment, this is not permitted by the university’s Academic Misconduct Procedure. Your assignment is expected to be your own original work, not produced by someone else or an AI tool. Use of generative AI to write assignments will be flagged by Turnitin’s AI detection tool and likely to be considered academic misconduct.

If you ARE permitted to use a generative AI tool for your assignment as stated in the assignment brief, you must reference this within your work. For example, the citation should appear as (OpenAI, 2024) or OpenAI (2024) with the reference in the format: AI tool provider (Year) *AI tool*. Please see the section on AI referencing.

Please refer to the student AI guidelines which emphasise that you must submit your own original work and use AI tools only when explicitly permitted.

1.4.8 Can I use an AI tool to generate media outputs for an assignment?

This depends on the nature of the assignment. If your assignment brief explicitly permits use of AI tools, then they are allowed. If the assignment brief does not mention use of AI tools, you should assume that you may not use AI for the assessment task. Please clarify any doubts with your tutor.

Any use of AI must be referenced using the following formats:

In-text: (AI tool provider, year).

For example, the citation should appear as (Adobe, 2023) or Adobe (2023)

In your reference list, use the format:



For example:

OpenAI (2024) *DALL-E*. Response to prompt made by Isabel Gupta, 4 May 2024, 11.58am.

Please see the section on generative AI referencing for further information.

1.4.9 How do I reference Microsoft stock images from PowerPoint or Word?

PowerPoint stock images are free to Microsoft Office subscribers such as BCU as long as the images are used within a Microsoft 365 app or a SharePoint site.

Students therefore do not need to reference the image if it used within Microsoft PowerPoint or Word which are probably the most likely applications.

The university does not have a license for the Microsoft 365 images for general use, so you can't take the pictures outside of Microsoft 365 or SharePoint and use it in a different context. This is the difference between content you get from Microsoft 365 or SharePoint and content from stock sites (see the Microsoft page on premium creative content).

1.5 Further information

The Harvard Anglia style included in Microsoft Word is based on Anglia Ruskin University's (2022) Guide to Harvard style of Referencing which is being phased out in favour of *Cite Them Right*'s Harvard style. *Cite Them Right* (Pears and Shields, 2022), copies of which are held at library sites across the university and online, is now in its 12th edition. There is also a *Cite Them Right* web site.

If you would like to speak with a member of staff, please use this booking form to book a tutorial with a member of Centre for Academic Success staff, use the booking form on the Moodle site of the Academic Development Department within the Faculty of Health, Education and Life Sciences or contact a member of library staff by visiting one of the libraries or by using these contact details.

All the sources used in these pages are given in the reference list below (in the BCU Harvard style).

References:

Anglia Ruskin University (2022) *Guide to Harvard Style of Referencing*. 6th edn. Version 6.1.2. Available at: http://libweb.anglia.ac.uk/referencing/harvard.htm [Accessed 6 September 2024].

British Standards Institution (BSI) (2010) *BS ISO 690: 2010. Information and Documentation: Guidelines for bibliographic references and citations to information resources*. London: BSI Standards Limited.

House of Commons (2010) *The Official Report*. London: House of Commons Information Office (Factsheet G17). Available at: http://www.parliament.uk/documents/commons-information-office/g17.pdf [Accessed 8 July 2024].

Learning On Screen (2018) *Audiovisual Citation: Learning On Screen guidelines for referencing moving image and sound*. 2nd edn. Available at: http://bufvc.ac.uk/wp-content/media/2018/01/Learning-on-Screen-AV-Citation-2017-ONLINE.pdf [Accessed 21 August 2024].

Pears, R. and Shields, G. (2022) *Cite Them Right: The essential referencing guide*. 12th edn. London: Bloomsbury Academic.

University of Oxford (2012) *OSCOLA: Oxford University standard for citation of legal authorities*. 4th edn. Oxford: Faculty of Law, University of Oxford. Available at: https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf [Accessed 8 July 2024].

2. In-text citations

A citation is the marker you place in the text of your work. The marker you use links to the full reference in your reference list. Often this is done by including the citation in brackets at the appropriate point – usually the end of the sentence. It can also be done by using your citation to introduce a summary or quotation. Be careful with the verb that you use as it indicates the function of the original text. Examples of verbs you might use are in the advice from the Centre for Academic Success on *Using Sources and Avoiding Plagiarism*. The examples used throughout this document are in red and are aligned to the left.

2.1 Citing an author's name directly in the text

A direct citation uses the author's name with the sentence followed by the year of publication in parenthesis.

The direct citation style is more personal than the indirect style as it often requires the use of a reporting verb to introduce the work by the author, providing an opportunity for critical analysis.

Examples:

Mogra (2016) concludes that most trainee teachers surveyed wanted collective worship to continue, valuing the contribution it makes to spiritual, moral, social and cultural development, as well as contributing to the aims of Every Child Matters.

Stephen-Haynes (2011) describes the ideal properties of a dressing to manage high volumes of exudate.

2.2 Citing an author's name indirectly in the text

To cite a source indirectly, include the author's surname and year of publication in brackets at the appropriate point – usually the end of the sentence.

Examples:

Mindfulness-based interventions may be delivered by using and adapting existing support mechanisms such as enhanced personal tuition (O'Hara, 2020) and Mental Health First Aid (Mantzios, 2019).

The research was carried out from a social-constructivist perspective with child development seen as a process of guided participation (Rogoff, 2003). It thus adopted a transactional stance towards development that is culturally and historically constructed (Vygotskii, 1978).

2.3 Citing several sources at the same time

Citing directly

If you wish to cite several sources directly which have the same viewpoint, put the years in brackets and use normal grammar to separate them, such as "and". For example:

Gazzard (2013) and Wade (2016) focus on the historical scope of British games while Mac Sithigh (2014) and Woodcock (2016) explore contemporary policy and industrial contexts for games within the UK.

Citing indirectly

If you wish to refer to more than one source which has the same viewpoint, list them together at the relevant point in the sentence, putting them in brackets with the author's name, followed by the date of publication and separated by a semi-colon. The sources should be cited in **alphabetical order** in each list, for example:

It is also arguable that nurse education, along with much of higher education generally, is dominated by an instrumentalist ideology (Collini, 2011; Goodman, 2012; Roggero, 2011). This is the first step, acknowledging our 'prejudices'.

2.4 Citing a source with several authors

Citing a source with two authors

When there are two authors for a work, they should be cited in the text separated by 'and', for example:

Eisenhardt and Graebner (2007) show that case studies are a sound means of developing research theory and that a single case study has merit in the development of theories.

The same applies to indirect citations, for example:

The public and private sectors in the USA are collaborating to promote BIM's use (Underwood and Isikdag, 2011). However, there is a view that the case for BIM is not totally proven, with the overall effectiveness of BIM utilisation still not completely justified (Jung and Joo, 2010).

Citing a source with three or more authors

With three or more authors use 'et al.' in the text, for example:

Directly:

Image Interactive Technology (IIT) is used by Kim et al. (2007) as the term to describe the use of product viewing functions such as zoom, 3D virtual models and close-up pictures to enhance the consumer's online shopping experience.

Indirectly

Students' mastery goals have been linked with experiencing pleasant emotions such as enjoyment of learning, pride and achievement and being less likely to experience debilitating emotions such as boredom, anger and negative effects (Daniels et al., 2008; Kaplan and Maehr, 1999; Linnenbrink, 2005; Pekrun et al., 2006; Roeser et al., 2002; Turner et al., 1998).

For sources with multiple authors, all the names should be included in the reference list in the order they appear in the document. Use 'and' without a comma to link the last two multiple authors. In your reference list you must include all the authors. However, some articles contain large numbers of

authors. In your reference list, give the first 10 authors and then use et al. after the tenth. Check the multiple authors section for further information.

2.5 Citing sources by the same author(s) in different years

If more than one source from the same author(s) illustrates the same point and the works are published in different years, then the citations should be made in chronological order (i.e., earliest first) separated by a semi-colon.

This can be done either directly:

The most prominent normative model is the participatory or discursive model with Jurgen Habermas as its strongest advocate with similar views expressed by Barber (1984; 1996) and others.

Or indirectly:

Over the past decade, a small group of scholars have offered several competing definitions of green criminology, attempting to distinguish it as a unique area of study (Halsey, 2004; 2006; Herbig and Joubert, 2006).

2.6 Citing sources by the same author(s) in the same year

If you are citing several sources published by the same author(s) in the same year, they should be differentiated by adding a lower-case letter directly after the year, with no space.

The debate highlights the importance of distinguishing between the motivations of overly enthusiastic gaming and overly addictive gaming (Lemmens et al., 2011a)... This is supported by Lemmens et al.'s (2011b) findings that lower self-esteem, lower social competence and higher loneliness are risk factors for pathological gaming.

If several works published in the same year are referred to on a single occasion, or an author has made the same point in several publications in the same year, they can all be referred to by using lower case letters separated by a semi-colon, for example:

Facebook usage has been measured in several ways including daily time spent on site (Junco 2012a; 2012b; Rosen et al., 2013)...

Junco, R. (2012a) The relationship between frequency of Facebook use, participation in Facebook activities, and student engagement. *Computers & Education*, 58(1), pp. 162-171. https://doi.org/10.1016/j.compedu.2011.08.004.

Junco, R. (2012b) Too much face and not enough books: the relationship between multiple indices of Facebook use and academic performance. *Computers in Human Behavior*, 28(1), pp. 187-198. https://doi.org/10.1016/j.chb.2011.08.026.

If you wish to cite several authors with the same surname in the same year **add their initials to the citations**. So, for example, if you wish to cite two sources such as:

Mitchell, J. P. (2002) *Ambivalent Europeans: Ritual, memory and the public sphere in Malta*. London: Routledge. and

Mitchell, W. J. T. (2002) *Landscape and Power*. 2nd edn. Chicago: University of Chicago Press.,

In the text you would have to cite **Mitchell, J. P. (2002)** in the text to distinguish the reference from **Mitchell, W. J. T. (2002)**.

2.7 Citing chapter authors in edited sources

Sources that appear as a chapter (or some other part of a larger work) that is edited should be cited within your text using the name of the contributing author(s), not the editor of the whole work. For example:

Wittich and Simcock (2019) reiterate the need for more specific measurement tools to capture the clinical outcomes of rehabilitation interventions with deafblindness, in order to provide better evidence to guide practice.

In the reference list at the end of your document, you should have one entry which should include details of both the chapter author(s) and the editor(s) of the entire work. For example:

Wittich, W. and Simcock, P. (2019) Aging and combined vision and hearing loss. In: J. Ravenscroft, ed. *The Routledge Handbook of Visual Impairment*. London: Routledge, pp. 438-456.

2.8 Citing institutional authors

If the work is by a recognised institution and has no personal author, then it is usually cited under the body that commissioned the work. This applies to publications by charities, associations, companies, government departments, such as the Department of Health, or educational institutions, such as the Royal College of Nursing.

It is acceptable to use standard abbreviations for these bodies, e.g., NHSi, in your text, providing that the full name is given in the first citation with the abbreviation in brackets. For example:

1st citation:

Many health care trusts across the UK have embraced the Productive Ward programme, *Releasing Time to Care*, developed by the NHS Institute for Innovation and Improvement (NHSi) (2009).

2nd citation:

A recent rapid impact assessment of the effectiveness of this programme by the NHSi (2011) in nine participating acute health care trusts identified an increase of 46.1% in direct patient care time.

Both the full name and the abbreviation should then be provided in your reference list. For example:

NHS Institute for Innovation and Improvement (NHSi) (2009) *The Productive Ward: Releasing time to care. Learning and impact review*. London: King's College London.

NHS Institute for Innovation and Improvement (NHSi) (2011) *Rapid Impact of The Productive Ward: Releasing time to care*. Coventry: NHSi.

Note: there are some exceptions to this where the abbreviations, or initials, form part of the official name, such as the BBC.

Some reports are written by specially convened groups or committees and can be cited by the name of the committee, for example:

The UK Committee on Climate Change (UKCCC) has acknowledged that an overall greenhouse gas emission reduction of greater than 80% by 2050 is required in the built environment (UKCCC, 2010).

A series of corporate governance best practice guides starting with the Cadbury Committee (1992) highlight the important role played by non-executive directors.

These groups would then appear as the institutional authors in the reference list.

2.9 Citing missing or anonymous authors

For reference works where there is no named author or obvious editor, current practice is to refer to it in your text by the title of the work, placed in italics and date of publication (page number is optional). This applies to dictionaries, encyclopaedias, religious texts and many current and historical directories.

Examples:

as defined by *The Chambers Dictionary* (1998: 225).

***Encyclopaedia Britannica* which had fifteen editions published over two centuries, had a different governance structure to Wikipedia...**

The major stagecoach services can be traced using *Pigot's Directory for Huntingdonshire* (1840), *Robson's Directory for Huntingdonshire* (1839) and *Kelly's Directory for Huntingdonshire* (1847).

For articles published in professional or trade magazines or published in newspapers, either in print or online, for which there is no obvious author, use the name of the publication rather than the repeated use of Anon in your text and in your reference list. For example:

In 1943, Manchester Corporation appointed twenty-nine temporary planning assistants at a cost of at least £7,000 per year (*Architect and Building News*, 1943: 139).

Films, videos and broadcasts are the co-operative product of teams of people. No author or creator is therefore included in the reference. Include the name of the film, video or broadcast in italics in your text citation. For example:

Following the release of *The Matrix* (1999, 2003) and *The Lord of the Rings* (2001, 2002, 2003) trilogies, *X-Men* and *X2* (2000, 2003) *Crouching Tiger, Hidden Dragon* (2001) and *Hero* (2002), CGI technologies…...

In the documentary *Exposure: The other side of Jimmy Savile*, Mark Williams-Thomas gave a voice to victims of the sex abuse scandal which ultimately led to a review by the Metropolitan Police and the NSPCC.

In *Cathy Come Home*, originally broadcast in 1966, the Mrs. Alley section was filmed in Birmingham and Birmingham accents can clearly be heard on the soundtrack.

The first night of the Battle of the Somme was brought to life and captured in brown paper by design students at Birmingham City University and this featured in *BBC Midlands Today* (17 February 2014).

If the author's name for a source cannot be found and it is clearly not an institutional publication, use "Anonymous" or "Anon." in the text citation. Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission. For example, this might appear in the text as:

A nested cohort of 270 patients with a GCS score ≤ 14 from the 2010 CRASH-2 trial demonstrated a reduction in intracranial hematoma growth, focal cerebral ischemia, and mortality in patients given TXA, although none of the results were statistically significant (Anonymous, 2011).

If the author cannot be identified for reasons of confidentiality, use 'Name withheld' (see section 1.4.3 on maintaining confidentiality).

2.10 Citations with no date or an approximate date

If it is not possible to ascertain the date of a source use "n.d.". For example:

Langley (n.d.) advises...

You may wish to question the reliability of the source or find an alternative one which is dated.

If an exact date is not known, an approximate date, followed by a question mark or preceded by "ca." (abbreviation for the Latin word "circa", meaning "approximately") should be supplied. For example:

According to Shahn (ca. 1933-1934) the main...

Every effort should be made to establish the year of publication if you intend to use this work as supporting evidence in an academic submission.

Artistic works may take years to complete. Citations of drawings, paintings and sculpture should include the span of dates over which they were created, for example:

Hodgkin's (1983-1985) sculpture of...

2.11 Including page numbers in citations

It is **compulsory** to include the page number(s) with a **quote** from a source which has numbered pages, such as a book or a journal article. Include the location of the quote from the source even if it is in Roman numerals, is an article with e in front of it or a line number. If the original source does not have page numbers (e.g., a website) then you do not have to include them. If you include a quotation from an ebook, without page numbers, use the number used by the e-reader as a guide to locating your quotation.

The page number(s) should be given after the year, separated by a colon and a space.

Examples:

Page and McDonnell (2013: 1157) concluded that "inconsistency over the term used to define holding practices or in describing what the practice involves has a negative impact on practice".

In information systems research, "the major contributions are likely to be in the leading journals" (Webster and Watson, 2002: xvi).

"the current evidence base is still not strong enough to make firm recommendations regarding the effectiveness or otherwise of corticosteroids as adjunctive treatment in people with proven influenza" (Lansbury et al., 2020: e105).

"The fact that news outlets are reporting extensively on COVID-19 preprints represents a marked change in journalistic practice" (Fraser et al., 2020: lines 375-376).

The greatest task of the oppressed is "to liberate themselves and their oppressors" (Freire, 2018: Kindle location 536).

For films, television programmes and videos, where you are citing text or an image, include a timestamp in the citation.

Example:

Fig. 1 Screenshot from *Jack Whitehall: Travels with my father*, Season 1, Episode 2, 15:49.

In a voice-over, Farrier explains: "On my first stop I'm down in Colombia, visiting the city of Medellin […] infamous for drug lord Pablo Escobar and his cocaine empire" ('Latin America', *Dark Tourist*, Season 1, Episode 1, 01:55–02:00).

2.12 Quoting

Quoting is a form of citing where you provide text from an external source word for word. If the sources have page numbers, then it is compulsory that you provide the relevant page(s) with your quote. This is given after the year, separated by a colon.

There are two styles for quotes according to their length.

Short quotes

Short quotes are up to about 50 words or two sentences. They must be included within double quotation marks and may be introduced by other text outside the quotation. For example

Andel (1997: 61) stated: "by ignoring the efficient return and refurbishment or disposal of products, many companies miss out a significant return on investment".

Cave (2005: 646) asserts that, ''if nurse teachers do not maintain their clinical ability, they will not be able to support their claim in being able to apply theory to current practice".

Qualitative research "is an approach for exploring and understanding the meaning individuals or groups ascribe to a social or human problem" (Creswell, 2014: 4).

Long quotes

Longer quotations are over about 50 words or two sentences and are **indented both left and right** but without the quotation marks.

It may be introduced by a phrase, for example:

Srivastava (2007: 54-55) defines Green Supply Chain Management as:

> **integrating environmental thinking into supply-chain management, including product design, material sourcing and selection, manufacturing processes, delivery of the final product to the consumers as well as end-of-life management of the product after its useful life.**

It may not require an introductory phrase, for example:

> **The *Fitness for Practice Report* (UKCC, 1999) recognised that lecturers and practice staff are required to fulfil a number of roles and functions and they cannot be expected to be experts in them all. Lecturers might specialise in teaching, research or practice and practice staff might specialise in practice management, teaching, assessing or mentoring students... the role of lecturers in the teaching of practice skills needs to be defined (UKCC, 2005: 47–48).**

Note: Unless the guidelines require the use of a long quotation this method is not recommended for academic writing. Your lecturer/tutor is more interested in what you have to write rather than reading long quotations.

Quoting plays

Use italics for the titles of plays, poems and literature when you mention them. Do not enclose them in inverted commas: e.g., ***Kiss Me Kate****; **Enigma Variations****; **Hamlet****; **Twelfth Night****.* Character names do not normally go in italics – Pete, Olivia, Hamlet.

Short quotes of no more than forty words (4 printed lines) should be enclosed in quotation marks and set within the main body of the text. For example:

Much speculation has occurred in regards to the scene when Malvolio imagines he might marry Olivia, "there is example for't; the Lady of the Strachy married the yeoman of the wardrobe" (Shakespeare, *Twelfth Night,* Act 2 Scene 5 Line Nos. 36-37).

Published plays may contain line numbers, particularly in classic texts such as Shakespeare. If they exist it is good practice to include the line number, but Act and Scene numbers must always be included.

Quoting poetry

For poetry, verse and lyrics, line breaks are marked with an oblique. For example:

“Thou, to whom the world unknown / With all its shadowy shapes is shown; / Who see'st appalled the unreal scene / While fancy lifts the veil between”.

A quotation of more than four lines is considered a long quote and should be indented left and right. There is no need to use inverted commas. If you quote more than four lines set out the poem exactly as it appears in the original. For example, in E.E. Cummings *[In Just-]*:

it's

spring

and

the

goat-footed

balloonMan whistles

far

and

wee

When quoting dialogue from a dramatic work you need to consider whether the speaking character name is part of the quote. If the speaking character name is part of your quote or if you are quoting dialogue from more than one character, use the long quote form and incorporate the usual blank lines between characters' speeches.

2.13 Citing secondary sources

You may sometimes come across information about another author's work (a primary source) in the work you are reading (a secondary source) which you would like to cite in your own work. This is called second hand citing.

If the passage in the secondary source is not a direct quote, it is recommended that, where possible, you read the primary source for yourself rather than relying on someone else's interpretation of it. For this reason, **it is best to avoid using second hand citing**.

Here is an example of how cite a secondary source in-text:

Direct citation:

Ennis (1996, cited in Robinson, 2011) identifies three key critical thinking dispositions.

Indirect citation:

This study uses three critical thinking dispositions: accuracy, honesty and dignity (Ennis, 1996, cited in Robinson, 2011).

Ennis is the primary source being cited but which has not been read. Robinson is the secondary source which contains a summary of Ennis's work. It is important to realise that Robinson may have taken Ennis's ideas forward or altered their original meaning in some way.

If the secondary source contains a direct quote from the primary source, then there is no need to mention the secondary source at all. You may quote the primary source using the same information: this is not plagiarism. However, as soon as you use any additional information from the secondary source, such as the same reporting verb, you would need to cite it to avoid plagiarism.

The reference list at the end of your document should only contain works that you have read. For our example, only Robinson's work would appear in the reference list:

Robinson, S. R. (2011) Teaching logic and teaching critical thinking: revisiting McPeck. *Higher Education Research and Development*, 30(3), pp. 275–287. https://doi.org/10.1080/07294360.2010.500656.

Note on classical creative work

Sometimes it will be necessary to quote from sources dating from the time of the music, the literature or the play you are writing about. It is unlikely that you will always have access to a facsimile of the original source. Instead, you may either quote from a modern translation of the whole source or from an author who quotes the source in their own book or article. In both cases it will be necessary for you to give your reader details in the text of both the original publication and of the modern source that you have used, for example:

Lully may have introduced the flute into the orchestra in 1677 during his performances of his opera *Isis* (Hotteterre, 1707, translated by Douglas, 1983: 24).

Quantz (1752, cited in Donington, 1989: 47) gives his lengthy German account of inequality…

2.14 Citing tables and figures

Citing tables

When reproducing selected data, or copying an entire table or figure, you **mus**t make reference to the source. A reference within the text to a table or figure taken from someone else's work, should include the author and page to enable the reader to identify the data.

All tables should be numbered with an explanatory caption **above** the table using a **centred** format.

You should also refer to the table in your text **before** the table itself.

For example:

Table 1 shows the size of these districts measured in household numbers relative to one another and to Scotland as a whole.

Table 1. Local government districts in Strathclyde, 1973-1996.

District	Number of households in 1991	Household numbers as a proportion of regional total	Household numbers as a proportion of Scotland total
Argyll and Bute	26,775	2.96	1.33
Bearsden and Milngavie	14,748	1.63	0.73
Clydebank	18,629	2.06	0.92
Clydesdale	21,775	2.41	1.08
Cumbernauld and Kilsyth	22,873	2.53	1.13
Cumnock and Doon Valley	16,395	1.81	0.81
Cunninghame	54,011	5.98	2.67
Dumbarton	29,972	3.32	1.48
East Kilbride	31,139	3.45	1.54
Eastwood	23,091	2.56	1.14
Glasgow	289,855	32.09	14.35
Hamilton	39,884	4.42	1.97
Inverclyde	36,015	3.99	1.78
Kilmarnock and Loudon	31,839	3.52	1.58
Kyle and Carrick	45,083	4.99	2.23
Monklands	37,793	4.18	1.87
Motherwell	54,169	6.00	2.68
Renfrew	78,853	8.73	3.90
Strathkelvin	30,440	3.37	1.51
Strathclyde Region	903,339	100.00	44.72
Scotland	2,020,050		100

Source: The Scottish Office (1995) Table B2.

The source in the above example is given at the bottom of the table. If it is not then it should be included in the caption at the top, using the direct style, introduced by the word “Source” and including the page number. For example:

Table 2. Search duration in Strathclyde for new house purchases 1989-1990. Source: Scottish Office (1995: 192).

Time period	Cumulative frequency
<1 week	11.2
<1 month	36.8
<2 months	58.5
<3 months	75.3
<4 months	80.8
<5 months	85.2
<6 months	86.8
<1 year	96.6
<18 months	97.2
<2 years	99.6

You need to include the source in your reference list.

In the above example, this would appear as:

Scottish Office (1995) *Local Government in Scotland.* Edinburgh: Scottish Office.

Citing figures

Figures should be labelled and numbered with an explanatory caption and the caption positioned **below** the figure using a **centred** format.

In the text, you should also refer to a figure in the text **before** you reproduce the figure.

Figure 1 shows that the number of pupils with an EHC plan and the number of pupils with SEN support have both increased since the 2015-16 school year.

For example:

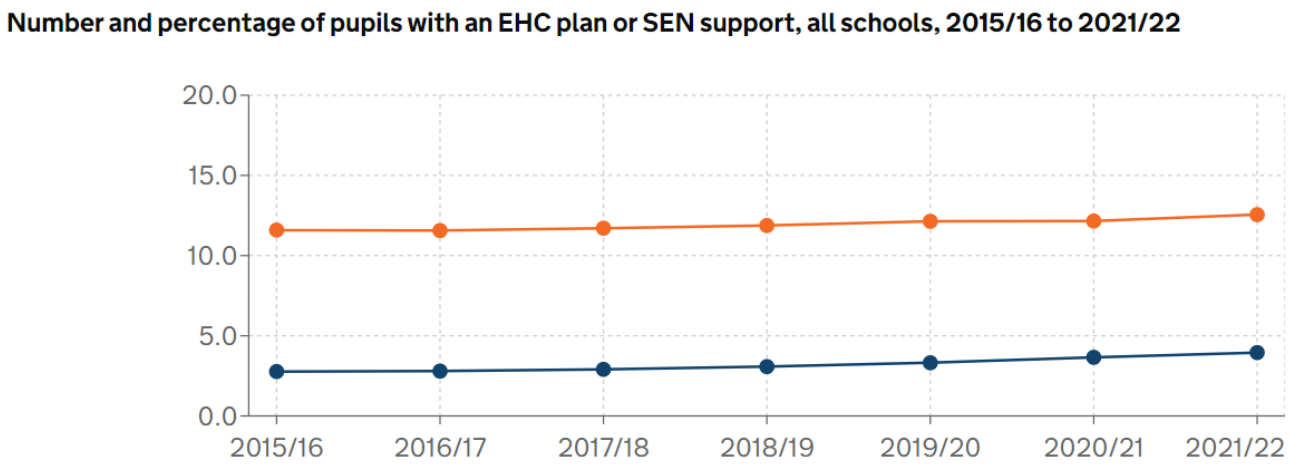


Figure 1. Percentage of pupils with an ENC plan or SEN support, 2015/16 to 2021/22. Source: Department of Education (2022).

In the reference list the reference to the figure would appear as:

Department for Education (2022) *Special Educational Needs in England: January 2022*. Available at: https://explore-education-statistics.service.gov.uk/find-statistics/special-educational-needs-in-england/2021-22 [Accessed 8 September 2022].

If the source of the data is not the author's own, but obtained from another source, it becomes a secondary citation.

2.15 Citing Hansard

Hansard provides a record of proceedings of the UK Parliament in the Chamber of the House of Commons, the sub-chamber in Westminster Hall and House of Commons General Committees.

The BCU Harvard style for citing Hansard conforms to the House of Commons Information Office Factsheet G17 (http://www.parliament.uk/documents/commons-information-office/g17.pdf).

Hansard citations should not be included in your reference list as their citation contains the entire reference.

The word "Hansard" should be provided in italics, then a comma, then the correct Hansard citation format. For more information, see the Referencing Government Publications and Hansard pages.

Examples:

This was because, as Cameron stated in the House of Commons, "Central government do not, and cannot, have all the answers" (*Hansard*, HC Deb 24 May 2005 vol 434 c661).

The case of Michael Stone was cited in the debate about the reform of mental health legislation as a key driver (*Hansard*, HL Deb 10 Jan 2007 vol 688 c299).

It was considered by Lord Irvine, the Lord Chancellor (*Hansard*, HL Deb 18 November 1997 vol 583 c475) and Home Secretary Jack Straw (*Hansard*, HC Deb 20 May 1998 vol 312 c981) that Section 8 of the Human Rights Act provides the courts with an effective remedy for any breach of Convention rights.

2.16 Citing religious texts

When citing in the text of your work, convention dictates that you do not use page numbers with religious texts just chapter and verse (with no space after the colon):

Examples of in-text references, including long quotations, are:

In the second half of 1 Corinthians 15.32, Paul thinks into the logic of the denial of resurrection hope, echoing Isaiah 22.13 and following the argument in Wisdom 2.5-11: if there is no future life then the present is to be enjoyed to the full:

> **If the dead are not raised, 'Let us eat and drink, for tomorrow we die.' Do not be deceived: 'Bad company destroys good habits'.**

The best-known Rabbinic statement of the doctrine of the resurrection is a warning dating from the Mishnaic period (AD 70-200):

> **these are the ones who have no share in the world to come: he that says that there is no resurrection of the dead [prescribed in the Law], and he that says the Law is not from Heaven, and an Epicurean. Rabbi Akiba says: Also he that reads the heretical books, or that utters charm over a wound… Abba Saul says: Also he that pronounces the Name with its proper letters (mSanh 10.1).**

The idea that criminal laws and punishment should not be applied retrospectively is considered a basic principle, found in several verses such as: "And nor shall we be punishing until we had sent them an Apostle" (Surat al-Israa 17.15).

As with other sources, if a quotation has been translated into English, you need to make it clear whether it is your translation or the work of a translator or a group of translators (who should be given credit in the reference).

3. Referencing – Style Guide

When writing for publication, you must follow the style rules established by the publisher to avoid inconsistencies in journal articles or conference papers. You need to use a consistent system of punctuation and typography throughout the reference list. Each element of a reference should be clearly separated from subsequent elements by punctuation or change of typeface. The following sections provide general guidance on the BCU Harvard Referencing style:

3.1 Abbreviations

Chapters of Acts	Use **c.**
Edition	Use **edn.** as an abbreviation for edition.
Editors	Use **ed.** or **eds.**
Latin abbreviations	Use **al.** for alia as in **et al.** and **Op.** for Opus.
Metric measurements	Do not use full stops for metric measurements such as **m**, **cm.**
Missing information	Use **n.d.** for no date. Use **s.l.** [sine loco] for no known place of publication. Use **s.n.** [sine nomine] for no obvious publisher.
Music/Opus number	Use **No.** for the word number. Use **Op.** for Opus.
Page numbers	Use **p.** for page and **pp.** for pages with a space and then the numbers.
Publication dates	Use **ca.** for circa in publication dates
Units of time	Use **min.**, **hr.**, **sec.** for units of time of an hour or less.

3.2 Capitalization

Capitalize the main words in book titles, journal titles and conference proceedings. Capitalize the titles of all sources that are in italics. Capitalize the first word after a colon with the remaining words after the colon in lower case.

Capitalize the first word in a complete sentence. For journal articles and conference papers, capitalize the first word. Conjunctions, articles and prepositions do not need to be in capitals as they are not main words. Do not capitalize the second word of a hyphenated word.

Capitalize all proper nouns and adjectives, names of Universities and their Departments, Government Departments and trade names.

3.3 Italics

The main title of a source should be in italics in your reference list. The title of contributions such as journal articles, conference papers and chapters of edited books do NOT appear in italics.

The titles of books, journals, magazines and newspapers, film, radio and television programmes, social media sources, web sites, visual sources, music and plays or poems should all be in italics in the text of your work

Words within a source that would normally be italicised should be set in normal type for reverse italicization, such as ***From Hobbits to Hollywood: Essays on Peter Jackson's* Lord of the Rings**.

3.4 Numbers

Use numerals to express numbers.

Use full numbers in page ranges (321-327 not 321-7).

Use ordinal numbers in abbreviated form in superscript such as nd or th in book editions. Do not include these after the day of the month for dates.

3.5 Punctuation

Use a space after all punctuation marks. Use a space after all initials in personal names such as **Jackson, C. A.**

Do not use a space after internal full stops in abbreviations, such as **Ph.D., n.d., s.l., DVD** or in timings such as **20:00,** in numbers, such as **1,000** or in scales such as **1:25,000**. Do not use a space in web addresses in the text of your work or in your reference list, such as http://www.bbc.co.uk .

Use full stops to end a complete sentence. Use full stops with initials of names, such as **Jackson, C. A.,** with Latin abbreviations such as **al.** and with reference abbreviations such as **Vol. 1**. Use full stops for time abbreviations such as **min.** or **hr**. Do not use full stops for metric measurements such as **m**, **cm** but do use a full stop for **in**. to avoid confusion.

Do not use a full stop with ordinal abbreviations such as 4th, 3rd etc. Do not use a full stop in abbreviations of state names in reference list entries, such as **NJ**; in capital letter abbreviations such as **BBC, SI, UKCC, HM** or **URL;** or in abbreviations such as **rpm**.

Use a comma to set off the year in indirect citations, such as **(Conway, 1991).** Use a comma to separate groups of three digits in numbers of **1,000** or more.

Use a semi-colon to separate authors in indirect citations such as **(Collini, 2011; Goodman, 2012; Morrall and Goodman, 2012; Roggero, 2011).**

Use a colon in references immediately after the place of publication and then include a space before the publisher's name, such as **London: Faber**. Use a colon after the phrase "Available through" or "Available at" followed by a space before introducing a web page as in section 5.11.1.

Use double quotation marks to enclose quotations in your text as outlined in section 2.12.

Use single quotation marks for the titles of episodes of television series as in section 5.9.2, for names that help to identify a piece of music, for example **[Op. 47 'Kreutzer']**, for the title of individual tracks that have been downloaded as in section 5.8.5 or for the title of individual tracks that have been streamed as in section 5.8.6.

Use round brackets (..) to separate citations in the text of your work as detailed in Section 2. Use round brackets to enclose the publication year when citing directly (see section 2.1) or when introducing an abbreviation, for example **UK Committee on Climate Change (UKCCC).** Use round brackets for issue or part numbers in your reference list. Use round brackets to show you have recognised an inaccuracy in the source by including (sic) in your work as shown in section 4.3. Use round brackets to show series numbers as separate elements of the reference as in section 5.6.2.

Use square brackets [..] to designate the medium of the source. This applies to visual sources, to the formats of reports and to audio-visual material. Use them to supply the format of the music which is being cited and to designate the medium of the archive material. Use square brackets for the translations of titles as in sections 4.3. Use square brackets to indicate the accessed date of a web page as in section 5.11.1. Use square brackets after the title to clarify a title that is ambiguous or fails to indicate clearly the content, for example, **Violin Sonata No. 9 in A Major [Op. 47 'Kreutzer'].** Information such as date, place and publisher not found on the document, but traced from other

sources, should be placed in square brackets. For works in another language that have been translated, reference these in the same manner as an English language work but provide a translation of the title immediately after the original title in square brackets. All of these are illustrated in the example:

Mayer, J. [1995] *Pawitri Naukari [A Sacred Service]: Sacer misisterium*. Birmingham: [Birmingham Conservatoire].

3.6 Reference list arrangement and example

Arrange the list of references alphabetically by the author's surname, letter (if there is one) and year. For an organisation, the first letter of the corporate author is used.

For institutions or for authors with multiple works in different years, list these chronologically so that the earliest publication appears first. In the example reference list, HM Government's 2010 work appears above its 2019 work. Where you have institutions or authors with multiple works, those that are not dated will appear before those that are dated. In the example, Langley, S. (n.d.) precedes Langley, S. (2018).

Arrange the list of surnames on a letter-by-letter basis. Clark, A. will precede Clark. B. Work on the basis of the completed surname so that Clark, G. precedes Clarke, A. in your reference list even though the latter is ahead of the former in a letter-by-letter order. Similarly, one author entries precede multiple author entries so that Clark, G. (2008) precedes Clark, G. and Werf, Y. V. D. (1998) even though the latter was published earlier. See section 2.5 for guidance on citing multiple works by the same author and section 2.6 for guidance on citing several sources from the same year by the same author.

If you include an appendix, this should come after the reference list. Works cited in any appendices should still be included in your reference list.

Indent lines after the first line so that the author stands out on the page.

Example reference list

Anonymous (2011) Effect of tranexamic acid in traumatic brain injury: a nested randomised, placebo controlled trial (CRASH-2 Intracranial Bleeding Study). *BMJ*, 343(d3795). https://doi.org/10.1136/bmj.d3795.

Clark, A. (2004) *Natural-born Cyborgs: Minds, technologies and the future of human intelligence*. Oxford: Oxford University Press.

Clark, B. C. and Manini, T. M. (2010) Sarcopenia ≠ dynapenia. *Journals of Gerontology Series A: Biological sciences and medical sciences,* 63(8), pp. 829-834. https://doi.org/10.1093/gerona/63.8.829.

Clark, G. (2008) *A Farewell to Alms: A brief economic history of the world*. Princeton: Princeton University Press.

Clark, G. and Werf, Y. V. D. (1998) Work in progress? The industrious revolution. *Journal of Economic History,* 58(3), pp. 830-843. https://doi.org/10.1017/S0022050700021197.

Clarke, A. J. (1999) *Tupperware: The promise of plastic in 1950s America*. Washington: Smithsonian Institution.

Creswell, J. W. (2007) *Qualitative Inquiry and Research Design: Choosing among five traditions*. 2nd edn. Thousand Oaks, CA: Sage.

Gibson, D., Aldrich, C. and Prensky, M., eds. (2007) *Games and Simulations in Online Learning: Research and development frameworks.* Hershey, PA: Information Science Publishing.

HM Government (2010) *The Coalition: Our programme for government*. London: Cabinet Office. Available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/78977/coalition_programme_for_government.pdf [Accessed 7 June 2013].

HM Government (2019) *Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance*. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/850130/Env-reporting-guidance_inc_SECR_31March.pdf [Accessed 28 August 2020].

Langley, S. (n.d.) *HyperSense Complex*. Available at: http://www.criticalsenses.com/hypersense [Accessed 21 August 2014].

Langley, S. (2018) Digital preservation should be more holistic: a digital stewardship approach. In: J. Myntti and J. Zoom, eds. *Digital Preservation in Libraries: Preparing for a sustainable future*. Chicago: American Library Association, pp. 93-128.

Linn, R. L., ed. (1989) *Educational Measurement.* 3rd edn. New York: MacMillan.

Miller, S. (2006a) *The Flemish Masters.* London: Phaidon.

Miller, S. (2006b) *Rubens and His Art.* London: Killington Press.

Mitchell, J. P. (2002) *Ambivalent Europeans: Ritual, memory and the public sphere in Malta*. London: Routledge.

Mitchell, W. J. T. (2002) *Landscape and Power*. 2nd edn. Chicago: University of Chicago Press.

NHS Trust (2017) *Disciplinary Policy*. NHS Trust name withheld.

Quantz, J. J. (1752) *Versuch einer Anweisung die Flöte Traversière du Spielen [On Playing the Flute].* 2nd edn. Translated by Edward R. Reilly, 1985. London: Faber and Faber.

Robinson, S. R. (2011) Teaching logic and teaching critical thinking: revisiting McPeck. *Higher Education Research and Development*, 30(3), pp. 275–287. https://doi.org/10.1080/07294360.2010.500656.

School A (Name withheld) (2018) *School A's Sex Education Policy*. Available at: (URL withheld) (Accessed 19 December 2018).

United Kingdom Central Council for Nursing, Midwifery and Health Visiting (UKCC) (1999) *Fitness for Practice: The UKCC Commission for Nursing and Midwifery Education.* London: UKCC.

Wittich, W. and Simcock, P. (2019) Aging and combined vision and hearing loss. In: J. Ravenscroft, ed. *The Routledge Handbook of Visual Impairment*. London: Routledge, pp. 438-456.

4. Reference list data order

The sequence of data in the reference list in the BCU Harvard style is consistent with the British Standard BS ISO 690:2010. This standard is governed by some basic principles. It states that the preferred sequence is:

1. Name(s) of creator(s)
2. Date
3. Title
4. Medium designation
5. Edition
6. Subsidiary creators or translators
7. Publication details (place and publisher)
8. Series
9. Numeration
10. Standard identifier(s)
11. Availability and accessed information
12. Additional general information

Each of these will now be considered.

4.1 Creators

Authors

Take the information regarding the author from the source itself. Only use the initials of the author. Use the surname first followed by their initials. For subsidiary authors such as composers, illustrators and translators, use the full name in the style: first name last name. For editors use their initials followed by their surname.

Use ‘and’ to separate the penultimate and last item in a list of authors not &.

List the prefixes Mc and Mac on a letter-by-letter basis so that McDonald appears after MacDonald and after MacMullan but before McMullan.

Secondary elements should follow the practice of the nation to which the author belongs, for example:

De Freitas, S.	English
De Bono, E.	English-speaking
Bruijn, N. G. de	Dutch
Van der Meij, R. J. B.	Dutch
Caix d’Hervelois, L. de	French
Weber, C. M. von	German
Cavalieri, Emilio de	Italian
Victoria, T. L. de	Spanish

Additions to names indicating rank in a family, title, office or status may be retained or supplied to distinguish authors with the same names. Two examples by the same author are these:

McGwin III, G. Jr and Brown, D. B. (1999) Characteristics of traffic crashes among young, middle-aged, and older drivers. *Accident Analysis & Prevention*, 31(3), pp. 181-198. https://doi.org/10.1016/S0001-4575(98)00061-X.

Stannard, J. P., Volgas, D. A., McGwin III, G., Stewart, R. L., Obremskey, W., Moore, T. and Anglen, J. O. (2012) Incisional negative pressure wound therapy after high-risk lower extremity fractures. *Journal of Orthopaedic Trauma*, 26(1), pp. 37-42. https://doi.org/10.1097/BOT.0b013e318216b1e5.

In the one case, the advice given was to find out the author's first name from external sources but to acknowledge his title in this example:

Carter, [P.] (2016) *Operational Productivity and Performance in English NHS Acute Hospitals: Unwarranted variations. An independent report for the Department of Health by Lord Carter of Coles*. Available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/499229/Operational_productivity_A.pdf [Accessed 20 December 2017].

Names of authors should be taken from the title page or equivalent or the reverse of the title page. They should be given in the form in which they appear. Although there are several naming conventions across the world, this guidance follows the advice contained in non-English naming conventions in *Cite Them Right* (Pears and Shields, 2022: 46-49) placing the family name first in the citation followed by the initials of the given names. Further guidance is given in that publication for Arabic, Burmese, Chinese, Indian, Japanese, Malaysian, Portuguese, Spanish, Thai and Vietnamese names. If the author's name appears in a non-Roman alphabet it can be transliterated (see Title or you may need to include additional general information).

In some cases, academic practice has taken the information from the cover of the book rather than the title page. In the book written by the current King, most examples use HRH The Prince of Wales as the author and the in-text reference rather than Charles, Prince of Wales. The reference is cited in this example as below, with (HRH The Prince of Wales, 1989) as the in-text citation:

HRH The Prince of Wales (1989) *A Vision of Britain: A personal view of architecture*. London: Doubleday.

Multiple authors

For sources with multiple authors, all the names should be included in the reference list in the order they appear in the document. Use 'and' without a comma to link the last two multiple authors. In your reference list you must include all the authors. However, some articles contain large numbers of authors. For example, the July 2012 discovery of a particle consistent with the Higgs-Boson was reported in articles by the ATLAS collaboration (>3000 authors) and the CMS collaboration (>3800 authors). For the BCU Harvard style, list the first 10 authors and then use et al. after the tenth. For example:

Haagsma, J. A., Olij, B. F., Majdan, M., van Beeck, E. F., Vos, T., Castle, C. D., Dingels, Z. V., Fox, J. T., Hamilton, E. B., Liu, Z. et al. (2020) Falls in older aged adults in 22 European countries: incidence, mortality and burden of disease from 1990 to 2017. *Injury Prevention,* 26, i67-i74. https://doi.org/10.1136/injuryprev-2019-043347.

Multiple works in the same year by the same author

Where there are several works by one author and published in the same year, they should be differentiated by **adding a lower-case letter after the date**. Works in the same year by the same author should be displayed **in the order referenced in your work** with the earliest first. For example:

Yardley, E. and Wilson, D. (2015a) *Female Serial Killers in Social Context: Criminological institutionalism and the case of Mary Ann Cotton*. Bristol: Polity Press.

Yardley, E. and Wilson, D. (2015b) Making sense of 'Facebook murder'? social networking sites and contemporary homicide. *The Howard Journal of Criminal Justice*, 54(2), pp. 109-134. https://doi.org/10.1111/hojo.12109.

For citing multiple works in the same year by the same author see section 2.6.

Editors

Editors are treated the same as authors except that ed. or eds. is put after the editor or editors name(s), separated by a comma. For example:

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

McGee, P., ed. (2009) *Advanced Practice in Nursing and the Allied Health Professions*. 3rd edn. Chichester: Wiley-Blackwell.

For references to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else see section 4.6 Subsidiary creators or translators.

Institutional authors

If the work is by a recognised organisation and has no personal author, then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, and Government Departments such as the Department of Health or institutions such as the NHS Institute for Innovation and Improvement (NHSi).

Note that the full name is the preferred format in the references list followed by the abbreviation in brackets. Your list should provide the full name, for example:

NHS Institute for Innovation and Improvement (NHSi) (2009) *The Productive Ward: Releasing time to care. Learning and impact review*. London: King's College London.

Note: There are some exceptions to this where the abbreviations or initials form part of the official name, such as the BBC.

For citing institutional authors see section 2.8 Institutional authors.

Title first

For certain sources (e.g., market research reports, encyclopaedias) or if an item is the co-operative output of many individuals, none of whom has a dominant role as creator (e.g., films, radio and television programmes), the title should be used instead of a creator.

Works with no author

If the author cannot be identified, use '**Anonymous**' or '**Anon.**' in the text of your work, for example:

A nested cohort of 270 patients with a GCS score ≤ 14 from the 2010 CRASH-2 trial demonstrated a reduction in intracranial hematoma growth, focal cerebral ischemia, and mortality in patients given TXA, although none of the results were statistically significant (Anonymous, 2011).

Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission.

4.2 Date

The date of publication should be included after the author's surname and initials followed by a full stop. If there are several different reissues or reprints of the item, give the earliest date of the edition you are referring to, for example, if the information in the book reads “1989 reprinted in 1990, 1992, 1995, 1996, 2000” give 1989.

Artistic works may take years to complete. References to drawings, paintings and sculpture often include a span of dates, for example: **Hodgkin, H. (1983-85)**.

The date recorded should reflect the specific instance, edition or version that you have used. For web pages this means you must include the date that you accessed the page and the specific URL that you used. If an exact date is not known, you should supply an approximate date, followed by a question mark or preceded by “ca.” (circa) for example: **Shahn, B. (ca. 1933-34)**.

Every effort should be made to establish the year of publication if you intend to use this work as supporting evidence in an academic submission.

If it is not possible to ascertain the date use n.d., for example: **Langley (n.d.) advises…**

You may wish to question the reliability of the source or find an alternative which is dated.

Normally the year is sufficient, but for some kinds of items (e.g., online resources, newspapers, press releases, television images), you will need to include the month and day, and sometimes the time.

For audio-visual materials cited from a transmission rather than from the physical item, the date and time of transmission and the transmitting organization should be given,

4.3 Title

The title should be copied from the item itself if possible and should be in italics. Include the sub-title separated from the title by a colon.

You can supply further information in square brackets after the title to clarify a title that is ambiguous or fails to indicate clearly the content, for example: **Violin Sonata in A Major [Op. 47 ‘Kreutzer’].**

Capitalise the main words in book titles, journal titles and conference proceedings. Capitalise the titles of all sources that are in italics. Capitalise the first word after a colon in all these instances.

For journal titles, use the title from the front cover or the electronic version. Capitalise the first letter of each word except for the linking words and put in italics.

The titles of journal articles or chapters in a book with an editor should not be put in italics.

If there is a mistake in the title (and you do not wish the reader to think that you cannot spell) put the word sic (= thus) in square brackets after the word(s) for example:

Bruce, A. J., Beard, K. W., Tedford, S., Harman, M. J., and Tedford, K. (1997) African Americans' and Caucasian Americans' recognition and likability [sic] responses to African American and Caucasian American faces. *Journal of General Psychology*, 124(2), pp. 143–156. https://doi.org/10.1080/00221309709595513.

For works in another language that have been translated into English, reference these in the same manner as an English language work but provide a translation of the title immediately after the original title in square brackets.

For example:

Cicero (1972) *De Natura Deorum* [*The Nature of the Gods*]. Translated by Horace C. P. McGregor. London: Penguin.

Quantz, J. J. (1752) *Versuch einer Anweisung die Flöte Traversière du Spielen* [*On Playing the Flute*]. 2nd edn. Translated by Edward R. Reilly, 2001. London: Faber and Faber.

For works in another language that have not been translated, take the title from the item itself and follow the guidelines. For a journal article that is only available online, for example:

Sodré, J. R., Costa, R. C. and Da Silva, R. H. (2008). Efeitos do comprimento do conduto de admissão na performance de um motor de combustão interna. *I Jornada Científica e VI FIPA do CEFET Bambuí.* Available at: https://www.bambui.ifmg.edu.br/jornada_cientifica/str/artigos_aprovados/Area%20de%20Mecanica/28-PT-2.pdf [Accessed 02 August 2017].

4.4 Medium

Apart from printed sources and websites, you should provide information about the nature of the information resource and/or the form in which it is made available. All formats should start with a lower-case letter, apart from capitalized abbreviations and proper nouns. The formats used in these guidelines are:

[archive]	[audio stream]
[black and white print]	[blog]
[Blu-ray]	[bronze]
[CD]	[DVD]
[documentary extra]	[e-book]
[electronic download]	[e-reader edition]
[exhibition]	[exhibition catalogue]
[feature film]	[game]
[gelatine silver print]	[illustration]
[installation]	[Kindle edition]
[manuscript]	[marble]
[oil on canvas]	[oil on panel]
[oil on wood]	[performance]
[photograph]	[podcast]
[poster]	[PowerPoint presentation]

[radio programme]	[sculpture]
[television programme]	[theatre programme]
[video]	[vinyl]
[vocal score]	[vodcast]

4.5 Edition

Cite the specific edition of the work you are using, for example: **6th edn.**

There is no need to cite the first edition.

4.6 Subsidiary creators and translators

Creators

You should include the name of any editor, translator or other person who has collaborated in the production of a source after the title with an indication of their role. You can include their first name in full if this is given. This will help to identify a particular source and should be included so that the relation between that role and the whole source is clear, for example:

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

Britten, B. (2012) *War Requiem*. Erin Wall (soprano), Mark Padmore (tenor), Hanno Müller-Brachmann (baritone), City of Birmingham Symphony Orchestra, CBSO Chorus and Youth Chorus, Andris Nelsons (conductor). [Blu-ray] Recorded at Coventry Cathedral, 30 May 2012. (Arthaus Musik GmbH 108 070).

Geminiani, F. (1751) *The Art of Playing on the Violin*. Facsimile edition (1952). Edited by David D. Boyden. Oxford: Oxford University Press.

Monteverdi, C. (1999) *Vespers (1610).* Edited by Jeffrey Kurtzman. Oxford: Oxford University Press.

Shakespeare, W. (2004) *The Two Gentlemen of Verona*. Edited by William C. Carroll. London: Arden Shakespeare.

For references to the work of an author that appear as a chapter, or part of a larger work, that is edited by someone else, include details of both the chapter author and the editor(s) of the entire work, using the initial(s) before the editor's surname. For example:

Archer-Parre, C. (2020) Private pleasures and portable presses: do-it-yourself printers in the eighteenth-century. In: C. Archer-Parre and M. Dick, eds. *Pen, Print and Communication in the Eighteenth century*. Liverpool: Liverpool University Press, pp. 89-106.

Wittich, W. and Simcock, P. (2019) Aging and combined vision and hearing loss. In: J. Ravenscroft, ed. *The Routledge Handbook of Visual Impairment*. London: Routledge, pp. 438-456.

Multiple editions

If a new edition or updated version of a source is produced by a new creator, the name of the first creator should be used if it still appears as a creator in the source. You will need to acknowledge the work of the new creator by taking the information from the title page and making it clear their contribution, for example:

Burnett, C. W. F. (1979) *The Anatomy and Physiology of Obstetrics: A short textbook for students and midwives*. 6th edn. Revised by Mary M. Anderson. London: Faber.

Translated sources

As with subsidiary creators, the reference should include details of the translator, annotator and editor, as appropriate. Include their full name in the format first name last name, for example:

Boal, A. (1995) *The Rainbow of Desire: The Boal method of theatre and therapy*. Translated by Adrian Jackson. London: Routledge.

Derrida, J. (2002) The animal that therefore I am (more to follow). Translated by David Wills. *Critical Inquiry*, 28(2), pp. 369-414.

Le Corbusier (2007) *Journey to The East*. 2nd edn. Edited, annotated and translated by Ivan Zaknic. Cambridge, MA: MIT Press.

For major works of historic significance, the date of the original work may be included along with the date of the translation:

Spinoza, B. (1677) *The Ethics*. Translated by R. H. M. Elwes, 1989. New York: Prometheus Books.

4.7 Place of publication and publisher

You must include the place where the item was published, followed by a colon, space and then the publisher. For larger, well-known places, the place name alone may be given. For smaller places, a qualifier should be added (e.g., county, department, state, province, country) to the place name. It is sensible to include a qualifier to distinguish locations, for example:

Walcott, R. (2010) *Black Like Who?: Writing black Canada*. 2nd edn. London, Ontario: Insomniac Press.

In the example above, London, Ontario is included to distinguish it from London, England.

Abbreviations are used for US states based on the listing in BS EN ISO 3166: Part 2 and are listed in upper case, for example: **Upper Saddle River, NJ: Prentice Hall** or **Indianapolis, IN: Cisco Press.**

Use the Library search to check the publication details. If there is more than one city of publication given on the title page, choose the first one listed, for example, for "**Oxford London New York Hong Kong", choose 'Oxford'.**

Occasionally you may not be able to find out the place of publication in which case use s.l. (sine loco: without place). This is increasingly the case where authors have chosen to self-publish their work, for example:

Price, T. J. (2014) *Environmental Management Systems: An easy to use guide to boosting your organization's environmental performance*. 3rd edn. s.l.: CreateSpace.

In certain instances, you may find that there is no obvious publisher in which case use s.n. (sine nomine, without name). This is particularly the case with musical scores, for example:

Coccioli, L. (2004) *Flectar: For trombone and live electronics*. s.l.: s.n.

Information such as date, place and publisher not found on the document, but traced from other sources, should be placed in square brackets. For works in another language that have been translated, reference these in the same manner as an English language work but provide a translation of the title immediately after the original title in square brackets. All of these are illustrated in the example:

Mayer, J. [1995] *Pawitri Naukari [A Sacred Service]: Sacer misisterium*. Birmingham: [Birmingham Conservatoire].

4.8 Series

It can be helpful to include further details to identify an item, especially if it is a technical report, Government or European Commission publication. Add the details in round brackets after the place of publication, for example:

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

4.9 Numeration: issue information

The components of an item should be cited in the terms used in that source, with the larger order first, for example:

Children Act 1989, Sch. 1 para. 5.

For journal articles you need to include: volume number followed by issue or part number in round brackets, followed by season or date if this is needed to identify the article. You can leave out the term “volume” and terms for smaller components of a serial publication, for example: **30(3), pp. 275–287.**

Microsoft Word differentiates between journal articles and articles in a periodical, by which it means trade magazines and newspapers where the month or the date of the publication is needed to identify the source.

4.10 Standard identifiers

ISBNs are not included in references, largely because there are different ISBNs for paperback, hardback and international editions and different ISBNs for electronic books.

However, most journal articles now include a Digital Object Identifier [DOI] which uniquely identifies the online resource. Crossref’s DOI display guidelines give the format of the DOI as **https://doi.org/10.xxxx/xxxxx**, preferring the use of https and not using dx in the domain name.

If you use a DOI, there is no need to include the accessed date as the DOI is the permanent identifier for the source.

4.11 Availability and accessed information

Try to find an author or a corporate author for a document from a web site. You must include the full URL as it appears in the address bar to enable users to retrieve the source.

Include the date you accessed the web page in square brackets. This is especially important when Government departments change. In the example below the web page was moved from the Department of Health web site to the secure web site https://www.gov.uk:

Available at: https://www.gov.uk/government/publications/giving-people-control-of-the-health-and-care-information-they-need [Accessed 20 February 2013].

Note: For journal articles, you do not need to provide an accessed date if you give a DOI as DOIs are permanent.

4.12 Additional general information: size and non-Roman scripts

Size

For visual sources especially, size is usually included in the reference, for example:

Codagnone, A. (1993) *Poster for ACT UP, New York*. [poster] 11 x 8.5 in. (27.9 x 21.6 cm). Courtesy the artist.

Non-Roman scripts (transliteration)

If the source is in a non-Roman script, provide a translation in English and make it clear that the source you have used is not in English.

For a web page, for example, the required elements would appear as:



For example:

The Central People's Government of the People's Republic of China (2008) *White Paper on China's Drug Supervision*. [in Chinese]. Available at: http://www.gov.cn/jrzg/2008-07/18/content_1048848.htm [Accessed 21 August 2019].

For books, an example is:

Xu, Y. (2009) *IPv6 In-depth Analysis.* [in Chinese]. Tsinghua: Tsinghua University Press.

For articles, an example is:

Guoyu, T. and Dalong, Z. (2017) Interpretation of clinical practice guidelines and expert consensuses for the evaluation and management of diabetic kidney disease at home and abroad. [in Chinese]. *Chinese Journal of Practical Internal Medicine,* 37(3), pp. 211-216. https://doi.org/10.19538/j.nk2017030108.

5. Referencing:

5.1 Referencing books

5.1.1 A book

In a book, the referencing details will normally be found on the title page or back of the title page or equivalent. Use the title page, not the book cover, for the reference details. Only include the edition where it is not the first. A book with no edition statement is most commonly a first edition. The required elements for a book reference are:



To reference a first edition, for example:

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

Issa, I. (2023) *Alexandria: The city that changed the world*. London: Sceptre.

Rahman, M. (2019) *Homicide and Organised Crime: Ethnographic narratives of serious violence in the criminal underworld.* Cham, Switzerland: Palgrave MacMillan.

Roberts, D. (2014) *Restoration Plays and Players: An introduction.* Cambridge: Cambridge University Press.

Samuels, P. (2023) *Proposal Writing for Business Research Projects*. London: Routledge.

For other editions, put the number of the edition followed by the word 'edn.', for example:

Bradshaw, P. (2017) *The Online Journalism Handbook: Skills to survive and thrive in the digital age*. 2nd edn. Abingdon: Routledge.

Wall, T. (2013) *Studying Popular Music Culture*. 2nd edn. London: Sage.

Examples with multiple authors:

Abbott, H. and Booth, H. (2024) *Foundations for Operating Department Practice: Essential theory for professional practice*. 2nd edn. Maidenhead: McGraw-Hill Education.

Carter, C. and Notter, J. (2022) *COVID-19: A critical care textbook*. London: Elsevier.

Harrison, E. and Rentzelas, P. (2021) *Your Psychology Dissertation*. London: Sage.

Lynes, A., Treadwell, J. and Bavin, K. (2024) *Crimes of the Powerful and the Contemporary Condition: The Democratic republic of capitalism*. Bristol: Bristol University Press.

Examples with corporate authors:

Landscape Institute (2003) *Guide to Procedure for Competitive Tendering*. London: Landscape Institute.

Royal Institution of Chartered Surveyors (RICS) (2005) *Building Surveys and Inspections of Commercial and Industrial Property.* 3rd edn. Coventry: RICS Business Services.

Please see the additional guidance in section 4.6 for books which have been translated and in section 5.1.2 below for books which have been edited.

Ebooks are referenced in the same way as printed books unless they are only available online.



For example:

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].

Kafka, F. (2005) *The Trial.* [e-book] Translated by David Wyllie. Project Gutenberg. Available through: http://www.gutenberg.org/ebooks/7849 [Accessed 21 August 2019].

Lindley, C. (2014) *JQuery Succinctly*. [e-book] Morrisville, NC: Syncfusion Inc. Available through: https://www.syncfusion.com/ebooks/jquery [Accessed 21 August 2019].

An electronic book for a specific e-reader

For e-books downloaded to a specific e-reader, the required elements of a reference are:



For example:

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.

If you include a quotation from an e-book, without page numbers, use the number used by the e-reader as a guide to locating your quotation. For the example above:

The greatest task of the oppressed is "to liberate themselves and their oppressors" (Freire, 2018: Kindle location 536).

Occasionally you may not be able to find out the place of publication in which case use s.l. (sine loco: without place). This is increasingly the case where authors have chosen to self-publish their work, for example:

Gill, R. C. (2016) *DBT Peer Connections: Dialectical behavior therapy skills training workbook*. [Kindle edition] s.l.: CreateSpace.

5.1.2 An edited book

Error! Bookmark not defined.For books which are edited give the editor(s) surname(s) and initials, followed by **ed. (for one editor)** or **eds. (for more than one editor)**. Only include an edition where it is not the first.



Examples:

Adekoya, O. D., Mordi, C. and Ajonbadi, H. A., eds. (2023) *Global Perspectives on Green HRM: Highlighting practices across the world.* Cham, Switzerland: Palgrave MacMillan.

Bestley, R., Dines, M., Grimes, M. and Guerra, P., eds. (2021) *Punk Identities, Punk Utopias: Global punk and media.* Bristol: Intellect.

Capaldo, G. Z., ed. (2021) *The Global Community: Yearbook of international law and jurisprudence 2020.* New York: Oxford University Press.

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

Cooper, S. L., ed. (2014) *Controversies in Innocence Cases in America*. Farnham: Ashgate.

Denny, E. and Earle, S., eds. (2009) *Sociology for Nurses.* 2nd edn. Cambridge: Polity.

Peel, E. and Goudkamp, J., eds. (2015) *Winfield and Jolowicz on Tort.* 19th edn. London: Sweet & Maxwell.

Classic works of literature will be edited, and you will need to acknowledge the edition that you are using for quotations. Where a particular edition is crucial to the argument, although the author remains the same, the contribution of the editor needs to be acknowledged. The requirement to use the date of publication of the edited work leads to anachronisms in the list of references.



Examples:

Joyce, J. (1990) *Occasional, Critical and Political Writing.* Edited by Kevin Barry. Oxford: Oxford University Press.

Joyce, J. (1984) *Ulysses: A critical and synoptic edition.* Prepared by Hans Walter Gabler with Wolfhard Steppe and Claus Melchior. 3 vols. New York: Garland Publishing.

Shakespeare, W. (2004) *The Two Gentlemen of Verona.* Edited by William C. Carroll. London: Arden Shakespeare.

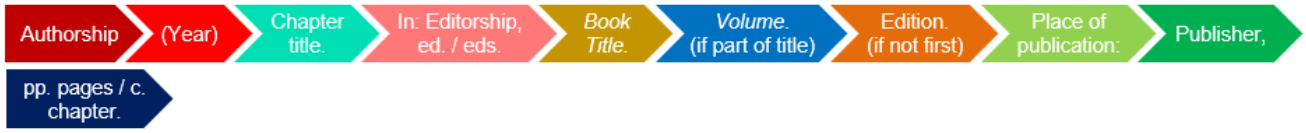
Shakespeare, W. (2005) *The Two Gentlemen of Verona.* Edited by Norman J. Sanders and Stanley W. Wells. New edn. London: Penguin.

Shakespeare, W. (2012) *The Two Gentlemen of Verona*. Edited by Kurt Schlueter. Updated edn. Cambridge: Cambridge University Press.

For translated items, see the advice in section 4.6 Subsidiary creators.

5.1.3 A chapter in an edited book

For chapters of edited books, the required elements for a reference are:



For example:

Aubrey, C., Blackburn, C., Jones, C. and Lowe, R. (2017) The regulated child. In: A. Owen, ed. *Childhood Today*. London: Sage, pp. 61-73.

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.

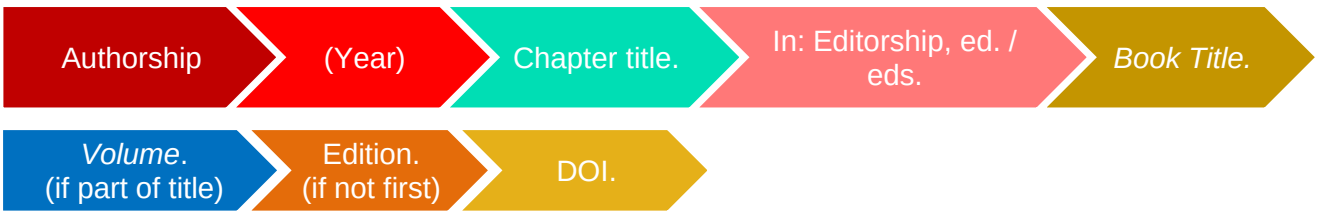
Mogra, I. (2024) From teacher training to school leadership. In: K. Iqbal and T. Abbas, eds. *Ethnicity, Religion, and Muslim Education in a Changing World: Navigating contemporary perspectives on multicultural schooling in the UK.* Abingdon: Routledge, pp. 46-63.

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.

Vaughan, S. (2019) Art and sonic mining in the archives: methods for investigating the wartime history of Birmingham School of Art. In: J. Crutchley, S. Parker and S. Roberts, eds. *Sight, Sound and Text in the History of Education*. London: Routledge, pp. 75-90.

An in-text reference for these would only provide the author's name, not the editor's. Only include an edition where it is not the first.

For chapters of edited books which are only available online, use the format:



For example:

McArthur, A., Klugarova, J., Yan, H. and Florescu, S. (2020) Chapter 4: Systematic reviews of text and opinion. In: E. Aromataris and Z. Munn, eds. *JBI Manual for Evidence Synthesis*. https://doi.org/10.46658/JBIMES-20-05.

Xantus, G. and Zavori, L. (2021) Learning from errors. In: M. S. Firstenberg and S. P. Stawicki, eds. *Teamwork in Healthcare*. London: IntechOpen Ltd. https://doi.org/10.5772/intechopen.94126.

5.1.4 A play or a poem

The required elements of a reference are:



Examples:

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

Hare, D. (2000) *My Zinc Bed*. London: Faber and Faber.

A classic play or poem

Classic plays are available in edited editions and the editor's name should be included with your reference.

The required elements for a reference are:

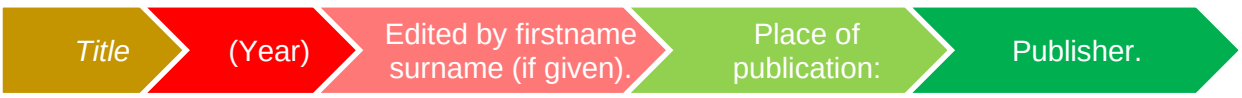


For example:

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

5.1.5 A religious text

When you are quoting from a sacred text, only cite chapter and verse (see section 2.16) but give details of which version of the sources you have used. You need to specify the specific translation or version of the text that you are using for your citation.



Examples:

***The Holy Bible, Containing the Old and New Testaments with the Apocryphal/Deutero-canonical Books: New revised standard version* (1989) Oxford: Oxford University Press.**

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

***The Holy Qur'an* (1994) Kuala Lumpur: Islamic Book Trust.**

You are increasingly likely to cite religious verses from sacred texts which are available online through a web page or via a mobile app. Use these formats for your references, making sure that you specify the specific translation or version of the text that you are using.



Examples:

***The Holy Bible, New International Version* (2021) Available at: https://www.biblestudytools.com/niv/ [Accessed 4 March 2021].**

Life.Church (2020) *The Holy Bible, YouVersion* (8.23.1). [app, Apple iOS] Available at: https://apps.apple.com/us/app/bible/id282935706 [Accessed 11 August 2021].

5.1.6 A dictionary or encyclopaedia

Where there is no named author or obvious editor, then you would not normally put the dictionary in the reference list. Any reference to it in your text would be by the title of the work and date of publication (the page number is optional). For example, you might describe something as defined by *The Chambers Dictionary* (1998: 225).

Where there is a named editor or editors and you feel it appropriate to quote from a general dictionary or encyclopaedia, use the format:



For example:

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

In the text of your work:

Kennedy (1980: 327) defines…

If a dictionary or encyclopaedia is available online, there are two options for the reference. If there is no named editorship, use the name of the work as the institutional author:



Example:

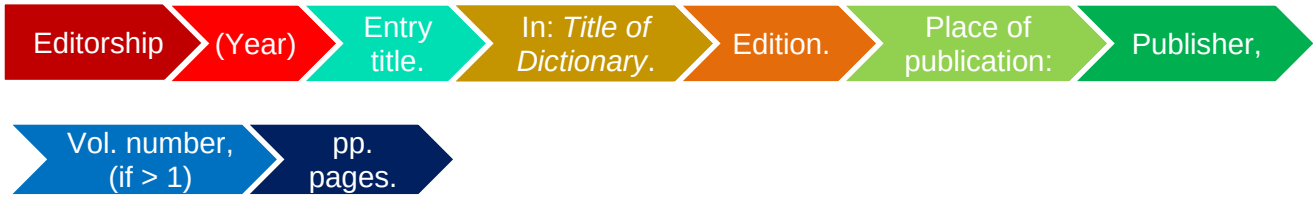
Encyclopaedia Britannica (2014) *Encyclopaedia Britannica Online.* London: Encyclopaedia Britannica. Available through: http://www.britannica.com/ [Accessed 17 October 2014].

Alternatively, use the name(s) of the editor(s) as the authorship:

Soegard, M and Dam, R.F. (2014) *Encyclopedia of Human-Computer Interaction*. 2nd edn. Aarhus, Denmark: Interaction Design Foundation. Available at: https://www.interaction-design.org/books/hci.html [Accessed 31 July 2015].

A dictionary or encyclopaedia entry

Include the page numbers of the entry and the volume number if multi-volume.



Example:

Tortora, P. and Johnson, I., eds. (2014) Damask. In: *The Fairchild Books Dictionary of Textiles*. 8th edn. New York: Fairchild Books, pp. 170-171.

A dictionary or encyclopaedia entry available online (including Wikipedia and British National Formulary)

The web pages of the British National Formulary (BNF) and the British National Formulary for Children (BNFC) provide advice on how to cite these publications which are digests for rapid reference, both of which are online. Wikipedia and similar user-edited sites should not be considered as reliable sources for research material although they can be a useful starting point if you explore the sources for each article and consider their credibility. Nonetheless, references to Wikipedia articles continue to appear in academic journal articles. Both are cited in the same format:



Examples:

Joint Formulary Committee (2021) *British National Formulary (BNF). Co-codamol*. London: BMJ Group and Pharmaceutical Press. Available at: https://bnf.nice.org.uk/drug/co-codamol.html [Accessed: 19 April 2021].

Paediatric Formulary Committee (2021) *British National Formulary for Children (BNFC). Co-codamol*. London: BMJ Group, Pharmaceutical Press, and RCPCH Publications. Available at: https://bnfc.nice.org.uk/drug/co-codamol.html [Accessed 14 March 2022].

Wikipedia (2022) *Local Interconnect Network*. Available at: https://en.wikipedia.org/wiki/Local_Interconnect_Network [Accessed 31 July 2022].

An article in an edited dictionary or encyclopaedia

Articles in larger dictionaries which are edited or in dictionaries which are multi-volume should be treated like chapters in edited books and include the volume number and the chapter title in the format:



Examples:

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.

Sperling, C. and Cooper, S. L. (2013) When science changes, how does law respond? In: J. A. Siegel and P. J. Saukko, eds. *Encyclopedia of Forensic Sciences*. 2nd edn. London: Academic Press, Vol. 2, pp. 476-480.

If the article is available online, use the same format but add the DOI or the URL and accessed date and leave out the volume and page numbers.



Example:

Larkham, P. (2019) Fidler, Alwyn Gwilym Sheppard (1909-1990). In: *Oxford Dictionary of National Biography*. Oxford: Oxford University Press. https://doi.org/10.1093/odnb/9780198614128.013.109736.



Example:

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].

5.1.7 A directory

Increasingly, directories listing people or organizations are now online either freely available or available only to subscribers. However, you may have access to current listings or historical listings to which you need to refer. Use the editor or the organization involved in compiling the directory and use the format:



Examples:

Threlfall, J. (2023) *Directory of Grant Making Trusts 2024/25*. 28th edn. London: Directory of Social Change.

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

For online directories, also include the URL where the directory is available and the accessed date.



Example:

British Psychological Society (2023) *Directory of Chartered Psychologists*. Available at: https://portal.bps.org.uk/Psychologist-Search/Directory-of-Chartered-Psychologists [Accessed 30 August 2023].

Chartered Institute of Editing and Proofreading (2023) *Directory of Editorial Services*. Available at: https://www.ciep.uk/directory [Accessed 30 August 2023]

However, there are many current and historical directories for which there is no editor. In these cases, reference these in your work by the directory title and date of publication, place them in italics and do not include them in your reference list.

Examples:

The portfolio of foreign correspondents of London and New York banks was created using the *Bankers' Almanac*, a British directory providing practical information on the key foreign financial institutions. The 1930/31 issue of the *Almanac* gives a list of 3,352 foreign banks located in 86 countries.

The *Municipal Yearbook* (1897-1948), the annually published record of local government employees, confirms that planners do not appear in local government before the late 1940s.

The major stagecoach services can be traced using *Pigot's Directory for Huntingdonshire* (1840), *Robson's Directory for Huntingdonshire* (1839) and *Kelly's Directory for Huntingdonshire* (1847).

5.2 Referencing journal, magazine and newspaper articles

5.2.1 A journal article

The central role of the journal article in scholarly communication is stronger than ever" (STM, 2018: 11). Include the Digital Object Identifier (DOI) if supplied. This is the equivalent of a barcode on a physical item providing a persistent link to a journal article. The DOI will always take you to the correct location of the work. Crossref's DOI display guidelines give the format of the DOI as 'https://doi.org/10.xxxx/xxxxx', preferring the use of https and not using dx in the domain name.

Some articles contain large numbers of authors. For example, the July 2012 discovery of a particle consistent with the Higgs-Boson was reported in articles by the ATLAS collaboration (>3000 authors) and the CMS collaboration (>3800 authors). The BCU Harvard style requires you to list the surnames of all the authors of a journal article unless there are more than 10. If there are more than 10 authors, use et al. after the tenth.



Examples:

Aubrey, C., Ghent, K. and Kanira, E. (2012) Enhancing thinking skills in early childhood. *International Journal of Early Years Education*, 20(4), pp. 332-348. https://doi.org/10.1080/09669760.2012.743102.

Bayramova, A., Edwards, D. J., Roberts, C. and Rillie, I. (2023) Constructs of leading indicators: a synthesis of safety literature. *Journal of Safety Research*, 85. pp. 469-484. https://doi.org/10.1016/j.jsr.2023.04.015.

Harvey, L. and Green, D. (1993) Defining quality. *Assessment & Evaluation in Higher Education*, 18(1), pp. 9-34. https://doi.org/10.1080/0260293930180102.

Hussein, A., Gaber, M. M., Elyan, E. and Jayne, C. (2017) Imitation learning: a survey of learning methods. *ACM Computing Surveys*, 50(2), pp. 1-35. https://doi.org/10.1145/3054912.

Page, A. and McDonnell, A. (2013) Holding children and young people: defining skills for good practice. *British Journal of Nursing*, 22(20), pp. 1153-1158. https://doi.org/10.12968/bjon.2013.22.20.1153.

Smith, I. L., Brown, S., Nixon, J., Cowdell, F. C., Ersser, S., Fernandez, C., Goodfield, M., Green, C. M., Hampton, P., Lear, J. T. et al. (2016) Treatment of severe, chronic hand eczema: results from a UK-wide survey. *Clinical and Experimental Dermatology*, 42(2), pp. 185-188. https://doi.org/10.1111/ced.13015.

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. https://doi.org/10.1177/0306624X13507042.

You may wish to cite letters to the editor which function as comment on previous articles and appear in certain journals. Simply add 'letter to the editor' after the title as in this example:

Chang, B. P., Carter, E., Ng, N., Flynn, C. and Tan, T. (2018) Association of clinician burnout and perceived clinician-patient communication: letter to the editor. *American Journal of Emergency Medicine*, 36, pp. 156–158. https://10.1016/j.ajem.2017.07.031.

Many open access articles do not include page numbers as they are entirely online. Do not include pp. in your reference. However, these articles do include article numbers or article identifiers. **Make sure you include these in your reference**.



There is no need to include the accessed date if you use the DOI as this is the permanent identifier for the source, for example:

Cadoni, S., Ishaq, S., Hassan, C., Bhandari, P., Neumann, H., Kuwai, T., Uedo, N., Parra-Blanco, A., Mulder, C. J. J., Binmoeller, K. F. et al. (2020) Covid-19 pandemic impact on colonoscopy service and suggestions for managing recovery. *Endoscopy International Open*, 08(07), E985-E989. https://doi.org/10.1055/a-1196-1711.

Jahangiri, L. and Hurst, T. (2019) Assessing the concordance of genomic alterations between circulating-free DNA and tumour tissue in cancer patients. *Cancers*, 11(12), 1938. https://doi.org/10.3390/cancers11121938.

Nawaz, R., Sun, Q., Shardlow, M., Kontonatsios, G., Aljohani, N. R., Visvizi, A. and Hassan, S. (2022) Leveraging AI and machine learning for National Student Survey: actionable insights from textual feedback to enhance quality of teaching and learning in UK's higher education. *Applied Sciences*, 12(1), 514. https://doi.org/10.3390/app12010514.

Rosewilliam, S., Indramohan, V., Breakwell, R., Liew, B. X. W. and Skelton, J. (2019) Patient-centred orientation of students from different healthcare disciplines, their understanding of the concept and factors influencing their development as patient-centred professionals: a mixed methods study. *BMC Medical Education*, 19, 347. https://doi.org/10.1186/s12909-019-1787-4.

Wang, L., Zhao, D., Wang, M., Vreugdenhil, M., Lin, J. and Lu, C. (2020) Modulation of hippocampal gamma oscillations by dopamine in heterozygous Reeler mice *in vitro*. *Frontiers in Cellular Neuroscience*, 11 February 2020, 13:586. https://doi.org/10.3389/fncel.2019.00586.

Some peer-reviewed academic journals are only available as online journals, have no print equivalent and no DOI. The online versions usually show you how to cite the articles. **They usually do not have page numbers.** The articles vary in the issue numbers that they have – some have issue numbers; some only have article numbers.



For example:

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].

Churnside, C. (2017) "Guerra, guerra, all'armi o guerrieri!": depictions of the Ottoman conflict in Bolognese cantatas. *Journal of Seventeenth-Century Music*, 20(1). Available at: https://sscm-jscm.org/jscm-issues/volume-20-no-1/guerra-guerra-allarmi-o-guerrieri-depictions-of-the-ottoman-conflict-in-bolognese-cantatas/ [Accessed 8 August 2017].

Davies, F. (2012) Fighting, beers and the queered: class, hyper-masculinity and reality TV. *Flow TV*, 15(12). Available at: http://flowtv.org/2012/05/fighting-beers-and-the-queere/ [Accessed 31 July 2015].

Vitali, V. (2023) South Asian women's cinema: between festivals and streaming. *No Niin,* 16. Available at: https://no-niin.com/issue-16/south-asian-womens-cinema-between-festivals-and-streaming/ [Accessed 13 August 2024].

A review in the *Cochrane Database of Systematic Reviews*

Systematic reviews are recognised as a standard method of summarising health research. The Cochrane Database of Systematic Reviews has been published since 1993 and is now one of the 10 most highly cited general medicine journals. The format that can be used is the same as the above:



For example:

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. https://doi.org/10.1002/14651858.CD011377.pub2.

Wright, N., Akhtar, A., Tosh, G. E. and Clifton, A. V. (2016) HIV prevention advice for people with serious mental illness. *Cochrane Database of Systematic Reviews*, Issue 9. https://doi.org/10.1002/14651858.CD009639.pub3.

A forthcoming journal article

You may have access to a document, usually an article that is published online before it is published in an issue of a journal, for which you may not be able to provide the full bibliographic details. In your reference list use the DOI for articles and include the words in press as in the following format:



Examples:

Shaw, L. (2024) Preparing conservatoire students for the music education workforce: conversations with alumni. *British Journal of Music Education*, in press. https://doi.org/10.1017/S0265051724000111.

This would appear in your in-text reference as:

One of the outcomes of a workshop with conservatoire alumni and current conservatoire students was the recognition that alumni found limited opportunities for self-reflection whilst studying (Shaw, 2024). They felt that more could be done to integrate this aspect into the curriculum to help students develop independent professional identities because the practitioners reflected all the time.

5.2.2 A magazine article

The required elements you need are the same as for a journal article. However, you may not find a volume number or an issue number, the issue may refer to a weekly, monthly or seasonal issue or you may only have the date the article was published online.



Examples:

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

Dingle, C. (2009) All creatures great and small. *BBC Music Magazine*, July, pp. 30-33.

McLean-Ferris, L. (2010) Misty boundaries fades and dissolves. *Art Review*, 41, p. 117.

Moore, K. (2011) From technology towards ideas. '*Scape: the International Magazine for Landscape Architecture and Urbanism*, April, p. 7.

Simcock, P. and Manthorpe, J. (2018) Social work and CJD: updating the guidelines. *CJD Support Network Newsletter*, 27, pp. 10-11.

For magazine articles found online, the required elements for a reference are similar to the print version but include the date accessed and the URL.



Example:

Baker, C. (2023) BackBone: interdisciplinary creative practice and body positive resilience. *Backbone*, 107, pp. 24-26. Available at: https://sauk.org.uk/wp-content/uploads/2023/05/Spring-23-web.pdf [Accessed 30 August 2023].

Bond, S. and Maguire, L. (2023) Journal clubs enable students to make direct links between research and current practice. *Nursing Times*, 15 March. Available at: https://www.nursingtimes.net/opinion/journal-clubs-enable-students-to-make-direct-links-between-research-and-current-practice-15-03-2023/#:~:text=of%20clinical%20practice.-,Journal%20clubs%20enable%20students%20to%20make%20direct%20links%20between%20research,greater%20autonomy%20in%20their%20learning. [Accessed 30 August 2023].

Fautley, M., Shaw, L. and Whittaker, A. (2024) BMERG: the role and types of assessment in instrumental music lessons. *Music Teacher*, 1 April. Available at: https://www.musicteachermagazine.co.uk/features/article/bmerg-the-role-and-types-of-assessment-in-instrumental-music-lessons [Accessed 13 August 2024].

You may find that you wish to cite articles in professional or trade magazines for which there is no obvious author. Academic practice has been to use the name of the publication in italics rather than repeated use of Anon in your reference list.

For example:

***Architect and Building News* (1942) Comment. *Architect and Building News*, 20 February, p. 140.**

***Architect and Building News* (1943) News item on additional Manchester Corporation employees. *Architect and Building News*, 3 September, p. 139.**

***The Builder* (1944) News item on Maunder's appointment to Portsmouth. *The Builder*, 167(5294), 21 July, p. 42.**

5.2.3 A newspaper article

"Although there has been a long-term decline in the use of print newspapers, with overall reach of news brands being supplemented by their digital platforms" (OfCom, 2023: 2), you may still need to cite the printed newspaper for contemporary accounts of events. Your source may be online, in sources such as Nexis, 19th Century British Library newspapers or UKPressOnline but you only need to include the day, month and page(s) to identify the article in your reference:



Examples:

Knight, P. (1998) When a book is worth a sentence. *Times Higher Education Supplement*, 27 March, p. 20.

O'Leary, J. (1998) Police want to destroy 'obscene' university book. *The Times*, 3 March, pp. 1-2.

Where the page numbers of a section or supplement are the same as the main body of the newspaper, the section or supplement of the newspaper is included as a sub-title.

Example:

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

For reviews of plays or musical performances, include the reviewer's name, the director's details and the location of the production. For example:

Laws, R. (2016) Those star-cross'd lovers are looking rather peaky!; students give bard's play a brummie makeover. Review of *Macbeth - Kill Bill Shakespeare*, an adaptation of Macbeth by Malachi Bogdanov. Crescent Theatre, Birmingham. *Birmingham Evening Mail*, 20 February, p.6.

Where no author is given, use the title of the newspaper in the text of your work and in the reference list (newspaper titles are always in italics.

Example:

Researching and producing costumes for historical productions takes time, particularly if starting afresh. As an example, it took an inexperienced fashion designer five months to create two themed costumes for a *Les Miserables* production (*Northampton Evening Telegraph*, 2013).

The reference would then appear as:

***Northampton Evening Telegraph* (2013) Young designer's *Les Miserables* outfits go on show, 15 August, p. 35.**

For news articles found in online newspapers and online news sources, the required elements for a reference are similar to the print version but include the date accessed and the URL.



Examples are:

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].

Hamourtziadou, L. (2022) Ukraine war: how Russian denial of civilian casualties follows tactics used in Syria. *The Conversation*, 21 March. Available at: https://theconversation.com/ukraine-war-how-russian-denial-of-civilian-casualties-follows-tactics-used-in-syria-179583 [Accessed 12 September 2022].

Williams, G. (2022) The pandemic made period poverty worse – but showed us how to fight it. *The Independent,* 15 February. Available at: https://www.independent.co.uk/news/health/covid-pandemic-period-poverty-worse-b2014726.html [Accessed 12 September 2022].

As with printed news articles, where no author is given, use the title of the news source in the text of your work and place the name of the news source in italics in the reference, for example:

***The Telegraph* (2020) FT journalist in Zoombomb case may have broken IT law, 29 April. Available at: https://www.telegraph.co.uk/business/2020/04/28/ft-journalist-zoombomb-case-may-have-broken-law/ [Accessed 27 August 2020].**

The name of the newspaper appears in italics in the reference list.

5.3 Referencing conference proceedings, papers and posters

5.3.1 A conference proceedings

Conferences are an important means of scholarly communication, especially in computing where international conferences are valued higher as a source than any other discipline. It is more usual to cite individual papers presented at conferences. Follow this guidance to reference the whole proceedings.



Examples:

British Society of Criminology (2018) *Transforming Criminology: Rethinking crime in a changing world.* British Society of Criminology 2018 Annual Conference. Birmingham, UK, 3-6 July 2018. Birmingham: Birmingham City University.

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.

If the proceedings are online, add the URL and the accessed date:



Example:

Boultwood, 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].

5.3.2 A conference paper

Papers presented at conferences are a particular feature of references in computing, telecommunications and networking articles. However, there is considerable variability in the format of conference papers that appear as references. Use the Download citation option if you are using IEEE Xplore and remove the URL.

The required elements for a conference paper are:



Examples:

Hardman, M., Larkham, P. J., Curzon, R. and Lamb, J. (2011) Considering the impact of illegal food cultivators: a critical exploration of guerrilla gardening and the 'local trap'. In: *Proceedings of the Salford Postgraduate Annual Research Conference (SPARC).* Salford, 8-9 June 2011. Salford: University of Salford, pp 289-299.

Jillings, N., Wang, Y., Reiss, J. and Stables, R. (2016) JSAP: a plugin standard for the web audio API with intelligent functionality. In: *Proceedings of the 141st Audio Engineering Society Convention*. Los Angeles, 29 September - 2 October 2016, ebrief 301.

Riaz, Z., Edwards, D. J. and Thorpe, T. (2012) Soft issues for construction site safety emerging technologies: some reflections upon the SightSafety system. In: *Proceedings of PICMET '12: Technology Management for Emerging Technologies*. Vancouver, 29 July – 2 August. Piscataway, NJ: IEEE, pp. 289-307.

Most conference papers are now supplied with a DOI. This can usually be exported from the publisher website.



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. https://doi.org/10.5220/0007382203460353.

Williams-Bhatti, A., Carruthers, D. and Wilson, A. S. (2023) SEPSIS COLLAB: A virtual reality training simulation for sepsis treatment. In: *Proceedings of the 2023 IEEE Conference on Virtual Reality and 3D User Interfaces Abstracts and Workshops (VRW)*. Shanghai, China, 25-29 March 2023, pp. 132-135. https://doi.org/10.1109/VRW58643.2023.00033.

5.3.3 A conference poster

Poster presentations are a common form of presenting information at conferences. There can be hundreds of posters displayed, often organized by topic, with opportunities for presenters to discuss their work with interested participants provided by designated poster sessions in the conference schedule. These may be made available online after the event. Follow the same style for conference papers and proceedings but include poster as the medium.

5.3 Referencing conference proceedings, papers and posters



Examples:

Brooks, I. (2013) Paper chains and octopuses: an activities based information skills session. [Poster] Presented at *LILAC (Librarians' Information Literacy Annual Conference) 2013*. The University of Manchester Library, Manchester, 25-27 March. Available at: https://www.slideshare.net/infolit_group/brooks-paper-chains-and-octopuses-poster-abstract [Accessed 10 February 2023].

Dadzie, E., Perra, O., Noble, H. and McKenna, J. (2021) Association between mindfulness and anxiety in postnatal mothers during the covid-19 pandemic. [Poster] Presented at *Research and Scholarly Activity Showcase 2021*. Queen's University Belfast School of Nursing and Midwifery. Available at: https://www.qub.ac.uk/schools/SchoolofNursingandMidwifery/FileStore/Filetoupload,1087363,en.pdf [Accessed 10 February 2023].

5.4 Referencing legal sources

5.4.1 A recent act

Reference an act by its short title and date. Acts are divided into sections, subsections, paragraphs and sub-paragraphs. In addition, many acts contain schedules that may themselves be divided into paragraphs and sub-paragraphs. In your work, it will normally be sufficient to refer to the section number or schedule number and paragraph. To refer to a particular element of the act use s or ss (section or sections) Pt (Part) or Sch and para (Schedule and paragraph within a schedule).



Example:

***Care Act 2014,* c. 23. Available at: https://www.legislation.gov.uk/ukpga/2014/23/contents [Accessed 28 August 2021].**

Examples of in-text citations:

S 43 of the Care Act 2014 requires local authorities to establish a Safeguarding Adults Board (SAB)…

The Criminal Finances Act 2017, Pt 3, ss 45 and 46 reformed the law relating to tax evasion…

S 172(1) of the Companies Act 2006 states that a Director must….

Under Sch 1, Pt 1, s 6(1) of the Equality Act 2010, cancer, HIV infection and multiple sclerosis are all treated as disabilities.

Acts of the Senedd Cymru (and the Welsh Measures which were the primary legislation of the former National Assembly of Wales) are cited by short title and year, followed by the acts of the Senedd Cymru (asc) number (or the acts of the National Assembly of Wales (anaw)).

Examples:

***Nurse Staffing Levels (Wales) Act 2016*, anaw 5. Available at: https://www.legislation.gov.uk/anaw/2016/5/enacted/data.pdf [Accessed 10 February 2021].**

***Health and Social Care (Quality and Engagement) (Wales) Act 2020*, asc 1. Available at: https://www.legislation.gov.uk/asc/2020/1/contents/enacted [Accessed 10 February 2021].**

In-text

The Nurse Staffing Levels (Wales) Act 2016 requires that the Local Health Board must have regard to the importance of providing sufficient nurses to allow the nurses time to care for patients sensitively and of ensuring that there are sufficient nurses to allow the nurses time to care for patients sensitively.

Cite acts of the Scottish Parliament by short title and year. Each Act is also given an asp number, consisting of a lower-case abbreviation of the words Act of the Scottish Parliament and a running number in the year.

Example:

***Health and Care (Staffing) (Scotland) Act 2019*, asp 6. Available at: https://www.legislation.gov.uk/asp/2019/6/enacted/data.pdf [Accessed 10 February 2021].**

In-text

The Health and Care (Staffing) (Scotland) Act 2019 requires that every Health Board and the Common Services Agency ensure that at all times suitably qualified and competent individuals from a range of professional disciplines are working in such numbers as are appropriate for the health, wellbeing and safety of patients, the provision of safe and high-quality health care, and staff wellbeing.

When citing acts of the Northern Ireland Assembly, which was established in 1998, put 'Northern Ireland' in brackets between the short title and the year.

Example:

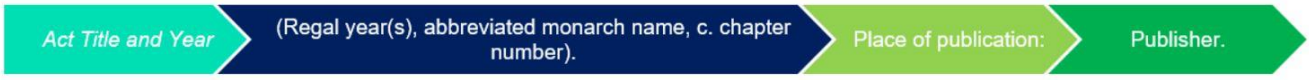
***Housing (Amendment) Act (Northern Ireland) 2020*, c.5. Available at: https://www.legislation.gov.uk/nia/2020/5/enacted/data.pdf [Accessed 10 February 2021].**

In-text

S 7 of the Housing (Amendment) Act (Northern Ireland) 2020 abolishes the right-to-buy scheme in the province for housing association tenants' from 28 August 2022.

5.4.2 An act of UK Parliament before 1963

For Acts prior to 1963, the regal year and parliamentary session are included in the format:



Example:

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

For acts published earlier than 1889, which was when HMSO was granted letters patent to print all acts of Parliament, supply the source you used to view the act.



Example:

***Act of Supremacy 1534* (26 Hen. 8, c. 1). In: *The Statutes of the Realm* (1817). London: George Eyre and Andrew Strahan, Vol. 3, p. 508.**

Examples of in-text citations:

Traffic wardens were employed to enforce the law with respect to an offence, one of which was of a vehicle being left or parked on a road without the lights or reflectors as required by law during the hours of darkness, as defined by the Road Transport Lighting Act 1957.

The Act of Supremacy (1534) cut the connection between England and the Pope in Rome.

5.4.3 A Bill

Bills are proposals for a new law or to change an existing law. They are introduced in either the House of Commons or House of Lords for debate before Parliament. Cite a bill by its title, the House in which it originated, the Parliamentary session in brackets, and the running number assigned to it – convention is to use square brackets for House of Commons Bills. A bill is given a running number once it has been presented, its first reading. However, many private members' bills may not be fully drafted in their early stages so there may not be a number and few of these become law. When a bill is reprinted at any stage it is given a new running number. Include the location and date accessed.





Examples:

***Great British Energy HC Bill* (2024–25) [005]. Available at: https://bills.parliament.uk/bills/3738 [Accessed 14 August 2024].**

***Lithium-ion Battery Safety HL Bill* (2024-25) 8. Available at: https://bills.parliament.uk/bills/3742 [Accessed 14 August 2024].**

5.4.4 A Statutory Instrument

Subordinate (delegated) legislation is issued in a series called Statutory Instruments (SIs) which have been published in paper form since 1894. They should be cited by their designated title which includes the year they were passed followed by SI year/number in the format:



Examples:

***The Construction (Design and Management) Regulations 1994,* SI 1994/3140. Available at: https://www.legislation.gov.uk/uksi/1994/3140/contents/made [Accessed 29 August 2023].**

***The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014,* SI 2014/2147. Available at: https://www.legislation.gov.uk/uksi/2014/2147/made [Accessed 29 August 2023].**

Examples in the text of your work are:

The Construction (Design and Management) Regulations 1994 (CDM Regulations) brought new responsibilities to all those involved in the construction process….

The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (SI 2014/2147) ("the 2014 Regulations") are made under section 7 of the 2006 Act.

5.4.5 A legal case in England & Wales since 2001 with a neutral citation

The BCU Harvard format for legal cases follows the 4th edition of the OSCOLA standard.

Reported judgments

Where judgments have been reported, give the neutral citation followed by a citation of the most authoritative report, separated by a comma in the format:



Since 2001, neutral citations have been used by the House of Lords, Privy Council and the Supreme Court which are independent of any law report. Citations appear in the format:



Examples:

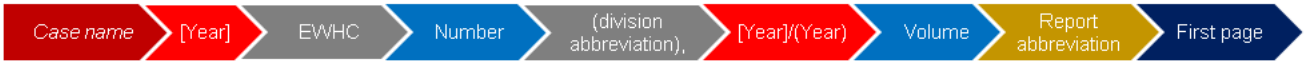
Coventry v Lawrence **[2014] UKSC 46, [2015] AC 106**

Crabbie v General Medical Council **[2002] UKPC 45, [2002] 1 WLR 3104**

Holmes-Moorhouse v Richmond-upon-Thames London Borough Council **[2009] UKHL 7, [2009] 3 All ER 277**

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

This practice was extended to all divisions of the High Court in 2002. These appear in the format:



where division abbreviation is either Ch (for Chancery) KB (for King's Bench) QB (for Queen's Bench) Fam (for Family) Admin (for Administration), Comm (for Commercial) and so on for all 12, for example:

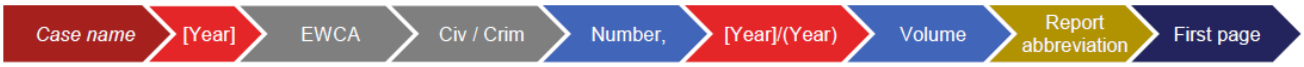
Daly v Independent Office for Police Conduct **[2023] EWHC 2236 (KB), [2023] All ER (D) 34 (Sep)**

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

Johnson and another v Nursing & Midwifery Council **[2013] EWHC 2140 (Admin), [2013] All ER (D) 234 (Jul)**

Monte Developments Ltd (in administration) v Court Management Consultants Ltd **[2010] EWHC 3071 (Ch), [2011] 1 WLR 1579**

It was also extended to the two divisions of the Court of Appeal (EWCA) in 2002. These appear in the format:



where "Civ" stands for "Civil" and "Crim" stands for "Criminal", for example:

***Halsey v Milton Keynes General NHS Trust* [2004] EWCA Civ 576, [2004] 1 WLR 3002**

***R v Tucker* [2016] EWCA Crim 13, (2016) 180 JP 225**

Unreported judgments

Where a judgment with a neutral citation has not been reported, give only the neutral citation as in the two examples below. But check before you submit your work as cases may have subsequently been reported. In civil appeals, Practice Direction 6: 6.3.5 advises that transcripts of unreported judgments should only be cited when they contain an authoritative statement of a relevant principle of law not to be found in a reported case or when they are necessary for the understanding of some other authority. Despite the move to digital, 78.4% of cases heard in the appeal courts from 1999 to August 2017 were unreported (Gerami and Hawes, 2018).

Example:

***KAT v Torbay Council* [2018] EWCA Civ 3045**

Transcripts of judgments with neutral citations are generally freely available on the British and Irish Legal Information Institute website and so appear online quicker than printed versions. The cases are numbered consecutively throughout the year.

The abbreviations used are standard legal abbreviations for sources. You can find these using the Cardiff Index to Legal Abbreviations.

5.4.6 A legal case in England & Wales before 2001

The BCU Harvard format for legal cases follows the 4th edition of the OSCOLA standard.

On p. 17 of this document, it is advised that in England and Wales the Law Reports series published by the Incorporated Council of Law Reporting should be regarded as the most authoritative reports.

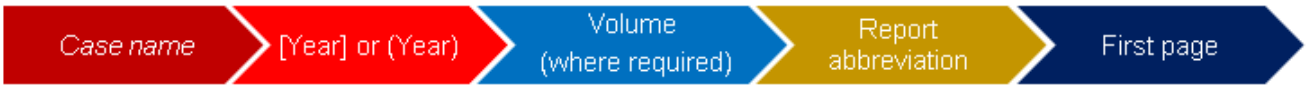
Different series of the Law Reports cover judgments of the House of Lords/Supreme Court and Privy Council (Appeal Cases), the Chancery Division, the Family Division, the King's Bench Division, the Queen's Bench Division and so on. These law reports are always cited with square brackets because there is more than one volume in the year.

In 2001, the House of Lords, Privy Council, Court of Appeal and Administrative Court began issuing judgments with a neutral citation which identified the judgment independently of any law report. This was adopted by all divisions of the High Court in 2002.

For cases before 2001, if a judgment was not reported in the Law Reports, cite the Weekly Law Reports or the All England Law Reports. Only if a judgment was not reported in one of these general series should you refer to specialist sources such as *Housing Law Reports*, *Construction Law Journal* or *Butterworths Medico-Legal Reports*. The dates for these specialist series, such as in the example

of *Vadera v Shaw* below, are cited in round brackets because the volume number is different to the year.

In your Table of Cases the format for cases before 2001 is:



Examples are:

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

***Cambridge Water Co v Eastern Counties Leather plc* [1994] 2 AC 264**

***Donoghue v Stevenson* [1932] AC 562**

***Fagan v Metropolitan Police Commissioner* [1969] 1 QB 439**

***Hedley Byrne v Heller* [1964] AC 465**

***Hunter v Canary Wharf* [1997] AC 655**

***L'Estrange v F Graucob Ltd* [1934] 2 KB 394**

***R v Adomako* [1995] 1 AC 171**

***R v Bloxham (Albert John)* [1983] 1 AC 109**

***R v Collins* [1973] QB 100**

***R v R* [1992] 1 AC 599**

***Vadera v Shaw* (1999) 45 BMLR 162**

When citing and referencing Law Reports, case names should always be in italics. When a particular passage is being quoted or referred to in your text, the specific page reference must be included, for example: **The facts of the case outlined in *Jones v Tower Boot Co Ltd* [1997] 2 All ER 406 at 411 show that…**

When referring to a case for the first time, give its full name (exactly as it appears in the report). However, in subsequent references, a case can be referred to by a shortened name, for example *Murphy v Brentwood District Council* may be referred to as the *Murphy* case.

When the judge is being quoted or referred to in a particular passage, the judge's name should be provided as part of the citation, for example: **That was the opinion of Lord Mackay LC in *Pepper v Hart* [1993] 1 All ER 42 at 47…**

Examples in the text of your report:

In the case of *Broom v Cassell & Co* [1972] AC 1027 the Court of Appeal refused to follow the decision made in *Rooks v Barnard* [1964] AC 1129 on the circumstances in which exemplary damages could be awarded…

***Bolam* was applied in *Nye Saunders and Partners (a firm) v Alan E. Bristow* (1987) BLR 92. There Brown LJ said at 103 "the duty and standard of care to be expected from [the architect] was accepted as being that which applied to any profession requiring special skill, knowledge or experience".**

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

The primary legislation of the European Union consists of the founding treaties. Secondary legislation consists of regulations, directives, decisions, recommendations and opinions.

The full reference will be to the authoritative text in the *Official Journal* (abbreviated to OJ) *of the European Union* where the secondary legislation was first published, together with the title, date and page numbers.

These references will appear in your reference list in the format:



Examples are:

European Commission (2015) Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on insolvency proceedings (Recast). *OJ*, L141/19, 5 June, pp. 19-72.

European Commission (2014) Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC. *OJ,* L94/65, 28 March, pp. 65-242.

Council of the European Union (2003) Council Decision 2003/33/EC of 19 December 2002 establishing criteria and procedures for the acceptance of waste at landfills pursuant to Article 16 of and Annex II to Directive 1999/31/EC. *OJ*, L11/27, 16 January, pp. 27-49.

European Commission (2012) Consolidated version of the Treaty on the functioning of the European Union. *OJ*, C326/47, 26 October, pp. 47-390.

Examples of citing in-text:

Regulation	**Regulation (EU) 2015/848 on insolvency proceedings (the "Recast Regulation") (European Commission, 2015) will apply to all insolvency proceedings from 26 June 2017 and heralds a number of changes in the discipline.**
Directive	**The decision to implement the Public Contracts Regulations 2015 in England, Wales and Northern Ireland has been taken over a year in advance of the EU's deadline for implementation of the new EU Public Sector Procurement Directive 2014/24/EU (European Commission, 2014).**
Decision	**The EU Council Decision (Council of the European Union, 2002) states in section 2.2.3 that non-hazardous gypsum-based materials should be**

disposed of only in landfills for non-hazardous waste in cells where no biodegradable waste is accepted.

Treaties **In the field of environmental management the causation principle is known under Article 191 of the Treaty on the Functioning of the European Union (TFEU) as "the polluter pays principle" (European Commission, 2012).**

5.4.8 A case adopted by the Court of Justice of the European Union

The method of citing the case law adopted by the Court of Justice of the European Union combines the European Case Law Identifier (ECLI) with the usual name of the decision and the case number in the register. It has gradually been brought into use by each EU Court/Tribunal since the first half of 2014 and was harmonised between the Courts of the European Union in 2016 (see the advice from the Court of Justice of the European Union). The Court has assigned an ECLI to all decisions delivered by the Courts of the European Union since 1954 and to the Opinions and Views of the Advocates General. The ECLI is made up of the letters EU, the code of the originating Court, the year of the decision and the sequential number, all separated by a colon. You can find the ECLI for any opinion or judgment of the Court by using the search form for case law on the CURIA website. The format is:



Examples are:

Judgment of the Court of 17 December 1970, *Internationale Handelsgesellschaft mbH v Einfuhr- und Vorratsstelle für Getreide und Futtermittel*, C-11/70, EU:C:1970:114.

Judgment of the Court (Sixth Chamber) of 28 October 1999, *Alcatel Austria AG and Others v Bundesministerium für Wissenschaft und Verkehr*, C-81/98, EU:C:1999:534.

Judgment of the Court (Fourth Chamber) of 4 June 2009, *Pannon GSM Zrt. v Erzsébet Sustikné Győrfi*, C-243/08, EU:C:2009:350.

Judgment of the Court (Grand Chamber) of 2 May 2012, *SAS Institute Inc. v World Programming Ltd.*, C-406/10, EU:C:2012:259.

5.4.9 A case or legislation from other jurisdictions

Cite legislation from other jurisdictions as it is cited in its own jurisdiction without any full stops or abbreviations. Give the jurisdiction for clarity. Use the quick style guide of The Bluebook: A uniform system for legal citation for American legislation. Include a translation where the original is in a language other than English.



Examples:

***42 U.S.C. §1983*. Available at: http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title42-section1983&num=0&edition=prelim [Accessed 4 January 2023].**

***National Environmental Policy Act of 1969* (1970) Pub. L. No. 91-190, § 102, 83 Stat. 852. Available at: https://www.govinfo.gov/content/pkg/STATUTE-83/pdf/STATUTE-83-Pg852.pdf#page=1 [Accessed 4 January 2023].**

***Electoral Act 1993 (New Zealand).* Available at: https://legislation.govt.nz/act/public/1993/0087/latest/DLM307519.html [Accessed 7 December 2022].**

***Charter of Human Rights and Responsibilities Act 2006 (Vic.)* Available at: https://www.legislation.vic.gov.au/in-force/acts/charter-human-rights-and-responsibilities-act-2006/014 [Accessed 7 December 2021].**

***Penal Code 1871 (Singapore)*. Available at: https://sso.agc.gov.sg/Act/PC1871 [Accessed 14 December 2022].**

***Zhonghua Renmin Gongheguo Xiaofei Zhe Quanyi Baohu Fa (中华人民共和国消费者权益保护法)* [Law of the People's Republic of China on the Protection of Consumer Rights and Interests]. [in Chinese]. Available at: http://npc.people.com.cn/n/2013/1028/c14576-23353525.html [Accessed 7 December 2022].**

5.4.10 An international treaty or convention

There are over 560 major multilateral treaties deposited with the Secretary-General of the United Nations. You are best advised to cite from the UN Treaty pages using the following guidance:



Examples:

***Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters* (1998) 2161 UNTS 447**

***Convention on the Rights of the Child* (1989) 1577 UNTS 3**

***Protocol Relating to the Status of Refugees* (1967) 606 UNTS 267**

You may also find that these documents are reproduced on various UN agency web pages, in which case cite as a web page, but this leads to anachronisms with the dates:

Examples:

UNECE (1998*) Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters*. Done at Aarhus, Denmark, 25 June. Available at: https://www.unece.org/fileadmin/DAM/env/pp/documents/cep43e.pdf [Accessed 17 February 2018].

UNICEF (2010) *The United Nations Convention on the Rights of the Child*. Available at: http://www.unicef.org.uk/wp-content/uploads/2010/05/UNCRC_PRESS200910web.pdf [Accessed 22 March 2018].

UNOHCHR (2018) *Protocol Relating to the Status of Refugees*. Available at: https://www.ohchr.org/EN/ProfessionalInterest/Pages/ProtocolStatusOfRefugees.aspx [Accessed 20 December 2018].

In the text of your work, cite the Treaty or the article of the Convention to which you are referring, for example:

According to Article 31 of the *Convention on the Rights of the Child* (1989) children have the right "to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts".

For European treaties, follow the guidance in section 5.4.7 the Official Journal (OJ) of the European Union legislation.

5.5 Referencing Government Publications and Hansard

5.5.1 A House of Commons or House of Lords paper

House of Commons and House of Lords Papers form a distinct series within the parliamentary papers collection.

Each paper in the series is identified by a number with the prefix 'HC' or 'HL' and the parliamentary session in which it has been published. The Papers are numbered up from 1 in every parliamentary session. The main categories of papers you are likely to reference are reports of Select Committees, accounts and certain annual reports. They have all been published online from the 1997-98 session (House of Commons Information Office, 2010).

Include the URL and accessed date if the Paper is available online. Place of publication and publisher were included until documents were made available online under the terms of the Open Government Licence (OGL).

The required elements for a reference are:



Use the Government Department for which the report was commissioned, the name of the Select Committee, the name of the Royal Commission or the surname of the Chair of the inquiry as the corporate author. Include the House of Commons number and the year of the Parliamentary session in round brackets to help identification.

Examples:

Chilcot, J. (2016) *Report of the Iraq Inquiry. Executive Summary.* London: The Stationery Office (HC 264 2016-17) Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/535407/The_Report_of_the_Iraq_Inquiry_-_Executive_Summary.pdf [Accessed 4 January 2023].

Francis, R. (2013) *Report of the Mid-Staffordshire NHS Foundation Trust Public Inquiry.* London: The Stationery Office (HC 898 2012-13). Available at: https://www.gov.uk/government/publications/report-of-the-mid-staffordshire-nhs-foundation-trust-public-inquiry [Accessed 4 January 2023].

Hillsborough Independent Panel (2012) *The Report of the Hillsborough Independent Panel*. London: The Stationery Office (HC 581 2012-13). Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/229038/0581.pdf [Accessed 4 January 2023].

House of Commons Education Committee (2013) *School Partnerships and Co-operation. Volume 1: Report*. London: The Stationery Office (HC 269 2013-14).

House of Lords Environment and Climate Change Committee (2022) *In Our Hands: Behaviour change for climate and environmental goals*. (HL 64 2022-23). Available at: https://committees.parliament.uk/publications/30146/documents/174873/default/ [Accessed 4 January 2023].

House of Lords Science and Technology Select Committee (2015) *The Resilience of the Electricity System*. London: The Stationery Office Ltd (HL 121 2014-15). Available at: https://publications.parliament.uk/pa/ld201415/ldselect/ldsctech/121/121.pdf [Accessed 4 January 2023].

Leveson, B.H. (2012) *An Inquiry into the Culture, Practices and Ethics of the Press: Report.* London: The Stationery Office (HC 780 2012-13) Available at: https://www.gov.uk/government/publications/leveson-inquiry-report-into-the-culture-practices-and-ethics-of-the-press [Accessed 4 January 2023].

Law Commission reports are all published as House of Commons Papers but also include their own unique identifier. They are all available online since 1995 on the Law Commission website. Follow the same advice as House of Commons Papers but also include the Law Com number. Follow the same style for Scottish Law Commission reports.

Examples:

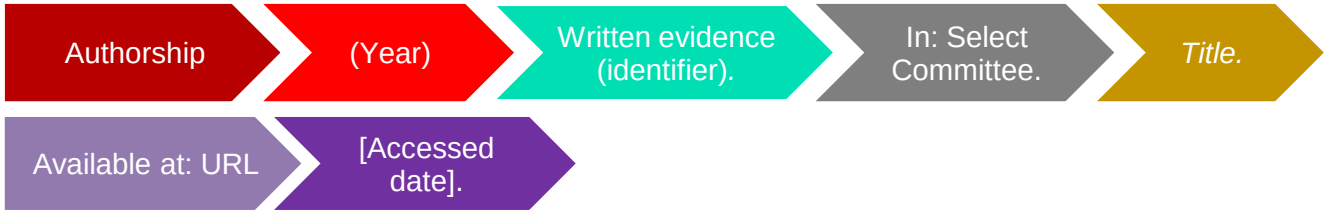
Law Commission (2021) *Modernising Communications Offences: A final report*. (HC 547 2021-22). Law Com No 399. Available at: https://www.lawcom.gov.uk/project/reform-of-the-communications-offences/ [Accessed 14 December 2022].

Law Commission (1991) *Landlord and Tenant: Distress for rent*. London: HMSO (HC 138 1990-91). Law Com No 194.

Scottish Law Commission (2022) *Report on Cohabitation*. (SG/2022/202) Scot Law Com No 261. Available at: https://www.scotlawcom.gov.uk/files/4916/6781/8178/Cohabitation_Report_and_draft_Bill.pdf [Accessed 4 January 2023].

Written evidence

Written and oral evidence is given to Select Committees which you may wish to cite but is not always published with the report. Include the identifier with written evidence:



Examples:

Birmingham City University (2018) Written evidence (RES0059). In: House of Commons Science and Technology Select Committee. *Research Integrity. Responses from*

***Universities on the Concordat*. Available at: https://www.parliament.uk/documents/commons-committees/science-technology/Correspondence/Research-Integrity-letters.pdf (Accessed 20 August 2018).**

Tcakucova, T., Kehoe, A. and Gee, M. (2021) Written evidence (ILG0010). In: House of Commons Public Accounts Committee. *Initial Lessons from the Government's Response to the COVID-19 Pandemic*. Available at: https://committees.parliament.uk/writtenevidence/36643/pdf/ [Accessed 28 August 2021].

For oral evidence, include the day and month that the evidence was accessed:



Example:

Russell, S. (2023) Oral evidence, 15 June. In: House of Lords Artificial Intelligence in Weapons Systems Committee. *Artificial Intelligence in Weapons Systems*. Available at: https://committees.parliament.uk/oralevidence/13347/pdf/.

5.5.2 A UK Government Command Paper

A Command Paper is a UK Government paper presented to Parliament. The term Command is from the formula carried on the papers: "Presented to Parliament by the Secretary of State for ...by Command of His Majesty".

There have been seven series of Command papers, each of which has its own abbreviation. The current, seventh series is Cp, from 2019 onwards. Before this, Cm included papers from 1986 to 2018 (Cm 1 to Cm 9756) and Cmnd included papers from 1956 to Cmnd 9927 in 1986 (UK Parliament, 2023). From May 2005 onwards, all Command Papers are held on the UK Government website (House of Commons Information Office, 2009).

Include the URL and accessed date if the Paper is available online. Place of publication and publisher were included until Papers were made available online under the terms of the Open Government Licence (OGL).

Use the Government Department for which the report was commissioned, the Royal Commission or the surname of the Chair of the inquiry as the corporate author. Include the Command Paper number in round brackets at the end of the reference to help identification in the format:



Examples:

Department for Digital, Culture, Media & Sport (2020) *Government response to the Regulatory Proposals for Consumer Internet of Things (IoT) Security Consultation. Consultation outcome*. (Cp213). Available at: https://www.gov.uk/government/consultations/consultation-on-regulatory-proposals-on-consumer-iot-security/outcome/government-response-to-the-regulatory-proposals-for-consumer-internet-of-things-iot-security-consultation [Accessed 14 December 2022].

Laming, L. (2003) *The Victoria Climbié Inquiry: Presented to Parliament by the Secretary of State for Health and the Secretary for the Home Department by command of Her Majesty.* London: The Stationery Office (Cm 5730). Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/273183/5730.pdf [Accessed 14 December 2022].

Munro, E. (2011) *The Munro Review of Child Protection: Final report. A child-centred system.* London: The Stationery Office (Cm 8062). Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/175391/Munro-Review.pdf [Accessed 14 December 2022].

Royal Commission on Civil Liability and Compensation for Personal Injury (1978) *Report: Vol.1.* London: HMSO (Cmnd. 7054-I).

Omit the Command paper number if one is not given, where the UK Government is the author and where the source is available online.

For example:

HM Government (2019) *Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance*. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/850130/Env-reporting-guidance_inc_SECR_31March.pdf [Accessed 28 August 2020].

UK Government (2020) *Types of British Nationality*. Available at: https://www.gov.uk/types-of-british-nationality [Accessed 28 August 2020].

5.5.3 A UK Government departmental paper

Use the UK Government department as the corporate author. All departmental publications, which include policy papers and consultations, statistics, guidance, reports, government responses to inquiries and updates on progress with strategies, have been made available online since the mid-1990s.



Examples:

Department for Business, Energy & Industrial Strategy (2018) *Forging Our Future: Industrial strategy – the story so far*. Available at: https://www.gov.uk/government/publications/forging-our-future-industrial-strategy-

the-story-so-far/forging-our-future-industrial-strategy-the-story-so-far [Accessed 4 January 2023].

Department of Health and Social Care (2022) *Genome UK: 2022 to 2025 implementation plan for England*. Available at: https://www.gov.uk/government/publications/genome-uk-2022-to-2025-implementation-plan-for-england [Accessed 4 January 2023].

Department for Children, Schools and Families (2010) *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children*. London: Department for Children, Schools and Families.

5.5.4 Select Committee correspondence

All Select Committee correspondence is published online and made available to the public on the parliament.uk website. You do need to know the name of the Select Committee to be able to find the correspondence. The advice from the House of Commons Library is to use the Select Committee which ordered the publication as the corporate author.

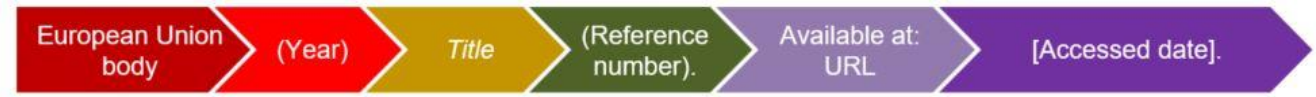


Example:

Human Rights (Joint Committee) (2023) *Correspondence from Helen Whately, Minister of State for Care, on the implementation of the Liberty Protection Safeguards*, 5 April 2023. Session 2022-23. Available at: https://committees.parliament.uk/publications/39330/documents/193093/default/ [Accessed 10 November 2023].

5.5.5 A European Union document not in the Official Journal

European Union documents, such as proposals and reports, should be in the format:



Examples:

Article 29 Working Party (2005) *Working Document on Data Protection Issues Related to Intellectual Property Rights* (WP104). Available at: http://ec.europa.eu/justice/article-29/documentation/opinion-recommendation/files/2005/wp104_en.pdf (Accessed 21 August 2018).

European Commission (2016) *Proposal for a Directive of the European Parliament and of the Council on Copyright in the Digital Single Market* (COM (2016) 593 Final). Available at: https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52016PC0593&from=EN (Accessed 21 August 2018).

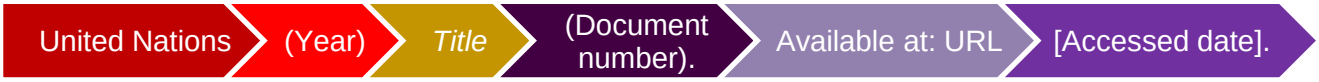
European Parliament (2018) *Report on the Proposal for a Directive of the European Parliament and of the Council on Copyright in the Digital Single Market, 29 June 2018* (COM(2016)0593 – C8-0383/2016 – 2016/0280(COD)). Available at: http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-

//EP//NONSGML+REPORT+A8-2018-0245+0+DOC+PDF+V0//EN (Accessed 21 August 2018).

European Parliament (2018) *Data Retention Rules on Article 13 of the Proposed Directive on Copyright in the Digital Single Market*. European Parliament: Written Answer, 2 July 2018, given by Ms Jourová on behalf of the Commission. Available at: http://www.europarl.europa.eu/sides/getAllAnswers.do?reference=E-2018-001848&language=EN (Accessed 21 August 2018).

5.5.6 A United Nations publication

Include the unique document reference numbers that identify both the United Nations body from which the document issues and the nature of the document. After the first mention, abbreviate United Nations to UN; UN Security Council to UNSC; UN General Assembly to UNGA; and Resolution to Res. Further advice is given as a frequently asked question on the UN web page https://ask.un.org/faq/14438. Use the format:



Examples:

United Nations (2015) *Transforming Our World: The 2030 agenda for sustainable development* (United Nations General Assembly Resolution A/RES/70/1). Available at: https://digitallibrary.un.org/record/3976972?ln=en [Accessed 4 July 2022].

United Nations (2022) *Women in Development: Report of the Secretary General* (United Nations General Assembly Document A/77/243). Available at: https://digitallibrary.un.org/record/3985592?ln=en [Accessed 8 September 2022].

Hansard overview

Hansard provides the official report of all parliamentary debates and is online at http://hansard.parliament.uk/. As well as reports from the latest sittings of Parliament, the online material contains the House of Commons archive from 1988 and the House of Lords archive from 1995. The online content also includes historic debates from 1803.

The BCU Harvard style for referencing Hansard (apart from written questions and answers) conforms to the House of Commons Information Office Factsheet G17.

Hansard references (apart from written questions and answers) should NOT be included in your reference list as their citation contains the entire reference. Just include the word "*Hansard*" in italics followed by a comma then the reference detail.

5.5.7 A Hansard entry

The BCU Harvard style for referencing Hansard conforms to the House of Commons Information Office Factsheet G17.

References to Hansard entries should be given in the following form with c or cc being used depending on the number of pages on which the evidence is held:



Examples:

HC Deb 6 July 2023 vol 735 cc1025-1034

HL Deb 26 February 2024 vol 836 c1881

In quoting very old Hansards it is usual to include the series number:

HC Deb (4th series) 26 August 1907 vol 169 cc179-180

Hansard entries should not be included in your reference list as their citation contains the entire reference.

Examples in the text of your work are:

Barbara Keely MP called for regulation of Physician Associates (PAs) on patient safety grounds following the death of a constituent following misdiagnosis by a PA (*Hansard*, HC Deb 6 July 2023 vol 735 cc1025-1034).

As the Under-Secretary of State for the Department of Health and Social Care, Lord Markham, observed in introducing the House of Lords debate on the Anaesthesia Associates and Physician Associates Order 2024, this "paves the way for full-scale reform of the regulatory frameworks for all the healthcare professional regulators" (*Hansard*, HL Deb 26 February 2024 vol 836 c1881).

It was considered by Lord Irvine, the Lord Chancellor (*Hansard*, HL Deb 18 November 1997 vol 583 c475) and Home Secretary Jack Straw (*Hansard,* HC Deb 20 May 1998 vol 312 c981) that Section 8 of the *Human Rights Act* provides the courts with an effective remedy for any breach of Convention rights.

5.5.8 A Hansard written statement

The BCU Harvard style for referencing Hansard conforms to the House of Commons Information Office Factsheet G17.

References to written statements in Hansard should be given in the following form:



Examples:

HC Deb 19 July 2017 vol 627 c47WS

Hansard references should not be included in your reference list as their citation contains the entire reference. Just include the word "Hansard" in italics followed by a comma then the reference detail.

Most written ministerial statements are made in both Houses, so the House of Commons statement is usually preferred, for example:

The revised proposals for the EBacc were detailed in July 2017 in response to a consultation that had closed at the end of January 2016. The Government stated that "it is our ambition that 75% of year 10 pupils in state-funded mainstream schools will start to study GCSEs in the EBacc combination of subjects by September 2022 (*Hansard*, HC Deb 19 July 2017 vol 627 c47WS).

5.5.9 A Hansard written question or answer

The BCU Harvard style for referencing Hansard written questions and answers is based on the advice given by Debbie Cesvette, Executive Officer at the House of Commons in *Cite Them Right* (Pears and Shields, 2016: 51 and xix). Since 12 September 2014 written questions and answers have been published online so the Hansard column reference is no longer used. You must cite the HC or HL number so that references to written questions and answers since that date should be given in the following form:



Examples:

Mulholland, G. (2016) Radicalism. *UK Parliament: Written question*, 20 June, HC 41047. Available at: http://www.parliament.uk/business/publications/written-questions-answers-statements/written-question/Commons/2016-06-20/41047/ [Accessed 18 July 2016].

Bradley, K. (2016) Radicalism. *UK Parliament: Written answer*, 28 June, HC 41047. Available at: http://www.parliament.uk/business/publications/written-questions-answers-statements/written-question/Commons/2016-06-20/41047/ [Accessed 18 July 2016].

Unlike other types of Hansard reference, written questions and answers should be included in your reference list. When citing them just use the normal BCU Harvard format. For example,

(Bradley, 2016)

5.5.10 A Hansard entry from Westminster Hall

Since 1999, Westminster Hall debates have given MPs an opportunity to raise local or national issues and receive a response from a government minister. These debates take place away from the main debating chamber and are reported in Hansard.

The BCU Harvard style for referencing Hansard conforms to the House of Commons Information Office Factsheet G17.

References to entries in Hansard from Westminster Hall should be given in the following form:



Example:

HC Deb 12 July 2017 vol 627 c159WH

HC Deb 19 July 2023 vol 736 cc320WH–346WH

Hansard entries from Westminster Hall should not be included in your reference list as their citation contains the entire reference. Just include the word "Hansard" in italics followed by a comma then the reference detail, for example:

Diane Abbott reflected that "the rise in the use of online media has turbocharged abuse" (*Hansard*, HC Deb 12 July 2017 vol 627 c159WH). The anonymity offered by social media combined with the ease and speed of communicating with an MP has resulted in her receiving mindless sexist and racist abuse on a daily basis.

5.5.11 A Hansard Public Bill Committee entry

The BCU Harvard style for referencing Hansard conforms to the House of Commons Information Office Factsheet G17.

Hansard Public Bill Committee entries should not be included in your reference list as their citation contains the entire reference.

Standard entries

References to standard entries in Hansard to Public Bill Committees should be given in the following form:



Example:

Digital Economy Bill Deb 28 November 2016 vol 617 cc1268-1368

Passenger Railway Services (Public Ownership) Bill Deb 29 July 2024 vol 752 cc1071-1141

Abbreviated entries

The format for abbreviated Public Bill Committee entries is:



Example:

PBC Deb (Bill 87) 28 November 2016 vol 617 cc1268-1368

PBC Deb (Bill 003) 29 July 2024 vol 752 cc1071-1141

When citing, just include the word "*Hansard*" in italics followed by a comma then the reference detail. The Bill number may be omitted if the context is obvious, for example:

Mr. Kevin Brennan tabled an Opposition amendment, new Clause 19, to the Digital Economy Bill (*Hansard*, PBC Deb 28 November 2016 c1330) to "explicitly provide for councils to share benefit data with schools, thus allowing eligible children to be automatically enrolled to receive free school meals rather than having to apply".

5.5.12 A Hansard Standing Committee entry

The BCU Harvard style for referencing Hansard conforms to the House of Commons Information Office Factsheet G17.

Standing Committee entries exist up to 2006. The format for referencing them is:



For example:

SC Deb (A) 13 June 1996 c301

Hansard Standing Committee entries should not be included in your reference list as their citation contains the entire reference. Just include the word "*Hansard*" in italics in your text followed by a comma then the reference detail, for example:

During the committee stage in the House of Commons, the Minister for Construction, Planning and Energy Efficiency, Mr Robert Jones, made it clear (*Hansard*, SC Deb (A) 13 June 1996 c301) that "all normal construction activities on a process engineering site will be subject to the provisions of the Bill".

5.6 Referencing Reports and Other Textual Sources

5.6.1 A report

Reports are commissioned by organizations, charities, agencies, etc., not for commercial publication but to communicate the findings. They may not have an ISBN and are usually single items produced for a reason at a particular point in time.



For example:

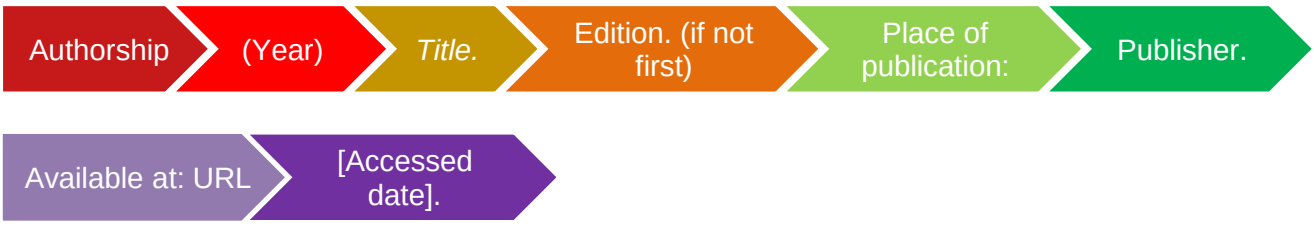
Harvey, S., McMahon, L. and Liddell, A. (2007) *Windmill 2007: The future of health care reforms in England.* London: The King's Fund.

Latham, S. M. (1994) *Constructing the Team: The Latham report*. London: HMSO.

Underwood, J., Baguley, T. S., Banyard, P., Coyne, E., Farrington-Flint, L. and Selwood, I. (2007) *Impact 2007: Personalising learning with technology. Final report*. Coventry: British Educational Communication and Technology Agency.

An online report

For online reports, omit the place of publication and publisher details if these are not supplied and only include an edition where it is not the first.



Examples:

Brook, PSHE Association and Sex Education Forum (2014) *Sex and Relationships Education (SRE) for the 21st Century*. Available at: http://www.brook.org.uk/images/brook/professionals/documents/page_content/SRE/SRE_Supplementary_Advice_2014.pdf [Accessed 31 July 2015].

Darzi, A. (2024) *Independent Investigation of the National Health Service in England*. Available at: https://www.gov.uk/government/publications/independent-investigation-of-the-nhs-in-england [Accessed 12 September 2024].

Fautley, M. and Whittaker, A. (2017) *Key Data on Music Education Hubs 2016*. Report for Arts Council England. Birmingham: Birmingham City University. Available at: https://www.artscouncil.org.uk/sites/default/files/download-file/key_data_music_report.pdf [Accessed 31 August 2018].

Marsden, S., Rogers, J., Ryder, M and Obia, V. (2022) *Beyond* Black to Front*: Accessing Channel 4's Black to Front project and new diversity and inclusion challenges.*

Birmingham: Birmingham City University, Sir Lenny Henry Centre for Media Diversity. Available at: https://bcuassets.blob.core.windows.net/docs/beyond-black-to-front-report-133003778635110536.pdf [Accessed 12 September 2022].

Nursing and Midwifery Council (2018*) Future Nurse: Standards of proficiency for registered nurses*. Available at: https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/future-nurse-proficiencies.pdf [Accessed 30 June 2022].

Office for National Statistics (2018) *Cancer Survival in England – Childhood. Patients followed up to 2017*. Available at: https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/bulletins/cancersurvivalinengland/patientsfollowedupto2017 [Accessed 20 May 2020].

Tesco PLC (2024) *Tesco PLC Annual Report 2024.* Available at: https://www.tescoplc.com/investors/reports-results-and-presentations/annual-report-2024 [Accessed 16 August 2024].

An online report which is updated

For reports that are updated, the reference should make clear which version is being cited by giving the number of the release, update or equivalent, and the year, with, if necessary, the month, day and time when that version was created or the information obtained.

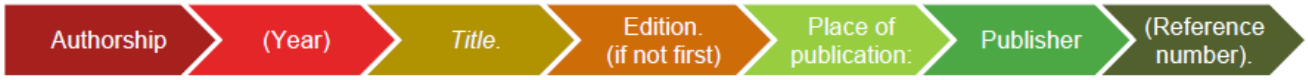


Example:

NHS England (2023) *Shared Care Records*. Updated 7 March 2024. Available at: https://www.england.nhs.uk/long-read/shared-care-records/. [Accessed 13 May 2024].

5.6.2 A report as part of a series

Technical reports, are often produced for sponsors of commercial projects. They may be published as part of a series by an organization. Include the reference number in brackets after the publisher:



Publications available through the Construction Information Service by CIRIA, BSRIA, RIBA etc. usually have an author which you should use. If there is no clear author, use the name of the organization from the title page, for example:

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

Concrete Society (2016) *Concrete Industrial Ground Floors: A guide to design and construction*. 4th edn. Camberley: Concrete Society (Technical Report 34).

Crawford, J. O., MacCalman, L. and Jackson, C. A. (2009) *The Health and Wellbeing of Remote and Mobile Workers.* Edinburgh: Institute of Occupational Medicine (IOM Research Report 603-00911).

Wegmann, E. (2009) *Relation Between Compressibility and Viscoelastic Material Properties of a Brake Pad.* Warrendale, PA: SAE International (SAE Paper 2009-01-3017).

For online reports which form part of a series, use the format:



Examples:

Allen, G., Kirk-Wade, E. and Arthur, R. (2020) *Police Service Strength*. (House of Commons Library Briefing Paper SN-00634, 14 October). Available at: https://researchbriefings.files.parliament.uk/documents/SN00634/SN00634.pdf [Accessed 20 January 2021].

Fleming, P. J., Ingram, J. C., Wain, S., Blair, P., Manns, S., Pontin, D. and Powell, J. (2013) *A Neonatal Discharge Package to Increase Parental Confidence in Caring for their Infant.* National Institute for Health Research (SDO Reference 11/1015/09). Available at: https://njl-admin.nihr.ac.uk/document/download/2009148 [Accessed 11 October 2018].

Ministry of Defence (2015) *Defence Engagement*. 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_jdn_1_15.pdf [Accessed 21 November 2017].

Murphy, A., Weir, B., Waddell, M. and Khokhar, R. (2019) *5G for Broadcasters – New opportunities for distribution and content*. (BBC Research & Development Department White Paper WHP 360). Available at: http://downloads.bbc.co.uk/rd/pubs/whp/whp-pdf-files/WHP360.pdf [Accessed 30 January 2020].

Some reports are available through a password-protected database and are available in a series or as part of a regular publication, such as stockbroker reports. Include the following elements:



Example:

Johanan, G. (2021) Associated British Foods: Encouraging outlook for Primark: continue to prefer ABF within traditional UK retail. *J. P. Morgan Equities Research Reports, Europe Equity Research*, 23 April. Available at: https://www-proquest-com.bcu.idm.oclc.org/docview/2519878476/fulltextPDF/A13EF9D6DCF84738PQ/1?accountid=10749 [Accessed 30 June 2022].

5.6.3 A NICE Guideline



National Institute for Health and Care Excellence (NICE) (2018) *Post-traumatic Stress Disorder* (NICE Guideline 116). Available at: https://www.nice.org.uk/guidance/ng116 [Accessed 16 August 2019].

For some NICE guidelines there is a difference between the published date and the date the guidance was last updated. In this case, use the format:

Example:

National Institute for Health and Care Excellence (NICE) (2016) *Suspected Sepsis: Recognition, diagnosis and early management* (NICE Guideline 51). Updated 19 March 2024. Available at: https://www.nice.org.uk/guidance/ng51 [Accessed 16 August 2024].

5.6.4 A clinical trial

The Medicines and Healthcare Products Regulatory Agency (MHRA) is the regulatory authority responsible for clinical trial approvals, oversight, and inspections in the UK. Their guidance on clinical trials for medicines, updated in March 2024, advises that the summary results of the clinical trial should be published within one year in the public register (or registers) where the clinical trial was registered. The guidance on applying for authorisation of clinical trials advises that, from 1 January 2022, the Health Research Authority (HRA) will automatically register clinical trials with ISRCTN Registry as one of the steps to ensure research transparency. For any submissions submitted up to 31 December 2021, clinical trials should be registered on an established international register such as ISRCTN Registry or ClinicalTrials.gov. There is a full list of the primary registries (currently 18) on the World Health Organization's International Clinical Trials Registry Platform (ICTRP). None of these pages give advice on citing clinical trials nor does the Cochrane Training web page which gives advice to systematic reviewers on searching clinical trials registers.

Based on advice from specific journals, for example, the instructions for authors in *Trends in Molecular Medicine* which states: “Please indicate where the trial is registered; e.g. WHO’s International Clinical Trial Registry Platform or in ClinicalTrials.gov, etc. Please add the identifier number in parentheses”, use the format:



Examples:

McIntyre, H. (2019) Facilitating skin-to-skin contact in the postnatal period. *Clinicaltrials.gov* (NCT02998463). Available at: https://clinicaltrials.gov/ct2/show/NCT02998463 [Accessed 2 March 2023].

MolecuLight Inc. (2020) Presence of fluorescence signature to predict graft failure using MolecuLight i:X. *Clinicaltrials.gov* (NCT04185636). Available at: https://clinicaltrials.gov/ct2/show/NCT04185636 [Accessed 2 March 2023].

Morel, J. (2022) Efficacy of a sequential treatment strategy in rheumatoid arthritis. A randomized controlled trial with an independent efficacy assessor. *EU Clinical Trials* (EUCT 2022-500234-29-00). Available at https://euclinicaltrials.eu/app/#/view/2022-500234-29-00 [Accessed 2 March 2023].

Soundy, A. A. (2021) The feasibility of student physiotherapists delivering a brief psychological intervention to stroke patients. *ISRCTN Registry* (ISRCTN14244302). https://doi.org/10.1186/ISRCTN14244302.

5.6.5 A market research report

Where reports are accessed through a password-protected site, use 'Available through' rather than 'Available at' along with the date accessed:



Examples:

Croner-i Navigate (2024) *Construction: Business sector update, February 2024*. Available through: https://library.croneri.co.uk/cobweb-sec/cobweb-SEC-12723 [Accessed 16 August 2024].

MarketLine (2024) *Real Estate in the United Kingdom, March 2024*. London: MarketLine. Available through: http://advantage.marketline.com [Accessed 16 August 2024].

Mintel (2024) *Future of Technology - UK*. Available through: https://clients.mintel.com/content/report/future-of-technology-uk-2024 [Accessed 16 August 2024].

Passport (2024) *Apparel and Footwear Specialists in China: Euromonitor International, March 2024*. Available through: https://www.portal.euromonitor.com [Accessed 16 August 2024].

5.6.6 A dissertation or thesis

Dissertations and theses are treated in a similar way to printed books but instead of giving information about the publisher you need to give the name of the institution where the dissertation was undertaken and the type of degree for which it was written.

The required elements for a reference are:



Examples:

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.

If the thesis is available online, the URL and accessed date should also be provided:



For example:

Collins, J. (2012) *Multiple Voices, Multiple Memories: Public history-making and activist archivism in online popular music archives*. M.A. Thesis. Birmingham City University. Available at: https://pdfs.semanticscholar.org/f901/76fe4ba753def615fe79fd5e33cfe03ca19e.pdf. [Accessed 21 August 2019].

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].

5.6.7 An interview

A transcript of your interview must be included in an appendix in your piece of work (check your guidelines for more information about this). The citation for this interview in your work should then refer to Appendix A as, for example:

In a personal interview (Appendix A) Gavigan explains her reluctance….

In a personal interview via Zoom (Appendix A) Luca Laghi reiterated his belief that, before COVID, Mulino's in Millennium Point was a brilliant business opportunity.

You may also use '(see Appendix A)' but remember that you should be consistent throughout your work.

Clearly you need to check with the interviewee that they agree with a transcript of the interview being made.

An interview will normally be with a named person on a particular date and conducted by a specific person, but you will need to provide a title. It is useful to give the venue.

In your reference list you must provide the following details for interviews you have conducted yourself and use the appropriate format:



For example:

Gavigan, M. (2014) Interviewed by John Doe (use your name here) **at Birmingham City University** (the location you interviewed them)**, 4 July.**

Laghi, L. (2020) Interviewed by John Doe (use your name here) **online via Zoom** (the medium for the interview)**, 2 October.**

For interviews in printed sources, from broadcasts, or from sources that feature as part of additional material on DVD, use the format of the source, following the guidance on these pages, for example:

Downey, A. (2016) Future imperfect: focus on visual culture in the Middle East. Interviewed by Alan Cruikshank. *Di'Van | A Journal of Accounts,* 1, pp. 110-119.

Grange, K. (2011) Interview with Kenneth Grange. Interviewed by Mark Lawson for *Front Row.* [radio programme] BBC, UK, 19:15, 18 July, BBC Radio 4, 35 mins.

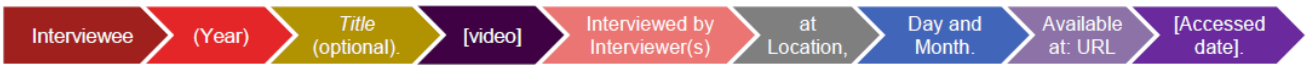
Morgan S. (1996) Beyond control: an interview with Susan Hiller. In: *Susan Hiller* [exhibition catalogue] Exhibition held at Tate Gallery, Liverpool, 20 January – 17 March. London: Tate Gallery Publishing.

Interview with Wim Wenders*, Land of Plenty*. [documentary extra, DVD] Directed by Wim Wenders. Interviewed by Mark Cousins. Axiom Studios, USA/Germany/Canada, 2004 [Axiom Studios, AXM555, 2008] 6 mins.

Whitburn, V. (2010) I'm steeped in the countryside: interview with Vanessa Whitburn. Interviewed by Elisabeth Mahoney for *The Guardian: Media supplement,* 13 December, p. 5.

A recorded interview available online

You may need to quote interviews with people that appear on online video platforms such as YouTube or Vimeo or are available on a web page. In all these cases, you need to ensure that you cite the speaker's ideas in author/date style in the format:



Examples:

Hunter, K. (2016) *Shakespeare for Inclusive Audiences*. [video] Interviewed by Michael Dobson. Available through: https://www.digitaltheatreplus.com/ [Accessed 03 August 2017]. [in this example use Available through: as *Digital Theatre Plus* is a subscription site]

Rajlich, V. (2011) *Another Conversation with Vasik Rajlich (on Rybka Chess).* [video] Interview with Nelson Hernandez. Available at: http://www.youtube.com/watch?v=cQshTNJ4pSM [Accessed 30 July 2014].

Yuzna, B. (2015) *ScratchTVBCU Brian Yuzna Interview*. [video] Interviewed by Chrissy Hall, 4 November. Available at: https://www.youtube.com/watch?v=yhUWxkGEdNg&list=PLpQuPYCyuS5pgNidr4yx-CZ2hY5i8PqDn&index=12 [Accessed 31 May 2016].

Some interviews may only be available online as audio files, in which case see Section 5.8.8 for podcasts.

5.6.8 The national curriculum

The current national curriculum

To reference the current (2014) national curriculum in England in your work use the format:



In your reference list, the current version would appear as:

Department for Education (2014) *The National Curriculum in England: Framework document.* Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/381344/Master_final_national_curriculum_28_Nov.pdf [Accessed 18 June 2019].

For specific subjects use the same format, for example, for English:

Department for Education (2014) *National Curriculum in England: English programmes of study. Statutory Guidance.* Available at: https://www.gov.uk/government/publications/national-curriculum-in-england-english-programmes-of-study/national-curriculum-in-england-english-programmes-of-study [Accessed 8 August 2015].

Example in-text citation:

According to the English national curriculum (Department for Education, 2014: 5) "maintained schools in England are legally required to follow the statutory national curriculum which sets out in programmes of study, on the basis of key stages, subject content for those subjects that should be taught to all pupils".

A former national curriculum

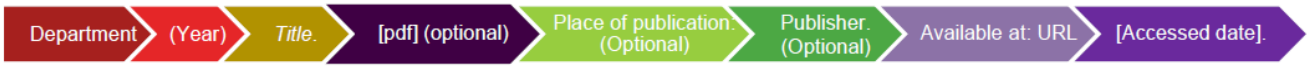
If you are referencing a former national curriculum the format you need is:



For example:

Department for Education and Employment (DfEE) (1999) *The National Curriculum for England: English key stages 1-4*. London: DfEE.

or if the publication is available online:



For example:

Qualifications and Curriculum Authority (QCA) (2007) *English: Programme of study for Key Stage 4.* Available at: http://webarchive.nationalarchives.gov.uk/20130401151655/http://media.education.gov

.uk/assets/files/pdf/p/english%202007%20programme%20of%20study%20for%20key%20stage%204.pdf [Accessed 8 August 2014].

If you are referencing several former curricula or sections of curricula produced by the same department then you can abbreviate the name of the department in brackets when you first cite it. Subsequent references can then use the abbreviation.

For example, first citation in text: **Department for Education and Employment (DfEE) (1999)…**

Subsequent citations in text: **DfEE (1999)...**

The abbreviation should then appear after the full name in your reference as:

Department for Education and Employment (DfEE) (1999) *The National Curriculum for England, English Key Stages 1-4*. London: DfEE.

For specific subjects, in this case, English:

In England, since 1988, there has been a statutory role for grammar in the national curriculum for English, although it has been expressed slightly differently in each of its many versions (DES, 1990; DfE, 1995; DfE, 2014; DfEE, 1999; QCA, 2007).

These would then be cited in your reference list as:

Department for Education (DfE) (1995) *English in the National Curriculum*. London: HMSO.

Department for Education (2014) *National Curriculum in England: English programmes of study. Statutory Guidance.* Available at: https://www.gov.uk/government/publications/national-curriculum-in-england-english-programmes-of-study/national-curriculum-in-england-english-programmes-of-study [Accessed 8 August 2014].

Department of Education and Science (DES) (1990) *English in the National Curriculum*. London: HMSO.

Qualifications and Curriculum Authority (QCA) (2007) *English: Programme of study for key stage 4.* Available at: http://webarchive.nationalarchives.gov.uk/20130401151655/http://media.education.gov.uk/assets/files/pdf/p/english%202007%20programme%20of%20study%20for%20key%20stage%204.pdf [Accessed 8 August 2014].

5.6.9 A patent

The required elements for a reference are:



Examples:

Aftelak, A. J. (2001) *Frequency Tracking Loop and Method of Frequency Tracking.* UK Patent GB2347286, 18 April.

Zurek, R. A., Aftelak, A. J. and Maracas, G. N. (2011) *Multi-device Coordinated Audio Playback*. US Patent US7894511 B2, 22 February.

5.6.10 A standard

The required elements for a reference are:



You will largely find standards through web-based subscription sites such as British Standards Online, but academic practice is to cite the standards as if they are in a printed form.

Examples:

British Standards Institution (2021) *BS 31100: 2021. Risk management. Code of practice and guidance for the implementation of BS 31000: 2018.* London: BSI Standards Limited.

International Organization for Standardization (ISO) (2015) *ISO 9000: Quality management systems. Requirements.* 5th edn. Geneva: ISO.

In the text of your report the abbreviated standards body and the number are usually all that is required. Examples are:

BS 31100: 2021 outlines the sequence of activities that should be followed when developing a risk management framework within an organization for the first time (British Standards Institution, 2021).

The definition of management system in ISO 9000:2015 for the first time provides an option to scope the system down to a single function or discipline (ISO, 2015).

A standard available online

The required elements for standards that are published on the internet are:



Examples are:

International Telecommunications Union (ITU) (2014) *Recommendation ITU-T X.1211: Techniques for preventing web-based attacks*. Geneva: ITU. Available at: http://www.itu.int/rec/T-REC-X.1211-201409-I [Accessed 23 December 2014].

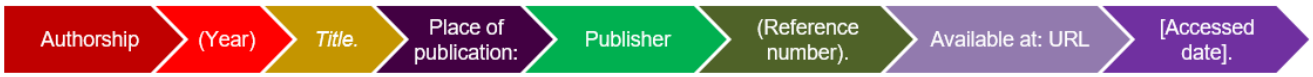
Mrugalski, T., Siodelski, M., Volz, B., Yourtchenko, A., Richardson, M., Jiang, S., Lemon, T. and Winters, T. (2018) *Dynamic Host Configuration Protocol for IPv6 (DHCPv6)*. (IETF RFC 8415). Available at: https://www.rfc-editor.org/info/rfc8415 [Accessed 29 August 2023].

National Institute of Standards and Technology (NIST) (2015) *FIPS PUB 180-4: Secure hash standard (SHS).* Gaithersburg, MD: National Institute of Standards and Technology.

Available at: http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.180-4.pdf [Accessed 28 July 2016].

5.6.11 A working paper or briefing paper

Working papers are now all available online and are published as part of a series. The paper may be a prelude to a journal article or conference paper as the author seeks to obtain feedback on their ideas before publication in a peer-reviewed source. They are available on the websites of organizations or universities. Some working papers are published as part of research networks such as SSRN and these can be cited as preprints, see section 5.7.7.



Example:

Ganguly, A. and Spinola, D. (2022) *Growth and Distribution Regimes Under Global Value Chains: Diversification, integration and uneven development*. Birmingham: Birmingham City University (Birmingham City Business School, Centre for Applied Finance and Economics (CAFE) Working Paper No. 17). Available at: http://www.open-access.bcu.ac.uk/12775/ [Accessed 12 September 2022].

5.6.12 A press release

For press releases, provide the following using the institution as the author:



Examples:

Birmingham City University (2022) *New Second Series of Hit BBC Show Puts University's School of Jewellery Centre Stage* [press release] 17 August. Available at: https://www.bcu.ac.uk/news-events/news/new-second-series-of-hit-bbc-show-puts-universitys-school-of-jewellery-centre-stage [Accessed 12 September 2022].

Ofsted and HM Inspectorate of Prisons (2022) *Failing to Teach Prisoners to Read is 'Huge Missed Opportunity'*. [press release] 22 March. Available at: https://www.gov.uk/government/news/failing-to-teach-prisoners-to-read-is-huge-missed-opportunity [Accessed 29 August 2023].

5.6.13 A speech transcript

When referencing speeches, provide the following:



Examples:

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].

Lawton, R. (2014) *Impact: Lots of Questions Some Answers*, Birmingham, 2 April. Keynote address at the Higher Education Academy (HEA) Enhancing holistic healthcare employability for successful student transition seminar series. Available at: http://www.bcu.ac.uk/Download/Asset/318b1f55-3000-e411-83a8-0025b3ab12a4 [Accessed 11 August 2017].

5.7 Referencing Unpublished Sources

5.7.1 Notes of a lecture

As with other materials, it is likely that a lecture will have an author and title and a place where it was delivered. There will also be a year and date in which it was delivered. Additionally, the lecture is likely to be part of a course or module. The required elements for your notes are:



For example:

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].

However, as this material is usually uploaded to Moodle, you are now far more likely to want to reference lecture sections or lecture slides from a Moodle site, details of which are in the following sections.

5.7.2 Material in a virtual learning environment (e.g. Moodle)

Course/module in a virtual learning environment

For an entire Moodle site, the required elements are:



For example:

Gadsby, J. (2023) *NUR6067 & NUR7010 Nursing Care: Mental Health SEP S1 2023/4.* Faculty of Health, Education and Life Sciences, Birmingham City University. Available through: https://moodle.bcu.ac.uk/course/view.php?id=91929 [Accessed 20 August 2024].

Handout/notes of a lecture on a virtual learning environment

For lecture notes or handouts that are supplied with each week's lecture in Moodle, use the following format where the production and availability information follow the title:



For example:

Gadsby, J. (2023) Map of biopsychosocial worked document with notes. *NUR6067 & NUR7010 Nursing Care: Mental Health SEP S1 2023/4.* Faculty of Health, Education and Life Sciences, Birmingham City University. Available through: https://moodle.bcu.ac.uk/course/view.php?id=91929 [Accessed 20 August 2024].

Slides of a lecture/meeting recordings held on a virtual learning environment

For presentations and for recordings of Teams meetings, the medium appears after the title and before the production and availability information, in the format:



Examples:

Gadsby, J. (2023) A discussion about decolonisation. [PowerPoint presentation] *NUR6067 & NUR7010 Nursing Care: Mental Health SEP S1 2023/4.* Faculty of Health, Education and Life Sciences, Birmingham City University. Available through: https://moodle.bcu.ac.uk/course/view.php?id=91929 [Accessed 20 August 2024].

Morley, P. (2021) Solution focused practice. [Sway presentation] *NUR6067 & NUR7010 Nursing Care: Mental Health SEP S1 2023/4.* Faculty of Health, Education and Life Sciences, Birmingham City University. Available through: https://moodle.bcu.ac.uk/course/view.php?id=91929 [Accessed 20 August 2024].

A forum posting or a discussion board

When referring to forum postings or discussion boards, include the full details within your reference list so that the forum post can be identified on the Moodle page. Use the format:



In your references:

Moseley, A. (2015) Obtaining absorption coefficients for modelling. *CEBE DMT Sound Forum: Acoustics, acoustic fundamentals, acoustic applications, acoustics and psychoacoustics, acoustic engineering*. Faculty of Computing, Engineering and the Built Environment, Birmingham City University, 6 November. Available through: https://moodle.bcu.ac.uk/mod/forum/discuss.php?d=23468 [Accessed 7 August 2021].

In the text of your work, for example:

Moseley (2015) advised that diffraction effects at the edge of a sample means that the sample appears to be larger, with increased absorption. This leads to results for total absorption in excess of the total surface area and therefore an absorption coefficient in excess of 1.

For publicly available discussion groups please refer to section 5.11.5 on referencing email correspondence/discussion lists. You do not have to paste the whole forum post into your reference list.

5.7.3 A student assignment

At BCU, self-plagiarism is an example of academic misconduct (please see the procedure). It is defined as “any attempt to gain academic credit for work which you have previously submitted and which has already gained academic credit. Self-plagiarism means reproducing in any submitted work a substantial amount of material you have previously used in other assessed work without acknowledging that such work has been so submitted” (BCU, 2023: 2). This guidance shows how to acknowledge your previously used work.

It would be sensible to check with your tutor whether it is acceptable to cite your own or other students' assignments for a specific module. As your work is submitted online, others will not be able to view it unless they contact you. You may therefore find it helpful to include the ideas that you submitted in the assignment in a different format such as a blog or a document on LinkedIn so that others can view these and so that you can cite these in future work.

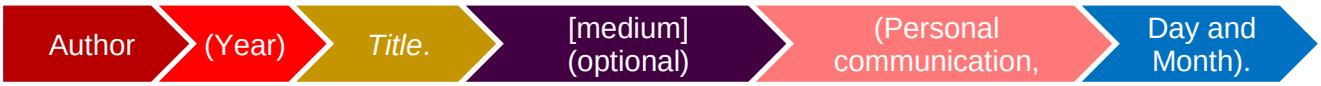


Example:

Kehoe, S. (2023) Development of pedagogical knowledge of variation theory and its application to my teaching and vision. Assignment for *EDU7380 Collaborative Learning and Development*. Postgraduate Diploma in Education - Leadership in Learning Secondary, Birmingham City University. Unpublished.

5.7.4 A personal communication

You may wish to refer to the ideas of another with whom you have had verbal or written communication in whatever format. Make sure that the author is the surname of the person or the organization that is the source of the idea or information. You may need to obtain permission to include the reference in your work and you may wish to include any written communication as an Appendix.



Examples:

Lacey, H. (2021) *Breakdown of Special Group Coaching Psychology membership, British Psychological Society*. [email] (Personal communication, 17 March).

Nursing and Midwifery Board of Ireland (2016) *Nursing and Midwifery Board of Ireland's Active Register*. (Personal communication, 17 March).

Skone, T. (2013) *Life-cycle Assessment of Coal-fired Power Plants*. (Personal communication, National Energy Technology Laboratory, 5 March).

5.7.5 An internal report or presentation

You may wish to reference slides from a presentation that you attended or has been supplied to you where the presentation or report is not available online. An example is a presentation from the organisation where you were on placement. Please check first with the organisation that they give you permission to use the material in your work. In a health context you will need to follow the guidance in section 1.4.3 maintaining confidentiality. The required elements for a reference are:



Examples:

Ireson, G. (1996) *Improving the Links Between the Teaching of Physics and Mathematics in the 16-19 Age Range*. Internal Institute of Physics report. Unpublished.

Smith, I. and Emmerson, P. (2009) *Travel Plans: The potential is realised. Evidence from the Highways Agency's ITB programme*. [PowerPoint slides] Internal TRICS presentation. Unpublished.

5.7.6 A forthcoming publication

A forthcoming book

If you have access to a forthcoming book, use the words "in press" and use the format:



Examples:

Lawson, R. (2025, in press) *The Linguistic Construction of Contemporary Masculinities: Cultures, contexts, constraints.* Oxford: Oxford University Press.

Book chapters

If you have access to a forthcoming book chapter, use the format:



In your reference list include the words "in press" as in the following example:

Roberts, D. (2025, in press) True Comedy? Etherege, Wycherley, Shadwell. In: M. C. Augustine and S. N. Zwicker, eds. *The Oxford Handbook of Restoration Literature*. Oxford: Oxford University Press, Chapter 20.

A forthcoming journal article

To reference a forthcoming journal article that is pre-published online, see section 5.2.1.

5.7.7 A preprint

Preprint servers enable researchers to post early versions of their papers online thereby making new research available as soon as possible. arXiv was one of the first preprint servers in the field of mathematics, physics and other subjects established at Cornell University in 1991 but there are now preprint servers for many subjects. The process also allows other researchers to give feedback which may then help to improve the paper. These versions have yet to go through a formal peer review

process. These servers make it clear that these papers should not be regarded as conclusive, should not guide clinical practice or health-related behaviour nor should they be reported in news media as established information. Include the article identifier and the DOI in the reference in the format:



For example:

Mohammad, R., Favell, O., Shah, S., Cooper, E. and Vakaj, E. (2023) Utilisation of open intent recognition models for customer support intent detection. *arXiv*, 2307.16544. https://doi.org/10.48550/arXiv.2307.16544.

Kossen, T., Madai, V. I., Lohrke, F., Aydin, O. U., Behland, J., Hilbert, A., Mutke, M. A., Bendszus, M., Sobesky, J. and Frey, D. (2023) Redefining hemodynamic imaging in stroke: perfusion parameter map generation from TOF-MRA using artificial intelligence. *medRxiv*, 2023.08.22.23294405. https://doi.org/10.1101/2023.08.22.23294405.

5.7.8 A piece of archive material

If you have used material from archives or special collections, the required elements for a reference are:



For example:

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.

An in-text reference for the above example would read:

(Birmingham Municipal School of Art, 1885-1888)

Occasionally you may need to refer to unpublished material that is held in an archive or private collection. Examples of these are:

Grist, J. (2004) *The Century before Yesterday: John Grist's BBC and other broadcasting tales.* Volume 2 (unpublished memoir, private collection).

Strong, R. (1895) *Education in Nursing*. King's College London Archives, KCL/RBNA 2/9. London: King's College London Archive Services.

5.7.9 A pamphlet or leaflet

A pamphlet is an unpublished item which nonetheless may contain relevant material which you would like to include in your work, especially if it is of a historical nature. Use the same format as a book but

you may not have all the bibliographic details required for this format. You may therefore need to include some of the abbreviations shown in section 1.4.1. Provide the location of the unpublished pamphlet and use the format:



Examples:

Cinema Theatre Association (2002) *Films Return to the Avenue Theatre*. Teddington: Cinema Theatre Association. Unpublished pamphlet held at the Local History Centre, West Ealing Library.

Llwchwr Urban District Council (195?) *Official Guide to Lougher, Pontardulais, Gorseinon, Gowerton, Llangyfelach & District, Glamorganshire.* 3rd edn. Croydon: s.n. Unpublished pamphlet held at the Bodleian Library, University of Oxford, G.A. Glam. 8° 72 (v.).

With the advent of the internet, pamphlets or leaflets are now available online, usually from the organisation's website but remain unpublished i.e. there is no ISBN, no publisher and they are not available for sale to the public. Use the same format as when citing a web page:



Examples:

Blake, R. (n.d.) *Top Six Rules for Good Leaflets*. Available at: https://warwick.ac.uk/fac/soc/cte/pintra/schooldirect/sd-marketing/writing_good_leaflets.pdf [Accessed 6 October 2023].

Smith, A. and Buckinghamshire Healthcare NHS Trust Community Dietitians (2020) *Food First: Guide to fortifying food*. Version 2.0. Revised by S. Creighton, Buckinghamshire CCG Dietetic Department and Jan Knight. Available at: https://www.buckshealthcare.nhs.uk/wp-content/uploads/2022/10/Food-first_guide-to-fortifying-food.pdf [Accessed 6 October 2023].

5.8 Referencing Music and Audio

5.8.1 A music score

A score should give not only the composer but also the editor, where appropriate. More modern compositions often do not have editors as the composer liaises directly with the publisher. The year is the date of publication of the score. The elements of a reference you should include are:



Examples:

Brahms, J. (1963) *Concerto No. 1 for Piano and Orchestra in D Minor, Op. 15*. Edited by Paul Badura-Skoda. London: Eulenburg.

Charpentier, M. (2013) *Pastoralette 1a: Amor vince ogni cosa* [H492]. Edited by Shirley Thompson. Launton: Editions HH.

Handel, G. F. (1970) *Nine Sonatas for Two Violins and Basso Continuo* [Series 4 Instrumentalmusik: Band 10/1]. Edited by Siegfried Flesch. London: Barenreiter.

Mendelssohn Bartholdy, F. (1983) *Six Christmas Pieces, Op. 72*. Edited by Howard Ferguson. London: Associated Board of the Royal Schools of Music.

Monteverdi, C. (1999) *Vespers (1610).* Edited by Jeffrey G. Kurtzman. Oxford: Oxford University Press.

Sites such as The International Music Score Library Project (IMSLP) are a useful resource, for providing archives of historical editions and facsimiles that are in the public domain (not subject to copyright restrictions). It is perfectly acceptable to use materials from these sites, but you should include both the information about the edition and also its online location. The elements of a reference you should include are:



For example:

Bach, J. S. (1874) *Violin Concerto in E Major, BWV 1042.* Edited by Wilhelm Rust. Leipzig: Breitkopf & Härtel. Available at: http://conquest.imslp.info/files/imglnks/usimg/c/c1/IMSLP02299-Bach_-_BGA_-_BWV_1042.pdf [Accessed 6 August 2014].

Wagner, R. (ca. 1883) *Das Rheingold [The Rhinegold].* Arranged by R. Kleinmichel. Translated by H. and F. Corder. Mainz: B. Schott's Söhne. Available at: http://conquest.imslp.info/files/imglnks/usimg/b/ba/IMSLP33839-PMLP21241-Wagner-WWV86AvsGE1.pdf [Accessed 16 May 2013].

5.8.2 A facsimile of published music

For facsimiles of published music, you will need to provide the date of the facsimile edition as well as the date of the original. The format required is:



Examples:

Geminiani, F. (1751) *The Art of Playing on the Violin*. Facsimile edition (1952). Edited by David D. Boyden. Oxford: Oxford University Press.

Marais, M. (1711) *Pièces de Viole, Troisième Livre*. Facsimile edition (1997). Edited by P. Lescat and J. Saint-Arroman. Courlay: Fuzeau.

Note that in the above:

Francesco Geminiani = the composer; David Boyden = the [modern] editor; 1751 = original date; 1952 = date of the facsimile; Oxford: Oxford University Press = place of publication and publisher of facsimile respectively.

5.8.3 A sound recording

References to sound recordings should appear in a separate **discography** at the end of your document. Details of sound recordings should include the composer/originator of the item recorded on the sound recording, the year of the release, not the year composed or year of the recording, place, publisher, type of medium used (e.g., CD) and the catalogue number. Details should acknowledge the principal performers and the place and date of the performance where appropriate. Sound recordings are not written/printed material and therefore should not be included in your reference list. You should include the following:



Examples:

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

Britten, B. (2012) *War Requiem*. Erin Wall (soprano), Mark Padmore (tenor), Hanno Müller-Brachmann (baritone), City of Birmingham Symphony Orchestra, CBSO Chorus and Youth Chorus, Andris Nelsons (conductor). [Blu-ray] Recorded at Coventry Cathedral, 30 May 2012. (Arthaus Musik GmbH 108 070).

Cowell, H. (1993) *Persian Set*. Manhattan Chamber Orchestra, Richard Auldon Clark (conductor). [CD] Koch International Classics (3-7220-2H1).

Dodge, C. (1994) Speech songs. In: *Any Resemblance is Purely Coincidental*. [CD] (New Albion Records NA043).

Saint-Saëns, C. (2007) *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).

Vaughan-Williams, R. (2001) *Dona Nobis Pacem and Other Works.* London Philharmonic Orchestra, Sir Adrian Boult (conductor). [CD] (EMI 574782).

Verdi, G. (2003) *Il Trovatore*. Eva Marton, Dolora Zajick, Luciano Pavarotti, Sherrill Milnes (soloists), Metropolitan Opera Chorus & Orchestra, James Levine (conductor). [DVD] Recorded at the Metropolitan Opera House, New York, 1988. (Edizioni Del Prado 073 064-9).

A disc may have a collection of several recordings made at completely different times and places and/or with completely different performers. This is especially common with historical recordings/re-releases. Each distinct recording should be listed like chapters in an edited collection. You only need to list those mentioned in your work

Examples:

Messiaen, O. (2007a) *Les Offrandes Oubliées.* Orchestre de l'Association des Concerts Gabriel Pierné, Roger Désormière (conductor). [Vinyl 78rpm] Recorded in Paris, 8 December 1942. In: *Les Rarissimes de Olivier Messiaen [sic].* (EMI France 0946 385275 2 7).

Messiaen, O. (2007b) 'Regard de l'esprit de joie' (No.10) from *Vingt Regards sur L'Enfant-Jésus*. Yvonne Loriod (piano). [CD] Recorded at Studio Albert, Paris, 19 June 1946. In: *Les Rarissimes de Olivier Messiaen [sic].* (EMI France 0946 385275 2 7).

The year given in brackets is that of the disc consulted, not the date of recording, and not the year the work was composed.

Catalogue numbers listed in online library catalogues or online shopping sites (e.g., Amazon) are often their internal reference numbers **not** the catalogue number of the disc assigned by the record company. Always check the disc itself.

Studies of early recordings will often have additional information, such as the original record company, original catalogue number and matrix numbers (these identify which wax master was used). Sometimes information for all subsequent re-releases will also be given.

5.8.4 A live music performance

You are more likely to need to refer to reviews of performances in magazines or newspapers rather than to concerts that you attended. However, should you need to refer to these the citation order is:



As examples:

Dylan, B. (2000) *Bob Dylan in Concert*. Sheffield Arena, Sheffield, UK, 22 September.

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

In the text of your work these would appear as:

Bob Dylan's voice (2000) was barely audible against the backdrop of an admittedly accomplished backing band, a fact not unnoticed by most of the increasingly disgruntled crowd.

O'Connor (1992) was shunned by American audiences, particularly noticeable at Bob Dylan's 30th Anniversary concert, when booing broke out.

5.8.5 A music download

iTunes is not a database: it is a shop with an associated piece of software that allows you to manage what you have bought in the shop. In the same way that you would not include HMV when referring to a CD you bought there, you do not need to mention iTunes as such. You would use the normal discography details which iTunes provides. Right click on the track and select "Get info". However, iTunes does not give you the catalogue numbers, so you may need to do more research on the recording company's website. This applies to any recording where you do not physically have the CD just the mp3/aac (or other format) sound file.

The required elements for a full reference for a single track are:



For example:

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].

5.8.6 An audio streamed musical piece

Spotify doubles as a shop and a database in that, unlike iTunes, you can listen to complete tracks without buying them. If you have only accessed the track through live streaming, then the format will be identical again but with an indicator of which service you streamed it from and a different "type of material" indicator at the end. If you accessed it via a website, give a URL (Available through….); but Spotify has its own interface software.

The required elements for a full reference are:



For example:

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

5.8.7 A CD/DVD note

To reference CD/DVD notes, use a similar format to programme notes:



As an example:

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

In your text this would appear as:

(Berio, 1998: CD notes)

5.8.8 A podcast

A podcast is an audio recording uploaded to the internet. Cite the author/composer/creator of the comments/ideas. The required elements are:



For example:

Birmingham Conservatoire Orchestra (2015) *Pops at the Movies - Wagner - Ride of the Valkyries.* [podcast] Available at: https://soundcloud.com/birmingham-conservatoire/birmingham-conservatoire-orchestra-pops-at-the-movies-wagner-ride-of-the-valkeries [Accessed 28 July 2016].

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

Sodajerker (2016) *Sodajerker on Songwriting. Episode 90: Alicia Keys*. [podcast] Available at: https://itunes.apple.com/gb/podcast/sodajerker-on-songwriting/id479679002?mt=2 [Accessed 28 July 2016].

5.8.9 A radio programme

For radio programmes, the elements of a reference you should include are:



This would appear in your reference list as:

***The Brains Trust* [radio programme] Presented by Donald McCullough. BBC, UK, 20 April 1942, BBC Home Service, 11 mins. British Library Sound Archive, T8916W/C3. London: British Library.**

You may need to provide details of how you accessed the programme. The example, taken from the BBC Sound Archive, follows the guidance on how to reference archive material in providing details of the collection, the document number, the location of the collection and the archive.

In the text of your work radio programmes are always in italics, for example:

***The Brains Trust* was a popular war-time series. In its first question, Sergeant Styles, of the Ipswich Home Guard, compared mankind with the paintings of our ancestors two hundred years ago and asked if this improvement is likely to be maintained.**

An episode of a radio series

To reference specific episodes of a radio series, use the format:



For example:

'Child murderers', *Woman's Hour* [radio programme] BBC, UK, 10.00, 8 April 2016, BBC Radio 4, 45 mins.

To cite what has been said in the programme use the surname of the speaker. In the example above:

In considering the way that the perpetrators used social media to show that their values in the postings were completely askew with mainstream values, Yardley (2016) reflected that such crimes might be labelled as 'performance crime'.

In your reference list:

Yardley, E. (2016) 'Child murderers', *Woman's Hour* [radio programme] BBC, UK, 10.00, 8 April 2016, BBC Radio 4, 45 mins.

A radio programme online

For radio programmes which are available online, the elements of a reference you should include are:



This would appear in your reference list as:

***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].**

To cite what has been said in the programme insert the title of the programme in *italics*. The in-text citation for the example above might appear as:

Caroline Archer reflected in *The Secret Catacombs of Paris* (2012) on the 300 years' worth of cumulated images, many of which are genuine beautiful paintings, which exist in the abandoned quarries and tunnels beneath the streets of the city.

5.9 Referencing Film, TV, Video and Performance

5.9.1 A film

Films, videos and broadcasts are the co-operative product of teams of people. No author or creator is therefore included in the reference. In the text of your document films are always in italics. In the references, you may decide to include films as a separate list. Please be guided by your Assessment Brief. In your reference list, the required elements of a reference are:



For example:

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

Interview with the Vampire: The Vampire chronicles **[feature film] Directed by Neil Jordan. Geffen Pictures/Warner Bros., USA, 1994. 123 mins.**

For a documentary or extra feature from a DVD of a feature film, follow examples such as:

'Il Maestro: Ennio Morricone and The Good, The Bad and The Ugly'*, The Good, The Bad and The Ugly* **[documentary extra, Blu-Ray] Contributed by Jon Burlingame. PEA/ Arturo Gonzalez Producciones/Constantin Film Produktion, Italy/Spain/Germany, 1966, 8 mins. [20th Century Fox, 1581307000, 2009].**

'The Music of The Hours'*, The Hours* **[documentary extra, DVD] Directed by Stephen Daldry. Paramount/Miramax/Scott Rudin, USA/UK, 2002, 6 mins. [Walt Disney Studios, B000087JHY, 2003].**

In-text, in academic papers, the year is often included in the citation when first used but not thereafter. Titles of films are always in italics, for example:

Both Francis Ford Coppola's *Bram Stoker's Dracula* (1992) and Neil Jordan's *Interview with the Vampire* (1994) show vampires who feel human emotions and this humanisation helps their audiences to empathise with them.

It is the music that connects all three narrative strands in the 2002 film *The Hours,* playing, as its director, Stephen Daldry, observes in The Music of *The Hours*, "another stream of consciousness, another character".

5.9.2 A television programme

Television programmes are the co-operative product of teams of people. No author or creator is therefore included in the reference. In the text of your work television programmes are always in italics. In the references, you may decide to include programmes in a separate list. Please be guided by your Assessment Brief. In your reference list the required elements of a reference are:



For example:

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

In the text of your document the names of television programmes are always in italics. In the above example:

In the documentary *Exposure: The other side of Jimmy Savile*, Mark Williams-Thomas gave a voice to victims of the sex abuse scandal which ultimately led to a review by the Metropolitan Police and the NSPCC.

An episode of a television series

To reference specific episodes from a television series, use the format:



For example:

'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.

'The Suffolk Strangler', *Killers Behind Bars: The untold story* [television programme] Produced and directed by Rory Wheeler. Popkorn Production, UK, 20:00, 6 February 2013, Channel 5, 60 mins.

To cite what has been said in the programme use the surname of the speaker. In the example above:

Steve Wright was unmasked as the Suffolk Strangler in 2006 but Wilson (2013) considers that these crimes were far too practised for someone murdering for the first time.

In your reference list:

Wilson, D. (2013) 'The Suffolk Strangler', *Killers Behind Bars: The untold story* [television programme] Produced and directed by Rory Wheeler. Popkorn Production, UK, 20:00, 6 February 2013, Channel 5, 60 mins.

A television programme available online or on demand

For a programme that is held in an online archive the URL should be included so the format for a reference is:



Examples:

Is Cricket Racist? [television programme] **Presented by Adil Ray. Filmed, produced and directed by Masood Khan. Cornered Tiger for Channel 4, UK, 23:05, 18 July 2023,**

Channel 4, 65 mins. Available at: https://learningonscreen.ac.uk/ondemand/index.php/prog/3C12FB2D?bcast=139356421 [Accessed: 25 July 2024].

***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].**

In the text of your document the names of television programmes are always in *italics*. The in-text citation for the example above might appear as:

As Tom Brown, co-founder of the South Asian Cricket Academy (SACA), highlighted in his interview in *Is Cricket Racist?,* white, privately-educated players are 34 times more likely to become professional cricketers than Asian and state-educated players.

In *Cathy Come Home*, originally broadcast in 1966, the Mrs. Alley section was filmed in Birmingham and Birmingham accents can clearly be heard on the soundtrack.

A clip of a television programme available online

For a clip of a programme accessed online use the format:



For example:

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

'Dame Joan Sutherland Audience Prize Winner 2021 Claire Barnett Jones performs 'We'll Gather Lilacs' by Ivor Novello', *BBC Cardiff Singer of the World 2021* [television programme extract] BBC, UK, 20 June 2021. 4 mins. Available at: https://www.bbc.co.uk/programmes/p09m0q0y [Accessed 27 August 2021].

'Emergency provisions', *The War Game* [television programme extract] Directed by Peter Watkins. BBC, UK, 31 July 1985. 3 mins 31 secs. Available at: http://www.screenonline.org.uk/media/stream.jsp?id=738876 [Accessed 07 Jun 2013].

In the text of your document the names of television programmes are always in *italics*. The in-text citation for the examples above might appear as:

Banned by the BBC for 20 years and deeply critical of Britain's civil defence programme and the philosophy of nuclear deterrence, *The War Game* was not broadcast anywhere until 1985, when it was shown by the BBC to mark the 40th anniversary of the nuclear bombs dropped on Japan.

The first night of the Battle of the Somme was brought to life and captured in brown paper by design students at Birmingham City University and this featured in *BBC Midlands Today* (17 February 2014).

5.9.3 A video from a streaming service

Streaming services such as Netflix, Amazon Prime, Apple TV, Now TV, Paramount+, Disney+, Hulu and others who have recently joined the Streaming Innovation Alliance, provide video on demand to subscribers. You may wish to refer to content in their films or documentaries to support your arguments.

Streamed video is also available to you through subscription services paid for by the university. Kanopy, available to you via the A-Z of Databases, gives you access to over 20,000 films including documentaries, television series and award-winning foreign films.

For streamed videos through YouTube or other online video platforms, see the section on videos from online video platforms.

A film from a streaming service



Examples:

***Moana* [feature film] Directed by Ron Clements, John Musker and Don Hall. Hurwitz Creative/Walt Disney Animation Studios, USA, 2016. Available through Disney+ [Accessed 25 July 2024].**

***When I Stutter: A documentary film* [feature film] Directed by John Gomez. Keen Eye Productions, USA, 2017.Available through Kanopy [Accessed 24 July 2024].**

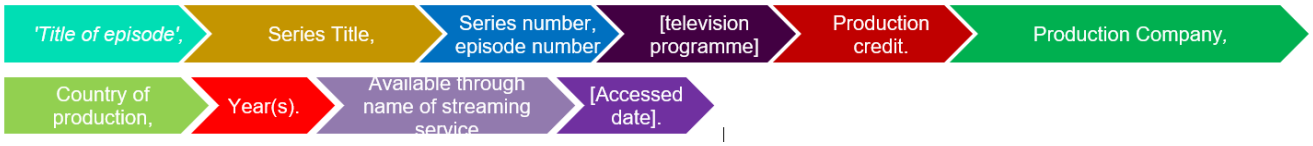
A television series from a streaming service



For example:

***House of Cards* [television series] Media Rights Capital, USA, 2013-2018. Available through Netflix [Accessed 24 July 2024].**

An episode from a series available through a streaming service



For example:

'Cooper's Dreams', *Twin Peaks*, Season 1, episode 6 [television programme] Propaganda Films, USA, 1990. Available through Prime Video [Accessed: 25 July 2024].

In-text, in academic papers, the year is often included in the citation when first used but not thereafter. Titles of films are always in italics, for example:

Critics praised Disney's *Moana* (2016) as a brave heroine with a sense of humour and a commitment to saving the world without the distractions of romance.

The nine Emmy nominations for *House of Cards* (2013-2018) at the 2013 awards represented a pivotal moment for Netflix. Emmy voters recognised that great television is great television regardless of the distribution medium.

In *When I Stutter* (2017) John Gomez gives the viewer a rare chance to gain insight into the deep emotional impact of this communication disorder.

In the *Twin Peaks* episode 'Cooper's Dream' (1990) the behaviour of the detective is typical of how an FBI agent conducting an experiment is usually depicted, but the way he explains himself, his demeanour, his belief that his experiment derived from his dream and his empathy for Tibet are all extraordinary.

5.9.4 A vodcast

A vodcast is a video recording uploaded to the internet on an official site (i.e. not a streamed video). Cite the author/composer/creator of the comments/ideas that are communicated in the video. The required elements are:



Examples:

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].

Wardle, P. (2020) *Office Drama on MacOS*. [vodcast] DEF CON 28 Safe Mode Conference. 6-9 August 2020, online. Available at: https://media.defcon.org/DEF%20CON%2028/DEF%20CON%20Safe%20Mode%20video%20and%20slides/DEF%20CON%20Safe%20Mode%20-%20Patrick%20Wardle%20-%20Office%20Drama%20on%20macOS.mp4 [Accessed 28 August 2020].

5.9.5 An educational video

Educational videos are often made available to you upon subscription and are therefore only available through the subscription site which you should acknowledge. For recordings of Teams meetings made available to you as videos via Moodle, please see section 5.7.2 Material in a virtual learning environment. The required elements of a reference are therefore essentially the same except that you will need to use Available through:



For example:

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

Use the transcript pdf to find the date of the video.

Ross, A. F. (2020) *3DS Max 2020 – Essential Training*. [video] Available through: https://www.linkedin.com [Accessed 28 August 2020].

Use the date given in the update information rather than the release date.

Older training material may be in different formats and not available online. Use these elements:



For example:

Strong, G. and Dyer, P. (2007) *Received Pronunciation: An accent training resource for actors*. [CD] London: Methuen Drama.

The Macular Disease Society and Optima Low Vision Services Ltd. (2011) *Re:vision. Keep Your Skills*. [DVD] Andover: Macular Disease Society.

Digital Theatre Plus contains videos of live performances of productions, interviews with the cast and creators as well as filmed lectures and study guides. The way you cite these will depend upon the content of the video. Follow these examples:

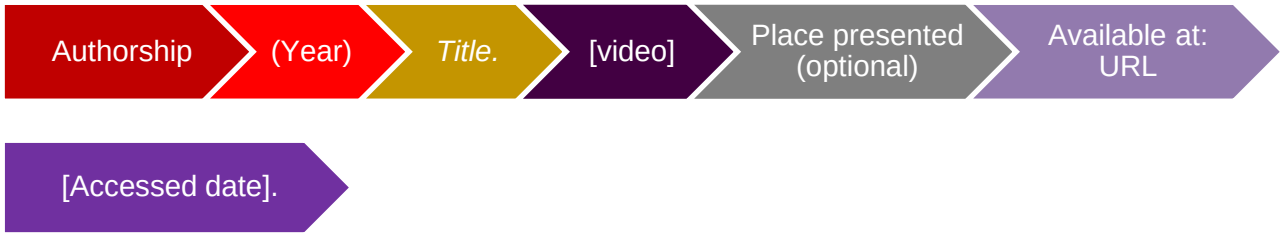
Carnicke, S. M. (2016) *Active Analysis for Twenty-first Century Actors*. [video] Available through: https://www.digitaltheatreplus.com/ [Accessed 3 August 2017].

Hunter, K. (2016) *Shakespeare for Inclusive Audiences*. [video] Interviewed by Michael Dobson. Available through: https://www.digitaltheatreplus.com/ [Accessed 3 August 2017].

***Iphigenia in Splott* by Gary Owen (2015) [video] Directed by Rachel O'Riordan. North Wall Arts Centre, Oxford. Available through: https://www.digitaltheatreplus.com/ [Accessed 3 August 2017].**

5.9.6 A video from an online video platform

You will find academic papers citing videos posted on streamed video sites such as YouTube or citing videos posted on educational sites such as the TED Talks series on https://www.ted.com. However, sites such as YouTube do not facilitate or record whether a video has undergone a peer review process. Assuming that the material you have found has academic credibility, you need to find the name of the contributor or the name of the person/organization posting the video and the year the video was posted. This will then give the following requirements:



For example:

Institute of Medicine (2012) *Health Literacy: A prescription to end confusion, extended video.* [video] Available at: http://www.youtube.com/watch?v=iBy3l7YKCQQ [Accessed 21 July 2014].

Singh, J. (2019) Why I Love Wearing My Dastaar and My Kirpan. [video] Available at: https://www.ted.com/talks/jaspreet_singh_why_i_love_wearing_my_dastaar_and_my_kirpan?subtitle=en [Accessed 7 August 2024].

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].

Yuzna, B. (2015) *ScratchTVBCU Brian Yuzna Interview*. [video] Interviewed by Chrissy Hall, 4 November. Available at: https://www.youtube.com/watch?v=yhUWxkGEdNg&list=PLpQuPYCyuS5pgNidr4yx-CZ2hY5i8PgDn&index=12 [Accessed 31 May 2016].

It is important to check that the uploaded video you are citing is from the official source. For example, rather than referencing:

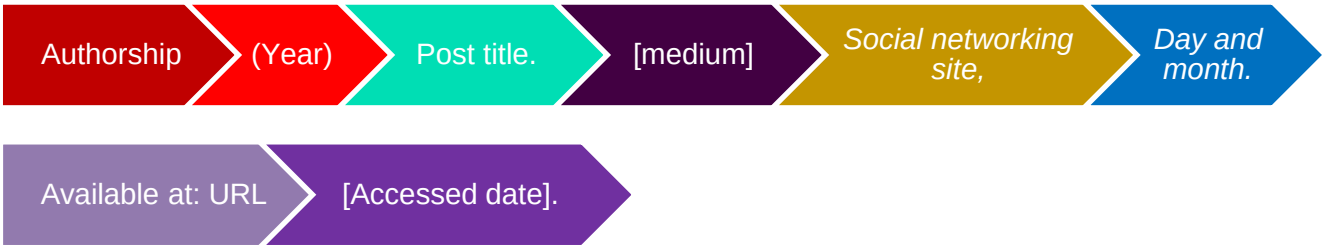
Infosecurity.US (2020) *DEF CON 28 Safe Mode - Patrick Wardle's 'Office Drama On MacOS'* [video] Available at: https://www.infosecurity.us/blog/2020/8/20/def-con-28-safe-mode-patrick-wardles-office-drama-on-macos [Accessed 28 August 2020].

You would be better advised to reference the DEF CON media server or the DEF CON YouTube site which has the original video so that you can cite Patrick Wardle whose ideas you are referencing. This would then be classified as a vodcast.

Wardle, P. (2020) Office Drama on MacOS. [vodcast] DEF CON 28 Safe Mode Conference. 6-9 August 2020, online. Available at: https://media.defcon.org/DEF%20CON%2028/DEF%20CON%20Safe%20Mode%20video%20and%20slides/DEF%20CON%20Safe%20Mode%20-%20Patrick%20Wardle%20-%20Office%20Drama%20on%20macOS.mp4 [Accessed 28 August 2020].

5.9.7 A social media video

For videos and reels, use the account name as the creator that sponsored or generated the content. Include the medium - photograph or video, for example, in the reference.



Examples:

ElenaHowardPhotography (2017) Flowers at Bermondsey Square. [photograph] *Instagram*, 30 June. Available at: https://www.instagram.com/p/BV-uNjeFnry/ [Accessed 23 November 2022].

myBCU (2022) Green spaces in Birmingham. [video] *Instagram*. Available at: https://www.instagram.com/reel/CkY28Q6jmvk/?igshid=YmMyMTA2M2Y= [Accessed 23 November 2022].

Birmingham City University (2022) The glow up of @Steamhouse. [video] *TikTok.* Available at: https://www.tiktok.com/@birminghamcityuni/video/7150662437493067013?is_from_webapp=1&sender_device=pc&web_id=7169243202619344389 [Accessed 23 November 2022].

5.9.8 A webinar

You may need to refer to presentations, workshops, or lectures delivered as webinars (web seminars), online events hosted by an organization/company/training provider usually by webinar software, where the speaker(s) broadcast(s) live to a large audience of those who have registered to attend the event. These may be made available at a later date on an online video platform or only available to members on the websites of professional organizations. Include the organization that hosted the event as the author, include webinar as the medium and add the date if this is clearly shown.

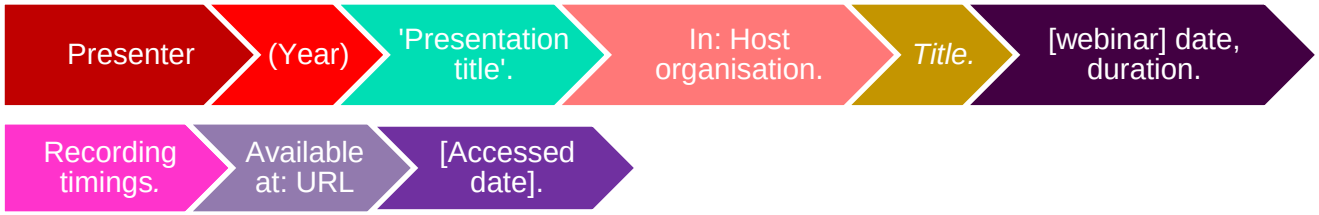


Examples:

Health Education England (2021) *A Multi Professional Credential in Learning Disability and Autism at an Advanced Practice Level*. [webinar] 27 April. Available at: https://www.youtube.com/watch?v=A4y-N61g5yQ [Accessed 30 January 2023].

Royal College of Surgeons of Edinburgh (2020) *You and the External Environment - Navigating volatility, uncertainty, complexity and ambiguity - Learn and grow for the future*. [webinar] 23 November. Available at: https://www.rcsed.ac.uk/professional-support-development-resources/learning-resources/webinars/coping-and-leading-during-a-covid-pandemic/you-and-the-external-environment-navigating-volatility-uncertainty-complexity-and-ambiguity-learn-and-grow-for-the-future [Accessed 9 February 2023].

For a segment of the webinar, follow the advice on extracts from television and radio programmes online in the second edition of *Audiovisual Citation: Learning On Screen guidelines for referencing moving image and sound*. These include the timing of the presentation within the recorded programme.



Example:

Hewitt, N. (2021) 'Case Studies: Advanced Practitioner, Speech and Language Therapist'. In: Health Education England. *A Multi Professional Credential in Learning Disability and Autism at an Advanced Practice Level*. [webinar] 27 April, 56 mins. 24:48 to 34:33. Available at: https://www.youtube.com/watch?v=A4y-N61g5yQ [Accessed 30 January 2023].

5.9.9 A live music performance

You are more likely to need to refer to reviews of performances in magazines or newspapers rather than to concerts that you attended. However, should you need to refer to these the citation order is:



As examples:

Dylan, B. (2000) *Bob Dylan in Concert*. Sheffield Arena, Sheffield, UK, 22 September.

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

In the text of your work these would appear as:

Bob Dylan's voice (2000) was barely audible against the backdrop of an admittedly accomplished backing band, a fact not unnoticed by most of the increasingly disgruntled crowd.

O'Connor (1992) was shunned by American audiences, particularly noticeable at Bob Dylan's 30th Anniversary concert, when booing broke out.

A live music programme note

These are often written by academics who should be identified in the programme. The format is:



If the author of a note is not identified, it is likely to be a more generic note and so less useful. In those cases, you would use the title in place of the author's name. The date is the year of the concert, and the title is the title of the piece unless the programme note has its own title. **Concert programmes** tend not to have any publication information. Where possible, give the concert name or series title, and otherwise give the venue and place and date of the concert. Finally, indicate what the type of material is. For example:

Lewis, A. (2006) *Penmon Point*. [programme note] Soundings Festival, Reid Concert Hall, Edinburgh, 3 February.

In your text this would appear as:

(Lewis, 2006: programme note)

5.9.10 A live performance (non-musical)

For non-musical performances, the name of the play is always in italics. Include details of the director and the venue and date that you saw the production in the format:



Example references:

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

***Anne of the Thousand Days* by Maxwell Anderson (2006) Directed by Christian Heim. Visy Theatre, Brisbane Powerhouse, Australia. 7-17 June.**

***Who's Afraid of Virginia Woolf?* by Edward Albee (2007) Directed by Michael Gow. Cremorne Theatre, Queensland Performing Arts Centre, Australia. 2 October – 3 November.**

Live performances of theatre productions have been captured on video and made available through subscription sites such as *Digital Theatre Plus.* To cite these use the format:



For example:

***Iphigenia in Splott* by Gary Owen (2015) [video] Directed by Rachel O'Riordan. North Wall Arts Centre, Oxford. Available through: https://www.digitaltheatreplus.com/ [Accessed 3 August 2017].**

Examples of how to cite live performances in the text:

There have been other plays about Parliamentary Whips – notably Steve Thompson's hilarious *Whipping It Up* (2006) – but none that have been so reminiscent of a BBC Four documentary.

Case studies of post-performance discussions held after performances of Crossbow Production's staging of Maxwell Anderson's *Anne of the Thousand Days* in 2006 and

Queensland Theatre Company's production of Edward Albee's *Who's Afraid of Virginia Woolf?* in 2007 trialled this new discussion model.

A programme note (non-musical)

You may be looking to cite the words written in a theatre programme by the director or someone else involved in the production. The required elements for a reference are:



For example:

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.

It may also be helpful to advise your reader where you have viewed the programme. This may be because it a performance you attended, because the programme is held in an archive or special collection or because it is available online.

5.10 Referencing Photos, Art and Exhibitions

5.10.1 A painting or drawing

In your reference list the elements you need are:



Examples:

Freud, L. (1988-89) *Standing by the Rag*. [oil on canvas] 163 x 138 cm. Tate Gallery, London.

Hodgkin, H. (1983-85) *A Small Thing But My Own*. [oil on wood] 44.5 x 53.5 cm. Private collection.

Titian (1512-15) *Salome with the Head of John the Baptist.* [oil on canvas] 90 x 72 cm. Galleria Doria-Pamphilj, Rome.

Van Eyck, J. (1438) *The Marriage of Giovanni Arnolfini.* [oil on panel] 81.8 x 59.7 cm. National Gallery, London.

If you refer to these in your work, the titles are always in italics, for example:

William Hogarth's views on art and design were first published in 1753 as *The Analysis of Beauty: Written with a view to fixing the fluctuating ideas of taste*, in which he attempts to provide criteria of beauty in an accessible language.

***The Raising of Lazarus* was painted by Sebastiano del Piombo in 1517-19 but the hand of Michelangelo is apparent in every part of the main figure.**

Including facsimiles of paintings and drawings as figures

If you wish to include a facsimile of a painting or a drawing as a figure in your work you will need to reference it following the guidance in section 5.10.3, a photograph available online. You will also need to label it and refer to it correctly - see section 2.14 on citing tables and figures. Reproducing an artistic work without the permission of the copyright holder is an infringement of copyright. However, you are entitled to reproduce artistic work without permission if it is for the purposes of private research and study.

If you wish to include your own photograph you will need to obtain permission from the gallery or museum to reproduce the image. These details should be given below a figure of the photograph. For example:

Fig. 1 Hogarth, W. (1753) *The Analysis of Beauty*, *plate II*. Reproduced by permission of the British Library.

Fig.2 Del Piombo, S. (1517-19) *The Raising of Lazarus*. Reproduced courtesy of the Trustees, the National Gallery, London.

5.10.2 A photograph

The required elements for a full reference are:



In your references these appear as:

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 (12 x 9 in. on 16 x 12 in.) ©the artist and Magnum Photos. Photo: courtesy Magnum Photos.

Shahn, B. (ca. 1933-34) *Untitled, New York City*. [gelatine silver print] 5 7/8 x 8 7/8 in. Photo: courtesy Fogg Art Museum, Harvard University, Cambridge, MA.

Boulet, A. (1993) *Sniper's Room – Mostar, Bosnia*. [photograph] ©Alexandre Boulet. Photo: courtesy War Photo Ltd.

Photographs should contain a copyright statement, either below a figure or in the picture credits or list of illustrations. For example:

Photographs by Herb Ritts ©Herb Ritts Foundation.

Gregory, J. (2001) *Eiffel Tower, Paris*. ©courtesy of the artist and the Fraenkel Gallery, San Francisco.

All photographs are copyright Paul Popper Ltd.

Images ©individual authors.

You should obtain permission of the individual or institution who holds the copyright of the image to reproduce the image.

If you refer to photographs in in your text, the titles are always in italics, for example:

***Jubilee Street Party* is the earliest photograph in the Bad Weather series which Parr made in Yorkshire…Hung Cong Ut's *Accidental Napalm Attack* (1972) and Don McCullum's *Shell-shocked soldiers* (1968) epitomize the Vietnamese and American experiences of that terrible war.**

5.10.3 A photograph or image available online

For photographs as reproductions of artistic works (e.g. paintings, posters, drawings or sculptures) available online, take the reader to where the image was viewed. Many of our students cite images that appear in Pinterest. This guidance includes an example of how to cite an image from a Pinterest board. However, Pinterest is not an image source. It enables you to gather together images from social media sites, blogs and websites. Ideally, try to find the original source of the image so that you are giving credit to the image taker/designer. Do a reverse image search to help you find the original source. The required elements for a reference are:



“Scholarly practices in image captioning are not standardized” (Weinraub, 2018: 495). Providing plenty of examples of captioning and citing images is therefore a requirement which these pages seek to redress. The three key pieces of advice when citing images you have seen online or have taken from online sources are:

1. You need an image caption. A caption is used to identify or describe an image and to give credit. Many images don’t come with a caption so you will have to give an image a suitable explanatory title. Call it Fig.1 with a caption and give credits in author/date style.

2. Try to cite the original source of the image i.e., the original manufacturer or designer web page rather than from a supplier of the product.

3. A citation should include as much information as is necessary to locate the image. For images on web pages, any identifying numbers are useful. Include the manufacturer or designer as the corporate author, followed by creation or publication date (assume it is 2023 or 2024 for a webpage), title of the web page, URL and accessed date (as the pages are likely to change).

Examples:

Image source	**http://www.loc.gov/pictures/collection/van/item/2004663496/**
Caption	Fig.1 Portrait of Man Ray, Paris (Van Vechten, 1934)
Citation in your reference list	**Van Vechten, C. (1934) *Portrait of Man Ray, Paris.* Available at: http://www.loc.gov/pictures/collection/van/item/2004663496/ [Accessed 04 October 2009].**

Image source	**http://sposaitaliacollezioni.fieramilano.it/content/dam/man-sposaitalia/gallery/generali/EnzoMiccio_007.jpg**
Caption	Fig.2 Enzo Miccio bridal shoes, Si Sposaitalia Collezioni (2019) highlights
Citation	**Si Sposaitalia Collezioni (2019) *Si Sposaitalia Collezioni 2019 Highlights*. Available at: http://sposaitaliacollezioni.fieramilano.it/content/dam/man-sposaitalia/gallery/generali/EnzoMiccio_007.jpg [Accessed 28 August 2020].**

Image source	**http://www.katiejonesknit.co.uk/highland-fling**
Caption	Fig. 3 Katie Jones knitwear collection AW16 Highland Fling. Source: Katie Jones (2019)
Citation	**Katie Jones (2019) *AW16 Highland Fling*. Available at: http://www.katiejonesknit.co.uk/highland-fling [Accessed 23 August 2019].**

Image source	**https://www.flickr.com/photos/andrewneild/24837501267/**
Caption	Fig. 4 Camouflage and mimicry in butterfly wings: *Memphis philumena* P1160853. Source: Neild (2017). Reproduced under Creative Commons Licence CC BY-NC-ND 2.0

Citation	**Neild, A. (2017) Memphis philumena *P1160853*. Available at: https://www.flickr.com/photos/andrewneild/24837501267/ [Accessed 23 August 2019].**

You may wish to cite images from online magazines or exhibitions. Use the following as examples which follow the format appropriate for the source:

Image source	**https://purple.fr/diary/purple-x-adidas-originals/**
Caption	Fig. 5 Image of green Adidas originals ozweego with background of Jackie Kennedy exhibition. Source: Purple Fashion (2019)
Citation	**Purple Fashion (2019) Purple X Adidas Originals. [photograph] Photography by Olivier Zahm. *Purple Fashion*, 31 July. Available at: https://purple.fr/diary/purple-x-adidas-originals/ [Accessed 23 August 2019].**

Image source	**https://www.elle.com/uk/fashion/celebrity-style/g28853098/venice-film-festival-red-carpet/?slide=29**
Caption	Fig. 6 Embellished gold jumpsuit worn by Ruth Negga, Venice Film Festival 2019, September 2019. Source: Elle (2019)
Citation	**Elle (2019) Ruth Negga. [photograph] ©Getty Images. In: D. Murray, Venice Film Festival 2019: Best dressed stars. *Elle*, 2 September. Available at: https://www.elle.com/uk/fashion/celebrity-style/g28853098/venice-film-festival-red-carpet/?slide=29 [Accessed 3 September 2019].**

Image source	**https://timorissanen.files.wordpress.com/2011/09/yieldexhibition-catalogueIr.pdf**
Caption	Fig. 7 Men's zero waste coat, zero waste leggings, cotton/hemp denim scarf. Source: Rissanen (2011: 19). Reproduced with permission of Thomas McQuillan
Citation	**Rissanen, T. (2011) Men's zero waste coat. [photograph] ©Thomas McQuillan. In: H. McQuillan and T. Rissanen, eds. *Yield: Making fashion without making waste.* [exhibition catalogue] Available at: https://timorissanen.files.wordpress.com/2011/09/yieldexhibition-catalogueIr.pdf [Accessed 23 August 2019].**

You may wish to cite sources from subscription sites to which the university has access. Here are examples which follow the format appropriate for the source:

Examples:

Image source	**https://search.proquest.com/vogue/docview/2165563354/citation/63CB76774FC24F42PQ/9?accountid=10749**
Caption	Fig. 8 Marni sweater from summer collection. Source: Olins (2019)
Citation	**Olins, J. (2019) Bright Lights. [photograph] © Conde Nast. In: Practical magic. *Vogue*, 209(1), p. 85**.

Image source	**https://www.lsnglobal.com/macro-trends/article/24271/conscious-deceleration**
Caption	Fig. 9 The Tide at Greenwich Peninsula, designed by Diller Scofidio + Renfro, London. Source: McGregor and Smith (2019)
Citation	**McGregor, R. and Smith, J. (2019) Conscious deceleration. Hindsight. [photograph] *LS:N Global Macrotrends*, 20 June. Available at:**

	https://www.lsnglobal.com/macro-trends/article/24271/conscious-deceleration. [Accessed 23 August 2019].

Image source	**https://www-wgsn-com.ezproxy.bcu.ac.uk/content/board_viewer/#/84740/page/3**
Caption	Fig. 10 Gathered-ankle trouser as featured in Spring/Summer 20 Copenhagen Fashion Week. Source: WGSN (2019)
Citation	**WGSN (2019) The Gathered-Ankle Trouser. In: L. Yiannakou, Trousers & jumpsuits: key items fashion autumn/winter 20/21. *WGSN,* 9 Feb 2019. Available at: https://www-wgsn-com.ezproxy.bcu.ac.uk/content/board_viewer/#/84740/page/3 [Accessed 23 August 2019].**

You may wish to cite images from social media sites:

Image source	**https://www.instagram.com/p/BV-uNjeFnry/**
Caption	Fig. 11 Flowers at Bermondsey Square. Source: ElenaHowardPhotography (2017)
Citation	**ElenaHowardPhotography (2017) Flowers at Bermondsey Square. [photograph] *Instagram*, 30 June. Available at: https://www.instagram.com/p/BV-uNjeFnry/ [Accessed 23 November 2022].**

Image source	**https://www.pinterest.co.uk/pin/373869206545285116/**
Caption	Fig. 12. Lee Hewett's sideboard. Source: Hewett (2023)
Citation	**Hewett, L. (2023) This is a picture of the LOVEly stuff on my sideboard. [photograph] *Pinterest*. Available at: https://www.pinterest.co.uk/pin/373869206545285116 (Accessed: 15 August 2023).**

If you wish to include a photograph as a figure in your document, you should always ensure that you have the necessary permissions. Reproducing an artistic work without the permission of the copyright holder is an infringement of copyright. If you take a photograph of a painting in a modern art gallery, use of the photograph on the web is likely to be an infringement of copyright. However, not all modern art is still in copyright. Legislation protects the work for the life of the author plus 70 years. For example, Edvard Munch and Wassily Kandinsky both died in 1944 so copyright in their works has expired. Also, some art galleries in their terms and conditions permit photographs for private, non-commercial use for which use on a non-commercial blog would not be a breach of this condition. The Intellectual Property Office has published advice on Digital Images, Photographs and the Internet as a Copyright Notice here.

You are entitled to reproduce artistic work without permission if it is for the purposes of private research and study. One approach to reducing the risk of breaching copyright is to use images which hold a Creative Commons licence which allows reuse as long as the image creator is acknowledged. For example, many Flickr users have chosen to provide their images under the Flickr Creative Commons licence.

5.10.4 A medical image

Anatomical images can be viewed online through various commercial atlases of interactive images, freely available libraries of images and through projects resulting from the National Library of Medicine's Visible Human Data Set. The images can be cited to support your arguments.

The citation order is:



Examples:

Barclay, T. (2012) *Respiratory System*. Available at: http://www.innerbody.com/anatomy/respiratory [Accessed 30 July 2014].

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].

Example of referencing images from subscription atlases:

Anatomy.TV (2018) *Anatomy.TV, Powered by Primal Pictures*. Available through: https://www.anatomy.tv/new_home.aspx [Accessed 12 December 2018].

If you wish to include an image from one of these sources, the terms and conditions of the university's licence (for subscription products) or the terms and conditions (permissions) on the website mean that you must label the image and refer to it correctly - see section 5.10.3 an online image. Reproducing an image without the permission of the copyright holder is an infringement of copyright. However, you are entitled to reproduce an image without permission if it is for the purposes of private research and study as long as you acknowledge the source.

Examples:

Fig. 1 Movements of the knee joint. Reproduced from Anatomy.TV (2018) Courtesy and copyright Primal Pictures.

Fig. 2. Aortic zones for REBOA placement with overlying surface landmarks. Image courtesy of Visible Body (2018).

If you need to reference an individual patient's scan, the advice from the Department of Radiography is that you will need to anonymize the image to protect the individual, but you will also need to protect the Trust as well. Each image should be regarded as a publication in its own right.

In the text of your work, you would include as a citation for example **(Local Trust X, 2016)** i.e., the year the image was produced.

For your reference list this would appear as:

Local Trust X (2016) *80kV Chest* [Acquired from Local Trust X on 28th Nov 2017].

If you have images from the same year then you should use letters to differentiate them, i.e., 2017a, 2017b, 2017c etc.

If you do identify the Trust from an image or document that is not in the public domain, this will be deemed a technical fail and your work will be awarded a 1% nominal mark in line with the advice in section 1.4.2 on maintaining confidentiality.

5.10.5 An illustration or poster

Illustrations and posters should have an artist(s), date, title and location. The format will vary according to whether the artwork is in a museum or a personal collection, and whether the work was exhibited or created for a publication. It may also have dimensions and a copyright statement.

The required elements for a full reference where the work was created for a publication are:



Examples of work created for a publication:

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

Downton, D. (2004-2005) *The Art of Couture - Linda Evangelista* [for *V Magazine*, 32, Winter]. [illustration] Gouache and ink on paper. Artist's collection. © David Downton.

The required elements for a full reference where the work was created for an exhibition are:



Examples of exhibited or private work:

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

Codagnone, A. (1993) *Poster for ACT UP, New York*. [poster] 11 x 8.5 in. (27.9 x 21.6 cm) Courtesy the artist.

If the illustration appears in a book or journal, the required elements are for the book or journal in which the illustration appears.

Examples:

Abdelhalim, I. A. (2004) Front north-east elevation, Imam Mohamed ibn Saud Mosque, Riyadh, Saudi Arabia, 1998. [illustration] In: P. Richardson, *New Sacred Architecture*. London: Laurence King, p. 155.

Herzog & de Meuron (2017) Floor plans of Elbphilharmonie. [illustration] In: C. Jencks, Symphony of Pomo. *Architectural Review*, 1440, pp. 29-31.

If you refer to illustrations or posters in your text, the titles are always in italics, for example:

Paul Rand's celebrated poster *Eye-Bee-M* (1981) breaks down IBM's conventional logo into a rebus with the identifiable striped M.

You will find that any published work will have had to obtain permission of the illustrator, gallery or museum to reproduce the image and these details are given either below the image or in a separate list of picture credits, for example:

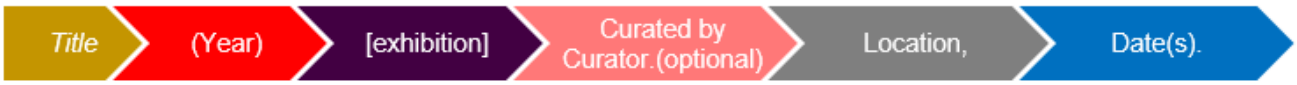
Source: Museum fur Gestaltung Zurich, Poster collection. ©ZHDK.

Including facsimiles of illustrations or posters as figures

If you wish to include a facsimile of an illustration or a poster as a figure in your work you will need to reference it following the guidance in section 5.10.3, a photograph available online. You will also need to label it and refer to it correctly - see section 2.14 on citing tables and figures. Reproducing an artistic work without the permission of the copyright holder is an infringement of copyright. However, you are entitled to reproduce artistic work without permission if it is for the purposes of private research and study.

5.10.6 An exhibition

Exhibitions are a primary way of exploring themes and sharing experiences in art and design. Exhibitions are held in specific locations at specific times and have specific titles. Some exhibitions demonstrate the work of one artist while others are curated and include the work of several artists. The required elements for a full reference are:



Examples:

***The Cheapside Hoard: London's lost jewels* (2013-2014) [exhibition] Curated by Hazel Forsyth. Museum of London, 10 October – 27 April.**

***Transplantation: An exhibition of narrative contemporary jewellery* (2012) [exhibition] Curated by Norman Cherry in conjunction with the Hub: National Centre for Craft & Design and the University of Lincoln. Bluecoat Display Centre, Liverpool. 18 May – 23 June.**

***Shakespeare in South Asia* (2017) [exhibition] Curated by Islam Issa. Shakespeare Birthplace Trust, Stratford-upon-Avon, 26 May – 8 September.**

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

Refer to the title of the exhibition in *italics* in the text of your work, for example:

Emerging from a collaboration between jewellery artist Zoe Robertson and dance artists Natalie Garrett Brown and Amy Voris, *FlockOmania* (2015) created an immersive environment, positioning visitors as co-creators of the work through their dialogue with bodies and objects.

5.10.7 An installation

You need to credit the artist, the title of the installation, the venue and the date that it was viewed. Photographs will have been taken of the installation, but it is the artist of the work that you need to cite and the venue that was inspired to display the work.

The required elements for a full reference are:



Examples:

Cummins, P. and Piper, T. (2014) *Blood-swept Lands and Seas of Red.* [installation] Tower of London, London, 17 July – 11 November.

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

Dupre, F. (2011) *Autre Mers (Other Seas)*. [installation] Women's Library, London Metropolitan University, London, 26 May - 1 October.

Hatoum, M. (2010-2011) *Keeping It Real: An exhibition in 4 acts. Act 3: Current disturbance*. [installation] Whitechapel Gallery, London, 17 December – 6 March.

The installation may be part of a collection that has been curated, in which case include these elements:



Example:

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.

In the text of your work, you will need to refer to the installation in italics, for example:

Hatoum has used sound in her artworks to elicit emotional response from the viewer, most notably in *Home* (1999) and *Current Disturbance* (2010-11).

5.10.8 A sculpture

For sculptures, the required elements for a reference are:



Examples:

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

Donatello (1445-50) *Gattemelata.* [bronze] Height 3.4 m. Piazza del Santo, Padua.

If a sculpture is not on public display but previously formed part of an exhibition, then this should also be included in the reference. Use the same format as for installation:



For example:

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

5.10.9 A map

The required elements for a reference are:

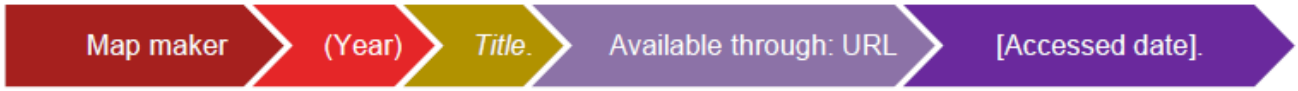


For example:

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

Digimap maps

For maps created in Digimap, the format required is:



In the text of your report you would write, for example:

Ordnance Survey digital maps (EDINA Digimap Ordnance Survey Service, 2018) were used to select 34 woodland patches within agricultural land in central Scotland. All woodland patches were at least 60 years old (EDINA Historic Digimap Service, 2018) and more than 1 km from each other.

Fig.1 shows central Scotland showing locations of woodlands (map produced using Carto, EDINA Digimap Ordnance Survey Service).

Your reference list would then read:

EDINA Digimap Ordnance Survey Service (2018) *Digimap Roam*. Available through: http://digimap.edina.ac.uk [Accessed 21 August 2018].

EDINA Historic Digimap Service (2018) *Ancient Roam*. Available through: http://digimap.edina.ac.uk [Accessed 21 August 2018].

Google Earth maps

The elements for digital maps such as Google Earth are the same as the above:



Example:

Google Earth (2010) *Locations of the Wind Observations across Dublin City.* Available through: http://www.google.com/earth/index.html [Accessed 16 July 2013].

As a figure below the image in the text of your work the reference would appear as:

Fig. 3 Satellite image of Dublin city, indicating the relative positions of the observation locations across Dublin City (Google Earth, 2010) Source: Dublin. 53020'22.80''N and 6017'02.11''W. Google Earth, November 30 2008.

5.11 Referencing Websites, AI, Blogs and Social Media

5.11.1 A website

For whole websites the required elements for a reference are:



For example:

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].

National Perinatal Epidemiology Unit (2013) *Birthplace in England Research Programme (Birthplace)*. Available at: https://www.npeu.ox.ac.uk/birthplace [Accessed 25 August 2020].

World Health Organization (2014) *Global Health Observatory Data Repository.* Available at: http://www.who.int/gho/database/en/ [Accessed 23 December 2014].

If you are using your own computer, then it is good practice to save every useful page in your "Favourites" folder. If you 'right click' with your mouse on the link to the website, you can find the date when you accessed that page in the General tab under properties.

5.11.2 Generative artificial intelligence (AI)

If the use of generative AI has been approved as a source of information for the assessment, you should acknowledge its use in the text of your work using the citation format (AI tool provider, year).



Examples:

ChatGPT (OpenAI, 2023) was given three prompts to explore both general and specific aspects of plastic surgery.

ChatGPT is a trained model that interacts in a dialogue format, answering questions in detail and completing instructed requests in a prompted fashion (OpenAI, 2023). The following section includes the responses received from ChatGPT to interview questions.

The reference should be in the format:

OpenAI (2023) *ChatGPT*. Response to prompt made by Isabel Gupta, 4 May 2023, 11.58am.

Reproduce the response either in the methodology section of your assessment or as supplementary material in an Appendix. Clearly identify the response by using indentation. Please follow the guidelines in the assignment brief.

If you have used generative AI for your initial research, you should include text such as this in your methodology section or at the top of your references and reference its use using the formats above.

[AI tool] was used on [date at time] using the following prompt to write the [introduction] section: 'insert the prompt that was used'.

5.11.3 A blog

As blogs contain the opinions of their author, use them in conjunction with other academic sources to support your argument. Many postings are created by authors who give aliases or just their first names.

The required elements for a reference are:



For example:

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].

Mureithi, A. (2024) How the UK government rebranded protest as extremism. *openDemocracyUK*. [blog] 11 March. Available at: https://www.opendemocracy.net/en/uk-palestine-protesters-extremism-islamophobia-gove-makram-ali/ [Accessed 20 August 2024].

Wall of Sound (2007) Rocking around the clock: teenage dance fads 1955 to 1965. *Wall of Sound.* [blog] 19 September. Available at: https://wallofsound.wordpress.com/2007/09/19/rocking-around-the-clock-teenage-dance-fads-1955-to-1965/ [Accessed 11 May 2016].

A blog comment

The elements required to reference a comment written on a blog by a third party are:



For example:

Bradshaw, R. (2024) How the UK government rebranded protest as extremism: comment. *openDemocracyUK*. [blog] 11 March. Available at: https://www.opendemocracy.net/en/uk-palestine-protesters-extremism-islamophobia-gove-makram-ali/ [Accessed 20 August 2024].

5.11.4 A social media post

As social networking websites require registration and acceptance by other members, use the main website name as in the examples below. You may wish to include any discussion you are referring to in an appendix to your work so that it can be viewed. You need to include the date of the publication so that the item can be found. There is not always a post title so take the first words from the post so that the title makes sense.

The required elements for a reference are:



If it is not possible to access the source directly, use “Available through:” instead of “Available at:”. You may also wish to include the source you are referring to in an appendix to your work so that it can be viewed.

For example:

Birmingham City University (2020) University donates over 1000 pieces of PPE to help fight against COVID. *X*, 3 April. Available at: https://x.com/BCUPressOffice/status/1246088153724858368 [Accessed 20 August 2024].

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].

Music of the Unseen (2022) Charles Stepney and David Axelrod. *Facebook*, 18 August. Available at: https://tinyurl.com/mvvat8tc (Accessed 12 September 2022).

5.11.5 An email discussion list correspondence

For personal email correspondence, use the advice in section 5.7.4 on personal communication.

For mail correspondence that is in the public domain by appearing in discussion groups, electronic conferences, presentation sharing sites or bulletin boards, the elements for a reference are:



Examples:

Ashford, G. (2020) An accurate way to see which 4g mast you're connecting to. *ISP Review*, 28 April. Available at: https://www.ispreview.co.uk/talk/threads/an-accurate-way-to-see-which-4g-mast-youre-connecting-to.36119/ [Accessed 28 August 2021].

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

5.12 Referencing Datasets, Software, Games and Apps

5.12.1 A dataset

A dataset is a collection of data that usually needs to be downloaded from a website. It may be freely available or available as part of a subscription service. Google now has a dataset search option https://datasetsearch.research.google.com/. Use this format:



Examples are:

Bank of England (2016) *A Millennium of Macroeconomic Data*. [dataset] Available at: https://www.bankofengland.co.uk/statistics/research-datasets [Accessed 28 August 2021].

Canal and River Trust (2018) *Locks.* [dataset] Available at: https://data-canalrivertrust.opendata.arcgis.com/datasets/locks-public/data [Accessed 21 May 2021].

National Cancer Registration and Analysis Service {2020) *Cancer Survival in England: Adult, stage at diagnosis, childhood and geographical patterns.* [dataset] Available at: https://www.cancerdata.nhs.uk/survival/cancersurvivalengland [Accessed 28 August 2021].

5.12.2 A computer software program

Details of software used are introduced in a section on data analysis or methods used. Articles do not always include a citation to software, assuming that the software is common knowledge. Examples are:

All survey data were analysed using SPSS v 29.0.0.

Transcripts were imported to qualitative data analysis software NVivo version 14 for management and coding.

The required elements for a reference are:



Examples:

Dassault Systèmes (2022) *Abaqus Unified FEA: Abaqus 2022.* [computer software] Available through: https://www.3ds.com/products-services/simulia/products/abaqus/latest-release/ [Accessed 28 August 2022].

IBM (2023) *SPSS Statistics: Version 29.0.0.* [computer software] Available through: https://www.ibm.com/docs/en/spss-statistics/29.0.0 [Accessed 30 August 2023].

Lumivero (2023) *NVivo: Version 14*. [computer software] Available through: https://lumivero.com/products/nvivo/ [Accessed 30 August 2023].

5.12.3 A video game

In the text of your work, video games are always in italics. The required elements for referencing a video game are:



Examples:

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

Ubisoft (2010) *Assassin's Creed: Brotherhood* [game, PS3] Ubisoft Montreal, Canada. (Product number 300031100).

5.12.4 A mobile app

The required elements for a reference are:



Example:

King.com (2022) *Candy Crush Saga (1.235.1.1).* [app, Apple iOS] Available at: https://apps.apple.com/app/id553834731 [Accessed 28 August 2022].

Index

Abbreviations, 26
Act of Parliament
  before 1963, 59
Acts of Parliament, 58
American states, 36
Anatomical images, 114
Annual reports, 77
  online in pdf, 77
Anonymised material, 7
Anonymous works, 32
App, 126
Archives, 92
Articles
  journal articles, 48
  magazine articles, 51
  newspaper articles, 52
  online newspaper articles, 53
  online-only journal articles, 49
Audio CDs, 95
Audio stream, 97
Authors
  institutional authors, 32
  missing, 16
  more than 10 in your reference list, 31
  same year, same author, 31
  secondary elements, 30
  works with no author, 32
Authors - citing multiple authors, 13
Authors with same viewpoint, 13
Availability details, 37
Bates Visual Guide to Physical Examination, 104
Bible, 43
Bibliography, 8
Blog comments, 122
Blogs, 122
Book chapters, 42
Books, 39
  edited, 41
  multiple authors, 39
  translated, 36
Brackets, use of, 27
British Standards, 85
Bulletin Boards, 123
Capitalization, 26
Case law
  before 2001, 62
  since 2001, 61
Case law with a neutral citation, 63
CD notes, 98
CDs
  sound recordings, 95
Chair
  Command Papers, 69
  Departmental papers, 71
  House of Commons or House of Lords papers, 67
Chapters of books, 42
Citations
  differences between referencing styles, 3
  direct, 12
  indirect, 12
  page numbers in, 18
  secondary, 20

Index

Citing several sources at the same time, 13
Classic plays, 43
Classic poetry, 43
Classic works
  translated, 36
Classic works which are edited, 41
Cochrane database, 50
Command papers, 69
Common knowledge, 5
Comparison of Harvard standards, 3
Computer games, 126
Computer software, 125
Conference papers, 55
Conference proceedings, 55
Confidentiality, 7
Corporate authors, 39
Creators, 30
Data order, 30
Date, 33
Dates
  missing, 17
Diagrams, 23
Dictionaries, 44
  article online, 46
  articles, 46
  online, 44
Dictionary entries online, 45
Digimap, 119
Digital maps, 119
Digital Theatre Plus, 109
  interviews, 105
  live performances online, 105
  videos, 105, 109
Direct citation, 12
  several sources, 13
Directives, 64
Directors
  feature films, 101
Discussion boards, 89
Discussion lists, 123
Dissertations, 81
Dissertations online, 81
DOI, 37, 49
Downloads
  ebooks, 40
  music downloads, 97
Drawings, 110
DVD extras, 101
DVDs
  feature films, 101
  sound recordings, 95
Ebook readers, 40
Ebooks, 40
  pagination, 40
Edition, 35
Electronic books. See Ebooks
Emails, 90
Encyclopaedia entries online, 45
Encyclopaedias, 44
  entries, 46
  online, 44
EndNote, 9

Index

Episodes of a radio series, 99
Episodes of a television series, 102
Et al.
  use in reference list, 31
  use when citing, 13
European Parliament documents, 71
European Union documents, 71
European Union legislation, 64
Example reference list, 28
Exhibitions, 117
Facebook, 123
Facsimiles
  published music, 95
Feature films, 101
Films, 101
Foreign language works, 34
Forthcoming books and book chapters, 91
Forthcoming journal articles, 50
Forum postings, 89, 123
Google Earth, 119
Government department paper, 71
Government publications
  Command Papers, 69
  House of Commons/House of Lords papers, 67
  Select Committee reports, 67
Hansard, 67, 77, 88, 94, 101, 110, 121
  citing, 24
  Public Bill Committee entries, 75
  Standing Committee entries, 76
  Westminster Hall entries, 74
  written questions and answers, 74
  written statements, 73
House of Commons Papers, 67
House of Lords papers, 67
In press
  books, 91
  journal articles, 50
Indirect citation
  same author, sources from different years, 14
Indirect citations
  several sources, 13
Indirect citations in text, 12
Installations, 117
Institutional authors, 15
Interviews, 82
  online, 83
ISBN, 37
Issue information, 37
Italics, 26
iTunes, 97
Journal articles, 48
  online only with DOI, 49
  online only, no print equivalent, 49
Journal articles pre-published online, 50
Kindle, 40
Law reports
  since 2001 with neutral citation), 61
Law reports (before 2001), 62
Lecture notes, 88
Legal sources, 62
Legislation
  acts of UK Parliament, 58

Index

European Union, 64
statutory instruments, 60
Lines in plays, 19
Lines in poems, 20
LinkedIn videos, 104
Live music, 96
Live performances, 108
video, 109
Magazine articles, 51
Mailing lists, 123
Maps, 119
Market research reports, 80
Medical images, 114
Medium, 34
Missing authors, 16
Missing dates, 17
Missing details, 5
Mobile app, 126
Moodle, 88
Multiple authors
citing, 13
reference list, 31
Multiple authors - books, 39
Multiple works
same author, same year in the reference list, 31
same author, same year, citing, 14
Multi-volume work
chapter authors, 35
Music, 94
Music downloads, 97
Music scores, 94
National curriculum, 83
previous versions, 84
Neutral citation, 61
Newspaper articles, 52
online, 53
Non-Roman script, 38
Numbers, 26
Online journal articles
no print equivalent, 49
no printed version but with DOI), 49
Online newspaper article, 53
Online photographs, 111
Online radio programmes, 99
Online television programme extract, 103
Page numbers
use of, 18
Paintings, 110
Patents, 85
Personal communications, 90
Phone conversations, 90
Photographs, 111
Photographs from the internet, 111
Place of publication, 36
missing, 6
Plagiarism, 2
Plays, 43
Podcasts, 98
Poetry, 43
Preprint, 92
Pre-publication articles, 50
Presentation sharing sites, 123

Index

Press releases, 87
Principles of referencing, 30
Programme notes, 108
Publisher details, 36
Publisher missing, 36
Punctuation, 27
Quotations from plays and poetry, 19
Quoting, 18
Quran, 43
Radio programmes, 98
  online, 99
Radio series episodes, 99
Reference list arrangement, 28
Reference list example, 28
Reference management software, 9
Religious texts, 43
Reports
  market research reports, 80
  printed reports, 77
  technical reports, 78
Reports in pdf, 77
Reviews, 53
Revisions, 35
Scores, 94
  online scores, 94
Sculptures, 118
Secondary referencing, 20
Select Committee reports, 67
  Written evidence, 68
Sequence of data, 30
Series, 37
Shakespeare, 43
Sine loco, 36
Sine nomine, 36
Size, 38
Social media, 123
Software, 125
Sound recordings, 95
Speeches, 87
Spotify, 97
Standards, 85
  available online, 86
Statutory instruments, 60
Streamed videos, 105
Tables, 21
Technical reports, 78
Telephone conversations, 90
Television programmes, 101
  extract online, 103
  online, 102
Television series episodes, 102
Theatre programmes, 109
Theses, 81
Theses online, 81
Title, 33
Title first, use of, 32
Translations, 34
Transliterated sources, 38
Treaties, 65
Twitter, 123
Unpublished books, 91
Unpublished journal articles, 50

Index

Unpublished material (held in an archive), 92
Unreported cases, 62
Use of lower case letters, 14
Video games, 126
Video podcast, 103
Videos
  feature films, 101
  sound recordings, 95
  streamed videos, 105
Virtual learning environments
  entire module, 88
  lecture notes, 88
  lecture slides, 89
Vodcast, 103
Web sites, 121
Wikipedia, 45
Written answers
  European Parliament, 71
  UK Parliament, 74
Written evidence, 68
YouTube, 105