# Harvard Referencing: Concise Guide

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1. Introduction

This guide provides a concise definition of the different forms of reference used in the BCU Harvard Referencing standard. It is not completely comprehensive and for most cases only provides a single example of each form of reference.

The full guide is available as a pdf from http://www.bcu.ac.uk/library/services-and-support/referencing which contains additional information, including advice on citing and style guidelines.

This guide uses a visual format to define the different forms of reference with a consistent use of colours. Most of the textual elements of this format are self-explanatory or can be worked out from the examples provided. In brief:

- A slash, /, means “or” and separates alternatives.
- Some additional remarks, such as (optional) and (if not first), are given in round brackets.
- Round brackets are also sometimes used to denote alternatives, such as (Day and) Month.
- Authorship refers to a single author or multiple authors or an institutional author.
2. Referencing Printed Books and Reports

2.1 A printed book

Authorship (Year) Title Edition (if not first) Place of publication: Publisher.


2.2 An edited book

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


2.3 A chapter in an edited book


2.4 A play or poem

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


A classic play or poem
2.5 A religious text


2.6 A printed journal article


2.7 A magazine article


2.8 A printed newspaper article


2.9 A conference proceedings

© Birmingham City University

2.10 A conference paper


2.11 A printed report


2.12 A technical report


2.13 A dictionary or encyclopaedia


An article in an edited dictionary or encyclopaedia

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2.14 A dissertation or thesis


3. Referencing Electronic Sources

3.1 An electronic book


An electronic book for a specific e-reader


3.2 An online journal article

An online journal article with a DOI


An online journal article without a DOI

A review in the Cochrane Database of Systematic Reviews


A pre-published journal article


3.3 A report

An electronic report (in pdf format)


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


An online market research report


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


**NICE Guidelines**


**3.4 A conference proceedings available online**

3.5 A paper in a conference proceedings available online


3.6 An online newspaper article


3.7 A website


3.8 A social media post

Blagrove, R. (2018) Minimalist shoe walking is as effective as foot strengthening exercises in increasing foot muscle size and strength. Twitter, 16 August. Available at: https://twitter.com/rich_blagrove [Accessed 21 August 2018].

3.9 A blog

A blog comment

Authorship (Year) → Blog entry: comment. → Blog Title. → [blog] → Day and Month. → Available at: URL → [Accessed date].


3.10 An email discussion list correspondence


3.11 A dictionary or encyclopaedia available online

Authorship (Year) → Title of Dictionary. → Place of publication: → Publisher. → Available at/through: URL → [Accessed date].


A dictionary or encyclopaedia entry available online

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


3.12 A dissertation or thesis available online

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


3.13 A press release

<table>
<thead>
<tr>
<th>Authorship</th>
<th>(Year)</th>
<th>Title.</th>
<th>[press release]</th>
<th>Day and Month.</th>
<th>Available at: URL</th>
<th>[Accessed date].</th>
</tr>
</thead>
</table>


3.14 A speech transcript

<table>
<thead>
<tr>
<th>Speaker</th>
<th>(Year)</th>
<th>Title,</th>
<th>Location,</th>
<th>Day and Month.</th>
<th>Available at: URL</th>
<th>[Accessed date].</th>
</tr>
</thead>
</table>


4. Referencing Audio Visual and Multimedia Sources

Audio

4.1 A podcast

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

### 4.2 A sound recording

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

### 4.3 A music download

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

### 4.4 An audio streamed musical piece

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

### 4.5 A CD/DVD note

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

### 4.6 A radio programme

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

© Birmingham City University
'Aspirations of seven-year-olds, pay scales, opera divas: what do seven-year-olds want to be when they grow up?’, *Woman’s Hour* [radio programme] Produced by Ruth Watts. BBC, UK, 10.00, 26 September 2012, BBC Radio 4, 58 mins.

**A radio programme available online**


**Performance**

4.7 **A live music performance**


4.8 **A live performance (non-musical)**


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

Visual

4.9 A painting or drawing

<table>
<thead>
<tr>
<th>Artist(s)</th>
<th>(Year(s) of production)</th>
<th>Title</th>
<th>[medium]</th>
<th>Dimensions</th>
<th>Gallery where exhibited</th>
</tr>
</thead>
</table>


4.10 A photograph

<table>
<thead>
<tr>
<th>Artist(s)</th>
<th>(Year)</th>
<th>Title</th>
<th>[medium]</th>
<th>Dimensions</th>
<th>© copyright statement</th>
<th>Photo: courtesy collection</th>
</tr>
</thead>
</table>

Parr, M. (1977) Jubilee Street Party, Elland, Yorkshire. [black and white print] 30.5 x 22.9 cm image on 40.6 x 30.5 cm paper. © the artist and Magnum Photos. Photo: courtesy Magnum Photos.

4.11 A photograph available online

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


4.12 A medical image

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


4.13 An illustration or poster

<table>
<thead>
<tr>
<th>Artist(s)</th>
<th>(Year)</th>
<th>Title</th>
<th>[for Publication] (optional)</th>
<th>[medium]</th>
<th>Dimensions (optional)</th>
<th>Location</th>
<th>Copyright statement (optional)</th>
</tr>
</thead>
</table>

### 4.14 An exhibition


### 4.15 An installation


### 4.16 A sculpture


4.17 A map

Map maker (Year) Title, Sheet number, Scale, Place of publication: Publisher.


A digital map

Map maker (Year) Title, Available through: URL [Accessed date].


Moving image

4.18 A film

Title [feature film] Directed by Director. Production Company, Country of production, Year. Duration.


4.19 A television programme

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


An episode of a television series

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

'Midwife in the making', *The Midwives* [television programme] Produced and directed by Kate Walker. BBC, UK, 21:00, 23 September 2012, BBC 2, 60 mins.

A television programme available online

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

An extract of a television programme available online


4.20 A vodcast


4.21 An educational video


4.22 A streamed video (e.g. YouTube)

Multimedia

4.23 A video game

Creator (Year) Title [game, platform] Publisher, Country of publication (Product code).


4.24 A computer software program

Institution (Year) Title (Version). [computer software] Place of publication: Distributor.


Institution (Year) Title (Version). [computer software] Available at/through: URL [Accessed date].


4.25 A mobile app

Creator (Year) Title (Version). [app, operating system/platform] Available at/through: URL [Accessed date].


5. Referencing Music

5.1 A musical score

Composer (Publication year) Title Edited by Editorship. Place of publication: Publisher.

5.2 A facsimile of published music

For facsimiles of music, you will need to provide the date of the facsimile edition as well as the date of the original.


5.3 An online score


5.4 A sound recording


5.5 A live music performance


A programme note

5.6 A music download


5.7 An audio streamed musical piece


5.8 A CD/DVD note


6. Referencing Other Sources

Hansard

Note: All Hansard references, apart from written questions and answers, conform to the UK Government’s Factsheet G17 ([http://www.parliament.uk/documents/commons-information-office/g17.pdf](http://www.parliament.uk/documents/commons-information-office/g17.pdf)). They should appear in citations preceded by *Hansard* and followed by the formats below and not in the reference list.

6.1 A Hansard entry

HC Deb 24 May 2005 vol 434 c661
HL Deb 3 February 1977 vol 389 cc973-974
6.2 A Hansard written statement

HC Deb 17 December 1996 vol 596 cc18-19WS

6.3 A Hansard written question or answer


6.4 A Hansard entry from Westminster Hall

HC Deb 12 July 2017 vol 627 c159WH

6.5 A Hansard Public Bill Committee entry

Standard format:

Digital Economy Bill Deb 28 November 2016 cc1268-1368

Abbreviated format:

PBC Deb (Bill 87) 28 November 2016 cc1268-1368
6.6 A Hansard Standing Committee entry

SC Deb (A) 13 June 1996 c301

Referencing legal and governmental sources

6.7 A recent act of UK Parliament

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


6.8 An act of UK Parliament before 1963

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

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


6.9 A Statutory Instrument

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


6.10 A legal case in England and Wales since 2001 with a neutral citation

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

Case name [Year] UKHL / UKPC / UKSC Number, [Year]/(Year) Volume Report abbreviation First page
6.11 A legal case in England and Wales before 2001

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

6.12 A House of Commons or House of Lords paper


Written or oral evidence


6.13 A UK Government Command Paper

6.14 A UK Government departmental paper


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


6.16 A European Union document not in the Official Journal


**Referencing unpublished sources**

6.17 Notes of a lecture

6.18 Material in a virtual learning environment


**A lecture section on a virtual learning environment**


**Slides of a lecture on a virtual learning environment**


**A forum posting or a discussion board**


6.19 A written personal communication

6.20 A personal communication via email


6.21 A forthcoming publication

A forthcoming book


A forthcoming book chapter


6.22 A piece of archive material

Birmingham Municipal School of Art (1885-1888) *School of Art Management Sub-Committee Minutes, Vol. 1*. [manuscript] Birmingham City University Art and Design Archives, SA/AD/2/1. Birmingham: Birmingham City University Art and Design Archives.

6.23 An interview


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

**A recorded interview available online**

<table>
<thead>
<tr>
<th>Interviewee</th>
<th>(Year)</th>
<th>Title</th>
<th>[video]</th>
<th>Interviewed by Interviewer(s)</th>
<th>at Location, Day and Month.</th>
<th>Available at: URL</th>
<th>[Accessed date]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yuzna, B. (2015) <strong>ScratchTVBCU Brian Yuzna Interview.</strong> [video] Interviewed by Chrissy Hall at Birmingham City University, Birmingham, 4 November. Available at: <a href="https://www.youtube.com/watch?v=yhUWxkGEdNg&amp;list=PLpQuPYCyuS5pgNidr4yx-CZ2hY5i8PqDn&amp;index=12">https://www.youtube.com/watch?v=yhUWxkGEdNg&amp;list=PLpQuPYCyuS5pgNidr4yx-CZ2hY5i8PqDn&amp;index=12</a> [Accessed 31 May 2016].</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6.24 The national curriculum

**The current national curriculum**

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

**A former national curriculum**

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

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


6.26 A standard


A standard available online