

Referencing your work using Harvard

*A printable copy of the on-
line referencing tool*

Contents

Referencing Books	3
Referencing Journals	7
Referencing Electronic Media	10
Referencing Electronic resources	13
Referencing Government and Official Documents	17
Referencing Other Resources	19
Secondary Referencing	23
Referencing direct quotes	24

Books

Books	<input checked="" type="radio"/> Single Author	In Text Example: Salmon (2002) highlights the need to acknowledge contribution.
	<input type="radio"/> Single Author, more than one edition	
	<input type="radio"/> Two Authors	Contributions should always be acknowledged (Salmon, 2002).
	<input type="radio"/> Three Authors (first and subsequent citations)	
	<input type="radio"/> More than three Authors (first and subsequent)	Reference List Example: Salmon, G. (2002) E-tivities. The key to active online learning. London: Kogan-Page.
	<input type="radio"/> Book with Editor, Not author	
	<input type="radio"/> Book chapter, in an Edited book	
	<input type="radio"/> eBook	

Books	<input type="radio"/> Single Author	In Text Example: Burnard (2002) stated that this could never be the case.
	<input checked="" type="radio"/> Single Author, more than one edition	
	<input type="radio"/> Two Authors	This research has shown quite the opposite effect to previous studies (Burnard, 2002).
	<input type="radio"/> Three Authors (first and subsequent citations)	
	<input type="radio"/> More than three Authors (first and subsequent)	Reference List Example: Burnard, P. (2002) Learning human skills: an experiential and reflective guide for nurses and health care professionals. 4th ed. Oxford: Butterworth Heineman.
	<input type="radio"/> Book with Editor, Not author	
	<input type="radio"/> Book chapter, in an Edited book	
	<input type="radio"/> eBook	

<ul style="list-style-type: none"> Book Journal Electronic Media Electronic Sources Govern. Other 	<p>Books</p> <ul style="list-style-type: none"> <input type="radio"/> Single Author <input type="radio"/> Single Author, more than one edition <input checked="" type="radio"/> Two Authors <input type="radio"/> Three Authors (first and subsequent citations) <input type="radio"/> More than three Authors (first and subsequent) <input type="radio"/> Book with Editor, Not author <input type="radio"/> Book chapter, in an Edited book <input type="radio"/> eBook 	<p>In Text Example:</p> <p>Daugirdas and Ing (2000) stated that this could never be the case.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (Daugirdas and Ing, 2000).</p>
		<p>Reference List Example:</p> <p>Daugirdas, J.T. and Ing, T.S. (2000) Handbook of Dialysis. Boston: Little Brown and Co.</p>

<ul style="list-style-type: none"> Book Journal Electronic Media Electronic Sources Govern. Other 	<p>Books</p> <ul style="list-style-type: none"> <input type="radio"/> Single Author <input type="radio"/> Single Author, more than one edition <input type="radio"/> Two Authors <input checked="" type="radio"/> Three Authors (first and subsequent citations) <input type="radio"/> More than three Authors (first and subsequent) <input type="radio"/> Book with Editor, Not author <input type="radio"/> Book chapter, in an Edited book <input type="radio"/> eBook 	<p>In Text Example:</p> <p>The first time the book is cited all names are given: Habeshaw, Gibbs and Habeshaw (1992) state that...</p> <p>or</p> <p>Students are undervalued in large classes (Habeshaw, Gibbs and Habeshaw, 1992).</p> <p>If the same reference is cited again: Habeshaw et al. (1992) go on to show that...</p> <p>or</p> <p>Students feel lost in large classes (Habeshaw et al., 1992).</p>
		<p>Reference List Example:</p> <p>Habeshaw, S., Gibbs, G. and Habeshaw, T. (1992) 53 Problems with large classes: making the best of a bad job. Exeter: BPC Wheatons Ltd.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Books</p> <ul style="list-style-type: none"> <input type="radio"/> Single Author <input type="radio"/> Single Author, more than one edition <input type="radio"/> Two Authors <input type="radio"/> Three Authors (first and subsequent citations) <input checked="" type="radio"/> More than three Authors (first and subsequent) <input type="radio"/> Book with Editor, Not author <input type="radio"/> Book chapter, in an Edited book <input type="radio"/> eBook 	<p>In Text Example:</p> <p>When first cited, it is acceptable to name the first three authors only, followed by et al. Eltringham, Durkin, Andrewes et al. (1994) state that</p> <p>or</p> <p>..is required (Eltringham, Durkin, Andrewes et al., 1994).</p> <p>If the same reference is cited again: Eltringham et al. (1992) go on to show that...</p> <p>or</p> <p>...is also required (Eltringham et al., 1994).</p>
		<p>Reference List Example:</p> <p>Eltringham, R., Durkin, M., Andrewes, S. and Casey, W. (1994) Post-anaesthetic recovery. 2nd ed. London: Springer-Verlag.</p> <p>NOTE: Try to include all authors, but use your discretion, (e.g. up to 10 followed by et al.).</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Books</p> <ul style="list-style-type: none"> <input type="radio"/> Single Author <input type="radio"/> Single Author, more than one edition <input type="radio"/> Two Authors <input type="radio"/> Three Authors (first and subsequent citations) <input type="radio"/> More than three Authors (first and subsequent) <input checked="" type="radio"/> Book with Editor, Not author <input type="radio"/> Book chapter, in an Edited book <input type="radio"/> eBook 	<p>In Text Example:</p> <p>The first time the book is cited all names are given: Kenworthy, Snowley and Gilling (1992) stated that....</p> <p>or</p> <p>..studies (Kenworthy, Snowley and Gilling, 1992).</p> <p>If the same reference is cited again: Kenworthy et al. (1992) go on to show...</p> <p>or</p> <p>..may be concluded (Kenworthy et al., 1992).</p> <p>NOTE: Follow the rules outlined for authored books regarding the number of authors.</p>
		<p>Reference List Example:</p> <p>Kenworthy, N., Snowley, G. and Gilling, C. (Eds.) (1992) Common foundation studies in nursing. Edinburgh: Churchill Livingstone.</p>

<ul style="list-style-type: none"> Book Journal Electronic Media Electronic Sources Govern. Other 	<p>Books</p> <ul style="list-style-type: none"> <input type="radio"/> Single Author <input type="radio"/> Single Author, more than one edition <input type="radio"/> Two Authors <input type="radio"/> Three Authors (first and subsequent citations) <input type="radio"/> More than three Authors (first and subsequent) <input type="radio"/> Book with Editor, Not author <input checked="" type="radio"/> Book chapter, in an Edited book <input type="radio"/> eBook 	<p>In Text Example:</p> <p>Campbell (2003) points out that...</p> <p>or</p> <p>...may be an important consideration (Campbell, 2003).</p> <p>NOTE: You should cite the chapter author's name, not the book editor's name. Follow the rules outlined for authored books regarding the number of authors.</p>
		<p>Reference List Example:</p> <p>Campbell, L.M. (2003) Engaging with the learning object economy. In: Littlejohn, A. (Ed.) Reusing online resources. London: Kogan-Page, pp.35-45.</p>

<ul style="list-style-type: none"> Book Journal Electronic Media Electronic Sources Govern. Other 	<p>Books</p> <ul style="list-style-type: none"> <input type="radio"/> Single Author <input type="radio"/> Single Author, more than one edition <input type="radio"/> Two Authors <input type="radio"/> Three Authors (first and subsequent citations) <input type="radio"/> More than three Authors (first and subsequent) <input type="radio"/> Book with Editor, Not author <input type="radio"/> Book chapter, in an Edited book <input checked="" type="radio"/> eBook 	<p>In Text Example:</p> <p>Koch and Kralik (2006) state that...</p> <p>or</p> <p>This research demonstrates a different approach to previous studies (Koch and Kralik, 2006).</p> <p>NOTE: Follow guidelines for paper-based books regarding chapters, editions and multiple authorships.</p>
		<p>Reference List Example:</p> <p>Koch, T. and Kralik, D. (2006) Participatory action research in health care [online]. Oxford: Blackwell Publishing. Available at: http://www.myilibrary.com/Browse/open.asp?ID=74809 [Accessed 8 April 2008].</p>

Journals

Book Journal Electronic Media Electronic Sources Govern. Other	Journals	In Text Example:
	<input checked="" type="radio"/> Single author	Weller (2004) outlines the costs of e-learning development.
	<input type="radio"/> Two authors	or
	<input type="radio"/> Three authors (first and Subsequent citations)	e-learning development can be expensive (Weller, 2004).
	<input type="radio"/> More than three authors(first and subsequent citations)	
	<input type="radio"/> No authors	
	Reference List Example:	
	Multiple works by same author in the	Weller, M. (2004) Learning objects and the e-learning cost dilemma. Open Learning 19(3): pp.293-302.

Book Journal Electronic Media Electronic Sources Govern. Other	Journals	In Text Example:
	<input type="radio"/> Single author	Robinson and Wharrad (2001) explain this further.
	<input checked="" type="radio"/> Two authors	or
	<input type="radio"/> Three authors (first and Subsequent citations)	This research has shown quite the opposite effect to previous studies (Robinson and Wharrad, 2001).
	<input type="radio"/> More than three authors(first and subsequent citations)	
	<input type="radio"/> No authors	
	Reference List Example:	
	Multiple works by same author in the	Robinson, J. and Wharrad, H. (2001) The relationship between attendance at birth and maternal mortality rates: an exploration of United Nations' data sets including the ratios of physicians and nurses to population, GNP per capita and female literacy. Journal of Advanced Nursing 34(4): pp.445-455.

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Journals</p> <ul style="list-style-type: none"> <input type="radio"/> Single author <input type="radio"/> Two authors <input checked="" type="radio"/> Three authors (first and Subsequent citations) <input type="radio"/> More than three authors(first and subsequent citations) <input type="radio"/> No authors <input type="radio"/> Multiple works by same author in the 	<p>In Text Example:</p> <p>The first time the article is cited, all names are given. Epling, Timmons and Wharrad (2003) explain that...</p> <p>or</p> <p>Opposite effects may be seen (Epling, Timmons and Wharrad, 2003).</p> <p>If the same reference is cited again: Epling et al. (2003) go on to show that...</p> <p>or</p> <p>..again indicating differences (Epling et al., 2003).</p>
		<p>Reference List Example:</p> <p>Epling, M., Timmons, S. and Wharrad, H. (2003) An education panopticon? New technology, nurse education and surveillance. Nurse Education Today 23(6): pp.412-418.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Journals</p> <ul style="list-style-type: none"> <input type="radio"/> Single author <input type="radio"/> Two authors <input type="radio"/> Three authors (first and Subsequent citations) <input checked="" type="radio"/> More than three authors(first and subsequent citations) <input type="radio"/> No authors <input type="radio"/> Multiple works by same author in the 	<p>In Text Example:</p> <p>When first cited, it is acceptable to name the first three authors only, followed by et al. Wharrad, Kent, Allcock et al. (2001) have shown...</p> <p>or</p> <p>..is found (Wharrad, Kent, Allcock et al., 2001).</p> <p>If the same reference is cited again: Wharrad et al. (2001) go on to show that...</p> <p>or</p> <p>...is also seen (Wharrad et al., 2001).</p>
		<p>Reference List Example:</p> <p>Wharrad, H., Kent, C., Allcock, N. and Wood, B. (2001) A comparison of CAL with conventional methods of delivery of cell biology to undergraduate nursing students. Nurse Education Today 21(6): pp.579-588.</p> <p>NOTE: Try to include all authors, but use your discretion, (e.g. up to 10 followed by et al.).</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Journals</p> <p><input type="radio"/> Single author</p> <p><input type="radio"/> Two authors</p> <p><input type="radio"/> Three authors (first and Subsequent citations)</p> <p><input type="radio"/> More than three authors(first and subsequent citations)</p> <p><input checked="" type="radio"/> No authors</p> <p><input type="radio"/> Multiple works by same author in the</p>	<p>In Text Example:</p> <p>This research has shown quite the opposite effect to previous studies (Anon., 1998).</p>
		<p>Reference List Example:</p> <p>Anon. (1998) Round table discussion. The MMR vaccine debate. Community Nurse 4(9): pp.12-13.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Journals</p> <p><input type="radio"/> Single author</p> <p><input type="radio"/> Two authors</p> <p><input type="radio"/> Three authors (first and Subsequent citations)</p> <p><input type="radio"/> More than three authors(first and subsequent citations)</p> <p><input type="radio"/> No authors</p> <p><input checked="" type="radio"/> Multiple works by same author in the</p>	<p>In Text Example:</p> <p>Hypponen, Smith and Power (2003a) conclude that this is the case.</p> <p>Obesity is a risk factor for this scenario (Hypponen, Smith and Power, 2003b).</p> <p>NOTE: Use letters to distinguish sources using the order in the reference list, (ordered alphabetically by subsequent authors, then title), not the order cited.</p>
		<p>Reference List Example:</p> <p>Hypponen, E., Smith, G.D. and Power, C. (2003a) Effects of smoking in pregnancy: intergenerational cohort study. British Medical Journal 327(7420): pp.898-900.</p> <p>Hypponen, E., Smith, G.D. and Power, C. (2003b) Prenatal growth. Diabetes Care 26(9): pp.2512-2517.</p> <p>NOTE: Alphabetically by author, then by title.</p>

Electronic media

Book	Electronic Media	<input checked="" type="radio"/> TV or Radio Broadcast	In Text Example: The Truth About Food (2007) stated that this is true. or Research has shown this to be true (The Truth About Food, 2007).
		<input type="radio"/> Film Broadcast	
		<input type="radio"/> Podcast, or Music or Video Download	Reference List Example: The Truth About Food (2007) Carbs, proteins and fats (broadcast date 1 February 2007) [television programme]. London: BBC.
		<input type="radio"/> Recorded Media	
		<input type="radio"/> Photograph	
		<input type="radio"/> CD/DVDrom	
Journal			
Electronic Media			
Electronic Sources			
Govern.			
Other			

Book	Electronic Media	<input type="radio"/> TV or Radio Broadcast	In Text Example: Running with Scissors (2007) provides an illustration of this issue. or Film may be illuminating in this respect (Running with Scissors, 2007).
		<input checked="" type="radio"/> Film Broadcast	
		<input type="radio"/> Podcast, or Music or Video Download	Reference List Example: Running with Scissors (2007) Directed by: Ryan Murphy. Los Angeles, USA. [35mm film]. LA: Sony Pictures.
		<input type="radio"/> Recorded Media	
		<input type="radio"/> Photograph	
		<input type="radio"/> CD/DVDrom	
Journal			
Electronic Media			
Electronic Sources			
Govern.			
Other			

<ul style="list-style-type: none"> Book Journal Electronic Media Electronic Sources Govern. Other 	<p>Electronic Media</p> <ul style="list-style-type: none"> <input type="radio"/> TV or Radio Broadcast <input type="radio"/> Film Broadcast <input checked="" type="radio"/> Podcast, or Music or Video Download <input type="radio"/> Recorded Media <input type="radio"/> Photograph <input type="radio"/> CD/DVDrom 	<p>In Text Example:</p> <p>Childcare: Has it become less affordable? (2007) discusses this issue.</p> <p>or</p> <p>This has sometimes been shown to be the case (Childcare: Has it become less affordable?, 2007).</p>
		<p>Reference List Example:</p> <p>Childcare: Has it become less affordable? (2007) Women's Hour (released 5 February 2007) [podcast: radio programme]. London: BBC. Available at: http://www.bbc.co.uk/radio4/womanshour/listen/ [Accessed 8 February 2007].</p>

<ul style="list-style-type: none"> Book Journal Electronic Media Electronic Sources Govern. Other 	<p>Electronic Media</p> <ul style="list-style-type: none"> <input type="radio"/> TV or Radio Broadcast <input type="radio"/> Film Broadcast <input type="radio"/> Podcast, or Music or Video Download <input checked="" type="radio"/> Recorded Media <input type="radio"/> Photograph <input type="radio"/> CD/DVDrom 	<p>In Text Example:</p> <p>Diabetes Mellitus (1994) states that most people have a very poor understanding of the condition.</p> <p>or</p> <p>Very few people have a full understanding of diabetes (Diabetes Mellitus, 1994).</p>
		<p>Reference List Example:</p> <p>Diabetes Mellitus (1994) [video: VHS]. Leicester: Leicester Royal Infirmary NHS Trust.</p> <p>NOTE: If the media is part of a series, then the series title should go before the date in plain text (see TV or radio broadcast), with the specific title placed after the date in bold text. If known, the director's name should follow the date (see films).</p>

<ul style="list-style-type: none"> Book Journal Electronic Media Electronic Sources Govern. Other 	<p>Electronic Media</p> <ul style="list-style-type: none"> <input type="radio"/> TV or Radio Broadcast <input type="radio"/> Film Broadcast <input type="radio"/> Podcast, or Music or Video Download <input type="radio"/> Recorded Media <input checked="" type="radio"/> Photograph <input type="radio"/> CD/DVDrom 	<p>In Text Example:</p> <p>Mackenzie (2006) captures the importance of lighting.</p> <p>or</p> <p>Lighting is essential to the quality of the photograph (Mackenzie, 2006).</p>
		<p>Reference List Example:</p> <p>Mackenzie, R. (2006) Scotland Landscape 8 [photograph]. Available at http://www.flickr.com/photos/robinmackenzie/228461810 [Accessed 12 February 2007].</p> <p>NOTE: If from a book "[photograph]." Should be followed by "In:" followed by the book's details (see appropriate book tab). If viewed in a collection, "[photograph]." should be followed by "Held at:" and then the details of the collection.</p>

<ul style="list-style-type: none"> Book Journal Electronic Media Electronic Sources Govern. Other 	<p>Electronic Media</p> <ul style="list-style-type: none"> <input type="radio"/> TV or Radio Broadcast <input type="radio"/> Film Broadcast <input type="radio"/> Podcast, or Music or Video Download <input type="radio"/> Recorded Media <input type="radio"/> Photograph <input checked="" type="radio"/> CD/DVDrom 	<p>In Text Example:</p> <p>Klatt (1998) states that this is the case.</p> <p>or</p> <p>This is frequently seen to be the case (Klatt, 1998).</p>
		<p>Reference List Example:</p> <p>Klatt, E.C. (1998) In: WebPath: The Internet Pathology Laboratory [CD-ROM]. Utah: University of Utah.</p>

Electronic resources

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Electronic Sources</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Internet source with author or organisation <input type="radio"/> Internet source with no author <input type="radio"/> Internet source with author and publisher / <input type="radio"/> Online Journal Article with DOI <input type="radio"/> Online Journal Article without DOI <input type="radio"/> Online conference proceedings or abstracts <input type="radio"/> Blog <input type="radio"/> E-mail 	<p>In Text Example:</p> <p>The World Health Organisation (2005) stated that this could never be the case.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (World Health Organisation, 2005).</p>
		<p>Reference List Example:</p> <p>World Health Organisation (2005) Ultraviolet radiation and the INTERSUN Programme [online]. Available at: http://www.who.int/uv/en/ [Accessed 23 May 2005].</p> <p>NOTE: Include the date when the site was created or last updated. If no creation/update date can be found (undated) maybe substituted after the author/organisation. You should always include the date of access.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Electronic Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Internet source with author or organisation <input checked="" type="radio"/> Internet source with no author <input type="radio"/> Internet source with author and publisher / <input type="radio"/> Online Journal Article with DOI <input type="radio"/> Online Journal Article without DOI <input type="radio"/> Online conference proceedings or abstracts <input type="radio"/> Blog <input type="radio"/> E-mail 	<p>In Text Example:</p> <p>Anon. (2005) stated that this could never be the case.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (Anon., 2005).</p>
		<p>Reference List Example:</p> <p>Anon. (2005) Diabetes [online]. Available at: http://www.podiatrychannel.com/diabetes/ [Accessed 23 May 2005].</p> <p>NOTE: Include the date when the site was created or last updated. If no creation/update date can be found (undated) maybe substituted after the author/organisation. You should always include the date of access.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Electronic Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Internet source with author or organisation <input type="radio"/> Internet source with no author <input checked="" type="radio"/> Internet source with author and publisher / <input type="radio"/> Online Journal Article with DOI <input type="radio"/> Online Journal Article without DOI <input type="radio"/> Online conference proceedings or abstracts <input type="radio"/> Blog <input type="radio"/> E-mail 	<p>In Text Example:</p> <p>Frei (2007) proposes that the USA is a country founded on ideas.</p> <p>OR</p> <p>The USA is a country founded on ideas (Frei, 2007).</p>
		<p>Reference List Example:</p> <p>Frei, M. (2007) Washington Diary: Land of Ideas [online]. London: BBC. Available at: http://news.bbc.co.uk/1/hi/world/americas/6613861.stm [Accessed 16 January 2008].</p> <p>NOTE: Include the date when the site was created or last updated. If no creation/update date can be found (undated) maybe substituted after the author/organisation. You should always include the date of access.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Electronic Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Internet source with author or organisation <input type="radio"/> Internet source with no author <input type="radio"/> Internet source with author and publisher / <input checked="" type="radio"/> Online Journal Article with DOI <input type="radio"/> Online Journal Article without DOI <input type="radio"/> Online conference proceedings or abstracts <input type="radio"/> Blog <input type="radio"/> E-mail 	<p>In Text Example:</p> <p>de Carlo (2007) highlights a biased media view of mental health nursing.</p> <p>OR</p> <p>The media continues to show a biased view of mental health nursing (de Carlo, 2007).</p>
		<p>Reference List Example:</p> <p>de Carlo, K. (2007) Ogres and Angels in the madhouse. Mental health nursing identities in film. International Journal of Mental Health Nursing [online] 16(5): pp.338-348. Available at: http://dx.doi.org/10.1111/j.1447-0349.2007.00488.x [Accessed 17 September 2008].</p> <p>NOTE: Most online journal articles have a Digital Object Identifier (DOI), usually found on the webpage before you access the full text. The DOI is converted into a URL by placing http://dx.doi.org/ in front of it.</p>

<p>Electronic Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Book <input type="radio"/> Journal <input type="radio"/> Electronic Media <input checked="" type="radio"/> Electronic Sources <input type="radio"/> Govern. <input type="radio"/> Other 	<p>Electronic Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Internet source with author or organisation <input type="radio"/> Internet source with no author <input type="radio"/> Internet source with author and publisher / <input type="radio"/> Online Journal Article with DOI <input checked="" type="radio"/> Online Journal Article without DOI <input type="radio"/> Online conference proceedings or abstracts <input type="radio"/> Blog <input type="radio"/> E-mail 	<p>In Text Example:</p> <p>Noyes (2000) stated that this could never be the case.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (Noyes, 2000).</p>
		<p>Reference List Example:</p> <p>Noyes, J. (2000) Enabling young 'ventilator-dependent' people to express their views and experience of their care in hospital. Journal of Advanced Nursing [online] 31(5): pp.1206-1215. Available at: http://www3.interscience.wiley.com/cgi-bin/fulltext/119185655/PDFSTART [Accessed 16 September 2008].</p>
		<p>NOTE: For more than one author, or anonymous, follow the guidelines for journal articles with this number of authors combined with those here.</p>

<p>Electronic Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Book <input type="radio"/> Journal <input type="radio"/> Electronic Media <input checked="" type="radio"/> Electronic Sources <input type="radio"/> Govern. <input type="radio"/> Other 	<p>Electronic Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Internet source with author or organisation <input type="radio"/> Internet source with no author <input type="radio"/> Internet source with author and publisher / <input type="radio"/> Online Journal Article with DOI <input type="radio"/> Online Journal Article without DOI <input checked="" type="radio"/> Online conference proceedings or abstracts <input type="radio"/> Blog <input type="radio"/> E-mail 	<p>In Text Example:</p> <p>Currier and Campbell (2002) stated that this could never be the case.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (Currier and Campbell, 2002).</p>
		<p>Reference List Example:</p> <p>Currier, S. and Campbell, L.M. (2002) Evaluating learning resources for reusability: the DNER and learning objects study. 19th ASCILITE conference proceedings [online]. Available at: http://www.ascilite.org.au/conferences/auckland02/proceedings/papers/059.pdf [Accessed 12 December 2006].</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Electronic Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Internet source with author or organisation <input type="radio"/> Internet source with no author <input type="radio"/> Internet source with author and publisher / <input type="radio"/> Online Journal Article with DOI <input type="radio"/> Online Journal Article without DOI <input type="radio"/> Online conference proceedings or abstracts <input checked="" type="radio"/> Blog <input type="radio"/> E-mail 	<p>In Text Example:</p> <p>It is important to place this issue in context (French Mistress, 2006).</p> <p>or</p> <p>French Mistress (2006) places this in the context of her life.</p>
		<p>Reference List Example:</p> <p>French Mistress (2006) Trying to Explain. Borderline Teacher 22 January 2006 [online: weblog]. Available at: http://www.purplepiranha.blogspot.com/ [Accessed 17 January 2007].</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Electronic Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Internet source with author or organisation <input type="radio"/> Internet source with no author <input type="radio"/> Internet source with author and publisher / <input type="radio"/> Online Journal Article with DOI <input type="radio"/> Online Journal Article without DOI <input type="radio"/> Online conference proceedings or abstracts <input type="radio"/> Blog <input checked="" type="radio"/> E-mail 	<p>In Text Example:</p> <p>There are many ways that Web 2.0 technologies can enhance digital repositories (Windle, 2007).</p> <p>or</p> <p>Windle (2007) outlines some of the ways that Web 2.0 technologies can be used.</p>
		<p>Reference List Example:</p> <p>Windle, R.J. (richard.windle@nottingham.ac.uk 12 January 2007. Re: Web 2.0 [e-mail message]. To: H. Wharrad (heather.wharrad@nottingham.ac.uk) [Accessed 12 February 2007].</p>

Referencing Government and Official Documents

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Government Publications</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Documents produced by Organisations <input type="radio"/> Government Report <input type="radio"/> Act of Parliament <input type="radio"/> Parliamentary Bill 	<p>In Text Example:</p> <p>The Nursing and Midwifery Council (2008) state that nurses should manage risk.</p> <p>or</p> <p>Nurses should manage risk (Nursing and Midwifery Council, 2008).</p> <p>NOTE: Where a publication produced by an official organisation is being cited, you may abbreviate the organisation's name (e.g. NMC). However, it must be given in full in the reference list.</p>
		<p>Reference List Example:</p> <p>Nursing and Midwifery Council (NMC) (2008) The Code: Standards of conduct, performance and ethics for nurses and midwives. London: NMC.</p> <p>NOTE: If there is no individual author, the name of the organisation is used as the author and publisher.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Government Publications</p> <ul style="list-style-type: none"> <input type="radio"/> Documents produced by Organisations <input checked="" type="radio"/> Government Report <input type="radio"/> Act of Parliament <input type="radio"/> Parliamentary Bill 	<p>In Text Example:</p> <p>The Department of Health (1999) stated that this could never be the case.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (Department of Health, 1999).</p> <p>NOTE: Where a publication produced by an official organisation is being cited, you may abbreviate the organisation's name (e.g. DH). However, it must be given in full in the reference list.</p>
		<p>Reference List Example:</p> <p>Department of Health (1999) Saving Lives: our healthier nation. Cmnd 4386. London: HMSO.</p> <p>NOTE: This Government Report is a Command paper and in this case you should list the Command number with the abbreviation Cmnd.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Government Publications</p> <ul style="list-style-type: none"> <input type="radio"/> Documents produced by Organisations <input type="radio"/> Government Report <input checked="" type="radio"/> Act of Parliament <input type="radio"/> Parliamentary Bill 	<p>In Text Example:</p> <p>The Adoption of Children Act (2002) stated that this could never be the case.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (Adoption of Children Act, 2002).</p>
		<p>Reference List Example:</p> <p>Adoption of Children Act 2002 (c.30). Great Britain. London: HMSO.</p> <p>NOTE: You need to include the chapter of the act in brackets. The country that produced the act should also be included.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Government Publications</p> <ul style="list-style-type: none"> <input type="radio"/> Documents produced by Organisations <input type="radio"/> Government Report <input type="radio"/> Act of Parliament <input checked="" type="radio"/> Parliamentary Bill 	<p>In Text Example:</p> <p>The Adoption and Children Bill (2000-2001) stated that this could never be the case.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (Adoption and Children Bill, 2000-2001).</p>
		<p>Reference List Example:</p> <p>Adoption and Children Bill. HC Bill (2000-2001) [117]. Great Britain. London: HMSO.</p> <p>NOTE: HC stands for House of Commons. It is replaced by HL for a House of Lords Bill. The date shown is the Parliamentary session. The number in rectangular brackets is the Bill number.</p>

Other resources

<p>Other Sources</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Newspaper article - paper version <input type="radio"/> Newspaper article - online <input type="radio"/> Conference Proceedings <input type="radio"/> Conference paper or abstract <input type="radio"/> Thesis or dissertation <input type="radio"/> Systematic Review <input type="radio"/> Personal or private Communication <input type="radio"/> Ward document 	<p>In Text Example:</p> <p>In an article in The Independent, Kingsman (1992) argues the same point.</p> <p>or</p> <p>An article published in The Independent argues the same point (Kingsman, 1992).</p>
	<p>Reference List Example:</p> <p>Kingsman, S. (1992) The right vitamin - if you can get it. The Independent. 12th January, p.12.</p> <p>NOTE: If the article is an editorial or no author can be identified, use the title of the newspaper followed by the date for in-text citation and reference list purposes.</p>

<p>Other Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Newspaper article - paper version <input checked="" type="radio"/> Newspaper article - online <input type="radio"/> Conference Proceedings <input type="radio"/> Conference paper or abstract <input type="radio"/> Thesis or dissertation <input type="radio"/> Systematic Review <input type="radio"/> Personal or private Communication <input type="radio"/> Ward document 	<p>In Text Example:</p> <p>In an article in The Guardian, Jackson (2003) argues the same point.</p> <p>or</p> <p>An article published in The Guardian argues the same point (Jackson, 2003).</p>
	<p>Reference List Example:</p> <p>Jackson, D. (2003) A Question of Faith. The Guardian. 17th December [online]. Available at: http://www.guardian.co.uk/parents/story/0,3605,1108387,00.html [Accessed 21 January 2004].</p> <p>NOTE: If the article is an editorial or no author can be identified, use the title of the newspaper followed by the date for in-text citation and reference list purposes.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Other Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Newspaper article - paper version <input type="radio"/> Newspaper article - online <input checked="" type="radio"/> Conference Proceedings <input type="radio"/> Conference paper or abstract <input type="radio"/> Thesis or dissertation <input type="radio"/> Systematic Review <input type="radio"/> Personal or private Communication <input type="radio"/> Ward document 	<p>In Text Example:</p> <p>Royal College of Nursing Research Society (1997) stated that this could never be the case.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (Royal College of Nursing Research Society, 1997).</p>
		<p>Reference List Example:</p> <p>Royal College of Nursing Research Society (1997) Annual Nursing Research Conference, University of Wales, 18-20 April, 1997. London: RCN.</p>
		<p>NOTE: The date in brackets is the date of publication. This may be different from the conference date. You should include both. If proceedings are unpublished, the word 'unpublished' should replace publisher's details.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Other Sources</p> <ul style="list-style-type: none"> <input type="radio"/> Newspaper article - paper version <input type="radio"/> Newspaper article - online <input type="radio"/> Conference Proceedings <input checked="" type="radio"/> Conference paper or abstract <input type="radio"/> Thesis or dissertation <input type="radio"/> Systematic Review <input type="radio"/> Personal or private Communication <input type="radio"/> Ward document 	<p>In Text Example:</p> <p>McArdle and Monahan (2007) explore the use of 3D simulation.</p> <p>or</p> <p>Students can get isolated in virtual 3D worlds (McArdle and Monahan, 2007).</p>
		<p>Reference List Example:</p> <p>McArdle, G. and Monahan, T. (2007) Using virtual reality to learn and socialise online. In: Montgomerie, C. and Seale, J. (Eds.) Proceedings of Ed-Media 2007, 25-29 June 2007, Vancouver BC, Canada. Chesapeake, VA: Association for the Advancement of Computing in Education, p.76.</p>
		<p>NOTE: The date in brackets is the date of publication. This may be different from the conference date. You should include both. If proceedings are unpublished, the word 'unpublished' should replace publisher's details.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Other Sources</p> <ul style="list-style-type: none"> <input type="radio"/> New spaper article - paper version <input type="radio"/> New spaper article - online <input type="radio"/> Conference Proceedings <input type="radio"/> Conference paper or abstract <input checked="" type="radio"/> Thesis or dissertation <input type="radio"/> Systematic Review <input type="radio"/> Personal or private Communication <input type="radio"/> Ward document 	<p>In Text Example:</p> <p>Abdullah (2003) stated that this could never be the case.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (Abdullah, 2003).</p>
		<p>Reference List Example:</p> <p>Abdullah, G. (2003) Assessing learning needs for intensive care nurses working in Saudia Arabia. MSc Dissertation. University of Nottingham.</p>
		<p>NOTE:</p> <p>You must include the level of academic qualification and the awarding body, in this case University of Nottingham.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Other Sources</p> <ul style="list-style-type: none"> <input type="radio"/> New spaper article - paper version <input type="radio"/> New spaper article - online <input type="radio"/> Conference Proceedings <input type="radio"/> Conference paper or abstract <input type="radio"/> Thesis or dissertation <input checked="" type="radio"/> Systematic Review <input type="radio"/> Personal or private Communication <input type="radio"/> Ward document 	<p>In Text Example:</p> <p>Briggs and Nelson (2003) stated the opposite view.</p> <p>or</p> <p>This research has shown quite the opposite effect to previous studies (Briggs and Nelson, 2003).</p>
		<p>Reference List Example:</p> <p>Briggs, M. and Nelson, E. A. (2003) Topical agents or dressings for pain in venous leg ulcers [systematic review]. The Cochrane Database of Systematic Reviews Issue 1. Article No. CD001177. Chichester, UK: John Wiley and Son, Ltd.</p> <p>or</p> <p>...ulcers [systematic review]. The Cochrane Database of Systematic Reviews Issue 1 [online]. Article No. CD001177. Chichester, U.K: John Wiley and Son, Ltd. Available at: http://mrw.interscience.wiley.com/cochrane/dsysrev/articles/CD001177/pdf_fs.html [Accessed 9 January 2008].</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Other Sources</p> <p><input type="radio"/> Newspaper article - paper version</p> <p><input type="radio"/> Newspaper article - online</p> <p><input type="radio"/> Conference Proceedings</p> <p><input type="radio"/> Conference paper or abstract</p> <p><input type="radio"/> Thesis or dissertation</p> <p><input type="radio"/> Systematic Review</p> <p><input checked="" type="radio"/> Personal or private Communication</p> <p><input type="radio"/> Ward document</p>	<p>In Text Example:</p> <p>Wilson (2003) explained the importance of this to me.</p> <p>or</p> <p>The importance of this was explained to me (Wilson, 2003).</p>
		<p>Reference List Example:</p> <p>Wilson, J. (2003) Private communication</p> <p>or</p> <p>Wilson, J. (2003) Personal communication (appendix 3).</p> <p>NOTE: This relates to unpublished written or verbal communications. You should obtain permission from the originator of the communication. If possible include a copy of the communication as an appendix and reference as shown in the second example.</p>

<p>Book</p> <p>Journal</p> <p>Electronic Media</p> <p>Electronic Sources</p> <p>Govern.</p> <p>Other</p>	<p>Other Sources</p> <p><input type="radio"/> Newspaper article - paper version</p> <p><input type="radio"/> Newspaper article - online</p> <p><input type="radio"/> Conference Proceedings</p> <p><input type="radio"/> Conference paper or abstract</p> <p><input type="radio"/> Thesis or dissertation</p> <p><input type="radio"/> Systematic Review</p> <p><input type="radio"/> Personal or private Communication</p> <p><input checked="" type="radio"/> Ward document</p>	<p>In Text Example:</p> <p>The United Lincolnshire Hospitals NHS Trust (2004) stated that this could never be the case.</p> <p>or</p> <p>This has been shown to be very important (United Lincolnshire Hospitals NHS Trust, 2004).</p>
		<p>Reference List Example:</p> <p>United Lincolnshire Hospitals NHS Trust (2004) Control of Infections Guidelines. Unpublished.</p> <p>NOTE: Provide details of the publisher of the guidelines. Adding 'unpublished' indicates that this is an internal, unpublished document.</p>

Secondary Referencing

If you are reading a source by one author (in our example McKechnie (1998)) and they cite or quote work by another author (in our example Wing, Lee and Chen (1994)) you may in turn cite or quote the original work (e.g. that of Wing et al. (1994)) as a SECONDARY REFERENCE.

It is always best practice to try and locate the original reference and secondary references should only be used if it is difficult to access the original work. You must remember that in a secondary reference you are seeing the original author's work from someone else's perspective.

This panel shows you how to reference a secondary or indirect reference type. It should be used in conjunction with the guidelines demonstrated in the referencing tool for the appropriate referencing types used.

In Text Example:

A study by Wing, Lee and Chen (1994 cited by McKechnie, 1998) discussed sleep paralysis in the Chinese

OR

McKechnie (1998) cites the work of Wing, Lee and Chen (1994) which looks at sleep paralysis in the Chinese population.

NOTE 1: If you do not have an author, you can use the abbreviation 'Anon.' to mean 'anonymous'.

Reference List Example

McKechnie, J. (1998) Incidence and diagnosis of sleep paralysis. **Nursing Times** 94(22): pp.50-51.

NOTE 2: Most referencing guidelines are quite clear that the original reference should not be included in the list of references only the details of the source it is cited in.

http://www.uwe.ac.uk/library/resources/general/info_study_skills/cite02.htm

NOTE 3: When citing more than one secondary reference from a single source, each should be treated separately within the in-text citation, but the primary reference need only be included once in the reference list.

e.g. In discussions of health it is useful to look at Dubos' theory (1959 cited by Tones and Tilford, 2001) and also Maslow's model (1967 cited by Tones and Tilford, 2001).

Reference List Example

Tones, K. and Tilford, S. (2001) **Health promotion: effectiveness, efficiency and equity**. Cheltenham: Nelson Thornes.

Direct Quotes

This panel shows you how to reference a direct quotation. It should be used in conjunction with the guidelines demonstrated in the referencing tool for the appropriate referencing types used.

Do not confuse quotations with citations. A citation is the practice of referring to the work of other authors in the text of your assignments.

A direct quotation is where you copy the exact words used by an author and place them unaltered directly into your work. Direct quotations need to be in quotation marks as shown in the example here.

In Text Example:

Treatments for cancer "can disrupt economic, social and sexual functioning and frequently cause anxiety and depression, thus diminishing quality of life" (Fallowfield, 1990, p.92).

NOTE: Always put quotation marks around a direct quote and include the page number. Remember, direct quotes should only be used to illustrate a specific point or view. In most cases it is preferable to present information in your own words.

Reference List Example

Fallowfield, L. (1990) **The quality of life: the missing measurement in health care.** London: Souvenir Press.