# **UWL Library Cite-Them-Right Harvard Referencing Guide for CNMH Students**

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## ****Why Should I Reference?****

When writing assignments, you need to acknowledge use of another author's ideas so that you:

* Give the original author credit
* Support your arguments and make your assignment more academic
* Enable the reader to find your sources
* Prove to your lecturer that you have read around the subject
* Accurate referencing will help you avoid accusations of plagiarism and possible loss of marks.

See below for some basic examples of appropriate referencing styles for common sources of information.  **If your information source cannot be found below**, visit [**Cite them Right**](http://www.citethemrightonline.com.ezproxy.uwl.ac.uk/)and use the search box to locate the correct format. Make sure to choose the **Harvard Referencing Style** option when you refine the results.

## Citing in the text of your work

As well as writing a full reference list at the end of your work, you also need to cite the sources in the main text of your essay/assignment.

You must put the intext citations **where you have used the information or quotations**, at the **beginning or end** of the sentence.

*Points to Remember*

* Format:

surname (publication year)

OR

(surname, publication year)

e.g. Jones (2018) or (Jones, 2018).

* The author can be inside or outside the brackets depending on how you are using the source. Please see ‘Two ways of including the citation’ below for which option to choose.
* Where should the citation go? The citation can be at the beginning or within/at the end of the sentence. Please see ‘Two ways of including the citation’ below for which option to choose.
* Make sure it’s clear which information the citation is referring to – don’t separate the citation from the main sentence by putting a full stop before it, it needs to be included **within the sentence**.
* More than one author: If your source has more than one author make sure you express this in the right way (see ‘One author, two authors, three authors, more...’ below)
* If no individual author is identified, the 'author' is the organisation responsible for the document or website (e.g. NICE).
* No date?  (NICE, no date)
* Several sources for the same idea: If the information is from several sources, separate by semi-colons (Jones, 2020; Smith and Johnson, 2018) with the most recent first, to the oldest last.
* If you have multiple sources that all have the **same author and are published in the same year**, you will need to assign **letters** to each of them – so it’s easy to tell them apart. For example, (NICE, 2019a; NICE, 2019b; NICE, 2019c). **Make sure the letters match in your reference list too.**
* Can/should I repeat the citation? Yes, if you are using the source at a later point. Also, if you think it may not be clear after a few sentences that you are still using information from the same source. But don't overdo it!
* Quotation: If you quote, use single speech marks around the quote and add the page number if there is one. E.g. (Jones, 2020, p. 5). Keep quoting to a minimum.
* **Make sure the authors and publication years for your intext citations match with the details in your reference list**.

### **One author, two authors, three authors, more...**

One author: (Smith, 2013) or Smith (2013)

Two authors: (Smith and Jones, 2006) or Smith and Jones (2006)

Three authors: (Smith, Jones and Adams, 2009) or Smith, Jones and Adams (2009)

Four or more authors: (Smith *et al.*, 2003) or Smith *et al.*(2003) - **but list all the authors in the Reference List. We can’t use *et al*. in our reference lists at CNMH.**

### **Two ways of including the citation**

If you are discussing the literature and need to compare authors and their contributions, then the author is outside the brackets:

*Bosman (2013) believes knowledge of the A&P of the respiratory system is important for clinical professionals*.

or

If you are just using the information without reviewing the literature, then the author is inside the brackets:

*Understanding the A&P of the respiratory system is important in this context (Bosman, 2013).*

*Understanding the A&P of the respiratory system is important (Bosman, 2013) in this context.*

### **Page numbers**

**Direct quotations** - You must include page numbers (and single speech marks) if you are quoting from your source:

 'A solid understanding of the anatomy and physiology of the respiratory system is essential' (Bosman, 2013, p. 5).

**Paraphrasing** - It is good practice to include page number(s) if you are paraphrasing a point made on a particular page(s): (Bosman, 2013, pp. 10-11).

### **Secondary Referencing**

Secondary referencing is when the author of the source you are reading has cited or quoted from another person/organisation.

If you wish to cite a source in your work that the author you are reading has cited, then you can do it in the following format:

Smith’s views on public health practice (Smith, 2010, cited in Arthurs, 2015) support the idea...

In this example **Arthurs** is the source you've read. You have not read **Smith**’s work, but it is discussed in Arthurs.

When you create your reference list, you would **only need to list the sources you have actually read**.

So here, you would only put **Arthurs** in your refence list. You **must not** put **Smith** in your reference list, as you haven’t read Smith’s work.

If **Arthurs** uses an actual quote from **Smith**’s work (rather than just summarising/paraphrasing) use **'quoted in'** rather than **'cited in'**.

**For example:**

**Smith** states that ‘…quote…’ (**Smith**, 2010, quoted in **Arthurs**, 2015, p. 8)…

## Compiling Your Reference List

**Each type of Resource has a Slightly Different Style**

Pick the correct template from those below which match your information sources.

Remember:

* The list should be a **single list in alphabetical order** (see bottom of this document for an example)
* **Include**online details for journal articles of the correct format (see Journal Articles below)
* **Don't** reference the same source twice. Even if you use a source multiple times throughout your essay, you only need to put it in your reference list **once – don’t put it in the list multiple time.**
* **Don't**include page numbers unless specified by the template.
* If you have multiple different sources with the **same author**, list them in order of publication year, starting with the earliest.
* If you have multiple different sources that all have the **same author(s) and publication year**, assign each of them a letter, so the reader can tell them apart:  (NICE, 2019a; NICE, 2019b; NICE, 2019c). **Make sure the letters for the reference list and intext citations match.**
* List **ALL** the authors. Don't use *et al*. in the Reference List.

### **Books**

Surname, Initial. (Year of publication) *Title in italics*. Edition (if not the1st). Place of publication: publisher.

**For example:**

Esegbona-Adeigbe, S. (2023) *Transcultural Midwifery Practice*. Amsterdam: Elsevier.

**This is a 1st edition, so we don’t need to include the edition information in the reference.**

Eliason, M.J. and Chinn, P.L. (2018) *LGBTQ cultures: what health care professionals need to know about sexual and gender diversity*. 3rd edn. Philadelphia: Wolters Kluwer.

**This is a 3rd edition, so we would need to write that as 3rd edn.**

**It’s important to copy the punctuation of the template too – all the commas, full stops, brackets, colons etc are important.**

**Please Note, Things are different when there are -**

* **Three authors**: Smith, K.D. , Jones, B. and Adams, T.G.
* **More than three authors**: list them all (separated by commas) with 'and' between the last two.
* **Important note:** College of Nursing, Midwifery and Healthcare students must include **all**authors in the reference list – we cannot use *et al*. in the reference list.
* **No personal author** - use the organisation e.g. NICE, RCN
* **The book is ‘edited’:** see format below for Edited books

**If you are referencing an eBook version of a printed book, then you can reference this in the same way as a normal printed book (you won’t need the URL at the end)**

### **Edited books**

**Each chapter has its own author(s), so we need to include info about the individual chapter as well as the book and editor(s)**

Chapter author’s Surname, Initial. (Year of publication) 'Title of chapter in single quotation marks', in Initial. Surname of the editor (ed.) *Title of book in italics*. Place of publication: Publisher, page range of whole chapter.

* The chapter title should be in single quotation marks, and the title of the book should be in italics.

**For example:**

Goddard, J., Holley, R. and Marta, R. (2023) ‘Creating Emotional and Mental Balance’, in A. Chowthi-Williams (ed.) *Wellbeing and Resilience for Nursing, Health and Social Care Students*. London: SAGE, pp. 50-62.

* Goddard, Holley and Marta are the chapter authors. You would use the chapter authors for your intext citation – (Goddard, Holley and Marta, 2023).
* Chowthi-Williams is the book editor.
* The page numbers refer to the first and last pages of the chapter.

### **Journal Articles**

Surname, Initial. (Year of publication) 'Title of article surrounded by single quotation marks', *Name* *of Journal in italics*, volume number(issue number), pp. page range

**For example:**

Mears, L. and Mears, J. (2023) ‘The pathophysiology, assessment, and

management of acute pain’, *British Journal of Nursing*, 32(2), pp. 58-65. Available at: <https://doi.org/10.12968/bjon.2023.32.2.58>

If you accessed the article **online**, you need to include the **full address** (with the https part) of where you accessed it from.

* If the URL is a ‘normal’ internet address (i.e. **it does not have a DOI**), then you also need to include an **accessed date** -

For example:

Available at: http://www.jstor.org/stable/44376239 (Accessed: 8 April 2024).

* If an article does have a **DOI** (digital object identifier), you **don’t need to include the accessed date**, just use the **full https address** of the DOI.

For example:

Available at: https://www.doi.org/10.36584/cjic.2020.011

DOI stands for Digital Object Identifier, and they are supposed to be more stable and reliable than normal internet addresses. This is why you don’t need to include the accessed date if you use one. Usually, an article will state if it has a DOI.

**If you look at the URL, the address will have something like doi.org in the text, as in the above examples.**

Sometimes, if a journal article is published online, it will have an **article number**, rather than **page numbers.** In this case, you can write it like this –

Author’s Surname, Initial. (Year of publication) ‘Title of article in single quotation marks’, *Name of Journal in italics*, Issue information, article number. Available at: DOI https address

**For example:**

Nicholls, L., McKinlay, A., Berger, R., Fancourt, D. and Burton, A. (2024) ‘The impact of UK social distancing guidance on the ability to access support and the health and wellbeing of disabled people during the COVID-19 pandemic: a qualitative exploration’, *BMC Public Health*, 24, article number 1749. Available at: <https://doi.org/10.1186/s12889-024-19285-0>

### **Clinical Guidelines, Regulations, Protocols and other professional documentation**

Name of organisation (publication year) *Title in italics*. Guidance number if available. Available at: https address (Accessed: date accessed).

**For example:**

National Institute for Health and Care Excellence [NICE] (2011, updated 2020) *Generalised anxiety disorder and panic disorder in adults: management.* CG113. Available at: https://www.nice.org.uk/guidance/cg113 (Accessed: 8 April 2024).

* If a document has been updated but a new edition hasn’t been released, you can include both the **original publication year** and **the year it was updated** –

(2011, updated 2020)

* If the organisation uses an acronym or shortened version of its name (like NICE or NMC or WHO) then **write out the name in full**, and then put the **acronym in square brackets after it.**

**For Intext Citations** – the first time you use an organisation with an acronym (like NICE, NMC, RCN) you need to write the name out in full and then use the acronym in square brackets

**For example**

According to the Nursing and Midwifery Council [hereafter NMC] (2018)…….

Or

… paraphrased info(Nursing and Midwifery Council [hereafter NMC], 2018)

**Then, for the rest of your essay, you can just use the acronym**

According to the NMC (2018)….

Or

… paraphrased info (NMC, 2018)

### **Inquiries**

Author’s Surname, Initial. (Year of publication) *Title of inquiry in italics*. (Parliamentary or Command Paper number in brackets). Available at: full https address (Accessed: date).

**For example:**

Francis, R. (2013) *Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry: Executive summary*. (HC 947). Available at: https://assets.publishing.service.gov.uk/media/5a7ba0faed915d13110607c8/0947.pdf (Accessed: 13 August 2024).

* If you’ve read a printed version (rather than finding it online), then you can write Place of publication: Publisher instead of the Available at part.

For this example, it would be - London: The Stationery Office.

* If you find there’s no named author on the document, check whether you can find who the inquiry was chaired by, or if the inquiry team or panel had a specific name. For example, The Hillsborough Independent Panel.
* You should be able to find the parliamentary or command paper number on the front cover or first couple of pages of the inquiry.

It might say CP and a number (for Command Papers), or HC and a number (for House of Commons Papers).

* There can be multiple documents attached to an inquiry, so double check that you’ve got the whole title correct, the right command paper number, and that it links to the correct website address.

For example, the *Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry* has an executive summary (which is used in the above example) but there’s also different volumes of the report, like *Volume 2: Analysis of evidence and lessons learned* and *Volume 3: Present and future Annexes* - which all have different internet addresses and different house of commons paper numbers. So double check to make sure everything matches correctly.

### **Systematic Review**

Author’s Surname, Initial. (Year of publication) 'Title of review in single quotation marks', *Database name in italics*, Issue number, Article number. Available at: URL or DOI https address (Accessed: date).

**For example:**

Chen, I., Veth, V.B., Choudhry, A.J., Murji, A., Zakhari, A., Black, A.Y., Agarpao, C. and Maas, W.M.J. (2020) ‘Pre- and postsurgical medical therapy for endometriosis surgery’, *Cochrane Database of Systematic Reviews*, 12, CD003678. Available at: <https://doi.org/10.1002%2F14651858.CD003678.pub3>

In this example, **12** is the **issue number** and **CD003678** is the **article number**.

Include these if they are available

Like journal articles, you need to include the **full https address** of where you accessed the review

* If it is a **normal URL**, include the accessed date
* If it is a **DOI address**, you don’t need an accessed date

### **Web pages**

Organisation or Author’s Surname, Initial. (Year that the page was published/last updated) *Title of web page in italics*. Available at: URL of website (Accessed: date).

**For example:**

UK Association of Milk Banking [UKAMB] (no date) *Medication and Donating Breastmilk*. Available at: <https://ukamb.org/medication-and-donating-breastmilk-2/> (Accessed: 22 July 2024).

* If there is no publication year, you can write (no date)

Department of Health and Social Care [DHSC] (2023) *The NHS Constitution for England*. Available at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england/the-nhs-constitution-for-england> (Accessed: 22 August 2024).

* If a source is from GOV.UK, check if there’s a more specific author – like a particular department.

### **NHS Trust Guidelines (confidential information)**

**(when confidentiality is needed)**

This format is useful if you are dealing with documents that need a certain degree of **anonymity.** For example, **internal documents** that are **not available to the public.**

If something is in the **public domain** (for example, available on the internet and can be accessed by the public) then it probably does not require this format.

[Placement hospital] (Year) *[Placement hospital] document title in italics*. Location: [Placement hospital]. Unpublished.

**For example:**

[Placement hospital] (2024) *[Placement hospital] Care of women in active labour*. Cheshire: [Placement hospital]. Unpublished.

* For the location - if you’re worried that putting the name of the town/city will make it too easy to identify which hospital the document is from, then you can put the **county** instead.
* The intext citation would be (Placement hospital, 2024)

### **Classroom Presentation**

Surname, Initial. (Year of publication) 'Title of presentation surrounded by single quotation marks' [Presentation slides]. *Module code in italics: Module title in italics*. Available at: URL (Accessed: date).

**For example:**

University of West London [UWL] (2020) ‘Week 4: Leadership Styles’ [Presentation slides]. *NS40050X: Accountability and professional leadership in nursing practice*. Available at: https://online.uwl.ac.uk/bbcswebv/pid-9 (Accessed: 26 February 2022).

### **Online Videos**

Name of person/organisation posting the video (Year posted) *Title in italics*. Day and month uploaded. Available at: full URL/name of streaming service/DOI address (Accessed: date).

**For example:**National Health Service [NHS] (2024) *What is endometriosis? Symptoms and treatment.* 1 March. Available at: https://www.youtube.com/watch?v=ABi1ncHorBY (Accessed: 11 April 2024).

### **Act of Parliament**

*Title of act and year in italics, chapter number in italics*. Available at: full URL address (Accessed: date).

**For example:**

*Care Act 2014, c. 23*. Available at: <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted> (Accessed: 11 April 2024).

* *c.23* refers to chapter 23 which means this is the 23rd piece of legislation passed in the year. The Act should show this as part of its title.
* The intext citation would be the name of the act in italics

**For example:**

Recent legislation (*Care Act 2014*) shows that...

## An Example List

Department of Health and Social Care [DHSC], May, R., McMahon, A., Tranka, S., McIlgorm, M., Brintworth, K., Keown, C., Craig, J. and Jewell, K. (2024) *Senior nurses and midwives call for action on smoking and vaping.* Available at: <https://www.gov.uk/government/speeches/senior-nurses-midwives-call-for-action-on-smoking-and-vaping> (Accessed: 23 July 2024).

Francis, R. (2013) *Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry: Executive summary*. (HC 947). Available at: <https://assets.publishing.service.gov.uk/media/5a7ba0faed915d13110607c8/0947.pdf> (Accessed: 23 July 2024).

Grailey, K., Fernandez-Crespo, R., Howitt, P., Leis, M., Darzi, A. and Neves, A.L. (2024) ‘The cost of living crisis – how does it impact the health and life of individuals? A survey exploring perceptions in Italy, Germany, Sweden and the United Kingdom’, *BMC Public Health*, 24, article number 1831. Available at: <https://doi.org/10.1186/s12889-024-19330-y>

Knifton, C. (2024) ‘Equity, diversity and inclusion: principles and prompts for PNA practice’, *Nursing Times*, 120(7), pp. 40-43. Available at: <https://www.nursingtimes.net/clinical-archive/clinical-supervision/equity-diversity-and-inclusion-principles-and-prompts-for-pna-practice-10-06-2024/> (Accessed: 22 July 2024).

Montgomery, A. and Moirasgenti, M. (2023) ‘How Staff WellBeing Relates to Patient Experiences of Care’, in H. Blake and G. Stacey (eds) *Health and Wellbeing at Work for Nurses and Midwives*. Amsterdam: Elsevier, pp. 15-20.

National Health Service [NHS] (no date) *Our Policies*. Available at: <https://www.nhs.uk/our-policies/> (Accessed: 8 April 2024).

NHS England (2024) *NHS urges more women to take up cervical screening invitations.* Available at: <https://www.england.nhs.uk/2024/06/nhs-urges-more-women-to-take-up-cervical-screening-invitations/> (Accessed: 23 July 2024).

Office for Health Improvement and Disparities [OHID] (2024) *Addressing health inequalities across allied health professional (AHP) services: a guide for AHP system leaders*. Available at: <https://www.gov.uk/government/publications/addressing-health-inequalities-across-allied-health-professional-ahp-services-a-guide-for-ahp-system-leaders/addressing-health-inequalities-across-allied-health-professional-ahp-services-a-guide-for-ahp-system-leaders> (Accessed: 22 July 2024).

Price, B. (2024) *Critical thinking and writing in nursing*. 6th edn. London: SAGE, Learning Matters.

Sowemimo, A. (2023) *Divided: racism, medicine and why we need to decolonise healthcare*. London: Wellcome Collection.

Vincent, B. (2018) *Transgender health: a practitioner's guide to binary and non-binary trans patient care.* London: Jessica Kingsley Publishers.