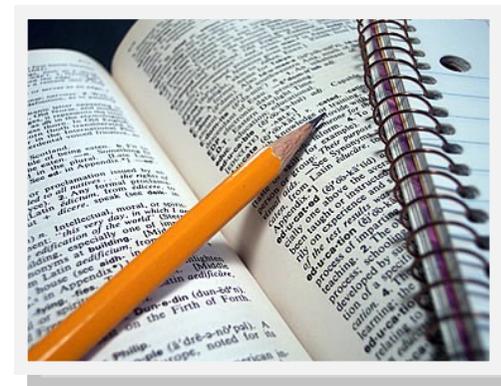


# Referencing: A Quick Guide



W: [www.btuheks.nhs.uk](http://www.btuheks.nhs.uk)

T: 01268 524900 ext 3594 E: [library@btuh.nhs.uk](mailto:library@btuh.nhs.uk)

## Referencing and Citation

Various styles are used when preparing references for different academic disciplines and purposes. This leaflet is based on the HARVARD referencing style and contains useful guidelines on how to cite (refer to) those sources in your final text. but you should check with your tutor or advisor that you are using the preferred standard for your subject. When preparing a report, extended essay or a thesis you will need to consult the published literature: books, journal articles, conference reports, electronic resources, etc.

**Your completed written work must acknowledge the sources from which you have obtained your information.**

### What is referencing and citation?

- A **citation** is a passage or opinion from a book, article or webpage etc., made in such a way that a reader can identify it
- A **reference** is a direction to a book, article or webpage etc., where certain information may be found; an indication of the author, work, page etc., to be looked at or consulted.
- A **reference list** is a collection of references.

**Referencing** is the term given to the linking of the citations within the body of your work and the reference list. Those reading your work **must** be able to follow the link between your work and the articles, books etc., on your list.

### Why is it important?

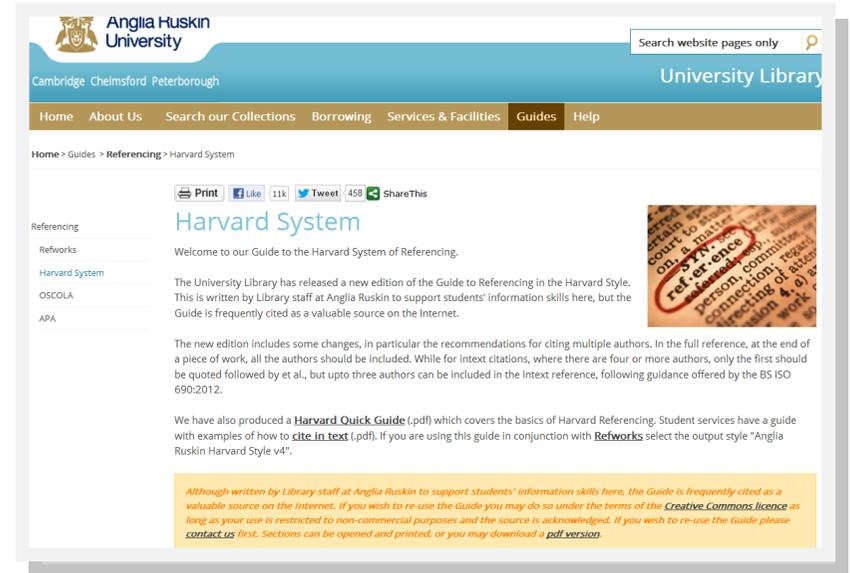
- You must acknowledge any source that you refer to in your assignment, both within the text of your essay and at the end of it (by including a list of references). Information obtained from any source, including the internet, is subject to copyright law.
- Referencing your sources also enables the reader/examiner to see what sort of reading you've done and to be able to locate your references if they wanted.
- **You should also know that if you use sources (other people's work) but don't cite them either within the text or in your reference list, you could be accused of PLAGIARISM, academic dishonesty, which is a serious charge.**

### What details are needed for the full reference list?

These are the publication details of the works themselves, which vary according to the type of material used: book, article, thesis, video, etc.

Anglia Ruskin University Library has an excellent online guide to referencing...

<http://libweb.anglia.ac.uk/referencing/harvard.htm>



The screenshot shows the Anglia Ruskin University Library website. The header includes the university logo and name, and a search bar. The navigation menu has links for Home, About Us, Search our Collections, Borrowing, Services & Facilities, Guides, and Help. The main content area is titled "Harvard System" and includes a welcome message, a list of referencing styles (Referencing, Refworks, Harvard System, OSCOLA, APA), and a detailed introduction to the Harvard System. A sidebar on the left lists the referencing styles. A footer note mentions that the guide is frequently cited as a valuable source and is available under a Creative Commons license.

Basildon Healthcare Library

T: 01268 524900 Ex 3594

Education Centre

E: [library@btuh.nhs.uk](mailto:library@btuh.nhs.uk)

Basildon University Hospital

Opening times

Nethermayne

Monday—Friday 8.30am—6.30pm (staffed)

Basildon Essex

Access for reference purposes and PC use is

SS16 5NL

available 24 hours a day 7 days per week to BTUH

Trust security card holders.

## ii) Without author

Order of details:

Title. [Online]. (Date *last updated*). Place of publication: Publisher.  
Available from: URL [Accessed date].

*Example:*

[Legislation \(also Decriminalisation\)](#). [online]. (2000). Drugscope. Available from:

[http://www.drugscope.org.uk/druginfo/drugsearch/ds\\_results.asp?file=\wip\11\1\1\legislation.html](http://www.drugscope.org.uk/druginfo/drugsearch/ds_results.asp?file=\wip\11\1\1\legislation.html) [Accessed 9 August 2001].

## b) Web homepage

Order of details:

Title of homepage. [Homepage of name of organization]. [online]. Date last updated.

Available from: URL [Accessed date].

*Example:*

[NMC](#). [Homepage of the UK Nursing & Midwifery Council]. [online]. 16 May 2001.

Available from: <http://www.nmc-uk.org> [Accessed 24 September 2003].

## Further Guidance on Referencing

For additional support you may wish to refer to the following resources:

Anglia Ruskin University Library. Available from:

<http://libweb.anglia.ac.uk/referencing/referencing.htm> [Accessed 22nd November 2007]

Bournemouth University. Available from:

[http://www.bournemouth.ac.uk/library/citing\\_references/docs/Citing\\_Refs.pdf](http://www.bournemouth.ac.uk/library/citing_references/docs/Citing_Refs.pdf) [Accessed 22nd November 2007].

## Referencing Software

You may also like to consider using reference management software to help you organise references and compile reference lists. This software enables you to download useful references from database searches into a personal database, and then to sort them as you wish. You can also use the software to produce bibliographies and reference lists in various formats.

It is possible that if you are a university student you will have access to EndNote or Refworks, amongst others, There are also a number of freely available packages which can be downloaded such as Mendeley and Zotero (which works with the Firefox browser).

For a comparison of the many products which are available look at...

[http://en.wikipedia.org/wiki/Comparison\\_of\\_reference\\_management\\_software](http://en.wikipedia.org/wiki/Comparison_of_reference_management_software)

## Where does the list appear?

The list should come at the very end of the work, before any appendices. It takes the form of an alphabetical listing (by author) of the works consulted. If more than one author has the same surname, initials determine the alphabetical sequence. If more than one work by the same author is listed, these should be arranged with the earliest published work first. Works by more than one author are entered under the name which first appears on the title, or opening page, of the book/article/item and are listed after works written or edited independently by this author.

## Citations in your work

Citations within your work direct readers to the reference list at the end of it. The author's surname, year of publication (and page number(s) if appropriate) should appear in the work. If the author's name does not form part of the statement in the work, put name, date and page number in brackets.

*Example:*

There is evidence (Smith 1990, p23) that the statistical analysis is unsound.

If the author's name forms part of the statement put the date and page number in brackets.

*Example:*

Smith (1990, p23) cited evidence that the statistical analysis is unsound.

If there are **two authors**, the surnames of both separated by "and" should be given before the date.

*Example:*

Smith and Jones (1990, p64) proved that the statistical analysis is unsound.

In the first citation of a work with **three to five authors**, give the surnames of all authors (order in which authors are given is that of the title page), separating the names of the authors with commas, the last comma followed by "and".

*Example:*

Smith, Jones and Jones (1990) made various claims that the statistical analysis was unsound.

Subsequent references should be in abbreviated form, the surname of the first author followed by et al.

*Example:*

Smith et al. (1990) have provided a range of evidence to show that the statistical analysis is unsound.

For a work with **six or more authors**, give only the first author's surname followed by et al. When citing the work of **one author found in the work of another** you should acknowledge that you did not consult the original source;

*Example:*

Supporting evidence appears in a study by Black (cited in Smith and Jones, 1990, p64).

"Cited in " indicates that the reference to Black's study was found in Smith and Jones. Include only Smith and Jones in your list.

For **articles in edited works**, cite under the name of the author(s) of the paper, not under the name of the editor.

For **works published in the same year** by the same author suffixes "a", "b", etc are

added to the year. Both date and letter are used in citing the source. Remember to use the date and the letter when including the reference in your list at the end of the essay.

*Example:*

Smith (1990a, p23) has provided evidence that the statistical analysis is unsound.

To cite a **website with a known author** use only the name of the author followed by the year the page was last updated.

*Example:*

The National Aids Manual (2001) suggests that abacavir may be taken more than twice a day

When the author of a **website is unknown** or when **citing a homepage** give the web address (also known as the URL) of the site followed by the year the page was last updated.

*Example:*

Over 6m people expressed an interest in UK nurse training in 1999 according to the English National Board <http://www.enb.org.uk/> (2001)

**Quotation marks** are used to enclose direct quotations from speech and writing. Quotes of less than three lines can be included in the work.

*Example:*

Smith (1990, p23) concluded that "there was a fundamental discrepancy in the original data".

However quotes of more than three lines should be separated from the work and indented.

## Electronic Resources – Discussion lists and Email

### a) Discussion list

Order of details:

Author. (Date). Subject of message. Discussion list [online]. Available from: (List email address or web address). [Accessed date].

*Example:*

Sandall, J. (24 May 2001). Free web-based virtual midwifery library. Midwifery-research. [online]. Available from: <http://www.jiscmail.ac.uk/lists/midwifery-research.html> [Accessed 5th July 2001].

### b) Personal email

Order of details:

Sender. (Sender's email address). (Day Month Year). Subject of message. Email to(Recipient's email address).

*Example:*

Hall, D. (d.hall@BTUH.nhs.uk). (5th July 2001). Referencing for nursing and social science students. Email to S. Hill ([s.hill@btuh.nhs.uk](mailto:s.hill@btuh.nhs.uk)).

## Electronic Resources – Websites

- You should not cite databases e.g. CINAHL, MEDLINE but you should cite any references you obtained from these databases and read as full text. These should be cited as ejournals.
- In this context, the term "publisher" means an organization responsible for maintaining the Internet site. If neither the place or the publisher can be ascertained then leave it out.
- The date of publication means the day the pages were last updated. This may appear at the end of the page. Alternatively, to find this out click on View menu, then Page Source to check last modification date. If no date can be determined write (No date).

•

### a) Web document with or without author

#### i) With author

Order of details:

Author. (Date last updated). Title. [online]. Place of publication: Publisher. Available from: URL [Accessed date].

*Example:*

National Aids Manual. (2001). Abacavir: overview. [online]. NAM Publications. Available from: <http://www.aidsmap.com/treatments/ixdata/english/E9CB29D7-AF00-443B-B8F6-DC916D131DB8.htm> [Accessed 31 August 2001].

## Conference Proceedings

Order of details:

Title of conference: Conference details. Title of proceedings. Editor (s).

Place of publication. Publisher.

Example:

Women, work and computerization: spinning a web from past to future: International Federation for Information Processing; Conference (6th: 1997). Proceedings of the 6th International IFIP conference. Edited by A.F.Grundy et al. Berlin: Springer.

## Legal Material

Citing law materials such as statutes, Statutory Instruments and Law Reports is very complex and many styles are in use. A suggested order of details is given here for a law report, however you are advised to check the preferred style with your tutor.

Order of details:

Name of party v Name of party. Date of decision. Volume. Abbreviated name of report. Page number.

Example:

Bolam v Friern Hospital Management Committee. 1957. 2. AllER. 118.

## Videotape, Film or Broadcast Media

Order of details:

Director/Producer. (Date of publication). Title. Series. [Medium]. Place of publication: Publisher.

Examples:

Royal College of Nursing. (2000). Infection control. RCN nursing update 93. [Video]. London: BBC.

Garden, G. (Director). (1996). What you really need to know about rheumatoid arthritis. [Video]. London: Video Arts Ltd for Videos for Patients Ltd

## Computer Software including CD-ROM

Order of details:

Writer, *if identifiable individual with clear responsibility for intellectual content*. (Date of publication). Title - *this is the first element if the software is the co-operative work of many individuals underlined*. [Medium]. Producer.

Examples:

Philpott-Howard, J. (1998). Infection control: training and policies for hospitals. [CDROM].

WB Saunders. ADAM: interactive anatomy. (1997). [CD-ROM]. Adam Software Inc.

## Reference Lists: General Principles

References are arranged alphabetically by authors' surnames. Separate surnames with commas; use initials, NOT first name; use the ampersand "&" not "and" to separate surnames. [Note that ampersands are not used for referencing-in-text].

For printed books and articles use capitals for the first letter of the first word of the title and proper names; use small letters for all other words. Underline the title of books and journals; do NOT underline the title of articles. Separate the parts of the reference i.e. author, date, title etc with a full stop and two spaces. Separate place of publication and publisher with a colon and a space.

### Books

#### a) Printed books

Order of details:

Author. (Date of publication). Title. (Edition *if not first edition*). Place of publication: Publisher.

Example:

Carpenito, L.J. (1999). Nursing care plans and documentation: nursing diagnoses and collaborative problems. (3rd ed). Philadelphia: Lippincott.

#### b) Electronic books

Order of details:

Author. (Date of publication). Title. [online]. (Edition *if not first edition*). Place of publication: Publisher. Available from: URL. [Accessed date].

Example

Carpenito, L.J. (1999). Nursing care plans and documentation: nursing diagnoses and collaborative problems. [online]. (3rd ed). Philadelphia: Lippincott. Available from: <http://gateway.ovid.com> [Accessed 26th March 2003].

### Articles in Journals

#### a) Printed journal article

Order of details:

Author of article. (Date of publication). 'Title of article'. Title of journal. Volume number, (Issue number *if any*), Page number(s).

Example:

Swift, C.G. (2001) 'Falls in late life and their consequences: implementing effective services'. B.M.J.. 322, (7290), p.855-857.

#### b) Electronic journal article

Order of details:

Author of article. (Date of publication). 'Title of article'. Title of journal. [online]. Volume number, (Issue number *if any*). Available from: URL [Accessed date]

Example:

Swift, C.G. (2001) 'Falls in late life and their consequences: implementing effective services'. B.M.J.. [online]. 322, (7290). Available from: <http://gateway.ovid.com> [Accessed 14 August 2003]

## Newspaper Articles

### a) Printed newspaper article

Order of details:

Name of author(s) if available. (Year of publication). 'Title of article'.  
Name of newspaper. Day and month, Page number(s), (Column number).

Example:

Norton-Taylor, R. (2001). 'Amnesty attacks Britain on asylum'. *Guardian*. 31 May, p11, (1-2).

### b) Electronic newspaper article

#### i) On the Web

Order of details:

Name of author(s) if available. (Year of publication). 'Title of article'.  
Name of newspaper. [online]. Day and month, Page number(s) if given.  
Available from: URL [Accessed date].

Example:

Norton-Taylor, R. (2001). 'Amnesty attacks Britain on asylum'. *Guardian* [online]. 31 May. Available from: <http://www.guardian.co.uk/Archive/Article/0,4273,4195474,00.htm~top> [Accessed 27th August 2001].

#### ii) On CD-ROM

Order of details:

Name of author(s) if available. (Year of publication). 'Title of article'.  
Name of newspaper. [CD-ROM]. Day and month, Page number(s) (if given).

Example:

Norton-Taylor, R. (2001). 'Amnesty attacks Britain on asylum'. *Guardian*. [CD-ROM]. 31 May, p11.

Example:

Department of Health. (2000). *The NHS plan: a plan for investment, a plan for reform*. [online]. London: Stationery Office. (Cm; 4818-1). Available from: <http://www.doh.gov.uk/nhsplan/contents.htm> [Accessed 26 August 2001]

## Chapters in Books

Order of details:

Author of chapter. (Date of publication). 'Title of chapter'. in Editor . Title of book. Place of publication: Publisher, Page numbers(s).

Example:

Lloyd, L. (2001). 'Social policy'. in J. Naidoo & J. Wills (eds.). *Health studies: an introduction*. Basingstoke: Palgrave, p163-192.

## Thesis

Order of details:

Author. (Date of publication). Title. Thesis details, University or Institution.

Example:

Duke, K. (1999). *Containing contradictions: the development of prison drugs policy in England since 1980*. PhD, Middlesex University, School of Social Science.

## Government Reports

### a) Printed government report

Order of details:

Government Department. (Date of publication). Title of report. [Popular title]. Place of publication: Publisher (*usually Stationery Office*). Series details (if any).

Example:

Department of Health. (2000). *The NHS plan: a plan for investment, a plan for reform*. London: Stationery Office. (Cm; 4818-1).

### b) Electronic Government Report

Order of details:

Government Department. (Date of publication). Title of report. [Popular title]. [online].

Place of publication: Publisher. Series details (*if any*). Available from: URL [Accessed date]

## Government Circulars

### a) Printed government circular

Order of details:

Government Department. (Date of publication). Title of circular. Circular details. Place of publication: Publisher.

Example:

Department of Health. (2001). *Care Standards Act 2000: transition arrangements for the creation of the National Care Standards Commission*. HSC 2001/011. London: Department of Health.

### b) Electronic government circular

Order of details:

Government Department. (Date of publication). Title of circular. [online]. Circular details. Place of publication: Publisher. Available from: URL [Accessed date]

Example:

Department of Health. (2001). *Care Standards Act 2000: transition arrangements for the creation of the National Care Standards Commission*. [online]. HSC 2001/011. London: Department of Health. Available from: <http://tap.ccta.gov.uk/doh/coin4.nsf/Circulars?ReadForm> [Accessed 25 August 2001]