

## Harvard Referencing: a guide 2019/2020

This guide will show you how to reference:

- Books and e-books
- Journals and e-journals
- Cochrane Library Systematic reviews and NICE guidance
- Web pages
- Canvas

You are expected to include citations and references in your academic work and you should follow the Harvard referencing style in:

Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11<sup>th</sup> edn. London: Red Globe Press.

[www.citethemrightonline.com](http://www.citethemrightonline.com)

The information in *Cite them right* will show you how to reference a much wider range of material than is included in this guide.

## Citations and referencing

### Citations

Citations are included within the text of your work, at points where you have used someone else's information. This could be a quote, a paraphrase or a summary of this source of information. Your citation always includes the author and year of the source. Include page numbers where you are using direct quotes and information from specific pages. (Pears and Shields 2019, p. 6). This may not be possible for some sources from the internet that do not display page numbers.

### Examples

"There are many ways of citing sources" (Cottrell, 2019, p. 250).

Dimond (2013) explains the legal framework of midwifery.

Exercise could help prevent some cases of Type 2 diabetes (Diabetes UK, 2018).

### References

References provide your reader with full details for each of the sources you have cited. References are listed at the end of your assignment, in alphabetical order.

### Examples

Cottrell, S. (2019) *The study skills handbook*. 5<sup>th</sup> edn. London: Red Globe Press.

Diabetes UK (2018) *Preventing Type 2 diabetes*. Available at:  
<https://www.diabetes.org.uk/preventing-type-2-diabetes/> (Accessed: 20 September 2018).

Dimond, B. (2013) *Legal aspects of midwifery*. 4<sup>th</sup> edn. London: Quay Books.

### More help

For further guidance on citing and referencing please consult *Cite them right* (2019) in print or online.

## Books and e-books

### Books with a single author

Hough, A. (2014) *Physiotherapy in acute and cardiac care: an evidence based approach*. 4<sup>th</sup> edn. Andover: Cengage Learning.

### Books with two or three authors

Corne, J. and Kumaran, M. (2016) *Chest x-ray made easy*. 4<sup>th</sup> edn. Edinburgh: Elsevier.

### Books with four or more authors

Kuiper, R. *et al.* (2016) *Clinical reasoning and care co-ordination planning in advanced practice nursing*. New York: Springer.

## Chapter in an edited book

### Citation

Beadle and Townend (2015, p. 29) suggest that listening is an important skill...

### Reference

Beadle, M. and Townend, S. (2015) 'Team working', in Lewis, L. (ed.) *Fundamentals of midwifery: a textbook for students*. Chichester: John Wiley & Sons, pp. 22-41.

Books and e-books which are accessed from Hunter follow the same reference format.

## Journals and e-journals

### Articles with a single author

Phillips, P. (2015) 'Teaching to encourage deep learning in paramedic science students: a case study', *Journal of Paramedic Practice*, 7(11), pp. 560-567.

### Articles with two or three authors

Lowe, A., Littlewood, C. and McLean, S. (2018) 'Understanding physical activity promotion in physiotherapy practice: a qualitative study', *Musculoskeletal Science and Practice*, 35, pp. 1-7.

### Articles with four or more authors

Jennings, L.A. *et al.* (2018) 'Patient and caregiver goals for dementia care', *Quality of Life Research*, 26(3), pp. 685-693.

### Articles with a doi

Nightingale, J. (2015) 'Radiography research as a global community', *Radiography*, 21(2), pp. 108-109. doi:10.1016/j.radi.2015.03.006.

Including a doi (digital object identifier) is optional, just be consistent.

Journal articles whether print or electronic, follow the same reference format.

## Cochrane Library Systematic Reviews

Shrestha, M. *et al.* (2018) 'Workplace interventions for reducing sitting at work', *Cochrane Database of Systematic Reviews*, 12, CD010912. doi: 10.1002/14651858.CD010912.pub5.

## More Help

For more help citing and referencing books, journal articles and systematic reviews, see *Cite them right* (2019).

## Protocols, regulations and guidelines

These are usually official procedures etc. from health, government, professional and other corporate bodies, often accessed online, example below:

### NICE guidance

NICE (2014) *Behaviour change: individual approaches*. PH49. Available at: <http://www.nice.org.uk/guidance/ph49> (Accessed: 02 August 2019).

For more help citing and referencing protocols and guidelines, see *Cite them right* (2019).

## Web pages

### Individuals or organisations as authors

Diabetes UK (2019) *Meeting type 2 treatment targets could save NHS millions*. Available at: [https://www.diabetes.org.uk/about\\_us/news/meeting-treatment-targets-could-save-nhs-millions](https://www.diabetes.org.uk/about_us/news/meeting-treatment-targets-could-save-nhs-millions) (Accessed: 22 August 2019).

For more help on citing and referencing web pages see *Cite them right* (2019) in print or online.

## Virtual Learning Environments

### Canvas

#### Citation

An example of poor communication by healthcare professionals is the use of jargon with patients (Waygood, 2018).

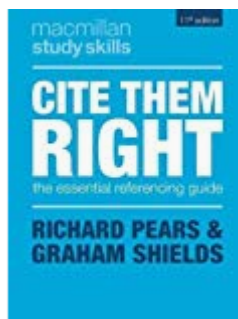
#### Reference

Waygood, S. (2018) 'Communication in a therapeutic relationship'. *PT4005: Essentials of Physiotherapy*. Available at: <http://canvas.sgul.ac.uk> (Accessed: 11 July 2019).

For more help on citing and referencing from virtual or personal learning environments see *Cite them right* (2019) in print or online.

## Cite them right

*Cite them right* (2019) is available in print in St. George's Library at PN71 PEA. Or access it online with your SGUL user name and password at [www.citethemrightonline.com](http://www.citethemrightonline.com)



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