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

## ****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.

## Citing in the text of your work

As well as provide a full reference in the reference list, you must cite in the text of your work at the place you have used information from, or quoted from, a source.

*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 bracket depending on how you are using the source. See below for which option to choose.
* Where should the citation go? The reference can be at the beginning or within/at the end of the sentence. See below for which option to choose.
* More than one author: If your source has more than one author make sure you express this in the right way (see 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) in declining date order.
* Two or more references with the same author(s) and the same publication year:  distinguish them like this:  (NICE, 2019a; NICE, 2019b; NICE, 2019c).
* 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. Keep quoting to a minimum.
* In-text citation should match the corresponding reference (authors and publication year) in the reference list.

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

In the example below the point about diet has been made by several sources: with 1 author, 2, authors, 3 authors, and more than 3 authors respectively.

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

## Two ways of including the citation

If you are discussing the literature and need to compare authors and their contributions. The author is outside the bracket:

*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. The author is inside the bracket:

*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

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).

You can include page numbers if you are summarising a point made on a particular page but not quoting. This is good practice but not an essential requirement.

## Secondary Citation

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 format:

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

Where Arthurs is the source you've read and Smith is the source which Arthurs is discussing. If you use a quote from the original source use 'quoted in' rather than 'cited in'.  You must NOT list the original source (Smith) in your Reference list.

## 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 column for an example)
* **Include**online details for  journal articles of the correct format (see below)
* **Don't** reference the same source twice
* **Don't**include page numbers unless specified by the template.
* If you have two or more **references with the same author(s) and publication year**then distinguish them like this:  (NICE, 2019a; NICE, 2019b; NICE, 2019c).
* 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.

**Abraham, S. and Johnson, B.D. (2008) *Eating disorders*. 6th edn. Oxford: Oxford University Press.**

**Don't forget to note and reproduce the punctuation! (commas, brackets, colons etc)**

**Note: Things are different when there is:**

* 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
* No personal author - use the organisation e.g. NICE, RCN
* The book is ‘edited’ (see below)

 **It doesn’t matter if**

* The book is online unless accessed via a book reader, in which case add... Available at:

## Edited books

Each chapter has its own author(s**)**

**Ramsey, R. and Holloway, F. (2009) 'Mental health services', in Davies, T. and Craig, T. (eds) *ABC of Mental Health*. Chichester: BMJ Books, pp.23-27.**

- The chapter title needs single speech marks. the title of the book requires italics.

For chapters in edited books we need to reference the chapter as well as the book itself. Ramsey and Holloway are the chapter authors (and are used in text. The in text reference would be:  Ramsey and Holloway (2009)). Davies and Craig are the book editors. The page numbers refer to the first and last page of the chapter.

## Journal Articles

Surname, Initial. (Year of publication) 'Title of article surrounded by single quotes', *Name* *of Journal in italics*, volume (issue), page range preceded by two 'p's.

**Åkerlind, G.S. (2005) 'Academic Growth and Development: How Do University Academics Experience It?', *Journal of Higher Education*, 50(1), pp.1-32.**

**If the article is online, add at the end:**

for example:

**Available at:**[**https://doi.org/10.1080/1755182X.2010.523145**](https://doi.org/10.1080/1755182X.2010.523145)

if the article has a doi (digital object identifier)

or, for example:

**Available at:**[**http://www.jstor.org/stable/44376239**](http://www.jstor.org/stable/44376239)**(Accessed: 27 May 2022).**

if there is no doi, but you downloaded it from a website.

## Clinical Guidelines, Reports and other professional documentation

 Name of organisation (Year ) *Title*. Available at: URL (Accessed: Date downloaded).

Use (2015, updated 2019) when updated but not a new edition

**National Institute for Health and Care Excellence (NICE) (2018) *Post-traumatic stress disorder*(NG116). Available at: https://www.nice.org.uk/guidance/ng116 (Accessed: 2 May 2022)**

**In Text:**National Institute for Health and Care Excellence (NICE) (2018) the first time, then NICE (2018) thereafter

**Systematic Review**

**Lemos, A., Amorim, M.M.R., Dornelas de Andrade, A. and Correia, J.B. (2017, updated 2019) 'Pushing/bearing down methods for the second stage of labour',*Cochrane Database of Systematic Reviews*, 2, CD011123. Available at: www.ovid.com (Accessed: 25 September 2022).**

'2' is the issue number,  'CD011123' is the article number, if either are available.

**Webpage**

**BBC (2016) *Scientists claim pesticides are linked to bee decline*. Available at: http://www.bbc.co.uk/news/science-environment-37099809 (Accessed: 19 August 2021).**

**NHS Trust Guidelines**

**Local NHS Trust (2014) *Care of women in active labour*(GL944) [Internal Publication].**

**Classroom Presentation**

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

 **Online Videos**

Clinical Videos (2019) *How the digestive system works*. 2020. Available at: http://www.youtube.com/watch?v=J9fhjceIggCU (Accessed: 23 January 2023)

Video creator - person or organisation (year created) *Title*. Year uploaded.

**Act of Parliament**

*Health and Social Care Act 2012*, c. 7. Available at: www.legislation.gov.uk/ukpga/2012/7/contents/enacted (Accessed: 12 October 2022).

  - 'c.7' refers to 'chapter 7' which means this is the 7th piece of legislation passed in the year. The Act should show this as part of its title.

In text:

Recent legislation (*Health and Social Care Act 2012*) shows that...

## An Example List

BBC (2009) *Young resent negative images*. Available at: http://news.bbc.co.uk/1/hi/education/7820245.stm  (Accessed: 10 July 2019).

Cameron, S. (2009) *The business student's handbook: skills for study and employment*. 5th edn. Harlow: Financial Times Prentice Hall.

Department of Health (2008) *Health inequalities: progress and next steps*. Available at: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/DH\_085307. (Accessed: 18 June 2020).

Fisher, A. (2011) *Critical thinking: an introduction*. 2nd edn. Cambridge: Cambridge University Press.

*Health and Social Care Act 2012*, c. 7. Available at: http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted (Accessed: 12 June 2018).

Mavrommati, G., Bithas, K. and Panayiotidis, P. (2013) ‘Operationalizing sustainability in urban coastal systems: a system dynamics analysis’, *Water Research*, 47(20), pp. 7235-7250.

Mid Staffordshire NHS Foundation Trust (2013) *Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry*. Available at: http://webarchive.nationalarchives.gov.uk/20150407084003/  (Accessed: 27 March 2017).

Nursing and Midwifery Council (NMC) (2018) *The code: standards of conduct, performance and ethics for nurses and midwives*. Available at: https://www.nmc.org.uk/standards/code/ (Accessed: 18 November 2019).

Pears, R. A. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th edn. Basingstoke: Palgrave Macmillan.

Thomas, G., Martin, R., and Riggio, R. (2013) ‘Leading groups: Leadership as a group process’, *Group Processes and Intergroup Relations GPIR*, 16(1), pp.3-11.