University of Wolverhampton
Harvard Style Referencing
Full Guide
Large Print

July 2017

Skills for Learning
www.wlv.ac.uk/skills
Harvard Referencing

Referencing is the method used to ensure that other research influences are recognised within your assignment. Referencing includes two main parts:

- a citation within the text of your assignment
- a list of references at the end of your assignment

Why do I need to reference?

Correct referencing helps ensure that you avoid being accused of plagiarism. Most assignments during your time at the University of Wolverhampton will be assessed on the quality of your referencing which will count towards your grade. Referencing also ensures that you can demonstrate how your ideas build upon the research of others. If someone is reading your assignment, they should be able to use your referencing to find the sources you have used to help with your assignment. This is also useful when you read published sources - if you find an interesting source then the items on its reference list may be interesting too.

The University of Wolverhampton mainly supports the Harvard referencing system, but other systems do exist. Check with your Faculty for the one they recommend. Whichever style you use, it is important to be clear, consistent and correct, making sure you include all the relevant details.

Please note: this is standard guidance only – if your lecturer has different requirements, please follow their instructions.
Checklist of what to include for the most common information sources:

<table>
<thead>
<tr>
<th>Information Source</th>
<th>Author</th>
<th>Year</th>
<th>Title of Article</th>
<th>Title of Publication</th>
<th>Issue</th>
<th>Place</th>
<th>Publisher</th>
<th>Edition</th>
<th>Page number(s)</th>
<th>URL</th>
<th>Date accessed</th>
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<tr>
<td>Book</td>
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<td>Journal Article</td>
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<td>e-journal article</td>
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<td>Newspaper article</td>
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Referencing in your text

When you summarise, refer to, or quote from an author's work in your document, you need to acknowledge your source in the text. This is called an ‘in-text citation’. When using Harvard, you do this by putting the author’s name, and publication year. If the name of the author appears naturally in your sentence, only the year should be in brackets. If you use a direct quote the page number should also be included.

Examples:
Excellent study skills are fundamental to academic success (Cottrell, 2010)

or

Cottrell (2010) argues that excellent study skills are fundamental to academic success.

or

“The importance of academic skills should not be underestimated” (Cottrell, 2010, p.19)

In the reference list, you then put the full details of the reference to enable a reader to trace the source of the information that you have used:


Long quotations
For long quotations of more than 4 lines, you should indent the quotation and there is no requirement for quotation marks.
In-text citation
Depending on how many authors there are for your source, the in-text citation would be as follows;

One Author       (Smith, 2015)   …Smith (2015) argues that….
Two Authors      (Smith and Jones, 2015)  …according to Smith and Jones (2015)…. 
Three Authors    (Smith, Jones and Brown, 2015)  ….research by Smith, Jones and Brown 
More than three  (Smith et al., 2015)  Smith et al. (2015) proved that….

In the reference list, all authors should be listed as shown below with surname/family name followed by the initial(s) of any given names.

**Author rules**

**Organisation as author**
If there is only an organisation’s name on an item and no named individuals, use the organisation as the author.

Example: University of Wolverhampton (2014)…

**Note**: some organisations are also known by an abbreviation, for example the Royal College of Nursing (RCN). Give the full name the first time you use the organisation in your text and then use the abbreviation for the citation and any later mentions.

Example: Information from the Royal College of Nursing (RCN, 2016) suggests…

**Author has published 2 or more items in the same year**
If two or more documents are by the exact same author(s) in the same year, add lower-case letters after the year (a, b, c, etc.) to distinguish between them in your text and in your reference list. The first of the sources you mention in your essay would be a, the next b and so on.

Example: Morris (1999a) concludes that…additionally Morris (1999b) states….
Multiple sources for same idea

You can group together sources that talk about the same point by listing them within the same in-text citation. Use semi-colons ; to separate each item. List by year with oldest first.

Example: A number of reports (Smith, 2008; Jones, 2009; Brown, 2011; Williams et al., 2013; Thomas and Lewis, 2014) revealed that…. 

Secondary referencing (authors quoting other authors)

Sometimes you may want to reference an author who is quoting another information source that you haven’t seen. You should try to find the original source, but if that is not possible, you need to make it clear that you have not seen the original source yourself.

Within your text, you cite the original author, followed by the author of the secondary source.

Examples:

“It will not require violence to succeed, and it cannot be successfully resisted by violence” (Reich, 1971, in Singer, 1997, p.90).

Reich (1971, in Singer, 1997, p.90) stated that “it will not require violence to succeed, and it cannot be successfully resisted by violence”.

In your reference list at the end, you list the book you actually saw:

9.
Author/date missing
Ideally you should only reference sources where the author and date information is clearly available but there may be times where this information is missing. In such instances, make sure that the source would still be considered reliable enough to use in an academic assignment.

If there isn’t an author (named individuals or organisation) given, use the title (in italics) for your citation and at the start of your main reference. For example;
(Oxford English Dictionary, 1989)

If no date of publication can be identified, use (no date) for the citation and in your main reference.

Example:
(University Hospitals Birmingham NHS Trust, no date)

Reference list entries
Each citation in your text leads the reader to the full information about the item in your reference list.

Each item in your reference list should only appear once, regardless of how many in-text citations you have for that item.

Your list should be completed in alphabetical order by author's surname regardless of the format of the information source. See page 56 for an example of a completed reference list.

10.
Reference list or bibliography?
A reference list is a list of all the information sources that you have cited in your text. A bibliography is a list of items that you have read, and that have informed your thinking, but not specifically cited in your assignment. Check the requirements for each module with your tutor.

PDFs.
Many online documents are in a pdf format. They should not be referenced as a pdf but according to their document type e.g. a journal or book.
<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
<th>Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Basingstoke: Palgrave Macmillan.</td>
<td></td>
</tr>
</tbody>
</table>

All of the information for your reference can be found on the copyright page of the book (normally 2 or 3 pages into the book). The place of publication is the town or city rather than the county or country. If there are multiple publication places give the most local, with a UK town over an international one; if only international locations are listed, use the first place mentioned. If it is a town in the USA – list the town and the state initials, e.g. Hoboken, NJ.
## Books

### Book with one author
Include the following information:
Author (Published Year) *Title of book*. Edition (if later than 1st). Place of Publication: Publisher.

Example:

**Note:** Only state the edition if it is a second edition or later.

### Book with two or three authors
Include the following information:
Authors (Published Year) *Title of book*. Edition (if later than 1st). Place of Publication: Publisher.

Example:

### Book with more than three authors
Include the following information:
Authors (Published Year) *Title of book*. Edition (if later than 1st). Place of Publication: Publisher.

Example:
Electronic Book (e-book)
Include the following information:
Author(s) (Published Year) *Title of book* [online]. Edition (if later than 1st). Place of Publication: Publisher. [Accessed date]. Available at: <web address>.

**Example: dawsonera database e-book**

**Example: Google book**

**Note:** If accessing an e-book via a library database such as Dawsonera, Myilibrary, Knovel, Ebsco or Safari you can use the short URL for the main website. If it has been accessed via Google books or an external web site, then the full URL must be included.

**Translated book**
Include the following information:
Author(s) (Year of translated publication) *Title of book*. Translated by name(s) of translator(s) with initial(s) before surname(s). Place of Publication: Publisher.

**Example:**
## Edited books

Edited books contain collections of chapters which are written by different authors and collated by an editor or editors.

### Edited Book

Include the following information:

- Editor(s) (ed.) or (eds.) (Published Year) *Title of book.*
- Edition (if later than 1\textsuperscript{st}). Place of publication: Publisher.

Example:


### Chapter within an edited book

Include the following information:

- Chapter author(s) (Published Year) Chapter title. *in* Editor(s) of book (ed.) or (eds.) *Title of book.* Edition (if later than 1\textsuperscript{st}). Place of publication: Publisher, Page numbers of whole chapter.

Example:


**Note:** use (ed.) for a single editor and (eds.) where there are two or more editors.
Chapter within an online edited book

Include the following information:
Chapter author(s) (Published Year) Chapter title. in Editor(s) of book (ed.) or (eds.) Title of book [online]. Edition (if later than 1st). Place of Publication: Publisher, Page numbers of whole chapter. [Accessed date]. Available at: <web address>.

Example:
References deconstructed: Journal Articles


All the information for your reference can normally be found on the first page of the journal article:
# Journal Articles

## Journal article
Include the following information:
Author(s) (Published Year) Title of Article. *Title of Journal, Volume number* (issue number), Page numbers of whole article.

Example:

**Note:** Some journals may not have either a volume or issue number, in which case leave the missing number out of your reference. Where both the volume and issue are not stated, give additional date information instead - include the full date where available or the month(s) or season, e.g. 26 June or June/July or Summer.

## Electronic journal article
Include the following information:
Author(s) (Published Year) Title of Article. *Title of Journal* [online]. *Volume number* (issue number), Page numbers of whole article. [Accessed date]. Available at: <web address>.

Example:
**Note:** If accessing the journal article online via a library database such as ProQuest or Ebsco, you can use the short URL for the main website. However, if accessing the article through a general internet search the full URL must be included.

**Preprints:** Sometimes articles are made available online prior to print publication and may not have full referencing details assigned. Include the volume, issue and/or page numbers in your reference where available, but any missing details can be replaced by the word Preprint as shown in the example below;

## Newspaper Articles

### Printed newspaper articles
Include the following information:
Author(s) (Published Year) Title of article. *Newspaper name*. Day and month published, page number(s).

Example:

### Online newspaper articles
Include the following information:
Author(s) (Published Year) Title of Article. *Newspaper name [online]*. Day and month published, page number(s) if available. [Accessed date]. Available at: <web address>.

Example:

**Note:** Some newspaper articles may not have an author, in these cases name the newspaper in place of an author. If accessing the article online via a library database such as ProQuest Newspapers (UK Newsstand), you can use the short URL for the main website. However, if the article is from an online newspaper website then the full URL must be included.
Theses

Thesis
Include the following information:
Author (Year) Title of thesis. Qualification, Awarding Institution.

Example:

Online thesis
Include the following information:
Author (Year) Title of thesis [online]. Qualification, Awarding Institution. [Accessed date]. Available at: <web address>.

Example:
## Conferences

### Full conference proceedings
Include the following information:
Organisation holding conference (Published Year) *Title of conference: plus any additional information.* Venue and place held, Dates. Place of Publication: Publisher.

Example:

### Individual conference paper
Include the following information:
Author(s) (Published Year) Title of paper. *Title of conference: plus any additional information.* Venue and place held, Dates. Place of Publication: Publisher, Page numbers - first page and last page.

Example:
Online full conference proceedings
Include the following information:
Organisation holding conference (Published Year) Title of conference: plus any additional information [online]. Venue and place held, Dates. [Accessed date]. Available at: <web address>.

Example:

Online conference paper
Include the following information:
Author(s) (Published Year) Title of paper. Title of conference: plus any additional information [online]. Venue and place held, Dates, Page numbers if available. [Accessed date]. Available at: <web address>.

Example:
Reports

Report accessed online
Include the following information:
Author (Published Year) Title of report [online]. Reference number (if there is one). [Accessed date]. Available at: <full web address>.

Example:

Printed report with named authors
Include the following information:
Author(s) (Published Year) Title of report. Reference number (if there is one). Place of Publication: Publisher.

Example:
Printed report with organisation as author
Include the following information:
Organisation name (Published Year) Title of report.
Reference number (if there is one). Place of Publication: Publisher.

Example:

Government command, green or white paper
Include the following information:
Department (Published Year) Title of paper. Cm. number.
Place of Publication: Publisher.

Example:
Market Research Reports

Include the following information:
Author (Published Year) Title of report. Place of Publication: Publisher.

Example:

Online Market Research Reports

Include the following information:
Author (Published Year) Title of report [online]. [Accessed date]. Available at: <web address>.

Example:

British Standards

Include the following information:
Author (Published Year) Name and title of standard. Place of Publication: Publisher.

Example:
British Standards accessed online
Include the following:
Author (Published Year) Name and title of standard [online]. [Accessed date]. Available at: <web address>.

Example:

Maps

Map
Include the following information:
Author (Published Year) Title of map, sheet number, scale and series. Place of Publication: Publisher.

Example:

Online Map
Include the following:
Author (Published Year) Title of map section [online]. [Accessed date]. Available at: <web address>.

Example:

Note: When you are referencing online maps make sure you note the author and not just the search engine, for example Tele Atlas produce Google Maps.

27.

Ref: LS067 | University of Wolverhampton | 2017/18
Images

**Image in a book**
Include the following information:
Author(s) (Published Year) *Title of book*. Edition (if later than 1st). Place of Publication: Publisher, page image is on.

Example:

**Image from a library database**
Include the following information:
Author (Published Year) *Title of item*. Format of original work [online]. [Accessed date]. Available at: <web address>.

Example:
Image from a website
Include the following information:
Author / Artist / Username (Published Year) Title of image. Name of hosting website (if applicable) [online]. [Accessed date]. Available at: <web address>.

Example:

Example:

Note: If the diagram, picture or graph has been created by someone other than the author of the source you have read, it should be referenced following the ‘Secondary referencing’ rules (see page 9). If you are referencing an image from a website make sure you reference the actual site and not the search engine used such as Google Images.

Figures: if you insert an image, graph, chart or diagram into your assignment it should be labelled with a caption directly underneath containing a figure number, title and the (author, date) source citation.
For example;

Figure 1: University of Wolverhampton logo (University of Wolverhampton, 2017)
References deconstructed: Web Pages

Author(s)  Date  Title of page in italics

Web pages

**Web page with organisation as author**
Include the following information:
Organisation name (Published Year) *Title of Webpage* [online]. [Accessed date]. Available at: < full web address>.

Example:
Web page with named author(s)
Include the following information:
Author(s) (Published Year) Title of Webpage [online]. [Accessed date]. Available at: <full web address>.

Example:

Note: If the website has no author you should use the site’s URL. However, if a web page has no author you might question whether it is a suitable source to use in your academic work. If a website has no date, use the author and (no date); be sure that the information is suitable and not out of date though. A copyright date (where available) can be used if the information itself isn’t dated. Some websites may give a date range e.g. University of Wolverhampton, 1999-2005; in this instance always use the latest date given.
Blogs

Include the following information:
Author or username (Published Year) *Title of blog post* [blog entry]. [Accessed date]. Available at: <web address>.

Example:
Canvas

Note: Not all lecturers are happy for you to cite directly from lectures or module support materials, so it is good practice to check this with your tutor. If the lecturer is drawing from a published source, you should find that source for use in your own work instead.

Lecture notes or PowerPoint slides
Include the following information:
Lecturer’s Name / Owner of Canvas Topic (Year) Details of item, e.g. title, lecture number. Module code: Module title [online]. [Accessed date]. Available at: <web address>.

Example:

Document on Canvas not written by lecturer:
Include the following information:
Author (Published Year) Title of document – details of what it is. Module code: Module title [online]. [Accessed date]. Available at: <web address>.

Example:
# YouTube & Online videos

## YouTube Videos
Include the following information:
Author or Username (Uploaded Year) *Title of video* [online]. [Accessed date]. Available at: <web address>.

Example:

## Podcast
Include the following information:
Authors (Year uploaded) Title of podcast. *Details of series / podcast provider* [online]. [Accessed date]. Available at: <web address>.

Example:

## DVD & Blu Ray
Include the following information:
*Title of film* (Year of distribution) Directed by name(s) of director(s) with initial(s) before surname(s) [Format]. Place of distribution: distribution company.

Example:
### Television

#### Television Programme
Include the following information:

*Title of programme* (Year of transmission) Name of Channel, Day and month of original broadcast.

Example:

*Little Britain* (2005) BBC Two Television, 23 June.

#### Episode of a Television Series
Title of episode (Year of transmission) *Title of programme*, Series and episode numbers, Name of Channel, Day and month of original broadcast.

Example:


#### Episode of a Television Series viewed online
Title of episode (Year of transmission) *Title of programme* [online], Series and episode numbers, Name of Channel, Day and month of original broadcast. [Accessed date].

Available at: <web address>.

Example:


Available at: <www.bbc.co.uk/iplayer>.
### Advertisements

**Advertisements**
Include the following information: 
Advertiser (Year of transmission) *Title of advertisement*  
[Where seen] Date viewed.

Example: TV Advertisement  
Vodafone (2009) *Advertisement for 3G mobile telephone*  
[advertisement on ITV Television]. Viewed 20 April 2009.

Example: Newspaper Advertisement  
Vodafone (2009) *Advertisement for 3G mobile telephone*  

Example: Internet Advertisement  
Vodafone (2009) *Advertisement for 3G mobile telephone*  

**Note:** include the Available at: <web address> for advertisements viewed online.

### Personal Communications

**Conversation or verbal presentation**
Include the following information: 
Name of presenter / participant (Year) *Subject of discussion* [type of communication]. Place (if applicable), Date of communication.

Example:  
Telford and Wrekin Council (2015) *The bigger picture*  
[Internal meeting]. Telford, 24 April 2015.
Email
Include the following information:
Name of message sender (Year) Email to (name of recipient with initial(s) then surname), date of message.

Example:

Interview
Include the following information:
Person being interviewed (Year) Interviewed by name of interviewer (initial(s) before surname) for TV programme or publication name [medium of transmission]. Broadcast channel or publication name, date.

Example:

Note: If you are referencing an interview remember to include the publication or broadcast (e.g. The Times or BBC One Television).
### Subject specific examples

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</table>
Interactive guide

Why not try our interactive Harvard guide (http://tinyurl.com/pyhd Igf) and our Plagiarism guide (http://tinyurl.com/qc5othr)

Need further help?

If you need help with the Harvard referencing system, please do not hesitate to ask the Librarians within your local Learning Centre for assistance. You can also chat live online to a librarian using our 24/7 Assist service http://www.wlv.ac.uk/lib/assist.
Harvard style law

These are examples of the Harvard referencing system, Law students using the Oxford style can refer to the full guide here.

UK Statute or Acts of Parliament
Include the following information:
Great Britain Parliament (Published Year) Title of act and year [Act of Parliament]. London: HMSO.

Example:

Note: The in-text citation for an Act of Parliament should give Great Britain Parliament as the author, e.g. (Great Britain Parliament, 2015). You should also mention the name of the Act within the general flow of your writing, for example;

According to the Mental Capacity Act 2005 (Great Britain Parliament, 2005) the…

Law Reports (Case Law)
Include the following information:
Name of case (Year) Title of law report, Volume number, page numbers of whole case.

Example:
Note: An Act of Parliament or Law Report should be referenced as a print source as shown in the examples above, even if the information was accessed online.
Examples for Health students

**British National Formulary**

**Print copy:**

**Note:** Always use the latest version of the British National Formulary which is available online to University of Wolverhampton staff and students.

**Online:**
Cochrane Library Systematic Review
Include the following information:
Author(s) (Year) Review title. Cochrane Database of Systematic Reviews [online]. (Issue number), Article number, pages. [Accessed date]. Available at: <web address>.

Example:

Command, White or Green Papers

Department of Health Report
Francis Report (Public Inquiry referenced as an online report)
NMC Code

Print copy:

Online:

NHS Report
**Policy document**
Include the following information:
Author (Year) *Title of document [policy document]*. Place of publication: Publisher.

Example:
Herefordshire Primary Care Trust (2010) *Oral Care [policy document]*. Hereford: Herefordshire Primary Care Trust.

**Confidential policy document**
Include the following information:
Host Organisation (Year) *Title of document [policy document]*. Host Organisation.

Example:

**UK statutes or Acts of Parliament**

**Note:** see page 41 for Harvard-style Law in more detail.
Examples for Education students

**Ofsted Report**

**National Curriculum Document**

**Department for Education Report**
Policy document
Include the following information:
Author (Year) Title of document [policy document]. Place of publication: Publisher.

Example:

Confidential policy document
Include the following information:
Host Organisation (Year) Title of document [policy document]. Host Organisation.

Example:

Teachers’ Standards

Unicef Report
Examples for Business students

**Mintel Papers**

**Online Mintel Papers**

**Company annual report**
Include the following information:
Name of company (Year) *Title of report* [online]. [Accessed date]. Available at: <web address>.

Example:

50.
Examples for Science students

Note: These are examples of the Harvard referencing system, Psychology students using the APA style can refer to the full guide here.

**Scientific datasets**
Include the following information:
Author(s) (Year) *Title of data*. Name of host repository [online]. [Accessed date]. Available at: <web address>.

Example:

**Map**
Southampton: Ordnance Survey.
Examples for Technology students

IEEE Conference proceedings

Patents
Include the following information
Inventor(s) (Year) Title of patent. Authorising organisation and patent number [online]. [Accessed date]. Available at: <web address>.

Example:

British Standards

British Standards accessed online
### Examples for Art & Design students

#### Images in a book

#### Online Image from a database

#### Online image from website e.g. Flickr

#### TV Advertisement

#### Artwork
Include the following information:
*Artist (Year) Title of artwork [Medium]. Institution or gallery where the artwork is displayed, city.*

Example:
# Examples for Performing Arts students

## Film
Include the following information:
*Title of film* (Year of distribution) Directed by name(s) of director(s) with initial(s) before surname(s) [Format]. Place of distribution: distribution company.

Example:

## Live Play
Include the following information:
*Title* by Author’s full name (Year of performance) Directed by name(s) of director(s) with first name(s) before surname(s). [Venue, town/city. Date seen].

Example:

**Note:** the corresponding in-text citation would include the play’s title (in italics) and the year, e.g. (*A midsummer night’s dream*, 2000).

## Lyrics from a song
Include the following information:
Lyricist (Year of distribution) *Song title*. Place of distribution: distribution company.

Example:
### Classical Concert
Include the following information:
Composer (Year of performance). *Title*. Performed by orchestra name conducted by name of conductor with first name before surname [Venue, town/city. Date seen].

Example:

### Live Band
Include the following information:
Act name (Year of performance) [Venue, town/city. Date seen].

Example:
Motorhead (2012) [Wolverhampton Civic Hall, Wolverhampton. 5 November].
Example of an a-z reference list

This is what an a-z reference list (a-z by author) would look like. This should be placed at the end of your assignment (but before any appendices).


