

This guide is available online and can be produced in larger print on request.

References and bibliographies

2010

IMPORTANT: Please consult your School or your tutor as well as this guide. Some schools use different guidelines.

All students must use the Harvard system unless instructed otherwise by their School.

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EXAMPLES SUMMARY

People often get very worried about referencing, but for straightforward references, just follow the examples!

Journal Article

McBride-Henry, K. and Foureur, M. (2007) A secondary care nursing perspective on medication administration safety. Journal of Advanced Nursing, Vol. 60(1), pp. 58-66.

Printed Book

Williams, S. and Adam-Smith, D. (2006) Contemporary employment relations: a critical introduction. Oxford: Oxford University Press.

Chapters or Parts of Books

Johnson, M. and Long, T. (2006) Research ethics in Gerrish, K. and Lacey, A. (eds.) The research process in nursing. 5th ed. Oxford: Blackwell Science, pp. 31-42.

Anonymous Authors

Anon. (2006) Calcium and dairy foods result in lower blood pressure. Nursing Standard, Vol. 20(45), p. 18.

Electronic Journal from a Database

Gunther, M., Evans, G., Mefford, L. et al. (2007) The relationship between leadership styles and empathy among student nurses. Nursing Outlook [Online], Vol. 55(4), pp. 196-201. Available: ProQuest [25 April 2008].

Electronic Book from a Collection

Courtenay, M. (2000) Advanced nursing skills: principles and practice [Online]. London: Greenwich Medical Media. Available: Netlibrary [25 April 2008].

Act of Parliament

Pesticides Act 1998 (c.26) London: The Stationery Office.

Pages from the Internet

Health Scotland (2007) NHS Health Scotland [Online]. Available: <http://www.healthscotland.com> [18 October 2007].

Report

Department of Health (1998) Independent inquiry into inequalities in health report (Chairman Sir D. Acheson). London: Department of Health.

Conference Proceedings

Levinson, A.A. (ed.) (1970) Proceedings of the Apollo II lunar science conference, Houston, Texas, January 1970. London: Pergamon Press.

Unpublished works

Scullion, K. (2002) A research study: observing the efficacy of a one hour, school-based, drug education intervention efficacy measured by comparison against the control group. [Unpublished dissertation]. Paisley: Centre for Alcohol and Drug Studies, University of Paisley.

Leaflets, pamphlets, posters, etc.

National Health Service (n.d.) Transplants save lives. [Leaflet]. Available: NHS Blood and Transplant, Fox Den Road, Stoke Gifford, Bristol, BS34 8RR [21 July 2009].

Royal College of Nursing (2006) RCN Principles: a framework for evaluating health and social care policy. [Pamphlet]. Available: Royal College of Nursing, 20 Cavendish Square, London, W1G 0RN [21 July 2009].

Film

The Godfather: Part II (1974) Directed by Francis Ford Coppola. USA. Paramount Pictures. 200 mins.

DVD/Videocassettes

Life on Earth: 1, the infinite variety (1979) Directed by David Attenborough. BBC Natural History Unit. UK. [Videocassette]. 55mins.

The Sopranos (2003) The pilot. UK. WHV The Entertainment Network. [DVD].

Television and Radio

The Sopranos (2006) Series 6, Episode 1. UK. TV. E4. 31 August, 10pm.

Lovelock, James (2006) Interview in Today. Radio 4. 9 August, 6am.

Published Music – sheet music/scores

Wagner, R. (1973) Tristan und Isolde: complete orchestral score [Musical score]. Felix Motll, con. New York: Dover publications.

Sleeve Inserts/Liner Notes

Searle, H. (1991) Anton Webern essay in accompanying booklet, Webern: complete works Op. 1-31 [Liner notes]. Performed by the Juilliard String Quartet and the London Sinfonietta. Pierre Boulez, con. Sony Classical.

Single Track

The Beatles (2006) I am the walrus (love version) Love. Compact disc. London: EMI.

Album

The Beatles (2006) Love. Compact disc. London: EMI.

Downloaded Music

Berlioz (1987) Le Corsair Overture. Enrique Batiz, con. Produced by Brian Culverhouse. Culverhouse Classical Music Collection [Online]. Available: Film and Sound Online [10 January 2007].

1. General

1.1 Introduction

When you are preparing an essay or assignment you need to consult other people's work. It is very important that you acknowledge the sources from which you obtained ideas and information, and avoid plagiarism. The main reasons for citing references are as follows: to give credit to the originator of an idea; to demonstrate the body of knowledge upon which your research is based; and to enable those who read your work to locate your sources easily.

Your **reference list** at the end of the assignment will list all the works you have referred to. If you are using the Harvard System, this will be in alphabetical order by author.

A **bibliography** is an alphabetical list of works, usually in order of author, covering a particular topic. The bibliography may be annotated which means that it includes a short summary of the contents of each item listed. It may also be a list of works you have used as a source of information, but have not cited in the body of your text.

If you include a glossary of terms in your work it should come after any appendices, but before your reference list or bibliography.

The process of citing references consists of two parts:

- **Citing** - the way you refer to your sources within your written text.
- **Referencing** - the process of giving a clear and consistent description of each article or book (or any other publication type) used. Your Reference List comes at the end of your assignment.

There are two main citation/reference systems: the **Harvard System** (also known as the name & date system) and the **Numeric System**. The most commonly used method is the Harvard System. This is the system which will be described here. **Students of UWS must use the Harvard system unless instructed otherwise by their School or tutor.** The numeric system is described in the Appendix at the end.

General Note: References to the University of Paisley or Bell College written or published by either of these institutions before the merger in 2007 **should not** be changed to University of the West of Scotland.

1.2 Citations in your text

Cited publications are referred to in the text by giving the author's name and year of publication, in either of the forms shown below:

- In a recent study, Smith (2007) claimed that . . .
- In a recent study (Smith, 2007) it was argued that . . .

For publications by 2 or 3 authors, all names are given:

- In a recent study (Smith and Jones 2006) it was argued that...

For more than three authors, the last names of the first three authors followed by, "et al." is used:

- Reynolds, Smith, Jones et al. (2007)

Anonymous works may be shown by "Anon." in place of the author's name:

- A previous study (Anon., 1999) found that . . .

When the name of the author cannot be determined, and 'Anon.' is not appropriate, the book should be cited by title.

To cite more than one work by the same author, published in the same year, add letters after the dates:

- Miller (2007a) and Miller (2007b)

If more than one part of a document is being referred to at different points, or if you are giving an exact quotation from a work, you should identify the page numbers:

- Gates (2005, p. 32)

1.2.1 Second-hand references

"Cited in..."

Quote from original sources wherever possible. In some cases, however, you may wish to quote a piece of work that you have not read but which has been referred to in another work. This is called secondary referencing; you have not read the original piece of work. This may be because it is unpublished or not readily available. You are relying on the author you are reading to give a fair reflection of the contents of the original work. Your text must make it clear that you have not read the original but are referring to it from a secondary source. Use the term, "cited in...", followed by the reference for the work in which it is quoted, i.e. the work you have actually read. **It is the work you have actually read that then appears in the reference list at the end of your document.**

For example,

- In the 1920s, Fairbairn's Textbook for Midwives stated that ovulation and menstruation probably occur at the same time (Fairbairn, 1924, cited in Leap and Hunter, 1993).

1.2.2 Quotation

Direct quotations should have quotation marks at the start and finish of the quoted passage. If it is only a few words the passage may be inserted in the body of the text. If the quoted passage extends to a couple of lines, or a small paragraph, it should be indented. The ellipses ("...") indicate that you have omitted words from the quote. Page numbers are required for direct quotations.

For example,

- "The abbot Gregor Mendel was a particularly brilliant man. He is often portrayed as a genial old monk ...In reality, Mendel, was probably the first mathematical biologist." Jenkins (1998, p. 18).

1.3 Reference list at the end of your text

Bibliographic references are listed at the end of your text. These must enable your reader to identify the publications fully.

If there are more than 3 authors, use the first 3, followed by "et al."

Items are listed in alphabetical order by author's name and then by date, either as: Smith J., 2007 or Smith, J. (2007) or Smith, Jane (2007). Use *either* first name *or* initials. **The main thing is to be consistent throughout.**

When the name of the author cannot be determined, the book should be listed by title, keeping in the alphabetical sequence.

If there is more than one reference by an author, then the earliest reference comes first. If both are published in the same year, put these authors' references in alphabetical order of title.

For example:

- Alavi, C. (2005) Problem-based learning in a health sciences curriculum. London: Routledge.
- Beck, C. T. (2004a) Birth trauma: in the eye of the beholder. Nursing Research, Vol. 53, pp.28-35.
- Beck, C. T. (2004b) Post-traumatic stress disorder due to childbirth: the aftermath. Nursing Research, Vol. 53, pp. 216-224.
- Professional guide to diseases (1995). 5th ed. Springhouse: Springhouse Corp.
- Seedhouse, D. (2004) Health promotion: philosophy, prejudice and practice. Chichester: Wiley.
- Seedhouse, D. (2007) Ethics: the heart of health care. 3rd ed. Chichester: Wiley.
- McBride-Henry, K. and Foureur, M. (2007) A secondary care nursing perspective on medication administration safety. Journal of Advanced Nursing, Vol. 60(1), pp. 58-66.

2. References to printed books

2.1 Books

References to books should include the following information, which is usually found on the *title page* (inside the cover), and on the *back of the title page*:

- **Name of author.** Surname followed by first name or initials. In the text, if there are more than 3 authors, you should give only the first 3 authors' names, followed by "et al..." In the reference list, also give the first 3 authors' names followed by the words,"et al." Authors' names should be given in the order in which they appear on the title page of the work (do not rearrange them into alphabetical order). A company or organisation can also be an author, known as a corporate author.
 - Clamp
 - Department of Health
 - Jones, Grant and Paterson et al.
- **Name of editor.** If the book has an editor rather than an author, follow the rules as for an author but include '(ed.)' after the editor's name.
 - Henderson, C., Macdonald, S., Mayes, M. (eds.)
- **Year of publication.** This information can usually be found on the title page. The date should be the publication date of the edition you used, not the printing date which may also be listed.
- **Title.** This should be underlined and given exactly as written on the title page.
- **Edition.** The edition should be given if the book has had more than one edition published. There is no need to say the book is the 1st edition if it is the only edition.
 - 4th ed.
- **Place of publication and publisher.** If several places are mentioned use the first named British one, otherwise use the first city named.
 - London: Kogan Page
 - Oxford: Oxford University Press
 - New York: Plenum Press
- **Pagination.** Page numbers should be given if several references are made to different parts of the same work, or where there is a direct quote from the text.
 - pp. 35-42

Examples:

- Arshad, S. H., Holgate, S. T. and Adkinson, N. F. et al. (2005) Allergy: an atlas of investigation and managemen. Oxford: Atlas Medical Publishing.
- Ewles, L. and Simnett, I. (2003) Promoting health: a practical guide. 5th ed. Edinburgh: Bailliere Tindall.
- Fraser, D. M. and Cooper, M. A. (eds.) (2003) Myles textbook for midwives. 14th ed. Edinburgh: Churchill Livingstone.
- Williams, S. and Adam-Smith, D. (2006) Contemporary employment relations: a critical introduction. Oxford: Oxford University Press.

2.1 Chapters or parts of books

You may want to cite a part of a book with a different author and title from the book as a whole, such as a chapter from an edited collection. Within the text, refer to the author and date of the chapter. In the Reference List, give the author and title **of the chapter** first, then details of the book as a whole. Give the page numbers of the section to which you are referring.

- Johnson, M. and Long, T. (2006) Research ethics in Gerrish, K. and Lacey, A. (eds.) The research process in nursing. 5th ed. Oxford: Blackwell Science, pp. 31-42.

* * *

3. References to journal articles and newspaper articles.

References to journal articles should contain the following information:

- **Name of author.** Surname followed by first name or initials. If there are more than 3 authors, you should give only the first 3 authors' names, followed by "et al." in the text. In the reference list, also give the first 3 authors' names followed by "et al." Authors' names should be given in the order in which they appear on the title page of the article (do not rearrange them into alphabetical order.) If no author is given for a journal article, use "Anon." If a newspaper article has no author, the name of the newspaper is sufficient.
 - Emotive words linked to asthma (2005). The Guardian, 31 August.
 - Anon. (2006) Calcium and dairy foods result in lower blood pressure. Nursing Standard, Vol. 20(45), p. 18.
- **Year of publication.**
- **Title of article.**
- **Title of journal.** Journal titles should be underlined and should not be abbreviated. Always quote them in full.
 - British Medical Journal *not* BMJ
- **Volume and part number** (part number may not be available for some journals). "Part" may also be referred to as "issue". The volume comes first, the part number follows in brackets.
 - Vol. 41(6).

The detail of order and punctuation may vary between one writer and another, one journal and another, or with the same writer on different occasions.

For example, volume and part details of a journal article may be in the styles:

- Vol.25 No.1 or
 - 25 (1) or
 - Vol 25(1).
- **Page numbers** are given as "pp." For example, pages 16-32 are:
 - pp. 16-32

Again, sometimes page numbers follow volume and part without "pp.":

- 41(6): 16-32

The important thing is to stick to the style you are using and be consistent throughout.

If you are having an article published, be aware that publishers have their own house-styles.

Instructions for authors are usually given in each journal, sometimes in the first issue of a volume, and will certainly be available from publishers' websites.

Examples:

- Anderson, T. (2004) Blood transfusion: the hidden dangers. The Practising Midwife, Vol. 7(3), pp. 12-16.
- Antiplatelet drugs (2009) British National Formulary, Vol. 57, p. 131-132.
- Nanua, P. and Waldron, K. J. (1995) Energy comparison between trot, bound and gallop using a simple model. Journal of Biomechanical Engineering, Vol. 117(4), pp. 466-473.
- Wilson, R. A. (2005) Persons, social agency and constitution. Social Philosophy and Policy, Vol. 22(2), pp. 49-69.

* * *

4. References to government and official publications

4.1 UK publications

Reports

The author is usually the commissioning body. The Chairman is not the author, although reports often acquire a popular title using this name, e.g. the 'Acheson Report'. This report is not attributed to Sir D. Acheson, but to the Department of Health. Its full title is 'Independent inquiry into inequalities in health report' (Chairman Sir D. Acheson).

If the report is the result of research commissioned by a particular body, it is usual to attribute it to the researchers e.g. the NBS report, 'Supporting students in practice placements in Scotland' is correctly cited as (Watson & Harris 1999) because Hazel E. Watson and Bridget Harris undertook the research and also wrote the report.

The listed references for these two works would therefore read:

- Department of Health (1998) Independent inquiry into inequalities in health report (Chairman Sir D. Acheson). London: Department of Health.
- Watson, H.E. and Harris, B. (1999) Supporting students in practice placements in Scotland. Edinburgh: National Board for Nursing, Midwifery & Health Visiting for Scotland.

Acts of Parliament

These are referenced by citing the title and including the Act's chapter number for clarity.

- Pesticides Act 1998 (c.26) London: The Stationery Office.

Acts are organised numerically throughout the year. Public General Acts are given arabic numerals. Local and Personal Acts are given lower-case roman numerals. N.B. Prior to 1963 a different system operated, based on the date of the Sovereign's accession to the throne and the dates of the Parliamentary session.

- Education Act 1944 (7&8 Geo 6 c.31) London: HMSO.

Command Papers

These are cited by author (usually a committee), date, title, publisher, command paper abbreviation and number. Command Papers are numbered sequentially regardless of Parliamentary session. The running number and prefix is on the bottom left hand corner of the cover and the title page. The prefix has changed over the years and you need to be careful in citing this abbreviation correctly.

- Department of the Environment (1990) This Common Inheritance: Britain's environmental strategy. London: HMSO. Cm1200.

House of Commons Papers

HoC papers are cited by author (usually a committee), date, title, publisher, HC number, and parliamentary session.

- House of Commons Environment Committee (1992) The Government's proposals for an Environment Agency. London: HMSO. HC55 (1991-92).

Statutory Instruments

SIs are cited by title, the abbreviation 'SI', year of publication, number, place and publisher.

- National assistance (assessment of resources) regulations (1992) SI 1992/2977. London: HMSO.

Non-parliamentary publications

- Department of National Heritage (1997) Guide to safety in sports grounds. 4th ed. London: HMSO.

4.2 European Union publications

COM documents

Com documents are proposals for new legislation put forward by the European Union. They include the following information as well as the title: the last two digits of the year in round brackets, the serial number, and the word 'final' to indicate that it is the final version and not one of the earlier drafts.

- Proposal for a Council directive on uniform procedures for checks on the transport of dangerous goods by road, COM (93) 965, final.

Secondary legislation

Secondary legislation includes directives and decisions. They include the following information:

- institutional origin - Commission or Council
- form - Regulation, Directive, Decision
- unique number; year of enactment
- institutional treaty under which it was made - EEC/EC, ECSC, Euratom
- the date it was passed

Optional information can include the title of the legislation and a reference to the issue of the Official Journal of the European Communities in which it was published.

Regulations

Regulations are normally cited with the name of institutional treaty, followed by the legislation number and the year of enactment.

- Council Regulations (EC) No. 40/94 of 20 December 1993 on the Community trade mark.

Directives and Decisions

Directives are cited by year of enactment, legislation number and institutional treaty.

- Council Directive 90/365/EEC of 28 June 1990 on the right of residence for employees and self employed persons who have ceased their occupational activity.
- Commission Decision 94/10/EC of 21 December 1993 on a standard summary form for the notification of a decision to award the Community eco-label.

Shorter versions would be cited as follows:

- Council Directive 90/365/EEC.
- Commission Decision 94/10/EC.

* * *

5. Conferences, theses, standards, patents

Conferences

It should be made clear whether you are referring to the whole record of a conference (known as the proceedings), or to an individual paper given at a conference.

Proceedings

The first element should be the editor of the proceedings. If this cannot be found, begin the reference with the title of the conference, and include the place and date of the conference if possible. Also include the publisher and date of publication of the proceedings.

- Levinson, A.A. (ed.) (1970) Proceedings of the Apollo II lunar science conference, Houston, Texas, January 1970. London: Pergamon Press.

Papers

The first element should be the author(s) and title of the paper, then the details of the conference and where it was held.

- Phillips, K.G. and Henselwood, F.W. (1991) A discussion of the detonation potential of ethylene vapor clouds in: Cunningham, J. (ed.) International Conference on Modeling and Mitigating the Consequences of Accidental Releases of Hazardous Materials, New Orleans, Louisiana, May 1991. Chicago: American Institute of Chemical Engineers.

Theses or dissertations

- Brown, G.C. (1986) Control of mitochondrial respiration. PhD. thesis, Cambridge University.

British Standards

- British Standards Institution (1972) A guide to quality assurance. BS 4891.

Patents

Include the inventor(s) as well as the assignee (which will often be a company or organisation).

- Graham, C.P., Fonti, L. and Martinez, A.M. (1972) American Sugar Company. Tableting sugar and compositions containing it. U.S. Pat. 3,642, 535.

Reports

Always include the report code and number (in brackets).

- Scott, H. and Strause, K. (1984) Workstation control in a computer integrated manufacturing system. Society of Manufacturing Engineering. (Technical Report MS 84-786).

* * *

6. Film, DVD and video, broadcast media – radio, TV

6.1 Film

Give the following information (if known):

- Title
- Date
- Producer or director
- Country of Production
- Production company
- Duration
- The Godfather: Part II (1974) Directed by Francis Ford Coppola. USA. Paramount Pictures. 200 mins.

6.2 DVD/videocassette

- Life on Earth: 1, the infinite variety (1979) Directed by David Attenborough. BBC Natural History Unit. UK. [Videocassette]. 55mins.
- Once upon a time in the west (1968) Directed by Sergio Leone. USA. Paramount Pictures. [DVD]. 159 mins.
- The Sopranos (2003) The pilot. UK. WHV The Entertainment Network. [DVD].

6.3 Television and radio

Give the following information (if known):

- Title
- Year
- Episode in Series
- Country
- Broadcast media (eg, TV or radio)

- Network
- Date and time of transmission
- Panorama (2006) UK. TV. BBC1. 18 June. 10pm.
- The Sopranos (2006) Series 6, Episode 1. UK. TV. E4. 31 August, 10pm.

If you are quoting from a contributor to the programme, include the contributor's name.

- Lovelock, James (2006) Interview in Today. Radio 4. 9 August, 6am.

6.4 Podcasts

Give the following information (if known):

- Title
- Year
- Country
- Podcast and broadcast medium (square brackets)
- Network
- Date and time of transmission
- Available statement
- Date visited (square brackets)
- The Clash (2007) UK [Podcast radio programme]. Radio 1. 10 January 2007. 10pm. Available: <http://bbc.co.uk/radio1/documentaries/podcast.html> [10 January 2007].

* * *

7. Music

7.1 Published music – sheet music/scores

Give the following information (if known):

- Composer
- Year of publication (in brackets)
- Title of composition
- Format (square brackets)
- Subsidiary originator (e.g. editor)
- Conductor
- Place of publication
- Publisher
- Wagner, R. (1973) Tristan und Isolde: complete orchestral score [Musical score]. Felix Motll, con. New York: Dover publications.

7.2 Sleeve inserts/liner notes

Give the following information (if known):

- Author of notes
- Copyright year (in brackets)
- Title of section in liner notes.
- 'In' title of album
- Format (square brackets)
- Place of publication
- Publisher
- Searle, H. (1991) Anton Webern essay in accompanying booklet, Webern: complete works Op. 1-31 [liner notes]. Performed by the Juilliard String Quartet and the London Sinfonietta. Pierre Boulez, con. Sony Classical.

7.3 Single track

Give the following information (if known):

- Artist
 - Year of distribution (in brackets)
 - Title of track
 - Title of album (underline)
 - Medium (square brackets)
 - Place of publication
 - Publisher
- The Beatles (2006) I am the walrus (love version) Love [Compact disc]. London: EMI.

7.4 Album

Give the following information (if known):

- Artist
 - Year (in brackets)
 - Title of album (underline)
 - Medium
 - Place of publication
 - Publisher
- The Beatles (2006) Love [Compact disc]. London: EMI.

7.5 Music video

Give the following information (if known):

- Artist
 - Year (in brackets)
 - Title of piece (underline)
 - Director
 - Medium (square brackets)
 - Place of publication
 - Publisher
- Springsteen, Bruce (1984) Dancing in the dark. From Born in the USA. Directed by Brian de Palma. [Music video] Columbia, VH1.

7.6 Song lyrics

Give the following information (if known):

- Artist
 - Year (in brackets)
 - Title of piece (underline)
 - Medium (square brackets)
 - Album
 - Place of publication
 - Publisher
- Tunstall, KT (2005) Suddenly I see [Compact disc]. Eye to the telescope. Relentless.

7.7 Downloaded music from electronic source

Give the following information (if known):

- Artist

- Year (in brackets)
 - Title of piece (underline)
 - Director/Producer
 - Source
 - Medium (i.e. 'Online' in square brackets)
 - Available statement (Available: Database)
 - Date visited (square brackets)
- Berlioz (1987) Le Corsair Overture. Enrique Batiz, con. Produced by Brian Culverhouse. Culverhouse Classical Music Collection [Online]. Available: Film and Sound Online [10 January 2007].

* * *

8. Online resources

8.1 Journal or newspaper articles

Journal or newspaper articles from an online collection or database, e.g. Internurse, Proquest, Emerald, etc.

Give the following information (if known):

- Author
- Year of publication
- Title of article
- Title of journal (underline)
- Medium (i.e. 'Online' in square brackets)
- Volume and issue number
- Page numbers (if available)
- Available statement (Available: Database)
- Date visited (square brackets)

- Gunther, M., Evans, G., Mefford, L. et al. (2007) The relationship between leadership styles and empathy among student nurses. Nursing Outlook [Online], Vol. 55(4), p. 196. Available: ProQuest [29 May 2008].

Journal article direct from the Internet

Give the following information (if known):

- Author
- Year of publication
- Title of article
- Title of journal (underline)
- Medium (i.e. 'Online' in square brackets)
- Volume and issue number
- Page numbers (if available)
- Available statement (Available: http://Internet address)
- Date visited (square brackets)

- McDowell, S.E., Coleman, J.J. and Ferner, S.E. (2006) Ethnicity can affect risk of adverse drug reactions. British Medical Journal [Online], Vol. 332, pp. 1177-1181. Available: <http://www.bmj.com/cgi/content/full/332/7551/0> [29 May 2008].

8.2 Electronic books (eBooks)

Electronic book from an online collection, e.g. NetLibrary or Taylor and Francis.

Give the following information (if known):

- Author
 - Year of publication
 - Title (underline)
 - Medium (i.e. 'Online' in square brackets)
 - Edition
 - Place of publication
 - Publisher
 - Available statement (Available: Database)
 - Date visited (square brackets)
- Courtenay, M. (2000) Advanced nursing skills: principles and practice [Online]. London: Greenwich Medical Media. Available: Netlibrary [29 May 2008].

Electronic book direct from the Internet

Give the following information (if known):

- Author
 - Year of publication
 - Title (underline)
 - Medium (i.e. 'Online' in square brackets)
 - Edition
 - Place of publication
 - Publisher
 - Available statement (Available: <http://Internet address>)
 - Date visited (square brackets)
- Freud, S. (1999) Interpretation of dreams [Online]. 3rd ed. Oxford: Oxford University Press. Available: <http://www.psychwww.com/books/interp/toc.htm>. [29 May 2008].

8.3 Electronic book where chapters are written by different authors

Give the following information (if known):

- Author of chapter
 - Year of publication
 - Title of chapter
 - In statement
 - Author (ed. added to indicate editor)
 - Title (underline)
 - Medium (i.e. 'Online' in square brackets)
 - Place of publication
 - Publisher
 - Page numbers
 - Available statement (Available: <http://Internet address>)
 - Date visited (square brackets)
- Lindsay, J. (1994) Anxiety disorders and other neuroses in Butler, R. and Pitt, B. (eds.) Seminars in old age psychiatry [Online]. London: Gaskell, pp. 135-6. Available: <http://www.rcpsych.ac.uk/publications/gaskell/semOAP.htm> [15 August 2004].

Book from an online collection, e.g. NetLibrary, where chapters are written by different authors

Give the following information (if known):

- Author of chapter
 - Year of publication
 - Title of chapter
 - In statement
 - Author (ed. added to indicate editor)
 - Title (underline)
 - Medium (i.e. 'Online' in square brackets)
 - Place of publication
 - Publisher
 - Page numbers
 - Available statement (Available: Database)
 - Date visited (square brackets)
- Sommerville, M. (1998) Drugs in Rheumatology in Le Gallez, P. (ed.) Rheumatology for nurses: patient care [Online]. London: Whurr, pp. 143-5. Available: NetLibrary [29 May 2008].

Part or chapter of a book from the Internet

Give the following information (if known):

- Author
 - Year of publication
 - Title (underline)
 - Medium (i.e. 'Online' in square brackets)
 - Edition
 - Place of publication
 - Publisher
 - Part/chapter (in brackets)
 - Title of part/chapter
 - Available statement (Available: <http://Internet address>)
 - Date visited (square brackets)
- Freud, S. (1999) Interpretation of dreams [Online]. 3rd ed. Oxford: Oxford University Press. (Chapter 1. Section E. The psychological peculiarities of dreams). Available: <http://www.psychwww.com/books/interp/toc.htm> [11 August 2004].

8.4 Abstract from an online bibliographic database

Give the following information (if known):

- Author
 - Year of publication
 - Title of article
 - Title of journal (underline)
 - Medium (i.e. 'Online' in square brackets)
 - Volume and issue number
 - Page numbers (if available)
 - Available statement (Available: Database)
 - Date visited (square brackets)
- Anon. (2007) Breastfed babies half as likely to be in hospital for diarrhoea. Nursing Standard, abstract, [Online], Vol. 21(46), pp. 17. Available: Ebsco/CINAHL [29 May 2008].

8.5 Pages from the Internet, including PDF files

Give the following information (if known):

- Author (if available - if not available put the title first)
 - Year (look for 'last updated' or copyright date)
 - Title (underline)
 - Medium (i.e. 'Online' in square brackets)
 - Available statement (Available: <http://Internet address>)
 - Date visited (square brackets)
- Health Scotland (2007) NHS Health Scotland [Online]. Available: <http://www.healthscotland.com/> [18 October 2007].
- Nursing and Midwifery Council (2008) The Code: standards of conduct, performance and ethics for nurses and midwives. [Online] Available: <http://www.nmc-uk.org/aDisplayDocument.aspx?DocumentID=5982> [22 July 2009].
- Nursing and Midwifery Council (2008) The Code. [Online] Available <http://www.nmc-uk.org/aArticle.aspx?ArticleID=1658> [22 July 2009].

8.6 CD-ROMs, floppy disks

Give the following information (if known):

- Author
 - Date of publication (in round brackets)
 - Title (underline)
 - Medium (square brackets)
 - Edition
 - Place of publication
 - Publisher
- Jobber, D. (2007) Principles and practice of marketing [CD-ROM]. 5th ed. London: McGraw-Hill.
- Hill, T. (2000) Data disk to accompany Hill: operations management [Floppy Disk]. London: MacMillan Business.

8.7 E-mail

Give the following information (if known):

- Author
 - Date of message (in round brackets)
 - Subject (underline)
 - e-mail to recipient's name (in square brackets)
 - Medium (i.e. 'Online' in square brackets)
 - Available e-mail: recipient's e-mail address
- Chambers, S. (6 April 2008) Module descriptor [e-mail to L. Thomas] [Online]. Available e-mail: l.thomas@yahoo.co.uk.

8.8 Blog/newsgroup/discussion group message

Give the following information (if known):

- Author
 - Date (in round brackets)
 - Subject (underline)
 - [Discussion]
 - Medium (i.e. 'Online' in square brackets)
 - Available e-mail: name of the group or e-mail
- Clark, P. (9 August 2000) Clinical guidelines [Discussion], [Online]. Available e-mail: JISCmail: lis-nursing.

* * *

9. Unpublished works.

Give the following information (if known):

- Author
 - Date (in round brackets). If no date is available use "N.D." in place of the year (standing for "no date").
 - Title (underline)
 - [Unpublished]
 - Any other relevant information, e.g. place of production.
- Scullion, K. (2002) A research study: observing the efficacy of a one hour, school-based, drug education intervention efficacy measured by comparison against the control group. [Unpublished dissertation]. Paisley: Centre for Alcohol and Drug Studies, University of Paisley.

* * *

10. Leaflets, pamphlets, posters, etc.

Give the following information (if known):

- Author
 - Date (in round brackets). If no date is available use "n.d." in place of the year (standing for "no date").
 - Title (underline)
 - Format (e.g. "Leaflet", "pamphlet", "poster") in square brackets.
 - Publisher or available statement.
 - Date accessed (in square brackets).
- National Health Service (n.d.) Transplants save lives. [Leaflet]. Available: NHS Blood and Transplant, Fox Den Road, Stoke Gifford, Bristol, BS34 8RR [21 July 2009].
- Edwards, D. (n.d.) How to write a bad essay. [Poster]. Available: University Student Services, Dumfries and Galloway College Building, Bankend Road, Dumfries [21 July 2009].
- Royal College of Nursing (2006) RCN Principles: a framework for evaluating health and social care policy. [Pamphlet]. Available: Royal College of Nursing, 20 Cavendish Square, London, W1G 0RN [21 July 2009].

Appendix – Numeric System

Citation method

Each publication is numbered according to the order it is first referred to in the text. This number is given in brackets or as superscript:

In a recent book, Harris (3) suggested...
In a recent book, Harris³ suggested...

You can also use the numbers on their own:

In a recent book (3) it is suggested
In a recent book³ it is suggested

Subsequent citations of a particular document receive the same number as the first. The references are then listed in full in numerical order at the end of the text.

Second hand references

See section 2.1 above for general discussion of these.

For example,

Doyle states that reading professional literature can be seen as a means of continued learning for nurses, cited in Gossner et al. (5)

Listing references at the end of the text

See section 3 above for general discussion.

Entries are listed in numerical order to match the sequence of references in the text.

For example,

1. Jones, L.J. Social context of health and health work. London: MacMillan, 1994.
2. Butler, A. Social work and mental illness. London, MacMillan: 1983.
3. Lipsky, M. Protest as a political resource. American Political Science Review, 62, 1986, pp. 1114-1158.
4. Lees, R. Politics and social work. New York: Routledge and Kegan Paul, 1972.

Op. cit.* and *Ibid.

Op. cit., short for "opus citatum", means "the work cited". This term refers the reader to a previous citation in the reference list or footnotes. To find the *Op.cit.* source, look at the previous footnotes or general references section to find the relevant author.

Ibid. (short for *ibidem*, meaning "the same place") refers to the previous citation.

Further Reading

American Psychological Association (2009) APA Style Help. [Online]. Available: <http://www.apastyle.org/apa-style-help.aspx> [23 July, 2009].

Bosworth, D. P. (2004) Citing your references. A guide for authors of journal articles and students writing theses or dissertations. 3rd ed. Gilwern, Abergavenny: GSSE.

British Standards Institution (1990) Recommendations for citing and referencing published material. BS5605. 2nd ed. London: BSI.

Cheney, D. (2002) The complete guide to citing Government information resources. A manual for social science and business research. 3rd ed. Bethesda, Maryland: Congressional Information Service.

Harvard Kennedy School Library & Knowledge Services (2008) Style & Citation Guides. [Online]. Available: <http://www.hks.harvard.edu/library/research/guides/?guide=style> [23 July, 2009].

Li, X. (1996) Electronic styles : a handbook for citing electronic information, 2nd ed. Medford, N.J. : Information Today.

Library Staff, John Paul College Frankston, Victoria (1995) Guidelines for referencing and bibliographies. 3rd ed. Frankston, Victoria: John Paul College.

Neville, C. (2007) The complete guide to referencing and avoiding plagiarism. Maidenhead: Open University Press.

Pears, R. and Shields, G. (2005) Cite them right: the essential guide to referencing and plagiarism. New ed. Newcastle upon Tyne: Pear Tree Books.

Raistrick, D. (2008) Index to legal citations and abbreviations, 3rd ed. London: Sweet & Maxwell.