

Faculty of Health & Social Sciences

Referencing Guidelines for Students

Referencing is a way of acknowledging that you have used the ideas and written material belonging to another author. It applies to print and electronic sources, including Internet pages. The Faculty uses the 'Harvard' referencing system.

Why do it?

Accurate referencing demonstrates you have undertaken appropriate reading and an appreciation of the links between evidence-based theory and practice. **Failure to acknowledge another writer's work or ideas will be considered plagiarism (literary theft).**

In a 2003 study, 46% of Loughborough University students thought including reworded sentences from books, journals or lectures in an assignment without acknowledging the original author is okay (Stubbings & Brine, 2003, p.43). They are wrong. To paraphrase without referencing the original source is an academic offence. Proper and consistent referencing is an important aspect of achieving academic standards in your work and you will lose marks for lack of (or poor) referencing. So it is important to note all the sources you use when researching your assignment.

Where do you put this information?

References should be included in all kinds of assignments – essays, portfolios, posters, presentations and dissertations.

- in the body of the text

Whenever you refer to someone else's work, either directly or indirectly, indicate whose work that is. This applies equally to quotations or paraphrasing into your own words. For direct quotations, the relevant page number is also needed. It is not enough to just put a reference at the end of the paragraph; you need to let the reader know where your use of a source begins and ends.

- at the end of the assignment

A **reference list** including the full details for all the references (discussed, quoted or paraphrased) should be provided. The list should be left-aligned and in alphabetical order (according to author¹). Some assignments may also require **bibliographies** – ask your tutor for guidance, if you are unsure. Do not create separate lists according to source type. However, each type of resource has its own specific layout that must be followed scrupulously (see the relevant resource type below).

What should you include?

The basic principle is that you should cite enough information for the reader to locate the source in the future.

¹ Remember a resource may have a corporate author. If no author is identifiable, list by the first significant word of the title.

1 **Books in general**

- (i) Author(s) (surname followed by initial(s))
- (ii) Year of publication in round () brackets
- (iii) Book title (in italics, in sentence case) : Subtitle separated by colon
- (iv) Edition of book (if not the first edition, abbreviate to 'edn')
- (v) Place of publication: (the first named if there is more than one place)
- (vi) Publisher

Always use the title page and the 'copyright' page, rather than the book's cover to find these details.

In text:

Cottrell (2003, p.133) recommends to "use your own words, even if you don't think you write well – they count for more than copied text."

Evidence-based healthcare is when valid information about diagnosis, prognosis, treatment and prevention is used to underpin clinical decisions (Sackett *et al*², 1997).

Reference list:

Cottrell, S. (2003) *The study skills handbook*. 2nd edn. Basingstoke: Palgrave Macmillan.

Department of Work & Pensions (2004) *Supporting young people to achieve: towards a new deal for skills*, London: The Stationery Office.

Sackett, D. *et al* (1997) *Evidence-based medicine: how to practice and teach evidence-based medicine*, Edinburgh: Churchill Livingstone.

1.1 **Books with an editor or chapter in an edited book**

- (i) Author(s) of chapter
- (ii) (Year of publication)
- (iii) Title of chapter, followed by 'in'
- (iv) Name of editor(s) (abbreviated to 'ed.')
- (v) *Book title*
- (vi) Edition of book (if not the first edition, abbreviate to 'edn')
- (vii) Place of publication: (the first named if there is more than one place)
- (viii) Publisher
- (ix) Chapter page numbers

In text:

Ruane (2005, p.153) suggests that...

Reference list:

Powell, M., Bauld, L. & Clarke, K. (eds.) (2005) *Social policy review 17: Analysis and debate in social policy*. Bristol: Policy Press.

Ruane, S. (2005) 'The future of healthcare in the UK: think-tanks and their policy prescriptions', in Powell, M., Bauld, L. & Clarke, K. (eds.) *Social policy review 17: Analysis and debate in social policy*. Bristol: Policy Press. pp. 147-166.

1.2 **Electronic books**

- (i) Author(s)
- (ii) (Year of publication³)
- (iii) *Book title*
- (iv) [Online]
- (v) Available at: URL

² The Latin expression '*et al*' means 'and others'. It should be used for books with more than three authors.

³ If no date can be identified, use (**no date**).

(vi) (Accessed: relevant date)

In text:

A family is defined by the functions it performs as a social institution such as reproducing and socializing the young, supporting adults, regulating sexual behaviour (Johnson, 2000).

Reference list:

Johnson, A.G. (2000) *The Blackwell dictionary of sociology*, 2nd edn. Xreferplus [Online] Available at: <http://0-www.xreferplus.com.brum.luton.ac.uk/entry.jsp?volid=72> (Accessed: 2 May 2006).

2 Journals

2.1 *Print journal (i-v) or electronic editions of print journals (i-ix)*

- (i) Author(s) (surname followed by initial(s))
- (ii) (Year of publication)
- (iii) 'Title of article'
- (iv) *Title of the journal*
- (v) Volume number (issue number), page numbers (pp. ...)
- (vi) *Name of electronic journal supplier* (See 'Note' field on Catalogue page)
- (vii) [Online]
- (viii) Available at: URL of collection
- (ix) (Accessed: date)

In text:

As May & Simpson (2003, p.31) point out...

Reference list:

May, D. & Simpson, M. (2003) 'The parent trap: marriage, parenthood and adulthood for people with intellectual disabilities', *Critical Social Policy*, 23 (1) pp. 25-43.

May, D. & Simpson, M. (2003) 'The parent trap: marriage, parenthood and adulthood for people with intellectual disabilities', *Critical Social Policy*, 23 (1) pp. 25-43. *EBSCOhost* [Online]. Available at: <http://0-ejournals.ebsco.com.brum.luton.ac.uk/> (Accessed: 14 February 2006).

2.2 *Journals published solely on the Internet*

- (i) Author(s) (surname followed by initial(s))
- (ii) (Year of publication)
- (iii) 'Title of article'
- (iv) *Title of the journal*
- (v) Volume number (issue number)
- (vi) [Online]
- (vii) Available at: web page's URL
- (viii) (Accessed: date)

In text:

Writing in 2005, Gorringer & Rosie argued that...

Reference list:

Gorringer, H. & Rosie, M. (2005) 'Pants to poverty'? Making poverty history, Edinburgh 2005', *Sociological Research Online*, 11 (1) [Online]. Available at: <http://www.socresonline.org.uk> (Accessed: 2 May 2006).

3 Newspaper articles

- (i) Author(s)
- (ii) (Year of publication)

- (iii) Title of article
- (iv) Name of newspaper
- (v) Date and month of publication
- (vi) [Online]
- (vii) Available at: URL
- (viii) (Accessed: date month year)

In text:

In 2004, the UK fertility rate was 1.77 children per woman, considerably lower than the 1960s peak of 2.95 children (Gillan, 2006).

Reference list:

Gillan, A. (2006) 'Britons put work and fun before babies: ICM poll reveals changing attitudes behind UK's low birthrate', *The Guardian*, 2 May, p.17.

Gillan, A. (2006) 'Britons put work and fun before babies: ICM poll reveals changing attitudes behind UK's low birthrate', *The Guardian*, 2 May [Online]. Available at:
<http://society.guardian.co.uk/children/story/0,,1765568,00.html> (Accessed: 5 June 2006).

4 Lectures

4.1 Listening to a speaker

In text:

Brevity and clarity are usually more impressive than long lists (Ebdon, 2006).

Reference list:

Ebdon, L. (2006) *Creating your CV*, [Lecture to BA Healthcare Sem 3, Putteridge Bury Campus, University of Luton]. 24 January.

4.2 Lecture note handouts from Blackboard

In text:

All care decisions have an ethical dimension (Preston-Shoot, 2005)

Reference list:

Preston-Shoot, M. (2005) 'Week 3: Ethics of adult care'. *Mental health and the law*. [Online]. Available at: <http://bb.luton.ac.uk> (Accessed: 2 May 2006).

5 Organisational or personal Internet sites

If you cannot identify the originator or age of a webpage, you reconsider whether the information is of reliable quality.

- (i) Author(s)
- (ii) (Year of publication)⁴
- (iii) Title of article
- (iv) Name of newspaper
- (v) Date and month of publication
- (vi) [Online]
- (vii) Available at: URL
- (viii) (Accessed: date month year)

In text:

⁴ Use the date the page was updated (preferably), created or copyrighted. If no publication date is given, write (No date).

According to Surestart (2003)...

“Satisfaction with the intervention among women in the SHV group was high” (Wiggins, 2005).

Reference list:

Department of Work & Pensions⁵ (2004) *Supporting young people to achieve: towards a new deal for skills*, Available at: http://www.dwp.gov.uk/publications/dwp/2004/yp/young_people_493.pdf (Accessed: 21 March 2006)

Surestart (2003) *Children’s centres: developing integrated services for young children and their families*, Available at:

http://www.surestart.gov.uk/_doc/0-829DDB.doc (Accessed: 4 February 2006).

Wiggins, M. (2005) *The social support and family health study*, Available at:

<http://www.refer.nhs.uk/ViewRecord.asp?id=1382> (Accessed: 1 April 2006)

6 Audio visual materials – videos, CDs, DVDs...

For the citation order, adapt the layout of the for books (see Section 1).

In text:

The fast-food industries’ marketing budgets are far greater than governmental health promotion funding (*Super size me*, 2005).

Reference list:

Super size me (2005) Directed by Morgan Spurlock [DVD]. London: World Cinema Ltd

World in Action (1995) *All work and no play* [Video cassette] ITV, 21 January.

7 Legislation (post-1963)

- (i) Great Britain
- (ii) *Name of Act: Name of sovereign: Chapter number*
- (iii) (Year of publication)
- (iv) Place of publication: Publisher

In text:

The statute (Great Britain. *National Health Service and Community Care Act 1990*) established that...

Reference list:

Great Britain. *National Health Service and Community Care Act 1990: Elizabeth II. Chapter 19.*

(1990) London: The Stationery Office.

8 Personal information

If using a personal interview, always ask the permission of the interviewee before using such material. They may want their contribution to be anonymized. An interview is not considered recoverable data so you do not give details in your reference list. You should, however, cite an interview within the body of your text as a personal communication. If the interviewee is a practitioner, include their occupation.

In text:

“...and the Occupational Therapy service is under-staffed” (J. Smith, nurse, personal communication, 18 May 2003).

⁵ Section 1’s illustrates how to reference a professionally published print copy of this work (ie not a print out of the PDF).

9 Secondary

It is best practice to avoid secondary referencing. It may be used in when an author refers to another author's work and the primary source is not available (for example, if the primary source is very old).

In text:

Parkinson (1817) cited by Butlin (2000) describes the symptoms...

Reference list:

Butlin, J. (2000) 'Parkinson's disease', *Positive Health*, 53 pp.28-31.

How to find out more about referencing?

If you are confused about referencing in an assignment talk to your lecturer. Contact your subject librarian for extra help.

Dawn Haysom
Applied Social Sciences
dawn.haysom@luton.ac.uk
01582 734111 ext 2091

Hilary Johnson
Health
hilary.johnson@luton.ac.uk
01582 489226

Alternatively, Pears & Shields (2004) have written an excellent guide to referencing. There are copies in all the LRCs.

References

- Pears, R. & Shields, G. (2004) *Cite them right: The essential guide to referencing and plagiarism*, Newcastle-upon-Tyne: Pear Tree Books.
- Stubbings, R. & Brine, A. (2003) 'Plagiarism and the role of the library', *CILIP Update*. 2(12) pp.42-44.

Produced by: Hilary Johnson, Health Studies Librarian; Dawn Haysom, Academic Liaison Librarian; and, Susan Malherbe, Lecturer (June 2006)
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