

Harvard Referencing Style Guide: The Basics

This guide is intended as a quick introduction to Harvard style referencing based on the 11th edition of *Cite Them Right* by Pears and Shields – available in the Library. The guide will help you to cite and create a reference to books, journals articles, guidelines and many other resources. We've also included examples of some commonly used resources on page 6.

INTRODUCTION

There are numerous different Harvard styles of referencing because there is no official publication laying out set definitions. You will find many different sources all giving slightly different advice. Do not let these difference sources confuse you; please use this document when using references within Trust documents.

Referencing correctly is important within trust policy and procedure documents and others. It allows people to see what information is used in writing these documents. It also shows how old evidence is.

THE BASICS OF HARVARD REFERENCING

- Use citations (a partial reference) in the text, by citing the last or family name of the author(s), or organisational name, and the year of publication in the text of the document; and to
- List all references in full and it alphabetical order and the end of the document; and
- Ensure that the name used in the citation connects with the name used to start the full reference entry

REFERENCING IN YOUR TEXT - CITATIONS

When you summarise, refer to, or quote from an author's work in your document, you need to acknowledge your source in the text. This is called an 'in-text citation'. When using Harvard, you do this by putting the author's name and publication year. If the name of the author appears naturally in your sentence, only the year should be in brackets. *Cite Them Right* advises including page numbers for direct quotations and when paraphrasing, although page numbers would not be required when summarising.

In-text citation

One Author	(Smith, 2015)	...Smith (2015) argues that...
Two Authors	(Smith and Jones, 2015)	...according to Smith and Jones (2015)....
Three Authors	(Smith, Jones and Brown, 2015)research by Smith, Jones and Brown (2015) showed that...
Four or more Authors	(Smith <i>et al.</i> , 2015)	Smith <i>et al.</i> (2015) proved that....
Organisation	(Royal College of Physicians, 2015)	Information from the Royal College of Physicians (2015) states...

Example:

Excellent study skills are fundamental to academic success (Cottrell, 2019, p. 19)
Cottrell (2019, p. 19) argues that excellent study skills are fundamental to academic success.
“The importance of academic skills should not be underestimated” (Cottrell, 2019, p. 19)

CITING MULTIPLE SOURCES

When there is a need to refer to 2 or more publications at the same time these can be listed separately by semicolons (;). This is the publications in date order by year of publication with the source that is the most recent listed first. Where there is a work that is published in the same year then it would be listed alphabetically by author or editor.

Example:

Recent environmental studies (Williams, 2009; Andrews *et al.*, 2008, Martin and Richards, 2008; Town 2009) considered...

CITING PUBLICATIONS PUBLISHED IN THE SAME YEAR BY THE SAME AUTHOR(S)

To cite two or more publications by an author(s) or editor(s) published in the same year you will need to distinguish between multiple items in the text and the reference list. This is done by adding lowercase letters in alphabetical order after the publication date.

Example: In text

In his study of the work of Rubens, Miller (2006a, p.18) emphasised the painter’s mastery of drama in his larger compositions. However, he is fine and their lapses on this subject (Miller, 2000 and 6B, pp 143 – 152) argued that...

Example: Reference list

Miller, S. (2006a) *The Flemish masters*. London: Phaidon Press.

Miller, S. (2006b) *Rubens and his art*. London: Killington Press.

CITING A WORK WITHOUT A DATE

When a date for a work cannot be found use the phrase “no date”.

THE REFERENCE LIST

At the end of the document a reference list provides the full publication details of the works cited within the document text. This includes document cited in any appendices.

- The list should be in alphabetical order by author.
- All referenced items should appear in a single list- don't separate out journals or web pages etc.
- For advice on citing multiple publications by the same author published in the same year, see above

The following list gives examples of key information resource types. For more detailed information, or advice on referencing something other than these examples please contact the library or refer to the following book- available in the library:

Pears, R. and Shields, G. (2019) *Cite them right: The essential referencing guide*. 11th edn. Basingstoke: Palgrave Macmillan.

THE REFERENCE LIST – KEY EXAMPLES

Book with one author

Include the following information:

Author (Published Year) *Title of book*. Edition (if later than 1st). Place of Publication: Publisher.

Example: Provan, D. (2018) *ABC of clinical haematology*. 4th edn. Oxford: Wiley Blackwell.

Book with two or three authors

Include the following information:

Surnames and initials of all authors (Published Year) *Title of book*. Edition (if later than 1st). Place of Publication: Publisher.

Example: Aaronson, P.I., Ward, J.P.T. and Connolly, M.J. (2020) *The cardiovascular system at a glance*. 5th edn. Oxford: Wiley Blackwell.

Book with four or more authors

Include the following information:

Surnames and initials of first author listed *et al.* (Published Year) *Title of book*. Edition (if later than 1st). Place of Publication: Publisher.

Example: Epstein, O. *et al.* (2008) *Clinical examination*. 4th edn. Oxford: Mosby Elsevier.

Chapter in an edited book

Include the following information:

Chapter author(s) (Published Year) 'Title of chapter', in Editor(s) of book followed by (ed.) or (eds.) *Title of book*. Place of publication: Publisher, Page numbers of whole chapter.

Example: Tan, J. (2012) 'Education and children's rights', in Jones, P. and Walker, G. (eds.) *Children's rights in practice*. London: Sage, pp. 109–123.

Journal article Include the following information:

Author(s) (Published Year) 'Title of Article', *Title of Journal*, Volume number (issue number), Page numbers of whole article.

Example: Kirwan, B. and Leather, C. (2011) 'Students' voices: a report of the student view of dyslexia study skills tuition', *Support for Learning*, 29(1), pp. 33-41.

Note: if the article is available online, give the doi (digital object identifier) at the end of the reference. If there is no doi, include Available at: web address (Accessed: date) instead.

Examples:

Johansen, H. and Helgesen, A.K. (2021) 'Palliative care in the community- the role of the resource nurse, a qualitative study', *BMC Palliative Care*, 20(1), pp.157-165. doi: 10.1186/s12904-021-00860-w

Bell, L.M. *et al.* (2021) 'COVID-19 stressors, wellbeing and health behaviours: a cross-sectional study', *Journal of Public Health*, 43(3), pp.453-461. Available at: <https://academic.oup.com/jpubhealth/advance-article-pdf/doi/10.1093/pubmed/fdab241/38843046/fdab241.pdf> (Accessed: 2 November 2021).

Web page

Include the following information:

Author(s) (Published Year) *Title of webpage*. Available at: web address (Accessed: date).

Example with named author(s): Greenfield, S. (2018) *Women in science*. Available at: <http://www.susangreenfield.com/science/detail/women-in-science> (Accessed: 2 November 2021).

Example with organisation author: NHS (2018) *Heart failure*. Available at: <https://www.nhs.uk/conditions/heart-failure/> (Accessed: 2 November 2021).

Reports

Include the following information:

Author(s) or organisation (Published Year) *Title of report*. Place of Publication: Publisher.

OR if accessed online

Author(s) or organisation (Published Year) *Title of report*. Available at: web address (Accessed: date).

Example: print copy: Department for Education (DfE) (2017) *Early education and childcare: statutory guidance for local authorities*. London: The Stationery Office.

Example: accessed online: Department for Education (DfE) (2017) *Early education and childcare: statutory guidance for local authorities*. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718179/Early_education_and_childcare-statutory_guidance.pdf (Accessed: 2 November 2021).

Guidelines, protocols and regulations, e.g. NICE guidelines/ National Patient Safety Alerts

Include the following information:

Author(s) (Published Year) *Title*. Series or publication number (if available). Available at: web address (Accessed: date).

Examples:

National Institute for Health and Care Excellence (2019) *Hypertension in adults: diagnosis and management*. NG136. Available at: <https://www.nice.org.uk/guidance/ng136> (Accessed: 3 November 2021).

NHS (2020) *Interruption of high flow nasal oxygen during transfer*. NatPSA/2020/002/NHSPS. Available at: <https://www.england.nhs.uk/publication/national-patient-safety-alert-interruption-of-high-flow-nasal-oxygen-during-transfer/> (Accessed: 3 November 2021).

UK Statutes (Acts of Parliament)

Include the following information:

Title of Act including year and chapter number. Available at: web address (Accessed: date).

Example:

Health and Social Care Act 2012, c. 7. Available at: <https://www.legislation.gov.uk/ukpga/2012/7/contents/enacted> (Accessed: 3 November 2021).

UK Statutory Instruments/Regulations

Include the following information:

Name/title including year (SI year/number). Available at: web address (Accessed: date).

Example:

The Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677). Available at: <https://www.legislation.gov.uk/uksi/2002/2677/contents> (Accessed: 3 November 2021).

Note: the in-text citation for an Act or SI would give the Act or SI name and year all in italics, for example:

Recent social care legislation (*Health and Social Care Act 2012*) specifies that ...

Images from the internet

Include the following information when there is an author:

Author/creator, (Published Year), *Title of image*. Available at: web address (Accessed: date).

Example:

Auledas (2021) *COVID-19 pop-up vaccination centre in Chester*. Available at: <https://commons.wikimedia.org/w/index.php?search=vaccination&title=Special:MediaSearch&go=Go&type=image> (Accessed: 2 November 2021).

Include the following information when no author/creator information is available:

Title of image, (Published Year). Available at: web address (Accessed: date).

Commonly used resources

NB: Amend Accessed dates and check/amend URLs as required.

BMJ Best Practice

BMJ Best Practice (2021) *Coronavirus disease 2019 (COVID-19)*. Available at: <https://bestpractice.bmj.com/topics/en-gb/3000201> (Accessed: 3 November 2021)

BNF

BMJ Group and the Royal Pharmaceutical Society (2020) *British National Formulary (BNF)*. Available at: <https://bnf.nice.org.uk/> (Accessed: 3 November 2021).

Epic3

Loveday, H. P. *et al.* (2014) 'Epic3: National Evidence-Based Guidelines for Preventing Healthcare-Associated Infections in NHS Hospitals in England', *Journal of Hospital Infection*, 86(1), pp. S1-S70. Available at: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7114876/> (Accessed: 3 November 2021).

GDPR

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural person with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Text with EEA relevance).(SI 2016/679). Available at: <https://www.legislation.gov.uk/eur/2016/679/introduction#> (Accessed: 7 June 2021).

The Data Protection, Privacy and Electronic Communication (Amendments etc) (EU Exit) Regulation 2019. (SI 2019/419). Available at: <https://www.legislation.gov.uk/uksi/2019/419/contents/made> (Accessed: 7 June 2021).

NHS Cleanliness Standards

NHS (2021) *National Standards of Healthcare Cleanliness 2021*. Available at: <https://www.england.nhs.uk/publication/national-standards-of-healthcare-cleanliness-2021/> (Accessed: 20 July 2021).

NMC Code

Nursing and Midwifery Council (2018) *The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates*. Available at: <https://www.nmc.org.uk/standards/code/> (Accessed: 3 November 2021).

Royal Marsden Manual of Clinical and Cancer Nursing Procedures

The Royal Marsden NHS Foundation Trust (2020) 'Medicines management' in Lister, S., Hofland, J., and Grafton, H. *The Royal Marsden Manual of Clinical and Cancer Nursing Procedures*. Available at: <https://www.rmmonline.co.uk/manual/c15-sec-0006> (Accessed: 3 November 2021).

NB: Alter selection title and URL as required.

Further advice about Harvard style referencing can be found in *Cite Them Right*, available in the library:

Pears, R. and Shields, G. (2019) *Cite them right: The essential referencing guide*. 11th edn. London: Red Globe Press.

Or contact the Clinical Librarians at:

GEH: Lisa.Mason@geh.nhs.uk

SWFT: Rayanne.Byatt@swft.nhs.uk

Library colleagues have created a guide to finding and using images to support your work which you can find at:

<https://library.hee.nhs.uk/resources/copyright/using-copyright-materials-in-presentations-and-training/using-copyright-materials-in-presentations-and-training-images>