

## **GUIDELINES FOR HARVARD REFERENCING**

An important part of academic and professional writing is correct referencing. In the following sections, guidelines will be presented to ensure that you achieve the required standard for your studies. In any piece of work you produce, you must acknowledge all the sources you have used to help you prepare your work. Do not be tempted to pretend that someone else's words are your own. Not only may the person reading, or more importantly marking your work, be familiar with the original, but also more credit is given to a student who has thoroughly researched the topic area and has cited the sources of their work. The key point is that references should be **traceable**. For this to be achieved, the information given should be accurate, complete, clear, consistent and should follow an established system.

### **What is 'referencing', and why do I need to do this for my academic work?**

Referencing is necessary:

- to avoid plagiarism;
- to enable the reader to verify quotations and to enable readers to follow-up and read more fully cited author's arguments;
- to draw upon another writer's ideas in your assignment, or if you make a direct quote;
- to acknowledge other people's ideas;
- to enable readers – and markers- of your work to trace (and check) the source material;
- to demonstrate that you are not just giving your own opinions but are also including other people's to illustrate a point or offer support for an argument.

Failure to give credit to other people's work appropriately could be considered as plagiarism.

### **What is plagiarism?**

- ◆ This involves a blatant and deliberate attempt to pass off someone else's ideas as your own, or to copy sections of text from another's work (whether in paper or electronic format) without attempting to put these ideas into your own words or acknowledge sources.
- ◆ It is a form of theft and is certainly regarded as a serious offence in educational settings

As there are a number of referencing systems and several variations, it is suggested that you use the following outline of the Harvard system. This will enable anyone reading your work to locate the exact sources you have used and so follow up the arguments or the information you have provided.

### **References and Bibliography**

A point of frequent confusion is the distinction between references and a bibliography. What is the difference between them? The list of references contains all the authors who are actually referred to in your work. In writing your essay or project you may read some authors who were helpful but of whom you make no reference in your work. These would be listed under bibliography. If you have referred to a piece of work and listed it under references, then it will not appear under bibliography. Both references and bibliography are written using the same format and are listed in alphabetical order.

### **Conclusion**

The School considers that correct referencing is important, so it is essential to get it right. Although different books and journals may use different systems, for this course use the one outlined in this handout. Don't forget the key is accuracy, completeness and consistency. Help your reader and examiner by ensuring that they can easily trace your references.

# The Harvard (Author-Date) System – Brief Guidelines

The School of Health Science recommends that you use the Harvard citation system for all your assignments.

The following brief guidelines are not exhaustive and should be read in conjunction with *Cite them right: the essential guide to referencing and plagiarism* (Pears and Shields, 2005). This publication is recommended by the School of Health Science.

## How to cite in the text – the basics

When you are writing an assignment, you must acknowledge the source of your information or ideas by giving the surname(s) of the author(s) and the date of publication. Sometimes you may refer directly to the author, in which case you only need to give the date of publication in brackets after the surname. At other times, you may not refer to the author directly and need to acknowledge your use of the work by entering both surname and date in brackets at the end of the sentence.

### 1. Where the author is named in the text you only need to enter the date in brackets.

#### Example:

Backett (1999) looks at health issues within the context of the family setting.

According to Smith (1999)...

Morgan and Watts' (2004) study shows us that...

In an article entitled 'The nurse and the patient', McKenzie (2005) makes the point that...

Referring to the Health and Social Care Act (2003), Bright (2005) says that...

As Williams (2002) stated / wrote / ...

### 2. Where the author is cited in support or as source of information and not referred to directly, you need to put both surname and date in brackets.

#### Example:

It is essential to obtain detailed information about everyday caring and health-related behaviours in families, since this is the location for much primary health and illness care and maintenance (Backett, 1999).

### 3. If you want to support a statement made in your text by more than one work, you need to list the author date for each publication in order of date of publication.

#### Example:

Two of the main learning needs identified by registered general nurses are clinical topics/skills and communication skills (Sherwood, 1991; Williams, 2000; Peters, 2002).

### 4. If there are more than *two* authors, enter the name of the first author and *et al.* (*et al.* should be in italics).

#### Example:

Integrated patient records in primary care are necessary to support good communication between professionals (Rigby *et al.*, 1998).

**Note:** You must list all the authors in the reference list at the end of your assignment.

## 5. Dealing with Quotes in your Text

For quotes longer than 3 lines, a new paragraph which is both indented and single spaced should be used. Include the page number in text when quoting from a source.

as was discussed previously. Wilson (2000, p. 15) further elaborated that

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Howell (1999) challenged this view. He argued that . . .

If the author is not the subject of the sentence leading into a quote, or if there is no sentence leading into a quote, the quote should be referenced as below.

This study indicated that

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(Quinn, 1999, p. 11)

## The reference list – the basics

The reference list should:

- appear at the end of your assignment
- appear under the heading: “References”
- include only those works referred to in the text of your work
- list authors alphabetically
- list chronologically items from the same author published in different years.
- distinguish works by the same author in the same year using a, b, etc. after the year

In general, each reference should start with the author’s surname, initial, year of publication in brackets, the title of the book or article, and the source i.e. publisher or journal. There are exceptions to this (e.g. for anonymous journal articles) which are dealt with below.

### A brief example of a formatted reference list.

Burnard, P. (1990a) *Learning human skills: an experiential guide for nurses*. London: Heinemann.  
Burnard, P. (1990b) *Nurse education: the way forward*. London: Scutari.  
Kagan, C. (1985) *Interpersonal skills in nursing*. London: Croom Helm.  
Kagan, C. (1987) *A manual of interpersonal skills for nurses*. London: Harper and Row.  
Sheward, L., Hunt, J., Hagen, S., Macleod, M., Ball, J. (2005) 'The relationship between UK hospital nurse staffing and emotional exhaustion and job dissatisfaction', *Journal of Nursing Management*, 13 (1), pp. 51-60.

## Citing sources in the reference list – the basics

**1. Books:** Author/Editor (Year of publication) *Title of book in italics*. edition - only include if the item you used was not the first edition. Place of publication: Publisher.

Volk, W.A. and Brown, J.C. (1997) *Basic microbiology*. 8th edn. Menlo Park, CA: Addison Wesley.

**Note:** Where there is a list of places of publication e.g. Edinburgh, London, Melbourne and New York, only the first in the list is used. If the book is a reprint, give the original date of publication.

**2. Edited works:** Author/Editor (ed.) (Year of publication) *Title of book in italics*. edition - only include if the item you used was not the first edition. Place of publication: Publisher.

Brown, P. (ed.) (2002) *Perspectives in medical sociology*. Belmont: Wadsworth.

**3. Journal articles:** Author/s (Year of publication) 'Title of article', *Journal name*, volume number (issue), pages.

Lewis, M.A. (2006) 'Nurse bullying: organizational considerations in the maintenance and perpetration of health care bullying cultures', *Journal of Nursing Management*, 14 (1), pp. 52–58.

Sheward, L., Hunt, J., Hagen, S., Macleod, M., Ball, J. (2005) 'The relationship between UK hospital nurse staffing and emotional exhaustion and job dissatisfaction', *Journal of Nursing Management*, 13 (1), pp. 51-60.

**Note:** If the article is available both online and in print, and the electronic copy is the same as the print, you should reference it as above. If the article is only available online, or is different from the print version, you should reference it as an electronic journal. See below (p.7) for guidance.

## Further Harvard Rules of Referencing

### 1. Secondary Referencing

Secondary referencing is where you need to refer to the work of an author which you have not read in the original, but have learnt about from another author. Wherever possible you should use the original work. If this is not feasible, you must make clear that you have not read the original.

In the text of your assignment, you must refer to the work in which you found the reference. **In the reference list, you should only include details of the work which you have read and in which you found the information.**

#### In the text

Kleinman (1996) cited in Cunningham-Burley (1998) has argued that it is in the non-professional arena that illness is first defined.

OR

It is the non-professional arena that illness is first defined (Kleinman1996, cited in Cunningham-Burley, 1998).

#### In the reference list

Cunningham-Burley, H. (1998) *Sociological expression of health and perspectives of illness*. London: Sage

**2. Chapter/Section in an edited book:** Author of chapter/section (Date) 'Title of chapter/section in quotation marks', in Editor(s) of book (ed.) *Title of book in which section appears*. Place: Publisher, page numbers.

**Note:** *In the text, you only cite the author of the chapter or section.*

**In the reference list:**

Weir, P. (1995) 'Clinical practice development role: a personal reflection', in Kendrick, K., Weir, P., Rosser, E. (eds.) *Innovations in nursing practice*. London: Edward Arnold, pp. 5-22.

**In the text:**

This idea is important for clinical practice development (Weir, 1995).

**3. More than two authors:** In the text you should use the name of the first author followed by *et al.* and the date. In the reference list you must list all of the authors.

**In the reference list:**

Rigby, M., Roberts, R., Williams, J., Clark, J., Savill, A., Lervy, B., Mooney, G. (1998) 'Integrated record keeping as an essential aspect of a primary care led health service', *British Medical Journal*, 317 (7158), pp. 579-582.

**In the text:** Integrated patient records in primary care are necessary to support good communication between professionals (Rigby *et al.*, 1998).

**4. Anonymous articles:** Where an article is written by an anonymous author, the article should be entered under the name of the journal or institution responsible for the publication.

**In the reference list:**

Nursing Standard (2004) 'Where have all the teachers gone?' *Nursing Standard*, 4 (3), p. 13.

**In the text:**

Concern about the shortage of teachers (Nursing Standard, 2004)...

**5. Newspaper Articles:** Author(s) of article (if given) or Title of newspaper. (Year of publication) 'Title of article', *Title of newspaper* (if not given above). Date of publication, day and month not year. Page number(s).

**Known author**

**In the reference list:**

Fishbaum, R. (2006) 'Another brick in the wall', *Independent on Sunday*, 2 April, p. 33.

**In the text:**

In a recent article on the topic (Fishbaum, 2006) ...

**Unknown author**

**In the reference list:**

Western Mail (2005) 'Financial state of the NHS in Wales', 3 July, p. 34.

**In the text:**

In a recent newspaper article (Western Mail, 2005) ...

**6. Editorials:** Editorials should also be listed under the name of the journal.

**In the reference list:**

Nursing Times (2004) Editorial, *Nursing Times*, 69 (7), p. 1602.

**In the text:** In an editorial in the *Nursing Times* (2004), it was suggested ...

**7. Unpublished Works (e.g. Theses):** Author (Year) *Title of thesis*. Unpublished MSc/PhD thesis. University.

**In the reference list:**

Williamson, J. (1990) *Information needs of qualified nurses in Bloomsbury Health Authority*. Unpublished MSc thesis. University of London.

**In the text:**

A qualitative study by Williamson (1990)...

**8. Conference papers:** Author (s) (date) 'Title of paper', *Title of conference*. Location and date of conference. Location: place of publication, pages.

**In the reference list:**

Evans, G. (2004) 'Introducing evidence-based nursing practice: at a distance', *Building on the evidence: Proceedings of the Second Conference on Evidence-Based Practice*, Middlesex NHS Healthcare Trust, London 16-17 April. London: Middlesex NHS Healthcare Trust, pp. 57-68.

**In the text:**

Evans (2004) has suggested...

**Conference proceedings:** Author (s) (date) *Title of conference*. Location and date of conference. Location: place of publication.

**In the reference list:**

Middlesex NHS Healthcare Trust (2004) *Building on the evidence: Proceedings of the Second Conference on Evidence-Based Practice*, Middlesex NHS Healthcare Trust, London 16-17 April. London: Middlesex NHS Healthcare Trust.

**In the text:**

The conference (Middlesex NHS Healthcare Trust, 2004) has suggested...

**9. Corporate authors (organisations and institutions):** The organisation's name should be written in full.

Nursing and Midwifery Council (2002) *The NMC code of professional conduct: standards for conduct, performance and ethics*. London: Nursing & Midwifery Council.

**10. Government Departments:** Name of Department (Year of publication) *Title*. Place of publication: Publisher.

**Note:** Many guides recommend that you write *Great Britain* before the name of the Dept. in order to distinguish between different countries. However, the School of Health Science prefers that you omit this.

Department of Health (1999) *Making a difference: strengthening the nursing, midwifery and health visiting contribution to health and healthcare*. London: Department of Health.

Department of Health (1997) *The new NHS: modern, dependable*. London: The Stationery Office.

Department of Health (1998) *Our healthier nation*. London: The Stationery Office.

## 11. Reports commissioned by Government, government departments or other organisations:

Author or organisation. (Date) *Title of report*. Place of publication: Publisher.

**Note:** Where a Committee or Royal Commission has been appointed to report on a topic, the final report may often be associated with the name of the Chairman. One such example would be the Black Report. Where this is the case, it is acceptable to include the name of the Chairman in brackets.

### In the reference list:

Royal Commission on the NHS (1979) *Report of the Royal Commission on the National Health Service*. (Chairman: Sir Alec Merrison) London: HMSO.

Department of Health and Social Security (1980) *Inequalities in health: report of a working group*. (Chairman: Sir Douglas Black) London: HMSO.

Royal College of Nursing (1997) *What a difference a nurse makes: an RCN report on the benefits of expert nursing to the clinical outcomes in the continuing care of older people*. London: Royal College of Nursing.

### In the text:

In the Black Report (Department of Health and Social Security, 1980)...

Expert nursing is important in the continuing care of older people (Royal College of Nursing, 1997).

## 12. Act of Parliament: *Title of Act* (Date) Place of publication: Publisher

**Note:** Many guides suggest you commence the reference with Great Britain and include the "Name of the sovereign". This is not necessary for your assignments. The simpler format is preferred.

### In the reference list:

*Children Act* (1989) London: HMSO.

### In the text:

The welfare of the child must be the 'paramount consideration' of the court (Children Act, 1989).

## Electronic sources of information:

**1. Internet sites and web pages:** Author (Year) *Title of Web Page / Website*. Available at: URL (Accessed: date)

### In the reference list:

Office of National Statistics (2006) *Neighbourhood statistics*. Available at:

<http://neighbourhood.statistics.gov.uk> (Accessed: 10 July 2006).

### In the text:

Statistical data for the local electoral ward is available from the Neighbourhood Statistics website (Office of National Statistics, 2006).

If you cannot establish the date the page was published or updated, simply enter (no date).

### In the reference list:

Townsend Centre for International Poverty Research (no date) *Launch of the Townsend Centre for International Poverty Research*. Available at:

<http://www.bristol.ac.uk/poverty/background.html#launch> (Accessed: 10 July 2006).

### In the text:

The launch of the Centre was also an acknowledgement of the work of Professor Townsend (Townsend Centre for International Poverty Research, no date).

**2. Electronic journal articles:** Author/s (Year of publication) 'Title of article', *Journal name*, volume, number /issue, pages *Name of collection e.g. Science Direct* [Online]. Available at: URL of collection (Accessed: date).

**NOTE:** If the article you accessed electronically is identical to the print version, it is acceptable to reference it as you would the hard copy.

**In the reference list:**

Sterud, T., Ekeberg, O., Hem, E. (2006) 'Health status in the ambulance services: a systematic review', *BMC Health Services Research*, vol. 6, no. 82 *Biomed Central* [Online]. Available at: <http://www.biomedcentral.com> (Accessed: 10 July 2006).

**In the text:**

A useful review of the literature in this area (Sterud, 2006) found...

**3. Cochrane Systematic Reviews:** Author/s. (Year of publication) *Title of review (Cochrane Review)*. In: The Cochrane Library, Issue number, Year. Chichester: John Wiley and Sons.

**In the reference list:**

Woods, R.K. (2000) *Dietary marine fatty acids (fish oil) for asthma (Cochrane Review)*. In: The Cochrane Library, Issue 3, 2000. Chichester: John Wiley and Sons.

**In the text:**

A systematic review of the literature (Woods, 2000) found...

**4. Electronic Books (e-books):** Author (Year of publication) *Title*. Name of e-book supplier [Online]. Available at: URL (Accessed: date).

**In the reference list:**

Greenhalgh, T. (2003) *How to read a paper: the basics of evidence based medicine*. NetLibrary [Online]. Available at: <http://www.netlibrary.com> (Accessed: 8 August 2005).

**In the text:**

There are over 200 hundred websites on evidence-based medicine (Greenhalgh, 2003).

**5. Welsh Assembly Government publications:** Many of these publications are available online. If you used the electronic copy rather than the print, you should include the URL and the date accessed.

**In the reference list:**

Welsh Assembly Government (2005) *Designed for life: creating world class health and social care in Wales in the 21st Century*. Cardiff: Welsh Assembly Government. Available at: <http://new.wales.gov.uk/docrepos/40382/dhss/reportsenglish/created-life-e.pdf?lang=en> (Accessed: 15 July 2005).

**In the text:**

Service users and staff need to be put in the 'driving seat of redesign' (Welsh Assembly Government, 2005).

**6. Personal communications:** Sender/author (Year) Medium of communication to Receiver of communication, day and month of communication.

Brown, J. (2006) E-mail to Susan Black, 15 June.

**Note:** Permission to use someone's email must be sought before it is used to avoid breaking the copyright and data protection regulations.

**Acknowledgement**

This guide draws heavily upon the work of Pears and Shields (2005).

**References**

Pears, R. and Shields, G. (2005) *Cite them right: the essential guide to referencing and plagiarism*. Newcastle upon Tyne: Pear Tree Books.