

University of Hertfordshire  
School of Health and Social Work

# Referencing Guidelines 2016-17

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## Introduction

This handbook provides guidance for staff and students within the School of Health and Social Work (HSK). These Guidelines are based on the American Psychological Association's (APA) guidelines (American Psychological Association, 2010), the British Standards Institution's (BSI) Guidelines for Bibliographic References and Citations to Information Resources (BSI, 2010) and the Oxford Standard for the Citation of Legal Authorities (OSCOLA) (OSCOLA, 2010). **The closest referencing style for citation is APA 6th, with variations for government and legal publications.**

Students are expected to adopt this guidance for all forms of written work, so that reference citation and presentation is achieved consistently and accurately across the School.

## Referencing and Bibliographical Citation – what is the difference?

Referencing requires you to do two things: cite sources in your written text and, at the end of your work, provide a list of references that were referred to in your text. If you have consulted other relevant material but **not** referred to it in the text, this is listed in a separate Bibliography, which follows the same rules for listing the references and is placed after the reference list.

## Why Reference?

Referencing all sources of information within written work is an important aspect of **academic integrity**; it tells the reader where you have found your information, how up to date it is, and the extent, depth and appropriateness of your reading in relation to your assessment. It also helps the reader to differentiate between your personal thoughts and experiences and those of others.

## What is Plagiarism?

Plagiarism is where an individual (either unintentionally or intentionally) claims another author's work as their own original composition. This is a form of academic misconduct and has no place in academic writing. You can minimise the risk of plagiarism by adhering to the following:

- All written work must be drafted/written by you in your own words along with an accurate acknowledgement of any source material you have used i.e. referenced
- The only exception to not using your own words is when using an exact quotation from another author's work. Quotes must be identified by using quotation marks and should be kept to a minimum unless the assignment instructions expressly state otherwise.
- Any figures, tables, or diagrams in your work should be devised and produced by you, except where you give due acknowledgement to others.

You can use the text matching software Turnitin™ to help you develop your academic writing skills and to check the originality of your work; your module leader can advise you how to do this. Please be aware that your tutors will also make use of Turnitin™ to help them to detect academic misconduct including incidents of plagiarism. Where academic misconduct in any form is suspected, it will be reported to the School Academic Conduct Officer (SACO).

## What if I can't tell if an idea is my own?

It is easy to accidentally repeat a phrase or idea that you have remembered from elsewhere, especially if you are reading a lot and constantly editing and amending your notes. An organised and systematic approach to your reading and writing will help to prevent this. Always note the publication details of any literature you are using. Write down authors, titles, date, publisher, volume and page numbers, doi or URL – as soon as you get hold of the book, article, web-page, etc. Even better use a reference management system (see below). Make your own notes of the ideas you have got from each publication. Careful note-taking will help to ensure that you can tell the difference between your own ideas and someone else's. Highlighting sections of text on a photocopy or cutting and pasting from the web will increase the chances of plagiarism, even if it is inadvertent.

## Reference Management: using EndNote Web

EndNote Web is a web-based application for reference management. You can create, organize and store references in your own account. You can use these references to develop reference lists and bibliographies, and insert citations in text while writing assignments, theses or dissertations.

To use EndNote Web you need a user account, which is free for UH students. Once registered, you can access your account from anywhere with an internet connection.

You will then be able to:

- Collect references directly from various online databases e.g. Scopus, PubMed and CINAHL, or add them manually.
- Format references in a pre-determined citation style, such as APA 6th.
- Import formatted references in text and create your reference list or bibliography using 'Cite While You Write' in Microsoft Word

### **Please note:**

Although the EndNote Web reference output looks similar to the format prescribed in the Guidelines, it may not match exactly. It is your responsibility to proof-read and check the format of your references to ensure that the Guidelines are followed accurately.

For more information about using EndNote Web, including video tutorials, see the StudyNet page:

<http://www.studynet.herts.ac.uk/ptl/common/LIS.nsf/lis/EndNoteWebandEndNote>

## Using these Guidelines

The referencing guidelines are divided into two sections:

1. How to present your references within the main body of your work (citing within text)
2. How to present the reference list (and separate bibliography if used)

Click on the contents list to go straight to the section you need.

## Section 1: Citations in the Text

### 1.1 Citing sources in the text

This citation guidance use an author-date style approach. The following are examples of:

- referencing material in the text
- referencing the material using a direct quotation
- plagiarism

Please take time to read these examples carefully, if you still are unsure of the difference, please discuss with your tutor/academic skills tutor.

The original text (not from a published source but will be referred to as Fletcher, 2015):

Selection of equipment to prevent pressure ulcers is a complex task. Information about the patient's lifestyle and the environment in which they are to be cared for is as important as the determination of their level of risk. A wide variety of systems are available for both bed and chair allowing for 24 hour provision of equipment. Any patient who is provided equipment for the bed and spends part of the day sat out (whether in a chair or wheelchair) should also have the relevant seating provided as in the sitting position the body weight is supported on a far smaller surface area and is therefore at greater risk.

#### Correctly citing a reference in the text

Fletcher (2015) suggests that there are a variety of factors to consider when selecting equipment amongst which are the patient's lifestyle and care environment.

Or

It is important to address equipment provision in a holistic way; clinical, lifestyle and environmental issues should be considered (Fletcher, 2015).

Tip: Remember to put the full stop after the bracketed reference (see above).

#### Correctly citing as a direct quotation in the text

Fletcher (2015) states that "Information about the patient's lifestyle and the environment in which they are to be cared for is as important as the determination of their level of risk" (p.2). When caring for Mrs X the size of her bedroom and amount of additional furniture in the room was the most difficult aspect of selecting her equipment.

#### Plagiarism

Mrs X required specialist pressure ulcer prevention equipment. Selection of equipment to prevent pressure ulcers is a complex task. Information about the patient's lifestyle and the environment in which they are to be cared for is as important as the determination of their level of risk. A wide variety of systems are available for both bed and chair allowing for 24 hour provision of equipment. The nurses caring for Mrs X had only limited experience of equipment selection and therefore requested help from the Tissue Viability Nurse.

In this example you can see that the sentences have been copied directly from the original text and no reference is made to the original source - this is **plagiarism**.

## 1.2 Direct quotations

A direct quotation of **40 or fewer words** from another author's work is placed in double quotation marks and the **page number(s)** of the quotation is/are included. Single page numbers are denoted by 'p.', multiple pages by 'pp.'.

### Example 1:

Balaskas (1990) states "many women underestimate the sheer hard work, dedication and patience involved in caring for a baby" (p. 13).

### Example 2:

"... where full disclosure would inevitably lead to biased responses some degree of covert data collection is feasible, particularly when dealing with sensitive aspects of subjects' behaviour" (Clarke, 1996, pp. 434-435).

The three dots in the above example indicate that the beginning of the sentence in the original has been omitted from the quotation.

Some sources will not have page numbers, especially material found on websites, blogs etc. If you have taken a quote from a source like this, use the word *para* to indicate the paragraph it was taken from.

### Example:

"It is not unusual for patients undergoing palliative radiotherapy to become fatigued easily" (Burke, 2015, para 3)

If you add anything to the direct quotation in order to improve the reader's understanding, this is included within square brackets.

### Example:

"Many such defects [congenital] are not serious and may go unnoticed for a lifetime" (Tortora & Derrickson, 2008, p.752).

If the direct quotation has more than 40 words the quotation forms a separate indented paragraph, double spaced, without double quotation marks.

### Example:

Redman (1976) found the following:

A major purpose of stating objectives specifically is to help the learner understand them and become self-directive. Self-direction is also served by having the teacher explain the goals and provide a model of the correct behaviour, as in demonstrating catheter care and indicating what the learner should be able to do and when (p. 90).

### Note:

- It is not acceptable for your work to consist of a large number of direct quotations because this is not your original composition and it uses up valuable words from your assignment word count.
- All types of direct quotations should be used sparsely; they should only be used to accentuate significant points.
- If you do use a quotation, explain why it is there e.g. how does it link to the rest of the text, what point does it illustrate? Remember, it is important that you explain your understanding of the quotation in its given context.

### 1.3 Books (non-edited) and journal articles in text: number of authors

Number of Authors	In-text example
<p><b>One</b></p>	<p><b>First and subsequent citations</b>            Starvation of patients can lead to physiological consequences, which can exacerbate anxiety (Thorpe, 2013).</p> <p style="text-align: center;">OR</p> <p>Thorpe (2013) maintains that the starvation of patients can lead to physiological consequences, which can exacerbate anxiety.</p> <p style="text-align: center;">OR</p> <p>In 2013, Thorpe stated that .....</p>
<p><b>Two</b> Cite both names every time the reference occurs in the text.</p> <p>An ampersand (&amp;) is used in parathetical (brackets) format.</p>	<p><b>First and subsequent citations</b>            Bale and Jones (1997) report that the assessment of a wound requires the nurse to have an underlying knowledge of the factors that may affect the healing process.</p> <p>The assessment of a wound requires the nurse to have an underlying knowledge of the factors that may affect the healing process (Bale &amp; Jones, 1997).</p>
<p><b>Three or more</b>            In text or parenthesis, include only the surname of the first author followed by 'et al. and the year UNLESS there is more than one reference with some of the same authors in which case cite as many of the surnames as necessary to distinguish between the different publications.</p> <p><i>Note: The decision to move away from the APA guidance on this aspect of presentation was made to ensure students using multiple author citations are not unfairly restricted by assignment word counts</i></p>	<p><b>First and subsequent citations</b>            Lake et al. (2014) suggest that health promoting behaviours are the most significant factors.            Or            Health promotion factors are thought to be the most significant factors (Lake et al., 2014)</p> <p><b>Exception:</b> if two references with the same years shorten to the same form, cite the surnames of the first authors and as many of the subsequent authors as necessary to distinguish the two citations each time the citation is used. For example, if you had entries for the following references:            Martin, Butler and Chen (2012)            Martin, Butler, Jamieson, Ng and Penn (2012)</p> <p>The first would be cited as Martin, Butler and Chen (2012) and the second as Martin, Butler, Jamieson et al. (2012).</p>

**Note:**

When citing references in running text, you should join multiple author citations by the word 'and', whereas in the reference list or in bracketed citations, you should join the names by an ampersand '&'.

Running text - Smith and Jenner (2013) identified that the phrasing of work...

Bracketed citation - phrasing of work can influence the grade gained (Smith & Jenner, 2013).

When citing the reference in the text remember to put a full stop after the 'al.' (because it is an abbreviation) plus a comma before stating the year e.g. Cook et al., 2014



## 1.4 Book (edited)

An edited book is one where each chapter is written by different authors. If referencing the whole book the basic order of elements is the same as the examples given above. When referencing a single chapter only the author(s) of the chapter is/are cited within the text; the editors are acknowledged within the reference list.

### Example:

Ruston and De Souza (2015) describe the use of a change management team to introduce leg ulcer management guidelines.

## 1.5 Dictionary

Within the text, the author of the dictionary (in the absence of an author then give the title) should be given followed by the year of publication.

### Example:

Medial Tibial Syndrome, sometimes also referred to as shin splints, is characterised by pain which occurs over the inner border of the shin (Black's Medical Dictionary, 2010).

## 1.6 Author(s) with a compound surname

Some authors have compound surnames e.g. von Toller or ter Riet, although the first part of the surname may be presented in lower case it is an integral part of the surname and would be included in the reference in the text.

### Example:

In a systematic review of diagnostic and screening tests ter Riet (2001) simplified two main issues.

## 1.7 Authors with the same surname

If two or more authors have the same surname, they are distinguished by the author's forename initial. Include the first author's initial in all text citations, even if the year of publication differs.

### Examples:

J.P. Hammer\* (2014) states that conformity to group norms brings psychological rewards through the acceptance by and support of other members.

The presence of others may sometimes inhibit individual performance (F. Hammer\*, 2009).

*\*different year of publication, same surname.*

## 1.8 Authors identified as 'Anonymous'

Only use this if the author is specifically identified as "Anonymous". Anonymous citations are rarely suitable for academic pieces of work and should only be used where the purpose of including them is explicitly relevant to the assignment. As with quotes you will need to clearly justify and explain the inclusion of an anonymous citation.

**Example:**

Anonymous (2015) identified that timetabling can influence a student's learning experience.

## 1.9 Two or more publications

If two or more documents support your statement, the citations are listed in alphabetical order by the first author's surname and are separated with semicolons.

**Example:**

Damage to the perirhinal cortex can cause impairments on delayed non-matching to sample tasks (Farouk et al., 1995; Gaffan & Buckley, 2001; Zola, 1998).

### 1.10 Two or more publications from the same author(s) in the same year

If two or more documents have the same author and year, they are distinguished by lower case letters (a, b, c etc.), following the year within brackets. They are ordered by their appearance in the text, i.e. the first article/book cited is 'a' and so on.

**Example 1:**

Williams (2006a, 2006b) states that health professionals must have a clear understanding of physiological principles in order to accurately record both blood pressure and temperature measurements.

**Example 2:**

In order to record blood and temperature measurements, health professionals must have a clear understanding of physiological principles (Williams, 2006a, 2006b).

### 1.11 Authored by organisation or institution (corporate authorship)

Where the publication is not the work of individuals, the name of the organisation/institution should be used with the year of publication.

**Example 1:**

Every community nurse should have training in child protection policies and procedures (Health Visitors' Association, 1994).

**Example 2:**

The public, employers, police and other professionals, can all raise concerns direct with the professional regulatory body (Health and Care Professions Council, 2010).

**Example 3:**

It is estimated that 500,000 people in the UK have experienced a venom-induced anaphylactic reaction (National Institute for Health and Care Excellence, 2011).

## 1.12 Government publications

There is a range of Government publications that you may wish to cite in your work. In citing such material the author is usually the name of the department which issues the publication e.g. Department of Health or Public Health England. If you are referencing government publications from more than one country, include the country of origin after the department name.

### Example of a Department of Health policy:

The importance of health to wellbeing has been recognised by the Government (Department of Health, 2014).

### Example of a Committee Report:

Proposals for restructuring within the NHS were published in 1980 (Ministry of Health and Scottish Home and Health Department, 1980).

### Example of a Health Service Circular:

The single assessment process will lead to a more efficient assessment process and more effective care services for older people (Department of Health, 2002).

### Example of a Medicines and Healthcare Products Regulatory Agency (MHRA)\* Bulletin (formerly the Medical Devices Agency):

Trusts should identify medical electrical systems, assess risks and take remedial action as is required (Medicines and Healthcare Products Regulatory Agency, 2012).

\*MHRA is a Government Agency

### Example of GOV.UK publications:

Various publications relevant to health and social care can be found on the GOV.UK site. If you cannot find the author on the publication itself, check the webpage; the author and date publication details are usually given in the format shown below:



In the screenshot above, the publication title is '2010 to 2015 government policy: carers' health', the authors are the 'Department of Health and Lamb, N.' and the date of publication is the date of the most recent update which is '2015'.

### Example:

The value of caring for the carers has been endorsed at a strategic level and enshrined within Government policy (Department of Health and Lamb, 2015).

Please note: as the APA guidance does not cover UK Government publications, the examples given here are School specific.

### 1.13 Newspaper articles

To cite material from a newspaper article where the author's name is evident, the author's name and year of the publication are given in the text.

**Example 1:**

... journal publication is seen as a significant element in maintaining a research culture (Prestwich, 2005).

To cite material from a newspaper where no author is indicated, the name of the newspaper and year of publication is given in the text.

**Example 2:**

The first full-time paramedic science degree course in the country was launched with a visit from MP Baroness Helene Hayman (Welwyn and Hatfield Times, 1999).

### 1.14 Conference proceedings and publications

Material cited from published conference proceedings or materials is treated in the same way as books or journals.

**Example 1:**

Greenwood and Khan (2008) describe how lasting change was achieved in a busy surgical environment utilising the skills of existing nurse specialists.

Whenever unpublished conference material is cited the phrase unpublished conference paper/poster should be included.

**Example 2:**

Curriculum development requires systematic, advanced planning (Pendleham, 2005, unpublished conference paper).

### 1.15 Media: Films, videos, broadcasts, music and podcasts

When citing this type of material the transmitting organisation with the date of production/transmission should be used.

**Example 1:**

The impact of undiagnosed post-natal depression can often have adverse effects on all family members (British Broadcasting Corporation, 2010).

**Example 2:**

Breast feeding is recommended for at least the first four months of life as it protects against respiratory diseases and gastro-enteritis (Royal College of Midwives, 2005).

## 1.16 Media: CD-ROM

For CD-ROMs, the author/editor should be given followed by the year and type of medium in brackets.

### Example:

Hawking (2009, CD-ROM) describes his theory of the beginning of the universe.

## 1.17 Media: Social

Provide either the individual author's real last name or the full name of the group followed by the date. If you paraphrase or quote specific information from social media that your readership will be unable to access e.g. because of friends-only privacy settings or because the exchange occurred in a private message, cite the content as a personal communication (see 1.22) and do not include in the reference list.

## 1.18 Individual pages on the World Wide Web

To cite material from the web the author or organisation, rather than the Uniform Resource Locator (URL) needs to be cited.

### Example:

The university, in responding to the Department of Health's strategy relating to the resistance of antibiotics and other antimicrobial agents continues to ensure that this and the related issue of antibiotic misuse remain important themes throughout all education programmes (Patel, 2012).

Tip: Take care to assess the credibility of information available on the World Wide Web (WWW), particularly where there is no identifiable author or date of publication. As with all information sources you want know who wrote it, when it was published and whether or not it has been peer reviewed.

## 1.19 Dissertations and theses (unpublished)

Material cited from theses and dissertations is treated in the same way as books, journals and documents in the main text plus the phrase 'unpublished dissertation/theses' (as applicable).

### Example:

A study was undertaken to explore patients' self-monitoring of postoperative pain (Fordham, 2002, unpublished theses).

## 1.20 Religious texts

Most religious texts do not have a date as this often cannot be agreed upon, therefore a citation within the text would reference the author of that chapter/book without giving a date.

**Example:**

It is arguable that light is one of the most critical sources of energy. Early history refers to the sun as light and in the first book of the Bible it says 'let there be light' (Genesis 1:3)

## 1.21 Secondary references

There may be times when you find something referenced in a book or an article that is so useful or interesting you want to use it in your own work. This might be a citation for another article, or a graph or table taken from another work. When this happens, **you should always try to find and read the original work**, and use that as the source. However, there are times when this isn't possible e.g. the original work may be out of print and unavailable digitally, in which case you can cite it as a secondary reference. Where a secondary reference is unavoidable, it should be cited in the text as follows:

**Example 1:**

Winter (1962, cited in Thomas, 1990) demonstrated that in pigs superficial acute wounds that were kept moist healed more rapidly.

**Example 2:**

In pigs, superficial acute wounds that are kept moist heal more rapidly (Winter, 1962, cited in Thomas, 1990).

## 1.22 Personal communication e.g. e-mails, private messages on social media

Personal communication includes letters, e-mails, text messages, personal interviews, private/direct messages and telephone conversations. References to unpublished material or personal communication should be kept to a minimum, since they cannot be followed-up by anyone reading your work. Personal communications are not included in the reference list; they are cited within the text only. The initials and surname of the communicator should be given along with an exact a date as possible.

**Example:**

I have found that a skills laboratory provides a secure environment for the teaching of clinical skills (J.M. Humphries, personal communication, August 1, 2013).

## 1.23 Discussion groups/e-mail lists

If archived then cite as for articles/books, i.e. surname (date). If not archived then cite as for Personal Communication.

## 1.24 StudyNet

Citations from StudyNet should be avoided. However, if it is necessary they should be cited giving the author(s) of the work and the date as stated on the information (for example some lecturers will put a reference at the bottom of the document saying their name and the date or date updated).

**Example:**

Guy (2015) suggests the presence of necrotic tissue may delay wound healing.

## 1.25 Company literature/pamphlets/advice sheets

References to company literature should be confined to essential use only. If it necessary to cite company literature, the company name should be stated followed by the year of publication. If no date is available 'n.d.' should be used. Use of material without a date of publication should be avoided.

### Example:

This company producing pressure relieving equipment is becoming increasingly aware of the diversity of their market, offering bespoke products tailored to meet individual patient's needs (Karomed, n.d.).

## 1.26 Unpublished work

Unpublished work should only be used if necessary i.e. relevant to the assignment, justifiable. If used then cite authors(s) as for journal articles/books. See 1.19 for unpublished dissertations and theses.

## 1.27 Legal materials and legislation (including Acts)

Legal references are complex and only US law is covered in the APA Manual, therefore the following guidance is partially based on the system recommended by the UK's Oxford Standard for the Citation of Legal Authorities (OSCOLA). It is only applicable to students in the School of Health and Social Work.

### Acts of Parliament / Statutes

Acts are also known as Statutes. For both your in-text citation and reference list use the short title of the act and its date. Main words should start with capital letters. Note that the date is part of the title of the act and so does not need a comma. If you are referring to a specific part of the act, include the chapter or section number in the citation. If explicit reference is made to the Act it should be cited in the text with the full title, including the year of enactment.

### Example 1:

According to section 2 of the Criminal Justice Act 2003...

Or

The Health Act 2009 c.21 ensures that ...

### Example 2:

The Equality Act 2010 was introduced to protect and safeguard the interests of minority groups.

### Example 3:

There is legislation to protect individuals that pose a risk to themselves (Mental Health Act 1983).

### Cases

Use the name of the parties, in italics and separated by v. Put the year of reporting in brackets.

### Example:

*Bolam v Friern Hospital Management Committee* (1957).

### Statutory Instruments

Statutory Instruments are also known as Orders, Rules and Regulations. Cite the title, year of issue in parenthesis and SI number in square brackets.

**Example Statutory Instrument:**

The draft then became a Statutory Instrument called the National Health Service (Mandate Requirements) (Regulations 2014) [3487].

**Bills**

Bills are proposals for legislation heard in both the House of Commons and House of Lords. Include the short title, House of origin in square brackets and date of presentation in parenthesis.

**Example Bill**

...as proposed in the Sexual Offences Bill [HL] (2003).

**Command paper**

A command paper is a document issued by the British government and presented to Parliament. Command papers might include white papers, green papers and reports from Royal Commissions and other government bodies.

**Example Command Paper:**

The result was a consultation document in which they presented their recommendations on equitable health care to the Government (Department of Health, CM 9007, 2015).

## 1.28 Tables, figures and diagrams

The table, figure or diagram should be labelled beneath e.g. Figure 1, title and source. See over page.

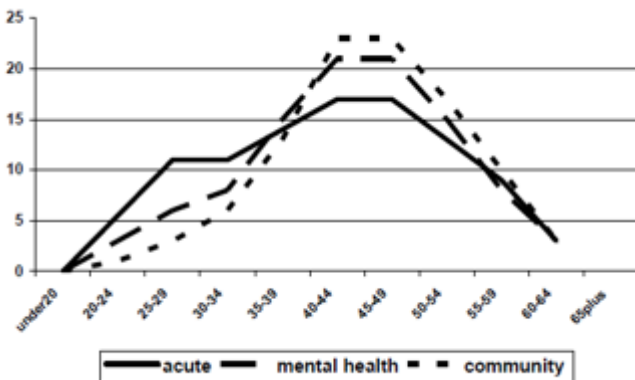


Figure 1. Numbers of Patients Seen (Royal College of Nursing Scotland, 2010)

If you have only used a few images or tables, you may include the references in the same reference list as your books, journal articles, etc. If you are writing a large piece of work, such as a dissertation or thesis, and have used a lot of illustrative material, you should reference them in a separate List of Figures and/or List of Tables. If you are unsure what to do, check with your tutor or supervisor.

## 1.29 Images from the Trust (Radiography students only)

Radiography students who are using images from their Trust should follow the guidance outlined in their Programme/Module Guide.



## Section 2: Presentation of a Reference/Bibliography List

### 2.1 General notes

References are listed at the end of the text, followed by the Bibliography list (if used) **before** any appendices (if there are any). Important things to note are:

- Citations are listed in alphabetical order of the author's surname
- The second and subsequent lines of each reference should be indented e.g. 1cm. Consistency can be achieved using the tab function in Microsoft Word.
- Chronological order is used if there is more than one reference by the same author
- Do not include anything in your reference list that you have not referred to in your text.

### 2.2 Direct quotations

If using a direct quotation in a text, the basic order is the same as the examples given for books and journal articles. However, when quoting from a book the page number is omitted in the reference list because it has been included in the text at the point of citation.

### 2.3 Books (non-edited)

The basic order of elements for non-edited books is:

<b>Author's surname and initials</b> separated by a comma and followed by a full stop	Farouk, A.A.
<b>Year</b> (in brackets) followed by a full stop	(2014).
<b>Title</b> <i>In italics and lower/sentence case, i.e. only the first word begins with a capital letter; followed by a full stop</i>	<i>Principles of paramedic science.</i>
<b>Edition</b> – only include if not a first edition (in brackets and abbreviated to 'ed.') followed by a full stop	(3rd ed.).
<b>Place of publication</b> followed by a colon	London:
<b>Publisher</b> or equivalent followed by a full stop	Churchill-Livingstone.

#### Example:

Mitchell, N. (2006). *Behaviour modification: A primer in global sociology*. (2<sup>nd</sup> ed.). London: MacMillan.

### 2.4 Books (edited)

An edited book is one where each chapter is written by different authors. If referencing the whole book the basic order of elements is the same as the examples given above. When referencing a single chapter this should be done using the author of the chapter. The title of the chapter needs to be given alongside the book in which it is published. The author(s) and title of the chapter are presented and followed by a full stop. Then the word 'In' followed by the editor(s) and title of the book followed by a full stop. The page numbers of the chapter must then be given in parenthesis followed by a full stop. Finally the place of publication and the publisher should be given, separated by a colon.

**Example 1:**

Ruston, A. & Lawes, M. (1999). The management of leg ulcers in the community: A multi-disciplinary experience in primary care. In D. Humphris & P. Littlejohn (Eds.), *Implementing clinical guidelines: A practical guide*. (pp. 63-75). Abingdon: Radcliffe Medical Press.

**Example 2:**

Botham, I.T. & Argyle, M. (1972). Staring you in the face. In M. Thatcher (Ed.), *If it had teeth: Fifteen years of research into non-verbal communication*. (pp. 315-337). New York: Academic Press.

## 2.5 Books (e-book/digital)

The author/editor, year, title and edition order is the same for electronic books (e-books) as for non-electronic books. The book format should then be given in square brackets after the title and the doi (Digital Object Identifier) stated in place of the publisher location and name.

**Example:**

Schiraldi, G.R. (2001). *The post-traumatic stress disorder sourcebook: a guide to healing, recovery and growth* [Adobe Digital Editions version]. doi: 10.1036/10071393722.

Where the doi is not available (as is often the case for UH e-books) then include the publisher and location along with 'Retrieved from (name of e-book platform)'. Please note that it is not sufficient to give the web address for the Online Library.

**Example:**

Downs, M. & Bowers, B. (2014). *Excellence in Dementia Care: Research into Practice*. (2<sup>nd</sup> ed.). [e-book] Retrieved from <http://www.ebilib.com>

**Note:**

The Digital Object Identifier [doi], uniquely identifies the resource so should always be included in the reference where available and in preference to an URL which can change. Other unique identifiers are ISBN, ISAN, ISMN and ISRC.

Remember, your tutor should always be able to access the source you have worked from in-order to verify your comments. If you are in any doubt about using a difficult to trace source please ask your module leader for advice prior to submission.

## 2.6 Dictionary

- Author or if no author, title (in italics).
- Date in brackets (if available)
- Translation/Version/Edition
- Place of Publication:
- Publisher.

**Example:**

*Black's Medical Dictionary*. (2010). 42<sup>nd</sup> Ed. London: A&C Black Publishers.

## 2.7 Journal articles

When a reference originates from a journal article the basic order of elements are:

<b>Author's</b> surname and initials separated by a comma and followed by a full stop	Brown, A. & Green, A.
<b>Year</b> (in brackets) followed by a full stop	(2006).
<b>Title</b> of article in lower/sentence case followed by a full stop	The effects of locus of control on causal attributions.
<b>Title of the journal</b> in italics and title case, i.e. each word begins with a capital letter	<i>Trends in Microbiology</i>
<b>Volume</b> number in italics – this is separated from the title by a comma	<i>Trends in Microbiology</i> , 5
<b>Issue</b> number not in italics but presented in brackets; followed by a comma,	<i>Trends in Microbiology</i> , 5(10),
<b>Page</b> numbers of the article page numbers are not preceded by 'pp' as they are for book chapters; followed by a full stop	<i>Trends in Microbiology</i> , 5(10), 65-70.
<b>Doi</b> (digital object identifier) add at end if available. If doi is not available and the article was retrieved <b>online</b> , then use 'Retrieved from' followed by the URL of the journal homepage. <b>No date</b> is necessary because the article will not change at a later date as might happen with a webpage. <b>Doi should not be used in place</b> of volume/issue/page except when used for Advanced Online Publication (see below)	doi: 10.1037/0278-6133.24.1.334
If the article has been accepted for publication and is available via the electronic journal but has not yet been allocated a volume, issue or page number: put full-stop after journal title and write ' <b>Advance Online Publication</b> ' after the journal title followed by a full-stop and then the doi.	<i>Trends in Microbiology</i> . Advance Online Publication. doi: 10.1037/0278-6133.24.1.334

**Example 1:**

Edwards, S. L. (2012). Malnutrition in hospital patients: Where does it come from?  
*British Journal of Nursing*, 11(18), 954-974. doi: 10.1037/0278-6133.24.1.334

**Example 2:**

Baker, J. Z. (2013). Dehydration in paediatric out-patients: What are the risks?  
*Journal of Paediatric Practice*, 11(18), 954-974. Retrieved from <http://jpp.lib.bme.edu/index>

**Example 3:**

Honey, J. W. (2014). Prevalence of lower limb rigidity post arthroscopy *Journal of Community Physiotherapy*. Advance Online Publication. doi: 10.1037/0278-6133.24.1.765

## 2.8 Author(s) with a compound surname

The basic order of the elements is unchanged; the first part of the surname is presented in lower case and the second part with usual capitalisation.

### Example:

ter Riet, G., Kessels, A. G. & Bachmann, L. M. (2001). Systematic reviews of evaluations of diagnostic and screening tests. Two issues were simplified. *British Medical Journal*, 323(7322), 1188.

## 2.9 Authors identified as 'Anonymous'

List alphabetically (starting after 'Anonymous') in the reference list and present reference according to type of document.

## 2.10 Two or more authors (books and journal articles)

Number of authors	Reference list example
<b>Two authors</b> joined by '&'	Ng, N. M. & Baker, H. F. (2010). Into the breach: Lessons from Shoreham. <i>Paramedic Quarterly</i> , 26(5), 186-92.*
<b>Three - seven</b> use commas and an '&' before the last surname	Ali, S., Bergen, A., Prince, K. & Kavanagh, A. (2000). Identifying a framework for research: quality of life interventions. <i>Journal of Advanced Nursing</i> , 7(5), 253-62. *
<b>More than seven</b> give initials and surnames of the first six followed by a full-stop and a comma and then an ellipsis followed by just the last author's surname and initial	Lee, A. C., Buckley, M. J., Pegman, S.J., Spiers, H., Scahill, V. L., Gaffney, D., . . . Chin, N. (2005). Specialization in the medial temporal lobe for processing of objects and scenes. <i>Hippocampus</i> , 15(6), 782-797. *

\* Doi / URLs added as appropriate if retrieved online

## 2.11 Two or more publications from the same author in the same year (books and journal articles)

Two or more publications by the same author are ordered by their appearance in the text, i.e. the first article/book cited is 'a' and the second 'b' and so on. The citation in the text should also record the 'a' and 'b' alongside the date.

### Example 1:

Department of Health. (2010a). *Equity and excellence: Liberating the NHS*. London: The Stationery Office.

### Example 2:

Department of Health. (2010b). *Healthy Lives: Our strategy for public health in England*. London: The Stationery Office.

## 2.12 Two or more publications from the same author in different years

The basic order of elements is the same; references are placed in chronological order in the list.

### Example 1:

Moffatt, C. (2008). Know how. Four-layer bandaging. *Nursing Times*, 93(16), 82-83.

### Example 2:

Moffatt, C. (2014). The principles of assessment prior to compression therapy. *Journal of Wound Care*, 7 (7 suppl), S6-S9.

## 2.13 Publication from one author and then another by the same author with a co- author

List the individual author first, then the reference with the co-author.

### Example 1:

Hoskin, P. J. (2006). *Radiotherapy in practice. External beam therapy*. Oxford: Oxford University Press.

### Example 2:

Hoskin, P.J. & Coyle, C. (2005). *Radiotherapy in practice: brachytherapy*. Oxford: Oxford University Press.

## 2.14 Authored by organisation or institution (corporate authorship)

Where the publication relates to organisations/institutions as authors the basic order of elements is the same with the organisation's name in place of the author's name:

- Organisation/institution.
- Year (in brackets).
- *Title of the published work (in lower/sentence case and italics)*.
- Place of publication:
- Name of publisher.

### Example 1:

Health and Care Professions Council. (2010). *How to raise a concern*. London: HCPC.

### Example 2:

National Institute for Care and Clinical Excellence. (2011). *Anaphylaxis: assessment to confirm an anaphylactic episode and the decision to refer after emergency treatment for a suspected anaphylactic episode (CG134)*. Manchester: NICE.

## 2.15 Government publications

UK Government publications should be cited as follows below. If government publications from more than one country are used then the country of origin should be included (in brackets) after the department name. If the document has been accessed online then 'Retrieved from' is used followed by the URL.

Some examples are given below.

**Committee Report:**

- Originating body.
- Year (in brackets).
- Title of Committee Report (*in italics* and title case).
- Place of publication:
- Publisher.
- Committee chairman (in brackets).

**Example 1:**

Ministry of Health and Scottish Home and Health Department. (1980).

*Report of the Committee on Senior Nursing Structure*. London: HMSO. (Chairperson B. Salmon).

**Example 2:**

Department of Health and Ageing (Australia). (2012). *Evaluation of the Consumer-directed Care Initiative: Final Report*. Retrieved from

<http://health.gov.au/internet/main/publishing.nsf/content/65437-eval>

**Health Service or Local Authority Circular:**

- Originating body.
- Title of circular (in title case).
- Circular Series Number (in brackets).

**Example:**

Department of Health. The Single Assessment Process for Older People. (HSC 2002/001).

**Medicines and Healthcare Products Regulatory Agency Bulletin (Formerly the Medical Devices Agency):**

- Agency name in full (in title case).
- Reference number of bulletin (in brackets).
- Title of bulletin (in lower/sentence case).

**Example:**

Medical Devices Agency. (MDA/2003/015). All medical electrical equipment.

**Government policy:**

- Originating department/author
- Date
- Title
- Retrieved from (if the policy is only published online i.e. is not downloadable, add the date of retrieval).

**Example:**

Department of Health. (2014). *Carers strategy: actions for 2014 to 2016*. Retrieved from

<https://www.gov.uk/government/publications/carers-strategy-actions-for-2014-to-2016>

**And for the Mid Staffordshire Inquiry, often referred to as the Francis Report (change executive summary to volumes 1, 2 or 3 as appropriate):**

**Example:**

Department of Health. (2013). *Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry Executive Summary*. HC 947. London: The Stationery Office. (Chairperson R. Francis QC).

## 2.16 Newspaper articles

If citations are from a newspaper article where the author's name is evident, the following basic order of elements should be used:

- Author's name and initials.
- Year and date (in brackets).
- Title of article (in lower/sentence case).
- *Title of newspaper (in italics and title case)*,
- Page number

### Example:

Prestwich, P. (1999, May 18). Researchers keep their heads in history. *The Guardian*, p.2.

If citations are from a newspaper where no author is indicated, the following basic order of elements is used:

- Title of the material or article (in lower/sentence case).
- Year, month and date (in brackets).
- *Title of newspaper (in italics and title case)*,
- Page number

### Example:

Baroness praises paramedic course. (1999, May 26). *Welwyn and Hatfield Times*, p.7.

## 2.17 Conference proceedings and publications

Published conference material is presented in the same way as a book chapter or journal article depending on how it has been published. If available on-line, cite the doi or web address preceded by the words 'Retrieved from'.

### Example (published material):

Greenwood, D. & Butcher, M. (1997). Bringing the issue of documentation to the ward staff. In D. Leaper, C. Dealey, P.J. Franks, D. Hofman & C. Moffatt (Eds.), *Proceedings of the 7<sup>th</sup> European Conference on Advances in Wound Management*. (pp.134-136). Cambridge: University Press.  
doi: 10.1232/1088567.123765

Printed but unpublished material (for example a paper presentation or poster) is cited as follows:

- Presenter/author surname and initials.
- Year (in brackets).
- Title of paper/poster (in lower/sentence case and italics).
- Paper or poster session presented at the xxx conference title.
- Place of conference.
- If available, doi or web address preceded by the words 'Retrieved from'

### Example (unpublished):

Walker, V. (2010, March). *Promoting teenage health in primary care*. Poster session presented at the 12th Annual Public Health Forum. Manchester. Retrieved from doi:5.1632/32788567.9938665

## 2.18 Media: Films, videos, broadcasts, music and podcasts

When citing this type of material the transmitting organisation with the year of production should be used. For podcasts, include the exact date of original transmission.

- Name of director/producer/production team/songwriter.
- Year (in brackets) of production or song copyright.
- Title of production with (recording artist) in brackets if song.
- *Title of series/album (if applicable), in italics and title case.*
- In square brackets include as is appropriate the phrase [Video], [Motion Picture] or [details of the programme's transmission].
- Place of production: (if available)
- Name of production company/studio/label
- For song, then date of recording if different to the song copyright date
- If it is a digital resource then add the doi followed by a colon e.g. doi:. If there is no doi then use the URL preceded by the date of retrieval e.g. 'Retrieved from', no date required.

### Example 1:

British Broadcasting Corporation. (1995). *Panorama: Baby Blues*. [Television broadcast]  
London: British Broadcasting Corporation.

### Example 2:

Aaron Sorokin. (2003). *Running Man. The West Wing* [Television series] New York: New York  
Broadcasting Company. doi: xxxxxxxxxxxxxxxxxxxx

### Example 3:

Royal College of Midwives. (1990). *Helping a Mother to Breastfeed: No finer investment*. [Video]. London: Healthcare Productions. Retrieved from  
<http://www.goodstart.co.uk>

### Example 4:

Southern Radio. (7, January, 2015). *Do nurses really eat their young?* [Podcast].  
Liverpool: Thinking Space Productions.

## 2.19 Media: CD-ROMs

- Author/Editor.
- Year in brackets.
- Title of the material (in lower/sentence case)
- [CD-ROM].
- Place of publication:
- Publisher

### Example:

Hawking, S.W. (1994). *A Brief History of Time*. [CD-ROM]. London: Crunch Media.



## 2.20 Media: Social

If you paraphrase or quote specific information from social media but your readership will be unable to access the content (e.g., because of friends-only privacy settings or because the exchange occurred in a private message), cite the content as a personal communication in the text but do not include in the reference list. A personal communication citation should be used because there is no direct, reliable path for the reader to retrieve the source.

If you paraphrase or quote specific, retrievable information from social media, provide an in-text citation as follows:

Provide either the individual author's real last name and initials in inverted format (LeBlase, C. B.) or the full name of a group. Then give social media identity information in square brackets [BlaseMan]. If only the screen name is known, provide it without brackets.

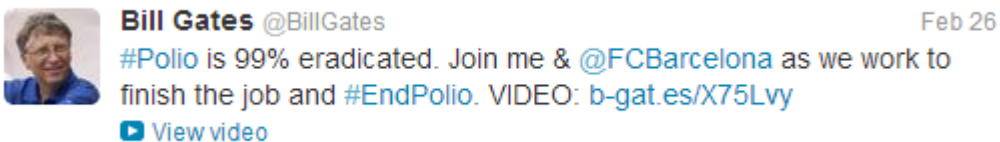
State the year, month, and day for items that have a specific date associated with them, such as status updates, tweets, photos, and videos; otherwise, provide only the year. If the date is unknown, use "n.d." (for no date) instead. If the date is unknown but can be reasonably approximated, use "ca." (for circa) followed by the approximated year, in square brackets.

Provide the name of the page or the content or caption of the post (up to the first 40 words) as the title. Do not italicize the titles of status updates, tweets, pages, or photographs; do italicize the titles of items that stand alone, such as videos and photo albums. If the item contains no words (e.g., a photograph without a caption), provide a description of the item in square brackets.

Describe the content form (e.g. photograph, video) after the title in square brackets.

Provide a retrieval URL that leads as directly and reliably to the cited content as possible. Give the retrieval date if the content may change (e.g., whole feeds or pages). Do not provide a retrieval date if the post has a specific date associated with it already (e.g., status updates, tweets, photos, and videos).

### Example



Gates, B. [BillGates]. (2013, February 26). #Polio is 99% eradicated. Join me & @FCBarcelona as we work to finish the job and #EndPolio. VIDEO: <http://b-gat.es/X75Lvy> [Tweet]. Retrieved from <https://twitter.com/BillGates/status/306195345845665792>

## 2.21 Individual pages on the World Wide Web

When the reference originates from the World Wide Web the basic order of elements is as follows:

- Author's/editor's surname, initial (separated by a comma and followed by a full stop).
- Year (in brackets) followed by a full stop e.g. (1999).
- Title of article (in lower/sentence case) and followed by a full stop e.g. The effects of locus of control on causal attributions.
- *Title of source (in italics)* followed by a full stop.
- Edition (if appropriate) followed by a full stop.

- State date of retrieval (Month, Day, Year) separated by commas e.g. 'Retrieved August, 17, 2007 from'
- Place of publication (if appropriate)
- Publisher (if appropriate) or URL address (no full stop)

**Example 1:**

Nursing and Midwifery Council. (2010). Good health and good character guidance for students, nurses and midwives. *NMC*. Retrieved July, 4, 2014 from <http://www.nmc-uk.org/Students/Good-Health-and-Good-Character-for-students-nurses>

**Example 2:**

Healthcare and Professions Council. (2014). Regulating health, psychological and social work professionals. *HCPC*. Retrieved August, 1, 2014 from <http://www.hcpc-uk.org.uk/>

The date of publication is the date the pages were last updated. Where the date is not obvious click on 'View' and page source to check when last modified. If no publication date is given write 'n.d.' for no date. Only mention an edition if the document clearly states that the pages have been rewritten rather than just updated. The retrieved date is when the document was viewed/downloaded. This is necessary to allow for any subsequent changes which may be made to the page or if the page is no longer available. A copy of all potentially temporary sources should be kept in case it is needed to substantiate information provided.

## 2.22 Dissertations and theses (unpublished)

These are treated like books, as far as possible, but as they are unpublished this needs to be stated, alongside the level of thesis and the name and place of the educational institution.

**Example:**

Sukanandan, M. (2011). *The lived experience of stage 4 radiation skin damage*. (Unpublished doctoral dissertation) University of Nottingham, London.

## 2.23 Religious texts

If an editor/guide/translator is known then this should be given as the author. Where this is not known no author is presented (do not write anonymous or unknown unless it is specifically stated in the text that that is the correct way to acknowledge the author).

The basic order of the elements should be:

- Author (if known).
- Title (*in italics*).
- Author of Chapter/Book.
- Number of Chapter/Book.
- Verse.
- Translation/Version.
- Place of Publication:
- Publisher.

Text without a designated author:

**Example 1:**

*Holy Bible*. Isaiah 55. 6-7. King James Version.

**Example 2:**

Nooruddin, A. (Guide). (1990). *The Holy Quran (Translation)*. USA: New Foundation International.

## 2.24 Secondary references

The citation in the text is Winter (1962, cited in Kumar, 2012). However only the secondary source should appear in the reference list.

**Example 2:**

Kumar, D.S. (2012). *Drugs and their consequences*. London: The Pharmacists Press.

## 2.25 Personal communication e.g. e-mails, private messages on social media

Personal communications are cited in the text only; they are not included in the reference list.

## 2.26 Discussion groups/e-mail lists

Discussion lists generate e-mail messages which are sent directly to the subscriber. Some, but not all, archive the messages sent. Only archived messages should be presented in the reference list, un-archived messages should be cited in the text as for Personal Communication.

References to these messages should be treated in a similar way to journal articles using the list name in place of the journal title (but not in italics) and subject line of the message in place of the article title. These details together with the author will appear in the message header.

**Example:**

Awandanil, J. (2014, May 24). Midwifery-research. Message posted to free web-based virtual midwifery library, archived at <http://www.jiscmail.ac.uk/lists/midwifery-researchforum.html>

## 2.27 StudyNet

Where reference is made to work on StudyNet the author date and title of the document are referenced as for a book, this should then be followed by StudyNet, the module name and code in brackets with the semester and year. Use of material in this way should be justifiable in the context of what you are using it for.

**Example:**

Vuolo, J. (2013). *How necrosis delays healing*. Retrieved November 21, 2013, from StudyNet (Wounds:issues and challenges 6NMH0290). Semester A 2013-2014.

## 2.28 Company literature/pamphlets/advice sheets

Company literature should be avoided but where it is deemed necessary to use it, as much detail as possible should be given to allow the material to be identified in future. As the literature may be difficult to trace a copy of the material should be kept for reference. Where a date is given, this should be included; where there is no apparent date (n.d.) should be stated. The company will appear as both the author and publisher.

The phrase 'company literature' should appear at the end of the citation.

**Example:**

Karomed. (n.d.). *Support Services – Bespoke Products*. Karomed. Company Literature.

## 2.29 Unpublished work

Unpublished work should only be used if necessary i.e. relevant to assignment, justifiable. If used, the following basic order of elements applies:

- Author surname and initials.
- Year (in brackets) - if known.
- *Title of unpublished work (in italics and sentence case)*
- End with phrase 'Unpublished manuscript' or 'Manuscript in preparation' as appropriate.

**Example:**

Nwander, R. (2014). *A diary of a social worker*. Unpublished manuscript.

See 2.22 for presentation of unpublished theses and dissertations.

## 2.30 Legal materials and legislation (including Acts)

Legal periodicals cite references in footnotes, whereas the APA 6<sup>th</sup> system locates all references, including reference to legal materials, in the reference list. For consistency HSK students and staff are asked to locate all references, including legal ones, in the reference list.

### Acts of Parliament / Statutes

- Country of origin (only if outside of Great Britain).
- Title of Act (in italics and title case) with the year.
- Place of publication:
- Publisher.

**Example 1:**

*National Health Service and Community Care Act 1990*. London: HMSO.

**Example 2:**

*Equality Act 2010* (c.15). London: TSO.\*

\*TSO is the abbreviation for 'The Stationery Office', previously HMSO for Her Majesty's Stationery Office.

### Cases

Party names [Year of publication] Volume number (if available) Law Report Abbreviation Start page

**Example:**

Macfarlane v EE Caledonia Ltd [1994] 2 All ER 1

### Statutory Instrument:

- The full title of the Statutory Instrument (in italics and title case). This may include additional words in brackets such as in the example below
- Year (no comma between title and year)
- The letters SI followed by the statutory instrument number

**Example:**

*Insolvency Rules 1986 (SI 1986/925)*

**Bill:**

Include the short title (Parliamentary session) Serial number. Origin i.e. HC Bill or HL Bill. The serial number changes every time the Bill is reprinted. Include [ ] for House of Commons bill numbers.

**Example:**

Health and Safety at Work (Offences Bill) HC Bill (2002-03) [38].

**Command Paper:**

- Author/originating committee.
- Year (in brackets).
- *Command paper title (in italics and title case).*
- Command paper number in brackets
- Place of publication:
- Publisher.

**Example:**

Law Commission. (2006). *Parliamentary costs bill: report on the consolidation of legislation relating to parliamentary costs* (Cm 6846). Norwich: TSO

## 2.31 Tables, figures and diagrams

The source should then be referenced in the usual way in the reference list i.e. according to where the diagram was sourced from.

**Example:**

Royal College of Nursing Scotland. (2008). Older but wiser? *RCNS*. Retrieved July, 1, 2014 from [http://www.rcn.org.uk/\\_data/assets/pdf\\_file/0017/543221/Older...\\_but\\_wiser\\_Nov\\_08.pdf](http://www.rcn.org.uk/_data/assets/pdf_file/0017/543221/Older..._but_wiser_Nov_08.pdf)

## Final note

We want you to do well in your studies. Please ask for assistance if you need it and don't forget the excellent i-Spy resources in Studynet:



<http://www.studynet.herts.ac.uk/go/ispy>

Plus you can contact our Information Manager, Angela Dimond on [a.dimond@herts.ac.uk](mailto:a.dimond@herts.ac.uk) or 01707 286448. Ask Angela for advice on searching and using resources.

## Bibliographic Sources

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington: American Psychological Association.

British Standards Institution. (2010). *Information and documentation — Guidelines for bibliographic references and citations to information resources*. Switzerland: BSI

Meredith, S. and Nolan, D. (2010). *Oxford Standard for the Citation of Legal Authorities (OSCOLA)*. Oxford: Hart Publishing