

**Appendix 1 – Referencing Guidelines**

**REFERENCING GUIDELINES**

**September 2016**

## Contents

<b>Section A – General Questions</b>	<b>4</b>
1. What is Referencing?	4
2. What is a reference list?	4
3. What is a Bibliography?	4
4. Where do I find these details?	5
5. What do I do if I have 2+ references by the same author?	5
6. What if I have 2+ references by the same author in the same year?	5
7. What is plagiarism?	5
8. How can I avoid plagiarism?	6
9. What is quoting?	6
10. What is paraphrasing?	6
11. What does <i>ibid</i> mean?	7
12. What does <i>op cit</i> mean?	7
13. What does <i>et al</i> mean?	8
14. Do I need to say which edition I used?	8
15. What is secondary citation?	8
16. How do I cite several authors who have all said the same thing?	8
17. Do I need to reference pictures/diagrams used in text?	9
18. Can I use abbreviations?	9
19. Can I use, and reference a tutor's lecture/handouts?	10
20. If I have accessed a hard copy source via the internet (i.e. a journal), how do I reference it?	10
21. How can I make sure I have been consistent between my in-text citation and reference list?	10
<b>Section B - Guidance on each format</b>	<b>10</b>
<b>Hard Copy</b>	<b>10</b>
Books	10
Books with 2 authors	11
Books with 3+ authors	11
Chapter in an edited book	11
A Translated book	11
A Dictionary	11
Journal article	12
A Newspaper article	12
A Professional bulletin/newsletter	12
An Official Report	12
An Act of Parliament	13
Legal Reports/Cases	13
A leaflet/pamphlet	13
A PhD thesis, dissertation or unpublished research	13
A Conference presentation	13
A face-to-face interview or conversation	13
A letter	14
<b>Electronic Resources</b>	<b>14</b>
Web pages	14
The Department of Health/NHS web pages	14
An e-book	15

Online journals.....	15
An online newspaper .....	15
Radio programme.....	16
Online Radio Programme .....	16
A podcast .....	16
TV programme.....	16
Online TV programme .....	16
Film .....	17
DVD/Video/CD Rom .....	17
Email .....	17
Social Media – e.g. Facebook/Twitter .....	17
Blogs .....	18
YouTube.....	18
SlideShare.....	18
Online image library.....	18
<b>Bibliography.....</b>	<b>20</b>

## Section A – General Questions

### 1. What is Referencing?

Referencing is the system by which we acknowledge all sources used within a piece of work, either directly via quotes, or indirectly via paraphrasing and summarising. Referencing allows you to give credit to authors' concepts and ideas, demonstrate your breadth of reading and subsequent knowledge on a subject, direct readers to your sources, and avoid plagiarism.

You should always use the best available sources of evidence, such as peer reviewed journals and recognised books. Newspaper articles, and public information web-pages should be avoided, unless they are the only source of appropriate information, or relevant to the module and assignment task.

There are various systems of referencing, but the School of Health and Human Sciences (SHHS) expects its students to use the Harvard system. This system uses an (Author's surname, Year) method when citing in text, and full details of these references are then given at the end of the work in a reference list. This method is applied for all types of resource, and examples of each are given in Section B.

This system should be followed explicitly, and submitted work that follows the guidance listed below will be accepted by all assessors within the SHHS as an accurate and systematic referencing system, marked accordingly. Work submitted that adopts alternative systems or inaccurately applies the Harvard system may lose marks.

**NB** - A few SHHS programmes/modules (e.g. DClinPsych) advocate the use of the APA referencing system, or the use of footnotes for certain sources. If this is the case, it will be made clear in the relevant programme handbook/ module guide. Please seek advice from your module lead if unsure.

### 2. What is a reference list?

A Reference list is a **single, alphabetical** list of ALL sources cited within your text, given at the back of EVERY assignment. The list is not numbered and you do NOT need separate lists for books, journals, web pages, pictures etc. If you are including appendices within your assignment, these come AFTER the reference list. Any references cited within the appendices should be given as footnotes on the relevant page, using the Harvard style.

#### Example:

##### Reference List

Get Body Smart (2012) *Skeletal System* Online at:

<http://www.getbodysmart.com/ap/skeletalsystem/skeleton/menu/menu.html> [Accessed on: 01 January 2012]

Palastanga N, Soames R & Palastanga D (2008) *Anatomy & Human Movement Pocketbook* Oxford: Churchill Livingstone

Waugh A & Grant A (2010) *Ross and Wilson Anatomy and Physiology in health and Illness* (11<sup>th</sup> edition) Oxford: Elsevier

Winston R (2005) *Body: An amazing tour of human anatomy* London: Dorling Kindersley

### 3. What is a Bibliography?

Within SHHS, a bibliography is a list of sources that have influenced the author's work, but have not been cited within the text. They are rarely required.

**Example:**

**Bibliography**

Warburton D (2006) *How to write better essays*. London: Routledge

**4. Where do I find these details?**

The bibliographical details for each type of source will vary, and required details for each type are given in section 2. For books, details are usually found inside the front cover. Journal article details are often given under the abstract, or as a footnote.

**5. What do I do if I have 2+ references by the same author?**

List the references in chronological order, oldest first.

**Example:**

Ham C (2003) *Reasonable Rationing: International Experience of priority setting in Healthcare* Maidenhead: Open University Press

Ham C (2009) *Health Policy in Britain* (6<sup>th</sup> edition) Basingstoke: Palgrave

**6. What if I have 2+ references by the same author in the same year?**

Identify each separate reference in your text by adding a letter after the year  
e.g. (Department of Health, 2008a), and then apply these letters in your reference list.

**Example:**

Department of Health (2008a) *Health and Social Care Act* Online at:  
[http://www.legislation.gov.uk/ukpga/2008/14/pdfs/ukpga\\_20080014\\_en.pdf](http://www.legislation.gov.uk/ukpga/2008/14/pdfs/ukpga_20080014_en.pdf) [Accessed on: 01 January 2012]

Department of Health (2008b) *Your health, your way* Online at:  
<http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/Healthcare/Longtermconditions/yourhealth/index.htm> [Accessed on: 01 January 2012]

**7. What is plagiarism?**

Plagiarism is to steal ideas, verbalisations or writings from another person without correct acknowledgement, presenting these as your own work. It also includes utilising your own previous assessment submissions, without correct identification of such ('Self-plagiarism'). Any source you access and utilise when preparing your work (book, journal article, newspaper article, internet page, podcast etc.) MUST be referenced appropriately to avoid plagiarism- ignorance of correct referencing techniques is inexcusable.

You may also be accused of assisting plagiarism if you lend your work to another student who then copies your text.

Plagiarism is indefensible and will not be tolerated in any form within the University of Essex. This Academic Offence carries severe penalties, and you may be withdrawn from your programme.

**ALL** SHHS students should access the University of Essex Plagiarism on-line tutorial at: <http://www.essex.ac.uk/plagiarism/index.html> to familiarise themselves with this issue. If you are concerned about plagiarism you should talk with your tutor.

## 8. How can I avoid plagiarism?

Give yourself enough time to plan, draft, write, edit and proof-read your work. Make sure you print or save full details of all sources, so that you can reference them easily once you have used them. Do not copy and paste large chunks of text from the internet – look at the source, read it critically, identify the main themes, and then paraphrase or present as a direct quote. NB- Paraphrasing does not mean changing the odd word within a sentence. You need to re-phrase the entire sentence in your own words, thus demonstrating your understanding.

## 9. What is quoting?

Ideally, higher education students should be able to paraphrase sources to demonstrate their own understanding of a subject. However, if you read a section of text, and feel that it is best said in the original words (for example a well-used phrase, or important speech), you should present it as a direct quote. You **MUST** always give the page number where the quote was taken from within your reference citation.

Direct quotes should be written within speech marks (to facilitate recognition by plagiarism software), and the page number should be given after a colon. Short quotes can be given within a sentence; longer quotes should be indented within the text, although the use of long quotes should be avoided where possible.

### Example 1:

With the NHS reforms currently being seen, the mantra “No decision about me, without me” has become well discussed (Department of Health 2012:8).

### Example 2:

Similarities can be drawn between the apprehension felt with the current NHS reforms, and those felt with its inception in 1948. Aneurin Bevan’s famous words of 1948 could quite easily have been said by Andrew Lansley, as he desperately tries to convince the public of current NHS changes:

“On July 5 we start, together, the new National Health Service. It has not had an altogether trouble-free gestation! There have been understandable anxieties, inevitable in so great and novel an undertaking” (Bevan, 1948: 4565).

As we enter the new era.....

## 10. What is paraphrasing?

Paraphrasing is when you read some information from a source, and put it into your own words. Changing one or two words does **NOT** suffice.

You still need to reference where the information has come from, although you do not need to use quotation marks, or give a page number.

**Example:**

**ORIGINAL LOWE AND COOK (2003) TEXT:**

Going to University is a challenging hurdle for most students but for others it is an intimidating leap into the unknown. The abrupt shift from the controlled environments of school or college and family to an environment in which the students are expected to accept personal responsibility for both academic and social aspects of their lives will create anxiety and distress, undermining their normal coping mechanisms. Some students will eventually cope simply by avoiding the challenge.

**PARAPHRASED:**

Starting University can be a challenge for many students as they move away from familiar environments at home and school/college, and as they take on more responsibility for their own learning, and well-being. This can cause anxiety and distress, and even withdrawal from programmes (Lowe and Cook 2003).

It is up to you how you word the sentence to include the reference citation. You should always try to place the citation as close to the element taken from that source, either at the start, within, or at the end of the sentence.

For the above text, you could also use:

Lowe and Cook (2003) state that starting University can be a.....

OR

In a recent study on University transition by Lowe and Cook (2003), it was seen that starting University.....

**11. What does *ibid* mean?**

*Ibid* (from the Latin *ibidem*) means 'as mentioned directly above', and can be used when using the same reference in succession, with no other author in between. If you are giving a direct quote, you should still give the page number. If you are referring to a source that is written by an author with another source used elsewhere in text, you should stick to (Author, year).

**Example:**

Clarke et al (2012) suggest that students should be taught the fundamentals of referencing at an early stage of their course, to establish the expected requirements of the programme team. It is also suggested that a written guide is made available to enhance understanding and subsequent success with the techniques (*ibid*).

**12. What does *op cit* mean?**

*Op cit* (from the Latin *opera citato*) means 'in the work cited', and refers to a reference given elsewhere in the document, but not immediately before. It is not good academic practice to use *op cit*, and will not save you words in your word count.

**NB – The use of *Ibid* and *op cit* is NOT encouraged within SHHS and if used, should only be used sparingly, and if you are confident with their use.**

### 13. What does et al mean?

*et al* means 'and others', and should be used ONLY in text, when citing sources with 3 or more authors/editors. ALL authors should be given in the reference list, even if they are numerous, in the order they appear in the original source.

#### Example in text:

Fergey *et al* (2008) argue that study skills weekends prepare students effectively for the first year of University study.

#### In Reference list:

Fergey S, Heatley S, Morgan G & Hodgson D (2008) 'The impact of pre-entry study skills training programmes on students' first year experience in health and social care programmes' *Nurse Education in Practice* 8 (1): 20-30

### 14. Do I need to say which edition I used?

Yes, this is very important in a reference list as editions vary in content, and page numbering. You should always write edition in full, to prevent confusion with 'editor'.

#### Example:

Waugh A & Grant A (2010) *Ross and Wilson Anatomy and Physiology in Health and Illness* (11<sup>th</sup> edition) Oxford: Elsevier

### 15. What is secondary citation?

Secondary citation (or indirect referencing) is when the source you are reading refers to, and references another source. If this information is important and you wish to use it, it is best practice to access the original source and read the information for yourself to check context and accuracy. Information on the source should be accessible via the reference list of the source you are currently reading.

If this is not possible, you should not really refer to the source, although if important, you can use secondary citation. In text, you would cite the original author (year), cited in the author you have read (year). In the list, you would only need to put the source you have actually accessed.

#### Example in text:

It could be argued that in the community, alcohol gel is a practical alternative to hand washing (Pellowe *et al* 2003, cited in Patel 2004).

#### Example in Reference list:

As you did NOT read Pellowe, you cannot list it- list what you have read, which is:  
Patel S (2004) 'The efficacy of alcohol-based hand disinfectant products' *Nursing Times* 100 (23):23  
Online at: [http://www.nursingtimes.net/204343.article?&lang=en\\_us&output=json#](http://www.nursingtimes.net/204343.article?&lang=en_us&output=json#) [Accessed on: 01 January 2012]

### 16. How do I cite several authors who have all said the same thing?



If you have read about an issue/theory that appears in several different places, you may wish to cite them all when paraphrasing. This is good practice, as it strengthens the evidence for what you are saying in text. When citing multiple authors in text, you should cite them in chronological order, oldest first. All references cited should appear in the reference list.

**Example:**

Since concerns were initially raised over a link between the MMR vaccine and Autism in children (Wakefield 1998), overwhelming evidence now exists that disproves any link between the two (Farrington et al 2001, DeStefano et al 2004, Demicheli et al 2005). Despite this evidence, parents remain concerned over possible risks to the future health of their children (Poland & Jacobsen 2011).

**17. Do I need to reference pictures/diagrams used in text?**

You should always cite and list ALL sources within your work, including any pictures/diagrams/graphs etc. taken from elsewhere.

In text, all pictures/diagrams etc. need a Figure number, a title, and:

- If copied directly - (Taken from Author, Year)
- If edited/alterd in any way- (Adapted from Author, Year)

In the Reference list, the picture should be listed as with any other source, see section B.

Example in text:

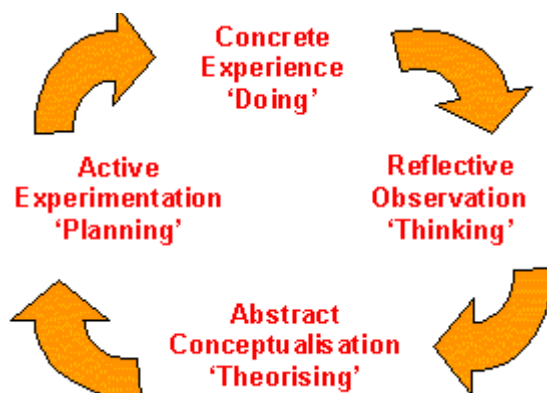


Figure 1- Kolb's 1984 Learning Cycle  
(Taken from: Warwick Learning and Development Centre 2012)

**18. Can I use abbreviations?**

As with elsewhere in your coursework, recognised abbreviations are fine to use, as long as you explain them in full first, **both** in text and again in the reference list.

**Example in text:**

In 2008, the Department of Health (DH) released a report entitled High Quality Care for all: NHS Next Stage Review (DH2008a). This report was accompanied by a report looking at the National Health Service (NHS) workforce (DH2008b).

**Example in Reference list:**

Department of Health (DH) (2008a) *High Quality Care for all: NHS Next Stage Review* London: DH  
DH (2008b) *A High Quality workforce* London: DH

### **19. Can I use, and reference a tutor's lecture/handouts?**

It is NOT acceptable to directly reference information given in SHHS lectures/handouts. You should obtain the relevant reference from that tutor, and seek the material independently, to enhance understanding and allow you to use the information in the correct context etc.

### **20. If I have accessed a hard copy source via the internet (i.e. a journal), how do I reference it?**

This is becoming more common, as articles and resources are becoming available online. It is best to reference according to the version you have accessed, so be truthful. An example is a lengthy Department of Health report, which is available as hard copy, but most easily accessed online - reference as an electronic resource (see section B).

**NB- If you have accessed an electronic resource via a password protected website e.g. EBSCOhost, you only need to give the hard copy details and the database used, as the link will not be valid without your password.**

### **21. How can I make sure I have been consistent between my in-text citation and reference list?**

Software is available which stores, and manages your references, and can generate lists for you. However, there is still room for error with this software, and the lists may not meet the SHHS format requirements.

A safer method is to create a bibliography of all the information you have gathered initially, before you start writing your coursework. As you start to write your coursework, and cite each reference, cut and paste the appropriate reference into a reference list, in alphabetical order. When you have finished your coursework, all references cited should now be in your reference list, and any remaining sources are your bibliography.

## **Section B - Guidance on each format**

Opinion on font, punctuation etc. within reference lists is varied, and often causes students some confusion. On the following pages are the SHHS preferred formats for each source type, and consistency in your reference list is checked.

In general, there is only punctuation between multiple authors, the title of the published source (book, journal, webpage etc.) should be in italics and with principal words capitalised, and the town/city of publication should precede the publisher's name. If using a chapter in an edited book, or an article in a journal, the title of this should be in 'apostrophes' (see relevant example).

### **Hard Copy**

#### **Books**

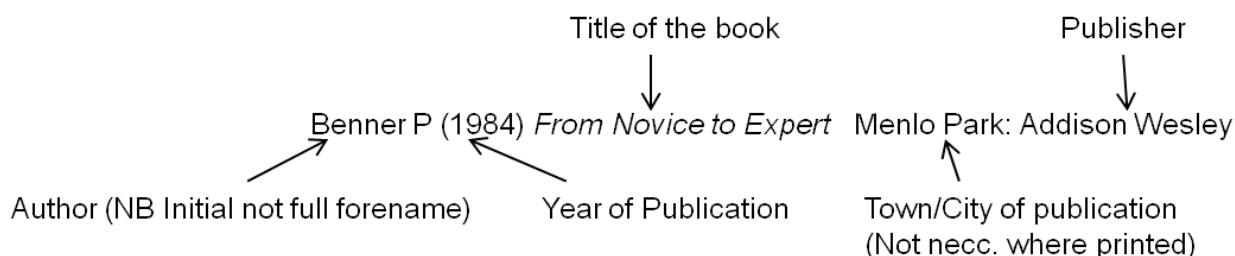
- Paraphrased within the text:

It is not common practice for nurses to record the details of their practice and consequently this information is not made accessible to others (Benner 1984).

- Cited within the text (note page number)

“A wealth of untapped knowledge is embedded in the practices and ‘knowhow’ of expert nurse clinicians, but this knowledge will not expand or fully develop unless nurses systematically record what they learn from their own experience” (Benner 1984:11).

#### ▪ Reference List



#### **Books with 2 authors**

- In text (Holey & Cook 1999)
- In Reference List

Holey E & Cook E (1999) *Therapeutic Massage* London:WB Saunders Company Ltd

#### **Books with 3+ authors**

- In text (Schofield et al 2007)
- In Reference List (NB - Give them all, even if there are 20 authors!)

Schofield P, Aveyard B & Black C (2007) *Management of Pain in Older People* Keswick: M&K Publishing

#### **Chapter in an edited book**

Cite the author of the chapter, NOT the editor of the book in text, and then give both in the list, using (ed) or (eds) to indicate the editor(s), and include the page numbers of the chapter.

- In text (Bryon & Steed 2008)
- In Reference List

Bryon M & Steed E (2008) ‘Psychological aspects of care’ In: Pryor J A, & Prasaad SA (eds) *Physiotherapy for Respiratory and Critical Care Problems* (252-269) Edinburgh: Churchill Livingstone Elsevier

#### **A Translated book**

Cite and list the original author, but give full details of the translated copy in your list.

- In text (Alberti 1974)
- In Reference List

Alberti L (1974) *Music through the ages*. Translated from the Italian by R. Pierce. London: Cassell (Originally published in 1968)

#### **A Dictionary**

- In text

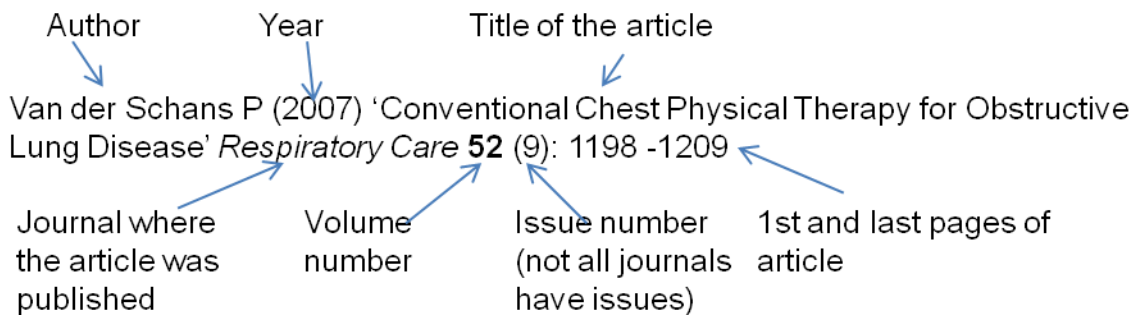
The Oxford Dictionary of Nursing defines chronic as ‘describing a disease of long duration involving very slow changes’ (McFerran 2003:93)

- In Reference List

McFerran (2003) *Oxford Dictionary of Nursing* (4<sup>th</sup> edition) Oxford: Oxford University Press

### Journal article

- In text (Van der Schans 2007)
- In Reference List



### A Newspaper article

Where possible, give the author of the article. If this is not given, give the name of the newspaper. Note the use of a page number.

- In text (Smithers 2005)
- In Reference List

Smithers R (2005) 'Ex-Ofsted chief sparks new row' *The Guardian* 13 May 2005: 7

OR

- In text (The Guardian 2005)
- In Reference List

The Guardian (2005) 'Ex-Ofsted chief sparks new row' *The Guardian* 13 May 2005: 7

### A Professional bulletin/newsletter

When citing something from a professional body newsletter/bulletin or similar, try to use the actual author's name, if given. If not, it is acceptable to use the professional body as the corporate author.

- In text (Chartered Society of Physiotherapy 2013)
- In Reference list



### An Official Report

If citing an official report, you should cite the body publishing that report, rather than a specific author. The example given below is often mistakenly cited as Darzi 2008.

- In text (Department of Health 2008)
- In Reference List

Department of Health (2008) *High Quality Care for all: NHS Next Stage Review* London: DH

### **An Act of Parliament**

There are 2 common methods for referencing an Act of Parliament, either using author, or title. Each method is given below for the same text - please choose a method and BE CONSISTENT!

- In text (United Kingdom Parliament 2012)
- In Reference List

United Kingdom Parliament (2012) *Health and Social Care Act* (c.7) London: HMSO  
OR

- In Text (Health and Social Care Act 2012)
- In Reference List

*Health and Social Care Act 2012* (c.7) London: HMSO (c.7 refers to the Act chapter)

### **Legal Reports/Cases**

These are usually cited under the parties names and [year], as a matter of protocol. Full details are given in the reference list, including the relevant law report series number, and page numbers. The last bit of this citation directs the reader to exactly where this case can be located.

- In text (Bolam v Friern HMC [1957])
- In Reference List

Bolam v Friern HMC [1957] 2 All ER 118

### **A leaflet/pamphlet**

These are normally referenced via the corporate author

- In text (British Heart Foundation 2010)
- In Reference List

British Heart Foundation (2010) *Cardiac Rehabilitation* London: British Heart Foundation

### **A PhD thesis, dissertation or unpublished research**

- In text (Ajayi 2009)
- In Reference List

Ajayi O (2009) *Dynamic Trust negotiation for decentralised e-health collaboration*. PhD thesis. University of Glasgow

### **A Conference presentation**

You need to give the conference title, location and date details in the reference listing:

- In text (McKee et al 2009)
- In Reference List

McKee G, Patterson A, Fleming S & Huntley-Moore S (2009) *Nursing and Medical Approaches to Learning and Studying: A longitudinal study*. All Ireland Society for Higher Education 2009 International Conference. National University of Ireland, Maynooth. 27 August 2009

### **A face-to-face interview or conversation**

Smith A (2010) *Supporting Students with Dyslexia* Interviewed by: Clarke J University of Essex, Colchester 01 January 2010  
OR

Smith A (2010) *Supporting students with Dyslexia* Conversation with: Clarke J University of Essex, Colchester 01 January 2010

### A letter

You should always gain permission from anyone whose personal communication is used, and keep a copy of this permission.

Smith A (2010) *Supporting Students with Dyslexia* [Personal communication- letter] University of Essex, Colchester 01 January 2010

## Electronic Resources

Students should exercise the same degree of probity when referencing from electronic sources as from any other source and students must still respect the basic principle of the reference. That principle is that anyone reading the work should be able to locate a first-hand copy of the data sources to which reference is being made. As webpages do get moved/ removed, it is best practice to also give hard copy details when possible.

### Web pages

Internet sources and web pages are constantly changing, and being updated, so access and retrieval data is required along with the usual information. Some websites have identifiable authors, and some do not- you should always use the specified author when possible, or alternatively use the corporation whose webpage the information comes from. **If you cannot identify an author, or a corporation, you should question the validity of the source, and thus the information gained.** You should also always give the date the webpage was created, or last updated- ONLY if this information is not present, is it acceptable to use non dated, or n.d.

The main things to look for are:

Author (Year of creation/update) *Title of webpage* Online at: full URL [Accessed on: 01 January 2012]

- In text (Hughes 2012) **NB - you do not put the URL (www....) in your assignment text.**

- In Reference List

Hughes J (2012) *Councils putting stricter time limits on Elderly Care* Online at: <http://www.bbc.co.uk/news/health-18347303> [Accessed on: 06 July 2012]

OR

- In text (BBC 2012)
- In Reference List

BBC (2012) *Gene flaw 'explains why drugs failed to treat MS'* Online at: <http://www.bbc.co.uk/news/health-18738785> [Accessed on: 09 July 2012]

**NB - If using a direct quote from a webpage that does not have separate page numbers, you will need to identify the relevant section/paragraph in text**

### The Department of Health/NHS web pages

Some Department of Health/ NHS resources may cite a specific author(s), although most should be referenced by the corporation- the Department of Health.

- In text (Department of Health (n.d))
- In Reference List

Department of Health (n.d) *About Us* Online at: <http://www.dh.gov.uk/health/about-us/> [Accessed on: 09 July 2012]

OR:

- In text (Department of Health 2008)
- In Reference List :

Department of Health (2008) *End of Life Care Strategy: promoting high quality care for all adults at the end of life* Online at:

[http://www.dh.gov.uk/prod\\_consum\\_dh/groups/dh\\_digitalassets/@dh/@en/documents/digitalasset/dh\\_086345.pdf](http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_086345.pdf) [Accessed on: 01 January 2012]

- In text (NHS 2012)
- In Reference List

NHS (2012) *Health Services near you* Online at:

<http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx> [Accessed on: 01 January 2012]

### **An e-book**

- In text (Otto & Smits 2011)
- In Reference List

Otto M & Smits JA (2011) *Exercise for Mood and Anxiety* New York: Oxford University Press. Online at:

<http://www.ebooks.com/728806/exercise-for-mood-and-anxiety/otto-michael-smits-jasper-a-j/>  
[Accessed on: 01 January 2012]

### **Online journals**

When using open access online journals, give the electronic retrieval details URL) as above.

If the electronic journal is only accessible via a password protected database (i.e. Albert Sloman Library, EBSCOhost etc.) this URL is useless without the password. In this instance, just name the database used. In both instances, you should give full hard copy information to enable the reader to complete their own search and access.

- In text (Powell et al 2013)
- In Reference List

Powell HA, Tata LJ, Baldwin DR, Stanley RA, Khakwani A & Hubbard RB (2013) 'Early mortality after surgical resection for lung cancer: an analysis of the English National Lung cancer audit' *Thorax* **68** : 826-834 Online at: <http://thorax.bmj.com/content/68/9/826.full> [Accessed on: 16 August 2013] **Link is given in this case as the open access requires no password, along with hard copy details**

- In text (Holland & Hill 2011)
- In Reference List

Holland A & Hill C (2011) 'New horizons for Pulmonary Rehabilitation' *Physical Therapy Reviews* **16** (1): 3-9 Available through Albert Sloman library [Accessed on: 16 August 2013] **This journal is only accessible via the password protected University database, therefore the online retrieval details have been omitted.**

### **An online newspaper**

- In text (Dimpleby 2012)
- In Reference List

Dimpleby H (2012) 'School food: we've changed our ideas, now for the hard work' *The Guardian* Online at: <http://www.guardian.co.uk/commentisfree/2012/jul/08/henry-dimpleby-school-food> [Accessed on: 09 July 2012]

## Radio programme

You will still need to give as much information as you can including the exact time of broadcast, and the exact point at which any direct quote is used. Note the use of the 24hr clock.

- In text:

Dickson (2010: 2mins) feels that the overhaul of the NHS is “also an attempt - probably overdue - to respond to two revolutions: a revolution in expectations and a revolution in information.”

- In Reference list

Dickson N (2010) ‘The Today Programme’ *BBC Radio 4* 30 June 2010. 10.30 hrs

## Online Radio Programme

**Tip** - Some online radio broadcasts have accompanying subtitles, and these can be a useful way to access a direct quote.

- In text: (Dickson 2010)
- In Reference List

Dickson N (2010) ‘The Today Programme’ *BBC Radio 4* 30 June 2010. 10.30 hrs Online at: [http://www.kingsfund.org.uk/publications/articles/niall\\_dickson.html](http://www.kingsfund.org.uk/publications/articles/niall_dickson.html) [Accessed on: 01 January 2012]

## A podcast

- In text: (Porter 2012)
- In Reference List

Porter M (2012) ‘Nature and Mental Health’ *Medical Matters BBC Radio 4 Podcasts* 26 June 2012. 15.30hrs Online at: <http://www.bbc.co.uk/podcasts/series/medmatters> [Accessed on: 10 July 2012]

## TV programme

- In text: (Panorama 2011)
- In Reference List:

 **Broadcaster and channel**

Panorama (2011) ‘Gerry and the GPs’ *BBC 1* 09 September 2011 21.00hrs 02.25



**Series Title      Programme/Episode title (& number)      Date & time of airing      Duration**

- In text (4thought.tv 2013)
- In Reference list:

4thought.tv (2013) ‘Lawrence Howard’ *Channel 4* 21 August 2013 19.55hrs 00.05

## Online TV programme

- In text: (Panorama 2011)
- In Reference List:

Panorama (2011) ‘Gerry and the GPs’ *BBC 1* 09 September 2011. 02.25hrs. Online at: [http://www.bbc.co.uk/iplayer/episode/b014gr72/Panorama Gerry and the GPs/](http://www.bbc.co.uk/iplayer/episode/b014gr72/Panorama_Gerry_and_the_GPs/) [Accessed on: 01 January 2012]



## Film

- In text: Carry on Doctor (1967)
- In Reference list

*Carry on Doctor* [Film] Dir: Gerald Thomas. The Rank Organisation. UK (1967) 94 mins

↓ Country of production  
↓  
Title of film      Director      Production Company      Release year      Duration

NB- It is best practice to also state how this film was accessed, i.e. broadcast date and time, or DVD details, as below.

E.g. *Carry on Doctor* [Film] Dir: Gerald Thomas. The Rank Organisation. UK (1967) 94 mins Channel 4 10 August 2013 16.00hrs

## DVD/Video/CD Rom

- In text: (ACPRC 2007)
- In Reference List:

ACPRC (2007) *Move On Up* [DVD] London: ACPRC/Kings College Hospital

- In text: (British Thoracic Society n.d)
- In Reference List:

British Thoracic Society (n.d) *Effective Care- Effective Communication: Living and Dying with COPD* [CD Rom] London: British Thoracic Society

## Email

You should always gain permission from the other person/s involved before citing an e-mail. This and a copy of the e-mail must be attached to your assignment as an appendix.

- In text: (Bloggs 2011)
- In Reference List:

Bloggs J (01 January 2011) *Harvard Referencing* [Email to Clarke J] Available email: [bloggsj@.....ac.uk](mailto:bloggsj@.....ac.uk)

## Social Media – e.g. Facebook/Twitter

Social networking postings are transient and can disappear at any time, thus you should copy and paste the information you are citing into an appendix. You should also state the date and time the post was made in your reference list.

- In text: (University of Essex 2012)
- In Reference List:

University of Essex (2012) *Everything Essex* [Facebook 11 July 09.50hrs] Online at: <https://www.facebook.com/uniofessex> [Accessed on: 11 July 2012 10.30hrs]

OR:

- In text: (Bloggs 2012)
- In Reference List:

Bloggs J (2012) Comment in response to: University of Essex (2012) *Everything Essex* [Facebook 11 July 09.50hrs] Online at: <https://www.facebook.com/uniofessex> [Accessed on: 11 July 2012 10.30hrs]

- In text: (Butterworth 2012)

- In Reference List:

Butterworth O (@oliviaatDH)(2012) *'If you're a London clinician interested in Autumn event on patient access to online medical records, stay tuned over Summer'* [Tweet 9 July 2012 09.45hrs] Online at: <http://twitter.com/OliviaatDH/statuses/222938213537415168> [Accessed on: 11 July 2012 11.00hrs]

## **Blogs**

- In text: (Edwards 2012)

- In Reference List:

Edwards A (2012) *Occupational Therapists and the Long Term Conditions agenda* [Blog 7 June 2012] Online at: <http://longtermconditions.dh.gov.uk/2012/06/07/amyedwards/> [Accessed on: 11 July 2012 11.00hrs]

## **YouTube**

You will often find many versions of the same video on YouTube, therefore you need to give as much information as possible. If you are using a direct quote, remember to use speech marks", and give the timing of the quote, and the duration of the clip e.g. (1min:4m30secs)

- In text: (Telegraphtv 2011)

- In Reference List:

Telegraphtv (2011) *Furious doctor interrupts cringing David Cameron's photo-op at NHS hospital* [YouTube] Online at: <http://www.youtube.com/watch?v=WIQWaBbURIY&feature=relmfu> [Accessed on: 01 January 2012]

## **SlideShare**

- In text: (Nuffield Trust 2012)

- In Reference List:

Nuffield Trust (2012) 'Snapshot survey of health leaders on NHS reform' *SlideShare* Uploaded 29 February 2012. Online at: <http://www.slideshare.net/NuffieldTrust/snapshot-survey-of-health-leaders-on-nhs-reforms> [Accessed on: 11 July 2012]

## **Online image library**

See Section A on how to use pictures/diagrams etc. in text.

You should ideally state the photographer's name, along with the image name, photo code and date image was taken.

- In text: (Goulao 2007)

- In Reference List:

Goulao J (2007) 'Hospital' *Flickr image gallery* 2109163748.jpg- 11 December 2007 Online at: <http://www.flickr.com/photos/goulao/2109163748/> [Accessed on: 11 July 2012]

**NB - If using Google image (or similar), always view the image on the original website, so that accurate Bibliographic details can be cited. Thus, an image sourced via a Google images search, is actually cited and listed via its original source.**

- In text: (National Heart Blood and Lung Institute n.d)
- In Reference List:

National Heart Blood and Lung Institute (n.d) *Heart Exterior* Online at:

[http://www.nhlbi.nih.gov/health//dci/Diseases/hhw/hhw\\_anatomy.html](http://www.nhlbi.nih.gov/health//dci/Diseases/hhw/hhw_anatomy.html) [Accessed on: 11 July 2012]

**NB - If an image has copyright, stated either in writing or via ©, it SHOULD NOT be used, even with accurate referencing.**

## Bibliography

Anglia Ruskin University (2013) *Harvard System* Online at:  
<http://libweb.anglia.ac.uk/referencing/harvard.htm> [Accessed on: 21 August 2013]

British Universities Film and Video Council (2013) *Audiovisual Citation- Guidelines for referencing moving image and sound* Online at: <http://bufvc.ac.uk/wp-content/media/2013/03/BUFVC-AV-Citation-ONLINE.pdf> [Accessed on: 21 August 2013]

Edgehill University Learning Resources (2011) *Harvard Referencing* Online at:  
<http://www.edgehill.ac.uk/ls/faqs/harvard/> [Accessed on: 12 June 2012]

School of Health and Human Sciences (2009) *Postgraduate handbook* Student handbook. University of Essex

The Atlantic (2012) *How do you cite a tweet in an academic paper?* Online at:  
<http://www.theatlantic.com/technology/archive/2012/03/how-do-you-cite-a-tweet-in-an-academic-paper/253932/> [Accessed on: 11 July 2012]

The Open University (2012) *OU Harvard Guide to citing references* Online at:  
[library.open.ac.uk/documents/Harvard\\_citation\\_hlp.doc](http://library.open.ac.uk/documents/Harvard_citation_hlp.doc) [Accessed on 21 August 2013]

University of Bradford Learner Support Services (2012) *School of Health Studies Guide to Referencing using the Harvard System* Online at: <http://www.brad.ac.uk/library/media/library/documents/hslref1.pdf> [Accessed on: 16 August 2013]