

Harvard Guide

Creating Your Reference List & Bibliography Using Harvard

This guide to using the Harvard system of referencing complies with:

BRITISH STANDARDS INSTITUTION. 1990. BS5605 :1990. *Recommendations for citing and referencing published material*. 2nd ed. London: BSI and BRITISH STANDARDS INSTITUTION. 2010. BS ISO 690:2010. Information and documentation : guidelines for bibliographic references and citations to information resources. London: BSI

The use of the Harvard system of referencing has been accepted as University of Wales, Newport policy. The policy, originally accepted by Academic Board in 28 November 1996, was re-approved at the June 2002 and November 2002 meetings of the Board. The policy states that all undergraduates, postgraduates and staff should use the Harvard referencing system.

University of Wales, Newport supports the bibliographic management tool RefWorks™ an online bibliography and database manager that allows users to create their own personal bibliography.

April 2013

1. What, why, how, where and when

1.1 What is a reference?

When writing an assignment, essay or dissertation, you will be expected to acknowledge the materials you have used to write the piece and support your arguments like books, journals or newspaper articles, webpages etc. This list of books, journals, newspaper articles or webpages is known as the list of references or bibliography.

1.2 Why reference?

Unless you are doing creative writing, you will normally be required to research materials and use these sources from books, journals, videos, webpages etc. as evidence in backing up your argument. Therefore, referencing, or letting the reader know the source of your information, is a necessary and important part of academic writing. It is vital to acknowledge all the ideas, arguments and quotations used in your assignment to avoid any accusations of **plagiarism**. Plagiarism is stealing other people's words/phrases and/or ideas either blatantly by not referencing, or less blatantly (but just as seriously) by referencing but 'passing off' the words/phrases you have submitted as 'yours' when it is really the words/phrases of another person.

Turnitin Plagiarism Prevention Service

Turnitin is an online service that analyses your student work to check that your referencing and quotations are correct and that you haven't accidentally plagiarised the work of others by forgetting to reference their work correctly. This is available in the Library area of myNewport.

1.3 How do you reference?

There are a number of different methods of citing and listing your references or bibliography, but the accepted method of referencing used at University of Wales, Newport is the **Harvard System** of referencing.

1.4 Where do you reference?

Both references to sources acknowledged in the **text** and those works which have been of value (for example, for background reading) but which have not been specifically referred to in the text must be acknowledged in the bibliography.

1.5 When do you reference?

You should reference others' work whenever you draw on it for inspiration, use it as support for a theory or argument, or use it for particular examples.

Whether you are writing a thesis, a dissertation, an essay or just making notes on your own reading, you should always record sufficient detail to identify the book, article or image which you have used for a bibliography or references section later.

Write down your references or save into RefWorks™ (see below) when you find the book, illustration, etc. It may be difficult to find the information at a later stage. This is especially important for items borrowed from another library or if you are doing research away from your home base.

If you photocopy any items, ensure that you add the full reference at the time you copy. It is almost impossible to identify the item later.

If you need to make an extensive number of references (e.g. for a dissertation or thesis) you might find the RefWorks™ bibliographic management tool useful. Please make enquiries at the enquiry desks at either Caerleon or City Learning Centre.

2. Creating your reference list and bibliography

At the end of your assignment you should list, in alphabetical order by author/editor/artist surname, all the sources (text based and electronic) to which you have referred in your text. This is known as **references section or list**, and will contain information such as the year and place of publication (if it is a book), the title of the website, and so on.

You should also add a **bibliography** to the end of your work. A bibliography is a detailed list (in the same format as the references section) containing those works which have been of value, for example, for background reading, but which have not been specifically referred to in the text.

Whether you are writing a thesis, a dissertation, an essay or just making notes on your own reading, you should always record sufficient detail to identify the book or article which you have used for a bibliography or references section later.

References or Bibliography - Points to Remember

- i. Punctuation should be conventional, as shown in the examples.
- ii. Author's/editor's surname precedes his/her initials and should be in capitals.
- iii. If you are word processing your document the titles of books, journals and theses are in italics, but not the titles of papers within journals, chapters within books or tracks on a sound recording.
- iv. Place of publication precedes the name of the publisher.
- v. Where there are 3 or more authors use et al in the text e.g. (Thomas et al. 2011) but in the references section/bibliography name all three, e.g. Thomas, W., Beeby, C.E. and Oram, M.H. followed by the date.
- vi. If several works by the same author are included, they should be in date order. If more than one item is published in the same year, a, b, c, d, etc is used e.g. (Thomas 1992a; Thomas 1992b).
- vii. The abbreviation of editor or editors is **ed.** or **eds.** The edition is also abbreviated to **ed.**
- viii. Page references are abbreviated to **p.** for one specific page e.g. p.15 and **pp.** when more than one page is referred to e.g. pp. 92-98.
- ix. For a journal article, you will need to give the journal volume in bold and the number of the part in brackets, e.g. **10**(3).

Below we give some examples of how to present sources in the references or bibliography sections. All sources should be placed in alphabetical order of authors'/editor's surnames.

2.1. Referencing Written Sources

2.1a Reference to a book

The format would look like this:

AUTHOR/ EDITOR (IN CAPITAL LETTERS). Year of publication. *Title (in italics)*. Edition (if other than first). Place of publication: Publisher.

e.g.

NELMES, J. 2012. *Introduction to film studies*. 5th ed. London: Routledge.

2.1b Reference to an electronic book (e-book)

The format would look like this:

AUTHOR/ EDITOR (IN CAPITAL LETTERS). Year of publication. *Title (in italics)*. Format [should be indicated in square brackets]. Edition (if other than first). Place of publication: Publisher. URL including filename extension. Date accessed (in round brackets).

e.g.

MALEY, C.H. 2012. *Project management concepts, methods, and techniques*. [online book]. Boca Raton: CRC Press.
<http://www.dawsonera.com/depp/reader/protected/external/AbstractView/S9781466502895>. (17 September 2012).

2.1c Reference to an electronic book (e-book) accessed via an e-book reader

The format:

AUTHOR/ EDITOR (IN CAPITAL LETTERS). Year of publication. *Title (in italics)*. Format [should be indicated in square brackets]. Edition (if other than first). Place of publication: Publisher. URL including filename extension. Date accessed (in round brackets).

e.g.

HARRIS, R. 2012. *Fatherland : 20th anniversary edition*. [Kindle e-book]. London: Cornerstone.
http://www.amazon.co.uk/gp/product/B0089WCFAY/ref=docs-os-doi_0. (17 September 2012).

2.1d Reference to a chapter in a book of collected writing

The format would look like this:

AUTHOR(S) of article/paper (IN CAPITAL LETTERS). Year of publication. Title of article/paper/chapter. In AUTHOR/ EDITOR of book (IN CAPITAL LETTERS). *Title (in italics)*. Place of publication: Publisher. Page number of article/paper/chapter.

e.g.

BOOTH, P. 2012. Saw fandom and the transgression of fan excess. In: GOURNELOS, T. and GUNKEL, D.J. ed. *Transgression 2.0: media, culture, and the politics of a digital age*. London: Continuum. pp. 69-83.

2.1e Reference to a chapter in an electronic book (e-book) of collected writing

The format would look like this:

AUTHOR(S) of article/paper (IN CAPITAL LETTERS). Year of publication. Title of article/paper/chapter. In: AUTHOR/ EDITOR of book (IN CAPITAL LETTERS). *Title (in italics)*. Format [should be indicated in square brackets]. Edition (if other than first). Place of publication: Publisher. Page number of article/paper. URL including filename extension. Date accessed (in round brackets).

e.g.

OBLA, K.H. and SABNIS, G.M. 2012. Pervious concrete for sustainable development. In: SABNIS, G.M. ed. *Green building with concrete : sustainable design and construction*. [online book]. Boca Raton: CRC Press. pp. 151-174.
<http://www.dawsonera.com/depp/reader/protected/external/EBookView/S9781439812976/S168?state:reader/protected/AbstractView=ZH4sIAAAAAAAAAAFvzloG1XJiBgYGJkYG1JLMkJ5WBNTWzOCmvhIHx0tzC0MTY0sLQyNLcrJyDAYcMAFYrt%2BBDAAA>. (17 September 2012).

2.1f Reference to an exhibition catalogue

The format would look like this:

AUTHOR/ EDITOR/ CORPORATE AUTHOR of catalogue (IN CAPITAL LETTERS)
Year of publication. *Title of exhibition (in italics)*. Format [should be indicated in square brackets].

Place of publication: Publisher.

e.g.

HIRST, D. 2012. *Damien Hirst*. [exhibition catalogue]. London: Tate.

2.1g Reference to a journal article / newspaper article

The format would look like this:

AUTHOR(S) of article/paper (IN CAPITAL LETTERS). Year of publication. Title of article.

Title of journal (in italics). **Volume number** issue number (should be indicated in round brackets), Page number(s).

e.g.

POOR, N. 2012. Digital elves as a racial other in video games: acknowledgment and avoidance. *Games and Culture : a Journal of Interactive Media*. **7**(5), pp. 375-396.

For **newspapers**, give the date instead of the volume and part numbers,

e.g.

BOOTH, R. 2012. Grayling's university to open with just 60 students. *The Guardian*. 19 September. p. 5.

2.1h Reference to an electronic journal / newspaper article (published online & in print and accessed via an online database)

AUTHOR (IN CAPITAL LETTERS). Year of publication. Title of the article. *Title of the electronic journal / newspaper (in italics)*. Format [should be indicated in square brackets]. **Volume number** issue number (should be indicated in round brackets), Page number(s) if available. URL including filename extension. Date accessed (in round brackets).

e.g.

POOR, N. 2012. Digital elves as a racial other in video games: acknowledgment and avoidance. *Games and Culture: a Journal of Interactive Media*. [online journal]. **7**(5), pp. 375-396. <http://gac.sagepub.com/content/7/5/375.full.pdf+html> (17 September 2012)

Or **newspaper**.

e.g.

BOOTH, R. 2012. Grayling's university to open with just 60 students. *The Guardian*. [online newspaper]. 19 September. http://infoweb.newsbank.com/iw-search/we/InfoWeb?p_product=WLSNB&p_theme=aggregated5&p_action=doc&p_docid=1417013F502116E0&p_docnum=4&p_queryname=9. (25 September 2012)

2.1i Reference to an electronic journal article / electronic newspaper article (for a journal/newspaper published online)

The format would look like this:

AUTHOR (IN CAPITAL LETTERS). Year of publication. Title of the article. *Title of the electronic journal / newspaper (in italics)*. Format [should be indicated in square brackets]. **Volume number** issue number (should be indicated in round brackets) or day and month of article. URL including filename extension. Date accessed (in round brackets).

e.g.

COPELAND, M.V. 2012. The Empire strikes back: Intel muscles into the mobile market. *Wired*. [online journal]. September. http://www.wired.com/business/2012/08/ff_intel/. (17 September 2012)

Or newspaper.

e.g.

BOOTH, R. 2012. A.C. Grayling 's private university to open with just 60 students. *The Guardian*. [online newspaper]. 18 September. <http://www.guardian.co.uk/education/2012/sep/18/ac-graylings-university-open-60-students>. (25 September 2012)

2.1j Reference to a conference report

The format would look like this:

Either:

AUTHOR/ EDITOR/ CORPORATE AUTHOR of conference (IN CAPITAL LETTERS). Year of publication. *Title of conference (in italics)*. Date of conference, place of conference. Place of publication: Publisher.

e.g.

UNIVERSITY OF WALES, NEWPORT. 2012. *Emerging themes in business 2012: 1st annual conference*. 20 March 2012, Newport. Newport: University of Wales, Newport.

Or the conference may be entered under its title if there is no corporate author/author.

2.1k Reference to a market research report

CORPORATE AUTHOR. Year. *Title (in italics)*. Edition (if other than first). Place of publication: Publisher.

e.g.

KEY NOTE (2011) *Video gaming : Key Note market report*. Richmond Upon Thames: Key Note.

2.1l Reference to a market research report online

CORPORATE AUTHOR. Year. *Title (in italics)*. Format [should be indicated in square brackets]. Edition (if other than first). Place of publication: Publisher. URL including filename extension. Date accessed (in round brackets).

e.g.

MINTEL. 2012. *Video games - UK - November 2011* [online report]. London: Intel Oxygen. <http://academic.mintel.com/display/545493/?highlight=true>. (24 September 2012).

2.1m Reference to anonymous works

The format would look like this:

Title (in italics). Year of publication. Edition. Place of publication: Publisher.

e.g.

A dictionary of finance and banking. 2008. 4th ed. Oxford: Oxford University Press.

2.1n Reference to act of Parliament

The format would look like this:

GREAT BRITAIN. Year. *Title*. Chapter. Place of publication: Publisher.

e.g.

GREAT BRITAIN. 2002. *Education Act*. Chapter 32. London: The Stationery Office.

2.1o Reference to an unpublished work

The format would look like this:

AUTHOR/ EDITOR (IN CAPITAL LETTERS). Year of publication. *Title (in italics)*.

Unpublished work. Any other relevant information like University or Conference the paper delivered.

e.g.

MORELLI, A. R. 2005. *Representation of gender and sexuality in Roman art with particular reference to that of Roman Britain*. Unpublished PhD thesis. Newport: University of Wales, Newport.

2.1p Reference to lecture notes

The format would look like this:

AUTHOR/ EDITOR (IN CAPITAL LETTERS). Year of publication. *Lecture title (in italics)*. Any other relevant information e.g. module code. Place of lecture. Date of lecture.

e.g.

ATTWOOD, T. 2012. *Introductory lecture*. G106421 Economics for business. University of Wales, Newport, 17 April.

2.1q Reference to lecture notes online

The format would look like this:

AUTHOR/ EDITOR (IN CAPITAL LETTERS). Year of publication. *Lecture title (in italics)*.

Format [should be indicated in square brackets]. Any other relevant information e.g. module code. URL including filename extension. Date accessed (in round brackets).

e.g.

ATTWOOD, T. 2012. *Introductory lecture*. [online]. G106421 Economics for business. <https://my.newport.ac.uk/moodle2/my/>. (25 September 2012)

2.1r Reference to published music (music scores)

The format would look like this:

COMPOSER of music (IN CAPITAL LETTERS). Year of publication. *Title of composition/score (in italics)*. Format [should be indicated in square brackets]. Place of publication: Publisher.

e.g.

CAGE, J. 1962. *First construction (in metal) : percussion sextet with assistant*. [music score]. New York: Edition Peters.

2.2. Referencing Electronic Sources

2.2a Reference to an online image

The format would look like this:

PHOTOGRAPHER / CREATOR OF IMAGE (IN CAPITAL LETTERS). Year. *Title of the image (in italics)*. Format [should be indicated in square brackets]. URL including filename extension. Date accessed (in round brackets).

e.g.

O'NEILL, T. 1964. *Jean Shrimpton; Terence Henry Stamp*. [online image]. http://images.npg.org.uk/800_800/5/8/mw62758.jpg. (25 September 2012).

2.2b Reference to an online video

The format would look like this:

CORPORATE AUTHOR / ORIGINATOR if known (IN CAPITAL LETTERS). Year of production. *Online video title* (in italics). Medium:Format [should be indicated in square brackets]. Series title, series number, episode number if known. Broadcast company, date of transmission / date uploaded. URL including filename extension. Date accessed (in round brackets).

e.g. You Tube

UNIVERSITY OF WALES, NEWPORT. 2012. *Film and video showreel for 2011*. [online video]. 8 March. <http://www.youtube.com/watch?v=1REhfgKwISl&feature=plcp>. (25 September 2012).

e.g. Box of Broadcasts (BoB)

BRITISH BROADCASTING CORPORATION. 2012. *Young, bright and on the right*. [online video]. Wonderland, series 5, episode 7/8. BBC Two, 9 August. http://bobnational.net/programme.php?archive=110960&view=flash_player. (25 September 2012).

2.2c Reference to a podcast

The format would look like this:

AUTHOR (IN CAPITAL LETTERS). Year of publication. *Title of podcast* (in italics). Format [should be indicated in square brackets]. URL including filename extension. Date accessed (in round brackets).

e.g.

HOUSTON, D. 2012. *Finding your way as an entrepreneur*. [audio podcast]. <http://ecorner.stanford.edu/authorMaterialInfo.html?mid=2932>. (25 September 2012).

OPEN UNIVERSITY. 2011. 9/11: *Attack on the wires*. [video podcast]. <http://podcast.open.ac.uk/oulearn/engineering-and-technology/ict/podcast-wires-01>. (25 September 2012).

2.2d Reference to a webpage / WWW document

The format would look like this:

AUTHOR (IN CAPITAL LETTERS). Year. *Title of the webpage / WWW document* (in italics). Format [should be indicated in square brackets]. URL including filename extension. Date accessed (in round brackets).

e.g.

HAGE, J. 2012. *Gerhard Richter*. [WWW]. <http://www.gerhard-richter.com/>. (25 September 2012).

2.2e Reference to a CD-ROM

The format would look like this:

AUTHOR (IN CAPITAL LETTERS). Year. *Title of CD-ROM* (in italics). Format [should be indicated in square brackets]. Place of Publication: Publisher.

e.g.

CROMPTON, D. 2003. *Magic images : the art of the hand-painted and photographic lantern slide*. [CD-ROM]. Hastings: The Projection Box.

2.2f Reference to a blog or microblog posting (e.g. Twitter)

A blog posting

The format would look like this:

AUTHOR (IN CAPITAL LETTERS). Date posted. Title of the posting. Format [should be indicated in square brackets]. *Title of blog (in italics)*. URL including filename extension. Date accessed (in round brackets).

e.g.

KERMODE, M. 21 September 2012. 3D - alive or dead?. [weblog post]. *Kermode uncut*. http://www.bbc.co.uk/blogs/markkermode/2012/09/3d_-_alive_or_dead.html. (25 September 2012).

A microblog posting (e.g. Twitter)

e.g.

GuardianEdu. 24 September 2012. Figures reveal deep inequalities between rich and poor universities. [Twitter]. *Guardian Education*. <https://twitter.com/GuardianEdu/status/250486851989827584>. (25 September 2012)

2.2g Reference to an e-mail

Email from a discussion list

The format would look like this:

AUTHOR (IN CAPITAL LETTERS). Date posted. *Subject line from posting (in italics)*. Format [should be indicated in square brackets]. Type of posting. Date accessed (in round brackets).

e.g.

SPICER, N. 25 September 2012. *The age of the Great Gatsby Symposium at the Wedgwood Museum*. [e-mail]. Mailing to artdeslib discussion list at artdeslib@jiscmail.ac.uk. (25 September 2012).

Personal email

The format would look like this:

AUTHOR (IN CAPITAL LETTERS). Email of sender (in brackets). Date posted. *Subject line from posting (in italics)*. Format [should be indicated in square brackets]. Type of posting. Date accessed (in round brackets).

e.g.

BLOGGS, J. (jbloggs@emailbox.com). 25 September 2012. *The age of the Great Gatsby Symposium at the Wedgwood Museum*. [e-mail]. E-mail to A. N. Other (another@emailbox.com). (25 September 2012).

2.2h Reference to a wiki

The format would look like this:

AUTHOR (IN CAPITAL LETTERS). Date updated. Title of the article. Format [should be indicated in square brackets]. Title of wiki (in italics). URL including filename extension. Date accessed (in round brackets).

e.g.

ANON. 19 September 2012. Digital art. [wiki]. *Wikipedia*. http://en.wikipedia.org/wiki/Digital_art. (25 September 2012)

2.3. Referencing Visual Sources

2.3a Reference to cartographic material/maps

The format would look like this:

CORPORATE AUTHOR (IN CAPITAL LETTERS). Year of publication. *Title (in italics)*. Scale. Place of publication: Publisher. Series; sheet number (should be indicated in round brackets).

e.g.

ORDNANCE SURVEY. 2007. *Cardiff and Newport*. 1:50 000. Southampton: Ordnance Survey. (Landranger; sheet 171).

2.3b Reference to an illustration, photograph, diagram and other images

All illustrations, photographs, diagrams and other images should be referenced (for online images see **2.2a Reference to an online image**).

Where the image is cited in a book/article/catalogue etc. and is not the authors own work, reference should be made of the work itself as well as to the book/article/catalogue it is cited in.

The format should look like this:

ARTIST (IN CAPITAL LETTERS). Year. *Title of the work (in italics)*. Material types [should be indicated in square brackets]. Location: Gallery / Museum / Collection. In AUTHOR/ EDITOR of book (IN CAPITAL LETTERS). *Title (in italics)*. Place of publication: Publisher.

e.g.

DURER, A. 1515. *Rhinoceros*. [drawing]. London: British Museum. In: SALLEY, V. 2003. *Nature's artist : plants and animals by Albrecht Dürer*. London: Prestel.

(Examples of material types include: ceramics, drawings, engravings, etchings, glass, linocuts, lithographs, paintings, photographs, sculptures, woodcuts.)

If the work cited was viewed in the original location and was not viewed reproduced in a book/article/catalogue etc., then this should be made clear.

e.g.

DA VINCI, L. 1503-1506. *Portrait of Lisa Gherardini, wife of Francesco del Giocondo*. [painting]. Paris : Louvre Museum.

2.4 Referencing Audio Visual Sources

2.4a Reference to a film / documentary / play (DVD / video)

The format would look like this:

Title of the work (in italics). Year of recording / copyright or production. Medium:Format [should be indicated in square brackets]. Subsidiary originator (Director). Place of production / distribution: Producer / distributor.

e.g.

Tyrannosaur. 2011. [DVD:region 2 encoding]. Directed by Paddy Considine. Paris: Studio Canal.

e.g.

A grin without a cat (Le fond de l'air est rouge). 1977. [VHS video]. Directed by Chris Marker. New York: Icarus Films.

2.4b Reference to an off-air recording (DVD / video)

The format would look like this:

CORPORATE AUTHOR if known (IN CAPITAL LETTERS). Year of production. *Programme title (in italics)*. Medium:Format [should be indicated in square brackets]. Series title, series number, episode number if known. Place of broadcast: Broadcast company. Date of transmission.

e.g.

BRITISH BROADCASTING CORPORATION. 2009. *The great contemporary art bubble*. [off-air video recording:DVD]. London: BBC Two, 18 April 2009.

e.g.

BRITISH BROADCASTING CORPORATION. 2004. *The dark secret of Hendrik Schon*. [off-air video recording:VHS video]. London: BBC Two. 5 February 2004.

2.4c Reference to a computer game

The format would look like this:

CORPORATE AUTHOR if known (IN CAPITAL LETTERS). Year of production. *Title of game (in italics)*. Medium:Format [should be indicated in square brackets]. Series title, if known. Place of Publication: Publisher

e.g.

SONY COMPUTER ENTERTAINMENT. 2008. *Devil may cry 4*. [DVD-ROM]. Sony PlayStation 3. London: Capcom Europe Ltd.

2.4d Reference to a sound recording (audio CD / cassette / vinyl records)

The format would look like this:

AUTHOR if known (IN CAPITAL LETTERS). Year of recording / copyright or production. *Title of the work (in italics)*. Medium:Format [should be indicated in square brackets]. Place of production / distribution: Producer / distributor.

e.g.

CAGE, J. 1999. *John Cage : works for percussion*. [sound recording:compact disc]. Mainz: Wergo.

2.4e Reference to a radio programme

The format would look like this:

CORPORATE AUTHOR if known (IN CAPITAL LETTERS). Year of production. Programme Title (in italics). Medium:Format [should be indicated in square brackets]. Series title, if known. Place of broadcast: Broadcast company. Date of transmission.

e.g.

BRITISH BROADCASTING CORPORATION. 2012. *The culture of gaming*. [radio programme]. London: BBC World Service. 18 August 2012.

2.5 Referencing Verbal Sources

2.5a Reference to conversation / comment / interview (in person or telephone)

The format would look like this:

PERSON having conversation / being interviewed (IN CAPITAL LETTERS). Date of conversation / interview (in full). *Title of conversation / interview (in italics)*.

e.g.

WATSON, J.A.D. 7 December 2009. *Personal communication*.

2.5b Reference to a formal lecture or speech

The format would look like this:

LECTURER'S NAME (IN CAPITAL LETTERS). Year. *Title of lecture (in italics)*.

Location/Institution. Date.

e.g.

WHITE, R. 2012. *Women and television comedy*. University of Wales, Newport. 19 January 2012.

2.6. Referencing Live/Temporary Sources

2.6a Reference to a live performance (play / dance)

The format would look like this:

AUTHOR (IN CAPITAL LETTERS). Year of performance. *Title of the work (in italics)*. Subsidiary originator (Director). Production. Location of performance: Performance venue. Date of performance (in round brackets).

e.g.

SHAKESPEARE, W. 2012. *Much ado about nothing*. Directed by Iqbal Khan. Royal Shakespeare Company. London: Noël Coward Theatre. (24 September 2012).

2.6b Reference to a live performance (music)

The format would look like this:

ARTIST / BAND / ORCHESTRA (IN CAPITAL LETTERS). Year of performance. *Title of the work (in italics)*. Subsidiary originator (Conductor). Location of performance: Performance venue. Date of performance (in round brackets).

e.g.

ROYAL PHILHARMONIC ORCHESTRA. 2012. *Tchaikovsky Prom*. Conducted by Owain Arwel Hughes. Cardiff: St. David's Hall. (27 July 2012).

e.g.

RHYS, G. 2012. *Hotel shampoo tour*. London: Royal Festival Hall. (6 July 2012).

2.6c Reference to an exhibition

The format would look like this:

ARTIST(S) (IN CAPITAL LETTERS). Date(s) of exhibition. *Title of exhibition (in italics)*. Location: Exhibition space / Gallery.

e.g.

MEADOWS, D. 14 July - 8 September 2012. *Daniel Meadows: early photographic works*.
Penarth: Ffotogallery.

Whatever you need to make a reference to, by following the formats in the examples above, your bibliography will remain orderly and consistent and therefore easier for other people to use the information.