



UNIVERSITY OF
BRADFORD
MAKING KNOWLEDGE WORK

**Learner
Support
Services**

School of Health Studies guide to referencing using the Harvard System

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Referencing using the Harvard System

WHY DO YOU HAVE TO REFERENCE?

When you refer to another piece of work you must always acknowledge the source of that information. This is

- to demonstrate the evidence supporting your arguments.
- to credit the author of the idea.
- to avoid accusations of plagiarism.
- to enable staff or researchers to identify your sources and follow up your work.

HOW TO REFERENCE USING THE HARVARD SYSTEM

There are two parts to referencing using the Harvard System:

1. **Citing in the text of your work**- this means acknowledging, within your text, the sources that you have used.
2. **The Reference List** - this is the list of sources you have used. It is **one list in alphabetical order** of the author's surname whether their work is a book, article, webpage etc. You will write it at the end of your work. (It is not counted in the word count). References are detailed descriptions of the sources from which you acquired your information.

PART 1: CITING IN THE TEXT OF YOUR WORK

When you refer to another document you must acknowledge this within the text of your work, by citing the author's **surname** and the **year of publication (in brackets)**.

For example:

Health care research is becoming ever more interprofessional and multi-disciplinary (Holloway, 2005).

Although the observer's presence can also affect the validity of the data (Parahoo, 2006) the effect can be reduced when...

Parfitt (2007, p.100) stated that "nursing practice is constantly changing to accommodate the needs of individual societies".

This allows whoever is reading your work to identify the source of your information by referring to your reference list.

Practical points

1. If the author's name appears naturally in the text, the year follows in brackets.

For example:

Morgan (2003) suggests that informed consent should include a discussion of...

As long as the author's name is acknowledged in the text you do not have to cite it again within the brackets.

2. If you are using a **direct quotation** you should cite the page number as well as the author(s) and the date:

For example:

“Evidence suggests that social support influences both mental and physical health”. (Stansfeld, 2006, p. 153)

Or

Stansfeld (2006, p.153) says “evidence suggests that social support influences both mental and physical health”.

You should use the abbreviation p. if referring to a single page (e.g. p.67) and pp. if referring to multiple pages (e.g. pp.67-69).

3. Multiple authors:

If there are **two or fewer authors** all of their names must be cited in the text.

For example:

Bristow and Berek (2006) agree that...

et al.

If there are **three or more authors** then only the first author (the author who appears first on the title page of the book, or is listed first at the beginning of a journal article) is cited, followed by et al. You will need to list ALL the authors in the reference list.

For example:

Nurse supplementary prescribing may be particularly useful in mental health care (Jones et al., 2007).

4. If you **cannot identify an author** for the source you want to cite, you should cite the title (but you need to judge whether it's worth including in

your academic assignment – if you can't find an author how do you know it's accurate?).

For example:

The environment's impact on health (2007, p.2052) says "these deaths are due to just 2 factors: lack of clean water and the effects of indoor air pollution."

5. **Corporate Authors:** The names of organizations, institutions, government departments etc. may also be cited in the text as authors. These are known as Corporate Authors.

For example:

Feedback from patients is vital for improvements in quality of care (Healthcare Commission, 2005).

Abbreviations can be used for **Corporate Authors** e.g. BACCH for British Association for Community Child Health.

The first time you refer to that corporate author by initials in the text you need to spell out the full name.

For example:

Community paediatricians have a number of statutory duties (BACCH: British Association for Community Child Health, 2005).

Or

The British Association for Community Child Health (BACCH, 2005) states that Community paediatricians have a number of statutory duties.

Having spelled out the name in full the first time, you can use the abbreviation from then on and in the Reference list at the end.

However, it is also helpful to spell out the full name in the Reference list.

This also applies to abbreviated **titles** such as the **BNF**.

For example:

Mefloquine can cause tachycardia (BNF: British National Formulary, 52, 2006)

6. If referring to more than one source **published in the same year by the same author**, use lower case letters after the date.

For example:

Medical technology may cause patients physical and emotional distress (Johns, 2005a). Johns (2005b) also considers monitoring to be.....

7. Where you cite **more than one reference at the same point** in text, cite them in chronological order.

For example:

Moret (2004), McArdle (2006) and Voss (2007) claim

Or

This can cause distress (Moret, 2004; McArdle, 2006; Voss, 2007)

8. **World Wide Web** documents and **Electronic Journal** articles should be cited **in the text** in the same way as books and journal articles.
9. **Secondary references** should be cited in text in the following way:

For example:

Brechin (2000) cited in McCabe and Timmins (2006) argues that professional development ...

(There's more explanation of secondary references on page 12).

PART 2. THE REFERENCE LIST

The reference list appears at the end of your work and the references should be listed in **one sequence in alphabetical order of the author's surname**.

The reference list consists of full references to the sources you have used to produce your work. The first two parts of the reference, (the authors surname and the date) provide the link to the citation you made in the text.

In General

The following instructions apply to all kinds of material that you might reference.

1. The references must be listed in alphabetical order.
2. If you cannot find an author, editor or corporate author, cite the title of the work.
3. You must list ALL of the authors of each piece of work in the reference list.
4. If you cannot find a date put [no date].
5. Editor(s) are distinguished from authors by adding ed. as an abbreviation for a single editor and eds. for multiple editors.
6. Pages: Use p. if referring to a single page or pp. if referring to a range of pages.

Books and Dictionaries and other Printed works

A reference to a book or another printed work, such as a report, should include the following information, in this order:

1. Author(s), editor(s) or corporate author. Use family name, followed by author's initial(s), not full first name(s).
2. The year of publication (in brackets).
3. The title and any subtitle, which should be underlined.
4. Series title and number (if they appear).
5. The edition if it is not the first. e.g. 2nd ed.
6. City or town of publication followed by colon: (Not county or country).
7. Publisher.

This information should be taken from the front (or back) of the **title page**, not the book cover.

For example:

Burns, N. and Grove, S.K. (2005) The practice of nursing research: conduct, critique, & utilization. 5th ed. St. Louis, Missouri: Elsevier Saunders.

Johnson, G., Hill-Smith, I. and Ellis, C. eds. (2006) The minor illness manual. Abingdon: Radcliffe.

The concise Oxford dictionary (2001) 10th rev. ed. Oxford: Oxford University Press.

BNF 52 (2006) London: BMJ Publishing and RPS Publishing.

Citation in text

Burns and Grove (2005) or (Burns and Grove, 2005)

Note: The first reference you make in the body of the text to the **BNF** should spell it out in full, e.g.

(BNF: British National Formulary, 2006) ... See 'abbreviations' on **page 3**.

Chapters in books

A reference to a chapter in a book (or a conference paper), must include the author, date and title of the chapter followed by In: followed by a full reference for the book in which it's published and the page numbers of the chapter.

It should include the following information, in this order:

1. Author(s) of the chapter/section. Use family name, followed by initial(s).
2. The year of publication (in brackets).
3. The title of the chapter/section.
4. In:
5. Author(s), editor(s) or corporate author(s) of the book. Family name, initial(s).
6. The title of the book, which must be underlined.
7. Town or city of publication followed by colon:
8. Publisher.
9. The first and last page numbers of the chapter/section.

For example:

Boud, D. and Walker, D. (2003) Barriers to reflection on experience. In: Downie, C. M. and Basford, P. eds. Mentoring in practice. Greenwich: University of Greenwich, pp.261-273.

Blane, D. (2006) The life course, the social gradient, and health. In: Marmot, M. and Wilkinson, R.G. eds. Social determinants of health. Oxford: Open University Press, pp.54-77.

Citation in text

Boud and Walker (2003) or (Boud and Walker, 2003)

Journal Articles

A reference to a journal article should include the following information, in this order:

1. Author(s) of the article. Use family name, followed by initial(s).
2. The year of publication (in brackets).
3. The title of the article.
4. If you are referencing an editorial put [editorial].
5. The title of the journal which must be in underlined.
6. The volume and issue number (issue number in brackets).
7. The first and last page numbers of the article.

For example:

Sterne, J.A.C., Egger, M. and Smith, G.D. (2001) Systematic reviews in health care: Investigating and dealing with publication and other biases in meta-analysis. British Medical Journal, 323 (7304), pp.101-105.

The environment's impact on health (2007) [editorial] The Lancet, 369(9579), p.2052

Citation in text

Sterne et al. (2001) or (Sterne et al., 2001)

Secondary references

Secondary referencing involves referring to a document, which you have not seen but which has been used and cited by someone else. For example, you may want to refer to the work of Freud as described in a book or article on psychology. This should only be done where it is not possible to consult the original work.

A **secondary reference** should include the following information, in this order:

1. The full reference to the original work. (Follow the instructions for referencing a book/journal article etc. Do not underline the title/journal title).
2. Cited in:
3. The reference to the source you have used (Follow the instructions for referencing a book/journal article etc. Underline the title/journal title).
4. The page number in the source you have used where the reference to the earlier source appears.

For example:

Balzer-Riley, J. (2000) Communication in nursing. 4th ed. St. Louis: Mosby. Cited in: McCabe, C. and Timmins, F. (2006) Communication skills for nursing practice. Basingstoke: Palgrave Macmillan, p.126.

Citation in text

(Blazer-Riley, 2002, cited in McCabe and Timmins, 2006) or

Blazer-Riley (2002) cited in McCabe and Timmins (2006) says that....

Secondary reference from a chapter within an edited book:

For example:

Pahl, R. (2003) Some sceptical comments on the relationship between social support and well-being. *Leisure studies*, 22, pp.1-12. Cited in: Stansfeld, S.A. *Social support and social cohesion*. In: Marmot, M. and Wilkinson, R.G. eds. (2006) Social determinants of health. Oxford: Oxford University Press, p.148.

Citation in text

(Pahl, 2003, cited in Stansfeld, 2006) or

Pahl (2003) cited in Stansfeld(2006) says that....

Official publications

Non-parliamentary publications

When referencing non-parliamentary official publications follow the instructions for referencing books:

For example:

NHS Centre for Reviews & Dissemination (2001) Undertaking systematic reviews of effectiveness: CRD guidance for those carrying out or commissioning reviews. CRD Report 4. 2nd ed. York: NHS Centre for Reviews & Dissemination.

Citation in text

NHS Centre for Reviews & Dissemination (2001) or (NHS Centre for Reviews & Dissemination, 2001)

Parliamentary Publications: Command Papers

Command papers include statements of government policy, also known as White Papers; consultation documents, also known as Green Papers; and the reports of Royal and Departmental Commissions; annual accounts and the reports of Commissions of Enquiry and international treaties. A reference to a Command Paper should include the following information, in this order:

1. The title of the command paper which should be underlined.
2. The command paper number and the date of publication (in brackets). These details must be exact because each Command Paper has a unique number.
3. Place of publication followed by colon:
4. Publisher.

For example:

Our health, our care, our say: a new direction for community services (Cm 6737, 2006) London: The Stationery Office.

Citation in text

Put the full title:

Our health, our care, our say: a new direction for community services (2006) or
(Our health, our care, our say: a new direction for community services, 2006)

Legal Documents

Acts of Parliament (Statutes)

A reference to an Act of Parliament should include the following, in this order.

1. The title of the Act including the date, which should be underlined.
2. The chapter number of the act (in brackets).
3. Place of publication followed by colon:
4. Publisher.

For example:

Health Act 2006 (c.28) London: The Stationery Office.

Note: A statute is divided into Sections, Subsections and Paragraphs. When referring to a specific point in a statute, you must cite the exact reference in the body of the text:

For example:

Citation in text

Improvement notices can be issued where NHS bodies are not observing the code of practice relating to health care associated infections. (Health Act 2006, s16(1)a)

Reference:

Health Act 2006 (c.28) London: The Stationery Office.

Statutory Instruments:

A reference to a statutory instrument should include the following information, in this order:

1. Name/title and year (underlined).
2. SI year/number (in round brackets).
3. Place of publication:
4. Publisher.

For example:

Citation in text

The Food Hygiene (England) (Amendment) Regulations 2007 makes changes to ...

Reference list

The Food Hygiene (England) (Amendment) Regulations 2007 (SI 2007/56)
London: The Stationery Office.

Law Reports – Citing Cases

In the body of the text, when writing your assignments, case names should be italicised, e.g.

- *Murphy v Brentwood District Council* [1990] 2 All ER 908

When referring to a case for the first time, give its full name (exactly as it appears in the report). In subsequent references, a case can be referred to by a shortened name, e.g. *Murphy v Brentwood District Council* may be referred to as the *Murphy* case.

A reference to a Law Report should include the following information, in this order

1. Names of the parties *in italics*.
2. Year – [usually in square brackets].
3. Volume number.
4. 'Accepted' abbreviated name of the law report series.
(e.g. All ER - for All England Law Reports
FCR - for Family Court Reporter)
5. First page of the report.

For example

Campbell v Mirror Group Newspapers Ltd [2004] 2 All ER 995.

Jarvis v Hampshire County Council [2000] 2 FCR 310.

If you give a direct quote also include the specific page number:

For example:

Jones v Tower Boot Co Ltd [1997] 2 All ER 406 at 411

For more detail citing Law Reports see:

Case Citation (2006) University of Bradford. Available from
<http://www.brad.ac.uk/library/documents/safe/casecitation.pdf>

Open Learning Materials

A reference to open learning materials should include the following information, in this order:

1. Author(s), editor(s) or corporate author. Use family name, initial(s).
2. The year of publication (in brackets).
3. The title of the workbook, which should be underlined.
4. The name and series number of the pack the workbook is contained in.
5. Place of publication followed by colon:
6. Publisher.

For example:

Williams, J. (2007) Communication and identity. T175 Networked Living, Block 2 Pt. 3. Milton Keynes: Open University Press.

Citation in text

Williams (2007) or (Williams, 2007)

Lectures, Presentations and Handouts

A reference to lectures, presentations or handouts (delivered live or electronically) should include the following information, in this order:

1. Lecturer or speaker's name. Use family name, followed by initial(s) not full first name(s).

2. Year of lecture (in brackets).
3. Lecture on ...or Presentation on ... (e.g. Lecture on epidemiology)
underlined.
Or
Handout title (underlined) followed by [handout]. Followed by the Lecture title.
4. Module and course details.
5. Establishment.
6. Full date of lecture or presentation.

For example

Other, A.N. (2006) Lecture on information sources. Introduction to research module, B.Sc. Health Studies, intake 3/07. University of Bradford, School of Health Studies. 25th October 2006.

Other, A.N. (2006) Information sources for Health Studies [handout]. Lecture on information sources. Introduction to research module, B.Sc. Health Studies, intake 3/07. University of Bradford, School of Health Studies. 25th October 2006.

Citation in text

Other (2006) or (Other, 2006)

Study guides

References to study guides should include the following information, in this order:

1. Author of guide.
2. Date of guide.
3. Study guide for name of module underlined.
4. Establishment.

Example:

Bradford Dementia Group (2008) Study Guide for Person Centred Dementia Practice. University Of Bradford

Citation in text

Bradford Dementia Group (2008) or (Bradford Dementia Group, 2008)

Theses and Dissertations, Unpublished Research, Internal Reports:

A reference to these unpublished documents should include the following information, in this order:

1. Author(s). Use family name followed by initial(s) not full first name(s).
2. The year of creation (in brackets).
3. The title and any subtitle, which should be underlined.
4. Document type: e.g. Ph.D. Thesis, M.A. Dissertation, Unpublished research or Internal report.
5. Place name if not part of an Institutions' name:
6. Location, i.e. Individual, Institution, hospital, library or repository known to hold a copy.

For example:

Slater, P. (2006) Person centred nursing: the development and testing of a valid and reliable nursing outcomes instrument. Ph.D. Thesis. University of Ulster.

Else, P. (2005) Hormone levels and diabetes mellitus. Unpublished research. Toronto, Canada: The Author c/o St John's Hospital.

Citation in text

Slater (2006) or (Slater, 2006)

Organisational Policies:

A reference to these documents should include the following information, in this order:

1. Corporate Author.
2. The year of creation or last updating (in brackets).
3. The title and any subtitle, which should be underlined.
4. Document type: e.g. Hospital policy document.
5. Place name if not part of an Institutions' name:
6. Location, i.e. Individual, Institution, hospital, library or repository known to hold a copy.

For example:

University of Bradford (2007) Appeal procedures. Regulations and Ordinances 3. University of Bradford.

Citation in text

Bradford Teaching Hospitals NHS Foundation Trust (2007) or (Bradford Teaching Hospitals NHS Foundation Trust, 2007)

PLEASE NOTE

Whilst you would normally name the organisation, Please remember to anonymise documents from your host institution if you have been advised to keep it confidential (placement reports, work reports etc.)

e.g.

Host Organisation (2007) Ward procedures for the paediatric wards. Hospital policy document. Host Organisation.

Personal Communications:

Personal communications such as **conversations** should **not** generally be included in the reference list as they cannot be traced by the reader.

They should be cited in the text only:

Citation in text

For example:

It was confirmed that this is standard practice (Saville, 2007, pers. comm., 24th August).

However: If you do need to reference interviews, telephone interviews, verbal surveys, the reference should include the following information, in this order:

1. Name of person spoken to. Use family name, then initial(s).
2. Year (in round brackets)
3. Medium (Conversation / Telephone conversation / Interview).
4. Subject of discussion.
5. Your name (or name of person speaking to subject).
6. Date of conversation

For example:

Citation in text

(Peters, 2008, pers. comm., 27th Aug)

Reference

Peters, N. (2008) Telephone interview on ward procedures with J. Stirling, 27th Aug.

Electronic sources

There are some general points to consider when citing electronic documents:

1. You must cite enough information for your source to be traced in the future.
2. You should cite the date the document was last updated if this is clear, and the date you accessed the document.
3. If you cannot find a publisher put s.n.
4. If you find journal articles via the internet or indexing databases, you should cite the journal as your source of information, not the webpage or database.

Electronic journals

If an electronic journal is available as a printed journal, give the reference as you would for a printed journal (page 6).

Give the reference as an electronic journal when the journal is:

- Not available in print (or you're not sure) or
- Has no volume, issue and page numbers.

A reference to an Electronic journal article should include the following information, in this order:

1. Author(s) name. Use family name, followed by initial(s).
2. Year of publication (in brackets).
3. The title of the article.
4. The title of the journal, which must be underlined.
5. [online].

6. Volume number and issue number (issue number in brackets).
7. Page numbers.
8. Available from: followed by the URL.
9. Accessed followed by the date in [square brackets].

For example:

Kim, C.Y., Rizvan, A., Mirza, M.D., Joshua, A., Bryant, M.D., Whiting, E.D., Delong, D.M., Spritzer, M.D. and Merkle E.M. (2008) Central veins of the chest: Evaluation with time-resolved MR Angiography. Radiology [online], DOI 2472070790. Available from:
<http://radiology.rsna.org/cgi/content/full/2472070790v1?maxtoshow=&HITS=10&hits=10&RESULTFORMAT=&andorexactfulltext=and&searchid=1&FIRSTIND EX=0&sortspec> [accessed 27th March 2011].

Eghlileb, A.M., Davies, E.E.G. and Finlay, A.Y. (2007) Psoriasis has a major secondary impact on the lives of family members and partners. British Journal of Dermatology [online], 156, pp.1245–1250. Available from:
<http://www.swetswise.com/eAccess/viewToc.do?titleID=2983266> [accessed 1st August 2011].

Citation in text

Kim et al. (2008) or (Kim et al., 2008)

Eghlileb et al. (2007) or (Eghlileb et al., 2007)

WWW documents

A reference to a World Wide Web document should include the following information, in this order:

1. Author(s), editor(s) or corporate author(s) of the document (if they can be identified. Try the bottom of the webpage, or the About us or Contact us links). Use family name, followed by initial(s).
2. Year of publication or the date the internet site was last updated (in brackets).
3. The title of the document, which must be underlined (or the first few words of the document if the title is not clear).
4. [online].
5. Place of publication (if this can be identified) followed by colon:
6. Publisher (if this can be identified).

7. Available from: followed by the URL.
8. Accessed followed by the date the document was accessed [in square brackets].

For example:

Healthcare Commission (2005) Local Health Services Primary Care Trust (PCT) survey [online]. London: Healthcare Commission. Available from: <http://ratings2005.healthcarecommission.org.uk/downloads/4284c.pdf> [accessed 6th August 2011].

Engineering Librarians (2006) Citing and referencing with the Harvard System [online]. Bradford: University of Bradford. Available from: <http://www.brad.ac.uk/library/documents/refeng.pdf> [accessed 20th May 2011].

Holland, M. (2007) Citing references: The BU guide to citation in the Harvard style [online]. Poole: Bournemouth University. Available from http://www.bournemouth.ac.uk/library/citing_references/docs/Citing_Refs.pdf [accessed 8th September 2011].

Citation in text

Healthcare Commission (2005) or (Healthcare Commission, 2005)

Cochrane Database of Systematic Reviews

A reference to a systematic review within the Cochrane Database should include the following information, in this order:

1. Author(s), editor(s) or corporate author. Use family name, followed by author's initial(s).
2. The Year of publication (in brackets).
3. The title and any subtitle.
4. Database name, which must be underlined.
5. Issue number (not including the long CD or DOI number).

For example:

Thomas, D.E., Elliott, E.J. and Naughton, G.A. (2006) Exercise for type 2 diabetes mellitus. Cochrane Database of Systematic Reviews, Issue 3.

Citation in text

Thomas et al. (2006) or (Thomas et al., 2006)

CD-ROM and DVDs

A reference to a CD-ROM or a DVD should include the following information, in this order:

1. Author(s), editor(s) or corporate author(s) of the disk (if they can be identified). Use family name, followed by initial(s).
2. Year of publication (in brackets)
3. The title of the CD-ROM or DVD, which must be underlined
4. [CD-ROM] or [DVD].
5. Edition (where appropriate) (e.g. update 2 or version 4.1).
6. Place of publication (if this can be identified) followed by colon:
7. Publisher (if this can be identified).
8. Date updated or revised (if applicable).

For example

Acland, R.D. (2004) Acland's DVD atlas of human anatomy 3: the trunk [DVD]. Philadelphia: Lippincott Williams and Wilkins.

Citation in text

Acland (2004) or (Acland, 2004)

Images and photographs from the internet

You should acknowledge the source of any image or photograph e.g.

In the assignment:



Source: Anatomy.tv

In the reference list:

A reference to an image or photograph **from the internet** should include the following information, in this order:

1. Photographer or artist or illustrator. Use family name, followed by initial(s). (If they cannot be identified, give the author or corporate author of the web site).
2. Year of publication (in brackets).
3. The title of the image / photograph or supply a title (e.g. Photograph of ...) which should be underlined.
4. [image] or [photograph] if not part of the title.
5. Place of publication (if this can be identified) followed by colon:
6. Publisher (of the online image) (if this can be identified).
7. Available from: followed by the URL (Or, if the image is not from the internet use Location: followed by the individual or organisation known to hold a copy)
8. accessed followed by the date [in square brackets].

For example:

Anatomy.tv (2006) Spinal cord [image]. Available from: <http://www.anatomy.tv/start.asp?app=spine&startres=00000&newwin=&framesize=&h=768&w=1024&GuideResId=&GuideIndex=&isStudent=> [accessed 18th January 2011].

Internet encyclopedia of science (2008) Blood flow through the heart [image]. Available from: <http://www.daviddarling.info/encyclopedia/H/heart.html> [accessed 21st March 2011].

Podcasts

A reference to a Podcast should include the following information, in this order:

1. Lecturer or speaker's name. Use family name, followed by initial(s) not full first name(s).
2. Year of lecture (in brackets).
3. Title of the podcast or supply a title (e.g. Podcast on...) which should be underlined.
4. [podcast] if not part of title.
5. Module and course details (if the podcast is part of a course).
6. Place of broadcast (if not part of an Institution's name) followed by colon:

7. Institution.
8. Available from: followed by the URL.
9. accessed followed by the full date of podcast [in square brackets].

For example

Harkness, S. (2005) Research methods [podcast]. Washington, DC: University of the District of Columbia. Available from: <http://podcast.udc.edu/sharkness/feed.xml> [accessed 28/07/2011].

Citation in text

Harkness (2005) or (Harkness, 2005)

Audio files

A reference to an audio file should include the following information, in this order:

1. Lecturer or speaker's name. Use family name, followed by initial(s) not full first name(s).
2. Year produced (in brackets).
3. Title of the audio file or supply a title (e.g. audio file on...) which should be underlined.
4. [audio file] if not part of title.
5. Place of broadcast (if not part of an Institution's name) followed by colon:
6. Institution.
7. Available from: followed by the URL.
8. accessed on [in square brackets].

Example:

Lovelock, J. (1996) The Common Cold Unit Recordings. [audio file] Launceston, UK. Available from: <http://sounds.bl.uk/View.aspx?item=021M-C1038X0016XX-0100V0.xml> Accessed on [03/09/2009]

Citation in text

Lovelock (1996).

Wikis

A wiki is a collaborative web site which can be amended by any contributor. **The information given cannot be relied on.** If you do use information from a wiki it should be backed up with supporting evidence from peer reviewed or trusted articles, journals or books.

A reference to a wiki entry should include the following information:

1. The title of the article (or the first few words if the title isn't clear).
2. Year of publication or year the internet page or site was last updated (in brackets)
3. Title of the internet site which must be underlined.
4. Available from: followed by the URL.
5. accessed then the date the wiki was accessed [in square brackets].

For example:

Citation: This pressure wave may cause microscopic bubbles (Ultrasound, 2007).

Reference:

Ultrasound: 2, Diagnostic sonography (2007) Wikipedia. Available from: <http://en.wikipedia.org/wiki/Ultrasound> [accessed 28 August 2011]

Blackboard WIKI

If you need to reference an entry that has been made on your Blackboard WIKI it should include the following information:

1. The title of the WIKI article (or the first few words if the title isn't clear).
2. Year of publication or year the internet page or site was last updated (in brackets).
3. Unpublished Blackboard WIKI for (name) module underlined.
4. Available from: followed by the URL.
5. accessed then the date the wiki was accessed [in square brackets].

Example:

Complementary Medicine (2009) Unpublished Blackboard WIKI for HN-0215D Therapeutic Interventions and Older People. Available from http://blackboard.brad.ac.uk/webapps/portal/frameset.jsp?tab_id=_2_1&url=%2fwebapps%2fblackboard%2fexecute%2flauncher%3ftype%3dCourse%26id%3d_7043_1%26url%3d Accessed [03/09/2011]

Citation in text

Complementary Medicine (2009)

Blogs i.e. Weblogs

A reference to a blog should include the following information, in this order:

1. Author. Use family name, followed by initial(s) or the alias as given on the weblog.
2. Year of submission to blog site (in brackets).
3. Title of message.
4. Title of the blog site which should be underlined.
5. Day / month of posted message.
6. Available from: followed by the URL.
7. Accessed then the date the blog was accessed [in square brackets].

For example:

Barnes, A. (2006) Enzyme could help Celiac Disease patients tolerate gluten. The Dermatitis Herpetiformis Online Community Blog, 10 Sept. Available from: <http://www.dermatitisherpetiformis.org.uk/dhocblog/2006/09/enzyme-could-help-celiac-disease.html> [accessed 28 August 2011].

Citation in text

Barnes (2006) or (Barnes, 2006)

Email

A reference to an email should include the following information, in this order:

1. Author's name. Use family name, followed by initial(s).
2. Date of publication (year the message was sent, in brackets).

3. Medium i.e. email to ...
4. Recipient.
5. The title of the message, (taken from the subject line), underlined.
6. accessed, followed by the date the message was accessed [in square brackets].

For example:

Stanley, T. (2007) Email to K. Coulling. Widening participation. [accessed 18th July 2011].

Citation in text

(Stanley, 2007, pers. comm.)

Reference List and Bibliographies

A reference list contains the details of the material referred to in your assignment listed in **alphabetical order**. It is required.

A bibliography is a list of material used to gather ideas and which has informed your work, but not specifically referred to in your assignment. It is not generally required.

Sample Reference List

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Johns, C. (2005a) Reflection on the relationship between technology and caring. Nursing in Critical Care, 10(3), pp.150-155.

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