

Referencing a journal article:

Step 1 To Reference a Journal article you will need to include:

- The name of the author
- The title of the article
- The title of the journal
- The volume and issue number of the journal
- The year the article was published
- The page numbers of the article

Step 2 Where to find the information in your source

Tuberculosis and infection control
Article Title: Tuberculosis and Infection control

Kelvin Karim
Author(s): Kelvin Karim

British Journal of Nursing, 2011, Vol 20, No 17

Journal title: British Journal of Nursing
Publication year: 2011
Volume: 20
Issue Number: 17

Page number: 1128

Step 3 Writing a reference and citation

Format:
 Author(s) - Surname, Initials. (Year of publication - in brackets). Title of the article. Title of the journal - in italics or underlined. Volume number (Part number/ month – in brackets) p. followed by page numbers.

Bibliography example:
 Karim, K. (2011). Tuberculosis and infection control. *British Journal of Nursing*. 20 (17) p.1128-1133.

Citation example:
 (Karim, 2011)
 According to Karim (2011)...
 "Direct quotations are placed in double quotation marks" (Author's surname, Year of Publication, p. – followed by page number – in brackets)

Referencing a website /web document:

Step 1 To Reference a web document you will need to include:

- The name of the author (or name of the website if no author is available)
- The title of the website or document
- The date of the website or web document if specified
- The date that you accessed the website or web document
- The full URL web address

Step 2 Where to find the information in your source

Full URL: www.nmc-uk.org/Documents/Standards/The-code-A4-20100406.pdf

The code: Standards of conduct, performance and ethics for nurses and midwives
Title: The code: Standards of conduct, performance and ethics for nurses and midwives

NMC Nursing & Midwifery Council
Author(s): Nursing and Midwifery Council

1 May 2008
Date: 1 May 2008

Step 3 Writing a reference and citation

Format:
 Author(s) - Surname, Initials or name of website if no author is available. (Year - in brackets). Title of website or web document - in italics or underlined. [Online – in square brackets]. Available from: URL. [Accessed: followed by date in square brackets]

Bibliography example:
 Nursing and Midwifery Council. (2008). *The code: Standards of conduct, performance and ethics for nurses and midwives*. [Online]. Available from: www.nmc-uk.org/Documents/Standards/The-code-A4-20100406.pdf. [Accessed: 30th May 2012].

Citation example:
 (Nursing and Midwifery Council, 2008)
 The Nursing and Midwifery Council (2011) state that...
 "Direct quotations are placed in double quotation marks" (Author's surname or name of website, Year of Publication– in brackets)

Guide to Referencing

Good Hope, Heartlands and Solihull Libraries



This guide follows the Harvard referencing style recommended by Staffordshire University. Please use this referencing style if you wish to use a referencing style that is endorsed by the HEFT Faculty of Education.

If you are undertaking a course at another institution or preparing an article for publication, please be aware that the referencing style outlined in this guide may differ from the referencing style that is recommended by that institution or publisher. If in doubt, please seek advice from your course tutor or the publisher.

What is referencing and why is it important?

Referencing is an acknowledgement of the sources of the information, ideas, thoughts and data that you have used in your work.

Through the process of researching and writing your assignment, report or research paper it is likely that you will consult numerous sources of information. It is important that you acknowledge all the sources that you have used to prepare your paper by including a bibliography (list of sources) at the end of your work. If you include a table, diagram, statistic or illustration in your work, or directly quote from or summarise a source you will also need to indicate this clearly by citing the source in your work (known as citing or in-text citing).

A full and detailed bibliography is important because it demonstrates to the reader that your work is well researched and evidence-based. It also allows the reader to follow up your ideas and find out more about the topic by consulting the original source should they wish to do so. In contrast, incomplete or inaccurate referencing can mislead the reader into thinking that you are attempting to present the ideas or theories of another author as your own. This practice is known as plagiarism. Plagiarism is taken very seriously and universities have strict regulations and procedures in place for dealing with instances of plagiarism. In extreme cases, this may result in you failing the assignment or module.

How to use this guide:

This guide focuses on how to write a bibliography and cite your sources accurately using the Harvard referencing style. You are shown how to reference three of the most frequently used information sources: books, journal articles and websites / web documents.

Step 1

For each source you are told what information you will need to include in the reference. As a minimum, most sources require you to state the author, title and publication date but, depending on the source, you may also need to include additional information, such as volume, issue and page numbers for journal articles, for example.

Step 2

The next step is to find this information in your source. To help with this, we have included a diagram of an example of each source and highlighted where you need to look to find the information for your reference and citation.

Step 3

The final step is to write your reference or citation according to the Harvard referencing style. For each source we have included an example of how it should be presented in your bibliography and as an in-text citation. Remember to pay attention to the font style used (is any of the text italicised or underlined?) and punctuation (is there a full stop or comma after any of the text? Are brackets used?). Make sure that your referencing is accurate by following the formatting exactly as it appears in this guide and remember to cite all quotations, diagrams, ideas and theories, etc. that you have used in your work.

A more detailed referencing guide is available on the Staffordshire University website: www.staffs.ac.uk/support_depts/infoservices/learning_support/refzone

For more help or to book a training session please contact
 Laura Walsh, Faculty Training Librarian on 0121 424 0583 or
 email Laura.walsh@heartofengland.nhs.uk

Referencing a Book:

Step 1

To Reference a book you will need to include:

- The name of the author or editor
- The title
- The year the book was published
- The name of the publisher
- Where the book was published
- The edition (if not the first) if applicable

Step 2

Where to find the information in your source

Check the back of the title page (inside the book):

Edition: 2nd Edition

Title: Mentoring and supervision in healthcare

Author: Neil Gopee

Year of Publication: 2011

Name of Publisher: Sage
Place of Publication: London

Step 3

Writing a reference and citation

Format:
 Author(s) - Surname, Initials. (ed.) or (eds.)-in brackets for editor(s). (Year of publication - in brackets). Book Title - in italics or underlined. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

Bibliography example:
 Gopee, N. (2011). *Mentoring and supervision in healthcare*. 2nd edition. London: Sage.

Citation example:
 (Gopee, 2011)
 According to Gopee (2011)...
 "Direct quotations are placed in double quotation marks" (Author's surname, Year of Publication, p. – followed by page number – in brackets)