

HOW TO REFERENCE ACADEMIC WORK

Key points:

There is a range of referencing styles. The School of Health And Social Care uses the Harvard system of referencing. You must not use a numeric system of referencing or use footnotes

It is important that you reference your work correctly; your marks may be reduced if you do not follow the correct style.

Articles in *The British Journal of Midwifery*, *British Journal of Nursing*, *The British Journal of Community Nursing* use the Harvard system. Do refer to these journals as a guide to the correct style.

Refer to the University *Skills for learning handbook* and *Skills for Learning* on the University intranet for guidance in essay writing and referencing.

The Harvard system identifies

Authors surnames only (no initials) and year of publication in the text (your own work)

Full details alphabetically listed in reference list or bibliography

How do I refer to the work of others in my own work?

The following examples all show how you refer to somebody else's work in your own work. They all use the Harvard system.

When you describe what somebody else has said using your own words, you give the author's last name and the year of publication in brackets.

Example

A recent study on prenatal screening revealed that women reported increased anxiety about the health of their baby after 'high risk' result from the screening test (Robinson 2001).

Note – the full stop is at the end of the sentence, after the last bracket and not before the first bracket.

When the author's name occurs in the sentence (usually at the beginning of a sentence) the year only is given in brackets

Example

Robinson (2001) found that women remained anxious about the health of their baby after they had screened 'high risk' to the screening test.

When the same author has published more than one cited item in the same year, these are shown by adding lower case letters (e.g. a,b,c, etc.) after the year and within the same brackets (in your list of references you use the same letter to differentiate the two).

Example

Research by the Refugee Council (1996a, 1996b) has shown that the majority of asylum seekers apply for asylum very soon after their arrival in the UK.

When there are two authors, the last names of both should be given before the date.

Example

Bostwick and Sneade (2001) emphasise the importance of evidence-based management and nursing care in the treatment of patients following a subarachnoid haemorrhage

When there are more than two authors, the last name of the first one only should be given, followed by 'et al.'

Note - you need to include all authors' names in the reference list.

Example

In their book on the future of health care in the UK, Beck et al. (1992) suggest that.....

If the name of the author is not given put 'Anon'. This means that the article was written anonymously

Note - this is not common. You can usually find the author. You should only do this if the author's name is not given (such as in a newspaper article), not just because you haven't managed to find out whom it is!

Example

It has been found that ... (Anon 2000)

Note - You still need to include the full reference in the reference list

Referencing from a chapter in an edited book

If you are using the name of an author who has written a chapter in an edited book you must use this author's name in the text and in the reference list. It is not appropriate to use the editor's names.

Example:

You have referred to the work by Rosie Stephens in an assignment related to mental health. She has written a chapter in a book edited by Jane Wilson

Stephens (1997) has argued that integrated care pathways are particularly appropriate in developing a collaborative approach to service provision in mental health services. In the reference list this reference should appear as:

Stephens R (1997) Setting up pathways in mental health in J Wilson (ed) *Integrated care management: the path to success* Butterworth Heinemann

Secondary referencing

This is used when you are referencing the work by an author who is mentioned in an article or book that you are reading. Generally you should try to avoid secondary referencing and go to the original source - the book or article.

Example:

This is a section taken from a chapter by Susan Phillips in an edited book by Graham Moon and Rosemary Gillespie called *'Society and health: An introduction to social science for health professionals'*

'The term 'health care' in modern western society often conjures up images of high technology hospitals and health centres; images of nurses and doctors among other uniformed professional; and images of a modern medical regime incorporating pain-relieving and lifesaving drugs and breath-taking surgical techniques. The fact that families and communities might be crucial and influential providers of care are sometimes underestimated (Oakley 1993). However the majority of us grow up being cared for by a family of one kind or another with the consequence that family care is actually more normal than is generally realised' (Phillips 1995: 33).

Imagine that you are writing an essay and want to use the point made by Oakley. Ideally you should find her book, but if you are using this as a secondary reference you should write something like the following.

Oakley (1993), cited by Phillips (1995) has suggested that the role of families and communities in the provision of modern western health care has been underestimated.

In your reference list this should appear as:

Phillips S (1995) Health, family and community in G Moon and R Gillespie (eds) *Society and Health: An introduction to social sciences for health professionals* Routledge
You do not use Oakley because you have not used her work directly.

Quotations in your text

Try not to use too many quotations in a piece of work. The over use quotations makes your work descriptive and may not convey your understanding. Too many quotations make your work disjointed and your work ends up being written by others and not yourself!

Try to paraphrase what an author is saying. Use a quotation if you feel that an author is saying something striking, summarises a point succinctly (i.e. short and sweet) or you think it can't be paraphrased. Quotations are useful to illustrate or emphasise a point you want to make.

If the quotation is short you can write it in the flow of the sentence and indicate the page number. Remember - the reader may want to follow this up.

If you are using a long (but not too long!) quote you should indent it in your work.

Example of short quotation

Swage (2000: 7) suggests that clinical governance is 'an opportunity for clinicians to take the lead in the delivery of health care, to demonstrate how it can be done effectively, to learn from each other and to share best practice.'

Example of long quotation

In the conclusion of her work on the emotional labour of nursing, Smith (1992) comments that,

'On the basis of these findings I suggest that the emotional components of caring require formal and systematic training to manage feelings, grounded in a theoretical base such as psychology, sociology and the acquisition of complex interpersonal skills. In this way emotion work will be made visible and valued in its own right and not just viewed as *just* part of the package of women's work.'

(Smith 1992: 139)

Referencing organisations and government bodies as authors

Reports that are not the responsibility of individuals should be listed under the name of the organisation, government department, parliamentary committee etc. Reports should not be listed under the chairperson of a committee even though they are commonly referred to in this way.

Examples

Department of Health (2000) *The NHS Plan, A plan for investment, A plan for reform*. The Stationery Office

Bexley and Greenwich Health Authority (1999) *Partners for Health Bexley and Greenwich Health Improvement Programme 1999/ 2000 to 2001/ 2002*. Bexley and Greenwich Health Authority

When you refer to a government department you need to write the name of the department in full the first time you use it in your text, followed by the abbreviation in brackets. Then on all subsequent occasions you can use an abbreviation, e.g. Department of Health (DoH) is then referred to as DoH. Other examples include:

The Stillborn and Neonatal Death Society (SANDS)

The Royal College of Nursing (RCN)

Example of an Act of Parliament

In your text:

The recognition of children's rights was firmly established in the Children Act (Her Majesty's Government 1989)

In the reference list

Her Majesty's Government (1989) *The Children Act* HMSO

What should book and articles look like in the reference and bibliography list?

If you want to present your list in columns then that's OK, but be consistent in both reference list and bibliography.

The Harvard system uses both 'open' and 'closed' punctuation. This refers to the uses of dots and commas when you use the author's name in your text and in the reference and bibliography list. You can use either but be consistent.

Example of open punctuation

In your text

It has been suggested that.....(Smith 1992)

In the reference list

Smith P (1992) *The emotional labour of nursing*. Macmillan

Example of closed punctuation

In your text

It has been suggested that.....(Smith, 1992)

In the reference list

Smith, P. (1992) *The emotional labour of nursing*. Macmillan

What to include in a reference to a book

Author

Year of publication (in brackets)

Edition of book (in brackets)

Title of book (in italics, or underlined if hand-written)

Publisher – no need to include place of publication

Examples

Beck E, Lonsdale S, Newman S and Paterson D (eds) (1992) *In the best of health? The status and future of health care in the UK*. Chapman & Hall

Department of Health (1993) *Changing Childbirth: Part 1: Report of the Expert Maternity Group*. HMSO

Department of Health (1999) *A National Framework for Mental Health*. The Stationary Office

Holloway J (1992) the media representation of the nurse: implications for nursing. In Soothill K, Henry C, and Kendrick K (eds) *Themes and Perspectives in Nursing*. Chapman and Hall

Murray Parkes C, Laungani P and Young B (1997) (eds) *Death and bereavement across cultures*. Routledge

Refugee Council (1996a) *The state of Asylum: A critique of asylum policy in the UK*. The Refugee Council

Refugee Council (1996b) *Update: The impact of the social security regulations*. The Refugee Council

Scambler G (1991) (ed) (third edition) *Sociology as applied to medicine*. Bailliere Tindall

Smith P (1992) *The emotional labour of nursing*. Macmillan

Swage T (2000) *Clinical governance in health care*. Butterworth Heinemann

Wyse D & Hawtin A (2000) *Children: a multiprofessional perspective*. Arnold

What to use in a reference to a journal article

Author

Year of publication (in brackets)

Title of article

Title of Journal (in italics, or underlined if hand-written)

Volume

Part (in brackets) Note – some journal publications do not have a part, so ignore this

Pages

Examples

Bostwick J and Sneade M (2001) Nursing a patient after subarachnoid haemorrhage. *Nursing Times* 97 (34): 36-37

Hunter M (2001) Will social services suffer in new regime? *Community Care* 1387: 10-11

MacDougall G (1997) Caring - a masculine perspective. *Journal of Advanced Nursing* 25: 809-813

Robinson J (2001) Prenatal screening: a retrospective study. *British Journal of Midwifery* 9 (7): 412-417

Rowden R (1998) Unleashing the potential. *Nursing Times* 94 (43): 62-63

Santry H and Clark J (1999) Primary Care Groups: Nurses on The Board. *Nursing Standard* 14 (5):34-39.

Strong S (2001) A nation of pill poppers? *Nursing Times* 97 (34): 24-25

Wyatt JC (2000) Knowledge for the clinician: Information for parents. *Journal of the Royal Society of Medicine* 93: 4670-471

What to include in a reference to an Internet resource

Author or equivalent (e.g. government or voluntary organisation)

Date of publication including last amended

Title of article

Title of book or journal in italics

Publisher (if a book)

Type of medium (i.e. on-line)

Date when last accessed

Location (the URL – uniform resource locator)

The URL must be accurate and many are case sensitive which means that they recognise the difference between upper and lower case. Remember that if a dot or a dash is out of place the reader will not be able to access the work cited,

Examples

Gillian S, Abbott S and Banks-Smith J (2001) Can primary care groups and trusts improve health? *British Medical Journal* 323: 89-92 (online) last accessed 30.08.2001 at <http://www.bmj.com/cgi/content/full/323/>

Department of Health (1999) *Saving Lives: Our Healthier Nation Executive Summary*. DoH (online) last accessed 03.09.2001 at <http://www.doh.gov.uk/ohn/execsum.htm>

Department of Health (2001) Tackling health inequalities Consultation on a plan for delivery
DoH (online) last accessed on 13.09.2001 at
<http://www.doh.gov.uk/healthinequalities/tacklinghealthinequalities.pdf>

Using lecture notes

Do not use these. They are not published materials and are not accessible by the reader of your work.