**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.

**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.

**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.

Departmental Publications

Name of government department. (Year of publication) *Title*. Place of publication: Publisher (Series if applicable) OR DOI or Available at: URL (Accessed: date).

**In-Text Citation**
Public Health England (2017) have identified….

**Reference List**

**Tip!** Many UK government publications may be accessed via https://www.gov.uk but you should use the specific author or department as the author, if given.

Professional Bodies Code of Conduct

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

**In-Text Citation**
As according to the Nursing and Midwifery Council (2018)…

**Reference List**
UK statutes (Acts of Parliament)

Title of Act including year and chapter number Country/Jurisdiction. Available at: URL (Accessed: date).

In-Text Citation
Recent social care legislation (Health and Social Care Act 2012)...

The Mental Capacity Act 2005 and Mental Capacity Act 2019 reviews...

Reference List


Tip! When there is an amendment to the Act you must make reference to them separately.

Confidential Source

[Anonymised institution/agency] (Year produced) Title. Location: [Anonymised producer].

[Anonymised institution/agency] (Year produced) Title. Location: [Anonymised producer]. Available at: [URL Confidential]. (Accessed: Date).

In-Text Citation
The records they produced ([Local Hospital Trust], 2017)...

[Local Hospital Trust] (2019) states...

Reference List
[Local Hospital Trust] (2017) [Local Hospital Trust] Fall Policy. England: [Local Hospital Trust].


Tip! If a Local Trust policy is not available within the public domain it should be referenced as a confidential source.
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.

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**General Tips**

Aim for consistency as random mistakes are much more noticeable.

- **Page Numbers within In-Text Citations**
  - You need to include page numbers when making a direct quote, or when you are paraphrasing a specific idea or piece of information that can be found on a particular page or set of pages. Sometime you may find that you are summarizing an entire article or discussing a theme that runs through the whole of your source, in this case, you would not need page numbers.

- **4 or More Authors**
  - 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**
  - 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.

- **Direct Quotations and In-Text Citations**
  - These are included in your word count.
  - Your reference list is not included in the word count.

- **Same Author and Date**
  - 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.