A Guide to References and Citations

Contents

1.   Introduction:

All statements, quotes, pictures or ideas taken from another person – in whatever medium e.g. written form, spoken, electronic, must be acknowledged within your work. Within your text you cite (quote) brief details at the point at which you refer to it (the citation) and then give full details (bibliographic reference) in a list at the end of the work. How you cite and how you list the references varies according to the system of referencing used.

Failure to acknowledge another person's work or ideas is plagiarism

Points to Remember

A bibliographic reference is a recognised shorthand way of recording the essential details about a book, journal article etc. in sufficient detail to enable others or yourself – at a later date, to identify and locate the item.

A reference list gives the full details (i.e. bibliographic reference) of books, journal articles, reports etc. that have been cited or quoted in your work.

A bibliography is a reference list of books, journal articles, reports etc. relating to the subject of the essay, report, article but which have not been cited or quoted in the essay, article, report etc. This is a separate list and includes all the information identified on the topic, which is not directly referred to in the essay, article, report etc.

The references used in the reference list are not normally repeated in the bibliography.

The listings for either a reference list or a bibliography is one list regardless of whether the items are books, journal articles, reports etc. The order of the list depends on the system of referencing used.

There are two major ways of referencing in documents – the Harvard (author/date) system and the Vancouver (numeric) system, although other systems and variations will be encountered. Whichever system is chosen there are certain elements, which have to be included in a set order.

Format of the reference list

The title of the main document i.e. the book or journal, should be distinguishable from the other parts of the reference. This is usually done by the use of italics, bold type or underlining.

How the references are written can be a matter of preference providing the main elements are listed in the correct order, but **consistency must be maintained throughout** the list of references or bibliography.

e.g.
- Author in capitals or upper and lower case
- Title of book and journal title underlined, in quotation marks, in bold or in italics. Every word of the title beginning with uppercase letter or only the first word
- Words vol. and part or issue preceding relevant numbers e.g. Vol.25 part 2 written as 25(2)   25:2   25;2   25,2
- Page numbers preceded by p or pp or pages e.g. pp33-39   p33-39
- ISBN (International Standard Book Number) can be added after publisher for books

- Date of journal (excluding year), particularly if weekly, can be added before volume and issue/part number

Academic institutions and publishers will often have their own guidelines and these might be prescriptive as to the actual format of the references so remember to check before submitting any assignments or articles for publication.

2.   Harvard Referencing

2.1   Journal reference

Elements to include are:

> **Author surname, initials** in capitals or sentence case
> **Date of publication** (of the journal)
> **Title of article**
> **Journal title**, in italics, bold or underlined (in full or abbreviated using "list of journals indexed by Index Medicus")
> **Volume number**
> **Part number**
> **First and last page**
>
> e.g.   Clark, L (2008) Leading by example. *Nursing Management*. 15(6) 12-15

The details of volume number and issue number for a journal can be found on the top or bottom of individual pages, the front cover, the contents page or the spine of the journal.

2.2   Book reference

Elements to include are:

> **Author/editor surname, initials** in capitals or sentence case
> **Year of publication**
> **Title,** in italics, bold or underlined
> **Edition** (if other than first)
> **Place of publication** (town not county or country)
> **Publisher**

e.g. Helman, C.G (1990) *Culture, health and illness: an introduction for health professionals*. 2nd ed. London: Wright.

The details for the book are obtained from the title page and the back of the title page and **not** from the front cover of the book. Sometimes the details on the cover and on the title page are not the same so for consistency the title page is always used. The sub-title from the title page can be included as part of the title.

2.3   Arrangement of lists

References are arranged alphabetically by the author's name.
In a reference list only one reference is given for each work regardless of how often the work has been referred to in the text. If there is more than one reference for the same author but different years they should be listed in chronological order.

> Bamford, M (1995) *Work and health*. London: Chapman & Hall.
>
> Bamford, M (1998) *New book.* London: Sage
>
> Clark, L (2008) Leading by example. *Nursing Management*. 15(6) 12-15
>
> Helman, C.G (1990) *Culture, health and illness: an introduction for health professionals*. 2nd ed. London: Wright

3. Vancouver (or numerical form)

Similar elements as with Harvard except that the order changes in that the year is given after the journal title or for books after the publisher.

3.1 Journal reference

Elements to include are:

> **Author surname, initials**
> **Title of article**,
> **Journal name** (in full or abbreviated using "list of journals indexed by Index Medicus") in italics, bold or underlined
> **Date of publication** (of journal)
> **Volume number**
> **Part number**
> **First and last page**

> e.g.   Clark, L. Leading by example. *Nursing Management*. 2008 15(6) 12-15

3.2 Book reference

Elements to include are:

> **Author/editor surname, initials**
> **Title**, in italics, bold or underlined
> **Edition** (if other than first)
> **Place of publication** (town not county or country)
> **Publisher**
> **Year of publication**

> e.g.   Helman, C.G. *Culture, health and illness: an introduction for health professionals.* 2nd ed. London. Wright.1990

3.3 Arrangement of lists

References are arranged in the order in which they appear in the text with the number that refers to the citation.

> e.g.   1. Ford, J. *Rehabilitation for work matters*. London. Radcliffe Publishing. 2008
> 2. Bamford, M. *Work and health*. London. Chapman & Hall. 1995

4.   Citing references in text

4.1   Harvard System (author – date method)

In text use only the authors surname(s) and the year of publication and then at the end of the work list full references in alphabetical order of authors surname.

If author's name occurs naturally in the sentence the year is given in brackets.
>   e.g.   according to Schaffer (2007) students are …..

If authors name does not appear naturally in the sentence then both the name and year are in brackets.
>   e.g.   mental health care for the elderly is underfunded (Norman 2003)

If several publications by same author in same year then distinguish by adding "a", "b" "c" etc. to year.
>   e.g.   Smith (2008a) Smith (2008b)

If there are two or three authors, the surnames of all authors are used.
>   e.g.   Norman and Redfern (2000)

If there are four or more authors, the surname of the first author only is used followed by et al.
>   e.g.   Johnson et al (2009) conclude that…

For a quote or reference to a particular section of text add page numbers to the reference, use p. for a single page and pp. for several pages.
>   e.g.   Smith (2016, p.58) points out that… or …this is not always the case (Smith, 2016 pp.58-61)

4.2   Vancouver (numerical method)

References should be numbered within the text with Arabic numerals in the order in which they appear – it is not always necessary to give the authors name.
>   e.g.   mental health care for the elderly is underfunded[1]
>   Norman[2] said that ……

List references in numerical order at end of text.

# 5.	Specific examples of referencing and citing using Harvard

- **Different works by the same author**
  When two or more references to one author published in different years then list chronologically.
  If several publications by same author in same year then distinguish by adding "a", "b", "c" etc. to year.

  e.g. Smith (2008a)   Smith (2008b)

- **Author with double surname**
  If author has double surname, without a hyphen, then final element is listed alphabetically, if hyphenated then both parts used.

  e.g. Murphy-Black, T

- **Three or fewer authors**
  All are used when citing in text and in the reference list under the author named first on the title page of a book or first in the article.

  e.g. cited as Jones and Owens (1997), listed in references as Jones, C. and Owens, D. (1997)….

- **Four or more authors**
  If there are 4 or more authors, the first author then et al is used when citing in text. All authors are listed in the reference list.

  e.g. Saich et al (1997) in text

  Saich C, Graystone SJ, Hendry SP and Clutton-Brock TH (1997) Nursing care of the Paratrend 7 sensor. *Intensive and Critical Care Nursing.* 13 (6) 338-340
  in reference list.

- **Corporate bodies/Organisations as authors**
  Sometimes there is no named individual as either author or editor but a corporate body has produced the publication e.g. government bodies and departments, professional organisations, companies. In this case the corporate body is the author.
  The full name of the organisation is used, but you can however use abbreviation for publisher details if organisation is also the publisher. The abbreviation can also be used in the main body of text after the first full usage e.g. In 2007 the Royal College of Nursing (RCN) state that……..the RCN (2007) publication….

  e.g. Royal College of Nursing (2007) *Mental health nursing of adults with learning disabilities.* London: RCN.

- **National Institute for Health and Care Excellence (NICE) guidelines**
  NICE (2009) recommend it is best practice to use the full guidelines and to include the guidance number after the title. See 'Internet Sources' section for how to add electronic information if accessed online.

  e.g. National Institute for Health and Clinical Excellence (2011) *Anaphylaxis: assessment to confirm an anaphylactic episode and the decision to refer after emergency treatment for a suspected anaphylactic episode.* Clinical Guideline 134. London: NICE.

- **Anonymous and missing details**
  Where there is no author or the author is anonymous use the standard abbreviation of Anon. For other missing details use as follows:

  - No place of publication use s.l. (Sine loco)
  - No publisher use s.n. (Sine nomine)
  - No date use n.d.
  - "Not known" use n.k.

- **Reports**
  Reports should not be listed under the chairperson but under the organisation or body responsible for publication. However, the chairperson's name can be listed after the title of the report, in brackets.

  e.g. The Cumberledge report would be listed as:
  Department of Health Expert Maternity Group(1993) *Changing Childbirth* (Cumberledge report). London: HMSO

- **Conference report or paper**
  Include details of the conference name and date in the reference. Conference proceedings are often published as a special journal issue or available online. If online see 'Internet Sources' section for extra details to include.

  Conference report:
  Author, editor or organisation, Year. *Full title of conference report.* Location, Date, Place of publication: Publisher.

  e.g. Cancer Research UK Scotland (2006) *Scotland against cancer conference 2006.* Glasgow, Scotland. 22nd September 2006. Edinburgh: Cancer Research UK Scotland.

  Conference paper:
  Author, Year. Full title of conference paper. Followed by In: Editor or name of organisation, *Full title of the conference.* Location, date, place of publication: publisher.

  e.g. Gregor, A (2006) What are the main drivers that will shape what cancer services will look like in the next 10-20 years?. In: Cancer Research UK Scotland (2006) *Scotland against cancer conference 2006.* Glasgow, Scotland. 22nd September 2006. Edinburgh: Cancer Research UK Scotland.

- **Parliamentary publications**
  Parliamentary publications such as Acts of Parliament, Command Papers and Statutory Instruments should be cited by title and date in the text, and referenced by title in the reference list.

  As well as title, date and publication information, chapter number (for Acts of Parliament), command paper number (for Command Papers) and SI number (for Statutory Instruments) should be included.

  e.g. *Mental Capacity Act 2005* (c.9) London: HMSO

  Saving lives: our healthier nation (Cm 4386, 1999) London: The Stationery Office

  The NHS Direct National Health Service Trust (Establishment) Amendment Order 2008. SI 2008/2769 London: HMSO

- **EU Documents**
  Similar in format to UK Parliamentary publications. They can be either Regulations, Directives or Decisions.

  Regulations: *The name of the Institution where the document originates (e.g. Commission or Council) and Form (e.g. Regulation) (Treaty abbreviation e.g EC), number/year and date passed followed by the title,* (*Official Journal , letter, date and pages)* all in italics.

  e.g. *Commission Regulation (EU) 207/2012 of 9th March 2012 on electronic instructions for use of medical devices (text with EEA relevance) (Official Journal L 72/28 10.3.2012 p28-31)*

  Cite in text as: (Commission Regulation (EU) 207/2012)

  Directive or Decision: The *name of the Institution where the document originates (e.g. Commission or Council) and Form (e.g. Directive or Decision) Year/Legislation number/ Initials of Institution followed by the date it was passed if known, followed by the title,* (*Official Journal , letter, date and pages)* all in italics. If online, see 'Internet Sources' section for additional details to add.

  e.g. *Council Directive 93/42/EEC of 14 June 1993 concerning medical devices.*

  Cite in the text as: (Council Directive 93/42/EEC)

- **British Standards Institution and International Standards Organisation**
  As with a book but include the standard number before the title.

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

  International Standards Organisation (2009) *ISO 31000:2009: Risk management – principles and guidelines.* Geneva: ISO

- **Chapter in an edited book**
  If reference is made to a specific chapter or section in a book edited by someone else then in the text cite author of chapter/section and year of publication and in the references under author of that chapter/section followed by the book reference. Page numbers or chapter number (e.g. Ch. 2) are given at the end of the reference.

  e.g. Mohanna, K (2005) What now? Making the jump. In Chambers, R (ed.) *Career planning for everyone in the NHS: the toolkit.* Abingdon: Radcliffe Publishing Ltd. Ch. 7.

  If the chapter or section has a different published date to the book then, in the references list, include the appropriate dates after the author of the chapter/section and the editor(s) of the book

  e.g. Frank, A (1997) When bodies need voices. In Bury, M and Gabe, J (eds.) (2004) *The sociology of health and illness: a reader.* London: Routledge. pp304-313

- **Dictionary**
  If quoting a definition from a dictionary where there are authors listed the reference is the same as for a book. If no authors are listed the title is used as the author.

  e.g. In the text:
  Coma is defined as "a state of unrousable unconciousness" (Concise Medical Dictionary, 2003)
  In the reference list:
  Concise medical dictionary (2003) 6th ed. Oxford: Oxford University Press

- **Secondary sources**
  Where you read about original work (primary source) in someone else's book. It is usually better to obtain the original piece of work but not always possible, so your citation and reference should refer to the source that you have seen and read.

  e.g. If you wish to refer to the work of Piaget but cannot obtain his original papers (primary sources) you may rely instead on the Introduction to Psychology which quotes his work

  Cite in the text as:
  In 1952 Piaget studied……..(cited in Atkinson et al 1987)
  Or indirectly as (Piaget, 1952 cited in Atkinson et al 1987, p368)
  Use p for single page and pp for multiple pages

  In the references list alphabetically under the original author and add 'cited in …..'

  i.e. Piaget (1952) The origins of intelligence in children. New York. International Universities Press. Cited in Atkinson, R.L., Atkinson, R.C., Smith, E.E., and Hilgard, E.R. (1987) *Introduction to psychology.* 9th ed. San Diego: Harcourt, Brace and Janovich.

- **Unpublished or in-house publications**
  Similar to a book but provide as much detail as is possible and include the medium eg: leaflet, handout.

  Northamptonshire Healthcare NHS Foundation Trust (2013) *Library services: delivering 24/7 access to knowledge.* Issue 37. (leaflet). Northampton: NHFT

- **Tables and diagrams**
  If you want to include a table or diagram from a book or report, check if the table or diagram is from a secondary source or by the author. Include the whole table and add the citation below the image as well as in the reference list.

  e.g. in the text: Office of National Statistics 2015 cited in Smith, 2016, p91.
      in the reference list: Smith (2016) *Statistics for health.* Northampton: Test Publishing

  If you quote from a table, treat the table as a secondary reference (see above) and include the book in the reference list.

Internet sources:

This is a guide only, check with your University for their preferred style.

Keeping a copy of the front page of websites, the page or the document you used (if permissible) is seen as good practice as websites can change frequently. You may have

to look at other pages on the website such as 'About us' to find the publisher (if it's a document. The publisher is not needed for a web page) or the year.

- **World wide web page**
  This is written in the same way as a book with the addition of [on-line], the URL (the web address) and the date you accessed the page. The URL can be in between < and > to define it from other text.

  > **Author/editor surname, initials** (if no specific author use the smallest identifiable organisational unit)
  > **Year** (date the page was last updated, write 'No date' or 'n.d.' if not available)
  > **Title**, in italics, bold or underlined
  > **[online]**
  > **Date of update if available**
  > **Available from: <URL> Can use the homepage address if the specific one is very long and contains details of the route taken to reach the page**
  > **[Accessed date]**

  e.g. National Institute for Health and Clinical Excellence (2011) *NHS evidence: evidence in health and social care.* [online]. Available from <https://www.evidence.nhs.uk/> [Accessed 10th October 2012]

- **UpToDate**
  UpToDate is an online subscribed resource available through the Northampton General Hospital Trust network. Topics should be referenced as for chapters in an edited book; the book in this case is UpToDate, topics are continually updated so the publication date should be the current year/last updated and no page numbers or chapters are cited.

  e.g. Kelmore, N (2016) Comorbid disease in psoriasis. In: Post, T W (ed). *UpToDate.* [online]. Waltham, MA: UpToDate. Available through Northampton General Hospital NHS Trust: <http://thestreet/Home.aspx > [Accessed 3rd August 2016]

- **Electronic journal articles**

  > **Author/editor surname, initials**
  > **Year** (write 'No date' if not available)
  > **Title of article**
  > **Title of journal** (in italics, bold or underlined),
  > **[on-line]**
  > **Volume/issue number, pages or on-line equivalent**
  > **Available from <URL.>** (often URL is excessively long, if so give enough information for others to find the page)**full URL of article if open access
  > **[Accessed date]**

  From a password protected database:
  e.g. Smith, J (1996). Time to go home. *Journal of Hyperactivity* [online] 12th October, 6 (4), pp. 122-3. Available through Leeds Metropolitan University <http://www.leedsmet.ac.uk> [accessed June 17th, 2009]

  From free/open access journal:
  e.g. Sharif, F and Masoumi, S (2005) A qualitative study of nursing student experiences of clinical practice. *BMC Nursing* 4 (6). Available at <http://www.biomedcentral.com/1472-6955/4/6> [Accessed 2nd October 2012]

- **E-Book**
  Are written as for books with the inclusion of [e-book], the URL and the date accessed. E-books are referenced in the text the same as books (Author, date). If a page number is not available for a direct quotation reference use a chapter or section heading as a guide to location.

  e.g. Wanjek, C (2003) *Bad medicine: misconception and misuses revealed, from distance healing to vitamin O.* [e-book]. Hoboken: John Wiley & Sons. Available at: Google Books <http://books.google.co.uk/> [Accessed 2nd January 2013]

  If the e-book is accessed through a password protected database (e.g. MyiLibrary or a University) then it is referenced as above but with 'Available through:' and give the University and the website or database and website.

  e.g. Scheid, TL and Brown TM (2010) *A handbook for the study of mental health*. [e-book]. Cambridge: Cambridge University Press. Available through: MyiLibrary <www.evidence.nhs.uk> [Accessed 22nd October 2012]

- **Cochrane Library database of systematic reviews**
  The Cochrane Library have a 'how to cite' section but it is not in Harvard referencing format. Citation is similar to a journal article with *Cochrane Database*…as the journal title and includes the DOI number.

  e.g. Pani PP, Trogu E, Vecchi S, Amato L. (2011) Antidepressants for cocaine dependence and problematic cocaine use. [online]. *Cochrane Database of Systematic Reviews*, Issue 12. Art. No.: CD002950. DOI: 10.1002/14651858.CD002950.pub3. Available from: <http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD002950.pub3/abstract> [Accessed 19th December 2012]

6.   References:

Anglia Ruskin University (2013) *Guide to the Harvard system of referencing.* 5th edition. [Online]. Cambridge: Anglia Ruskin University. Available from http://libweb.anglia.ac.uk/referencing/harvard.htm [Accessed 25th July 2016]

Bournmouth University (2016) *BU guide to citation and referencing in the Harvard style.* [online]. Pool: Bournemouth University. Available from http://www.bournemouth.ac.uk/library/citing_references/citing_refs_main.html [Accessed 25th July 2016]

Bournmouth University (2016a) *BU guide to citation and referencing in the Harvard style: webpage.* [online]. Poole: Bournemouth University. Available from http://bournemouth.v1.libguides.com/bu-ref-harvard-webpage [Accessed 25th July 2016]

Basow, D S (ed.) (2012) *UpToDate.* [online]. Waltham, MA: UpToDate. Available through Northamptonshire General Hospital Trust: <http://thestreet/Home.aspx> [Accessed 2nd January 2013]

British Standards Institute (1989) *BS 1629 :1989 Recommendations for references to published material..* London: BSI

British Standards Institute. (1990) *BS 5605:1990 Recommendations for citing and referencing published material.* London: BSI.

Dwyer, M. (1995) A guide to the Harvard referencing system. *British Journal of Nursing.* 4 (10). p599-602

Neville, C. (2007) *The complete guide to referencing and avoiding plagiarism.* Maidenhead: Open University Press

University of Northampton (2015) *Harvard referencing guide.* [online]. 5th edition. Northampton: University of Northampton. Available from http://skillshub.northampton.ac.uk/2012/11/27/harvard-referencing-guide/ [Accessed 28th July 2016]

University of Bradford (2016) *Guide to referencing using the Harvard system.* [Online] Bradford: University of Bradford. Available from http://www.bradford.ac.uk/library/help/referencing/ [Accessed 28th July 2016]