

Harvard Referencing- Health

Referencing (also called citing) means taking ideas or words from something you have read, listened to or watched and placed in your assignment to support your discussion and analysis.

Whenever you use the work of someone else in your coursework, you **must** reference the **source** in your assignment text, and also, in your bibliography or reference list.

Why bother?

You will not get all the information you need for in-depth learning about your subject/s from lectures and seminars alone. In researching from other sources this will help you to gain a wider perspective and knowledge of your topic. Your **Tutors want to see** that you are able to use a range of sources. If you reference properly, your tutors will be able to check your sources for accuracy, should they need to, and you will also avoid **plagiarism**. Plagiarism means taking somebody's ideas, words or inventions and using them as your own, without referencing your source. It is a **very serious offence** in Higher Education and **must be avoided**.

The most important thing is to use references **with meaning**. Make sure they are relevant in your text and you introduce them or comment on why you have used them. The two main types of referencing that you will use in completing your academic writing will be **direct quotations and paraphrasing**.

Direct quotations: A direct quotation is when text is copied word-for- word. This then needs to be enclosed in 'quotation marks' to indicate that it is a direct quote.

You then need to reference your source, including the page number.

Direct quotations examples in text:

Example 1 (The author is not mentioned before the quote).

Within the Health care profession it is essential that 'consent must be given voluntarily by a mentally competent person without any duress or fraud' (Dimond, 2005:139).

Comment [G1]: Page number for direct quote

Example 2 (The author's name appears naturally in the flow of your text).

According to Dimond (2005:139) 'consent must be given voluntarily by a mentally competent person without any duress or fraud'.

Comment [G2]: Page number for direct quote

Paraphrasing: Paraphrasing is where you take the meaning from a source and express it in your own words. You have still used the ideas or examples from the source, so you **must** reference it. You do not need to add page numbers when you paraphrase an author's ideas or work.

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Paraphrasing examples in text:

Example 1:

Dimond (2005) argues that the individual must be aware when providing consent for treatment and should not be forced.

Comment [G3]: NO page number for paraphrasing. You need to place author and year to give credit to where you gained your information from

Example 2;

Consent that has been provided by the patient to enable treatment must remain ethical (Dimond, 2005).

Comment [G4]: NO page number for paraphrasing. You need to place author and year to give credit to where you gained your information from

If the research you have selected has two authors, provide both names.

Example in text:

Johnson & Keogh (2010:15) suggest that 'every developmental stage comes with a particular set of challenges and accomplishments'.

Comment [G5]: Page number for direct quote

If the research you have selected has **more than** two authors, use *et al.* in your assignment text.

Example in text;

Chaffey, *et al.* (2003:85) suggests that individuals who do not have Internet access can often experience 'social exclusion'.

Comment [G6]: *Et al.* is Latin for 'and others'

Comment [G7]: Page number for direct quote

When completing your academic work do not place any of the web address in your assignment text. You should place the author or organisation in brackets. If you cannot find an author on the page you are referencing from the Internet, you need to provide as much information as you can find. Go to the home page of the webpage to find any relevant information. Use the Department of Health example below as a guideline.

Example in text;

Improvements in support mechanisms appear to be developing constantly regarding individuals with learning disabilities (Department of Health, 2011).

Comment [G8]: Webpage, Year

A contribution in an edited book.

Writers often take several chapters written by others and edit them into one book. If you reference from a contributor to an edited book, you should reference the author of the contributed chapter in your assignment and also the details of the edited book in your bibliography.

Example in text;

Eyles (2002) argues that by examining how diseases develop can assist with understanding health problems on a global scale.

Comment [G9]: Surname, Year

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Bibliography

Baillie, L. & Llott, L. (2010) 'Promoting the Dignity of Patients in Perioperative Practice' *Journal of Perioperative Practice*. 20 (8) pp. 278-282.
<http://Oproquest.umi.com.library.edgehill.ac.uk/> [accessed 10 August 2011].

Chaffey, D., Mayer, R., Johnstone, K. & Ellis - Chadwick, F. (2003) *Internet Marketing: Strategy, Implementation and Practice*. 2nd ed. Harlow: Prentice Hall.

Department of Health (2011) Policy. Social Care. *Learning Disabilities*.
<http://www.dh.gov.uk/> [accessed 15 September 2011].

Dimond, B. (2005) *Legal Aspects of Nursing*. 4th ed. Harlow: England. Pearson Longman.

Eyles, J. (2002) 'Global Change and Patterns of Death and Disease' In: Johnston, R.J., Taylor, P.J. & Watts, M.J. (eds.) *Geographies of Global Change: Remapping the World*. 2nd ed. Oxford: Blackwell Publishing. pp. 216-235.

Johnson, J.Y. & Keogh, J. (2010) *Pediatric Nursing Demystified. A self teaching guide*. New York. McGraw Hill.

Rinds, G. (2009) 'Exploring recent developments in manual handling' *Nursing & Residential Care*. 11 (6) pp. 312 – 315.

Comment [G10]: When completing your bibliography remember that it needs to be in **ALPHABETICAL ORDER**

Comment [G11]: Online journal article

Comment [G12]: Multiple authors of book

Comment [G13]: Name of book title in *italics*

Comment [G14]: Edition

Comment [G15]: Sub heading on webpage

Comment [G16]: Sub headings on webpage

Comment [G17]: Area that has been researched in *italics*

Comment [G18]: Web address

Comment [G19]: Book. Name of book in *italics*

Comment [G20]: Place of publication

Comment [G21]: Publisher

Comment [G22]: Edited book

Comment [G23]: Two authors of book

Comment [G24]: Title of article in single inverted commas

Comment [G25]: Journal article. Name of journal in *italics*

Comment [G26]: Volume

Comment [G27]: Issue

Comment [G28]: Pages