

Referencing Guidelines

30 April 2009

INTRODUCTION

Referencing is essential in all academic work, such as essays, reports and dissertations. Referencing is not something you should leave to do at the end of your academic writing. You need to reference as you go along. There is nothing more frustrating than coming to write up your project and find out that you have forgotten to note for example the publisher, the page numbers or the publication year of the publication you have referred to. References (also called "citations") are inserted at points in your writing and lead the reader to the source (e.g. a book) that is the evidence for what you have said.

A reference should contain sufficient information for someone to trace the source in a library. It is very important to be consistent and accurate when citing references. The same set of rules should be followed every time you cite a reference. **You should acknowledge your source in two places: in the main body of the text and in a reference list at the end of your academic work.** Citations in the text should give the author's name with the year of publication and then all references should be listed in alphabetical order at the end of the academic work. All statements, opinions, conclusions etc. taken from another writer's work should be acknowledged, whether the work is directly quoted, paraphrased or summarized. You must acknowledge your source every time you refer to someone else's work. Failure to do so amounts to plagiarism, which is against the College rules and is a serious offence. These referencing guidelines are based on the Harvard referencing system.

CITATION IN THE TEXT

In the Harvard system cited publications are referred to in one of the forms shown below:

Single author

Bell (1993) states that the practical, problem-solving nature of action research . . .

OR

The practical, problem-solving nature of action research . . . (Bell, 1993).

Two authors

In the book by Gill and Johnson (2003) . . .

More than two authors

Blaxter *et al.* (2001) point out that . . .

In this case you write the last name of the first author accompanied by the phrase *et al.* which means 'and others' in italics.

More than one citation within a sentence

If more than one citation is referred to within a sentence, list them all in the following form, by year (most recent first) and then alphabetically:

There are indications that passive smoking is potentially threatening to the health . . . (Francome and Marks, 1996; Bunton, 1995; Lupton, 1995)

Quoting in the text

When quoting directly in the text use quotation marks as well as acknowledge the page number of the quotation beyond the author's name and year of publication as shown below. By quotation we mean a passage of an author reproduced in inverted commas in your text.

Quotations of up to 2 lines can be included in the body of the text

Blaxter *et al.* (2001) point out that: "action research is well suited to the needs of people conducting research in their workplaces, and who have a focus on improving aspects of their own and their colleagues' practices." (p. 67).

Longer quotations should be indented in a separate paragraph

Gill and Johnson (2003) argue that:

"action research is clearly an important approach to research in business and management, particularly given its declared aim of serving both the practical concerns of managers and simultaneously generalizing and adding to theory." (p. 94).

In cases where 1.5 line spacing is used for the text (for example in a thesis) such quotations shown indented in a separate paragraph must be presented in single line spacing.

If part of the quotation is omitted then this can be indicated using three dots:

Weir and Kendrick (1995) state that: "networking is no longer solely within the male domain . . ." (p. 88).

Same year and same author more than once

When an author has published more than one cited document in the same year these are distinguished by adding lower case letters after the year within the brackets. If Smith, J. has two books published in 1975, you need to call one Smith, J. (1975a) and the other Smith, J. (1975b). Every distinct key word/number combination in text citations must have a corresponding entry in the references.

Smith (1975b) states that the practical, problem-solving nature of action research . . .

This applies to both the year shown in the citation in the text and the year shown in the references at the end of the text.

Secondary referencing

Secondary referencing is when you cite the work of an author (primary source) that has been cited in the source (e.g. a book) you have read (secondary source). You should cite both the primary source and the source you have read for example (Fiedler and Chemers, 1974, cited in Douglass, 1996). In this case Fiedler and Chemers is the primary source and Douglass is the source you have read. Secondary referencing should be avoided as much as possible.

LISTING REFERENCES AT THE END OF THE TEXT

References should be listed in alphabetical order by author's name and then by date (earliest first), and then, if more than one item has been published during a specific year by the same author, by letter (1995a, 1995b etc). Whenever possible details should be taken from the title page of a publication and not from the front cover, which may be different. Each reference should include the elements and punctuation given in the examples below. Authors' forenames can be included if given on the title page but they are not required to be. The title of the publication should be in italics.

PRINTED DOCUMENTS

A book by a single author

Author's surname, Author's initial(s). (Publication year). *Book title*. (Book's edition). Publication place: Publisher.

Bell, J. (1993). *Doing Your Research Project: A Guide for First-Time Researchers in Education and Social Science*. (2nd ed.). Great Britain: Open University Press.

Do not write edition if this is not provided.

A book by more than one author

Blaxter, L., Hughes C. and Tight M. (2003). *How to Research*. (2nd ed.). Great Britain: Open University Press.

An edited book

If a book has an editor or editors, write the editor(s) name instead of author(s) name and put (ed.) or (eds.) after the name(s).

Basford, P., Lynn, A. and Slevin, O. (eds.) (1995). *Theory and practice of nursing: an integrated approach to patient care*. Edinburgh: Croom Helm.

A chapter in a book

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

An article in a journal/magazine

Author's surname, Author's initial(s). (Publication year). Article title. *Journal title*, Volume number (Issue number), Page number(s).

Allen, A. (1993). Changing theory in nursing practice. *Senior Nurse*, 13 (1), pp. 43-5.

An article in a newspaper

White, M. (1998). £68m to cut NHS waiting lists. *Guardian*, 18 May 1998, p. 8.

If no author's name is given then 'Anon' should be used instead.

Anon. (1998). Schemes to boost dental care. *Guardian*, 18 May 1998, p. 8.

A secondary reference

Bell, J. (1993). *Doing Your Research Project: A Guide for First-Time Researchers in Education and Social Science*. (2nd ed.). Great Britain: Open University Press. Cited in: Blaxter, L., Hughes C. and Tight M. (2003). *How to Research*. (2nd ed.). Great Britain: Open University Press.

INTERNET SOURCES

A website

Author's surname, Author's initial(s). (Publication year). *Title* [online]. Available from: URL [Accessed date].

Example:

Marieb. E. (2000). *Essentials of Human anatomy and Physiology: AWL Companion Web Site* [online]. Available from: <http://occ.awlonline.com/bookbind/pubbooks/marieb-essentials/> [Accessed 4 July 2001].

- Most web pages are updated on a regular basis. The year of publication is the year the pages were last updated. If you are not sure of the year click on 'View and Source' of the internet browser to check when it was last modified. If no publication date is given write (No date).
- The accessed date is when you viewed, downloaded or printed the web page.

Frequently, information is put on the Internet by organizations without citing a specific author. In such cases, ascribe authorship to the smallest identifiable organizational unit or write the title instead.

Example:

The University of Sheffield Library. (2001). *Nursing and Midwifery in the Library and on the Internet* [online]. Available from: <http://www.shef.ac.uk/library/subjects/subnurse.html> [Accessed 4 July 2001].

- If you cannot identify an author, reference the work by title.

Sheffield Botanical Gardens. (2005). [online]. Available from: <http://www.sbg.org.uk> [Accessed 4 July 2001].

An article in a journal/magazine found online

Author's surname, Author's initial(s). (Publication year). Article title. *Journal title* [online], Volume number (Issue number), Page number(s). Available from: URL [Accessed date].

Handwashing Liaison Group (1999). Handwashing. *BMJ* [online], 45 (3), pp. 35-40. Available from: <http://www.bmj.com/cgi/content/full/318/7185/686> [Accessed 4 July 2001].

- The above is an example of a reference of a journal available in print and online. If an article is available only online do not include the '[online]' in the above reference.
- If no volume, issue or page numbers are available give as much relevant information as you can.