Introduction
Referencing is a way of acknowledging that you have used ideas and written material belonging to another author. It applies to what you have read, watched, or listened to including electronic sources, like websites. The Faculty of Health and Social Sciences uses the Harvard system of referencing, with the exceptions of the Department of Psychology and the Division of Sports Therapy, who use referencing styles specific to their disciplines.

Why reference?
Accurate referencing demonstrates you have undertaken appropriate reading and have an appreciation of the links between theory and practice. 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. Failure to acknowledge another person’s work or ideas will be considered plagiarism. You can read the university’s academic offences regulations here: http://www.beds.ac.uk/aboutus/quality/regulations.

Contents

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Why reference?</td>
<td>1</td>
</tr>
<tr>
<td>When to reference</td>
<td>2</td>
</tr>
<tr>
<td>Referencing in the text: some principles</td>
<td>2</td>
</tr>
<tr>
<td>Paraphrasing</td>
<td>2</td>
</tr>
<tr>
<td>Direct quotes</td>
<td>2</td>
</tr>
<tr>
<td>Use of et al.</td>
<td>3</td>
</tr>
<tr>
<td>Secondary referencing</td>
<td>3</td>
</tr>
<tr>
<td>Multiple works by one author</td>
<td>3</td>
</tr>
<tr>
<td>1. Books</td>
<td>4</td>
</tr>
<tr>
<td>1.1 Chapter in an edited book</td>
<td>5</td>
</tr>
<tr>
<td>1.2 Electronic books</td>
<td>5</td>
</tr>
<tr>
<td>2. Journals</td>
<td>6</td>
</tr>
<tr>
<td>2.1 Print journals</td>
<td>6</td>
</tr>
<tr>
<td>2.2 Electronic editions of print journals</td>
<td>6</td>
</tr>
<tr>
<td>(from a database)</td>
<td>6</td>
</tr>
<tr>
<td>2.3 Journals only available on the Internet</td>
<td>7</td>
</tr>
<tr>
<td>3. Websites</td>
<td>7</td>
</tr>
<tr>
<td>4. Newspaper articles</td>
<td>8</td>
</tr>
<tr>
<td>4.1 Newspaper articles from a database</td>
<td>8</td>
</tr>
<tr>
<td>4.2 Electronic articles from a database</td>
<td>8</td>
</tr>
<tr>
<td>4.3 Journals only available on the Internet</td>
<td>8</td>
</tr>
<tr>
<td>4.4 Journal articles from a database</td>
<td>8</td>
</tr>
<tr>
<td>5. BREO</td>
<td>9</td>
</tr>
<tr>
<td>5.1 Lecture materials from BREO</td>
<td>9</td>
</tr>
<tr>
<td>5.2 Journal articles in BREO</td>
<td>9</td>
</tr>
<tr>
<td>5.3 Book chapters within BREO</td>
<td>10</td>
</tr>
<tr>
<td>7. Government reports</td>
<td>11</td>
</tr>
<tr>
<td>8. Sensitive and confidential material</td>
<td>11</td>
</tr>
<tr>
<td>9. Personal information</td>
<td>11</td>
</tr>
<tr>
<td>How to find out more about referencing</td>
<td>12</td>
</tr>
<tr>
<td>Referencing software</td>
<td>12</td>
</tr>
<tr>
<td>Glossary</td>
<td>12</td>
</tr>
</tbody>
</table>
When to reference
You must reference all the sources you have used in your work, whether you are quoting directly or paraphrasing (putting someone’s work, theories or ideas into your own words). References should be included in all kinds of assignments – essays, portfolios, posters, presentations and dissertations. Each reference should appear in two places:

1. **in the body of the text**
   Whenever you refer to someone else’s work, either directly or indirectly, indicate whose work it is. This applies equally to quotations or paraphrases in your own words.

2. **at the end of the assignment**
   A reference list including the full details for all the references should be provided. The list should be arranged in alphabetical order by the first author’s surname (do not create separate lists according to source type).

Referencing in the text: some principles
In the text of your work you should give the author’s name and the year the source you are referring to was published.

**Paraphrasing**
When paraphrasing (putting someone else’s ideas, work, theories or opinions in your own words), give the author’s name and the year the work was published. You can add the reference at the beginning or end of the sentence but make sure it is clear what piece of information you are referencing.

Research by Lanigan (2011) demonstrated that young children showed little awareness of the benefits of physical activity.

Evidence suggests that young children are not aware of the health benefits of exercise (Lanigan, 2011).

**Direct quotes**
When taking an exact quote from a source, you need to include the author’s name, the year of publication and also the page number where you took the quote from. Put double quotation marks (“ “) around the text being quoted. You can add the reference at the beginning or end of the sentence.

Steel and Guest (2006, p.552) define risk perception as “people’s beliefs and feelings within their social and cultural context”.

Risk perception can be defined as “people’s beliefs and feelings within their social and cultural context” (Steel and Guest, 2006, p.552).

Long quotes (over three lines) should generally be indented from the left-hand margin.

The Nursing & Midwifery Council (2007, p.8) states that:

You must make a clear, accurate and immediate record of all medicine administered, intentionally withheld or refused by the patient, ensuring the signature is clear and legible. It is also your responsibility to ensure that a record is made when delegating the task of administering medicine.
Use of *et al.*

*et al.* literally means ‘and others’ and can be used in the text when a source has **more than three** authors. List the first author followed by *et al.*

Carter *et al.* (2011) state that ethical considerations are of paramount importance in clinical interventions with obese patients.

In the reference list you should list **all the authors**:


Secondary referencing

Secondary referencing is when you are referencing a piece of work that has been referred to in something you have read, so you have not seen the original piece of work. Many lecturers consider secondary references to be unacceptable, so always try to track down the original source if possible. Always check with your lecturer to see if they are happy for you to use a secondary reference.

**In text:**

Parkinson (1817) cited in Butlin (2000) describes the symptoms…

**In reference list:**


Multiple works by one author

Frequently you may need to cite more than one work by the same author. When these are published in different years you can cite them in the usual way.

**In text:**

A circular issued by the Nursing & Midwifery Council (2010) superseded the original guidance (Nursing & Midwifery Council, 2007).

To distinguish between works published in the same year, you should attach a lower-case letter of the alphabet to the publication date, starting with ‘a’. The letter used is determined by the alphabetical list of references at the end of the document (assign the letter by alphabetical order of title), not the order in which the citations appear in your assignment.

**In text:**

A recent study found that social work students feel that they have better legal knowledge than their qualified counterparts (Preston-Shoot, 2010b).... Preston-Shoot (2010a) argues that social workers do not know the law well enough.

**In reference list:**


1 Books in general

(i) Author(s) - surname and initials
(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.

In text:
Evidence suggests that most acute illness is not reported to doctors (Larkin, 2011).

Oko (2011) outlines three key theories which influence ethical decision-making in social work.

In reference list:


Remember that some resources have a corporate author, instead of a person’s name, for example the Department of Health. If no author is identifiable, list by the first significant word of the title.


Some books consist of writings by a number of people, collected together and organised by one or more editors. If you use an edited book, the reference should look like this:

1.1  Chapter in an edited book

(i)  Author(s) of chapter – surname and initials.
(ii)  (Year of publication)
(iii)  ‘Title of chapter’, followed by ‘in’
(iv)  Name of editor(s) (abbreviated to ‘ed.’ or ‘eds.’)
(v)   Book title (in italics, in sentence case) : Subtitle separated by colon.
(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:
Burgess (2008, p.72) proposes “health risk alarms are not isolated incidents but form part of an important pattern in modern societies”.

Roberts (2011) outlines a seven-step model of crisis intervention...

In reference list:


1.2  Electronic books

(i)  Author(s) – surname and initials.
(ii)  (Year of publication)
(iii)  Book title (in italics, in sentence case) : Subtitle separated by colon.
(iv)  Name of e-book supplier (in italics)
(v)   [Online].
(vi)  Available at: URL
(vii)  (Accessed: day month year).

Referencing an electronic book is similar to referencing a print book, but you need to include extra elements (see the list above).

If you are referencing an edited electronic book you will need to combine layouts 1.1 and 1.2, as the Riggs reference below illustrates.

In text:
Quinney (2009) identifies several key skills...

“It is impossible to care for someone without exchanging facts of opinions” (Riggs, 2005, p. 57).

In reference list:


1 URL stands for ‘uniform resource locator’ and means the web address.


2 Journals

2.1 Print journals
(i) Author(s) - surname and initials.
(ii) (Year of publication) in round brackets
(iii) ‘Title of article’,
(iv) Title of the journal (in italics, in Title Case),
(v) Volume number (issue number), page numbers.

In text:
Adolescent patients prefer to personalise their own spaces within the ward (Hutton, 2010).

Kinman and Grant (2011) found that reflective social work trainees were better equipped to deal with the stressful nature of the job.

In reference list:


2.2 Electronic editions of print journals (from a database)
(i) Author(s) - surname and initials.
(ii) (Year of publication) in round brackets
(iii) ‘Title of article’,
(iv) Title of the journal (in italics, in Title Case),
(v) Volume number (issue number), page numbers,
(vi) Name of electronic journal supplier (See ‘Note’ field on Catalogue page)
(vii) [Online],
(viii) Available at: URL of collection
(ix) (Accessed: day month year).

In text:
Endley and Berry (2011) reported that a one-day training session helped mental health nurses to identify symptoms of schizophrenia.

The importance of keeping drug-users in treatment cannot be over-emphasised (Whitaker, Ryan and Cox, 2011).

In reference list:

2.3 Journals only available on the Internet

(i) Author(s) - surname and initials.
(ii) (Year of publication) in round brackets
(iii) ‘Title of article’,
(iv) *Title of the journal* (in italics, in Title Case),
(v) Volume number (issue number) – if there is no volume or issue number provide the month or season
(vi) [Online].
(vii) Available at: URL
(viii) (Accessed: day month year).

In text:
Research by Pierce *et al.* (2010) found that carers needed support to cope with the change in their circumstances after their spouse had suffered a stroke.

In reference list:

3 Websites

(i) Author(s)
(ii) (Year of publication) - use the date the page was updated, created or copyrighted. If no publication date is given, write (No date).
(iii) *Name of webpage* (in italics, in Sentence case).
(iv) Available at: URL (include the web page’s full address, no matter how long it is)
(v) (Accessed: day month year).

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

In text:
Mental attitude may be an important factor in stroke rehabilitation (Stroke Association, 2011).

In reference list:
4 **Newspaper articles**

(i) Author(s) – surname and initials.

(ii) (Year of publication)

(iii) ‘Title of article’ in single quotation marks,

(iv) *Name of Newspaper* (in italics, in Title Case),

(v) Day and month of publication,

(vi) Page number of article.

For online newspapers you do not need the page number but you need to add:

(vi) [Online].

(vii) Available at: URL (include the full web page address)

(viii) (Accessed: date month year).

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**In text:**

There is a need for greater interdisciplinary working to improve care for the elderly (Arnot, 2011).

**In reference list:**


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4.1 **Newspaper articles from a database, e.g. Newsbank**

(i) Author – surname and initials.

(ii) (Year of publication) in round brackets

(iii) ‘Title of article’ in single quotation marks,

(iv) Title of newspaper (in italics),

(v) Day Month, page (if known).

(vi) *Name of collection* (in italics)

(vii) [Online].

(viii) Available at: URL of collection

(ix) (Accessed: day month year).

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**In text:**

A study revealed that up to a third of older people are living in poverty (Read, 2010).

**In reference list:**


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For newspaper articles with no author use the name of the newspaper as the author.
5.1 Lecture materials from BREO
(i) Author/lecturer – surname and initials.
(ii) (Year of publication) in round brackets
(iii) 'Title of item' in single quotation marks.
(iv) Name of BREO unit (in italics)
(v) [Online].
(vi) Available at: http://breo.beds.ac.uk
(vii) (Accessed: date).

In text:
The surgical department should be divided into distinct areas to minimise the risk of cross-infection (Beckwith, 2009).

In reference list:

5.2 Journal articles in BREO
(i) Author – surname and initials.
(ii) (Year of publication) in round brackets
(iii) 'Title of article’ in single quotation marks,
(iv) Title of journal (in italics, in Title Case),
(v) Volume (issue), page numbers.
(vi) Name of BREO unit (in italics)
(vii) [Online].
(viii) Available at: http://breo.beds.ac.uk
(ix) (Accessed: date).

In text:
Davies (1999) outlines two levels of evidence based practice, encompassing...

In reference list:
5.3 Book chapters in BREO

(i) Author(s) of chapter – surname and initials.
(ii) (Year of publication of book) in round brackets
(iii) ‘Title of chapter’ in single quotation marks,
(iv) in
(v) Title of book (in italics).
(vi) Place of publication: publisher (if available),
(vii) Page numbers of chapter.
(viii) Name of BREO unit (in italics)
(ix) [Online].
(x) Available at: http://breo.beds.ac.uk
(xi) (Accessed: day month year).

In text:
Lehrer (2009) highlights the importance of emotion in the decision-making process.

In reference list:

6 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. Mental Capacity Act 2005) established five key principles...

In reference list:
7 Government reports

(i) Great Britain.
(ii) Name of government department
(iii) (Year of publication)
(iv) Title (in italics).
(v) Place of publication: Publisher.

If you are referencing the online version of a government report replace the Place of publication: Publisher with:

(v) [Online].
(vi) Available at: URL
(vii) (Accessed: day month year).

If you are referencing a government report from another country provide that country’s name in place of Great Britain.

In text:
Life expectancy over the last 10 years has increased (Great Britain. Department of Health, 2009).

In reference list:


8 Sensitive and confidential material, e.g. hospital policies

If you are bound by a professional code of conduct, e.g. the Nursing & Midwifery Council or Health Professions Council, you are expected to maintain patient/client confidentiality in all aspects of your work, and this includes referencing. You may be required to anonymise names of individuals, hospitals (including names of hospital employees), clinical areas and local authorities. Always check with your lecturer to make sure. If you are anonymising any information, make it clear that this is what you have done (and the reasons why) in your assignment. You do not need to put any information in the reference list for anonymous sources.

9 Personal information

If using a personal interview, always ask the permission of the interviewee before using such material as they may want their contribution to be anonymised. 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 Outreach Team is excellent” (J. Smith, Practice Nurse, personal communication, 18 May 2011).
How to find out more about referencing
If you are confused about referencing for your assignment, talk to your lecturer, the PAD advisers or contact your librarian for help (http://lrweb.beds.ac.uk/contact/alls). Also, read the feedback you receive on the references you include in your initial assignments.

If you want to reference a resource not listed above, have a look at the University’s Referencing Guidelines website (http://lrweb.beds.ac.uk/referencing) where you will find more information. Alternatively, Pears & Shields (2010) have written an excellent guide to referencing. There are copies in all the LRCs.


Referencing software
The referencing management software RefWorks is licensed to all University of Bedfordshire staff and students. Users of Refworks will need to create a personal account and download Write-N-Cite software.

Contact your librarian for more details. Access Refworks via the University of Bedfordshire library catalogue http://library.beds.ac.uk

Glossary

Citing: the act of referring to a piece of work in the body of your text.

*et al.*: literally ‘and others’, used in the body of your text where there are more than three authors.

Paraphrasing: putting someone else’s thoughts, ideas or opinions in your own words.

Secondary referencing: referencing a piece of work that has been referred to in something you have read, i.e. you have not seen the original research or item.

Sentence case: capital letters are used for the first letter of the first word, and for proper nouns and acronyms, e.g. *A history of race relations in Britain*

Title case: all words begin with a capital letter except for short words such as of, in etc, e.g. *Journal of Advanced Nursing*

URL: stands for ‘Uniform Resource Locator’ which is the web site address you can see in the address bar of your browser, beginning ‘http://...’
Faculty of Education & Sport
Referencing Guidelines for Students

Referencing is a way of acknowledging that you have used ideas and written material belonging to another author. It applies to what you have read, watched, or listened to including electronic sources, like websites. There are several different ways of referencing. This guide uses the UoB Harvard system. Always consult your unit handbook or tutor to make sure you are using the correct system for the unit. Some subjects use other systems. See more at: lweb.beds.ac.uk/guides/ref.

Why do it?
Accurate referencing demonstrates you have undertaken appropriate reading and have an appreciation of the links between theory and practice.

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.

To quote or paraphrase without referencing the original source is an academic offence and you may be penalised for it. Failure to acknowledge another writer’s work or ideas will be considered plagiarism (literary theft). Most assignments are submitted to a plagiarism detection website called ‘Turnitin’. You can read the university’s academic offences regulations here: beds.ac.uk/aboutus/quality/regulations.

Where do you put this information?
References should be included in all kinds of assignments – essays, portfolios, posters, presentations and dissertations. Each reference has two parts:

a) in the body of the text
Whenever you refer to someone else’s work, either directly or indirectly, indicate whose work it is. This applies equally to quotations or paraphrases in your own words. If you are paraphrasing the author’s actual words, acknowledge the source in brackets at the end of the section or sentence (and do not twist their original meaning).

For direct quotations (“their words”), the relevant page number is also needed. Examples are given overleaf.

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. Long quotations (more than three lines) should be indented (from the left margin). This paragraph is indented, as an example.

The PAD team can give lots of guidance about academic writing conventions: contact a PAD tutor for help or look at their website, lweb.beds.ac.uk/help/pad/avoid_plagiarism/writing.

b) 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 author). In addition, Bibliographies are required for postgraduate coursework and some undergraduate projects and dissertations. A bibliography is a separate list of sources that informed your work but are not referenced in the body of your text.

Do not create separate lists according to source type. However, each type of resource has its own specific layout that must be followed scrupulously (as illustrated in the following pages).