Referencing Guidelines for Health Sciences' Students

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Referencing style

Use Cite Them Right Harvard style, as described in:

> **Pears, R. and Shields, G. (2016)** *Cite them right: the essential referencing guide*. **10th edn. Basingstoke: Palgrave Macmillan.**

It is available online and in print in the library and bookshop. It has a great search facility if you use the online version!

Access Cite Them Right here:

https://surrey-primotc.hosted.exlibrisgroup.com/primoexplore/fulldisplay?docid=44SUR_ALMA_DS2183218780002346&context=L&vid=44SUR_VU1&search_scope=default_scope&isFrbr=true&tab=default_tab&lang=en_US

How to use Cite Them Right:

https://www.youtube.com/watch?time_continue=44&v=_eUOEV-3acQ

It is important for you to be able to read and interpret a reference, and to know how to write one. Ask your lecturer or contact Academic Skills and development (www.surrey.ac.uk/academic-skills-and-development) for guidance if you are not sure.

What to reference

You should reference every piece of information or evidence you refer to in your assignment. This includes web pages, journal articles, books, policies, codes of conduct etc.

How old should evidence be?

Aim to use evidence that is less than 10 years old to ensure that the evidence is most up to date. The only exceptions to this are pieces that are considered 'seminal'.

Some papers are of central importance to a research topic, often because they report a major breakthrough, insight, or a new and generative synthesis of ideas. This kind of paper may describe a study that changes our understanding of a topic, or describe and illustrate a new and highly useful research method. Because seminal works are often the founding or central publication in a research area, they are cited in most research papers that are working in that research area. As you perform literature searches on a topic and read the papers, you will likely see these papers cited over and over again in research papers and review articles.

Referencing public domain and Trust documents

Anything that is in the public domain i.e. anyone can get a copy, you put in your reference list but there may be times that you wish to use a Trust policy or document that is not available to everyone i.e. are not in the public domain and the general public cannot get it. As Health Care professionals there are many pieces that we have access to that are not accessible to everyone. Before you reference such documents, read the section on 'unpublished and confidential information' in *Cite Them Right*. Ensure you do not breach confidentiality.

How to reference in the text

A reference is a recognised shorthand means of describing a document, or a part of a document, with enough detail to identify and locate it. The markers of academic work are looking for consistency in referencing so please do not make it up! Use the guidance that is provided.

You must always give a short reference (known as a 'citation') in the text during, or directly after, each sentence or short section in which you draw upon or summarise someone's work or ideas.
Initially, when referring to a particular source, you simply give:

- the author (s) or editor(s) surname (either in the text or in brackets)
- the year of publication (in brackets)
- page number(s) should only be used in the citation if you are either
  1. directly quoting the author's work
  OR
  2. referring to a point which is only located on a particular page within a piece

Examples:

In a recent study Harvey (2008) argued that…………….
A recent study (Harvey, 2008) argued that
Jones (2006a) discussed the subject whilst Jones (2006b) continues the examination
Matthews and Jones (2012) have demonstrated that…
It has been demonstrated (Matthews and Jones, 2012) that
Wilson *et al.* (2010, p. 23) conclude that

Below is a list of words that can be used to make the links. Note that 'states' should only be used for direct quotations which you would put in inverted commas and include the page number after the year to signify that it is a direct quote though they do not demonstrate your knowledge and understanding – only that you can copy so should be used very sparingly if at all.

Describes	Allege	Encompasses	Argues
Suggests	Refute	Evaluates	Implies
Advocates	Contradict	Aims	Evidences
Elucidates	Rebuff	Draws	Agrees
Elicits	Propose	Depict	Disputes
Observes	Put forward	Portray	Identifies
Found	Advise	Show	Conversely
Shows	Recommend	Represent	Hint
Supports	Advocate	Expose	Insinuate
Contradicts	Imply	Divulge	Intimate
Declares	Assert	Disclose	Indicate
Stress	Maintain	Affirm	Contend
Assert	Testify	Hint at	Profess

If you are using a book with a single author you simply give the author's surname and date of publication in the text. Include the page number if appropriate (see above).

> e.g. There are four aspects to critical thinking (Lee, 2012,p. 71).

> e.g. According to Lee (2012,p. 71) there are four aspects to critical thinking.

> e.g. Lee (2012,p. 71) states 'there have been many attempts to describe thinking styles'.

Direct quotes need to be in quotation marks ("…") and this is the only time you can use 'states'. Remember it is preferable to paraphrase or summarise as this demonstrates your understanding of what you are reading

If you are citing several works by an author from the same year, distinguish them by adding "a, b, c,...." to the year. The first one you use in the text you give a and the second b and so on…

> e.g. Two recent studies by George (2016a, 2016b) have raised interesting questions …

If you are summarising several pieces of work, list them in chronological order- earliest first.

> e.g. William's (2012) work has been criticised by a number of writers (Douglas, 2013; Peake, 2014; Brown, 2015).

If there are three authors cite all three.

> e.g. Hill, Smith and Reid (2010) suggest that teaching is of less importance than learning.

If there are more than three authors, cite the first author's surname followed by '*et al.*'(meaning 'and all the rest'). Put '*et al.*' in *italics* and ensure there is a full stop after al. You must list all the authors in your reference list.

> e.g. Barnevik *et al.* (2010,p. 4) argue that the EU enlargement process may have lost its way.

If the source has a recognised abbreviation write it in full the first time with the abbreviation in brackets. The next time you refer to the Department of Health you can use the abbreviation DH

> e.g. Department of Health (DH) (2012) report that the incidence of some bloodstream infections have decreased.

> e.g. Good hand hygiene has been attributed to the lower numbers of infections according to DH (2012) in a recent publication.

> e.g. The Nursing and Midwifery Council (NMC) (2015) describes the code that all nurses must adhere to.

If you are using a secondary source (i.e. you use information from one author that you read in the work of another author) always attempt to find, read and reference the original source, especially if you make repeated references to it. However, occasionally it will be necessary to rely upon someone else's summary. Give the author of the point you wish to reference, followed by 'cited in' and the normal reference for the book or article in which you saw the work cited.

Your text must make it clear that you have not read the original work. In your list of references you should only include the reference where you read about the original work.

> e.g. Stan Cohen argues that, prior to the moral panics about mods and rockers in the mass media, there was very little violence or rivalry between the two groups (Cohen, cited in Thornton, 2015).

OR

> e.g. Cohen, cited in Thornton (2015), argues that prior to the moral panics about mods and rockers in the mass media, there was very little violence or rivalry between the two groups.

In the example above Cohen is the secondary source and Thornton is the primary source. So in your reference list you reference Thornton not Cohen as only primary sources should be listed.

How to present your reference list

- Use a new page after the end of the main piece
- List alphabetically by first author
- List all the authors – do not use '*et al.*' in your reference list
- If you have used multiple pieces from the same author written in different years, list the year in ascending order i.e. 2006 before 2008.
- Use Arial font 12
- Do not double space the references but do leave a space between each reference
- Do not use numbers or bullet points.
- Your reference list is **<u>not</u>** counted in the word count

See the next page for an example reference list.

Example reference list

References

Charles, L. (2012) 'The good work of the professionals continue', *The Times*, 20 June, pp. 20–21.

Department of Health (DH) (2016) *Health promotion*. Available at: http://www.dh.gov.uk (Accessed: 12 January 2017).

Hallett, M. and Carr, L. (2016) 'Health promotion: a five-year study', *Journal of Advanced Nursing*, 53(5), pp. 214–231.

Health Care Professions Council (HCPC) (2016) *Standards of conduct, performance and ethics*. http://www.hcpc-uk.org/assets/documents/10004EDFStandardsofconduct,performanceandethics.pdf (Accessed 20 March 2017).

Hill, P., Smith, R. and Reid, L. (2014) *Education in the 21st century*. London: Educational Research Press.

Kenny, L., Burrell, S. and Lewis, T. (2012) *The best dressing for wounds*. Available at: http://www.amazon.co.uk/kindle-ebooks (Downloaded: 8 September 2016).

Simon, G. (2013) *Healthcare for all*. Basingstoke: Palgrave Macmillan.

The Mid Staffordshire NHS Foundation Trust Public Inquiry (2013) *Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry*. Available at: http://webarchive.nationalarchives.gov.uk/20150407084003/http://www.midstaffspublicinquiry.com/report (Accessed: 27 March 2017).

Touteledge (2012) *A report into costs and benefits of ulcer dressings*. Birmingham: Touteledge.

Yates, E. (2015) *Sustaining healthcare: challenges and conflicts*. Available at: http://books.google.com (Downloaded: 12 November 2016).

Word count limit

- The purpose of a word limit is to give all students clear indication of the maximum length of a piece of assessed written work, the amount of work expected and therefore how much detail they should go into and how they should allocate time to one piece of assessed work in relation to others.

- The policy is that the coursework instructions within the module handbook will clearly state a maximum word count. This maximum will include any margin for tolerance which has been set (i.e. a word count with +/- 10% tolerances), if you are unsure ask the module leader!

What is included in the word count?

- Word count includes everything in the main body of the text (including headings, tables, citations, quotes, lists, etc.).

- The list of references and appendices are NOT included in the word count unless it is clearly stated in the handbook that the module is an exception to this rule.

- Appendices should be kept to a minimum and only contain reference materials illustrating and supporting arguments fully made in the main body of the work.

Useful tips for writing

REMEMBER - in academic work

- Plan your work
- Do not use slang - 'he was well chuffed!'
- Do not write as if you are a tabloid reporter – 'It's a game of two halves!'
- Do not pose questions – unless you answer them!
- Do not contract words – don't - instead use do not, isn't - use is not
- Look at the learning outcomes and check that you are fulfilling them in your piece

Further support

For further support with referencing, consider the following:

- Watch online video tutorials at: https://www.youtube.com/user/surreylib
- Contact your module leader
- Contact Academic Skills and Development: https://www.surrey.ac.uk/academic-skills-and-development