A Comprehensive Guide to the Harvard Referencing System

Students must acknowledge all sources of information they use when preparing and writing assignments. These referencing guidelines are adapted from requirements set down by Swansea University and specify the way students must write their references in all assignments.

Plagiarism

Learning how to reference your work properly is one of the best ways to avoid falling into the trap of plagiarism. Plagiarism is the act of taking or copying someone else’s work and presenting it as if it were your own. Typical plagiarists use ideas, texts, theories, data, created artistic artefacts or other material without acknowledgement.

The Harvard System – Using Quotes

The citation system used is the Harvard system. This system requires students to indicate the **author’s name and the year of publication within the text**.

Direct Quote:

When you want to include a quote in your work the quote should be introduced with the author's name and the text must be in inverted commas, indented, single spaced and followed by the date of publication and page number(s) e.g.

Giddens states that:

"Health-care systems are still mostly based upon treating illnesses once they have been contracted" (1996, p.237)

Indirect Quote:

An indirect quote allows you to paraphrase the author's work; the text must include details of the author's name and the year of publication e.g. Giddens (1996) points out that most health-care systems react to contracted illnesses.

OR

It is suggested that most health care systems react to contracted illnesses (Giddens, 1996).

Where two authors have collaborated you must include both names, e.g. (Renton and Davies, 1997)

Where more than two authors are involved only the first author is referred to in the text followed by "et al", (meaning “and others”) e.g. (Goodwin et al, 1997) but in your reference list at the end of your assignment you must list all of the authors.

Audio Visual items:

Here you must cite the title of the programme, channel and year, e.g. (QED. BBC1. 1997)

For a video/CDROM cite the author/s or the producers/directors (Distance Learning Centre, 1989)

Secondary references:

You should always try to use the original works in your assignments. If this is not possible then you have to refer to the work in which you found the reference, e.g. Glen (1990) outlines the impact of the Internet on the nursing student (cited by\*Jenkins, 1996)

**OR**

Using the Internet will change the ways in which nursing students study

(Glen 1990 cited in\* Jenkins, 1996)

 Only the details of Jenkins 1996 should appear in the reference list.

\*used either

Reference List

Your reference list goes at the end of your assignment. You must give full details of all the items you have referred to directly.

Books

***The order you need to follow is:***

Author/Editor - don't forget that you have to include all of the authors here. (Year of publication) Title of the book. Edition - only include if the item you used was not the first edition. Place of publication: Publisher

e.g. Volk, W.A. and Brown, J.C. (1997) Basic microbiology. 8th edition. Menlo Park, CA: Addison Wesley

How to reference a chapter in an edited book:

Weir, P. (1995) Clinical practice development role: a personal reflection. In: Kendrick, K., Weir, P., Rosser, E. (eds) Innovations in nursing practice. London: Edward Arnold. P. 5-22

Journal articles

The order you need to follow is:

Author/s. (Year of publication) Title of article. Journal name. Volume number (Issue/part number), date if it's a weekly journal like the Nursing Times: Page number(s) e.g. Ruane, S. (1997) Public-private boundaries and the transformation of the NHS. Critical Social Policy, 17(2): 53-78

Theses/ Dissertations

The order you need to follow is:

Author. (Year) Title of dissertation. Type of degree e.g. MPhil, MSc etc. University e.g. Williamson, J. (1990) Information needs of qualified nurses in Bloomsbury Health Authority. MSc. University of London

More unusual examples for your reference list:

Video/Television Programme

The order you need to follow is:

Series Title, Title (or number) of episode. Date. Material type. Production/Channel. Date of Broadcast e.g. Cutting Edge, Special Treatment. 1994. TV, BBC2. 8 Dec.

Electronic information; the Internet - World Wide Web

If you have used electronic sources of information then you need to provide details of: Author/Editor. (Date) Title. Edition. Place of Publication: Publisher. Available from: URL [Accessed date] e.g.

Drynda, P. and Symberlist, R. (1996) Sea Empress oil spill. Swansea: University of Wales Swansea, Dept. of Biological Sciences. Available from: http://www.swan.ac.uk/biosci/empress/empress.htm [Accessed on 11.11.96]

To reference an internet site in the text you should provide the name of the originator (i.e. the person, people or organisation responsible for the intellectual content of a document or contribution) and the date (i.e. the date of the publication on the web). The latter can be a bit tricky but if it is something worth citing then the date should be indicated.

Corporate authors, i.e. organisations and institutions. The organisation’s name should be written in full e.g. United Kingdom Central Council (1995) Scope of professional practice. London: UKCC

If you are citing more than one work by the same organisation then you can use the abbreviation from then on (e.g. UKCC)

Government departments, acts of parliament and official publications

When citing within your text follow the rules for direct/indirect quotes e.g. (G.B. Department of Health, 1994) or (G.B. Parliament, 1986)

In your reference list follow the example below:

G.B. Department of Health (1994) Nursing, midwifery and health visiting education: a statement of strategic intent. London: HMSO

Different works by the same author

If you are citing works by the same author published in different years they should be arranged chronologically in your references, e.g.

Kagan, C. (1985) Interpersonal skills in nursing. London: Croom Helm

Kagan, C. (1987) A manual of interpersonal skills for nurses. London: Harper and Row

If the items are published in the same year then you need to put them in alphabetical order of the title using a,b,c.... to differentiate between the items. In your text this would appear as:

Burnard, 1990a).....(Burnard, 1990b)

In your reference list you should follow this example:

Burnard, P. (1990a) Learning human skills: an experiential guide for nurses. London: Heineman

Burnard, P. (1990b) Nurse education the way forward. London: Scutari

Unpublished works or personal communications

Personal communications or unpublished works need to be treated with caution as they have not received critical appraisal and others cannot consult this work. If you have to include these types of items make sure it is clear that it is an unpublished work or a personal communication e.g.

(Yates, A. unpublished work) (Thomas, S. personal communication)

REMEMBER

• You must acknowledge all the sources you use for your assignments

• In the text you only note the author's name and the year of publication, unless you have used a direct quote, in which case you need to include the page number.

• Distinguish between works published in the same year by the same author by using a,b,c...after the year.

• The full details of each source you have used must appear in a reference list at the end of your text. This includes the author, year, title, place of publication and publisher and should be ordered alphabetically.

• To keep note of all the sources you use write down the full bibliographic details on reference cards. When the time comes for you to write your references you can shuffle the cards into alphabetic order and you will have all the relevant details you need.

• In your reference list at the end of your assignment you need to italicise the title of the item if it's a book or the journal's name if it's an article from a journal.

• ONLY items that you have actually used for your assignment should appear in your reference list. If you’ve used it in your essay- reference list; if you’ve looked at it but haven’t used it- bibliography.