



Birmingham City University

Harvard Referencing: Concise Guide



Contents

1. Introduction.....	3	4.8 An online journal article with a DOI.....	7
2. Referencing Printed Books and Reports.....	4	4.9 A journal article pre-published online.....	7
2.1 A book.....	4	4.10 An article in a conference proceedings available online ..	8
2.2 An edited book.....	4	4.11 An online newspaper article.....	8
2.3 A chapter in an edited book.....	4	4.12 An email discussion list correspondence.....	8
2.4 A conference proceedings.....	4	4.13 A social networking website entry.....	8
2.5 A printed report.....	5	4.14 A blog.....	9
2.6 A technical report.....	5	4.15 A blog comment.....	9
3. Referencing Printed Articles in Periodicals.....	5	5. Referencing Audiovisual Media.....	9
3.1 A printed journal article.....	5	5.1 A film.....	9
3.2 A conference paper.....	5	5.2 A radio programme.....	9
3.3 A magazine article.....	5	5.3 An episode of a radio series.....	9
3.4 A printed newspaper article.....	6	5.4 A radio programme available online.....	10
4. Referencing Electronic Sources.....	6	5.5 A television programme.....	10
4.1 A website.....	6	5.6 An episode of a television series.....	10
4.2 An electronic book.....	6	5.7 A television programme available online.....	10
4.3 An electronic book for a specific e-reader.....	6	5.8 An extract of a television programme available online.....	11
4.4 An electronic report (in pdf format).....	6	5.9 A podcast.....	11
4.5 A market research report from an online database.....	7	5.10 A vodcast.....	11
4.6 A publication available from a website (not a pdf).....	7	5.11 A streamed video (e.g. YouTube).....	11
4.7 An online journal article.....	7	5.12 A video game.....	11
		6. Referencing Music.....	12
		6.1 A sound recording.....	12

6.2 A programme note.....	12	9.1 A recent act of UK Parliament.....	17
6.3 A CD/DVD note.....	12	9.2 An act of UK Parliament before 1963.....	17
6.4 A musical score.....	12	9.3 A Statutory Instrument.....	17
6.5 A facsimile of published music.....	12	9.4 A legal case in England and Wales since 2001 with a neutral citation.....	18
6.6 An online score.....	13	9.5 A legal case in England and Wales before 2001.....	18
6.7 A live music performance.....	13	9.6 A House of Commons or House of Lords paper.....	18
6.8 A music download.....	13	9.7 A UK Government Command Paper.....	18
6.9 An audio streamed musical piece.....	13	9.8 A UK Government departmental paper.....	19
7. Referencing Visual Sources.....	13	10. Referencing Other Sources.....	19
7.1 An exhibition.....	13	10.1 A piece of archive material.....	19
7.2 An illustration or poster.....	14	10.2 A dictionary or encyclopaedia.....	19
7.3 An installation.....	14	10.3 A dictionary or encyclopaedia available online.....	19
7.4 A map.....	14	10.4 A dictionary or encyclopaedia entry available online.....	19
7.5 A digital map.....	14	10.5 An article in an edited dictionary or encyclopaedia.....	20
7.6 A medical image.....	15	10.6 A dissertation or thesis.....	20
7.7 A painting or drawing.....	15	10.7 A dissertation or thesis available online.....	20
7.8 A photograph.....	15	10.8 Legislation in the Official Journal (OJ) of the European Union.....	20
7.9 A photograph available online.....	15	10.9 A European Union document not in the Official Journal.....	21
7.10 A sculpture.....	15	10.10 An interview.....	21
8. Referencing Hansard.....	16	10.11 A recorded interview available online.....	21
8.1 A Hansard entry.....	16	10.12 A live performance (non-musical).....	21
8.2 A Hansard written statement.....	16	10.13 A speech transcript.....	21
8.3 A Hansard written question or answer.....	16	10.14 A press release.....	22
8.4 A Hansard entry from Westminster Hall.....	16	10.15 A play or poem.....	22
8.5 A Hansard public bill committee entry.....	16	10.16 A classic play or poem.....	22
8.6 A Hansard Standing Committee entry.....	17	10.17 The current national curriculum.....	22
9. Referencing Other Legal and Governmental Sources.....	17		

10.18 A former national curriculum.....	22
10.19 A religious text.....	23
10.20 A patent	23
10.21 A standard.....	23
10.22 A standard available online.....	23
11. Referencing Unpublished Sources	24
11.1 Notes of a lecture.....	24
11.2 A module on a virtual learning environment.....	24
11.3 A lecture section on a virtual learning environment	24
11.4 Slides of a lecture on a virtual learning environment	24
11.5 A forum posting or a discussion board	24
11.6 A written personal communication	25
11.7 A personal communication via email	25
11.8 A forthcoming publication	25

- 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.

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 <https://icity.bcu.ac.uk/Library-and-Learning-Resources/Referencing/harvard-referencing> which contains additional information, including advice on citing and style guidelines.

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

2. Referencing Printed Books and Reports

2.1 A book



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

2.2 An edited book



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

2.3 A chapter in an edited book



Harte, D., Gough, K. and Jackson, V. (2014) "I think it's mad sometimes" - unveiling attitudes to identity-creation and network-building by Media Studies students on Facebook. In: M. Kent and T. Leaver, eds. *An Education in Facebook? Higher education and the world's largest social network*. Abingdon: Routledge, pp. 132-141.

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

2.4 A conference proceedings



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

2.5 A printed report



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

2.6 A technical report



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

3. Referencing Printed Articles in Periodicals

3.1 A printed journal article



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.

3.2 A conference paper



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

3.3 A magazine article



Archer, C. (2008) Turning forgery into freedom. *Print Week*, 8 May, pp. 24-25.

3.4 A printed newspaper article



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

4. Referencing Electronic Sources

4.1 A website



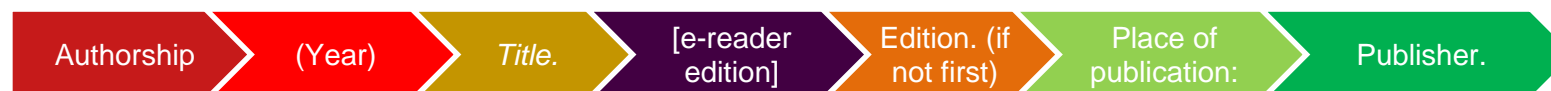
National Perinatal Epidemiology Unit (2013) *Birthplace in England Research Programme (Birthplace)*. Available at: <https://www.npeu.ox.ac.uk/birthplace> [Accessed 25 July 2013].

4.2 An electronic book



McCormick, K., Salcedo, J. and Poh, A. (2015) *SPSS for Dummies*. [e-book] 3rd edn. Hoboken, NJ: Wiley. Available through: <http://eu.wiley.com/WileyCDA/WileyTitle/productCd-1118989015.html> [Accessed 26 August 2015].

4.3 An electronic book for a specific e-reader



Roberts, D. (2002) *Shattered Bonds: The color of child welfare*. [Kindle edition] New York: Basic Books.

4.4 An electronic report (in pdf format)



Bank of England (2017) *Inflation Report, August 2017*. [pdf] London: Bank of England. Available at: <http://www.bankofengland.co.uk/publications/Documents/inflationreport/2017/aug.pdf> [Accessed 7 August 2017].

4.5 A market research report from an online database



MarketLine (2016) *Construction Materials in the United Kingdom, October 2016*. [pdf] London: MarketLine. Available through <http://advantage.marketline.com> [Accessed 8 August 2017].

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



National Institute for Health and Care Excellence (2011) *Hip Fracture: Management* (NICE Clinical Guideline 124). Available at: <https://www.nice.org.uk/guidance/cg124> [Accessed 9 August 2016].

4.7 An online journal article



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].

4.8 An online journal article with a DOI



Hussein, M., Egan, H. and Mantzios, M. (2017) Mindful construal diaries: a less anxious, more mindful, and more self-compassionate method of eating. *SAGE Open*, 7(2). Available at: <http://dx.doi.org/10.1177/2158244017704685>.

O'Mathúna, D. P. and Ashford, R. L. (2014) Therapeutic touch for healing acute wounds. *Cochrane Database of Systematic Reviews*, Issue 7, Article No. CD002766. Available at: <http://dx.doi.org/10.1002/14651858.CD002766.pub3>.

4.9 A journal article pre-published online



Cannaby, A. M., Gkantaras, I., Finn, A., Foreman, B., Butler, G., Topping, A. and Gray, R. (2017) Implementing a nursing systems framework in a developing country. *International Nursing Review*, in press. Available at: <http://dx.doi.org/10.1111/inr.12380>.

4.10 An article in a conference proceedings available online



Lane, P. C. R., Sozou, P. D., Addis, M. and Gobet, F. (2014) Evolving process-based models from psychological data using genetic programming. In: *Proceedings of the 50th Anniversary Convention of the AISB*. Goldsmiths University of London, 1-4 April 2014. Available at: <http://doc.gold.ac.uk/aisb50/AISB50-S06/AISB50-S6-Lane-paper.pdf> [Accessed 9 July 2015].

4.11 An online newspaper article



Andrews, K. (2015) Racism is still alive and well, 50 years after the UK's Race Relations Act. *The Guardian*, 8 December. Available at: <https://www.theguardian.com/commentisfree/2015/dec/08/50-anniversary-race-relations-act-uk-prejudice-racism> [Accessed 28 July 2016].

4.12 An email discussion list correspondence



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

4.13 A social networking website entry



Robinson, D. (2014) Justin Bieber should try this bridge jump. *Facebook*, 23 August. Available at: https://www.facebook.com/permalink.php?story_fbid=10152174268986511&id=127722887255489 [Accessed 16 October 2014].

4.14 A blog



Yorke, J. (2015) The Meriam Ibrahim case: a general overview. *Human Rights Blog*. [blog] 19 June. Available at: <http://jonyorkehumanrights.blogspot.co.uk/2015/06/islam-and-death-penalty.html> [Accessed 31 July 2015].

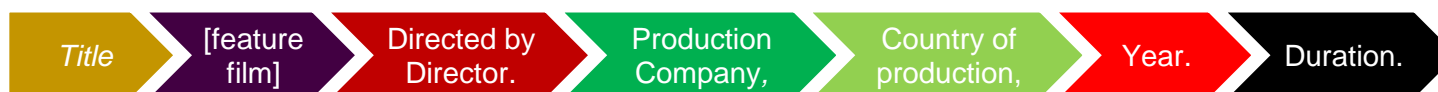
4.15 A blog comment



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

5. Referencing Audiovisual Media

5.1 A film



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

5.2 A radio programme



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

5.3 An episode of a radio series



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

5.4 A radio programme available online



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

5.5 A television programme



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

5.6 An episode of a television series



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

5.7 A television programme available online



Cathy Come Home [television programme] Directed by Ken Loach. BBC, UK, 26 November 2006, BBC4, 80 mins. Available at: http://diglib4.uce.ac.uk/webgate/dlib/templates/interface/uceel/ShowDirectURL.asp?item_id=68869&rep_type=WMV&appl=D [Accessed 7 June 2013].

5.8 An extract of a television programme available online



'Emergency provisions', *The War Game* [television programme extract] Directed by Peter Watkins, BBC, UK, 31 July 1985, BBC2, 3 mins 31 secs.
Available at: <http://www.screenonline.org.uk/media/stream.jsp?id=738876> [Accessed 7 June 2013].

5.9 A podcast



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-valkyries>
[Accessed 28 July 2016].

5.10 A vodcast



Northumbria University (2013) *Vidcast 01: The creative process in architecture*. [vodcast] Available at:
<http://www.architecturalpedagogy.co.uk/Vidcast01%20You%20Tube%20Clip.html> [Accessed 7 June 2013].

5.11 A streamed video (e.g. YouTube)



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

5.12 A video game



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

6. Referencing Music

6.1 A sound recording



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

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

6.2 A programme note



Lewis, A. (2006) *Penmon Point*. [programme note] Soundings Festival, Reid Concert Hall, Edinburgh, 3 February.

6.3 A CD/DVD note



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

6.4 A musical score



Brahms, J. (1963) *Concerto No. 1 for Piano and Orchestra in D Minor, Op. 15*. Edited by Paul Badura-Skoda. London: Eulenburg.

6.5 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.



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

6.6 An online score



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].

6.7 A live music performance



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

6.8 A music download



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

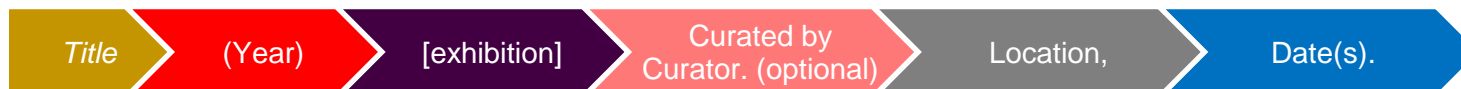
6.9 An audio streamed musical piece



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

7. Referencing Visual Sources

7.1 An exhibition



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

7.2 An illustration or poster



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



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

7.3 An installation



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



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

7.4 A map



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

7.5 A digital map



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

7.6 A medical image



Taylor, T. (2012) *Respiratory System*. Available at: <http://www.innerbody.com/anatomy/respiratory> [Accessed 30 July 2014].

7.7 A painting or drawing



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

7.8 A photograph



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

7.9 A photograph available online



Holley, P. (2008) *Gallery of Old Soda*. [photograph] Available at: <http://www.flickr.com/photos/paxtonholley/2194768387/in/pool-47078012@N00/> [Accessed 17 June 2013].

Vinci, L. da (1503-1506) *Mona Lisa*. [painting] Available at: https://c1.staticflickr.com/3/2594/4129461743_2b9c38de98_z.jpg?zz=1 [Accessed 18 July 2016].

7.10 A sculpture



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

8. Referencing Hansard

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

8.1 A Hansard entry



HL Deb 3 February 1977 vol 389 cc973-974

8.2 A Hansard written statement



HC Deb 17 December 1996 vol 596 cc18-19WS

8.3 A Hansard written question or answer



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].

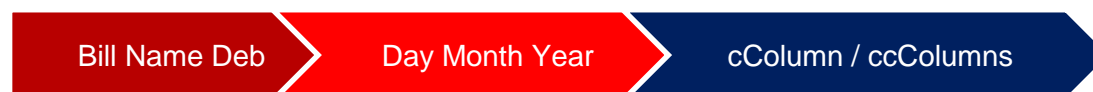
8.4 A Hansard entry from Westminster Hall



HC Deb 12 July 2017 vol 627 c159WH

8.5 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

8.6 A Hansard Standing Committee entry



SC Deb (A) 13 June 1996 c301

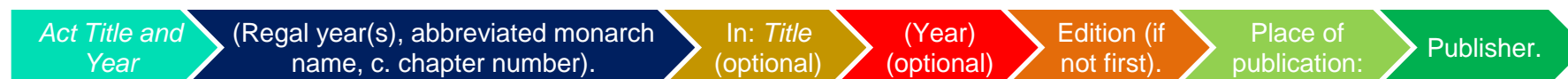
9. Referencing Other Legal and Governmental Sources

9.1 A recent act of UK Parliament



Care Act 2014, c. 23. London: The Stationery Office.

9.2 An act of UK Parliament before 1963



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

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.

9.3 A Statutory Instrument



The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012, SI 2012/3094. London: The Stationery Office.

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

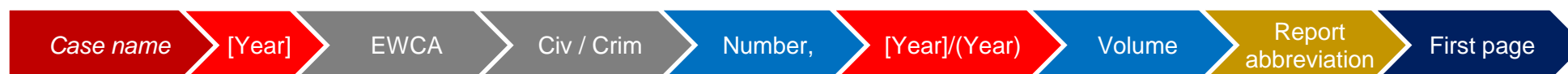
Note: Legal and High Court cases conform to the OSCOLA standard (http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf).



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

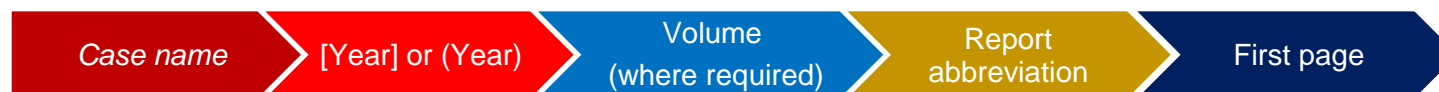


Houshian v General Medical Council [2012] EWHC 3458 (QB), [2012] All ER (D) 53 (Dec)



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

9.5 A legal case in England and Wales before 2001



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

9.6 A House of Commons or House of Lords paper



Chilcot, J. (2016) *Report of the Iraq Inquiry. Executive Summary*. London: The Stationery Office (HC 264 2016-17).

9.7 A UK Government Command Paper



Department for Culture, Media and Sport and Department for Business Innovation and Skills (2010) *Digital Britain: Final report*. London: The Stationery Office (Cm 7650).

9.8 A UK Government departmental paper



Communities and Local Government (2010) *Form and Function: A comparative evaluation of the effectiveness of unitary authorities and two-tier structures – literature review*. London: Communities and Local Government.

10. Referencing Other Sources

10.1 A piece of archive material



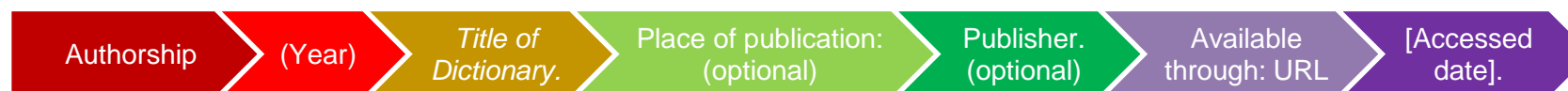
Birmingham Municipal School of Art (1885-1888) *School of Art Management Sub-Committee Minutes, Vol. 1*. [manuscript] Birmingham City University Art and Design Archives, SA/AD/2/1. Birmingham: Birmingham City University Art and Design Archives.

10.2 A dictionary or encyclopaedia



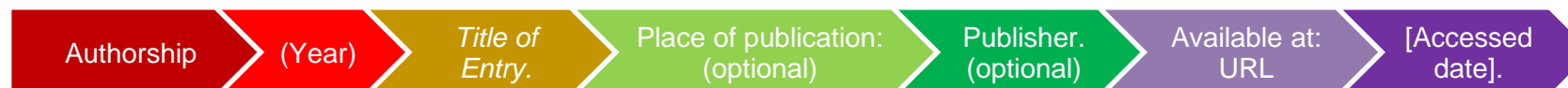
Kennedy, M., ed. (1980) *The Concise Oxford Dictionary of Music*. 3rd edn. London: Oxford University Press.

10.3 A dictionary or encyclopaedia available online



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

10.4 A dictionary or encyclopaedia entry available online

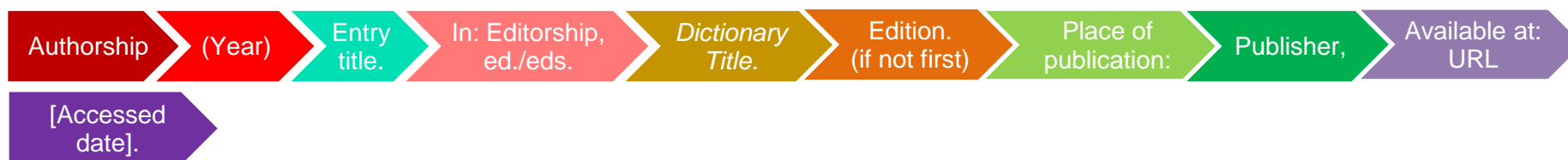


Wikipedia (2015) *Parentetical Referencing*. Available at: https://en.wikipedia.org/wiki/Parentetical_referencing [Accessed 27 August 2015].

10.5 An article in an edited dictionary or encyclopaedia



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



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].

10.6 A dissertation or thesis



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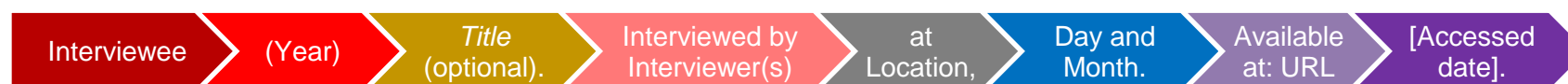
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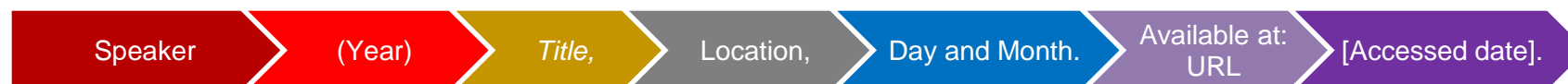
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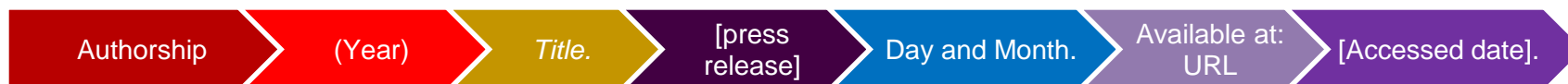
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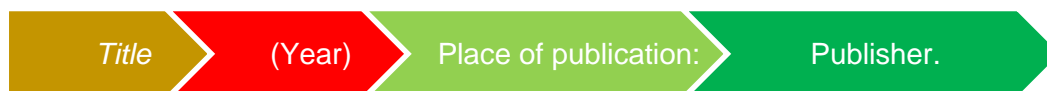


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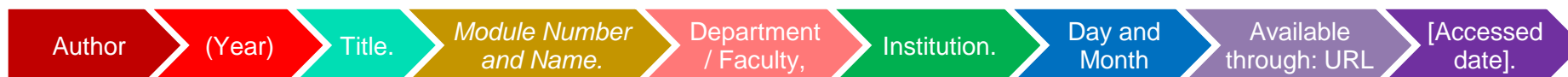
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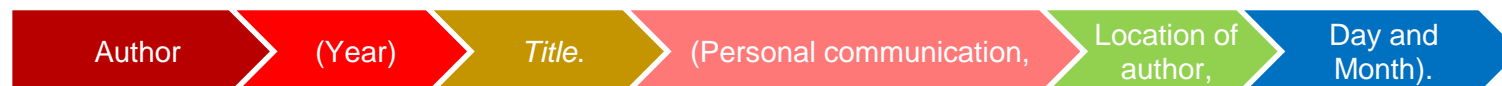
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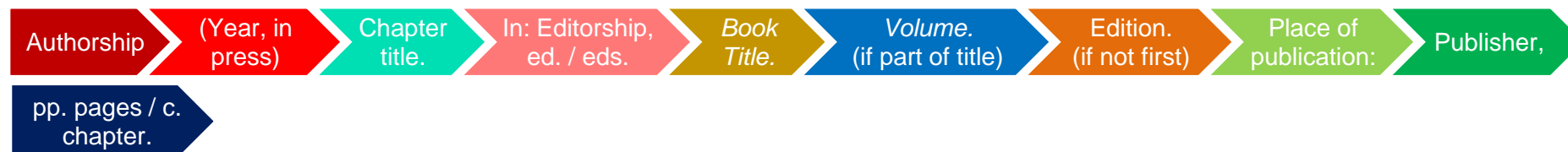


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