



How to quote references

You will be required to quote references, for example in coursework or a case study. You may use either the Harvard System or the Vancouver System. Harvard is the system most widely used in nursing journals, such as the Nursing Times. Practice Nurse and medical journals, such as Thorax and The British Medical Journal, use the Vancouver system.

It does not matter which system you choose to use, but it is important to reference correctly and consistently in one system.

Both referencing systems are explained in this guide. If you have studied recently with another organisation, you may find that this guidance differs slightly. We ask you to follow the conventions set out below.

1. Harvard referencing

Conventions in the Main Body of the Writing

Referring to another's argument, view point or ideas:

Present these in your own words, summarising the main points and indicating that it is your interpretation but giving the name and date of publication of your source.

e.g. Robins (2003) indicates that the main problems may be...

Or Robins (2003) states that...however, other research by Tit (2005) reported that...

Or Some fowl have displayed selective behaviour when feeding in coops (Bantam and Buzzard, 2002) but become more indiscriminate when given access to woodlands; it has even been suggested (Mallard, 2006) that...

Referring to research:

Briefly describe research and demonstrate its relevance to your argument, again giving the name of the main researcher and the date of publication.

e.g. Wren & Crow's (2002) study of worm-eating behaviour supports this theory in that they discovered that the early bird got the worm at a probability level greater than expected by chance.

If there are only two authors you should cite both as in the example above.

If a book or article has three or more authors, give the first author and add the words '*et al.*'

e.g. As Falcon *et al* (2006) have shown...

Sometimes you may wish to quote an author directly, if you feel that this quotation is particularly apt and will add something useful to your writing. If you do so, do not leave the quotation standing on its own but refer to it and explain its relevance to your discussion.

If the quotation consists of less than a line you may include it 'in the body' of your writing but if it is longer than this, start a new line and indent it.

"Whichever of these is appropriate, always surround the quotation by quotation marks i.e. inverted commas".

The quotation should always be followed by the author's name and date of publication and by the page number of the quotation. If it spans two pages, this can be indicated like this: pp 1-2.

Reference List

Your reference list should be placed at the end of the body of text before the appendix and should contain the full reference of all those referred to in the main body of the writing. The reader should be able to refer to them themselves for interest. The list of

references should be presented in alphabetical order of surname, NOT in the order they occur in the writing. If there is more than one entry for an author, list these entries in chronological order of publication. If you have cited the same reference more than once it should still only be listed once.

Do not number your references in the reference list.

1. The sequence for a standard journal is:

Author's Surname INITIALS (year). Title. *Journal* **Volume** (issue), first and last page numbers.

e.g. Duck D (1997). Feathers and Water and Waterproof Tendencies. *Fowl Magazine* **16**; (4): 24-28.

If there are up to five authors you should list them all. If there are more than five, list the first three and use 'et al'.

For an article with up to 5 authors:

Wren J, Robin R-B, Thrush S, Sparrow H (1998). Does early rising result in better worm-catching performance: an observational study. *Garden Bird* **42**; 332-334

For an article with more than five authors:

Hawk S, Owl B, Falcon P *et al* (2002)...

Journal names should be presented in full, not abbreviated and should be written in italics or underlined.

2. The sequence for books is:

Author's Surname INITIALS (year) Title. Town (county/state and country if necessary) of publication, Publisher. Include relevant pages if necessary.

e.g. Fowler F. (1997) *Feathered Wildlife*. London, Pelican. pp 36-43

The title of the book is presented in italics or underlined.

3. If you are referring to work by an author in a book edited by somebody else the sequence is:

Author's Surname INITIALS (Year) Title of Chapter. *In*: Editor's surname INITIALS. ed. *Book Title* edition number if relevant. Place of publication, Publisher [see above] page numbers.

e.g. Fowler F. (1997) Feathered Wildlife. *In*: Robin CR. and Tit LT eds. *Bird Life* 2nd edn. London, Pelican. pp 121-146.

4. Papers that have not yet been published but have been accepted should be referenced as:

Bird P. Fowl Magazine (in press) or (unpublished observations) if not yet accepted.

5. Government publications, both Green and White papers:

Department of Rural Affairs (2001) *Ornithological Measurements and Audit: a bird's eye view*. London, Stationery Office

6. Electronic citations

The standard copyright law applies equally to electronic sources of information and any reference to other people's work should be acknowledged with citations in your text and inclusion in your reference list.

Sometimes the database instructs you how to cite references:

Gagnier JJ, vanTulder M, Berman B, Bombardier C. Herbal medicine for low back pain. *The Cochrane Database of Systematic Reviews* 2006, Issue 2. Art.No.: CD004504. DOI: 10.1002/14651858.CD004504.pub3. (Citation as instructed)

Other useful examples of electronic citations can be found at:

<http://www.shef.ac.uk/library/libdocs/hsl-dvc2.pdf>

A useful resource for details of Harvard referencing is:

<http://www.shef.ac.uk/library/libdocs/hsl-dvc1.pdf>

Bibliography

In addition to listing those books and articles specifically referred to in your writing you may also like to list those books and articles which you have read and which you feel may have added to your understanding of the area of discussion. Reference as above.

2. Vancouver system

The Vancouver system is commonly used in biomedical publications, and the details of the system were drawn together by the International Committee of Medical Journal Editors (<http://www.icmje.org>).

Conventions in the Main Body of the Writing

In the main body of the text, number each reference consecutively in the order in which they appear. Place the number in brackets, or use superscript, e.g:

“The theory that the early bird is more likely to catch the worm (1) has more merit. However, later theories (2,3) suggest that the size of the bird is more important.”

“The theory that the early bird is more likely to catch the worm¹ has some merit. However, later theories^{2,3} suggest that the size of the bird is more important.”

You can also use the author’s name, **but the number must also be used**, e.g:

“Wren and Crow (1) suggest that the early bird...”

If you use the same reference later on in the text, use the same number. Do not give it another number.

If you wish to quote, use the same format as Harvard system (see previous instructions), but use a number as well. List your references as described on the next page.

Reference List

In the Vancouver system, the references are numbered and listed in the order they appear in the text, i.e. they appear in numerical order, e.g:

1. Wren J, Crow R. A study of worm catching behaviour amongst early rising birds. *Journal of Bird Behaviour* 1996; 4(3): 36-41

2. Hawk S, Owl B, Falcon P. A study of bird size in relation to worm-catching performance. *Bird Life* 1998; 34: 442-446

3. Pigeon W. Aggressive feeding: an observational study of garden birds. *Garden Bird* 2000; 44(6): 14-17

1. The sequence for a journal is:

Author’s surname INITIAL. Title. Journal Year; volume (issue): pages

Where each issue of a journal is paginated separately (i.e. each issue is numbered from page 1) then the issue number or date should be supplied. Where the volume is numbered consecutively (i.e. the first issue starts with page 1, the

second starts with the page number following on from the last page of the first issue) then issue number can be omitted.

If there are up to six authors list them all; when there are seven or more, list the first six and use 'et al'.

e.g. 7. Eagle G, Robin R-B, Martin H, Thrush M, Tit B, Finch G *et al.* Declining numbers of summer visitors to the Arctic Circle: global warming or predation? *Ornithologist* 1999; 69: 1134-1149

2. The sequence for a book is:

Author INITIALS. Title. Edition. Place of publication: Publisher; Year

e.g. 10. Fowler F. Feathered Wildlife. 5th Edition. London. Pelican; 1997

3. Referring to a chapter in a book:

Chapter author INITIALS. Chapter title. In: Book author INITIALS, editors. Book title. Place of publication, Publishers, Year. pages

e.g. 16. Mallard D. Waterproofing feathers. In: Heron G, Gull B-B, editors. Aquatic Bird Life. Australia: Boonie Publications, 1994. p22-36

4. Electronic citations

The standard copyright law applies equally to electronic sources of information and any reference to other people's work should be acknowledged with citations in your text and inclusion in your reference list.

Foley KM, Gelband H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

Use the punctuation system illustrated in the above examples.

Further information on the Vancouver reference system is available on

http://www.nlm.nih.gov/bsd/uniform_requirements.html

This includes a downloadable pdf file.

Further guidance may be obtained from British Standards documents BS 5605 (1990) and BS 1629 (1989) - available from your local library.

Other useful websites for referencing are:

www.lib.monash.edu.au/tutorials/citing/

<http://library.open.ac.uk/help/howto/citeref/index.cfm>