

Referencing: the Harvard System

At the conclusion of each essay or project you will be expected to produce a list of references and/or a bibliography. References are a list of all the books or articles which you have actually quoted or referred to in your text. A Bibliography is a list of books and articles which you have read: but which you have NOT mentioned in the text.

There are various types of referencing systems in use. (eg Harvard, Vancouver, etc.) The Harvard System has been adopted by the University School of Health Studies; and is explained below:-

A reference MUST include the following details:

- a) Authors surname(s), followed by initials (where there are 3 or more authors only the first is used followed by et al).
- b) Year of publication, in brackets.
- c) Title of the work, underlined.
- d) Edition, if there has been more than one.
- e) Volume and Part numbers, if applicable.
- f) Page number(s).
- g) Place of publication, if applicable.
- h) Publisher's name, if applicable.

Examples

If the item is a BOOK:

Yura, H (1988), The Nursing Process 5th Ed. p21 Connecticut: Appleton & Lange.

If the item is a Section or Chapter in a Book. The author(s) and title of the section or chapter are cited first, followed by details of the book itself.

eg: Schober, J (1993), Frameworks for nursing practice. In: Hinchliff, SM, et al. (Editors) Nursing practice and health care. 2nd ed. pp300-327. London: Edward Arnold.

Corporate Authors: Some items should be listed under the bodies responsible for their publication rather than a personal author. These might include government reports or other documents (eg from the Royal College of Nursing). Where there is a Chariman, for example, of a Working Party, however, the citation should still be listed under the Corporate Author.(In spite of the fact that reports are commonly referred to by their Chairmen!). The Chairman's name may be included after the title if it helps to clarify the reference. *eg:*

Department of Health (1989), Caring for people: community care in the next decade and beyond (Chairman: Griffiths, R). London: HMSO.

If the item is an ARTICLE:

Thomas, D et al (1992) Team Nursing. Nursing Times Vol 88 No. 52 Dec 30/Jan 5 1992, pp40-43.

How to use your references:

Each time you quote from one of your references in the text you must give the author's name followed by the date of publication, in brackets - eg (Waterlow, 1988). The quotation must be enclosed in quotation marks. *eg:*

Research has shown that "the annual cost of treatment of pressure sores is estimated to be three hundred million pounds" (Waterlow, 1988).

If you paraphrase a section or refer to a publication the same details must be given in the text. *eg:*

The huge cost to the NHS of the treatment of pressure sores has been reported by Waterlow (1988), Robertson (1987) and Nyquist (1985).

"Second hand references": Whenever possible you should refer to original sources rather than accept another author's quotes. When this is not possible use the term "cited by ..." followed by the reference for the work in which it is quoted. *eg:* in the text of your paper you might write "Calnan (1983) suggests that "It is the duty of the doctor and nurse not to conceal reality", cited by (Schober 1993 p306)".

The list of references would then only include the Schober citation.

Multiple authors: if an item has two authors, both should be given. *eg:*

Abraham, S and Llewellyn-Jones, D (1987), Eating disorders: the facts. 2nd ed. Oxford: Oxford University Press.

If, however, there are more than three authors, only the first one should be given, followed by et al.

Finally, the References should be listed in alphabetical order by the Authors' Surnames at the end of your paper.
