A guide to referencing your work
This document has been put together to help guide students through the task of referencing. A good referencing technique is the hallmark of any academic work. When producing any coursework it is expected that the student will need to refer to the work of others at some stage and this guide illustrates the process for referencing the most common information sources students may use.

What is a reference and why bother?
A reference is necessary to acknowledge a piece of writing, idea or research by another author which has been referred to or quoted directly in the student’s own work. The process of referencing is important for a number of reasons:

− To evidence the student’s ability to gather and use information from appropriate sources.
− To illustrate the student’s breadth of reading and investigation into a topic.
− To permit readers of the work to locate any references that may have been given.
− To provide evidence and weight to any academic arguments that may be made.
− As a professional courtesy, recognising and acknowledging the work of others.

Which style of referencing should be used?
As there is no universally agreed standard for referencing there are many different styles of referencing including the Vancouver, Harvard and Chicago systems. Even within these standards subtle variations exist. This is illustrated when one looks at the array of different referencing variations used in many professional and research journals. The Faculty of Health Sciences at the University of Southampton uses the Harvard style of referencing and students are expected to adopt this throughout their studies whilst at the University. Unfortunately, even within the Harvard referencing system there are many variations therefore this guide has been put together to demonstrate the style which should be used by students within the Faculty of Health Sciences.

Referencing and an assignment word count
For all student assignments, the word count consists of all the student’s work occurring after the title page to the beginning of the reference list. Reference lists and bibliographies are excluded from the word count. The stated word count may be exceeded by a maximum of 10%. This allowance includes provision for in-text citations, figures and table legends. Tables which include large amounts of text may also contribute to the word count. Where there is any breach of this guidance, each case is judged individually by the assessors and moderator.

How do you reference?
Essentially, referencing is a two stage process. Firstly, when a reference is made within a piece of work a citation is inserted within the text, adjacent to the appropriate statement(s). The second step consists of an index listing all the citations in full – known as the reference list. This is normally found at the end of the essay as a reference list.

Note: A reference list is not the same as a bibliography. A bibliography, by definition, is a list of all the works and papers used when compiling a piece of research but it might also include works that the student did not specifically cite in the text of the paper, but which were helpful as background detail. Generally speaking, most pieces of academic written work will require a reference list but a bibliography is usually an optional extra.

This guide has been designed to cover most of the common sources available to students. It is not, however, comprehensive. On occasions where a particular source of reference is not given, students are advised to ensure consistency as far as is possible with the style outlined within this guide.
Stage One – Making a Citation

Basic Citation Technique
Citations are embedded within the text in the format (Author Year).

Example:
Studies on larger populations have demonstrated this drug to be effective (Gerard 1990).

Notice that the citation is enclosed in brackets and only the author’s surname (without initials or qualifications) appears next to the year of publication before the full stop. In order to allow some degree of flexibility, variations on a theme are permissible.

Examples:
Research by Gerard (1990) has proved that this drug is effective in larger populations.
Gerard’s paper (1990) has suggested that the drug is effective in a larger population.

When there are two authors
When there are two authors, just include the second author using “and” within the citation.

Examples:
………can be a cause of headache (Rooney and Owen 2006).
Work by Rooney and Owen (2006) has suggested this as a cause of headache.

When there are three or more authors
Within the citation use the first author’s surname followed by ‘et al.’

Examples:
For a paper published by Beckham, Rooney and Best in 2004:
Beckham et al. (2004) have suggested that............
...........has been suggested (Beckham et al. 2004).

Corporate Authors
Sometimes a document or piece of work that needs to be referenced is from a corporate body such as the National Institute for Clinical Excellence, Chartered Society of Physiotherapists or Health Care Commission. In this instance, the corporate body is stated as the author.

Example:
Patients deserve a first class service (National Institute for Clinical Excellence 2001).

In addition, as names for bodies can be cumbersome, subsequent occurrences for corporate authors can be abbreviated in the citation so long as the abbreviation has been defined in the first occurrence of the citation.

Example:
First occurrence: Patients require a full assessment prior to any intervention (Royal College of Nursing [RCN] 2007). Note the use of the square bracket within the round brackets to denote the abbreviation.

Second Occurrence: .....should be followed using professional guidelines (RCN 2007).

What if the author’s name is unknown?
Occasionally, a piece of work may have no stated author. In this case, within the citation, the name is replaced with ‘Anon.’ (an abbreviation for “anonymous”).

Example:
Wounds which are constantly traumatised can be slow to heal (Anon. 2006).

What if no year is given?
Where no year is given on a work, the year is substituted within the citation with ‘n.d.’ (an abbreviation for “no date”).

Examples:
Capello (n.d.) has discussed new changes in training to improve performance.
New changes in training have been discussed to improve performance (Capello n.d.).

Using page numbers and making quotations
Should the student wish to reference an exact statement or point precisely a page number can be inserted into the citation.

Example:
………has been shown to be the cause (Crouch 2003 p23)
This can also be adopted for including direct quotes within the text. The quotation should be enclosed in speech marks.

Example:
Barry (2008 p234) stated that “the team morale needs to be lifted – this is the job of the manager.”

When including a quotation into your work, as a general convention, quotes of less than one line can appear within the body of the text (with their citation as given above) but longer quotes of more than one line need a line space and an indent with the citation underneath (and no quotation marks, but a page number is important)

Example:
What did you think about adding a category about grey literature? In health sciences particularly, a great deal seems to be published without publisher/date information yet is an important resource for some student assignments. (Robertson 2011 p23)

Long quotes are not generally encouraged but may sometimes be necessary.
**What if an author has more than one paper published in a year?**

If an author (or authors) have multiple papers published within the same year, these can be cited in the text suffixed with a letter so the reader may identify an individual paper.

**Example:**
Rooney and Gerard (2005a, 2005b) have argued that........

Within the reference list, the different papers are distinguished by the presence of a letter next to the year of publication e.g. 2005a for the first paper, 2005b for the second paper etc.

**Citing Multiple Papers**

Where multiple papers are making the same point, they can be cited in a single bracket. The convention is that they should be arranged within the citation by ascending year of publication. Authors should be separated by a semi-colon as illustrated below.

**Example:**
...this has been suggested many times (Carragher 1990, 2004; Lennon and Terry 2006; Lampard 2007).

**Citing Legal Documents**

**Act of Parliament**

When referencing an Act of Parliament, an appropriate citation is made within the text in the format as follows:

*Country Name of Act (in italics) Year of Act (in italics)*

*Note: The year in this type of citation appears in Italics as it forms part of the title of the Act, when normally in other types of citation it would only appear without Italics*

**Example:**
......and this act (Great Britain Higher Education Act 2004) was to force significant change within UK education.

**Statutory Instruments**

Statutory Instruments are referenced in a subtly different format from Acts of Parliament:

*Short Title (in italics) Year (in italics)*

**Example:**
.....changes were soon implemented to the benefits system (Income Support [Pilot Scheme] Regulations 1996).

**Tweets and Twitter**

The citation for a tweet can be inserted into the text in the format given below using the format of (sender year) or a suitable variation.

**Example:**
......so I have finally discovered a treatment for this that works (RobinsonP 2011)

......subsequently RobinsonP claimed he had discovered a cure that works (2011)

**Personal Communication**

Many things can be deemed as a personal communication such as a conversation, e-mail, lecture, fax or letter for example. As a professional courtesy, one should always seek permission from the sender before citing a personal communication

**Example:**
According to the most recent data, the information is deliberately being delayed to improve profit (Ferguson 2011 per comm)

*Please note: Personal communications generally do not feature in the reference list at the end of the work as they are normally documents which are private and unavailable publicly.*

**Citing diagrams, tables and images**

Where you wish to use diagrams, tables and images from another author, these should also be cited and referenced accordingly.

Normally, this would take the usual form and be displayed in the legend accompanying the diagram, image or table.

**Example:**

<table>
<thead>
<tr>
<th></th>
<th>1951</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>345</td>
<td>12</td>
</tr>
<tr>
<td>Females</td>
<td>211</td>
<td>17</td>
</tr>
</tbody>
</table>

Table 1: Numbers of recorded cases of Leprosy in the UK (Rowntree and McIntosh 2011)
Stage Two – The Reference List

Once the work is completed a reference list needs to be compiled. It should have the following features:

1. It occurs on a new page at the end of the work, after the conclusion but before any appendices and acknowledgements (if applicable).
2. It should be a single list (that is, not sorted into publication types or format) headed “References”.
3. The references should always be listed alphabetically by the first author’s surname.
4. The reference should be complete and all authors should be listed in full (not abbreviated using et al., for example).
5. The list should not be numbered or bulleted.
6. Accuracy is also important as all references cited in the text should be indexed within the reference list and all references listed should be cited within the text.
7. Where the authors have multiple papers these should be listed with the earliest publications appearing first.
8. Journal names when listed in the references should be given in full and not abbreviated.

A clear and complete reference list at the conclusion of a piece of work makes it easier for the reader to locate any works referred to by the student. The following sections illustrate how each type of resource should be formatted within the reference list.

Editorials within Journals
The format for listing an editorial is identical to that of a journal article (see above) with the exception that the word “Editorial” appears in brackets after the article’s title and before the full stop. So in the example above, if this were an editorial within a journal it would appear as in the example below:

Example:

In some journals editorials are written anonymously. If this is the case, an editorial would be referenced substituting Anon. where the author’s surname would normally appear and including (Editorial) after the title.

Example:

Occasionally, journals maybe indexed by volume and page number only, omitting the issue number. However, when available, issue numbers should be included.

Electronic Journal Articles
Where journal articles are available in both printed and electronic forms (for example as part of a journal’s online archive) the student should always reference the paper version in preference to the electronic form.

An E-journal
This referencing format should be used only if the journal does NOT have a paper edition. If a paper edition does exist, it should be referenced as a journal in preference to an e-journal style, using the format given above (see journal articles).

Author surname and initials (final two authors should be separated by “and”) Year of publication in brackets Title of article (not underlined or in italics, followed by a full stop). Title of the journal (in italics) Volume number Issue Number (in brackets): Page numbers Available from: URL (underlined) [Accessed Date accessed]

Example:

Available from: [http://www.biomedcentral.com/1471-5945/11/1](http://www.biomedcentral.com/1471-5945/11/1) [Accessed 10 February 2011]
A Book
Author surname and initials (final two authors should be separated by "and")
Year of publication (in brackets)
Title of the book (in italics, principal words with capital letters)
Edition, if not the first edition (in brackets) followed by a full stop.
Place of publication: Publisher

Example:

A book which has been translated
Occasionally, books are translated and this needs to be referenced accordingly. The normal format is as follows:
Author surname and initials (final two authors should be separated by "and")
Year of original publication (in brackets)
Title of the book (in italics, principal words with capital letters)
Edition, if not the first edition (in brackets) followed by a full stop.
Translated (name of the translating author [initials surname]) followed by a full stop.
Place of publication: Publisher
Year of publication of translation

Example

An E-Book
Author surname and initials (final two authors should be separated by "and")
Year of publication (in brackets)
Title of the book (in italics, principal words with capital letters)
Edition, if not the first edition (in brackets) followed by a full stop.
Available from: URL (underlined) [Accessed Date Accessed]

Example:

An Edited Book
Editor(s) surname and initials (final two editors separated by “and”) (ed/eds) in brackets to denote editors
Year of publication (in brackets)
Title of the book (in italics principal words with capital letters)
Edition, if not the first edition (in brackets) followed by a full stop.
Place of publication: Publisher

Example:

An Edited E-Book
Editor(s) surname and initials (final two editors separated by ‘and’) (ed/eds) in brackets to denote editors
Year of publication (in brackets)
Title of the book (in italics principal words with capital letters)
Edition, if not the first edition (in brackets) followed by a full stop.
Available from: URL (underlined) [Accessed Date Accessed]

Example:

Book Contribution / Chapter
Many academic books are a collection of sections or chapters with different authors. In such cases it is necessary to reference individual chapter authors using the format given below. Individual chapter author’s names are normally given at the beginning of a particular chapter or in the content pages.
Contributing author(s) surname and initials (final two authors should be separated by “and”)
Year of publication (in brackets)
Title of contribution/chapter followed by IN: (not underlined or in italics)
Editors surname and initials (ed/eds) in brackets to denote editors (final two editors separated by “and”)
Available from: URL (underlined) [Accessed Date Accessed]

Example:
An E-Book contribution / Chapter
Contributing authors surname and initials (final two authors should be separated by “and”) Year of publication (in brackets) Title of contribution/chapter followed by IN: (not underlined or in italics) Editors surname and initials (ed/eds) in brackets to denote editors (final two editors separated by ‘and’) Title of the book (in italics, principal words with capital letters) Edition, if not the first edition, followed by a full stop. Place of publication: Publisher Page numbers of the chapter Available from: URL underlined [Accessed Date accessed]
Example:

A Website
A website reference is used for websites which are not specifically web based journals, or archives of journal articles but webpages holding general information in a standard page format. Examples may include websites such as charities, NHS direct (www.nhsdirect.nhs.uk) or Gov.UK (www.gov.uk).
Author surname and initials (or alternatively, website owner surname and initials) Year of publication (in brackets) Title of the webpage (in italics) followed by a full stop. Publisher (if ascertainable) Available from: URL underlined [Accessed Date Accessed]
Example:

A Government Paper
Government Department Year (in brackets) Title of paper (in italics, principal words with capital letters) followed by a full stop. Place of publication: Publisher
Example:

An Act of Parliament
An act of Parliament in the UK is a law which is passed in Westminster or Edinburgh becoming statute law and follows the format given below.
Great Britain Name of Act (in italics): Name of Sovereign (in italics) Chapter number (in italics) The year of the Act (in brackets) Place of publication: Publisher
Example:

Statutory Instruments
Since 1946, secondary legislation can be made in the UK by the use of a statutory instrument.
Short title including year (in italics) ‘SI’ Year of publication/SI number (all in brackets) Place of publication: Publisher
Example:

Conference Proceedings
Conference proceedings are a collection of papers which may be published before, but usually after, an academic conference as a record of the academic meeting.
Contributing author surname and initials Year of publication (in brackets) Title of paper followed by a full stop. IN: Editor of proceedings surname and initials (ed/eds) in brackets to denote the editor
Title of the conference (in italics) Location
Full date(s) of conference Place of publication: publisher Page numbers
Example:
A Paper Presented at a Conference
Author surname and initials
Year of publication (in brackets)
Title of paper presented (not underlined or in italics) followed by a full stop.
Paper presented at Name of meeting
Location
Day(s) month
Example:

Theses
Author surname and initials
Year of submission in brackets
Title of Thesis (in italics) followed by a full stop.
Degree designation, – these are normally unpublished and should be labelled as such
Name of Institution to which the thesis was submitted
Example:

A Newspaper Article
Reporters surname and initials (or Anon. if not known)
Year of publication (in brackets)
Title of article (not underlined or in italics) followed by a full stop.
Title of Newspaper (in italics)
Day and Month: Page numbers
Examples:
Anon. (1912) Titanic Sunk. The Times 16 April: 9-10

Videos, Films and Broadcasts
Subsidiary Originator (e.g. director)
Year of production (in brackets)
Title (in italics, principal words with capital letters)
Material designation [in square brackets] followed by a full stop.
Production details – place: organisation.
Example:
For TV programmes and series – the number and title of the episode should be given as well as the series title, the transmitting organisation and channel, the full date and time of transmission.
Example:

DVD/CD-ROM
Author surname and initials
Year of publication (in brackets)
Title (in italics, principal words with capital letters)
Media Type [in square brackets].
Place of publication: publisher
Example:

Podcast
Podcasts can be acquired from a number of sources on the internet.
Broadcaster/author surname and initials
Year (in brackets)
Series Title (if applicable)
Podcast title (in italics) followed by [Podcast].
Available from: URL underlined [Accessed Date Accessed]
Example:

Tweets and Twitter
As tweets are short in nature (140 characters) it is possible to include the whole text within the reference list.
Sender
Year (in brackets)
Text of Tweet (in italics) followed by [Tweet].
Date and time of Posting
Available from: URL underlined [Accessed Date Accessed]
Example:
JohnPSmithDr (2011) Measures to control inflammation can be very simple and often overlooked [Tweet]. 10 March 3pm Available from www.twitter.com/JohnPSmithDr [Accessed 17 March 2011]
Additional notes about Referencing

Over-referencing
Over-referencing (or excessive referencing) usually occurs as enthusiastic students try to cite as many authors as possible in an attempt to generate a long reference list. Generally speaking this should be avoided. A piece of work should only be referenced in your own work if it helps you to make a particular point relevant to your writing, not for generally well accepted facts or knowledge:

Example: The human heart is located within the chest (Jones 2010). The above example could be perceived as over-referencing.

Secondary Referencing
Where possible the original source of any work should be cited. Occasionally this is not possible and so you may have to rely on another paper discussing the original work. This is secondary referencing. Generally, you should always try and locate the primary source and only use a secondary reference as a last resort.

Example:
If a student reads a paper by McLaren (2006) that discusses the work of Cole published in 1997, the citation should appear as follows.
A study by Cole (1997 cited in McLaren 2006) demonstrated that........
Only the McLaren (2006) paper should appear in the reference list at the conclusion of the paper, as the student has not seen the original paper by Cole.

Plagiarism
Plagiarism is defined by the University of Southampton as “the reproduction or paraphrasing, without acknowledgement, from public or private (i.e.: unpublished) material (including material downloaded from the internet) attributable to, or which is the intellectual property of, another including the work of students”.

Examples of plagiarism may include:
- Including in your own work extracts from another person’s work without the use of quotation marks or crediting the source.
- The use of the ideas of another person without acknowledgement of the source.
- Paraphrasing or summarising another person’s work without acknowledgement.
- Cutting and pasting from electronic sources without explicit acknowledgement of the source of the URL or author and/or without explicitly marking the pasted text as a quotation.
- Submitting appropriated imagery or creative products without indicating the source of the work.

Source:
http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html
Students are reminded that the Faculty takes a serious view of any student found to be plagiarising the work of others and, if proven, students guilty of plagiarism will be subject to disciplinary proceedings. The Faculty of Health Sciences frequently uses plagiarism detection software as a means of highlighting potential cases.
Endnote

To assist individuals with referencing, there are a number of commercially available computer packages which are compatible with commonly used word processing software and are able to automate the insertion of citations and the creation of reference lists, which can make the task of referencing much easier. Within the University, Endnote® is the suggested citation software. Although the software maybe bought privately (around £70 for students) for use on their own personal computers, the software is free to access and use on all University workstations.

The desktop version also works in conjunction with a web-based version which is free to all current members of the University. Your references are automatically synchronised between the two. This allows you to work at home or at the University on your assignments, and to use the desktop version for more advanced tools if you need them.

You can use this program on PC or Mac.

User Guides for Endnote and EndNote Web are available from the Library website:

http://www.southampton.ac.uk/library/

See the Library Guides at:

http://library.soton.ac.uk/referencing

http://library.soton.ac.uk/endnote

Alternatively, they can be located on EdShare using the search term “endnote”

http://www.edshare.soton.ac.uk

Additional free training videos are available to watch on the software provider’s website (www.endnote.com) under the training tab, and you can find independently made videos on www.youtube.com.

Many referencing styles are included in EndNote. Select the style Harvard_SotonHS2013 for the style which is matched to this referencing guide.

This style is available on all public workstations and on EndNote Web. To install it on a staff-build machine or on your own computer, find the style and follow the guidance at

http://library.soton.ac.uk/endnote

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http://library.soton.ac.uk/referencing [Accessed Date Accessed]