# UOS Harvard Referencing for Health Students

For more detailed advice see [Cite Them Right Online at: http://www.citethemrightonline.com/Home](http://www.citethemrightonline.com/Home)

## 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**


## Chapter in an Edited Work


**In-Text Citation**

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

**Reference List**


## 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.
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.

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.
Key Information

When using images in your work, it is crucial to know the licensing arrangements for each image. One of the questions your markers will ask when viewing your chosen image is ‘is the student allowed to use this image?’

Therefore, it is important to consider which image to use for your assignment and to notify your marker where you found this image in your referencing.

Online images may be protected by copyright. Before selecting an image to use in your assignment, you must be aware of the type of copyright associated with the image.

Creative Commons Zero (CC0) Licence *no rights reserved*
- These images are copyright cleared and are free to use and edit with no permission required.
- Image creators have chosen to opt out of copyright and database protection and have waived their exclusive rights, to the fullest extent allowed by law.
- These images require attribution (meaning the act of giving someone credit for doing something).

CC_BY Licence - Creative Commons (free to use and share) images
- Licenced images free to use and share for education and research purposes
- Some licences may not permit commercial use or editing of images

Copyrighted images “all rights reserved”
- These require permission from the owner or you are in breach of copyright and may be fined.
- If you wish to use the image you need to contact the image owner who may request a fee for using the image.
- The author/copyright holder may instruct you to reference their material in a specific way.
- If permission is granted you could insert: ’(Permission to cite and reference this article was sought and given by the author(s))’ at the end of the reference.
Format

**Attribution** *(add information just below, at side of image or add to image. Use font size 7)*

“Title of the image”, Author name, Source.

*Example:*


**Reference List**

Author surname(s), Initial(s). (Year) *Title of photograph or image*. Available at: URL (Accessed: date).

*Example:*


**Images with no creator**

**In-text citation**

“Title of the image”, Author name, Source.

“Flow”, no creator, available on Pexels

**Reference list**

*Name of image* *(Year)* Available at: URL (Accessed: date)

Useful Resources

Pixabay: [https://pixabay.com/](https://pixabay.com/)
All images and videos on Pixabay are released free of copyrights under Creative Commons CC0. You may download, modify, distribute, and use them royalty free for anything you like, even in commercial applications.
- Attribution is not required (but is still good practice).
- Search for “syringe” using Pixabay at [https://pixabay.com/](https://pixabay.com/)
- No further filtering is required

Flickr: [https://www.flickr.com/](https://www.flickr.com/)
Photo sharing site
- Search for a copyright cleared image using Flickr
- Example search
- Search for “syringe”
- Use the ‘Any licence’ drop-down to select “All Creative Commons”
- Check the details of the image and link to the licence to check it is safe to use.

Pexels: [https://www.pexels.com/](https://www.pexels.com/)

Stocksnap: [https://stocksnap.io/](https://stocksnap.io/)

Findaphoto: [http://finda.photo/](http://finda.photo/)

Gratisography: [https://gratisography.com/](https://gratisography.com/)

Medical Images (ensure you check licence details for images on these websites)
- Health Education Assets Library (HEAL): [https://mwdl.org/collections/HealthEducationAssetsLibraryHEAL.php](https://mwdl.org/collections/HealthEducationAssetsLibraryHEAL.php)
- Centers for Disease Control and Prevention: [https://www.cdc.gov/](https://www.cdc.gov/)