This guide provides information and examples to help you reference sources of information using the Harvard referencing style. This is the referencing style for Nursing courses at Otago Polytechnic.

About referencing:
When you use ideas, theories, figures or quotes from books, journal articles, websites, etc. in your assignments, your lecturers will expect you to reference (or cite) them in the main body of your work (aka in-text referencing) and in a reference list at the end of your document. The first part of this guide looks at in-text referencing; the second part focuses on the reference list.

In-text referencing
This is when you refer to (or cite) a source of information in the body of your assignment. In-text references usually include the author(s) family name, the year of publication and sometimes the page number(s), enclosed in brackets. For example, (Wingfield 2007, p. 64).

That said, there are slight variations depending on the number of authors, whether the author names are already included in the sentence / section being cited, whether a page number(s) is required (e.g. for a quote, or a model, diagram, etc.) and whether more than one sources need to be cited at the same point in your document. The following types of in-text referencing include 3 examples; when the author is not included in the text of the sentence, when they are and if a page number is required.

- When a source has one author.

<table>
<thead>
<tr>
<th>Family name</th>
<th>Year of publication</th>
<th>When the author’s name forms part of the sentence only the year (and page number if necessary) is included in brackets.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Knight 2015)</td>
<td>OR Knight (2015) argues that...</td>
<td>OR (Knight 2015, p. 82)</td>
</tr>
</tbody>
</table>

There is no comma between the author and the year but if a page/pages are being included in the citation, add a comma after the year.

- When a source is authored by a group (e.g. an association, government department or organisation)

<table>
<thead>
<tr>
<th>Family name</th>
<th>Year of publication</th>
<th>The report from the Nursing Council of New Zealand (2012) outlines...</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Nursing Council of New Zealand 2012)</td>
<td>OR</td>
<td>OR (Nursing Council of New Zealand 2015, p. 82)</td>
</tr>
</tbody>
</table>

When the author name is included in the sentence, only the year (and page number if necessary) is included in brackets.

- When a source has two or three authors

<table>
<thead>
<tr>
<th>Family name</th>
<th>Year of publication</th>
<th>Howie and Robertson (2017) refer to the...</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Howie &amp; Robertson 2017)</td>
<td>OR</td>
<td>OR (Howie &amp; Robertson 2017, p. 41)</td>
</tr>
</tbody>
</table>

& is used when the family names are part of the citation. If the names are part of the sentence, use
List the authors in the order they appear on the title page. Separate names 1 and 2 with a comma and 2 and three with &.

- When a source has four or more authors
  
  Cite the name of the first listed author followed by et al.

- When more than one source needs to be cited at the same point
  
  (Howie & Robertson 2017, p. 67; Knight 2015, p. 8)

- If a work has no author, the title and year of publication should be used in the citation.

Using quotes (please note that paraphrasing is encouraged where possible)

- In-text references must include the relevant page(s).
- Quotations up to two lines: integrate the quotation into your discussion and make sure it fits grammatically into a sentence. Surround the quotation in “double quotation marks”.
- To integrate the quotation, you may want to insert one or two words into the quote so the complete sentence is grammatically correct. Indicate the words you have inserted by enclosing them in [square brackets].
- Quotations longer than two lines should be inserted as a separate, indented paragraph. No quotation marks required.
- If you wish to omit part of a quote, use three dots … to indicate where text has been omitted. You should only omit text when you use a quotation taken from one paragraph.

The reference list - formatting:

- If you have referenced a source in the body of your assignment, make sure to include it in your reference list at the end. Each reference begins on a separate line.
- References are ordered alphabetically by author family name (when available).
- If a reference is over one line, the second and subsequent lines of the reference are indented. This is to highlight the alphabetical order.
- No author? Order alphabetically by the first significant word of the title.
- Entries by the same author(s) are ordered by year of publication (earliest to most recent).

Author formatting for the reference list:

Regardless of the type of information, the format for author name follow the same rules.

- One author: there is a comma between the family name and first initial(s). No comma between initial and the year of publication. If there are two initials, they are entered with no space between them (e.g. Roberts, TH 2002).
- There is a comma between the year of publication and the title of the source of information.
Examples of referencing different sources of information:
The following show how to format references for books, chapters in books (only required for edited books), journal articles, web pages and documents available online.

**Book (not edited)** - this example has *one author*. Refer to examples above for formatting two or more authors.


**Chapter in an edited book**
Edited books contain chapters by different authors. Include the author(s) of the chapter and the editor(s) in the reference. Use (ed.) for Editor and (eds.) for Editors.


**Chapter in an edited eBook**
This is very similar to the previous chapter example but after the page numbers add the *date viewed* and the *eBook url* enclosed in angle brackets.


**Journal article (hardcopy/print)**
This is how to reference an article found in the *hardcopy* version of a journal:

Two authors - note the use of & Year published Title of article enclosed in single quotation marks and lowercase, except for proper nouns and after a colon.
Online journal article - the reference is very similar to the reference above but after the page numbers add the date viewed and the article doi OR url <enclosed in angle brackets>.


Magazine article:
The same as journal article references except that instead of a vol. and no. they have a date of issue. With regards to page numbers, if an article continues on a page later in the publication, provide both sets of page numbers e.g. pp. 14-15, 32.

Author of article Year published Title of article enclosed in single quotation marks. Journal title in italics Journal volume and issue number pp. then first and last page of article.

Chisholm, D 2019 ‘How to break the anxiety cycle at work’, North & South, 29 September, pp. 19-22

Online magazine article - the reference is very similar to the reference above but after the page numbers add the date viewed and the article url <enclosed in angle brackets>.

Website - in this example the author is a group. If the page was authored by a person, enter their name the same as in the examples above.

Groups as Author Year published Name of web page or document in italics. Date viewed


DVD or video recording - The name of the recording in italics, year created, format (e.g. video or DVD), publisher / production company and location.

Name of recording in italics Year created Format Production/publisher company and location.

Nursing theory application to nursing practice 2010, DVD recording, Medcom Trainex, Cypress, Ca.

More information and referencing examples Please refer to the School of Nursing guidelines for Harvard referencing or the online resource created by the University of Melbourne: https://library.unimelb.edu.au/recite/harvard