Faculty of Life and Health Sciences Referencing Guidelines

The Harvard System

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FACULTY OF LIFE AND HEALTH SCIENCES
REFERENCING STANDARD:
HARVARD SYSTEM

1. INTRODUCTION - THE NEED FOR REFERENCING

Any piece of academic writing that you do at university will require a reference list. Referencing gives your writing very important elements such as:

- Transparency – ideas that you have included in your essay are clearly acknowledged.
- Reliability – material is provided from sources that have been written by experts.
- Traceability – people who want to check out facts that you have written can do so by easily finding your sources of information.
- Credibility – material is taken from trustworthy sources and has not been made up or gleaned from unreliable sources.

Referencing is not restricted to university. In your career after university you may write reports that will require proper sources to give support to your work. This may include references to data, opinions, images and a range of other information.

The need to avoid plagiarism and learning to reference properly are two key parts of the same process which you as a student need to understand. Plagiarism is considered to be any attempt to use another person's words, data, images or ideas and present them as your own. It is cheating. The University treats plagiarism as a very serious issue and has a clear policy on plagiarism and the penalties associated with it if you are found to have plagiarised. The policy can be found in Appendix 1. From the outset of your academic career you therefore need to develop good academic practices to avoid any issues to do with plagiarism**.**

1.2 How do you avoid plagiarism?

- By reading your sources of information and writing everything in your own words.
- By properly referencing the sources of the information that you have used to write your essay, report or any other piece of assessment.
- You can use information word for word but if you do this you must enclose the words in quotation marks and also reference the exact page from where you took the information.

These guidelines have been designed to help you correctly reference the work you have used during your course and will help to ensure accuracy and consistency.

2. REFERENCING SYSTEMS

There are a number of systems for the citation of references. The Faculty of Life and Health Sciences expects students to use the author-date system known as Harvard. **The exception to this is the School of Psychology where your Course Director may advise that the American Psychological Association referencing guidelines should be used.** These are provided in Appendix 2.

In using the Harvard system you need to do **two** things:

- In the text you must include an 'in-text citation' e.g. (Parahoo 2006)
- At the end of your work you must include a complete list of references, in alphabetical order by author's surname.

There must be a direct match between your in-text citation and the list at the end of your work with the exception of person-to-person communications (see 3.15).

A **bibliography** lists relevant items that you have used in the preparation of the assignment but **not necessarily cited** in your text. If you include a bibliography in your work, this should also be in the Harvard style and will demonstrate that you have read widely. Individual Schools in the Faculty will advise if a bibliography is required.

3. CITING REFERENCES IN THE TEXT

Any in-text citation should include the author and the year of publication. Depending on the nature of the sentence/paragraph that is being written, references to sources may be cited in the text in the following manner:

3.1 Author's name cited in the text

If the author's name occurs naturally in the sentence the author name is followed by the year of publication of their work in brackets:

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view was supported in the work of Shihab (2009).

Where you are mentioning a particular part of the work, and making direct reference to this, a page reference should be included:

Shihab (2009, p.128) stated that "as people get older, their percentage of body fluid is reduced to as little as 45% by the age of 80 years."

3.2 Author's name not cited directly in the text

If the author's surname does not occur naturally in the sentence then both the author's surname and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets:

The percentage of body fluid varies with age (Shihab 2009).

3.3 More than one author cited in the text

Where reference is made to more than one author in a sentence, and they are referred to directly, they are both cited in date order:

Parahoo (2006) and Shihab (2009) have both shown …

3.4 More than one author not cited directly in the text

List these at the relevant point in the sentence or at the end of the sentence, putting the author's surname, followed by the date of publication and separated by a semi-colon and within brackets. Where several publications from a number of authors are referred to, then the references should be cited in chronological order (i.e. earliest first):

Nursing research has led to major developments (Parahoo 2006; Davies 2008; Shihab 2009).

3.5 Two authors for the same work

When there are two authors for a work they should both be noted in the text using **and**:

Gates and Barr (2009) in their recent text summarise research in learning disability.

Or

The Milan Model of Family Therapy (Gates and Barr 2009) is used for …

3.6 More than two authors for a work

Where there are more than two authors only the first author should be used, followed by ***et al.*** meaning **and others**:

Semple *et al.* (2005) found that the majority of psychiatric patients …

Or

Recent research (Semple *et al.* 2005) has found that the majority of psychiatric patients …

3.7 Several works by one author in different years

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first):

…as suggested by McKenna (1997, 2010) who found that …

Or

Recent research on nursing models (McKenna 1997, 2010) found that …

If using a referencing tool, such as RefWorks, this may appear as:

Recent research on nursing models (McKenna 1997, McKenna 2010) found that …

This is still acceptable.

3.8 Several works by one author in the same year

If you are referencing several works published by the same author in the same year, they should be differentiated by adding a lower case letter (a,b,c, etc.) with no space, after the year and in brackets:

Earlier research by Burnard (2010a) found that…but later research again by Burnard (2010b) suggested that …

If several works published in the same year are referred to on a single occasion, or an author has made the same point in several publications, they can all be referred to by using lower case letters (as above):

Sinclair (2009a, b) has stated on more than one occasion that …

Please note, if you are using a referencing tool such as RefWorks, you may need to manually edit your references to add the letter after the year.

3.9 Chapter authors in edited works

References to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else, should be cited within your text using the surname of the contributory author not the editor of the whole work.

In their work on health information, Johnson and Long (2010) stated…

In the reference list at the end of your document, you should include details of both the chapter author and the editor of the entire work.

3.10 Corporate authors

If the work is by a recognised organisation and has no personal author then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, and government departments etc. such as Department of Health, Royal Society for the Protection of Birds, the Northern Ireland Environment Agency or Royal College of Nursing.

It is acceptable to use standard abbreviations for these bodies, e.g. NIEA, in your text, providing that the full name is given at the first citing with the abbreviation in brackets:

1st citation:

…research in 2006 undertaken by the Northern Ireland Environment Agency (NIEA) has shown that …

2nd citation:

More recently the NIEA (2007) has issued guidelines …

3.11 No author

If the author cannot be identified use **Anonymous** or **Anon.** Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission:

In a recent commentary on elderly care provision in nursing homes… (Anon. 2012)

When you are making a citation from a newspaper with no identifiable author, the name of the paper can be used instead of Anon.

3.12 No date

The abbreviation **nd** is used to denote this:

Smith (nd) has written and demonstrated …

OR

Earlier research (Smith nd) demonstrated that …

Every effort should be made to establish the year of publication if you intend to use this work as supporting evidence in an academic submission.

3.13 Page numbers

Page numbers are required for quotations. Please note page numbers are preceded with p. for a single page and pp. for a range of pages.

Polit and Beck (2010, p.8) stated "The 1980s brought nursing research to a new level of development."

Please note that if you use a referencing tool such as RefWorks, you will have to manually edit your in-text references to include the page numbers.

3.14 Quoting portions of published text

If you want to include text from a published work in your essay then the sentences must be included within double quotation marks, and may be introduced by such phrases as:
The author stated that "……..." or

The author wrote that "……..."

If the quotation is less than a line it may be included in the body of the text in double quotation marks. Longer quotations should be indented, single-spaced and appear in double quotation marks.

> "Confident, competent and innovative mental health nurses, who are the largest professional group within mental health services in Northern Ireland, are a core ingredient for success. They are highly valued by service users and carers, and have a vital role to play in the ongoing reform and modernisation of mental health services" (Department of Health, Social Services and Public Safety 2011, p.vii).

The marking guidelines recommend that quotations should be used appropriately and not excessively.

Students should note that lecture and tutorial notes, whether downloaded from Blackboard Learn or not, are not regarded as 'published' materials and are only intended as pointers toward such sources rather than as source materials in themselves. In other words, students should not reference them in their coursework.

3.15 Person-to-person communications (letters, emails, interviews, etc.)[1]

Person-to-person communications do not provide recoverable data and so are not included in the reference list. You should therefore:

- Cite personal communications in the text only.
- Give initials as well as the surname of the communicator and provide as exact a date as possible.

[1] Adapted from: American Psychological Association. 2009. *Publication Manual of the American Psychological Association*. 6th ed. Washington: APA.

If you cite research data which you have collected, it is advisable to also include copies or summaries of source data in Appendices. For example:

According to Professor J.O. Reiss, many designers do not understand the needs of disabled people (personal communication, April 18, 1997, see Appendix 1).

3.16 Secondary referencing

Secondary referencing is when you are reading a book or journal article whose author uses facts or information from research done by someone else, and you want to use this to support your own work. **As a general principle, secondary referencing is not supported as you should only cite work that you have read.** You are therefore expected to source the original work if you wish to cite it to support your writing. It is recognised that this is not always possible and an exception may be permitted (please confirm with your module coordinator/course director).

The following is an example of secondary referencing:

Adhesive strips used to seal wounds to prevent scarring have proven to be successful (Gottrup *et al.* 2005 cited in Berg *et al.* 2012).

In this example, Gottrup is the work which you wish to refer to, but have not read directly for yourself. Berg is the secondary source, where you found the summary of Gottrup's work.

The reference list at the end of your document should only contain works that you have read, i.e. you would reference Berg *et al.* (2012) in the reference list.

3.17 Tables, diagrams and photographs

Tables, diagrams and photographs should be referenced as though they were quotations taken from a published work.

e.g. Figure 16.5 Multiple baseline designs (Newell and Burnard 2011, p.188) showed that…

3.18 Websites

When citing material found on a website, you should identify the author of the website. This may be a corporate author, an organisation or a company; a guide to this can be found by looking at the URL. To find the date of publication, reference to this might be found at the bottom of a web page relating to copyright, or from a date headline.

Recent research on meningitis (BBC 2009) has shown …

4. COMPILING THE REFERENCE LIST

4.1 General guidelines, layout and punctuation

The purpose of a reference list is to enable the sources you have used to be easily located and checked by another reader. Different types of publication require different amounts of information but there are certain common elements such as author, year of publication and title.

All items should be listed alphabetically by author, regardless of the format i.e. whether books, websites or journal articles etc. Where there are several works from one author or source they should by listed together but in date order, with the earliest work listed first.

The Harvard style lays down standards for the order and content of information in the reference. Some variations of layout are acceptable provided that they are used consistently.

It is important to take note of sentence case for book titles, article titles etc., as they vary. Capitalise the first letter of the first word in the title as well as any proper nouns.
For example:

Numeracy in nursing and healthcare: calculations and practice

Environmental policy in the European Union: actors, institutions and processes

For journal titles, capital letters are used for all words except for words that are articles (e.g. a, an, the), coordinating conjunctions (e.g. and, but, or, for, nor) and prepositions (e.g. on, at, to, by). For example:

British Journal of Nursing

If online materials (e.g. e-journals, or e-books found via the Library catalogue) are also available in printed format, then students should **reference these items as print sources <u>regardless</u> of how they have viewed them.** If in doubt, students should reference the material as an online source.
Lecture and tutorial notes, whether downloaded from Blackboard Learn or not, ***are not regarded as 'published' materials*** and are only intended as pointers toward such sources rather than as source materials in themselves. In other words, students should **not** reference them in their coursework.
However, scanned chapters, journal articles etc. found on your reading list on Blackboard Learn have been provided from original print sources and therefore should be referenced as print items.

4.2 Books

Use the title page, not the book cover, for the reference details. Only include the edition where it is not the first. A book with no edition stated is most commonly a first edition.

For place of publication give the town/city, **not** the state or country.

For Publishers omit terms such as Co. or Inc. but include the words Books or Press.

The required elements for a book reference are:

Author Surname, INITIALS. (Year) *Title of book.* Edition (if not the first). Place of publication: Publisher.

4.2.1 Books with one author

Reference to a first edition:

Shihab, P. (2009) *Numeracy in nursing and healthcare: calculations and practice.* Harlow: Pearson Education.

Reference to a second or subsequent edition:

Taylor, B.J. (2006) *Reflective practice: a guide for nurses and midwives*. 2nd ed. Maidenhead: Open University Press.

4.2.2 Books with two or more authors

For books with two or more authors all names must be included and in the order they appear on the material.

Barrett, D., Wilson, B. and Woodlands, A. (2009) *Care planning: a guide for nurses.* Harlow: Pearson Education.

4.2.3 Books which are edited

For books which are edited give the Editor Surname and INITIALS followed by **ed.** or **eds.**

Gates, B. and Barr, O. eds. (2009) *Oxford handbook of learning and intellectual disability nursing*. Oxford: Oxford University Press.

4.2.4 Contributions or chapters in an edited book

For contributions or chapters from edited books the required elements for a reference are:

Contributing author's Surname, INITIALS. (Year) Title of contribution. *In***:** Surname, INITIALS of editor of publication followed by ed. or eds. if relevant. *Title of book*. Edition (if not the first). Place of publication: Publisher, page numbers of contribution.

Basu, R. and Padmore, J. (2009) Mental health problems in childhood and adolescence. *In*: Norman, I. and Ryrie, I. eds. *The art and science of mental health nursing: a textbook of principles and practice.* 2nd ed. Maidenhead: Open University Press, 520-549.

4.2.5 Multiple works by the same author

Where there are several works by one author, published in the same year, they should be differentiated by adding a lower case letter after the date.

Dimond, B. (2010a) *Legal aspects of patient confidentiality*. 2nd ed. London: Quay.

Dimond, B. (2010b) *Legal aspects of pain management*. 2nd ed. London: Quay.

Remember that this must also be consistent with the citations in the text.

Please note, if you are using a referencing tool such as RefWorks, you may need to manually edit your references to add the letter after the year.

4.2.6 E-Books

If you are certain that the material you are referencing is only published in electronic format the following guidelines should be used.

As above but including: Available at: URL [Accessed date].

Bozzetti, F., Staun, M. and Gosum, A. van. eds. (2006) *Home parenteral nutrition.* Wallingford: Centre for Agricultural Bioscience International. Available at: http://www.instituteofhospitality.org. [Accessed 5 June 2012].

4.2.7 Encyclopaedias and Dictionaries

If an encyclopaedia entry has a named author then the format for a contribution in an edited book should be used with the addition of the encyclopaedia volume number.

Contributing author's Surname, INITIALS. (Year) Title of contribution. *In***:** Surname, INITIALS of editor of publication followed by ed. or eds. if relevant. *Title of book, Volume number*. Place of publication: Publisher, page numbers of contribution.

Pande, H. and Cheskin, L.J. (2003) Obesity: etiology and diagnosis. *In:* Trugo, L.C. and Finglas, P. eds. *Encyclopedia of food sciences and nutrition, Vol. 2.* 2nd ed. Amsterdam: Academic Press, 4220-4227.

If no author or editor details are available reference as follows:

Short Title/Publisher. (Year) Title of contribution. *In: Title of source*. Edition (if not the first). Place: Publisher, page numbers of contribution.

Mosby. (2009) Myocardial infarction (MI). *In: Mosby's dictionary of medicine, nursing and health professions.* 8th ed. St.Louis: Mosby, 1238-1239.

If you are certain that the material you are referencing is only published in electronic format the following guidelines should be used.

As above but including: Available at: URL [Accessed date].

Rolla, A.R. (2005) Eating disorders: anorexia nervosa. *In:* Cabellero, B., Allen, L. and Prentice, A. eds. *Encyclopedia of human nutrition*. 2nd ed. Amsterdam: Elsevier/Academic Press, 66-73. Available at: http://www.sciencedirect.com [Accessed 13 June 2012].

Where no author or editor details are available reference as follows:
As above but including: Available at: URL [Accessed date].

Oxford University Press. (2010) Angina. *In*: *Oxford Dictionaries Online*. Available at: http://oxforddictionaries.com/definition/angina?region=us&q=angina. [Accessed 13 June 2012].

4.2.8 Book or report from a series

Author/editor Surname, INITIALS. (Year) *Title of book or report*. (Series title and volume number). Place of publication: Publisher.

World Health Organization. (2005) *WHO expert consultation on rabies: first report*. (WHO Technical Report Series 931). Geneva: WHO.

4.2.9 British National Formulary

Corporate author. (Year) Title of entry. *British National Formulary*, Volume, Dates covered by publication. Place of publication: Publisher, page numbers of entry.

BMJ Group and the Royal Pharmaceutical Society of Great Britain. (2014) Pethidine hydrochloride. *British National Formulary*, 67, March-September 2014. London: BMJ Group and Pharmaceutical Press, 284-285.

4.3 Journal Articles and Newspapers

4.3.1 Journal articles

The required elements for a journal article reference are:

Author Surname, INITIALS. (Year) Title of article. *Title of Journal,* volume number(issue or part number), page numbers of the article.

See 4.3.2 for example

4.3.2 Journal articles with one author

Glasper, A. (2012) Looking ahead: tomorrow's nursing profession and care delivery. *British Journal of Nursing*, 21(9), 550-551.

4.3.3 Journal articles with two or more authors

Stevenson, J.E. and Nilsson, G. (2012) Nurses' perceptions of an electronic patient record from a safety perspective: a qualitative study. *Journal of Advanced Nursing*, 68(3), 667-676.

4.3.4 Journal articles where no author details are listed

Anon. (2011) Wales launches dignity spot check. *Nursing Times,* 107(24), 6.

4.3.5 Internet-only journal articles

For an article from a web based journal, which is freely available over the Internet, the required elements for a reference are:

Author Surname, INITIALS. (Year) Title of article. *Title of Journal,* volume number(issue or part number), page numbers of the article (if available). Available at: URL [Accessed date].

Paul, L. (2012) Improving health in adolescents with the use of information technologies. *Online Journal of Nursing Informatics*, 16(1). Available at: http://ojni.org/issues/?p=1199 [Accessed 11 June 2012].

4.3.6 Pre-publication journal articles

Author Surname, INITIALS. (Year) Title of Article. *Title of Journal,* In Press. Available at: URL [Accessed date]. For articles that are described as 'In Press' include the full URL.

Leung K., Trevena, L. and Waters, D. (2014) Systematic review of instruments for measuring nurses' knowledge, skills and attitudes for evidence-based practice. *Journal of Advanced Nursing,* In Press. Available at: http://onlinelibrary.wiley.com/enhanced/doi/10.1111/jan.12454/ [Accessed 28 May 2014].

4.3.7 Newspaper articles

The required elements for a newspaper reference are:

Author Surname, INITIALS. (Year) Title of article. *Title of Newspaper*, day and month, page number(s).

Campbell, D. (2012) Up to 20m people should be prescribed statins, study says. *The Guardian,* 17 May, 6.

Where no author is given use the title of the newspaper changing the citation order as shown:

The Daily Mail. (2012) Children from 5 to 17 could get flu vaccine every year. 30 May, 5.

4.3.8 Online newspaper articles

If you are certain that the material you are referencing is only published in electronic format the following guidelines should be used.

Author Surname, INITIALS. (Year) Title of article*. Title of newspaper*, day and month. Available at: URL. [Accessed date].

Dixon, L. (2012) Dieting, not eating for two, is the best. *Times Online,* 18 May. Available at: http://www.thetimes.co.uk [Accessed 22 May 2012].

5. OTHER TYPES OF DOCUMENT

There are other types of documents which you can include in your reference list. Some examples are set out below.

5.1 Acts of Parliament

The required elements for a reference are:

Short Title including year. (chapter number), Place of publication: Publisher.

Mental Health Act 2007. (c.12), London: The Stationery Office.

Please note, from 1986 onwards HMSO became The Stationery Office (TSO).

For Acts prior to 1963, the regnal year and parliamentary session are included:

Suicide Act 1961. (9 and 10 Eliz. 2, c.60), London: HMSO.

If you need to refer to a specific section include the section number s. as illustrated below:

Data Protection Act 1998. s.30 (c.29), London: The Stationery Office.

The in-text citation will have the full title in *italics*:

Section 30 of the *Data Protection Act 1998* allows relevant staff in health and social care services to record personal data on the physical or mental health or condition of a person.

For Acts of a parliament or other legislative body outside the UK include the name of the country in English at the beginning of the reference. For example, United States of America; Ireland; European Union. For the reference, follow the layout as given on the original document.

Ireland. (2012) *Health (Provision of General Practitioner Services) Act 2012*. (No. 4 / 2012). Dublin: Oireachtas.

5.2 Statutory Instruments

The required elements for a reference are:

Short Title including year. SI year/number. Place of publication: Publisher.

Note that for legislation affecting Northern Ireland specifically there will be an overall UK SI number plus a N. Ireland (N.I.) specific number in brackets.

Mental Health (Northern Ireland) Order 1986. SI 1986/595 (N.I. 4). London: HMSO.

Add state if not a UK publication. For the reference follow the layout as given on the original document.

Ireland. (2012) *Health Act 2007 (Care and Welfare of Residents in Designated Centres for Older People) (Amendment) Regulations 2012*. SI 95 of 2012. Dublin: Oireachtas.

5.3 Official publications such as Command Papers

The required elements for a reference are:

Author/Organisation. (Year) *Title. (*Officially assigned number as given on the document). Place of publication: Publisher, first page number if part of a bigger volume with continuous pages.

Department of Health. (2010) *Healthy lives, healthy people: our strategy for public health in England*. (Cm 7985). London: The Stationery Office.

5.4 Law reports

It is recommended that you follow **accepted legal citation,** which is not part of the Harvard system. Copy the lettering, date, numbers, abbreviations and punctuation that you find in your source.

For a law or court case report the required elements for a reference are:

Name of the parties Year of reporting - in [square brackets] or (round brackets) as indicated by the law report publication you are using. Volume if included in the reference. The abbreviation for the law reporting series. Part number/case number/page reference if available.

Use a comma between details of one case law report publication and the next if reported in more than one. This is to allow people to find the full text in whichever publication they have access to in print or electronically.

R (Pretty) v DPP [2002] 1 AC 800, *Pretty v UK* [2002] 2 FCR 97.

An in-text reference for the above example would read:

In the case of Diane Pretty (*R (Pretty) v DPP* 2002) the judgement noted that the husband of a woman with motor neurone disease could be prosecuted if he assisted her to commit suicide.

5.5 Report from a corporate author

The required elements for a reference are:

Corporate author. (Year) *Title.* Place of publication: Publisher.
With a corporate author, capital letters are used for all words except for those which are articles (e.g. a, an, the), coordinating conjunctions (e.g. and, but, or, for, nor) and prepositions (e.g. on, at, to, by).

Department of Health, Social Services and Public Safety. (2011) *Delivering excellence supporting recovery: a professional framework for mental health in Northern Ireland (2011-2016)*. Belfast: DHSSPS.

If you are certain that the material you are referencing is only published in electronic format the following guidelines should be used.

As above but including Available at: URL [Accessed date].

United Nations. (1975) *Declaration on the rights of disabled persons.* Resolution 3447 of 9 December 1975. New York: UN. Available at: http://www2.ohchr.org/english/law/pdf/res3447.pdf [Accessed 26 June 2012].

5.6 Cochrane Library

Systematic Reviews as found in the Cochrane Library should be cited as follows:

Hall, S., Kolliakou, A., Petkova, H., Froggatt, K. and Higginson, I.J. (2011) Interventions for improving palliative care for older people living in nursing care homes. *Cochrane Database of Systematic Reviews*, Issue 3. Art. No.: CD007132. doi: 10.1002/14651858.CD007132.pub2.

5.7 Conference Report

The required elements for a reference are:

Author Surname, INITIALS. or Organisation. (Year) *Title of conference*.
Location, Date. Place of publication: Publisher.

European Association for the Study of Obesity. (2012) *19th European Congress on Obesity.* Lyon, France, 9-12 May. Basel: Karger.

5.8 Conference paper

The required elements for a reference are:

Contributing Author, Surname, INITIALS. (Year) Title of contribution. *In*: Editor Surname, INITIALS or Organisation followed by ed. or eds. if relevant. *Title of conference*. Location, Date. Place of publication: Publisher, page numbers of contribution.

McArdle, D., Roche, J. and Hardiman, O. (2006) The specialist liaison nurse-improving care and management of people with MS. *In*: Nichols, J. ed. *22nd Congress of the European Committee for the Treatment and Research in Multiple Sclerosis*. Madrid, Spain, 27-30 September. London: Sage, 107-108.

Online Conference Reports

As above but including: Available at: URL [Accessed Date].

European Network on Patient Empowerment. (2012) *1st European Conference on Patient Empowerment*. Copenhagen, Denmark, 11-12 April. Available at: http://www.conferencemanager.dk/enope2012/download-material.html [Accessed 11 June 2012].

5.9 Dissertation

The required elements for a reference are:

Author surname, INITIALS. (Year of publication) *Title of dissertation*. Level of the dissertation. Official name of University.

Hunter, A. (2008) *Nursing and medical staff working in a transient ischaemic attack clinic: an exploration of their lived experiences*. M.Sc. University of Ulster.

Please note change of name to Ulster University for theses published from 2015 onwards.

Online Dissertations

As above but including: Available at: URL [Accessed Date].

McDevitt, H. (2009) *Early life determinants of infant bone health.* M.D. University of Glasgow. Available at: http://theses.gla.ac.uk/1835/ [Accessed 11 June 2012].

5.10 Video, film or broadcast

The required elements for a reference are:

Title. (Year of release) [Media format] Director (if relevant). Country of origin: Film studio or Organisation.

Sicko. (2007) [DVD] Michael Moore. United States of America: Lionsgate.

The required elements for a broadcast are:

Title of programme, episode name. Series and episode number if relevant. (Year of transmission) [Media format] Broadcasting Channel. Date, time of transmission.
Note - Times should be specific using the 24-hour clock.

BBC News at Ten. (2011) [TV programme] BBC1. 14 September, 22.00.

Or

Horizon, The truth about fat. Series 29, episode 11. (2012) [TV programme] BBC2. 20 March, 21.00.

Contributions

Individual items within a broadcast (such as interviews) should be cited as contributors.

Andrew Lansley. (2012) Interview. *In*: *The Andrew Marr Show*. [TV programme] BBC1. 15 January, 10.55.

5.11 DVD or CD-ROM

For DVDs and CD-ROMs which are works in their own right and not a video or film, the required elements are:

Author Surname, INITIALS or Organisation if relevant. (Year) *Title.* [Media format] Place of publication: Publisher.

Ratey, J. (2008) *Neuroscience and the brain: implications for counselling and therapy*. [DVD] Hanover: Microtraining and Multicultural Development.

Where no author is given use the title of the DVD or CD-ROM changing the citation order as shown.

*Life at two: attachments, key people and development. (*2007) [DVD] Newcastle Upon Tyne: Siren Films.

5.12 Pictures, images, tables, figures and photographs

For pictures, images, tables and figures the required elements are**:**

Author surname, INITIALS. (Year) *Title of book*. Place of publication: Publisher. Page reference of illustration, Illus./fig./logo/table number.

Rowe, F.J. (2012) *Clinical orthoptics*. 3rd ed. Chichester: Wiley-Blackwell, 329, fig.15.7.

In-text citation:
Thyroid eye disease can result in limited ocular movement (Rowe 2008, p.329).

Norman, I. and Ryrie, I. eds. (2009) *The art and science of mental health nursing: a textbook of principles and practice*. 2nd ed. Maidenhead: Open University Press, 7, table 6.

In-text citation:

There are a number of neurotransmitters considered most important for mental health (Norman and Ryrie 2009, p.7).

For a photograph the required elements are:

Photographer/Artist's Surname, INITIALS. (Year) *Title of image*. [Media format] (Collection details as available).

Beaton, C. (1944) *China 1944: a mother resting her head on a sick child's pillow in the Canadian Mission Hospital in Chengtu*. [Photograph] (Imperial War Museum Collection).

For a photograph from an online collection the required elements are:

As above but including: Available at: URL [Accessed Date].

Raedle, J. (2001) *Vitamin C health studies.* [Photograph] (Getty Images). Available at: http://jiscmediahub.ac.uk/record/display/022-01321608;jessionid=A9CF03745463A0924535CEB075CAE85 [Accessed 14 June 2012].

5.13 Press release

The required elements are:

Corporate author of press release. (Year issued) *Title.* Press release, date of release.

Royal College of Nursing. (2009) *RCN praises health care staff as infections continue to fall*. Press release, 18 June.

Online Press Releases

As above but including: Available at: URL [Accessed Date]

National Institute for Health and Care Excellence. (2015) *NICE advises on treating serious reflux in the young.* Press release, 14 January 2015. Available at: https://www.nice.org.uk/news/press-and-media/nice-advises-on-treating-serious-reflux-in-the-young [Accessed 14 January 2015].

5.14 Podcasts

The required elements are

Author/Presenter Surname, INITIALS. (Year) *Title of podcast.* Publisher/Organisation responsible, day and month. Available at: [Accessed date]

Porter, M. (2012) *Inside health: heart attacks, appendix, pain.* BBC Radio 4, 10 April. Available at: http://downloads.bbc.co.uk/podcasts/radio4/medmatters/medmatters_20120410-2200a.mp3 [Accessed 6 June 2012].

5.15 Social Media - Blogs, Facebook and Twitter

The required elements are

Author/Username. (Year of posting) Title of posting. *Blog name/Facebook/Twitter.* Posting date. Available at: [Accessed date].

Scowcroft, H. (2011) NCRI Cancer Conference – Day one. *Cancer Research UK Science Update Blog.* 7 November. Available at: http://scienceblog.cancerresearchuk.org/2011/11/07/ncri-cancer-conference-day-one/?utm_source=feedburner&utm_medium=feed&utm_campaign=Feed%3A+cancerresearchuk%2FSHhE+%28Cancer+Research+UK+-+Science+Update%29 [Accessed 11 June 2012].

5.16 Web pages

Reference to a web page with individual authors:

The required elements are:

Author surname, INITIALS. (Year of publication or revision) *Title of web page.* Edition (if not the first). Place of publication: Publisher (if ascertainable). Available at: URL [Accessed date].

Jenkins, G. and Hicks, R. (2009) *Thyroid*. Available at: http://www.bbc.co.uk/health/physical_health/conditions/thyroid1.shtml [Accessed 11 June 2012].

Reference to a web page with an organisation as author:

The required elements are:

Name of organisation. (Year of publication or revision) *Title of web page*. Place of publication: Publisher (if ascertainable). Available at: URL [Accessed date].

Royal College of Nursing. (2012) *RCN seeks members' views over NMC fee hike*. London: Royal College of Nursing. Available at: http://www.rcn.org.uk/newsevents/news/article/uk/rcn_seeks_members_views_over_nmc_fee_hike [Accessed 15 June 2012].

5.17 Statistics

For print statistics, reference these using the format used for **Books 4.2.**

For statistics available in electronic format only, reference these using the format used for **Web pages 5.16.**

5.18 Television programmes viewed on the internet e.g. iPlayer

You do not need to state the catch-up service or device used to watch the programme. Reference using the format used for **Video, film or broadcast 5.10**

5.19 Online video e.g. from Screencast or YouTube

Originator. (Year) *Title.* Place of publication or production (if ascertainable): Publisher or Producer (if ascertainable). Available at: URL [Accessed date].

Ulster University. (2015) *Searching and accessing an ebook*. Available at: http://screencast.com/t/efSbOSL1th [Accessed 14 January 2015].

5.20 Lecture notes

Lecture and tutorial notes, whether downloaded from Blackboard Learn or not, are not regarded as 'published' materials and are only intended as pointers toward such sources rather than as source materials in themselves, in other words, students should not reference them in their coursework.

5.21 European Directive

Name of legislative body. (Year) Directive details and title. *Title of Journal*, L series, issue number, page range.

European Union. (2011) Directive 2011/24/EU of the European Parliament and of the Council of 9 March 2011 on the application of patients' rights in cross-border healthcare. *Official Journal of the European Union,* L88, 45–65.

In-text as:

The European Union (Directive 2011/24/EU) has set out a directive on the application of patient's rights in cross-border health care …

5.22 British Standard

Corporate author. (Year) *Standard number and full title of standard*. Place of Publication: Publisher.

British Standards Institution. (2010) *BS ISO 690:2010 Information and documentation: guidelines for bibliographic references and citations to information resources.* London: British Standards Institution.

6. EXAMPLE OF A COMPLETED REFERENCE LIST

Anon. (2011) Wales launches dignity spot check. *Nursing Times,* 107(24), 6.

Basu, R. and Padmore, J. (2009) Mental health problems in childhood and adolescence. *In*: Norman, I. and Ryrie, I. eds. *The art and science of mental health nursing: a textbook of principles and practice.* 2nd ed*.* Maidenhead: Open University Press, 520-549.

Campbell, D. (2012) Up to 20m people should be prescribed statins, study says. *The Guardian,* 17 May, 6.

Department of Health. (2010) *Healthy lives, healthy people: our strategy for public health in England*. (Cm 7985). London: The Stationery Office.

European Union. (2010) Directive 2010/32/EU of the European Parliament and of the Council of 10 May 2010 implementing the Framework Agreement on prevention from sharp injuries in the hospital and healthcare sector concluded by HOSPEEM and EPSU. *Official Journal of the European Union,* L134, 66-72.
Fryers v Belfast Health and Social Care Trust. [2009] NICA 57.

Gates, B. and Barr, O. eds. (2009) *Oxford handbook of learning and intellectual disability nursing*. Oxford: Oxford University Press.

Glasper, A. (2012) Looking ahead: tomorrow's nursing profession and care delivery. *British Journal of Nursing*, 21(9), 550-551.

Horizon, The truth about fat. Series 29, episode 11. (2012) [TV programme] BBC2. 20 March, 21.00.

Mental Health Act 2007. (c.12), London: The Stationery Office.

National Institute for Health and Care Excellence. (2012) *NICE opens consultation on draft guidance for depth of anaesthesia monitors*. Press release, 1 June 2012. Available at: http://www.nice.org.uk/newsroom/pressreleases/ConsultationOnDraftGuidanceForDepthOfAnaesthesiaMonitors.jsp [Accessed 11 June 2012].

Porter, M. (2012) *Inside health: heart attacks, appendix, pain.* BBC Radio 4, 10 April. Available at: http://downloads.bbc.co.uk/podcasts/radio4/medmatters/medmatters_20120410-2200a.mp3 [Accessed 6 June 2012].

Shihab, P. (2009) *Numeracy in nursing and healthcare: calculations and practice.* Harlow: Pearson Education.

APPENDIX 1 - UNIVERSITY OF ULSTER PLAGIARISM POLICY (2012)

Policy

The University's policy is that plagiarism, whether deliberate or unintentional, is a form of cheating and is unacceptable. It is expected that all students are educated in correct academic practice, including writing and referencing, early in their careers at the University and know what is expected of them and understand the meaning of plagiarism and its consequences.

Definition of plagiarism

The University's definition of plagiarism makes explicit that copying from texts or web or other sources and copying work from other students constitutes plagiarism. It reads:

Plagiarism is the act of taking or copying someone else's work, including another student's, and presenting it as if it were one's own. Plagiarism is said to occur when ideas, texts, theories, data, created artistic artefacts or other material are presented without acknowledgement so that the person considering this work is given the impression that what they have before them is the student's own original work when it is not. Plagiarism also occurs where a student's own work is re-presented without being properly referenced. Plagiarism is a form of cheating and is a disciplinary offence.

This definition is given in the University Student Handbook and Course/Subject Handbooks.

Student declaration

The standard coursework submission sheet for the receipting of coursework includes an explicit reference to the University's definition of plagiarism as follows.

I declare that this is my own work and that any material I have referred to has been accurately and consistently referenced. I have read the University's policy on plagiarism and understand the definition of plagiarism as given in the [course/subject] handbook. If it is shown that material has been plagiarised, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordance with the policies and procedures of the University. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

The declaration of ownership is automatically generated in *Blackboard Learn.* It should also be used when assignments are submitted by other electronic means.

Penalties

The University's Policy provides simple, graduated Frameworks of Penalties for plagiarism relating the severity of penalties to the number of offences and gives individual, formative advice after the first offence. There are both academic and disciplinary consequences. Disciplinary penalties in taught courses and the MRes are not applied until the second offence. Offences are counted cumulatively, regardless of any change of course but do not carry over from undergraduate to postgraduate level.
The Framework of Penalties for taught programmes and the MRes and that for other research degrees follow.

Monitoring of Policy

The efficacy of the Policy is monitored by the Teaching and Learning Committee which receives annual reports from the Faculties and the Research Degrees Committee.

AGF/FNW September 2012

FRAMEWORK OF PENALTIES FOR PLAGIARISM OFFENCES IN TAUGHT PROGRAMMES AND MASTER OF RESEARCH

1ST OFFENCE	2ND OFFENCE	3RD OFFENCE	4TH OFFENCE	PLAGIARISM DETECTED AFTER GRADUATION
Reduction in marks based on exclusion of plagiarised work. Formative interview with module co-ordinator and/or lecturer.	Mark of zero for assignment containing plagiarism. Interview with Head of School and/or Course/Subject Director and/or lecturer. Formal letter of reprimand from Head of School. Copy placed on student file.	Mark of zero for assignment containing plagiarism and maximum mark of 40% (UG) or 50% (PG) for coursework element[2]. Case referred to Dean with recommendation of reprimand and fine not exceeding the maximum amount permitted under the Ordinance on Student Discipline at the time of application of penalty. Interview with Dean. Formal letter of reprimand from Dean. Copy placed on student file.	Mark of zero for module. Case referred to University Disciplinary Committee with recommendation of suspension (1 semester or 1 year as advised by Faculty) or discontinuation of studies at the University. Outcome recorded on student file.	The award may be revoked.

[2] 'Assignment containing plagiarism' means the assignment which contains the plagiarised material, and not all the assessments for the module. 'Maximum mark for coursework element' refers to the total aggregate percentage mark for all the pieces of coursework in the module.

FRAMEWORK OF PENALTIES FOR PLAGIARISM OFFENCES IN RESEARCH PROGRAMMES (EXCLUDING MRes)

INITIAL ASSESSMENT (100 DAY VIVA)	**CONFIRMATION ASSESSMENT**	**THESIS**	**PLAGIARISM DETECTED AFTER GRADUATION**
Plagiarism will generally be dealt with by a verbal warning. The student will be asked to resubmit the report. A record may be placed on the student file. The student may be referred to the University Disciplinary Committee.	The student will be required to resubmit the report for further assessment. The student will be interviewed by a senior member of staff (normally the Research Institute Director or the Head of the Research Graduate School). A record will be placed on the student file. The student may be referred to the University Disciplinary Committee.	Examiners will be asked to examine the thesis and to make an academic judgement on it, taking into account the nature and extent of the plagiarism. If the thesis is deemed worthy of the degree, it must be resubmitted with all plagiarised material eliminated. The student may be referred to the University Disciplinary Committee. Depending on the extent and nature of plagiarised material in the thesis, the examiners may recommend discontinuation of studies at the University. A record will be placed on the student file.	The award may be revoked.

APPENDIX 2 – AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) REFERENCING GUIDELINES

These guidelines are to be used by students of the School of Psychology when advised so by their Course Director.

1. When a reference is required

A reference is required in the text whenever you refer to the work of another author. There are three major reasons for using references. Firstly, it is a mark of intellectual honesty. You must not claim the thought of others as being your own. Secondly, it is a means of defence: any errors in what is being said revert to the original author and not to yourself. Thirdly, it provides the reader with the means of consulting the original work from which the thoughts or findings emanate.

There are a variety of methods of referencing literature for assignments. You should use the APA Referencing System for all coursework (unless otherwise instructed). This is also known as the 'Name and Year' system and is used in many journals. The one big advantage of this system is convenience for the author because as references are unnumbered they can easily be deleted or added (if preparing an article for a particular journal it is necessary to follow the style used by that journal).

2. Reference citations in the body of your text

In the body of the text, at the point where you wish to make the reference, put the author's name(s) and the date of publication in brackets e.g. (Shaffer, 1996). If there are two authors, give surnames of each e.g. (Heatherington & Parke, 1998). If there are three or more authors, give the first author's surname and use the "*et al.*" for the others e.g. (Tierney *et al.*, 1999) – however when you cite a piece of work with 3 or 4 authors **for the first time** you need to supply all surnames (Tierney, Smith & Jones, 1999), after this you can use (Tierney *et al.*, 1999).

Where the name of the author appears **as part of the sentence**, give only the date of the publication in brackets, e.g. Reinhardt-Rutland (1998) suggests that perception …Or e.g. Tierney, Smith and Jones (1999) argued that…

If there are more than one works referred to by the same author in a particular year, then use a letter as a suffix after the date to distinguish among them e.g. Cammock (1993a), Cammock (1993b).

2.1 Quotations

If you present a direct quote, that is, the use of exactly the same words as the author in your text then you must

- Use quotation marks
- Give the author, date and page number in brackets at the end of the quote.

For example:
Neisser (1998) suggests "IQ score predicts school achievement" (p.19).

2.2 Multiple sources

Where a number of authors are referred to in relation to one point, list the authors alphabetically. For example:

Cairns (1978), Giles (1993), Wilson (1983), agreed that the mental health of adolescents in Northern Ireland has been influenced by exposure to violence.

2.3 Anonymous source

If an author is not named and you cannot find the original source it is permissible to move the article title to the author position (long titles can be shortened). In other cases the author may be an organisation and this can be written in the narrative, for example, as British Psychological Society (2013) or in parentheses as (British Psychological Society, 2013).

3. Presentation of a Reference List

Your reference list must be put at the **end** of your work, but before any appendices. Always give it a clear **heading** and make sure you present a list of **all** the references which have appeared in your text. The publications are listed in **alphabetical order** according to the first author's surname. Books and reference journals should **not** be subdivided in your list.

3.1 Listing a reference for a book

Please adhere to the following format when referencing a book:

Author's Surname comma Initials fullstop (year) fullstop

e.g. Coolican, H. (1996).

Title (edition) fullstop

Introduction to research methods and statistics in psychology (2nd ed.).

Place of Publication colon name of Publisher fullstop

London: Hodder & Stoughton.

For example:

Coolican, H. (1996). Introduction to research methods and statistics in psychology (2nd ed.). London: Hodder & Stoughton.

N.B. Title of book should be underlined or in italics if word processed.

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3.2 Listing a Chapter From an Edited Book

The chapter is described first, the word (In) is inserted and the book from which the chapter is taken is described as outlined in previous section, remembering to insert (Eds.).

For example:

Blachman, B.A. (1997). Early intervention and phonological awareness: A cautionary tale. In B.A. Blachman (Ed.), Foundations of reading acquisition and dyslexia (pp. 409-430). London: Lawrence Erlbaum Assoc.

To refer to a specific page in a book use p.

To refer to specific pages in a book use pp.

3.3 Listing an Article From a Journal

Author(s) Surname, Initial(s) (Date).Title of article. Title of journal, volume number, pages etc.

For example:

Hetherington, E.M. & Stanley-Hogan, M. (1999). The adjustment of children with divorced parents: A risk and resiliency perspective. Journal of Child Psychology and Psychiatry, 40, 129-140.

N.B. Title of journal should be underlined or in italics if word processed.

3.4 Primary and Secondary Sources

A primary source is the original piece of work that you wish to refer to in your work.

A *secondary source* is a piece of work that you have read that has made reference to some work that is of interest to you (the *primary source*), but you have not read this original primary source and wish to refer to it in your work.

You **must** give the reference for the source you actually read.

For example:

You are writing an essay about attachment and go to the library, find and read Bowlby's book Attachment and Loss which you take notes from and cite in your essay:

Reference in Text

For example:

Bowlby (1969) suggested that all mothers…

Reference List

In the reference list you give a straightforward reference to the book (as previously outlined), for example:

Bowlby, J. (1969). Attachment and loss. New York: Basic Books.

However, if you didn't actually read the book Attachment and Loss but read about it in a text book written by Bukatko and Daehler then the latter source is a *secondary source*.

In this example you would reference as follows:

Reference in-Text

Refer to the *primary source* in the text i.e. Bowlby (as cited in Bukatko & Daehler, 1995) suggested that all mothers …

Reference List

Note, here only the secondary source is required:

Bukatko, D. & Daehler, M.W. (1995). Child development: A thematic approach (2nd ed.). Boston: Houghton & Mifflin.

3.5 Listing a World Wide Web Page

If you are taking a reference off the Internet you should identify the author or company, date, title of document, format, URL

For example:

BPS Research Digest (2014, February 14). The 100 most followed psychologists and neuroscientists on Twitter [Blog post]. Retrieved from http://bps-research-digest.blogspot.co.uk/2014/02/the-100-most-followed-psychologists-and.html

3.6 Listing Tests and Other Materials

Questionnaires, scales etc. should also be referenced. Test manuals are referenced as books.

3.7 Listing Articles From Newspapers/Magazines

Often these articles can be referenced in a similar way to journal articles.

For example:

Highfield, R. (1994, January 19). Great brains fight for your mind. Daily Telegraph, p.14.

N.B. There should be no reference in your text without it appearing in your reference list.

Examples of how to use the APA referencing system can be found in practically all the material you read. House styles differ slightly, but the basic rules are always the same.