

Appendix 6 Guidelines on referencing

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1 GENERAL PRINCIPLES

While the accepted method for referencing for the Faculty of Health and Social Care at The University of the West of England (Bristol) is Harvard, it is recognized that there are some variations of presentation within this method. The main thing is to present consistency of referencing within a piece of work.

Academic writing follows certain conventions. Learning about these conventions is like learning any new skill and requires practice. Writing an academic assignment is not like writing a casual letter to a friend or a diary entry; although in some of your assignments you will be required to blend a range of different writing styles.

When you write an assignment or an essay any facts, ideas and theories that you write about, which are not your own, need to be credited to their original author. The person who marks your assignment will wish to know the sources of your knowledge.

Clear referencing is required to enable the reader to distinguish between those ideas which are yours and those which originated from others. Without this clear distinction there is a risk of committing plagiarism or literary theft through using someone else's work without clear acknowledgement of ownership. You **MUST NOT** directly copy information from published sources e.g. books, journals, the internet etc. or cite other people's ideas without clear citation of source as this would result in the **assessment offence of plagiarism**.

There is a formal way of acknowledging someone else's ideas/work in your piece of writing and below are guidelines to help you understand how to do this.

2 PLAGIARISM

Plagiarism means using the work of others without acknowledging your source of information or ideas.

Failure to acknowledge the source of an idea and/ or extensive copying from a source without direct quotation (by retaining, with only slight adjustment the original terms, phrases, style and organisation of ideas) are types of plagiarism.

3 WHY DO WE REFERENCE?

- To demonstrate evidence of reading from a range of sources.
- To acknowledge the debt to other authors.

- To show that a depth of knowledge supports your writing based on the writing of others.
- So that people reading your work can easily follow up your sources.
- To validate claims and arguments.

4 REFERENCING SYSTEMS

There are several different referencing systems in use and you will find various systems used in different publications. When submitting assessed work within the Faculty of Health and Social Care, University of the West of England (Bristol), you **MUST** use the Harvard Referencing System, a summary of which follows.

4.1 HARVARD REFERENCE SYSTEM

In the Harvard system, the name of the author and the year of publication of the work appear in the text, and the work is cited in full in the reference list at the end of the essay or dissertation (examples of this will appear later in this section).

4.2 WHAT IS A REFERENCE?

A reference involves naming, or citing, the author of a published work in your text and including full details of that work in your reference list.

The following three headings outline the main ways in which you may use the ideas, arguments and view of others in your writing and include examples to help you. The three headings are:

1. Paraphrasing
2. How to reference information/evidence that you have paraphrased
3. How to use quotations

5 PARAPHRASING

In paraphrasing another's ideas you aim to convey the essential aspects of those ideas **in your own words and style**. Paraphrasing enables you to demonstrate your understanding and interpretation of a subject and is therefore preferable to the use of quotations.

While it is a standard part of academic work, the paraphrase is often where plagiarism occurs. An inability to paraphrase properly, that is, without undue reliance on the form and language of the original, suggests that you have not really understood the original.

EXAMPLE

The following illustrations of incorrect and correct paraphrase are taken from Turabian's book, pp 54-56.

ORIGINAL VERSION:

'Among the novel objects that attracted my attention during my stay in the United States, nothing struck me more forcibly than the general equality of condition among the people. I readily discovered the prodigious influence that this primary fact exercises on the whole of society; it gives a peculiar direction to public opinion and a peculiar tenor to the laws; it imparts new maxims to the govern authorities and peculiar habits to the governed.'

(De Tocqueville, A. 1959, p.55).

PLAGIARISED VERSION:

Among the new things that attracted De Tocqueville during his visit to the United States, nothing impressed him more than the equality of the people. He easily discovered the stupendous influence that this equality had on the whole course of society; lending a peculiar direction to public opinion, special meaning to the laws, new principles to those who governed, and distinctive habits to the governed.

As Turabian points out, the plagiarised version is marked by an awkwardness of presentation, due in part to the attempt to disguise the original through minor word and phrase changes, and a mis-representation of ideas in the original; for example, "equality of condition" in the original becomes "equality of the people" in the plagiarised version, although the two phrases are by no means synonymous. Finally, though De Tocqueville is mentioned, no proper credit is given for the ideas through explicit citation of sources.

AN ACCEPTABLE VERSION:

Nothing of the new that he saw in the United States more impressed De Tocqueville than the 'general equality of condition' of its people. This he saw reflected in every aspect of their life, giving a distinctive set to public opinion, laws and habits and determining new principles of government (De Tocqueville, 1959, p.55).

In this version the source is acknowledged, the ideas are expressed in a clear, consistent way and the author chooses to quote directly the key phrase rather than run the risk of a misleading paraphrase.

5.1 HOW TO REFERENCE PARAPHRASED INFORMATION/EVIDENCE

In the text, give the author's name and the year of publication only, using the format **Author (Year)** or **(Author, Year)**.

EXAMPLE

Nutbeam (1998) identifies optimal contact with the defined target group as a key element of success and therefore considers determination of the extent and level of exposure as essential to the evaluation of a health promotion intervention.

Perceptions of usefulness, relevance and feasibility are integral to programme acceptability (Nutbeam, 1998).

REFERENCE: (As it would appear in the reference list at the end of the essay).

EXAMPLE

Nutbeam, D. (1998) Evaluating health promotion – progress, problems and solutions. *Health Promotion International*, 13(1), 27-44

If there are two authors, give both names. When there are three or more authors, use the abbreviation '**et al**' meaning "and others" in the text (but list all authors in full in your reference list).

EXAMPLE

Lewis and Bor (1994) found that 64.8% of nurses rarely, or never, included questions about sexuality when admitting a patient to the ward.

Smith *et al* (1996) report that nicotine replacement therapy is safe and well tolerated by adolescents when provided in the form of patches.

REFERENCE: (as it would appear in the reference list at the end of the essay).

EXAMPLE

Lewis, S. and Bor, R. (1994) Nurses' knowledge of and attitudes towards sexuality and the relationship of these with nursing practice. *Journal of Advanced Nursing*, 20, 251-259

Smith, T.A., House, R.F., Croghan, I.T., Gauvin, T.R., Colligan, R.C., Offord, K.P., Gomez-Dahl, L.C. and Hurt, R.D. (1996) Nicotine patch therapy in adolescent smokers. *Pediatrics*, 98(4), 659-667

6 HOW TO USE QUOTATIONS

A quotation is a direct copy of part of the original; it may be a single word, phrase, part of a sentence, whole sentence, or a short paragraph.

Quotation should not be used excessively, but mainly when no other words could adequately express the meaning.

Any direct quotation should be accurate to the original, even if the original includes errors of spelling, punctuation, etc.

You should be consistent in the ways in which you arrange quotations in the text of your assignment.

6.1 HOW TO REFERENCE A DIRECT QUOTATION

All quotations need to include reference to the **author, year of publication** and **page number** (in the text) so that the reader can locate the source should they wish to do so.

For short quotations (less than one sentence), the quoted passage is located within quotation marks ('...') and use the formats: **Author (Year, Page No.)** or **(Author, Year, Page No.)**, depending on where the reference is situated within the sentence

EXAMPLE

Examples cited by Ovretviet *et al* (1997, p.2) to illustrate the nature of interprofessional working include reference to a polarity with 'referral to another professional' at one end and 'working together as co-therapists at the other'

or

The nature of interprofessional working has been referred to as a polarity with 'referral to another professional' at one end and 'working together as co-therapists' at the other (Ovretviet *et al*, 1997, p.2).

REFERENCE: (as it would appear in the reference list at the end of the essay).

Ovretveit, J., Mathias, P. and Thompson, T. (1997) Introduction. In: Ovretveit, J., Mathias, P. and Thompson, T. (eds) *Interprofessional working for health and social care*. Basingstoke: Macmillan, pp1-8

For long quotations (one sentence or more) the quote is indented and quotation marks are not required.

EXAMPLE

Russell and Hymans (1999) draw on the work of Harbaugh (1994) and Carlton (1984) to define interprofessional collaboration as

interaction between or among the members of two or more disciplines involving professionals who work together, with intention, mutual respect, and commitment for the sake of a more adequate response to a human problem (Russell & Hymans, 1999, p.255).

If part of the original text is omitted from the quotation, this should be indicated by the use of three full stops (...). For example,

interaction between or among the members of two or more disciplines involving professionals who work together, with intention, (...) and commitment for the sake of a more adequate response to a human problem (Russell & Hymans, 1999, p.255).

If the omission falls at the end of the sentence, use four full stops, thus

interaction between or among the members of two or more disciplines involving professionals who work together, with intention, mutual respect, and commitment (....) (Russell & Hymans, 1999, p.255).

REFERENCE: (as it would appear in the reference list at the end of the essay)

Russel, K.M. and Hymans, D. (1999) Interprofessional Education for Undergraduate Students. *Public Health Nursing* 16(4) 254-262

TOP TIP

When making notes from a source use a different coloured pen to distinguish between the author's words and your own.

TOP TIP

Keep a full record of all sources used, as you go along, to enable you to construct a reference list.

7 HOW TO REFERENCE SECONDARY SOURCES IN THE TEXT

The examples given so far assume that you have read the work you are referring to.

In some cases you may wish to quote a piece of work that has been referred to in something you have read. This is classified as a secondary source.

Secondary sources should only be used in exceptional circumstances, for example, when the original source is not available.

In the text you should cite the **primary source** and **the source you have read** (the secondary source). Here are examples of how this can be done:

EXAMPLE

Ghaziuddin (2005) refers to Aman's 1995 evidence that...

Aman (1995, cited by Ghaziuddin 2005) reports that.....

Ghaziuddin (2005, citing Aman 1995) reports that.....

There is evidence to support that(Ghaziuddin, 2005, citing Aman 1995)

NOTE

The 2005 (in the example above) refers to the year of publication.

REFERENCE: (as it would appear in the reference list at the end of the essay)

Ghaziuddin, M. (2005) *Mental health aspects of autism and Asperger syndrome*. London: Jessica Knightley Publishers

NOTE

In the reference list use **only** the source that you have read.

8 USING *ET AL*

When you cite a reference that has more than two authors, within the text, you should refer to the first named author followed by *et al.*

(see the Smith *et al* example under Paraphrasing, section 5)

Remember that the full list of authors will appear in your reference list at the end of your essay.

9 REFERENCING AUTHORS WITH MANY PUBLICATIONS IN ONE YEAR

When an author has written more than one publication within the same year and reference needs to be made to several works published in that year the letters a, b, c are used after the year to differentiate each publication.

EXAMPLE

Alongside this there has been an increasing emphasis on teamwork as a means of ensuring the most effective and efficient provision of health and social care (National Health Service Management Executive, 1993; DoH, 1996a, 1996b).

REFERENCE: (as it would appear in the reference list at the end of your essay)

NHS Management Executive (1993) *Nursing in primary health care – new world, new opportunities*. London: NHSME.

Department of Health (1996a) *Primary care: delivering the future*. London: HMSO

Department of Health (1996b) *The health of the nation: building bridges. A guide to arrangements for interagency working for the care and protection of severely mentally ill people*. Wetherby: Department of Health.

10 GREY LITERATURE

This term refers to publications and information that have not been formally published through the usual commercial publishing houses, such as, Open University Press, Taylor & Francis. The work may be issued, in print or electronically, by academics, government or organisations and would include material such as reports, conference papers, theses, newsletters and bulletins. Several websites or databases exist to help students and researchers find 'grey literature' relevant to their area of study. Visit the British Library website for records on British reports, doctoral theses and conferences (www.bl.uk). Use UWE Library to access similar material through useful databases such as Caredata and HMIC (Health Management Information Consortium).

EXAMPLE

Wonham (2000) refers to the monitoring procedure in a BSc Hons thesis.

REFERENCE: (as it would appear in the reference list at the end of the essay).

Wonham, L.P. (2000) *Care provision and monitoring of elderly housebound diabetics: a literature review*. (BSc Hons). University of the West of England

11 REFERENCING SOURCES FOUND ONLINE

The Harvard referencing system existed well before the invention of the internet and as yet there are no fully accepted standards as regards online referencing. The main thing to remember here is that, as far as possible, Harvard referencing rules apply.

- Wherever possible use author and year of publication in the text.
- There is no need to cite the web in the text.

The full website address appears in the reference list. See examples of the correct method of doing this under **How to write the reference list**, from section 12 onwards.

If there is no author or date of publication on the material you wish to reference you should question the validity of the source. Also, one of the reasons for giving accurate references is so that a source can be followed up by someone reading your work. If you cannot state the author and year of publication this follow-up becomes difficult.

Some reputable websites, for example, The Department of Health (DoH) produce reports with no named author. If you wish to cite such documents you can identify the corporate author, for example, DoH as both author and publisher.

EXAMPLE

The DoH (2005) has proposed a plan for making healthier choices.

REFERENCE: (as it would appear in the reference list at the end of the essay).

Department of Health (2005) *Delivering choosing health: making healthier choices easier*, [online]. London: DoH. Available from:<http://www.dh.gov.uk/publications> [Accessed 22 June 2005]

Most documents will contain a year of publication which is often located at the end of the document. If, however, you cannot find a year of publication look for a date the website was last updated and use this as a publication date. See last example under **Journal articles** section 12.2

12 HOW TO WRITE THE REFERENCE LIST

At the end of each piece of written work you should list the references which you have cited directly in the text in **alphabetical order** by author in the styles given below.

If there is more than one reference by the same author, list them in year order, and by letter (1993a), (1993b) if more than one item has been published in the same year. These same letters should appear with the year in brackets in the body of the text.

Each reference needs to contain enough information for the original work to be easily tracked down.

The main elements of any reference are: (starting in the left hand box below).

Author surname/s	Initial/s	Year of publication (in brackets)	Title	Source/ journal title or place and name of publisher
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Although for 3 or more authors the first named author and *et al* are used in the text, all authors should be listed in the reference list.

Other information is added as necessary – see examples below

Always give the reference to the format that you have used, print or electronic.

12.1 FOR ELECTRONIC ARTICLES / BOOKS:

The reader needs to know:

Author surname/s	Initial/s	Year of publication (in brackets).	Title	Source/ journal title or place and name of publisher
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Plus for electronic resources:

[online] after the title	Available from. (URL)	Accessed date [in square brackets]
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Always include [online] after the title. You also need to include the date you accessed the resource in square brackets at the end of the reference. Be as specific as possible in the URL that you use. URLs can be copied from the address bar on the Internet page and pasted into the reference in your list.

Examples below follow current common practice.

12.2 JOURNAL ARTICLES:

The reader needs to know: (starting in the left hand box below and working from left to right)

Author surname/s	Initial/s	Year of publication (in brackets)	Title of article	<i>Title of Journal in italics</i>
Volume number	Part number (in brackets)	Page number/s of article		

Plus for electronic resources:

[online] after the title	Available from. (URL)	Accessed date [in square brackets]
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Jones, P. (1978) The use of computer systems in patient care. *Journal of Advanced Nursing*, 5(1), 17-19

In the above example the volume number is 5, the part or issue number is 1 and the page numbers are 17-19

Dimond, B. (2004a) Legal forum: good character and good health. *British Journal of Midwifery*, 12(11), 710

Dimond, B. (2004b) Legal aspects of death. The coroner's jurisdiction 1: the current law in the UK. *British Journal of Nursing*, 13(19), 1151-1152

In the above two examples, the two articles written by the same author in the same year are distinguished by the addition of a and b after the year in the brackets. These same letters should appear with the date in brackets in the body of the text.

Christensen, P. (2004) The health-promoting family: a conceptual framework for future research. *Social Science and Medicine* [online], 59(2), 223-243. Available from: <http://www.sciencedirect.com/science/journal/02779536> [Accessed 5 May 2004]

Baldwin, C.M, *et al.* (2004) Complementary and alternative medicine: a concept map. *BMC Complementary and Alternative Medicine* [online], 4:2 (13 February 2004). Available from: <http://www.biomedcentral.com/content/pdf/1472-6882-4-2.pdf> [Accessed 5 May 2004]

The above journal is only published in digital format. There are no page numbers. Follow any onscreen guidance for referencing that they supply. In this instance the date of 13 February 2004 is the date of publication

12.3 BOOKS AND PAMPHLETS:

Author surname/s	Initial/s	Year of publication (in brackets)	<i>Title of book in italics</i>	Source/ place and name of publisher
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Plus for electronic resources:

[online] after the title	Available from. (URL)	Accessed date [in square brackets]
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Smith, R. (1994) *Midwifery in community settings*. 2nd ed. London: Sage

Shuttleworth, J. and Crowther, S. (eds) (1990) *Future directions in therapeutic approaches*. Cambridge: Cambridge University Press

Hek, G., Judd, M. and Moule, P. (2002) *Making sense of research: an introduction for health and social care practitioners*. 2nd ed. London: Continuum

Douglas, T. (2000) *Basic groupwork*. 2nd ed. [online]. London: Routledge. Available from: <http://www.netlibrary.com/Details.aspx> [Accessed 13 April 2005]

12.4 CHAPTERS IN EDITED BOOKS:

The reader needs to know

Author surname/s	Initial/s	Year of publication (in brackets)	Title of chapter.	In: Editor/s of publication with initials and surname followed by (ed or eds in brackets)
<i>Title of book in italics</i>	Edition. (if not the first)	Volume number (if part of a series)	Place of publication	Publisher
Year of publication of Book	Page numbers of chapter			

Plus for electronic resources:

[online] after the title	Available from. (URL)	Accessed date [in square brackets]
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Brown, S. (1990) Physiotherapy - quo vadis? In: J. Shuttleworth and S. Crowther (eds) *Future directions in therapeutic approaches*. Cambridge: Cambridge University Press, pp 25-30

Westmorland, L. (2000) Taking the flak: operational policing, fear and violence. In: G. Lee-Treweek and S. Linkogle (eds) *Danger in the field: risk and ethics in social research* [online]. London: Routledge, pp 26-42. Available from: <http://www.netlibrary.com> [Accessed 25 May 2004]

12.5 NEWSPAPER ARTICLES:

Ward, D. (2005) UK's first centre for abused children. *Guardian* [online] 7 April. Available from: <http://www.guardian.co.uk/child/story/0,7369,1453690,00.html> [Accessed 12 April 2005]

12.6 CONFERENCE PAPERS:

Silver, K. (1989) Electronic mail: the new way to communicate. In: D.I Raitt (ed) *9th International Information Meeting, London 3-5 December 1998*. Oxford: Learned Information, pp 323-330

This is the same as referencing a book chapter, but includes the date of the conference as well as the publication date

12.7 THESES:

Wonham, L.P. (2000) *Care provision and monitoring of elderly housebound diabetics: a literature review*. (BSc Hons). University of the West of England

12.8 OFFICIAL PUBLICATIONS:

Acts:

Great Britain (1975) *Social Security Act*. London: HMSO

Command papers:

Department of Health (1997) *The new NHS modern dependable*. (Cm 3807). London: The Stationery Office.

In the above example Cm 3807 is the number of the command paper

Departmental reports:

Department of Health (2002) *National service framework for diabetes: delivery strategy* [online]. London: Department of Health. Available from:

<http://www.dh.gov.uk/assetRoot/04/03/28/23/04032823.pdf> [Accessed 5 May 2004]

12.9 PRESS RELEASES:

Department of Health (2005) *Green paper on adult social care* [online] Press release 2005/0127, 21 March 2005. London: Department of Health. Available from:

http://www.dh.gov.uk/PublicationsAndStatistics/PressReleases/PressReleasesNotes/fs/en?CONTENT_ID=4106702&chk=gZEiK5 [Accessed 7th April 2005]

12.10 SECONDARY SOURCES:

Reference the source that you have read. You do not need to list the original resource in the reference list as well.

12.11 TV BROADCASTS AND VIDEOS

Julie through the looking glass. Teenage Diaries. BBC 2, 4 July 1992

Alzheimer's Society (2002) *Yesterday, today, tomorrow: providing quality dementia care*. Video. York: Alzheimer's Society

12.12 CD ROMS

Institute of Cancer Research (2000) *A breath of fresh air: an interactive guide to managing breathlessness in patients with lung cancer*. [CD Rom]. Sutton: Institute of Cancer Research

12.13 WEBSITES:

Use either a personal or corporate author if available. Otherwise use the title of the page. For the date, use the last updated or copyright date. Always include the date accessed

Nursing and Midwifery Council (2004) *About the NMC* [online]. London: Nursing and Midwifery Council. Available from: [http://www.nmc-uk.org/nmc/main/about/\\$aboutUsMain](http://www.nmc-uk.org/nmc/main/about/$aboutUsMain) [Accessed 11 April 2005]

12.14 PERSONAL COMMUNICATIONS INCLUDING E-MAIL

Ross, D.E. (1991) Personal communication

Other, A. (Ann.Other@uwe.ac.uk), (15 June 2004) *Procite bibliographic software*. E-mail to J.Bloggs (Joseph.Bloggs@uwe.ac.uk)

Personal references should be avoided if at all possible as they will be very difficult to follow up and verify. Always seek the author's permission before using as a reference, especially when quoting an e-mail address.

13 Bibliographies

Bibliographies are a useful way to identify sources that you have used but not referred to directly in the text of your assignment. Such sources should be relatively few since those which have made a contribution to your thinking should be cited in the text. It is not necessary to include a reference in a bibliography if it has already appeared in the reference list.

Read the assessment guidelines carefully to identify whether or not a bibliography is required in addition to a reference list.

14 Further Help

For more information regarding referencing:

- These guidelines can also be found on the faculty website at
- Workshops on referencing are offered by the study skills tutors