UOS Harvard Referencing

For more detailed advice see Cite Them Right Online at http://www.citethemrightonline.com/

**Book or E-Book**

Author surname(s), Initial(s). (Year) *Book title*. Edition. Place of publication: Publisher.

**In-Text Citation**

Baughan and Smith (2013, p. 27) state that…

**Reference List**


**TIP!** You need to add page numbers if you are quoting OR paraphrasing.

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**Chapter in an Edited Work**


**In-Text Citation**

Furthermore, Kelly, Roberts and Lawrence (2012, p. 319) suggest…

**Reference List**


**TIP!** You need to add page numbers if you are quoting OR paraphrasing.

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**Journal or E-Journal Article**

Author surname(s), Initial(s). (Year) ‘Title of article’, *Journal Name*, volume number (issue or part number), page range. doi: (number if available).

**In-Text Citation**

Reflection is an important skill for any Registered Nurse (Smith and Hunt, 2019, p. 19)…

**Reference List**


**TIP!** If viewing the article online, include the ‘doi’ number if available.

**TIP!** You need to add page numbers if you are quoting OR paraphrasing.
Web Pages With Organisations as Authors

Author surname(s)/editor(s), Initial(s). (Year) Title. Available at: URL (Accessed: date).

In-Text Citation
According to the National Health Service (2019)…

Reference List

Tip! If there is no date use (no date) but question how reliable the information might be.

Secondary Referencing Guidance

In-text citation - Direct quoting example
“The suggestion that all humans may be cloned is rejected by all health professionals” (Burnard, 2009, quoted in Murray, 2013, p. 82).

In-text citation – Paraphrasing example
Health professionals dismiss the idea that all humans may be cloned (Burnard, 2009, cited in Murray, 2013, p. 82).

In-text citation – Paraphrasing example
Murray’s conclusion (2013, p. 82) supports the views of Burnard (2009, quoted in Murray, 2013, p. 82) on human cloning.

Reference list
The book by Murray should be included in the reference list because you have read it. Do not include the work by Burnard because you have not read it.

General Tips

• 4 or More Authors
  o Use et al. when there are over 3 authors (4 or more) for your in-text citations and reference list. For example:
    ▪ In-text citation
      Smith et al. (2012, p. 88) OR (Smith et al., 2012, p. 88)
    ▪ Reference list
      Smith, M. et al. (2012)

• Editions
  o These are not needed for 1st editions. Include edition statement for any other edition e.g. 2nd edn. including revised editions e.g. 3rd rev. edn.

• Same Author and Date
  o In order to differentiate sources with the same author and date, use lower case letters (in alphabetical order) after the publication date e.g. Department of Health (2014a), Department of Health (2014b) etc.