GOOD REFERENCING GUIDE
A guide to standard Harvard Referencing for the School of Nursing & Health Sciences
Contents

What is referencing? 3
The Harvard Style of Referencing 4
Citations 5
Citation Examples 6
References 9
Reference Examples 10
Books & ebooks 10
Chapter in an edited book 11
Journal articles & e journal articles 12
Newspaper articles 13
Webpages & websites 14
Other Info. 17
More than 3 authors 17
No author 17
Same author with 2 sources on same year 17
Secondary References 18
The Reference List 19
Reference List Example 20
Referencing

In each essay or assignment you do as part of your studies, you will be expected to read appropriate resources and to use them in constructing your essay. You will usually be marked according to whether you have used appropriate resources – ones which are of a high quality, and are relevant to the topic you are writing about. You will also be marked according to the quality and accuracy of your referencing.

What is referencing?

It is the important process of formally acknowledging another person’s ideas used in constructing your essays or reports.

Why reference?

When you refer to another piece of work you must always acknowledge the source of that information.

• to demonstrate the evidence supporting your arguments
• to credit the author of the idea
• to enable others to identify your sources and follow up your work
• to avoid accusations of plagiarism

What is plagiarism?

Plagiarism is a term used in academia for passing off other people’s work as your own. This includes material or ideas from any sources, whether written, online material or ideas from other students or academic staff.

The University of Dundee used Safe Assign software to check all submitted coursework for plagiarism. Penalties are imposed on anyone found to have plagiarised whether intentionally or not.

Good referencing is the best way to avoid accusations of plagiarism.
The Harvard system of referencing

There are different styles of referencing. The School of Nursing and Midwifery at the University of Dundee uses the Harvard system. This system is made up of two components: the citation and the reference list.

- **Citation**: this is when you refer to the source in your assignment using the author(s) and publication date.
- **Reference List**: this is a list of all sources you have used.
  
  - The list is in alphabetical order by author
  - The list comes at the end of your assignment
  - References are detailed descriptions of the sources/citations you have used

**Assessment of referencing**

In all of your assignments you will be marked on your referencing. Marks will be given for:

- **Consistent** use of the Harvard system
- **Accuracy** of your references

**Cite them Right online**

This online resource will help you work out citations and references for any resource. It provides examples, explanations, help and guidance on referencing. It basically does all of the hard work for you!

http://www.citethemrightonline.com/
Citations

A citation is what you put in the text of your assignment whenever you use someone else’s ideas.

This includes:

• Quoting – copying the author’s ideas word for word using quotation marks
• Referring to information – refer to information without giving specific details
• Summarising – using your own words to describe someone else’s ideas
• Paraphrasing – using your own words to rephrase someone else’s ideas
• Using statistics from a source – such as facts and figures

How to cite…

In most cases you insert the author’s surname and year of publication in brackets after you have used the author’s information.

Example:

(Cottrell, 2011)

Citations allow whoever is reading your assignment to easily identify the sources you have used by referring to your reference list. (see page 20)

TIP:

When reading any information take a note of:

• Author
• Year of publication
• Title
• Edition
• Place of publication/publisher
• Web address
Citation Examples

Adding the author’s surname and year of publication after the source has been referred to.

Example:

(Cottrell, 2011)

Adding the publication date when the Author’s surname appears within your text.

Example:

Cottrell (2011) suggests that increased understanding is through the process of learning.

Quoting directly from a source, including page numbers or paragraph number for webpage.

Example:

“Learning is a process that develops understanding and insight” (Cottrell, 2011, p. 12)
The World Health Organization [WHO] (2017, para. 1) define social determinants of health as, “conditions in which people are born, grow, work, live and age.”

When an author is an organisation or company.

Examples:
(Scottish Government, 2010)
(Nursing and Midwifery Council [NMC], 2018)
(Scottish Intercollegiate Guidelines Network [SIGN], 2010)

If abbreviating, then cite as above the first time then cite as (NMC, 2018). Make sure the abbreviation [NMC] is in your author part of your reference (see reference list on back page)
How to cite when there is no author (use the title instead)

Examples:
(Mosby’s Dictionary of Medicine, Nursing and Health Professions, 2006, p. 1307)

How to cite if there is no publication date (use no date instead of publication year)

Examples:
(Stalker, no date)

How to cite when there are 2 or 3 authors of the same source. (give the surnames of the authors separated by ‘and’, followed by publication year)

Example:
(Price and Harrington, 2010)
(Hill, Smith and Reid, 2010)

How to cite when there are more than 3 authors of the same source. (use the surname of the first author followed by et al.)

Example:
(Nicol et al., 2008)

How to cite when there are more than one author with the same ideas. Demonstrating that multiple authors express the same idea can give weight to an idea. (list authors in order of publication year, earliest first)

Examples:
Modern nursing should ensure a process of reflective practice (Taylor, 2006; Mitchell, 2007; Schutz and Bullman, 2008)
How to cite when an author has more than one item published in the same year. (use lower case letters e.g. a, b, c etc., if referring to more than one source published by an author in the same year.)

Examples:

(Spence, 2012a)
(Spence, 2012b)

How to cite an edited book with no named authors of chapters (surname of editor and year of publication)

Example:

(Dougherty and Lister, 2011)

How to cite a chapter or article of an edited book (surname of the chapter’s author and publication year)

Example:

(McKenna, 2009)

How to cite secondary references (see page 18 for an explanation of secondary references)

Example:

“Nursing is not just one career; it is a set of careers …” (Carter, 2009, quoted in Kozier et al., 2012, p.5)

White's views on palliative nursing (2011, cited in Murray, 2012) support the idea that ...
References

A reference provides further details of the material cited or referred to in your assignment.

A reference can consist of sections including:

- Author(s)/Editor(s)
- Publication year
- Title(s)
- Place of Publication and publisher (for books etc.)
- Volume numbers and part numbers (for journal articles)
- Web Addresses (for websites)
- Page numbers

Highlight the title of each item using *italics*.

The author or editor’s initial of their forename should be used e.g. Barker, P. or Taylor, B. J.

Abbreviate editor to ed. and editors to eds. for your reference e.g. Barker, P., ed.

*TIP:* Your citations will be part of your word count for your assignments. The Reference List is not included in your word count.
Reference Examples

Books & ebooks

If the ebook includes all the elements seen in print versions (i.e. publication details, edition and page numbers), reference in the same way as print.

Take your information from the title page of the book rather than cover – sometimes they differ.

A reference to a book, ebook or other works such as a report should include the following information, in this order.

- Author/editor
- Year of publication (in round brackets)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: publisher

Examples:


Chapter in an edited book

It's important to include the editor(s) of the book, as this is the information that would be needed to trace the source.

Include the following information in this order:

- Author of the chapter/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
- ‘in’ plus author/editor of book
- Title of book (in italics)
- Place of publication: publisher
- Page reference

Example:


TIP:

When using Cite Them Right (http://www.citethemrightonline.com), sign it at home via ‘Institutional Login’ and look for University of Dundee.

Make sure that you choose Harvard (author-date) from the pull down menu for relevant examples of sources.

Although Cite Them Right doesn’t work the reference out for you – it provides templates for each reference type.

You can email the examples to yourself or simply copy and paste into your essay and type over the correct details of the resource you want to reference.
Journal articles & ejournal articles

Include the following information in this order:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Issue information, that is, volume (unbracketed) and, where applicable, part number, month or season (all in round brackets)
- Page reference
- doi (if available) (see tip below)

Examples:


Many journal articles are now only available online, so don’t have a volume/part no. So, if it doesn’t have a vol/part, make sure you add the doi or webpage:

Example:


**TIPS:**

Whether you find the journal articles or book titles in hard copy or as an electronic source is not important. Reference the details as a straightforward book or journal.

DOI stands for Digital Object Identifier. DOIs tag individual digital (online) sources. The example shows how the doi replaces the URL in the reference; note that, as the doi is the permanent link is not necessary to include an accessed date.
Newspaper articles

Include the following information in this order:

- Author/byline
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Edition if required (in round brackets)
- Day and month
- Page reference

Examples:


TIP:

Your citations and references add credibility to your work. Are the authors respected and established in their field? If not, it might be worth reconsidering whether the information adds weight to your arguments. Some journals may add more credibility to your assignments than others also e.g. choosing a peer-reviewed journal such as Journal of Advanced Nursing over a more magazine based journal such as Nursing Times or Nursing Standard.
Webpages & Websites

When referencing information you have retrieved from the internet, you must distinguish what you are referring to. The internet is made up of journal articles, organisation internet sites, personal internet sites, government publications, images, company data, presentations – a vast range of material. See pages 10-12 on how to reference individual sources, such as journal articles and ebooks. You will find below examples of how to cite and reference internet sites or web pages produced by individuals and organisations.

The nature of what you are referring to will govern how you cite or reference it. You should aim to provide sufficient information for a reader to be able to locate your information source.

Webpage with individual authors

- Author
- Year that the site was published/last updated (in round brackets)
- Title of web page (in italics)
- Available at: URL
- (Accessed: date)

Example:


Webpage with no date

- Author
- (no date)
- Title of web page (in italics)
- Available at: URL
- (Accessed: date)

Example:

Webpage with organisation as the author

- Organisation
- Year that the site was published/last updated (in round brackets)
- Title of web page (in italics)
- Available at: URL
- (Accessed: date)

Examples:


Remember if you’re referencing with the abbreviated author such as [NICE], [SIGN] etc., when citing:

First time you cite, use National Institute for Health and Care Excellence [NICE] (2015)

Every other time you cite that individual references cite (NICE, 2015)
Internet blogs (weblogs)

Blogs (weblogs) are produced by individuals and organisations to provide updates on issues of interest or concern. Beware that, as blogs are someone’s opinions, they may not provide objective, reasoned discussion of an issue. Use blogs in conjunction with reputable sources. Note that due to the informality of the internet, many authors give first names or aliases. Use the name they have used in your reference.

Include the following information in this order:

- Author of message
- Year that the site was published/last updated (in round brackets)
- Title of message (in single quotation marks)
- Title of internet site (in italics)
- Day/month of posted message
- Available at: URL
- (Accessed: date)

Example:


Podcasts

Include the following information in this order:

- Author/presenter
- Year that the site was published/last updated (in round brackets)
- Title of podcast (in italics)
- [Podcast]
- Day/month of posted message
- Available at: URL
- (Accessed: date)

Example:

Other Info.

More than 3 authors:

List all of the authors in the reference.

Example:


But in the citation, use: (Nicol et al., 2012)

No Authors

Some sources do not have specific authors e.g. dictionaries and some journal articles. Simply use the title of the source instead.

Example:


The same author with 2 sources in the same year

Use lower case letters after the date if referring to more than one item published in the same year by the same author.

The references should be listed in the reference list by the order they were cited in the text.

Example:


Secondary References

Secondary referencing involves referring to a document, which you have not seen but which has been used and cited in a document you have read.

This is not recommended. You should always try to find and read the original source when possible.

However, sometimes it is not possible to consult the original work.

In the text of your essay or assignment, you should cite both sources and use the phrase ‘quoted in’ or ‘cited in’, depending on whether the author of the work you are reading is directly quoting or summarising from the original.

Example:

“Nursing is not just one career; it is a set of careers …” (Carter 2009, quoted in Kozier et al., 2012, p.5)

Carter (2009, cited in Kozier et al., 2012) suggests that nursing is more than a job.

The reference in your reference list should be the details of the source you have read - not the document you haven’t seen.

Example:

The Reference List

A reference list contains the details of the material cited or referred to in your assignment. Only sources which match citations in your assignments should be included in the reference list.

The author and date from each reference from your reference list has already appeared in your assignment. The reader can check easily between the citations in your assignment and reference list in order to check the relevant details.

The list should be:

- Alphabetical by author(s)/editor(s) or by title if no author is given
- Consistent in style
- Providing enough information for the reader to find the source

Help in Word

To put your References in alphabetical order, select all your references, then click on A-Z and OK.

Before submitting your assignment double check that your citations match your reading list. Every citation should be included in your reference list and vice versa.

Click on Find in top right corner of Word

& type the author surname from your reference list/citations

Use the arrows to find the matching citations/reference list.


For more help and examples, have a look at:

http://www.citethemrightonline.com/

OR get it touch with your liaison team for help:

LLC-digitalskills @dundee.ac.uk