



TRINITY COLLEGE DUBLIN
COLÁISTE NA TRÍONÓIDE, BAILE ÁTHA CLIATH

THE
UNIVERSITY
OF DUBLIN

Harvard Referencing System

as adapted for use by the

School of Nursing and Midwifery



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References

1. Introduction

Referencing is the means by which writers acknowledge the sources of information and ideas that are used in producing a piece of written work. It also helps the reader to ascertain the scope and depth of the writing and locate the source of the material. This booklet on references and referencing has been compiled to help you to reference correctly the ideas and work of others. Please follow it carefully when compiling your list of references or bibliography and when referencing in your assignments.

1.1 Referencing system

The referencing system required by the School of Nursing and Midwifery is based on the 'Harvard' system. This system is based on two requirements; the first is to reference in the main body of the text after referring to another person's work and the second is to compile a list of all references at the end of the text (reference list). The Harvard system is a simple method of quoting references in which names and dates are given in the body of the text and alphabetically listed at the end of the essay / assignment / project. Footnotes may not be used as they are not in keeping with the Harvard Referencing System. There are a number of Harvard referencing styles however the one presented in this booklet is required by the School of Nursing and Midwifery. When using the Harvard Referencing System do not use footnotes, numbered reference lists, or include references for Wikipedia as this is not an academic source.

1.2 Purpose of referencing

References are a list of all the materials which have been used or cited in the essay / assignment / project with enough detail to allow a reader to find the item with as much ease as possible. It is important that whenever you use the ideas of other writers, or quote directly from their works, that you acknowledge them in the text and in a list of references at the end. They are called references because you have 'referred' to that article or book in your text. As others who read your essay / assignment / project may wish to follow up a particular author's ideas, it is vitally important that all references are complete and accurate.

1.3 Plagiarism

Plagiarism is viewed as a form of academic dishonesty and may be defined as stealing or borrowing from the writings or ideas of others and passing them off as one's own. Any failure to acknowledge other people's ideas and statements in an assessment is seen by the University as academic fraud. It is regarded as a **major offence** for which a student may be referred to the Disciplinary Committee of the University and may be expelled from the University.

It is important to understand that stating that your intention was not to cheat and that you didn't understand what constituted plagiarism will not be accepted as a defense. It is the action and not the intention that constitutes plagiarism.

The University has established regulations in relation to suspected cases of plagiarism and other forms of cheating. The University's full statement on Plagiarism is set out in The University of Dublin Calendar Part 1 and Part 2, which are available in the library and also on the College website. <http://www.tcd.ie/calendar/>

To avoid unnecessary anguish, students are advised to read these documents carefully and follow all conventions described. Please note you may be requested by your lecturer / supervisor to submit your sourced literature or articles for inspection.

2. Using the Harvard Referencing System

The following pages will give you examples of the types of materials used for referencing and how to include them both in the text of the essay / assignment / project and also the reference list.

3. How to refer to an author's work within the text

3.1 The author(s) and year of publication are cited in the text

Example 1

In conjunction with their perceived low social status, the key factors that influence the use of contraception among African Women are the dominance of the husband in the marriage and his opposition to family planning (Beekle & McCabe 2006).

Example 2

Recent research shows that women's experiences of and response to pregnancy and childbirth vary significantly and can have a long term positive or negative effect (Kitzinger 1992, Stanton *et al.* 2002).

In the example above the sources are cited chronologically i.e. the oldest source first and separated by a comma. Sources with the same date are then cited alphabetically. The full stop is placed after the closing bracket.

3.2 The author(s) surname is part of a sentence

If the author(s) surname is part of a sentence then the date only appears in brackets.

Example 1

Findley (2003) suggests that loneliness is rarely considered as appropriate for intervention research; however, the results of such studies are promising.

Example 2

Findley (2003) and Wikström (2002) agree that ...

Example 3

Beekle & McCabe (2006) state that in order for women to be able to make choices about family planning they need comprehensive information about the all methods of modern contraceptive, their benefits and low side effects.

Example 4

According to Moreau *et al.* (2006) the main reasons for women discontinuing oral contraception included a lack of knowledge and high levels of anxiety.

If there are two authors or less, all names are included in the text, as shown in examples 1, 2 and 3.

If more than two authors have written the article, only the first author's name followed by *et al.* (in italics) needs to be included in the text as is shown in example 4.

3.3 Works published by the same author(s) in the same year

Works published by the same author(s) in the same year are assigned the letters of the alphabet in ascending order.

Example

Pitkala *et al.* (2004a, 2004b) have suggested that...

This principle also applies to different authors with the same surname and same year of publication.

4. Using quotations

Quotations are borrowed phrases that state something effectively and economically however be very careful not to overuse them as the logical flow or theme can become disjointed. A collection of random quotations, even though they relate to the same topic, is unacceptable.

Do not begin a sentence with a quotation but integrate it into your essay / assignment / project i.e. within a sentence or at the end of a sentence.

Direct quotations must be reproduced exactly as they are printed in the original text and enclosed within quotation marks. The author, year and page number on which the quotation is to be found must also be included.

4.1 Short quotation as part of a sentence

A short quotation is a sentence or part of a sentence quoted within the text.

Example 1

According to Papa *et al.* (2008, p. 338) “the large, complex organization provides a rich medium for the development of coalitions and the occurrence of intergroup conflict”.

Example 2

Huynh *et al.* (2008, p. 195) are of the view that “the concept of emotional labour should be introduced into pre-registration programmes”.

4.2 Block or large quotation

Block quotations comprise more than one sentence and should be used sparingly. Leave an extra line of space at the beginning and end of the quote. Use a smaller size font i.e. if using size 12, use size 11 for the quote. Also include the page number(s) of the source at the end of the quote. Do not use bold or *italic* in this section, unless it appears in the original text.

Example

Sandall *et al.* (2009) highlight issues related to midwife-led versus other models of care for childbearing women as follows:

Little is known about whether women feel that they are part of the decision-making process; sense of control; maternal self-confidence; post-traumatic stress disorder, coping after the birth. There is wide variation in the instruments used to measure women's views of and experiences of care. There is a need to develop meaningful, robust, valid and reliable methods to assess psychosocial outcomes and wellbeing in pregnant and childbearing women. All trials should include an assessment of maternal and fetal wellbeing. There is a lack of consistency in estimating the costs of maternity care, and further research using standard approaches of cost estimation is required which also includes costs to women and families. All trials should include economic analyses of the relative costs and benefits (p. 12).

5. Using primary and secondary sources

A primary source is defined as the original piece of work by an author. A secondary source would be defined as work cited within the literature you are using. Secondary sources should only be used when primary sources are not available.

Example of a secondary source in the text

Weber (1969), as cited by Papa *et al.* (2008, p. 83) provides what he refers to as the ideal modern organisation.

Secondary source in the reference list

Papa M.J., Daniels T.D. & Spiker B.K. (2008) *Organizational Communication: Perspectives and Trends*. Sage, Los Angeles.

6. How to write a reference list

A list containing the full details of all the references used in the text must be included at the end of the assignment. This should appear on a separate page and be entitled **References**. The list must be arranged in alphabetical order using the surname of the author(s). Numbering or bullet points are not required.

6.1 Definitions of phrases used within this section

Title case (Title of Book/Journal):

Capitalise the first letter of each word with the exception of small words e.g. and, an, in, of

Example 1

The Research Process in Nursing

Example 2

Journal of Advanced Nursing

Sentence case (Title of journal article):

Capitalise the first letter of the first word and use lower case letters for all other word except where the word would normally have a capital letter e.g. name of a country (a “proper noun”)

Example 1

The research process in nursing

Example 2

Understanding pain and its relief in labour

6.2 Referencing a book

- Author(s) surname plus initial(s) in full. The names of all authors must be listed
- If it is an edited book, editor name/s are followed by a comma, then ed / eds as appropriate followed by a full stop (in brackets)
- Year of publication in brackets. If a book has been reprinted, give the original publication date
- Title in *italics*, use title case
- Volume number if the book has more than one volume number
- Edition number if more than one edition followed by "edn."
- Publisher's name
- Place of publication: if there is more than one place name listed, use the first one

Example - please take note of the punctuation used. Names of all authors are listed in the reference list

Morrissey J., Keogh B. & Doyle L., (eds.) (2008) *Psychiatric/Mental Health Nursing: An Irish Perspective*. Gill and MacMillian, Dublin.

Gould D. & Brooker C. (2008) *Infection Prevention and Control: Applied Microbiology for Health Care*, 2nd edn. Palgrave MacMillan, Houndsmill.

6.3 Referencing a chapter in an edited book

- Surname of chapter author(s), followed by initial(s) in full as above
- Year of publication in brackets
- Title of chapter, use sentence case
- In
- Title of book, title in *italics*, use title case
- Edition number
- Surnames of editors followed by initial(s) in full, followed by ed or eds, all placed in brackets
- Publisher's name
- Place of publication: if there is more than one place name listed, use the first one
- The number of the first and last pages of the chapter

Example 1 - please take note of the punctuation used:

Pugh S.D. (2002) Emotional regulation in individuals and dyads: causes, costs and consequences. In *Emotions in the Workplace: Understanding the Structure and Role of Emotions in Organizational Behavior*. (Lord R., Klimski R. & Kanfer R., eds), Jossey-Bass, San Francisco CA, pp. 147-182.

Example 2 - please take note of the punctuation used:

Morse J. (2000) Exploring pragmatic utility: concept analysis by critically appraising the literature. In *Concept Development in Nursing: Foundations, Techniques, and Applications*, 2nd edn. (Rogers B.L. & Knafl K.A., eds), W.B. Saunders, Philadelphia, pp. 333-352.

6.4 Referencing a journal article

- Author(s) surname plus initial(s) in full. The names of all authors must be listed.
- Year of publication in brackets
- Title of article, use sentence case
- Title of journal in full, in *italics*, use title case
- Volume number in bold
- Issue number in brackets, if given
- The number of the first and last pages on which the article appears in the journal

Example 1 - please take note of the punctuation used:

Goldsmith L., Skirton H. & Webb C. (2008) Informed consent to healthcare interventions in people with learning disabilities – an integrative review. *Journal of Advanced Nursing* **64**(6), 549-563.

Example 2 - please take note of the punctuation used:

Wheeler R. (2006) Gillick or Fraser? A plea for consistency over competence in children. *British Medical Journal* **332**, 807.

Example 3 - please take note of the punctuation used:

Johnson M., Steward H., Langdon R., Kelly P. & Yong L. (2005) A comparison of the outcomes of partnership caseload midwifery and standard hospital care in low risk mothers. *Australian Journal of Advanced Nursing* **22**, 21-27.

6.5 Referencing a publication by a government agency or other organisation

When referencing a book or report published by a government agency / organisation / corporation and no individual is named as the author, the general rule is to name the department or body that issued the document in both text and reference list. The government agency must be named in full initially and abbreviations may then be used thereafter if wished, e.g. Department of Health and Children (DoHC).

If the report has a chairperson then the name of the chairperson is referenced in both the text and also in the reference list. If the Department of Health reference refers to the United Kingdom just add UK after the word Health as in the following examples. The reference is in the same style as that of a book.

Examples - please take note of the punctuation used:

In the text

Example 1

According to the Department of Health and Children (DoHC), major changes are required to the mental health services in Ireland (DoHC 2006).

Example 2

A report was carried out and found that ... (DoH UK 2000)

Example 3

Ryan (2009) reported that child abuse in Ireland was...

In the Reference list

Example 1

Department of Health & Children (2006) *'A Vision for Change' Report of the Expert Group on Mental Health Policy*. Stationery Office, Dublin.

Example 2

Department of Health UK (2000) *NHS Plan. Policy and Guidance*. Retrieved from <http://www.dh.gov.uk/en/Policyandguidance/organisationpolicy/Healthreform/index.htm> on 8 September 2007

Example 3

Ryan S. (2009) *Report from the Commission to Inquire into Child Abuse*. Stationery Office, Dublin.

6.6 Referencing an Act of Government / Bill

Please take note of the punctuation used:

In the text

Example

The Protection for Persons Reporting Child Abuse Act (Government of Ireland 1998) may not deal with the situation.

In the Reference list

Example

Government of Ireland (1998) *Protection for Persons Reporting Child Abuse Act*. Stationery Office, Dublin.

6.7 Referencing a dictionary / directory / encyclopaedia

The reference is in the same style as that of a book.

Reference list example - please take note of the punctuation used:

Mosby (2009) *Mosby's Pocket Dictionary of Medicine, Nursing & Health Professions*, 6th edn. Mosby, London.

6.8 Referencing an open learning package

The reference in the text is in the same style as that of a book.

Reference list example - please take note of the punctuation used:

Health Development Agency (2009) *Health Education (Health Promotion)*. Health and Social Care, UWE.

6.9 Referencing a video

The reference in the text is in the same style as that of a book.

Reference list example - please take note of the punctuation used:

Prentice Hall Real Nursing Skills Essentials DVD (2008) *Real Nursing Skills*. Prentice Hall, New Jersey.

6.10 Referencing unpublished sources / theses / dissertations

These sources are used for information that is not already published however these sources should be used economically in assignments. Referencing within the text is the same as journal articles or books. In the reference list, the word 'unpublished' is used.

Examples - please take note of the punctuation used:

In the text

Nursing staff in the Republic of Ireland need to be assured, that the Advanced Nurse Practitioner in gastroenterology is a resource for all, and will not result in fewer opportunities for training of junior doctors (Hough 2006).

In the reference list

Hough S. (2006) *Gastroenterology Nursing Practice in 2006: A Descriptive Study of Nursing and Medical Staffs' Views on the Advanced Nurse Practitioner Role in Gastroenterology Nursing*. Unpublished Masters Thesis, University of Dublin, Dublin.

6.11 Referencing a personal communication

A personal communication should only be used in exceptional circumstances with the permission of the individual concerned and is usually confined to issues / comment not freely available in text form.

In the text

Ryan (2006, personal communication) suggested that the results of this study would not be available until September 2007.

In the reference list

Ryan P. (2006) Personal Communication.

6.12 Referencing reprints

Reprints will be accepted for referencing purposes providing the article is from a journal not readily available to you. You must however acknowledge that you have not accessed the original journal. The journals, MIDIRS Midwifery Digest and Learning Disability Bulletin, reprint articles from a wide variety of journals. The references should be cited as follows:

Examples - please take note of the punctuation used:

In the text

Levy (1999) states that in order to make choices, women needed information that they trusted.

In the reference list

Levy V. (1999) Maintaining equilibrium: A grounded theory study of the processes involved when women make informed choices during pregnancy. *Midwifery* **15**(2), 109-119 In *MIDIRS Midwifery Digest* (1999) **9**(4), 454-462.

6.13 Referencing a newspaper

Newspaper articles are referenced similar to a journal article in both the text and in the reference list. It is recognised however that not all of these details are always available on newspaper articles. You should use as much detail as you can obtain.

- Name of journalist, if known
- Date of paper by year in brackets
- Title of article, use sentence case
- Title of newspaper in full and in *italics*, use title case
- Date of publication
- The number of the first and last pages on which the article appears in the newspaper.

Example 1 - please take note of the punctuation used:

Hoff M. (2000) Quality of life in rural Ireland. *The Irish Weekend Herald*. 24th May, 5-6.

6.14 Referencing from the Internet and other electronic sources

This could include sources from full text compact discs, electronic journals or other sources from the Internet. This can be quite a complex source to include in referencing for your work.

Electronic sources of journals can be referenced similar to manual copies with the addition of the electronic details.

6.14.1 Referencing a journal article from the Internet

In the text

Same as for journal article.

In the reference list

- Author(s) surname plus initial(s) in full. The names of all authors must be listed.
- Year of publication in brackets
- Title of article, use sentence case
- Title of journal in full, in *italics*, use title case

- Volume number in bold, if known
- Issue number in brackets, if known
- The number of the first and the last pages or indication of length
- Site/Path/File/Accession Number
- Retrieved date

Not all of these details will necessarily be applicable to every electronic source however the site, path and file are usually found at either the bottom or the top of each downloaded page. **This is used where there is no volume or page number (e.g. articles which are published online early). Otherwise reference the journal article as per section 6.4.**

Example - please take note of the punctuation used:

Zwahlen D., Hagenbuch N., Carley M., Recklitis C. & Buchi S. (2008) Screening cancer patients' families with the distress thermometer (DT): a validation study. *Psycho-Oncology*. Retrieved from www.interscience.wiley.com, DOI: 10.1002/pon.1320 on 9 June 2009.

6.14.2 Referencing a World Wide Web (www) page

- Author(s) surname plus initial(s) in full
- Year of publication in brackets
- Title in *italics*, use title case
- Publisher, if available
- Site/Path/File
- Retrieved date

Example - please take note of the punctuation used:

NICE (2006) *Methods for Development of NICE Public Health Guidance*. National Institute for Health and Clinical Excellence, London. Retrieved from <http://www.nice.org.uk> on 5 July 2007.

6.14.3 Databases

Normally, databases are used to find articles, which are then referenced individually. There is normally no need to comprehensively reference, say, CINAHL or PubMed however one database of relevance which may need to be cited as a source is the Cochrane Database of Systematic Reviews. Information taken from these reviews should be referenced as follows:

Example - please take note of the punctuation used:

In the text

A meta-analysis of studies on interventions targeted at women to encourage the uptake of cervical screening has been conducted by Forbes *et al.* (2002).

In the reference list

Forbes C., Jepson R. & Martin-Hirsch P. (2002) Interventions targeted at women to encourage the uptake of cervical screening (Review). *The Cochrane Database of Systematic Reviews 2002, Issue 3*. Art. No.: CD002834. DOI: 10.1002/12651858. CD002834.

6.15 Referencing tables and figures

6.15.1 Table developed by the writer / author

This table has been developed by the writer. It is not from another source. All the sources listed in the table must appear in the reference list at the end of the assignment.

Example

Table 3.1 Sample size and incidence of postnatal depression in four studies

Author/Date	Sample Size	Time of assessment (post partum)	Depressed (%)
Pitt (1968)	305	6-8 weeks	11 %
Paykel <i>et al.</i> (1980)	120	5-8 weeks	20 %
Cox <i>et al.</i> (1982)	105	4 months	13 %
Kumar & Robson (1984)	119	3 months	14 %

The table should be referred to in the text as **Table 3.1** however all references included in this table need to be in the reference list.

6.15.2 Table from another source

Example

Table 2.1 Differences between Mentorship and Preceptorship

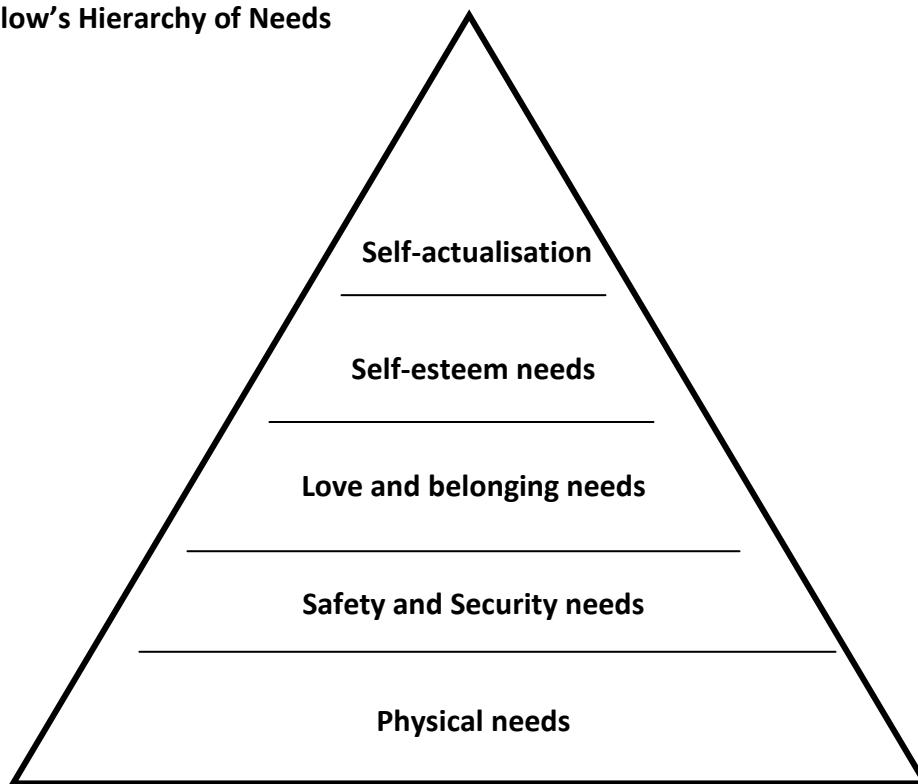
Mentor	Preceptor
Intimate, personal enabling relationship	Functional enabling relationship
Career socialisation	Clinical socialisation
Unstructured learning support	Structured learning support
Long term duration	Short duration related to clinical allocation
Multifaceted assisting roles, but no formal assessment	Specific roles, emphasis on role modelling
Chosen by individual	Chosen by employer

Source adapted from Morton-Cooper A. & Palmer A. (2000) *Mentoring Preceptorship and Clinical Supervision*, 2nd edn. Blackwell Science, Oxford.

6.15.3 Figure taken from another source

Example

Figure 10 .1
Maslow's Hierarchy of Needs



Source taken from Oliver R. & Enderby C. (1994) *Teaching and Assessing Nurses: A Handbook for Preceptors*. Bailliere Tindall, London.

References

Beekle A.T. & McCabe C. (2006) Awareness and determinants of family planning in Jimma, Ethiopia. *International Nursing Review* **53**(4), 269-276.

Cox J. L., Connor Y. & Keddell R. E. (1982) Prospective study of the psychiatric disorders of childbirth. *British Journal of Psychiatry* **140**, 111-117.

Department of Health UK (2000) *NHS Plan. Policy and Guidance*. Retrieved from <http://www.dh.gov.uk/en/Policyandguidance/organisationpolicy/Healthreform/index.htm> on 8 September 2007.

Department of Health & Children (2006) 'A Vision for Change' Report of the Expert Group on Mental Health Policy. Stationery Office, Dublin.

Findley R.A. (2003) Interventions to reduce social isolation amongst older people: where is the evidence? *Aging Society* **23**, 647-658.

Forbes C., Jepson R. & Martin-Hirsch P. (2002) Interventions targeted at women to encourage the uptake of cervical screening (Review). *The Cochrane Database of Systematic Reviews* 2002, Issue 3 Art. No.: CD002834. DOI: 10.1002/12651858. CD002834.

Gould D. & Brooker C. (2008) *Infection Prevention and Control: Applied Microbiology for Health Care*, 2nd edn. Palgrave MacMillan, Houndsmill.

Goldsmith L., Skirton H. & Webb C. (2008) Informed consent to healthcare interventions in people with learning disabilities – an integrative review. *Journal of Advanced Nursing* **64**(6), 549-563.

Government of Ireland (1998) *Protection for Persons Reporting Child Abuse Act*. Stationery Office, Dublin.

Health Development Agency (2009) *Health Education (Health Promotion)*. Health and Social Care, UWE.

Hoff M. (2000) Quality of life in rural Ireland. *The Irish Weekend Herald*, 24th May, 5-6.

Hough S. (2006) *Gastroenterology Nursing Practice in 2006: A Descriptive Study of Nursing and Medical Staffs' Views on the Advanced Nurse Practitioner role in Gastroenterology Nursing*. Unpublished Masters Thesis, University of Dublin, Dublin.

Huynh T., Alderson M. & Thompson M. (2008) Emotional labour under-lying caring: an evolutionary concept analysis. *Journal of Advanced Nursing* **64**(2), 195-208.

Johnson M., Steward H., Langdon R., Kelly P. & Yong L. (2005) A comparison of the outcomes of partnership caseload midwifery and standard hospital care in low risk mothers. *Australian Journal of Advanced Nursing* **22**, 21-27.

- Kitzinger S. (1992) Sheila Kitzinger's letter from England: birth plans. *Birth* **19**(1), 36-37.
- Kumar R. & Robson K. M. (1984) A prospective study of emotional disorders in childbearing women. *British Journal of Psychiatry* **144**, 35-47.
- Levy V. (1999) Maintaining equilibrium: A grounded theory study of the processes involved when women make informed choices during pregnancy. *Midwifery* **15**(2), 109-119 In *MIDIRS Midwifery Digest* (1999) **9**(4), 454-462.
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- NICE (2006) *Methods for Development of NICE Public Health Guidance*. National Institute for Health and Clinical Excellence, London. Retrieved from <http://www.nice.org.uk> on 5 July 2007.
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- Pitkala K.H., Laakkonen M.L., Strandberg T.E. & Tilvis R.S. (2004a) Positive life orientation as a predictor of 10-year outcome in aged population. *Journal of Clinical Epidemiology* **57**, 409-414.
- Pitkala K.H., Blomqvist L., Routasalo R., Karvinen E., Oikarinen U., Saarenheimo M. & Mantyranta T. (2004b) Leading groups of older people: description and evaluation of education of professionals. *Educational Gerontology* **30**, 821-834.
- Pitt B. (1968) Atypical depression following childbirth. *British Journal of Psychiatry* **114**, 1325-1335.

Prentice Hall Real Nursing Skills Essentials DVD (2008) *Real Nursing Skills*. Prentice Hall, New Jersey.

Pugh S.D. (2002) Emotional regulation in individuals and dyads: causes, costs and consequences. In *Emotions in Workplace* (Lord R., Klimski R. & Kanfer R., eds), Jossey-Bass, San Francisco, CA, pp. 147-182.

Ryan P. (2006) Personal Communication.

Ryan S. (2009) *Report from the Commission to Inquire into Child Abuse*. Stationery Office, Dublin.

Sandall J., Hatem M., Devane D., Soltani H. & Gates S. (2009) Discussions of findings from a Cochrane review of midwife-led versus other models of care for childbearing women: continuity, normality and safety. *Midwifery* **25**, 8-13.

Stanton A.L., Lobel M., Sears S. & DeLuca R.S. (2002) Psychosocial aspects of selected issues in women's reproductive health: Current status and future directions. *Journal of Consulting and Clinical Psychology* **70**, 751-770.

Wheeler R. (2006) Gillick or Fraser? A plea for consistency over competence in children. *British Medical Journal* **332**, 807.

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Zwahlen D., Hagenbuch N., Carley M., Recklitis C. & Buchi S. (2008) Screening cancer patients' families with the distress thermometer (DT): a validation study. *Psycho-Oncology*. Retrieved from www.interscience.wiley.com, DOI: 10.1002/pon.1320 on May 6th 2008.