

Harvard System of referencing - Faculty of Health & Social Care Sciences

September 2007

This is a brief guide to the Harvard system for citing and referencing the most commonly used sources.

As students in the Faculty of Health and Social Care Sciences, you are required to use this Harvard system to prepare and produce a reference list for each of your assignments. Each reference should contain the information needed to trace an item you have cited in your assignment.

It is very important that you are citing and referencing your sources accurately.

What does citing and referencing mean?

Citing: Acknowledging the contribution of a specific individual or organisation as a source of a particular statement, view, argument or decision.

You 'cite' the author and year of publication for any source you use whether you are directly quoting from the text or paraphrasing. You do this at the point where you use the source within the text of your essay (in-text citation). **See section below on Citing references in your text.**

Referencing: Ensuring that what has been cited can be identified precisely.

The references will normally appear at the end of your essay or assignment. The same format, including punctuation and abbreviation, should be followed every time you write a reference. All the references should be listed in alphabetical order of author's surname, under the heading **References**. This allows your reader to trace your sources for interest or further examination and also credits the original author(s). **See section below on How to cite specific sources using the Harvard style.**

Why should I do this?

You cite and reference your work in order to avoid the charge of plagiarism, which means using the work of others without acknowledging your source of information or inspiration. Plagiarism is treated very seriously, and plagiarised work is normally disqualified.

About this guide

This guide is based on:

Pears, R. & Shields, G. (2006) *Cite them right: the essential guide to referencing and plagiarism*. Newcastle upon Tyne: Pear Tree Books.

Cite them right (Pears & Shields, 2006) has been adopted as the Faculty standard for citing and referencing. You should refer to it for the full range of examples you need, especially for sources that are not covered in this guide. The publication also contains useful information about plagiarism.

Multiple copies of this publication are available for you to borrow and/or refer to in the libraries at Kingston University and St George's.

Copies may also be purchased from the LRC at Kingston Hill and from the bookshop at St. George's.

CITING REFERENCES IN YOUR TEXT (IN-TEXT CITATION)

You cite sources in your text by giving the author's name and the year of publication. You should always do this, whether you are summarising the author's words or including a direct quotation.

You should include page number(s) if you are using a direct quotation or referring to a particular section of the text - for example a table or an illustration.

If the author's surname occurs naturally in the text, the year follows in round brackets. If not, insert the name and year in round brackets at the end.

Short quotations (say up to three lines) can be included in the body of the text. Longer quotations should be indented in a separate paragraph, and a smaller type-face used.

For example:

The general approach of Bell (1999) suggests.....

Jones and Fletcher (1999, p.41) have stated that 'occupational stress ... is widely considered to be a growing problem in the 1990s'.

'Occupational stress ... is widely considered to be a growing problem in the 1990s' (Jones & Fletcher, 1999, p.41).

Randall & Downie (2006, p.171) commenting on empathy, state:

There is also a fundamental ambiguity at the heart of understanding another person's experience. Are we understanding what the other person might be feeling or thinking, or what we might feel or think in the same situation? The official answer is no doubt that we are trying to understand what the other person is feeling.

In cases where the name of the author cannot be identified, you should use the title in the place of the author.

For example:

Table 216-2 in *The Merck manual of diagnosis and therapy* (2006, p.1846) lists the drugs used for treating migraine and cluster headaches.

If you are citing a web page you should follow the guidelines above. You give the author if available and the title if there is no identifiable author.

CONFIDENTIALITY

It is your responsibility to ensure that patient and client confidentiality is maintained in your written work. This includes in-text citations and references. If unpublished NHS Trust or other NHS organisational documents are used - policies, procedures or care plans, for example - it is important that the name of the Trust is *never* divulged as this could lead to the patient or client being identified. See Section 7 below for further details.

LISTING REFERENCES AT THE END OF THE TEXT

References should be listed at the end of your assignment in **alphabetical order** by author's surname, title or web address and then by date (earliest first), and then if more than one item has been published during a specific year, by letter (1995a, 1995b etc.). You find the details on the title page of the book, which is usually the very first page, before the actual text of the book starts. See Pears and Shields (2006, p.7) for further details.

Each reference should include all the elements given in the examples below and follow exactly the same format. The title of the publication should be in *italics* – or underlined if you are handwriting the assignment.

If an example you require is not included below you should refer to the following publication:

Pears, R. & Shields, G. (2006) *Cite them right: the essential guide to referencing and plagiarism*. Newcastle upon Tyne: Pear Tree Books.

HOW TO CITE SPECIFIC SOURCES USING THE HARVARD STYLE

1. Books

- **Book by a single author:**

Author's Surname, Initial. (Year of publication in round brackets) *Title of book in italics*. Edition if it is not the 1st edition. Place of publication: Publisher.

Example:

In-text citation:

Newell (2001) identifies the components of cognitive-behavioural interviewing.

Reference list:

Newell, R. (2001) *Interviewing skills for nurses and other health care professionals*. 2nd edn. London: Routledge.

- **Book by two authors:**

Author's Surname, Initial. & Author's Surname, Initial. (Year of publication in round brackets) *Title of book in italics*. Edition if it is not the 1st edition. Place of publication: Publisher.

Example:

In-text citation:

A recent study (Ferri & Smith, 1996) argued that....

Reference list:

Ferri, E. & Smith, K. (1996) *Parenting in the 1990s*. London: Family Policy Studies Centre.

- **Book by three authors:**

Author's Surname, Initial., Author's Surname, Initial. & Author's Surname, Initial. (Year of publication in round brackets) *Title of book in italics*. Edition if it is not the 1st edition. Place of publication: Publisher.

Example:

In-text citation:

According to Thompson, Melia and Boyd (2000) a preoccupation with standards....

Reference list:

Thompson, I., Melia, K. & Boyd, K. (2000) *Nursing ethics*. 4th edn. Edinburgh: Churchill Livingstone.

- **Book by four or more authors:**

[Note: If you are referring to a book with four or more authors it may be difficult to include all of their names. You can use a convention called *et al.* which is taken from the Latin and means 'and others'. See Pears and Shields (2006, p.32) for further details.

First Author's Surname, Initial. *et al.* (Year of publication in round brackets) *Title of book in italics*. Edition if it is not the 1st edition. Place of publication: Publisher.

Example:

In-text citation:

Malin *et al.* (1999) confirm that...

Reference list:

Malin, N. *et al.* (1999) *Community care for nurses and the caring professions*. Buckingham: Open University Press.

- **Book by a corporate author (for example a government department or organisation):**

Name of corporate author (Year of publication in round brackets) *Title of book in italics*. Edition if it is not the 1st edition. Place of publication: Publisher.

Example:

In-text citation:

The Intercollegiate Working Party for Stroke (2000) established guidelines for.....

Reference list:

Intercollegiate Working Party for Stroke (2000) *National Clinical Guidelines for Stroke*. London: Royal College of Physicians.

- **Edited book:**

Editor's Surname, Initial. (ed.) (Year of publication in round brackets) *Title of book in italics*. Edition if it is not the 1st edition. Place of publication: Publisher.

Example:

In-text citation:

Messer (1999) proposes

Reference list:

Messer, D. (ed.) (1999) *Psychology and social care*. London: Jessica Kingsley.

- **Chapter/section of an edited book:**

Author of the chapter/section's Surname, Initial. (Year of publication in round brackets) 'Title of chapter/section in single quotation marks', in Author/Editor's Surname, Initial. (ed.) *Title of book in italics*. Place of publication: Publisher, page numbers of chapter (prefixed by pp.).

Example:

In-text citation:

Two researchers (Castle & Rooney-Kaymakci, 2005, p.118) state that 'discharge planning is an actively managed process'.

Reference list:

Castle, R. & Rooney-Kaymakci, T. (2005) 'Discharge planning following surgery', in Pudner, R. (ed.) *Nursing the surgical patient*. 2nd edn. London: Balliere Tindall, pp. 117-127.

2. Journal articles

- **Article in a printed journal:**

Author's Surname, Initial. (Year of publication in round brackets) 'Title of article in single quotation marks', *Title of journal in italics*, volume number (issue number in brackets), page numbers (prefixed by pp.).

Example:

In-text citation:

Attree (1993) highlights the importance of....

Reference list:

Attree, M. (1993) 'An analysis of the concept 'quality' as it relates to contemporary nursing care', *International Journal of Nursing Studies*, 30 (4), pp. 355-361.

- **Article in an electronic journal via an electronic journal collection:**

A collection is an electronic journal collection for example: Blackwell-Synergy, ScienceDirect, IngentaConnect.

Author's Surname, Initial. (Year of publication in round brackets) 'Title of article in single quotation marks', *Title of journal in italics*, volume number (issue number in brackets), page numbers (prefixed by pp.) *Name of collection in italics* [Online]. Available at: URL of collection (Accessed: date).

Example:

In-text citation:

Drummond (2004) discusses the avant-garde....

Reference list:

Drummond, J.S. (2004) 'Nursing and the avant-garde', *International Journal of Nursing Studies*, 41 (5), pp. 515-524 *ScienceDirect* [Online]. Available at: <http://www.sciencedirect.com> (Accessed: 7 July 2006).

- **Systematic Review in the Cochrane Library:**
These reviews are not mentioned by Pears and Shields (2005). The Cochrane Library indicate how they should be cited. Please follow the instructions provided on screen when viewing a Cochrane review online.

Example:

In-text citation:

The Cochrane study on organised inpatient care for stroke patients (Stroke Unit Triallists' Collaboration, 2001) clearly demonstrates....

Reference list:

Stroke Unit Triallists' Collaboration. Organised inpatient (stroke unit) care for stroke. *The Cochrane Database of Systematic Reviews* 2001, Issue 3. Art No.: CD000197. DOI:10.1002/14651858.CD000197.

3. Government documents

- **Government department publication:**
 Great Britain. Name of Government Department (Year of publication in round brackets) *Title in italics*. Place of publication: Publisher. (Series - if applicable).

Example:

In-text citation:

The new NHS (Great Britain. Department of Health, 1997) was an attempt to...

Reference list:

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

- **Act of Parliament**
 A major change in the citation of UK legal sources took place in 1963. For pre-1963 examples, please refer to '*Cite them right*' (Pears & Shields, 2006, p.17). For post-1963 statutes, use the following format:

Great Britain. Name of Act: Name of sovereign. *Chapter number*. (Year) Place of publication: Publisher.

Example:

In-text citation:

Police authorities are defined as relevant partners under s 10(4)(b) of the Act (Great Britain. *Children Act 2004*)

Reference list:

Great Britain. *Children Act 2004: Elizabeth II. Chapter 31*. (2004) London: The Stationery Office.

4. Websites

- **Organisational Internet site or web page:**

Organisational name (Year that the site was published / last updated in round brackets) *Title of Internet site in italics*. Available at: URL in full (Accessed: date).

Example:

In-text citation:

Diabetes UK (2006) highlights the effect that delays in

Reference list:

Diabetes UK (2006) *Flu jab shortage fears*. Available at:

http://www.diabetes.org.uk/About_us/News_Landing_Page/Flu_jab_shortage_fears (Accessed: 4 June 2007).

- **Personal Internet site or web document:**

Author's Surname, Initial. (Year that the document was published) *Title of document in italics*. [Online]. Available at: URL in full (Accessed: date).

Example:

In-text citation:

Changes in life expectancy (Philp, 2004, p.12)...

Reference list:

Philp, I. (2004) *Better health in old age*. [Online]. Available at:

<http://www.dh.gov.uk/assetRoot/04/09/32/15/04093215.pdf> (Accessed: 4 June 2007).

- **Images:**

Author/artist. (Year of publication) *Title of image*. [Online image]. Available at: URL in full (Accessed: date).

Example:

In-text citation:

Wood's beautiful photographs (Wood, 2003)...

Reference list:

Wood, N. (2003) *London eye* [Online image]. Available at:

<http://www.nickwoodphoto.com/html/ALL-LONDON-EYE/wheel-photos-p4/LE-L-091.html> (Accessed: 4 June 2007).

5. Virtual Learning Environment (Blackboard, Moodle)

You will need to be clear about what it is you are citing. It might be a lecturer's notes, a journal article, text or an image digitised for use in the VLE or a discussion board message.

- **Blackboard – Tutor's notes:**

Author or Tutor's Surname, Initials. (Year of publication in round brackets) 'Title of item in single quotation marks'. *Name of academic module in italics*, [Online]. Available at: URL of virtual learning environment (Accessed: date).

Example:

In-text citation:

In his document on health and society, Leonard (2004) argues...

Reference list:

Leonard, L. (2004) 'What is health?'. *Contemporary perspectives in nursing*, [Online]. Available at: <http://lms.kingston.ac.uk> (Accessed: 7 July 2006).

- **Blackboard – Message from course discussion board:**

Author's Surname, Initials. (Year of publication in round brackets) 'Title of message in single quotation marks', *Title of Discussion Board in italics in Name of academic module in italics*, [Online]. Available at: URL of virtual learning environment (Accessed: date).

Example:

In-text citation:

Points of interest in the Blackboard discussion forum on autonomy (Leonard, 2002) included....

Reference list:

Leonard, L. (2002) 'Autonomy', *Autonomy in Contemporary perspectives in nursing*, [Online]. Available at: <http://lms.kingston.ac.uk> (Accessed: 7 July 2006).

6. SECONDARY REFERENCING

In some cases you may wish to quote a piece of work that has been referred to in a book that you have read. This is called “secondary referencing” as you have not read the original piece of work. Wherever possible, you should read the original work but if you are not able to do so and you wish to refer to it, your text must make it clear that you have not read the original but are referring to it from a secondary source. For example:

Macdonald, L. (2005) refers to Figley’s concept of compassion fatigue.

In your list of references at the end of your assignment you should only include the reference to the work you have read, in this case the book by Macdonald, L. You do not include details of the work you have not read - the book by Figley. Your reference would therefore be:

Macdonald, L. (2005) *Palliative medicine: a case-based manual*. 2nd edn. Oxford: Oxford University Press.

7. Confidential documents

If unpublished NHS Trust or other NHS organisational documents are being used (for example policies, procedures or care plans) it is important that the name of the Trust is *never* divulged because the confidentiality of patient or client may be compromised.

Example:

In-text citation:

This action was taken in accordance with the NHS Trust’s (name withheld, 2005) disciplinary policy.

Reference list:

NHS Trust (name withheld) (2005) *Disciplinary policy*.

For more information

These are just a few examples. You should refer to *Cite them right* (Pears & Shields, 2006) for the full range of examples.

Reference

Pears, R. & Shields, G. (2006) *Cite them right: the essential guide to referencing and plagiarism*. Newcastle upon Tyne: Pear Tree Books.