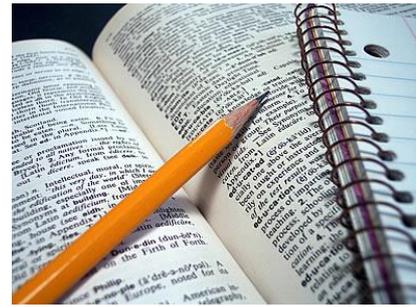


1. Introduction

When writing an assignment you should acknowledge any book, article or information source used in the preparation of your work. This is called citing references and allows the reader to identify and locate the original material.



You are strongly advised to follow the system of referencing preferred by your Access course, and get into good academic habits at an early stage. There are many different methods of citing references. The two most common ones are Harvard and MHRA. Wherever you go when you finish college, it is important that you follow that institution's referencing guidelines as there may be slight differences or modifications.

2. Why reference?

Referencing of written work is required when you draw upon evidence from other people and organisations. It is a means of clearly indicating which assertions are your own and which originate from other writers. Using other people's work is required in order to support, justify or explain what you are writing. It provides evidence that you have read widely and adds weight to your argument.

In addition, referencing enables the reader of your work to:

- identify the nature and range of sources you have consulted;
- identify how up to date and appropriate your information is;
- assess the use you have, or have not, made of particular sources of information;
- check the origin and accuracy of sources cited;
- find the original work and read it for themselves;
- differentiate between established knowledge and your own original ideas;
- access your referred sources directly and judge for themselves the validity of your statements;
- recognise what, in your view, counts as evidence for particular claims or conclusions in your work;
- recognise your contribution and appropriately reward it.

3. What is the difference between referencing and a bibliography?

- Referencing acknowledges all sources of information which you have referred to in your work.
- A bibliography is a list of sources of information which you have accessed and includes those you have referred to in your work as well as those you haven't.
- Under the Harvard system you also need a separate reference list and bibliography which consists only of those sources you haven't referred to.

4. Top Tips

- Before you start reading WRITE down the information needed for your reference or bibliography
- When you start to make notes put the page number in the margin first
- Make sure the source details you need are included if you photocopy articles from journals.
- Remember to print or save full details of any website you visit and record the date



- when you accessed the information.
- When accessing sources of information it is advisable to record the referencing information in the format you will be using in your work.

If you follow these tips you will soon get used to writing your references in the required way.

5. How to Reference – Harvard system

5.1 Books

Book

Format: Surname, Initials. (Year) *Title*, Edition (if more than one), Place of Publication, Publisher.

Example: Barker, D.J.P. (1998) *Mothers, Babies and Health in Later Life*, 2nd Edition, London, Churchill Livingstone.



Book with Editor/s

Format: Surname/s, Initials., Editor/s (Year) *Title*, Edition (if more than one), Place of Publication, Publisher.

Example: Alcock, P., Erskine, A., May, M., Editors (1998) *The student's companion to social policy*, Oxford, Blackwell Publishers.

Chapter in an Edited Book

Format: Surname, Initials. (Year) Title of chapter, in Editors of Book, Editors (Date) *Title of book*, Edition (if more than one), Place of Publication, Publisher, pp first & last pages.

Example: Mannin, N. (1998) Social Needs, Social Problems and Social Welfare, in Alcock, P., Erskine, A., May, P.L., Editors (Date) *The student's companion to social policy*, Oxford, Blackwell Publishers, pp 31-36.

5.2 Journal Articles

Author

Format: Surname, Initials. (Year) Article Title, *Journal Title*, Volume Number (Issue Number) pp first & last pages.

Example: Fishman, D.T. (2000) Wound Assessment and Evaluation, *Dermatology Nursing*, 12 (2) pp 124-125.



5.3 Report by Organisation or Governing Body **Report**

Format: Name of Issuing Body (Year) *Title of Report*, Place of Publication, Publisher.

Example: Department of Health (1999) *Saving Lives; Our Healthier Nation*, London, The Stationery Office.

5.4 Full Conference Proceedings

Format: Editor, Initials., Editor/s (of conference proceedings) or Organisation which presented the conference (Year of Publication) *Title of conference: subtitle (including location and date of conference)*, Place of Publication, Publisher. Report Number (where relevant).



Example 1: Pritchard, A.P., Editor (1989) *Cancer nursing : a revolution in care : proceedings of the Fifth International Conference on Cancer Nursing, London, 4th-9th September, 1988*, Basingstoke, Macmillan.

Example 2: University of Southampton (1999) *Working With Enquiry Based and Problem Based Learning. Wessex Conference Centre, Sparsholt College, Winchester. 14th –16th April 1999*, Privately Published.

5.5 Conference Paper

Format: Surname, Initials. (of paper) (Year) Title of Paper. in, Surname, Initials., Editor/s (of Conference Proceedings if applicable) (Date) *Title of conference: subtitle (including location and date of conference)*, Place of Publication, Publisher, pp first & last pages.

Example: Davies, L. (1999) Designing an EBL Curriculum for a Post-registration Midwifery Degree Programme. in, University of Southampton (1999) *Working With Enquiry Based and Problem Based Learning. Wessex Conference Centre, Sparsholt College, Winchester. 14th –16th April 1999*, Privately Published. p. 23.

5.6 Thesis

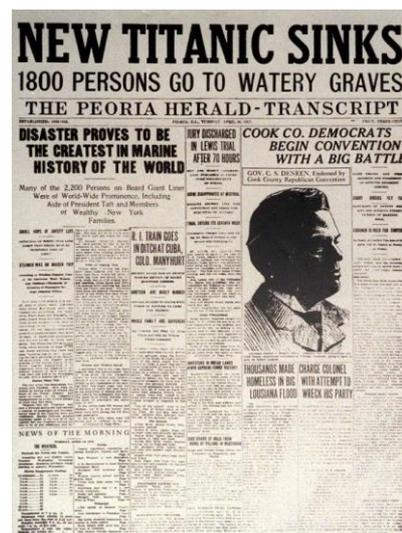
Format: Surname, Initials. (Year) *Title of Thesis*, Type of thesis, Degree-awarding body.

Example: Bath, L. (1998) *An exploratory investigation into the relationship between physical activity and seizure frequency in 18-30 year olds with epilepsy and learning disabilities living in a residential home*, MSc Thesis, University of Southampton.

5.7 Newspaper Article

Format: Surname, Initials. (Year) Title of Article, *Title of Newspaper* (Issue number in Brackets) Day & Date of Issue, pp first & last pages of article.

Example: Highfield, R. (2000) Human genome: the future, *The Daily Telegraph*. (45110) Tuesday 27th June, p5.



5.8 Dictionary/Encyclopaedia

Format: Editor/s, Initials., Editor (Year) *Title*, Edition (if more than one), Place of Publication, Publisher.

Example: Waite, M., Editor (1994) *The Little Oxford Dictionary*, 7th Edition, Oxford, Clarendon Press.

5.9 Electronic Sources of Information

Format: Surname(s), Initials. (Year of page publication or edition) *Title of Page*, Edition (if indicated), Place of Publication, Publisher of page. [Online] full date page was viewed, URL (the Internet page address) (**Note NO period after URL**)

Example of a Personal Page:-

Norris, J. (2002) *Welcome to QualPage: resources for qualitative researchers*, Canada, Faculty of Nursing University of Alberta. [Online] 27 June 2002, <http://www.ualberta.ca/~jrnorris/ual.html>

Example of a page of an organisation:-

Public Affairs Office (2000) *SotONLINE*, Southampton, University of Southampton. [Online] 22 February 2000, <http://www.soton.ac.uk/~today/>

5.10 Listing page numbers

To identify single or multiple pages in a reference “in text” or in the “Reference List” refer to the general rules and examples below.



- * Identify a single page of a source thus :- p 45
- * Make reference to a series of single pages thus:- pp 3,15,35,57
- * Reference a series of continuously numbered pages thus:- pp 345-367
- * Reference an interrupted set of pages thus:- pp 3,4,56-67,71,81-82

5.11 The Reference List

References are ordered in alphabetical order by author. If you refer to more than one piece of work by the same author which was published in the same year then they are distinguished by adding the lower case letters a, b, c etc. after the "Year".

Example:-

References

Department of Health (1999a) *Saving Lives; Our Healthier Nation*, London, The Stationery Office.

Department of Health (1999b) *Continuing professional development: quality in the new NHS*, London, The Stationery Office.

5.12 Referencing in the text – Harvard system

Whenever you have read something that supports or refutes discussion, or provides information that you wish to make clear you must indicate the author from whom that idea or fact originated. This is needed both in the text and in a reference list at the end of the work. To reference in the text you require the surname or organisation name and the year date. If making a direct quotation you also need the page number. It is always preferable when writing to use your own words and to avoid direct quotations for all but the most important definitions or statements.



There are a number of ways you may refer to other people's work within a text; however you do it, the sentence must be grammatically sound. The year date is always in brackets but the surname may be in or outside of the brackets, the only important thing to remember is that it should make sense.

Examples of referencing in the text

Davis and O'Connor (1999) discuss the various definitions of rehabilitation and their implications for nursing practice.

Or:

Different definitions of rehabilitation are explored in the light of current nursing practice and their implications for nursing are discussed (Davis and O'Connor 1999).

5.13 Referencing a source with 3 or more authors

Use "et al" after first author. For example:

Alcock et al (1998) discuss the various definitions of poverty and their implications for the development of legislation.

Alternatively you may write this in another way:

Different definitions of poverty are explored and their implications for development of legislation are discussed (Alcock et al 1998)).



5.14 Direct quotations

Short quotations (up to a line long) are written within the text, enclosed in inverted commas. A page number must accompany the



reference. *For example:* A simple definition of health promotion is provided by Totnes (1990, p120) who stated that "Health promotion incorporates all measures deliberately designed to promote health and handle disease". This definition does not attempt...etc etc etc.. Longer quotations require inverted commas and are indented using single spacing.

For example:-

Nightingale defined nursing to incorporate hospital nursing, private nursing, district nursing and midwifery:

"Nursing is putting us in the best possible conditions for Nature to restore or to preserve health – to prevent or to cure disease or injury. The physician or surgeon prescribes these conditions – the nurse carries them out" (Nightingale 1882, p334).

This definition of nursing suggests etc etc etc . .

5.15 Secondary referencing

Piaget (1952, cited in Schaffer 1985) identified four major periods of childhood intellectual development .

Alternatively you may write it this way:

Schaffer (1985) cites the work of Piaget (1952) in identifying four major periods of childhood intellectual development.

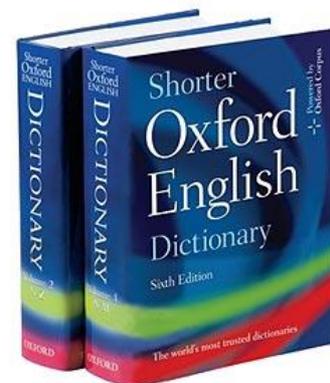
In the reference list:

The primary source should be the one listed and written as:

Piaget, J. (1952) *The Origins of Intelligence in Children*. In Schaffer, D. R. (1985) *Development Psychology: Theory, Research and Applications*, Belmont, Brooks/Cole Publishing Co.

5.16 Dictionary referencing

All dictionaries etc. have editors in the same way as other books and therefore need a name in the same way as other texts. However, you need to identify in the text the dictionary that you have used.



6. MHRA Referencing and Bibliographies

The information about why you need to reference applies to both systems – see the first page of this document.

6.1 Bibliographies

The details you need to successfully build up your bibliography are:-

Books

Author's name as it appears on the book: *Full title and if necessary edition:* (where: who and when published).

Roy Porter *The Greatest Benefit to Mankind: a medical history of humanity from antiquity to the present* (London: HarperCollins 1997)

Articles

Author's name: *Title of the article:* (name of magazine: month and year published)



Websites

Use the full address on the web bar of the page you are using:-

http://my.brock.ac.uk/Subjects_and_Courses/Sixth_Form/History_Politics_Archaeology/historyA/Unit%20%20Coursework%20%20Russian%20History/Forms/AllItems.aspx

6.2 Referencing

The main difference between MHRA and Harvard comes with the actual referencing used. Instead of a reference list at the end of your work and in the text referencing MHRA operates a footnote system of referencing. This is an example of how to insert a reference as a footnote.

First of all in Microsoft Word go to **References** and in the second area of the toolbar there is a large AB with the words 'insert footnotes' under it. (On older systems it is under insert and then footnotes will show as one option when you bring up the drop down menu.)

Whichever system you are using, click on the appropriate bit. This will put a small number where you have the cursor when you click¹ as here. Then you put the appropriate information in the footnote at the bottom of the page so that you are showing where you got the idea/reference/quote from.

When you reach the next reference you do the same thing again and the system will autonumber for you² like this. It is more usual to footnote at the end of a sentence rather than in the middle but either is acceptable.³

If you have two consecutive references from the same book or article you can save yourself some work the second time around by using the term 'Ibid'⁴. It means 'the same as above'.

You are advised to make a note of the book details before you start reading and to make notes with page numbers in the margins so you can successfully reference without spending hours looking for the correct page number or book details especially if you have returned the book to the library!

7. Useful links

Guides to referencing (LASER is not responsible for the content of these links)

http://www.learnwithus.southampton.ac.uk/academicSkills/pdfs/acknowledging_knowledge.pdf

http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm

<http://www.kent.ac.uk/ai/Harvard-Style-Guide-July-2014.pdf>

<http://www.kent.ac.uk/ai/MHRASStyleGuide2009.pdf>

¹ Put the details of the book or article you are referencing here and add the page number(s) at the end e.g. p5 or pp5-7 or pp5,7

² Auto number following on

³ A.N.Other footnote p4

⁴ Ibid p10

