

Harvard Referencing Guide

We can help! For a 1:1 referencing session or for referencing queries, email:
clinical.librarian@elht.nhs.uk

Please note: The following information is taken from the 12th edition of *Cite Them Right* (Pears and Shields, 2022). Individual departments or lecturers may have different referencing standards. **Check with your department before submitting your work.**

What is referencing?

Referencing is a method of acknowledging your information sources. It supports your argument, gives credit to the original authors and demonstrates wider reading (Pears and Shields, 2022, p. 2). Referencing is inherent to good academic practice and avoiding plagiarism.

When do I reference?

You need to reference every time you use another person's information, words or ideas – even if you paraphrase or summarise it (Pears and Shields, 2022, p. 3). However, common knowledge, information “expected to be known by someone ... working in a particular subject area” does not need to be referenced e.g. “London is the capital city of England” (Pears and Shields, 2019, p. 3).

If you are unsure whether to reference, as yourself:

- Did I know this before I started my course?
- Did the information come me or someone else?

If the answer is no, you need to reference your sources (Pears and Shields, 2019, p.3).

Every piece of work must include two references:

In your work when you use a source (**in-text referencing**)

and

A reference list at the end of your work

Harvard: In-text referencing

When you use information, you need to put a reference next to it (in-text reference). This must include:

- Authors' surnames (no first initial) or name of organization (e.g. NHS, BBC)
- Year of publication
- Page number (if there is one) as: p. 00

The authors' name can either go inside the brackets (example a) or form part of your sentence (example b). There are no rules on this, it's a stylistic choice.

This format is the same for all sources e.g. books, websites, journal articles.

(a) Nursing students are advised to "...get to know your library and make the most of what it has to offer" (Glasper and Carpenter, 2021, p. 77).

Or:

(b) Glasper and Carpenter advise nursing students to "...get to know your library and make the most of what it has to offer" (2021, p. 77).

How do I reference sources quoted by other people? (Secondary referencing)

If you use a quote that is featured in the work you are reading, it is called **secondary referencing**. In text, you must reference both the original author and the secondary work.

In-text reference of a direct quote:

According to Greenhalgh (2017, quoted in Glasper and Carpenter, 2021, p. 53),

In-text reference of paraphrasing or a summary:

Taras (2004, cited in Bottomley and Pryjmachuk, 2017, p. 24) considered that...

However, your **reference list/ bibliography** must only include the sources you have *read*. In this example, the student would reference Glasper and Carpenter (2021) but not Greenhalgh.

Multiple authors – *et al.*

italics

If your reference has four or more authors, you can use *et al.*, meaning ‘and others’.

Robertson *et al.* (2021) suggest...

In a study on dietary changes during lockdown (Robertson *et al.*, 2021) suggest...

Some universities also allow you to use *et al.* in the bibliography/reference list, whilst others require the full list of names. Check with your tutor or programme handbook.

Harvard: Reference List or Bibliography

A reference list or bibliography goes at the end of the work on a new page. The references are in alphabetical order by author’s name. The author’s first initials are included in the reference list but not in-text.

Reference list or Bibliography: What’s the difference?

A reference list includes everything that has referenced in the assignment, whilst a bibliography includes references *and* all the background material read in preparation for the assignment.

Ask your tutor or consult your programme handbook to determine which one you are required to use.

Reference List or Bibliography

Books or eBooks

- Author/editor’s surname, then initials. If editor(s), put (ed) or (eds) after
- Year of publication (in round brackets)
- *Title in italics*
- Edition as edn. [only if it is not the first]
- Town or city of publication: publisher

Glasper, A., and Carpenter, D. (eds) (2021) *How to write your nursing dissertation* 2nd edn. Oxford: Wiley-Blackwell.

Chapter of a book

- Author of chapter (surname, then initials)
- Year of publication (in round brackets)
- 'Title of chapter',
- in
- Name(s) of editor(s) (initials then surname) then (ed.) or (eds.)
- *Title of book in italics*
- Town or city of publication: publisher
- Page numbers of chapter as pp.

Bonner-Janes, M. (2021) 'Starting the journey of your final-year project', in Glasper, A. and Carpenter, D. (eds) *How to write your nursing dissertation*. Oxford: Wiley-Blackwell, pp. 3-13.

Websites

- Author (person or organisation)
- Year webpage was published or last updated (in round brackets)
- *Title of webpage.*
- Available at: URL
- (Accessed: date you looked at the webpage).

NICE (2022) *Type 1 diabetes in adults: diagnosis and management*. Available at: <https://www.nice.org.uk/guidance/ng17> (Accessed: 15 February 2023).

Cox, D. (2022) *120 years of Cancer Research UK: how science transformed survival rates*. Available at: <https://news.cancerresearchuk.org/2022/12/19/120-years-of-cancer-research-uk-how-science-transformed-survival-rates/> (Accessed: 15 February 2023).

Journal articles

- Author(s) (surname followed by initials)
- Year of publication (in round brackets).
- 'Title of article',
- *Title of journal (in italics)*
- Volume number (issue in round brackets)
- Page numbers pp.

If accessed online:

- doi: _____.

or Available at: _____ (Accessed: date you viewed the article).

Check with your department whether to use all names or *et al.*

Hartfiel, N., Sadera, G., Treadway, V., Lawrence, C., and Tudor Edwards, R. (2021) 'A clinical librarian in a hospital critical care unit may generate a positive return on investment', *Health Information and Libraries Journal*, 38(2), pp. 97–112. doi: 10.1111/hir.12332.

Government Publications

- Name of government department (try not to use Gov.UK)
- Year of publication (in round brackets)
- *Title (in italics)*
- Place of publication: publisher (if available)
- Report series (if available).

If viewed online:

- doi: _____ or Available at: _____ (Accessed: date)

Medicines and Healthcare Products Regulatory Agency (2020) *Early Access to Medicines Scientific Opinion - Public Assessment Report: Dupilumab*. 04425/0003. Available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/909844/Dupilumab Public Assessment Report PAR .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/909844/Dupilumab_Public_Assessment_Report_PAR_.pdf) (Accessed: 15 February 2023).

Sample Reference List

Allergy UK (2022) *Eczema (Atopic Dermatitis)*. Available at: <https://www.allergyuk.org/types-of-allergies/eczema/> (Accessed: 15 February 2023).

Futamura, M., Yamamoto, M., Yanagida, N., Igarashi, T., Yanai, T., Kamimaki, I. and Nakashima, T. (2021) 'Association between early introduction of EGG intake and current Eczema in 12-month-olds', *Acta Dermato-Venereologica*, 101(221), pp. 49-67. doi: [10.2340/00015555-3793](https://doi.org/10.2340/00015555-3793).

Griffiths, C. E. M., Bleiker, T. O., Creamer, D., Ingram, J. R. and Simpson, R. C. (eds) (2022) *Rook's Dermatology Handbook*. Oxford: Wiley-Blackwell.

McGrath, J. A. (2012) 'The structure and function of skin', in Calonje, E., Brenn, T., Lazar, A. and McKee, P.H. (eds.) *McKee's Pathology of the Skin* London: Elsevier, pp. 1-31.

Medicines and Healthcare Products Regulatory Agency (2020) *Early Access to Medicines Scientific Opinion - Public Assessment Report: Dupilumab*. 04425/0003. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/909844/Dupilumab_Public_Assessment_Report_PAR_.pdf (Accessed: 15 February 2023).

NICE (2021) *Atopic eczema in under 12s: diagnosis and management*. Available at: <https://www.nice.org.uk/guidance/cg57> (Accessed: 15 February 2023).

Ong, P. Y. (2014) 'Association between egg and staphylococcal superantigen IgE sensitizations in atopic dermatitis', *Allergy and Asthmas*, 35(4), pp. 346–348. doi: [10.2500/aap.2014.35.3757](https://doi.org/10.2500/aap.2014.35.3757)

