

Harvard Referencing Style Guide: The Basics

This guide is intended as a quick introduction to Harvard style referencing based on the 12th 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 cited in Trust documents on pages 6 and 7.

INTRODUCTION

There are numerous different Harvard styles of referencing because there is no official publication laying out set rules. 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. For academic study please use the referencing guidelines for your institution or course.

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 and where to find it.

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 in alphabetical order and at 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 are not required when summarising.

In-text citation		
One Author	(Smith, 2021)	...Smith (2021) argues that....
Two Authors	(Smith and Jones, 2021)	...according to Smith and Jones (2021)....
Three Authors	(Smith, Jones and Brown, 2021)research by Smith, Jones and Brown (2021) showed that...
Four or more Authors	(Smith <i>et al.</i> , 2021)	Smith <i>et al.</i> (2021) proved that....
Organisation	(Royal College of Physicians, 2021)	Information from the Royal College of Physicians (2021) 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 (;). List the publications in date order by year of publication with the source that is the earliest listed first. Where there is more than 1 work published in the same year these should be listed alphabetically by author or editor.

Example:

Recent environmental studies (Williams, 2007; Andrews *et al.*, 2008, Martin and Richards, 2008; Town 2011) 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 in his final analysis on this subject (Miller, 2006b, 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 WORKS BY ORGANISATIONS OR CORPORATE AUTHOR(S)

When citing works by corporate authors it is best practice to write out the author in full, followed by the abbreviation. The abbreviation can then be used throughout the remainder of the text.

Example: In text

According to the Royal College of Obstetricians and Gynaecologists (RCOG) (2016) approximately 11 000 ectopic pregnancies are diagnosed in the UK each year.

Example: Reference list

Royal College of Obstetricians and Gynaecologists [RCOG] (2016) *Diagnosis and Management of Ectopic Pregnancy*. Green-top Guideline No. 21. Available at:
<https://www.rcog.org.uk/guidance/browse-all-guidance/green-top-guidelines/diagnosis-and-management-of-ectopic-pregnancy-green-top-guideline-no-21/> (Accessed: 04 January 2024).

CITING A WORK WITHOUT A DATE

When a date for a work cannot be found use the phrase “no date” (without inverted commas) in both the in-text reference and reference list.

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. (2023) *Cite them right: The essential referencing guide*. 12th edn. London: Bloomsbury Academic.

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: Heavey, E. (2024) *Statistics for nursing: a practical approach*. 4th edn. Burlington, MA: Jones & Bartlett Learning.

Book with an editor

Include the following information:

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

Example: Provan, D. (2023) *ABC of clinical haematology*. 5th edn. Hoboken, NJ: John Wiley & Sons.

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. Hoboken, NJ: 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) (Year Published/Last updated) *Title of website or webpage*. Available at: web address (Accessed: date).

Example with named author(s): Potter, N. (2019) Brand and branding in the academic library. Available at: <https://www.ned-potter.com/blog/brand-and-branding-in-the-academic-library> (Accessed: 03 January 2023).

Example with organisation as author: NHS (2022) *Heart failure*. Available at: <https://www.nhs.uk/conditions/heart-failure/> (Accessed: 21 December 2023).

Reports

Include the following information:

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

Example: print copy: Palmer W., Rolewicz L. and Dodsworth E. (2023) *Waste not, want not: Strategies to improve the supply of clinical staff to the NHS*. Research report. London: Nuffield Trust

Or if accessed online:

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

Example: accessed online: King's Fund (2023) *How does the NHS compare to the healthcare systems of other countries?* Available at: <https://www.kingsfund.org.uk/publications/nhs-compare-health-care-systems-other-countries> (Accessed: 2 January 2024).

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 [NICE] (2019) *Hypertension in adults: diagnosis and management*. NG136. Available at: <https://www.nice.org.uk/guidance/ng136> (Accessed: 27 December 2023).

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: 27 December 2023).

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: 27 December 2023).

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/ukxi/2002/2677/contents> (Accessed: 27 December 2023).

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

Example:

Animalculist (2022) *Burkitt leukemia in a bone marrow. Giemsa stain*. Available at:

https://commons.wikimedia.org/wiki/Category:Diseases_and_disorders_of_the_blood#/media/File:Burkitt_leukemia.jpg (Accessed: 2 January 2024).

Wook, K. (2020) *Person washing hand on sink*. Available at:

<https://unsplash.com/s/photos/measles?license=free> (Accessed: 27 December 2023)

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

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

Chickenpox Adult back (cropped). Available at:

https://commons.wikimedia.org/wiki/File:Chickenpox_Adult_back_%28cropped%29.jpg (Accessed: 27 December 2023).

Commonly used resources

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

BMJ Best Practice

BMJ Best Practice (2023) *Coronavirus disease 2019 (COVID-19)*. Available at:

<https://bestpractice.bmj.com/topics/en-gb/3000201> (Accessed: 27 December 2023)

BNF

BMJ Publishing Group and the Royal Pharmaceutical Society (2023) *British National Formulary (BNF)*. Available at: <https://bnf.nice.org.uk/> (Accessed: 27 December 2023).

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: 27 December 2023).

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/adopted> (Accessed: 27 December 2023).

The Data Protection, Privacy and Electronic Communication (Amendments etc) (EU Exit) Regulation 2019. (SI 2019/419). Available at:

<https://www.legislation.gov.uk/ukxi/2019/419/contents/made> (Accessed: 27 December 2023).

MBRRACE-UK Reports

MBRRACE-UK (2022) *Saving Lives Improving Mothers' Care - Lessons learned to inform maternity care from the UK and Ireland Confidential Enquiries into Maternal Deaths and Morbidity 2018-20*. Available at: <https://www.npeu.ox.ac.uk/mbrance-uk/reports/confidential-enquiry-into-maternal-deaths#mbrance-uk-saving-lives-improving-mothers-care-lessons-learned-to-inform-maternity-care-from-the-uk-and-ireland-confidential-enquiries-into-maternal-deaths-and-morbidity-2018-20> (Accessed: 27 December 2023).

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: 27 November 2027).

NMC Code

Nursing and Midwifery Council [NMC] (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: 27 December 2023).

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: 27 December 2023).

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. (2022) *Cite them right: The essential referencing guide*. 12th edn. London: Bloomsbury Academic.

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:

NHS Knowledge and Library Services (2023) *Finding and using images*. Available at: <https://library.hee.nhs.uk/resources/copyright/using-copyright-materials-in-presentations-and-training/using-copyright-materials-in-presentations-and-training-images> (Accessed: 27 December 2023).