School of Health : Guide to referencing

The standard referencing style adopted by the School of Health is called the Harvard system, and this defines the way you should cite literature in the text and in the reference list at the end of your written work. It should be noted that Psychology students are required to use the American Psychological Association (APA) style of referencing which differs slightly – please refer to the APA guide.

When quoting, paraphrasing or referring to any published material (including books, journal articles, websites), you must always cite the source of your information. Failure to reference correctly can result in loss of marks for plagiarism.

In general, you should support all statements of fact by referencing. However, where you are stating a fact that is common sense and which you only happen to have read in a particular publication, this does not need referencing.

For e.g., the following text does not require a reference:

A severely sprained ankle adversely affects gait

However, the following statement does:

The lifetime prevalence of headaches is 84% (Brown, 2003)

A further example is where you cite an author’s opinion or conjecture:

Removal of subluxations improves neural function (Smith, 2001)

If the cited reference does not contain good evidence it is better to say something on the lines of:

It has been stated that removal of subluxations improves neural function (Smith, 2001). This, however, appears to be based primarily on chiropractic philosophy as strong evidence from well-controlled studies is currently lacking (reviewed by Jones, 2009).

Terms Explained

Citing refers to formally recognising the source of your information.

Citation is the passage or words quoted or referred to in your text.

Reference is the description, in the text, of the source of your information.

Reference List is the list of sources you have used. Each reference requires an item in the reference list at the end of the work; this gives the full details of the source item and should enable the item to be traced.

For further information or assistance please contact your library issue desk or email librarybpp.com
Referencing in the Text

The following are examples of how to cite references in text. You must follow the precise format of this when you reference.

Single authors
- Brown (2003) investigated the ..............
- .............. although this has not been supported by other studies (Brown, 2003)

Two authors
- Brown and Smith (2003) investigated the ..............
- ..............not been supported by other studies (Brown and Smith 2003) there continues to be much debate ..............

More than 2 authors
- Brown et al (2003) investigated the ..............
- .............. although this has not been supported by other studies (Brown et al, 2003)

More than one paper
- .............. although this has not been supported by other studies (Brown et al 2003; Smith and Jones 1999; Wilson 1982)

More than one paper in the same year by the same author
- Brown (2003a) investigated ..................
- Brown (2003b) suggested that ..................

Quoting

Quoting is acceptable and should be in the format below. However, try not to quote very large amounts of text.

Smith (1982 p 23) has stated,

“............ in terms of referencing, quoting in the text must be referenced”

Or

Some authors have stated this explicitly,

“............ in terms of referencing, quoting in the text must be referenced” Smith (1982 p 23)

If you use information read in a document which originally appeared in another (primary) source, you should refer to it as follows:

“...........in terms of referencing, quoting in the text must be referenced.” (Brown, cited in Smith 2003 p 23)
Repeating a reference

(i) To make a reference to a source immediately previously quoted:

If the initial reference was:
……………………………… (Foster 2000 p 40)

Or
……………………………… (Foster 2000)

Further reference would be
……………………………… (op. cit. p 77)
Or
………………………………(op.cit.)

(ii) To make a repeat reference to the same place in the same source, use ibid (in the same place)

If the initial reference was:
……………………………………….(Smith 2000 p 95)

Further reference would be ………………………………………..(ibid) i.e. by Smith 2000 pg 95

Internet Referencing

If a journal paper or book has been found on the internet then it should be cited in the text in the same way as the off-line equivalent would be cited, following the guidelines above.

If the reference is to a website with an author, cite the author and date as usual.

• Turner (2001) has created many useful graphs showing the transition between different age groups.

If the website has no obvious author, use the title as the point of reference. However, where you are quoting from a web page from within a larger site and you do not have the author of the page, use the larger site as author.

• Cancer experts estimate that changes to our diet could prevent about one in three cancer deaths in the UK (CancerHelp UK, 2002)
Referencing in the Reference List

Immediately after the last page of the text and usually before any appendices should be included a list of references entitled “References”

- All references cited in the text must appear in the list.
- The references must be listed in alphabetical order of the principal authors and must comply with the format below.
- The reference list must NOT be separated into resource types e.g. Journals or books.

Journal articles

Single authors

The general format is:

Author, Initial (Date). The title of the paper. Title of Journal (in italics). Volume (Part): (if applicable), Page Numbers.


Two authors


More than two authors

In the text, this is cited as (Brown et al, 1995)

In the reference list, all the authors must be cited:


Books

The general format is:

Author, Initial. (Date) Title of Book (in italics). Edition(if applicable). Publisher


To refer to specific pages in a book use p. or pp.


To refer to one paper from a collection in a book:


If there is no author, the title of the book should be used:


For further information or assistance please contact your library issue desk or email library@bpp.com
**Theses**

The general format is:

Author, Initial. (Date of completion) Title of thesis (in italics) Award/level. Awarding institution.


**Electronic Sources**

For most electronic sources, reference as though it was a hardcopy published source, except substitute the publisher’s details for the electronic access address and the access date.

The general format is:

Author, Initial. (Date). Document title. URL of document (date accessed)


Jones, P. ([jones@jones.com](mailto:jones@jones.com)) (2005) Mobile phone developments [E-mail Personal Communication] Message to R G. Schmit ([r.g.schmit@syy.ac.uk](mailto:r.g.schmit@syy.ac.uk)). Sent Monday 7 June 2005, 08:13am (accessed 7 June 2005).