Referencing

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Top tips for referencing

- **Note the source** of information including quotations as you do your research, so that you know what comes from where. You do not want to accidentally plagiarise by not citing a reference.

- **Record the page number of quotations** as well as the source of the quote. This will save you from having to track down this information later.

- Record **full reference information** for a source as soon as you start using it – including **full web address and date accessed** for online information. Again, this will save you time later.

- **Use one place**, such as a document or folder, to compile your reference information as you go along.

- Ensure your references are **relevant**. For example, a clinical guideline from another country may not be relevant to your coursework.

Harvard referencing style: an overview

At Education for Health, we use the Harvard style for referencing sources in coursework. There are two elements of the Harvard style:

- in-text citations
- reference list.

**In-text citations:**

- You include an in-text citation in your writing just after you use material from a source. The citation tells the reader, very briefly, where your information is from.

- An in-text citation lists the author’s last name and year of publication in brackets. It looks like this: (Signal, 2012).

- You also provide a page number if you quote directly from a source.
Reference list:
- This is a separate list of all the sources you have cited in your text. The list provides full publication information for each source.
- Sources are listed alphabetically by the (first) author’s last name.
- You put your reference list starting on a separate page after the end of your own text.

The next two sections give examples of how to write in-text citations and entries in a reference list. There are examples in each section for both print and electronic sources.

There are several different versions of the Harvard style, so please follow the conventions and formatting in the examples further below.

How to write in-text citations
If you use statements, ideas, facts, quotations etc. from another work, you need to cite the sources in your text so that your reader could find the information if they wished.
- To see what in-text citations look like in (sample) coursework, see the examples of writing provided in the sections ‘How to approach coursework’ and ‘Writing for Success’ in this Guide.

Single author:
- Signal (2012) indicates that the main problems may be... or
- A study (Signal, 2012) indicates that the main problems may be...

Two authors:
- Smith and Johnson’s (2013) study of patient behaviour argues that... or
- A study of patient behaviour (Smith and Johnson, 2013) argues that...

More than two authors:
- Cite the first author only in your text and add et al. which means ‘and others’
- Note that you refer to the authors as a group (think ‘they’ rather than ‘he’ or ‘she’) – as in the example.
- Example: Robertson et al. (2011) have shown that... (not ‘has shown’)

Corporate author:
- A corporate author is when a group or organisation is listed as the author in a source
- Example: Recent guidance (British Thoracic Society, 2012) recommends...

Citing multiple sources at the same time:
- Cite sources in reverse chronological order - so that the most recent source appears first – and then alphabetically by (first) author within the year
- Separate each reference by a semicolon
- Example: Several recent studies have noted an increase in prevalence (Johnson, 2013; Spear and Barrow, 2013; Anderson, 2012).

Same author(s) – multiple works published in the same year:
- If you refer to more than one work published in the same year by the same author or identical set of authors, you distinguish between these works by adding a lowercase letter after the year (a, b, c etc.).
• Add letters based on the order in which you cite the sources in your writing
• For example: Robins (2012a) indicates that…. Elsewhere, Robins (2012b) argues that...
• Label the works in the same way in your Reference list (see below).

Secondary referencing:
• A secondary reference is where you cite a work that is, in turn, citing another work and you cannot check this original source.
• When one author cites another, you should always do your best to check the original source, verify the information there and cite the original source directly.
• If this is not possible, you need to provide full citation information in your text.
  o Here is an example of citing information in a work by Bloggs, from 2010, that was cited in a work by Smith in 2012:
    Treatment was effective in 25% of patients (Bloggs, 2010 cited in Smith, 2012).

Quotations: how to format and cite them in your text
You may sometimes wish to quote an author directly, if you think the quote is appropriate and will add something useful to your work. You must provide a page number, as shown in the examples.

Ensure you do not simply leave the quote on its own. You need to explain its relevance to your discussion.

Short quotations:
Up to two lines of quoted text can be included in the body of your writing without any special formatting. For example:
  • Bloggs states that ‘correct inhaler technique is key’ (2012, p. 20).
  • It has been stated that ‘correct inhaler technique is key’ (Bloggs, 2012, p. 20).

Longer quotations:
A quotation that is longer than two lines needs to be indented and start on a new line. For example:

In discussing inhaler technique, Booker (2014) notes that:

‘Even with good inhaler technique only 20-35% of drug is delivered to the appropriate part of the lung. With poor technique this percentage can drop to the point where therapeutic effect is significantly lessened or completely lost’ (p. 14).

How to write a reference list

Main points to remember:
• Put your reference list after the end of your text and before a bibliography and appendices, if your work includes these.
• List full information for all sources you cite in the main body of your writing.
• References should appear in alphabetical order by author surname, not in the order in which you cite them in your work.
• If there is more than one entry for an author, list these entries in chronological order of publication with the earliest first.
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- If you cited more than one work published by the same author in the same year, you list the entries for that year in alphabetical order using the lowercase letter you used in your in-text citations (a, b, c etc.).
- Each reference is listed only once, regardless of how many times you cite it.
- Do not number your references in the reference list.
- Ensure you present the title of the publication in full and in italics.

Online information:
- In general, when you access material online, in the reference information you:
  - List the full URL (web address)
  - Provide the date you accessed the material
  - Put [online] after the name of the publication.
These are all shown in examples below.
- Journal articles: these may be available in print, online or both
  - If you use an online version that matches the print version - such as including page numbers, which PDFs usually do - you can generally treat this the same as a printed journal article for referencing purposes.
  - However, if the journal is only available electronically, you must list the full URL and date of access, per above. It can also be helpful to provide the article's Digital Object Identifier or DOI, which is a unique number that identifies the article. Online journal articles may not have page numbers.

Article with one author &
Article in a journal with issue numbers as well as volume numbers:

Article with multiple authors:
- Up to five authors – list all names (for the Reference list only, not in-text citations):

- More than five authors - list the first five and then add et al.:

Article – in journal that is only online:

Book by one author:
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Book by more than one author:

Edited book:

Chapter in an edited book & A later edition of a book:

Guideline (online):
  - Note: in some online publications, the publisher and place of publication are not crystal clear – such as here, since the guideline is co-published by BTS and SIGN. In this case, you can leave this information out as long as the source is clearly identified. This is why you must include the URL (web address) for online references.

Report by multiple authors (online):

Publication by a corporate author (online):

When you are told how to reference:
- Sometimes a database or other source will tell you how to cite an article or other material. When looking at an article abstract or full text in the database, look for a button or link called ‘How to cite’, ‘Citing this text’ or something similar
- Here is an example – where you are told how to cite a Cochrane Review:
  - Note: we have added [online] and the date the article was accessed, and put the date after the list of authors to agree with our general style.
**Bibliography**

There may be sources you have read that has added to your understanding, but that you have not directly referenced in your writing. You can create a bibliography and list them there.

- Entries in a bibliography are formatted in exactly the same way as in your reference list.

**Exercises and further information**

For **practical exercises** about formatting in-text citations and a reference list, see ‘References’ in the section ‘Writing for Success – tips on academic writing’ in this Guide.

If you are citing a different type of source and cannot find an example to follow:

- Use the principles above to write the reference information
- Be sure to provide all the information a reader would need to find the information you used.

The University of Sheffield has guides to Harvard referencing that use a similar referencing format as Education for Health:

- Print publications - see [http://librarysupport.shef.ac.uk/hsl-dvc1.pdf](http://librarysupport.shef.ac.uk/hsl-dvc1.pdf)
- Electronic information - see [http://librarysupport.shef.ac.uk/hsl-dvc2.pdf](http://librarysupport.shef.ac.uk/hsl-dvc2.pdf)