This guide provides examples on how to 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 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.

About in-text referencing
This is when you refer to (or cite) a source of information in the body of your assignment. Harvard is an author-date style so the in-text references usually include the author surname and the year of publication within brackets.

Examples:

A source with one author:

Author Surname

(Smith 2005)

Year of publication

Group as author (company, organisation, etc.)

Group author name - this quite common for webpages or reports.

(Nursing Council of New Zealand 2012)

Year of publication

When a source has two authors:

Author Surnames are separated with &

(Ng & Hong 2003)

Year of publication

When a source has more than two authors:

A) The first time you reference the source in the text, include all author surnames and separate all, but the last two, with a comma. Separate the last two names with &.

(Collins, McIntyre, Fisher & Perry 2013)

B) Subsequent in-text references for the same source can be abbreviated to the first author with et. al.

(Collins et. al, 2013)

Are you quoting (‘word for word’) from a source? The in-text reference is much the same as the options provided to the left. However, you should include the page or pages the quote was found on.

Add a comma after the year, p. or pp. indicate page or pages and then the page number or numbers e.g. 3-4.

TIP! How to Reference more than one source at the same point in the text:

(Coats 2005; Ng & Hong 2003)

Include references within the same set of brackets, order alphabetically by author name and separate using a semi-colon.

TIP! If you have already included the author name in the section you want to reference, add the year of publication after the surname,

“Smith (2005) argues that nursing practice….

But when you are referencing a quote, include the page number(s)....

A Companion Animal Council (2016) report found that the majority of New Zealand pet owners surveyed saw their pets as, “members of the family and trusted companions” (p.4).
If you have referenced a source in the body of your assignment, make sure to include in your references list at the end (although one exception is personal communication*).

**Examples of referencing:**
The following are how to format references for books, chapters in books (edited and with a single author), journal articles, web pages and documents available online.

**Book**

One author?

- **Author name:** Surname, Initial
- **Year of publication:**
- **Book title in italics, lower case except for proper nouns and after the colon:**
- **Add edition number if 2nd or higher:**
- **Publisher.**


Two authors?

Same format as above but separate the author names by &


More than two authors?

All author names, except the last two are separated with a comma; separated with a comma the last two with &


The author format (above) is the same when referencing other sources, e.g. articles, websites, book chapters, etc.
**Book chapter** (all chapters written by the author(s))

In this example, the book is written by one author. Notice that *in* is used to indicate that the first part of the reference is part of (or in) the second part of the reference.


**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 reference example above. However, after the page numbers, add the date viewed and the eBook url <enclosed in angle brackets>


**Journal article (hardcopy)**

This is how to reference an article found in the hardcopy version of a journal:

**Journal article (online)**
This is how to reference an article found in the online version of a journal:
A journal article accessed online is referenced similar to the hardcopy version (on previous page) but includes the date viewed and the article url or doi (most recent articles have a doi). The url or doi is enclosed in angle brackets.


**Magazine article:**
Author Surname, and Initial Year of publication, 'Title of article', *Name of Publication*, Date of issue, Page numbers.

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

**Web page or document on a website**
Author of web page or document. Could be a group rather than an individual. Year published Name of web page or document in italics. Web page URL.


**DVD, video, radio recording**
Name of recording in italics Year created Format - could also be, video recording, radio recording, etc. Production company. Production location.

*Nursing theory application to nursing practice* 2010, DVD recording, Medcom Trainex, Cypress, California, USA.

For more information about referencing in Harvard style, please refer to the following online guide on the University of Melbourne website: [https://library.unimelb.edu.au/recite/harvard](https://library.unimelb.edu.au/recite/harvard)