

School of Health and Social Work

Referencing Guidelines

2021 – 22

(Based on the American Psychological Association  
referencing style Publication Manual, 7<sup>th</sup> Edition)

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## Introduction

This document provides guidance for staff and students in the School of Health and Social Work (HSK). This is based on the American Psychological Association's (APA) guidelines (APA, 2019), 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). For the majority of your references you should use the APA 7<sup>th</sup> citation style. There will be some variation for government and legal publications (because these are not covered by the APA guidance).

All HSK students should adopt this guidance for all forms of written work. This will ensure that citation and presentation of references is accurate and consistent.

## Referencing or Bibliography – what's the difference?

**Referencing** – here you need to:

- cite sources in your written text and,
- provide a list of references that were referred to in your text at the end of your work.

**Bibliography** – if you have accessed other relevant materials during preparation of your work but **not** referred to these in your text, you need to:

- list these in a **separate** Bibliography,
- use the same style as for citing your references and,
- place the list **after** the references.

## Why Reference?

When you produce any written work, you will be expected to reference it appropriately; all sources of information you have used in your work **must** be referenced – marks are allocated for this. This is all about **academic integrity**, meaning **honesty** in your studies, acknowledging the work of others, and giving credit where you have used other people's ideas as part of presenting your arguments. It also tells the reader/marker where you have found your information and how up to date it is. It indicates how much reading you have carried out (extent, depth and appropriateness) 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 presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. This might be by copying or paraphrasing someone's published or unpublished work without referencing it. It is a form of academic misconduct which is **unacceptable** in academic writing.

We recognise that when you are new to academic writing, it is sometimes difficult to know how to incorporate the work and ideas of others into your own work. Here are some tips for avoiding the risk of plagiarism:

### Don't copy

Rather than copying what you have read, describe other people's ideas or results (making sure you reference these) and why they are important to your argument. When you access electronic material, try to avoid cutting and pasting as this just encourages you to copy what you've read word for word.

## **Use a range of sources**

Make sure that you read around the subject covered by your assignment. Look at books and journals – don't limit yourself to one source. As you develop your writing skills you will be able to bring together ideas from a range of sources to formulate your own views/opinions and this shows your understanding of the subject.

## **Develop your own style**

Over your time at university you should work on developing your own style of writing. It is important to try to write concisely and clearly. Draft/write **in your own words** with accurate acknowledgement of any source material you have used, i.e. referenced. If you do use the words of another writer in your work, it will stand out from the rest of your writing. This will mean that your reader will suspect plagiarism.

## **Keep good-quality notes**

When reading always keep a record of your sources; it is important to make notes. Careful note-taking will help to ensure that you can tell the difference between your own ideas and someone else's. It will also make it much easier to collate your references when writing your assignments. You can keep track of your references using a tool such as EndNote Basic (see below). These strategies will help to ensure that you do not accidentally plagiarise.

## **Use quotation marks**

The only exception to not using your own words is if you want to quote a short extract from another author's words exactly. You must use quotation marks to indicate that it is a direct quote. These should be minimal and should only include small amounts of text. They should only be used when you are identifying a key idea, i.e:

- if the meaning of the original statement will be lost if you reword it
- the original statement uses especially strong or vivid language
- you are quoting an original term or phrase

Don't forget – if you are using someone else's ideas in your work you need to show this by referencing it.

## **Use of figures/diagrams/tables**

If using these in your work, they should be devised and produced by you. If you include any graphics/tables from other sources (i.e. if it is absolutely necessary for the piece of work and there is no other way to present the information), you must acknowledge where you obtained this using an accurate reference.

## **Using Turnitin**

You can use the text-matching software Turnitin™ to help you develop your academic writing skills and to check the originality of your work. This is available through Canvas and your module leader can give you some guidance on this. This software is also used by your tutors to help them to detect academic misconduct including incidents of plagiarism.

If academic misconduct in any form is suspected, it will be reported to the School Academic Information Officer (SAIO).

## **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. To prevent this, ensure that you use an

organised and systematic approach to your reading and writing. As noted above, record the details of any sources 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, webpage, etc. You might want to use a reference management system (see below). Make your own notes of the ideas you have got from each publication. Highlighting sections of text on a photocopy or cutting and pasting from the web will increase the chances of plagiarism, even if it is unintentional.

### **Reference Management: using EndNote Basic**

EndNote Basic is a web-based application for reference management. You can create, organise 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 Basic 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 7th.
- 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 Basic 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 Basic, 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 guidance describes an author-date style approach where a short in-text citation directs the reader to the full reference in the list at the end of the essay. Each source you cite must be in the reference list and each source in the list must be cited in the text.

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, 2019):

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 (2019) 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, 2019). [note name and date separated by a comma]

Tip: Remember to put the full stop **after** the bracketed reference so that the reference 'belongs' to the sentence (see above).

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

Fletcher (2019) 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).

Or

When working clinically to prevent skin breakdown, "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" (Fletcher, 2019, p. 2).

Note the use of quotation marks and inclusion of the page number

## 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.

In this example, 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 words or fewer** 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).

Do not include an ellipsis (...) at the beginning and/or end of a quotation unless it is present in the original source.

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 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 paragraph. It should be indented away from the left margin, double spaced, with no 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:**

- You must not include large numbers of direct quotations in your work. This is not your original writing and it uses up valuable words from your assignment word count.
- Use direct quotations as little as possible; they should only be used to emphasise 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).            OR            Thorpe (2013) maintains that the starvation of patients can lead to physiological consequences, which can exacerbate anxiety.            OR            In 2013, Thorpe stated that...</p>
<p><b>Two</b>            Cite both names joined with “and” every time the reference occurs in the text.            An ampersand (&amp;) is only used when names and dates are enclosed in brackets (parenthetical 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.            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 brackets, include only the surname of the first author followed by “et al.” and the year.    <b>Exception:</b> if there is more than one reference with some of the same authors and the same date of publication. Cite as many of the surnames as necessary to distinguish between the different publications.</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 (Lake et al., 2014).              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)            Both could be shortened to simply (Martin et al., 2012) which would cause confusion.            The first would, therefore, be cited as Martin, Butler and Chen (2012) OR (Martin, Butler &amp; Chen 2012) and the second as Martin, Butler, Jamieson et al. (2012) OR (Martin, Butler, Jamieson et al., 2012).</p>

**Note:**

Citing references in the main text – join multiple author citations by the word “and”.  
In the reference list or in bracketed citations – join the names by an ampersand: “&”.

Main 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, 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)

If referencing a whole book (i.e. all written by the same author), the reference citation is the same as the examples given above.

An edited book is one where chapters are written by different authors. When referencing a single chapter **only the author(s) of the chapter** is/are cited in the text; the editors are acknowledged in 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

**Print dictionaries**

Within the text, the author of the dictionary (in the absence of an author then 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).

If a direct quote (as in a definition), view the information on quotations above.

**Example:**

Semantics refers to the “study of meanings” (Merriam-Webster, 2020, p. 450).

**Online dictionaries**

Within the text, the author of the dictionary (in the absence of an author then the title) should be given. There is often no date for online sources and so “n.d” should be used in the text.

**Example:**

Surgery to remove the medial meniscus of the knee is known as a meniscectomy (Merriam-Webster, n.d.)

## 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 is not capitalised 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 but different initials, these initials should be included in all text citations, even if the year of publication differs.

**Example:**

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., 2015; Gaffan & Buckley, 2001; Zola, 2017).

If one of these is the most directly relevant to your point, place this one first followed by a semicolon and the phrase “see also” before the rest of the citations, which should be in alphabetical order – this allows you to emphasise the most recent or important research on the topic.

**Example:**

(Zola, 2017: see also Farouk et al., 2015; Gaffan & Buckley, 2001)

Two or more documents by the same author(s) in different years – give the author(s) surname(s) once and then for subsequent work give only the date separated by commas. If an article is in press (i.e. in the process of being published), put this last.

**Example:**

Past research (Pritchard, 2005, 2013, in press)

### **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”, the second “b” 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).

#### **Example 3:**

The focus is on the client (and family/carers) participating in the care process, taking responsibility for self-management to become independent (Chartered Society of Physiotherapy [CSP], 2014a).

#### **Then later in the same paragraph:**

Physiotherapists are autonomous, making decisions and taking actions independently in a professional context and being accountable and responsible for these (CSP, 2014b).

### **1.11 Authored by organisation or institution (corporate or group authorship), including confidential trust documentation and the BNF**

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 (Institute of Health Visiting, 2019).

#### **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).

Where group authors are recognised by specific abbreviations or acronyms, this can be introduced in the 1<sup>st</sup> citation and subsequently the abbreviation can be used in place of the full name.

#### **Examples:**

(Institute of Health Visiting [IHV], 2019) becomes (IHV, 2019)

(Health and Care Professions Council [HCPC], 2010) becomes (HCPC, 2010) and so on

Where you wish to quote from documents produced by an NHS Trust or similar where the source needs to be anonymised, the following method of citation can be used: (NHS Trust, name withheld, date).

**Example:**

NHS Trust (name withheld, 2020) reports that they have raised the profile of staff diversity networks; however, in my time there as a student on placement I was not made aware of this work and staff members I asked did not know about the networks.

British National Formulary (BNF) – when accessing this document it is recommended that you do so via the NICE website, <https://bnf.nice.org.uk/>. You may reference in text in the following ways:

**Examples:**

(British National Formulary [BNF], 2021) which would subsequently become (BNF, 2021)  
(Joint Formulary Committee, 2021)

As this is a website the date of publication is the date the pages were last updated. Where the date is not obvious, click on “View” and the page source to check when last modified. If no publication date is given write “n.d.” for no date.

## 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:**

There are ongoing debates as to whether social care should be free and funded from taxation, although the Government has ruled this out due to the heavy financial burden on working-age taxpayers (House of Commons Health Committee, 2010).

**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:

## 2010 to 2015 government policy: carers' health

From: Department of Health and The Rt Hon Norman Lamb  
First published: 25 March 2013  
Last updated: 8 May 2015, [see all updates](#)

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 & 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 the year of publication are given in the text.

#### Example 1:

International research suggests that the use of relatively inexpensive steroids can reduce mortality by 20% in patients hospitalised with Covid-19 (Lovett, 2020).

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 (2016) describe how lasting change was achieved in a busy surgical environment utilising the skills of existing nurse specialists.

When unpublished conference material is cited the citation is as above – the nature of the source, e.g. keynote presentation, poster session, etc., is noted in the reference list.

#### Example 2:

Curriculum development requires systematic, advanced planning (Pendleham, 2012).

### 1.15 Media: Film/TV references, videos (including YouTube), radio broadcasts, TED Talks, blogs/podcasts

When citing **films**, the director should be used in the author element of the reference and the date of production should be used.

**Example:**

The film *The Theory of Everything* follows the story of Stephen Hawking and may provide some insight into the lived experience of motor neurone disease (Marsh, 2015).

If referring to a **TV programme** or series the executive producer should be used in the author element of the reference and the year(s) it was broadcast.

**Example:**

The BBC's *Mindful Escapes* series is aimed at improving mindfulness through a series of short films designed to relax the viewer (Keens-Soper, 2020).

For **radio broadcasts** the announcer is substituted as the "author".

When a **TED Talk** is on the TED website the name of the speaker is used as the author, and use the date provided. This is cited in the same way as a book/journal author. When it is a TED Talk from YouTube, the owner of the YouTube account (in this case TED) is cited as the author, i.e. (TED 2020) or TED (2020).

In general, for YouTube **videos** the name of the account that has uploaded the video is noted as the author.

**Example:**

For a video entitled *Allied Health Professions: First Contact Practitioners in Musculoskeletal Services* uploaded by Health Education England, the in-text citation would be: (Health Education England, 2019).

For citation in the text, **blogs/podcasts** follow the same format as journal articles.

### 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 (Facebook, TikTok, Instagram, LinkedIn, Online forum, Twitter)

**Facebook/TikTok post:** use the name associated with the account as the name in the reference with date(s).

**Facebook page/TikTok profile:** as above but with no date (n.d.) as the content is designed to change over time.

**Instagram photo/video:** present name of individual or group author as for other references with date(s).

**Instagram profile/highlight:** as above but with no date (n.d.) as the content is designed to change over time.

**LinkedIn post:** use the name associated with the account as the name in the reference with date(s).

**LinkedIn profile:** as above but with no date (n.d.) as the content is designed to change over time.

**Online forum post/comment:** if the author's real name is known use this and the date, if not use the screen name.

**Tweet:** present name of individual or group author as for other references with specific date of the post.

**Twitter moment:** this curated set of stories from Twitter is referenced as above but because the moment is subject to change, the retrieval date must be added in the reference list (see later).

**Twitter profile:** author as above but no date (n.d.) as subject to change.

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 Webpages and Websites

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 web, particularly where there is no identifiable author or date of publication. As with all information sources you want to know who wrote it, when it was published and whether or not it has been peer reviewed.

It is **not appropriate** to create references or in-text citations for whole websites. To mention a website in general, however, rather than specific information on the site, provide the name of the website in the text and include the URL in brackets.

**Example:** You might mention that you used a website to create a survey: We created our survey using Qualtrics (<https://www.qualtrics.com>).

If writing online you can link the name of the site directly so that the link has descriptive text: We created our survey using [Qualtrics](#).

## 1.19 Dissertations and theses (published or unpublished)

Material cited from theses and dissertations, whether published or unpublished, is treated in the same way as books, journals and documents in the main text.

### Example:

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

A thesis or dissertation is considered published when it is available from a database such as ProQuest Dissertations and Theses Global, an institutional repository (a library of digital objects and metadata from a single institution) or an archive.



## 1.20 Religious texts

Religious works published as books follow the book reference format (Author/date). Religious works published as websites (e.g. the King James Bible) follow the webpage reference format. In the text this would include the date of the original publication and the date when published online separated by a slash. The title should be in italics.

### Example:

King James Bible (1769/2017) OR (*King James Bible*, 1769/2017)

These types of text are usually treated as having no author and the year of original publication may be unknown or disputed. Versions of religious works may be republished, and this is what is used in the reference (see above). Cite a chapter or verse in the text using canonical numbering rather than page numbers.

### 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” (*King James Bible*, 1769/2017, Genesis 1:3).

## 1.21 Secondary references

Cite primary sources when possible; use secondary sources sparingly. 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/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. If this is not possible, e.g. the original work is out of print, 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, as 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, as cited in Thomas, 1990).

If the year of the primary source is unknown, omit it from the in-text citation.

### Example:

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

## 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 as 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, 2015).

**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 Canvas**

Citations from Canvas/StudyNet should be avoided. If you do have an occasion when you wish to cite from this source, it is possible because they are recoverable by the tutor/fellow students who are able to log into the system. 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 dates it was 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 is 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 medical devices and simulation equipment offers a diverse range of products to meet a wide variety of clinical needs and circumstances (Fielder Medical, n.d.).

**1.26 Unpublished work**

Unpublished work should only be used if necessary, i.e. relevant to the assignment, and justifiable. If used, then cite the author(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 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 brackets and SI number in square brackets.

**Example:**

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:**

... 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:**

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**

All tables, figures or diagrams should be labelled. Tables are captioned before/over the table and figures and graphs beneath.

### Example:

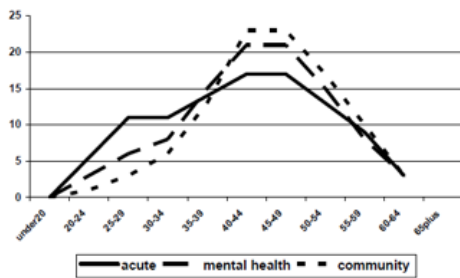


Figure 1. Numbers of Patients Seen (Royal College of Nursing Scotland, 2010)

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 or of the presentation style required, please 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.

### 1.30 Images (general)

Images used in presentations, posters, etc. do not need referencing but the source must be attributed. The following elements should be included in the attribution of an image, if they can be found:

- Title
- Creator name
- Source of the image (usually in the form of a URL to image source page)
- Any copyright information included with image, including type of licence if open source.

For advice on copyright see link below:

<https://ask.herts.ac.uk/copyright>

The attribution statement should appear directly below the image as a caption.

For further advice on finding and using images see here:

<https://www.studynet1.herts.ac.uk/ptl/common/LIS.nsf/lis/ImagesVidoeResources6>

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

### 2.1 General notes

As noted in the Introduction references are listed at the end of the text, followed by the Bibliography list (if used) **before** any appendices (if there are any). A reference list generally has 4 elements, each of which answers a question:

- **Author:** Who is responsible for this work?
- **Date:** When was this work published?
- **Title:** What is this work called?
- **Source:** Where can I retrieve/access this work?

If you answer these questions you will be able to come up with a reference for any source – it is really important to be consistent.

Important things to note are:

- List the citations in **alphabetical order** of the author's surname.
- Indent the second and subsequent lines of each reference, e.g. 1 cm. To be consistent, use the hanging indent facility in Microsoft Word.
- If there is more than one reference by the same author, list these in chronological (date) order.
- Do not include anything in your reference list that you have not referred to in your text.
- Use the abbreviation(s) "Ed." or "Eds." for Editor/Editors. For the edition, use "ed." – note the difference in capital usage.
- When writing a book or journal title, the first word following the colon should be lower case if the words after the colon do not stand on their own as a complete sentence. If the following phrase can stand alone (is independent), you may choose to use a capital or not; both uses will count as correct.
- When a work has a DOI, the DOI should always be used instead of a URL.
- When a work has no DOI, the URL is not needed if you read the work in print or accessed it via a database (as many students and researchers do for journal articles and book chapters).
- When a reference does include a URL (e.g. typically online-only sources such as tweets), the full URL is usually fine.
- For long and complex URLs, when a shortened version would be more readable and make the reference shorter, a shortened URL is an option. The shortened URL a student creates for a reference in a paper due imminently is very likely to work for the period of time needed by that student and the marker. If you choose to use a short URL, it may be best to stick with well-known services (e.g. bitly, perma.cc) or the short URL that is provided by the site of the long URL (e.g. Amazon provides amzn.com links for its URLs – use amzn.com/ and the ISBN or ASIN number to create a link).

### 2.2 Direct quotations

If you have used a direct quotation in a text, the basic order of your citation in the reference list is the same as the examples given for books and journal articles. When quoting from a book you do not include the page in the reference list because you have already included it 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	Collen, A.
<b>Year</b> (in brackets) followed by a full stop	(2017).
<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 unless including edition</i>	<i>Decision making in paramedic practice.</i>
<b>Edition</b> – only include if not a first edition (in brackets and abbreviated to “ed.”) followed by a full stop	This is a 1 <sup>st</sup> edition so not required but if the 2 <sup>nd</sup> edition it would be referenced (2 <sup>nd</sup> ed.).
<b>Publisher</b> or equivalent followed by a full stop	Class Publishing.
<b>DOI</b> (if present)	None present for this book

Use the same formats for both print and ebooks – do not include the format, platform or device (e.g. Kindle) for ebooks in the reference.

**Example 1:**

Jackson, L. M. (2019). *The psychology of prejudice: from attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

**Example 2:**

Collen, A. (2017). *Decision making in paramedic practice*. Class Publishing

**You do not need to include the publisher location.**

## 2.4 Books (edited)

An edited book is one where chapters are written by different authors. If referencing the whole book, the basic order of elements is the same as the examples given above but include the abbreviation “(Ed.)”, or “(Eds.)” for multiple editors.

**Example:**

Porter. S. (Ed.). (2013). *Tidy's physiotherapy* (15<sup>th</sup> ed.). Churchill Livingstone.

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. Start with the author(s), then the year of publication in brackets followed by the title of the chapter followed by a full stop. Then the word “In” followed by the editor(s) and title of the book in *italics*, then the page numbers of the chapter in brackets followed by a full stop. Finally, the publisher should be given – **do not** include place of publication. **N.B.** for the editors in this instance the initials come before the surname.

**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). 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). Academic Press.

“Fifteen” is capitalised here because the phrase after the colon can stand on its own.

In the information about the book, if using a later edition, this information goes into the brackets with the page numbers, e.g. (3rd ed., pp. 212-255).

If the book has a DOI this should be included in the reference.

**Example:**

Balsam, K. F., Martell, C. R., Jones, K. P., & Safren, S. A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In G. Y. Iwasama & P. A. Hays (Eds.), *Culturally responsive cognitive behavior therapy: practice and supervision* (2nd ed., pp. 287-314). American Psychological Association. <https://doi.org/10.1037/0000119-012>

## 2.5 Books (ebook)

The author/editor, year, title and edition order is the same for electronic books (ebooks) as for non-electronic books. There is no need to note the format, platform or device. Note the publisher and the DOI if available, or shortened URL (see 2.1 for more information on this).

**Example 1:**

Green, C. (2019). *Incivility among nursing professionals in clinical and academic environments: Emerging research and opportunities*. IGI Global. <https://doi.org/10.4018/978-1-5225-7341-8>

**Example 2:**

Thorn, B. E. (2017). *Cognitive therapy for chronic pain: A step-by-step guide* (2nd ed.). The Guilford Press. [amzn.com/B074PYB361](https://www.amazon.com/B074PYB361)

In essence ebooks are cited in the same way as print books.

**Note:**

The Digital Object Identifier [DOI] uniquely identifies the resource so should always be included in the reference where available. Other unique identifiers are ISBN, ASIN, 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/thesaurus/encyclopaedia

When a stable or archived work is cited, no retrieval date is required.

- Author
- Date in brackets (if available)
- *Title (sentence case, in italics)*
- Translation/Version/Edition in brackets
- Publisher

**Example:**

Macpherson, G. (2010). *Black's medical dictionary* (39<sup>th</sup> ed.). A&C Black Publishers.

If there is no author, put the title first and the date after it (or after the brackets giving the edition, if they are there).

If you are using an online reference source that is continually updated, use “n.d.” as the year of publication and include the date that you retrieved it.

**Example:**

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved September 22, 2020, from <https://www.merriam-webster.com/>

## 2.7 Journal articles

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

<b>Author’s</b> surname and initials separated by a comma and followed by a full stop	Pront, L. & Gillham, D.
<b>Year</b> (in brackets) followed by a full stop	(2017).
<b>Title</b> of article in lower/sentence case followed by a full stop	Supervisor expertise to optimise learner:preceptor ratios.
<b>Title of the journal</b> in italics and title case, i.e. each word begins with a capital letter	<i>Medical Education</i>
<b>Volume</b> number in italics – this is separated from the title by a comma	<i>Medical Education, 51</i>
<b>Issue</b> number not in italics but presented in brackets, followed by a comma	<i>Medical Education, 51(2),</i>
<b>Page</b> numbers of the article; page numbers are not preceded by “pp.” as they are for book chapters, but are followed by a full stop	<i>Medical Education, 51(2), 126-129.</i>
<b>DOI</b> (digital object identifier): add at end if available. If a DOI is not available and the article was retrieved <b>online</b> , use the URL of the journal homepage. <b>DOI should not be used in place</b> of volume/issue/page except when used for Advance Online Publication (see below)	<a href="https://doi.org/10.1111/medu.13237">https://doi.org/10.1111/medu.13237</a>
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 a full stop after the journal title and write “ <b>Advance Online Publication</b> ” after the journal title, followed by a full-stop and then the DOI	<i>Medical Education. Advance Online Publication.</i> <a href="https://doi.org/10.1111/medu.13237">https://doi.org/10.1111/medu.13237</a>

**Example 1: Journal article with a DOI**

Sooknandan, S. V. (2014). Malnutrition in hospital patients: where does it come from? *British Journal of Nursing, 10(9)*, 954-974. <https://doi.org/10.1037/0278-6144.24.1.334>

**Example 2:**

If a non-database URL is available for articles without a DOI, use the URL instead of a DOI. For example:

Lastname, A. (year of publication). Title of article. *Title of Journal, volume#(issue#)*, page#-page#  
<http://XXXXX>

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*



### Journal article without DOI from a subscription-based URL (e.g. CINAHL)

Provide the author, date, title and journal information only, which means the reference ends with the page range. For example:

Lastname, A. (year of publication). Title of article. *Title of Journal*, volume#(issue#), page#-page#.

Cuddy, C. (2002). Demystifying APA Style. *Orthopaedic Nursing*, 21(5), 35-42.

### Journal article with an article number or eLocator

Moridi, M., Pazandeh, F., Hajian, S., & Potrata, B. (2020). Midwives' perspectives of respectful maternity care during childbirth: A qualitative study. *PLOS ONE* 15(3), Article e0229941. <https://doi.org/10.1371/journal.pone.0229941>

### Journal article in press

Minns Lowe, C. J., Isaac, C., Kelly, P., & Barker, K. L. (in press). Measuring step count: why it is important not to assume measures are reliable. *Physiotherapy*.

## 2.8 Author(s) with a compound surname

Some authors have compound surnames, e.g. von Toller or ter Riet. 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, i.e. write the name exactly as it appears in the published work.

#### Example:

Blackman, N. J. M., ter Riet, G., Kessels A. G. H., & Bachmann, L. M. (2001). Systematic reviews of evaluations of diagnostic and screening tests. *British Medical Journal*, 323(7322), 1188. <https://doi.org/10.1136/bmj.323.7322.1188a>

## 2.9 Authors identified as "Anonymous"

Only if the work is signed "Anonymous", use "Anonymous" as the author in the reference list followed by the other authors alphabetically – present the reference according to type of document.

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

Number of authors	Reference list example
Two authors joined by "&"	Ng, N. M. & Baker, H. F. (2010). Into the breach: Lessons from Shoreham. <i>Paramedic Quarterly</i> , 26(5), 186-92.*
Provide surnames and initials for <b>up to and including 20 authors</b> using 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>21 or more</b> – give initials and surnames of the <b>first 19</b> followed by a full stop and a comma and then an ellipsis (three dots...) followed by just the last author's surname and initial	Author, A., Author, B., Author, C., Author, D., Author, E., Author, F., Author, G., Author, H., Author, I., Author, J., Author, K., Author, L., Author, M., Author, N., Author, O., Author, P., Author, Q., Author, R., Author, S.,... Author, Z.

\* Add DOI / URLs as noted above 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*. The Stationery Office.

### Example 2:

Department of Health. (2010b). *Healthy lives: Our strategy for public health in England*. 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. (N.B. if an author has a publication with no date, “n.d.”, this would precede dated references, and an article “in press” would come after all other dated references by the same author.)

### 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(s)

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 University Press.

### Example 2:

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

## 2.14 Authored by organisation or institution (corporate authorship) including anonymised NHS Trust documentation and the BNF

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)*.
- Name of publisher (if author and publisher are the same, omit the publisher in the reference list entry).
- Give URL if available and retrieval date if information is likely to change over time.

**Example 1:**

Health and Care Professions Council. (2020). *How to raise a concern*. <https://www.hcpc-uk.org/concerns/raising-concerns/>

**Example 2:**

National Institute for Health and Care Excellence. (2020). *Anaphylaxis: Assessment to confirm an anaphylactic episode and the decision to refer after emergency treatment for a suspected anaphylactic episode (CG134)*. Retrieved September 24, 2020, from <https://www.nice.org.uk/guidance/cg134>

For NHS Trust documentation it is important for these to be anonymised, especially if related to placements and a Trust, as its staff members and/or patients could be identified in a student's work.

**Example:**

NHS Trust (Name withheld). (2019). *Care certificate policy*. Unpublished document.

British National Formulary – it is recommended that the NICE website is used to access this information: <https://bnf.nice.org.uk/>.

**Example 1:**

Joint Formulary Committee. (2020). *British National Formulary: Abemaciclib*. BMJ Group and Pharmaceutical Press. Retrieved September 24, 2020, from <https://bnf.nice.org.uk/drug/abemaciclib.html>

**Example 2:**

Joint Formulary Committee. (2020). *National Institute for Health and Care Excellence: British National Formulary: Abemaciclib*. BMJ Group and Pharmaceutical Press. Retrieved September 24, 2020, from <https://bnf.nice.org.uk/drug/abemaciclib.html>

**Example 3:**

British National Formulary. (2020). *Abemaciclib*. NICE. Retrieved September 24, 2020, from <https://bnf.nice.org.uk/drug/abemaciclib.html>

Please see section 2.21 for more information on citing websites/pages in the text.

## 2.15 Government publications

UK Government publications should be cited as follows. 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 and is likely to change 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).
- Publisher.
- Committee chairperson (in brackets).

**Example 1:**

Ministry of Health and Scottish Home and Health Department. (1980).  
*Report of the Committee on Senior Nursing Structure\**. HMSO. (Chairperson B. Salmon).

\*In title case because it is the name of the committee and therefore a proper noun.

**Example 2:**

Department of Health and Ageing (Australia). (2012). *Evaluation of the Consumer-directed Care Initiative: Final report*. <http://health.gov.au/internet/main/publishing.nsf/content/65437-eval>

**Health Service or Local Authority Circular:**

- Originating body.
- Title of circular (in sentence 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:**

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

**Example:**

Medicines and Healthcare Products Regulatory Agency. (MDA/2005/027). Heat patches or heat packs intended for pain relief.

**Government policy:**

- Originating department/author.
- Date.
- Title in lower/sentence case.
- 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*.  
<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. 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, month and date (in brackets).
- Title of article (in lower/sentence case).
- *Title of newspaper (in italics and title case),*
- Page number.

**Example:**

Bawden, T. (2020, February 13). Research on live human brains could herald era of effective brain disease treatments. *The i Newspaper*, p.35.

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.

To cite an online newspaper, add the URL in place of the page number.

**Example:**

Carrington, D. (2019, June 13). Two-hour “dose” of nature significantly boosts health – study. *The Guardian*. <https://www.theguardian.com/environment/2019/jun/13/two-hour-dose-nature-weekly-boosts-health-study-finds>

## 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 online, cite the DOI or URL. Capitals are used for proper nouns, i.e. the name of the conference in the example below.

**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). University Press.  
<https://doi.org/10.1232/1088567.123765>

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

- Presenter/author surname and initials (include all authors listed as contributing even if they were not physically present at the conference).
- Year (in brackets).
- *Title of paper/poster* (in lower/sentence case and *italics*).
- Label in square brackets after the title that matches how the contribution was described at the conference.
- Conference name, location.
- If available, DOI or URL

**Example (unpublished):**

Walker, V. (2010, March). *Promoting teenage health in primary care*. [Poster session].

## 2.18 Media: Films/TV references, videos (including YouTube), radio broadcasts, TED Talks, blogs/podcasts

Audiovisual material may have both visual and audio components (e.g. films, TV), audio only (e.g. music, podcast), or visual only (e.g. PowerPoint slides, photographs, artwork). The reference citation follows the same format. It follows a pattern dependent on whether the work stands alone (e.g. a film, YouTube video) or is part of a larger whole (e.g. TV episode, podcast episode). The “author” is determined by the media type.

Media type	Include as author
Film	Director
TV series	Executive producer(s)
TV episode	Writer and director of episode
Podcast	Host or executive producer
Podcast episode	Host of episode
Webinar	Instructor
Classical music album or song	Composer
Modern music album or song	Recording artist
Artwork	Artist
Online streaming video	Person/group who uploaded video
Photograph	Photographer

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.

- Author as above.
- Year (in brackets) of production or song copyright including range of years (e.g. a TV series may run across a number of years) or month as appropriate.
- Single work – title of work *in italics* in sentence case followed by description in square brackets, e.g. “[Film]”, “[Video]”, “[Audio podcast episode]”.
- For work that is part of a larger whole, include Title of episode (Season number., Episode number) [Description] or Title of song [description].
- Name of production company/studio/label.
- URL.

### Example 1:

Forman, M. (Director). (1975). *One flew over the cuckoo’s nest* [Film]. United Artists.

### Example 2:

Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film; four-disc special extended ed. On DVD]. WingNut Films; The Saul Zaentz Company.

### Example 3:

Simon, D., Colesberry, R. F., & Kostroff Noble, N. (Executive Producers). (2002-2008). *The wire* [TV series]. Blown Deadline Productions; HBO.

### Example 4:

TED. (2012, March 16). *Brene Brown: Listening to shame* [Video]. YouTube. <https://www.youtube.com/watch?v=psN1DORYYV0>

**Example 5:**

Vedantam, S. (Host). (2015-present). *Hidden brain* [Audio podcast]. NPR.  
<https://www.npr.org/series/423302056/hidden-brain>

**Example 6:**

Bowie, D. (2016). *Blackstar* [Album]. Columbia.  
 Beyonce. (2016). *Formation* [Song]. On Lemonade. Parkwood; Columbia.

**Example 7:**

Johnson, B. (2020, February 5). *What does Boris Johnson really think?* [Interview]. British Broadcasting Company. <https://www.bbc.co.uk/programmes/m000f12b>

**2.19 Media: CD-ROMs**

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

**Example:**

Hawking, S. W. (1994). *A brief history of time*. [CD-ROM]. Crunch Media.

**2.20 Media: Social (Facebook, TikTok, Instagram, LinkedIn, Online Forum, Twitter)**

Cite only original content from social media sites such as Twitter, etc. I.e. if you used social media to discover content (e.g. you found a link to a blog post on Twitter) and you want to cite that content, cite it directly – it is not necessary to mention that you found it through a link on social media.

- Twitter and Instagram – author’s real name (Author, A. A.) then [@username] in square brackets OR Name of Group and [@username]
- Facebook and others – name of author, Name of Group, Name of Group with username if present or just username
- Date – either (n.d.) or specific date if present (2020, September 25)
- Title – content of the post up to the first 20 words (do not alter any non-standard spelling or capitalisation – retain hashtags and links and replicate any emojis or provide a description in square brackets, e.g. [face with tears of joy emoji])
- Site Name
- URL. Only provide a 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 1:**

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]. Twitter.

<https://twitter.com/BillGates/status/306195345845665792>

**Example 2:**

National Institute of Mental Health. (2018, November 28). *Suicide affects all ages, genders, races and ethnicities. Check out these 5 Action Steps for Helping Someone in Emotional Pain* [Infographic]. Facebook. <http://bit.ly/321Qstq>

## 2.21 Webpages and Websites

When the reference originates from a webpage or website the basic order of elements is as follows:

- Author (surname, comma, initials separated by full stops, ampersand [&] before last author, full stop after last initial) or Name of Group.
- Year (in brackets) followed by a full stop, e.g. (2020). May include month (2020, September) and day (2020, September 25).
- *Title of work* in italics.
- Site name (e.g. BBC News).
- URL: only state retrieval date if the site is likely to change or be updated (Month, Day, Year), e.g. "Retrieved September 25, 2020 from".

**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>

When the author and site name are the same, omit this from the source element.

**Example 2:**

World Health Organization. (2018, March). *Questions and answers on immunization and vaccine safety*. <https://www.who.int/features/qa/84/en/>

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.

**Example 3:**

Boddy, J., Neumann, T., Jennings, S., Morrow, V., Alderson, P., Rees, R., & Gibson, W. (n.d.). *Ethics principles*. The Research Ethics Guidebook: A Resource for Social Scientists. <https://www.ethicsguidebook.ac.uk/EthicsPrinciples>

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.

## 2.22 Dissertations and theses (published or 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 (i.e. doctoral, master's) and the name of the educational institution awarding the degree.

**Example:**

Sukanandan, M. (2017). *The lived experience of stage 4 radiation skin damage* [Unpublished doctoral dissertation]. University of Cardiff.



When published, format as above but include the name of the institution in the square brackets [Doctoral dissertation, University of Cardiff] and add the database or archive name and the URL.

## 2.23 Religious texts

Reference list entries are not required when you cite ancient Greek and Roman works or classical religious works. These works are so widely known and available that all that is required is an in-text citation. However, if it is a modernised/edited/translated version then give what details are known. Where the author 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; if not replace with title of the work in italics).
- Title (*in italics* and sentence case except for proper nouns).
- URL.
- Date of publication of original work.

### Example 1:

Text without a designated author:

*King James Bible*. (2017). King James Bible Online. <https://kingjamesbibleonline.org> (Original work published 1769)

### Example 2:

Nooruddin, A. (Guide). (1990). *The Holy Qur'an (Translation)*. 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:

Kumar, D. S. (2017). *Drugs and their consequences*. 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; unarchived 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 the 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. (2016, May 29). *Midwifery-research*. Message posted to free web-based virtual midwifery library, archived at <http://www.jiscmail.ac.uk/lists/midwifery-researchforum.html>

## 2.27 Canvas

Where reference is made to work on Canvas the author, date and title of the document are referenced as for a book; this should then be followed by Canvas, 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 Canvas (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. The name of the publication should be in italics and sentence case.

### Example:

Fielder Medical. (n.d.). *Medical devices for the modern age*. Fielder Medical. Company Literature.

## 2.29 Unpublished work

Unpublished work should only be used if necessary, i.e. relevant to assignment, and 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 7<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.
- Publisher.

### Example 1:

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

**Example 2:**

*Equality Act 2010* (c.15). The Stationery Office.\*

\* The Stationery Office is sometimes abbreviated in article reference lists to TSO. It was previously known as Her Majesty's Stationery Office or HMSO.

Alternatively the URL can be provided:

*Equality Act 2010* (c.15). <https://www.legislation.gov.uk/ukpga/2010/15/contents>

**Case**

Party names [Year of publication] Volume number (if available) Law Report Abbreviation Start page. The title is not italicised.

**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.
- 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. The title is not italicised.

**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 sentence case)*.
- Command paper number in brackets.
- Publisher.

**Example:**

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

**2.31 Tables, figures and diagrams**

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

## 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 resources on the ASA website, <http://academic-skills.health.herts.ac.uk/referencing/>

and the Library SkillUp resources on Ask Herts: <https://ask.herts.ac.uk/library-skillup>

## Bibliographic Sources

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). American Psychological Association.

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

Meredith, S. and Nolan, D. (2010). *Oxford standard for the citation of legal authorities (OSCOLA)*. Hart Publishing.