



GLASGOW  
CALEDONIAN  
UNIVERSITY

School of Nursing, Midwifery and Community  
Health

## **Referencing Guidelines**

September, 2008

## Referencing Guidelines

Your assignment must have a reference list containing all the sources which you have cited, and these references should be listed in alphabetical order. It may also have a bibliography of all the sources which you have consulted but not cited in your work. It is important to get into the habit of writing down the full reference when you make notes from a source even if you think that the reference will not be used. You should also be consistent with the style of referencing you use. The Harvard System of referencing is the system used in the School of Nursing, Midwifery and Community Health.

A reference is made up of two parts, i.e. a text citation and listed references.

### 1. TEXT CITATION

#### a) *References by one author*

Each time you refer in the text to a source, the author's surname and the year of publication are inserted in brackets immediately afterwards. Should the author's surname occur naturally in the sentence, only the year is given in brackets. If you are quoting i.e. using the author's own words you should also include the page number(s).

#### Examples:

- i) A recent study (Baird 2002) showed that ...
- ii) Baird (2002) states that ...
- iii) "With an average cost of £3200 to £5000 per case this has major cost implications for the future care of this group of patients" (Baird 2002, p. 79)

*Please note in example iii that the page number has been included as it is a direct quote, i.e. the writer's actual words have been used.*

If you cite two references by the **same author** in the **same year** a lower case letter is added after the date.

#### Examples:

- i) Early research by Upenieks (2002a) found that ... but a later study by Upenieks (2000b) suggested ...
- ii) Two recent studies (Upenieks 2002a, Upenieks 2002b) showed that ...

#### b) *Multiple authors*

Where a paper is written by two authors, both names should be given as they appear on the document being cited. These should be separated by the use of the word "and" if naturally occurring within a sentence and in the reference list. The comma can be used when referencing within the text.

Examples:

- i) Robinson and Kirkcaldy (2007) suggested that ...
- ii) It has been disclosed (Robinson and Kirkcaldy, 2007) ...

If there are three or more authors, simply quote the surname of the first one followed by “et al.” which means “and others”.

Examples:

- i) Kropp et al. (2003) noted that ...
- ii) It has been suggested (Kropp et al. 2003) ...

***c) References by one or more authors in an edited book***

Many academic textbooks are now written by several contributors. It is **the contributors** who should be acknowledged in the body of the paper, **not** the editor. If Donovan has contributed a chapter to the text edited by S. Grandis, G. Long, E.A. Glasper & P. Donovan, this should be cited as follows:

Example:

- i) Donovan (2003) states that ...
  - ii) (Donovan 2003) states that ...
- or, as much as possible:**

***d) Reference to a source cited in another article***

Every effort should be made to find primary sources, but where this has proved impossible you may need to refer to a piece of work which has been cited in a source written by someone else. If Gibbs 2003 was cited by Brown et al. 2003, this would be cited as follows:

Example:

- i) Gibbs (2003 cited in Brown et al. 2003) pointed out ...
- ii) A recent study (Gibbs 2003 cited in Brown et al. 2003) ...

***e) Corporate author***

If the author is an organisation or group, regard that as the author e.g. a report published by the Scottish Executive.

Example:

- i) Scottish Executive (2003) stated ...
- ii) ... as directed (Scottish Executive 2003) ...

## 2. LISTED REFERENCES

The reference list is located after the end of the text of the paper but before any appendices. **It is arranged alphabetically by the author's surname (or first word of title, if no author). Books, journals, conference papers, newspapers and any other material cited should not be separated,** however for ease of demonstration, each will be shown independently here.

**Generally, surnames are followed by a comma and initials by a full stop. All other sections have commas between them and a full stop at the end. Volume is abbreviated to "Vol." Part / issue number should be prefixed by "no."**

### a) *References by one author*

#### Articles from Journals

Surname of author, then initial(s), year of publication, title of article in inverted commas, title of journal in italics, volume, part / issue number, page range abbreviated to p. or pp.

#### Example:

- i) Verdu, J. (2002) "Can a decision tree help nurses to grade and treat pressure ulcers?", *Journal of Wound Care*, Vol. 12, no. 2, pp. 45-50

#### Example:

- i) Hart, C. (2001) *Doing a literature search*, 3<sup>rd</sup> edn., Sage: London
- ii) Rees, C. 2003, *An introduction to research for midwives*, 2<sup>nd</sup> edn., Books for Midwives: Hale

### b) *Multiple authors*

#### Articles from Journals

Surnames of authors, then initial(s) (commas are used to separate the authors until the last author when an ampersand is used), year of publication, title of article in inverted commas, title of journal in italics, volume, part number, part range abbreviated to p. or pp.

#### Example:

- i) Kropp, L., Mann, S., Drain, J., Galea, G. & Lumley, S. (2003) "Setting up a satellite bone harvesting service to supply cancellous bone graft", *British Journal of Orthopaedic Nursing*, Vol. 7, no. 2, pp. 70-72
- ii) Lowe, T., Wellman, N. & Taylor, R. (2003) "Limit-setting and decision-making in the management of aggression", *Journal of Advanced Nursing*, Vol. 22, no. 2, pp. 154-161

### References from Books – single and multiple authors

Surnames(s) of author(s), then initial(s), (commas are used to separate the authors until the last author when an ampersand is used), year of publication, title of book in italics, edition abbreviated to ed. (if not first edition) prefixed by the number, publisher, followed by place of publication.

#### Examples:

- i) Broome, A. (1998) *Managing Change : essentials of nursing management*, 2<sup>nd</sup> edn., MacMillan: Hampshire
- ii) Polit, D., F., Beck, C. T., & Hungler, B. P. (2005) *Essentials of nursing research : methods, appraisal and utilisation*, 6<sup>th</sup> edn., Lippencott: Philadelphia

#### **c) Reference from an edited book**

Surname(s) of author(s) of chapter, followed by initial(s) (commas should be used to separate the authors if there are more than one), year of publication, title of chapter in inverted commas followed by the word 'In:' followed by the surname(s) of the editor(s) of the chapter with their initials (commas should be used to separate the editors if there are more than one), followed by (ed.) or (eds) for single or multiple editors, title of the book in italics, edition abbreviated to ed. (if not first edition) prefixed by the number, publisher, place of publication, and page range which should be abbreviated to p. or pp.

#### Example:

- i) Donovan, P. (2003) "Insights into maternal health" In: Grandis, S., Long, G., Glasper, E. A. & Donovan, P. (eds) *Foundation studies for nursing using enquiry based learning*, 2<sup>nd</sup> edn., Palgrave MacMillan: Hampshire, pp. 15-47

#### **d) Reference to a source cited in another article**

Surname(s) of author(s) of original article, followed by initial(s) (commas should be used to separate the authors if there are more than one), year of publication, title of article in inverted commas followed by the title of the journal in italics, volume, part number (if available), page range abbreviated to p. or pp. followed by the words 'Cited in:', surname(s) of author(s) of article being used, followed by initial(s) (commas should be used to separate the authors if there are more than one), year of publication, title of article in inverted commas, title of journal in italics, volume, part number, and page range which should be abbreviated to p. or pp.

#### Example:

- i) Holzworth, R. & Wills C. (1999) "Nurses' judgement regarding seclusion and restraint of psychiatric patients: a social judgement analysis", *Research in Nursing and Health*, Vol. 22, pp. 189-201 Cited in: Lowe, T., Wellman, N. & Taylor, R. (2003) "Limit-setting and decision-making in the management of aggression", *Journal of Advanced Nursing*, Vol. 41, no. 2, pp. 154-161

**e) Corporate author**

If the author is an organisation or group, regard that as the author e.g. a report published by the Scottish Office.

Example:

- i) Scottish Executive (2003) *Supporting people, supporting independent living*, HMSO: Edinburgh

**f) Multiple citations by the same author**

These are listed alphabetically according to the lower case letter following the publication date.

Example:

- i) Upeniaks, V. V. (2002a) "Assessing differences in job satisfaction of nurses in magnet and nonmagnet hospitals", *Journal of Nursing Administration*, Vol. 32, no. 11, pp. 564-576

Upeniaks, V. V. (2002b) "What constitutes successful nurse leadership? A qualitative approach utilising Kanter's theory of organisational behaviour", *Journal of Nursing Administration*, Vol. 32, no. 12, pp. 622-632

**g) Conference paper**

Surname(s) of author(s) of conference paper, followed by initial(s) (commas should be used to separate the authors if there are more than one), year of publication, title of the paper in inverted commas, title of the conference in italics, date of conference, place of conference.

Example:

- i) Kerr, S. & Watson, H. (2003) "A review of service users views of residential and non residential alcohol service provision", *Royal College of Nursing Research Society Annual International Research Conference*, 10-12 April, 2003, Manchester

**h) Newspaper article where the author is unknown**

Title of newspaper, year of publication, title of the article in italics, title of the newspaper, date and month of the publication, and page range which should be abbreviated to p. or pp.

Examples:

- i) Daily Mail (2002) *Drop in heart attacks 'is due to smoking ban'* Daily Mail, 11<sup>th</sup> September, p. 4
- ii) Scotland on Sunday (2003) *Mums pay £2000 for their own midwife*, Scotland on Sunday, 30<sup>th</sup> March, p. 7

i) ***Internet or online referencing***

*Citing E-books*

Surname(s) of author(s), followed by initial(s) (commas should be used to separate the authors if there are more than one) or corporate author if appropriate, year of publication, title of the book in italics followed by the word '[online]' in square brackets, edition if available abbreviated to ed. (if not first edition), publisher (if available), place of publication (if available), followed by the text 'Available from:' and the full URL should be inserted, followed by the word '[Accessed]' and the date of access to the particular URL should be inserted immediately after and within the square brackets.

Example:

- i) Martin, C., R. & Thompson, D. R. (2000) *Design and Analysis of Clinical Nursing Research Studies* [online]. Available from: <http://emedialibrary.com> [Accessed 18<sup>th</sup> July, 2007]

***As internet information is subject to change, the 'Accessed date' is a useful and necessary feature as it indicates to the reader how recently you visited the site.***

*Citing E-journals*

Surnames of authors, then initial(s) (commas are used to separate the authors until the last author when an ampersand is used), year of publication, title of article in inverted commas, title of journal in italics followed by the word '[online]' in square brackets, volume, part number, page range abbreviated to p. or pp. followed by the text 'Available from:' and the full URL should be inserted, followed by the word '[Accessed]' and the date of access to the particular URL should be inserted immediately after and within the square brackets.

Example:

- i) Walsh, N., Roe, B., & Huntington, J. (2003) "Delivering a different kind of Primary Care? Nurses working in personal medical service pilots", *Journal of Clinical Nursing*, [online] Vol. 12, no. 3, pp. 3-6. Available from: <http://www.blackwell-synergy.com/lonks/doi/10.1046/> [Accessed 21<sup>st</sup> August, 2007]

*Citing Email discussion lists*

Surname of author, then initial(s) or corporate author if appropriate, date, title of message or subject from posting line in italics followed by the word '[email discussion list]' in square brackets, 'Available from:' and the full URL should be inserted, followed by the '[Accessed]' and the date of access to the particular URL should be inserted immediately after and within the square brackets. *Please note that it is protocol to ask permission of the message creator if you are going to quote extensively or use a section which could be construed as being contentious.*

Example:

- i) Donovan, S. M. 2004. *A forum for nurses working in HE and clinical practice* [email discussion list]. Available from: <http://www.jiscmail.ac.uk/lists/CANCER-NURSING-ALLIANCE.html> [Accessed 11th September, 2007]
- ii) Williams, N. 2007. *ISI Web of Knowledge Service of UK Education* [email discussion list]. Available from: <http://www.jiscmail.ac.uk/lists/mimas-wok.html> [Accessed 30th July, 2007]

Citing Website page

Surname of author, then initial(s) or corporate author if appropriate, date, title of the webpage in italics and title of specific section in round brackets followed by the word '[online]', in square brackets, 'Available from:' and the full URL should be inserted, followed by the word '[Accessed]' and the date of access to the particular URL should be inserted immediately after and within the square brackets.

Example:

- i) National Electronic Library for Health, 16<sup>th</sup> January, 2007. *Can walking make you slimmer and healthier?* (Hitting the headlines article) [online]. Available from: <http://www.nhs.uk.hth.walking> [Accessed 24<sup>th</sup> August, 2007]

Citing Electronic audio or video

Surname of author, then initial(s) or corporate author if appropriate, date, title of the audio or video clip italics followed by the word '[audio]' or '[video]' (whichever is appropriate for your reference), 'Available from:' and the full URL should be inserted, followed by the word '[Accessed]' and the date of access to the particular URL should be inserted immediately after and within the square brackets.

Example:

- i) Langdon, J. 2007. *Glad to be Alive* [audio]. Available from: [http://www.bbc.co.uk/radio4/arts/afternoon\\_reading.shtml](http://www.bbc.co.uk/radio4/arts/afternoon_reading.shtml) [Accessed 6th September, 2007]

### 3. THE BIBLIOGRAPHY

The bibliography is a separate list of sources which you have consulted **but not cited** in your work. It provides the reader with an indication of the background reading which you have undertaken to complete your assignment. It is presented after the reference list and the format of your bibliography **should be identical** to that used to present your reference list.

**The bibliography is arranged alphabetically by the author's surname (or first word of the title, if no author). Books, journals, conference papers, newspapers and any other material cited should not be separated but presented, alphabetically, as part of the bibliography. Using the sources cited in this handbook, the following is an exemplar bibliography:**

Baird, K. (2002) "The Scottish Hip Fracture Audit : one hospital's experience", *Journal of Orthopaedic Nursing*, Vol. 6, no. 2, pp. 79-85

Broome, A. (1998) *Managing Change : essentials of nursing management*, 2<sup>nd</sup> edn., MacMillan: Hampshire

Daily Mail (2007) *Drop in heart attacks 'is due to smoking ban'* Daily Mail, 11<sup>th</sup> September, p. 4

Donovan, P. (2003) "Insights into maternal health" In: Grandis, S., Long, G., Glasper, E. A. & Donovan, P. (eds) *Foundation studies for nursing using enquiry based learning*, 2<sup>nd</sup> edn., Palgrave MacMillan: Hampshire, pp. 15-47

Donovan, S. M. 2004. *A forum for nurses working in HE and clinical practice* [email discussion list]. Available from: <http://www.jiscmail.ac.uk/lists/CANCER-NURSING-ALLIANCE.html> [Accessed 11th September, 2007]

Gibbs, G., Simpson, C. & Macdonald, R. (2003) *Improving student learning through changing assessment – a conceptual and practical framework*. European Association for Research into Learning and Instruction, Padova. Cited in Brown, E., Gibbs, G., & Glover, C. (2003) *Evaluating tools for investigating the impact of assessment regimes on student learning* [online]. Available from: <http://www.bioscience.heacademy.ac.uk/journal/vol2/beej-2-5.aspx> [Accessed 16th June, 2008]

Hart, C. (2001) *Doing a literature search*, 3<sup>rd</sup> edn., Sage: London

Holzworth, R. & Willis, C. (1999) "Nurses' judgements regarding seclusion and restraint of psychiatric patients: a social judgement analysis", *Research in Nursing and Health*, Vol. 22, pp. 189-201 Cited in: Lowe, T., Wellman, N. & Taylor, R. (2003) "Limit-setting and decision-making in the management of aggression", *Journal of Advanced Nursing*, Vol. 41, no. 2, pp. 154-161

Kerr, S. & Watson, H. (2003) "A review of service users views of residential and non residential alcohol service provision", *Royal College of Nursing Research Society Annual International Research Conference*, 10-12 April, 2003, Manchester

Kropp, L., Mann, S., Drain, J., Galea, G. & Lumley, S. (2003) "Setting up a satellite bone harvesting service to supply cancellous bone graft", *British Journal of Orthopaedic Nursing*, Vol. 7, no. 2, pp. 70-72

Langdon, J. 2007. *Glad to be Alive* [audio]. Available from: [http://www.bbc.co.uk/radio4/arts/afternoon\\_reading.shtml](http://www.bbc.co.uk/radio4/arts/afternoon_reading.shtml) [Accessed 6th September, 2007]

Lowe, T., Wellman, N. & Taylor, R. (2003) "Limit-setting and decision-making in the management of aggression", *Journal of Advanced Nursing*, Vol. 22, no. 2, pp. 154-161

Martin, C. R. & Thompson, D. R. (2002) *Design and Analysis of Clinical Nursing Research Studies* [online]. Available from: <http://emedialibrary.com> [Accessed 18<sup>th</sup> July, 2007]

National Electronic Library for Health. 16<sup>th</sup> January, 2007. *Can walking make you slimmer and healthier?* (Hitting the headlines article) [online]. Available from: <http://www.nhs.uk/hth/walking> [Accessed 24<sup>th</sup> August, 2007]

Polit, D. F., Beck, C. T., & Hungler, B. P. (2005) *Essentials of nursing research : methods, appraisal and utilisation*, 6<sup>th</sup> edn., Lippencott: Philadelphia

Rees, C. (2003) *An introduction to research for midwives*, 2<sup>nd</sup> edn., Books for Midwives: Hale

Robinson, J. & Kirkcaldy, A. (2007) “You think I’m smoking and they’re not : Why mothers still smoke in the home”, *Social Science & Medicine*, Vol. 65, pp. 641-652

Scotland on Sunday (2003) *Mums pay £2000 for their own midwife*, Scotland on Sunday, 30<sup>th</sup> March, p. 7

Scottish Executive (2003) *Supporting people, supporting independent living*, HMSO: Edinburgh

Upenieks, V. V. (2002a) “Assessing differences in job satisfaction of nurses in magnet and nonmagnet hospitals”, *Journal of Nursing Administration*, Vol. 32, no. 11, pp. 564-576

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Verdu, J. (2003) “Can a decision tree help nurses to grade and treat pressure ulcers?”, *Journal of Wound Care*, Vol. 12, no. 2, pp. 45-50

Walsh, N., Roe, B. & Huntington, J. (2003) “Delivering a different kind of Primary Care? Nurses working in personal medical service pilots”, *Journal of Clinical Nursing*, [online] Vol. 12, no. 3, pp. 3-6. Available from: <http://www.blackwell-synergy.com/links/doi/10.1045/> [Accessed 21<sup>st</sup> August, 2007]

Williams, N. 2007. *ISI Web of Knowledge Service of UK Education* [email discussion list]. Available from: <http://www.jiscmail.ac.uk/lists/mimas-wok.html> [Accessed 30<sup>th</sup> July, 2007]



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