



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 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) *surname*, 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 (and 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.

Surname only

When the author's name forms part of the sentence only the year (and page number if necessary) is included in brackets.

| | | | | |
|---------------|----|------------------------------|----|----------------------|
| (Knight 2015) | OR | Knight (2015) argues that... | OR | (Knight 2015, p. 82) |
|---------------|----|------------------------------|----|----------------------|

Year of publication

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.

p. single page; pp. two or more pages

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

| | | | | |
|---------------------------------------|----|---|----|--|
| (Nursing Council of New Zealand 2012) | OR | The report from the Nursing Council of New Zealand (2012) outlines... | OR | (Nursing Council of New Zealand 2015, p. 82) |
|---------------------------------------|----|---|----|--|

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

| | | | | |
|--------------------------|----|--|----|--------------------------------|
| (Howie & Robertson 2017) | OR | Howie and Robertson (2017) refer to the... | OR | (Howie & Robertson 2017, p.41) |
|--------------------------|----|--|----|--------------------------------|

& is used when the surnames are part of the citation. If the names are part of the sentence, use and.

| | | | | |
|---------------------------------|----|---|----|--------------------------------------|
| (Evans, Nizette & O'Brien 2017) | OR | Evans, Nizette and O'Brien (2017) refer to the... | OR | (Evans, Nizette & O'Brien 2017 p. 9) |
|---------------------------------|----|---|----|--------------------------------------|

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.**

| | | | | |
|---------------------------|----|---|----|---------------------------------|
| (Hill et al. 2017) | OR | Hill et al. (2017) describe the process... | OR | (Hill et al. 2017, p. 9) |
|---------------------------|----|---|----|---------------------------------|

et al. is NOT used in the reference list. All authors are entered.

- When *more than one* source needs to be cited at the same point

(Howie & Robertson 2017, p. 67; Knight 2015, p. 8)

The individual sources are included in the same set of brackets, **ordered alphabetically** by (first) author surname and separated by a **semi-colon**.

- 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 in to 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.

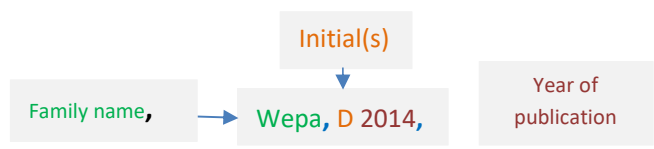
The reference list - formatting:

- 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/surname name.
- 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.





- Two authors - use & to separate author names. No comma between the initial and year of publication

Clendon, J & Munns, A 2019

- More than two authors – all author names, except the last two, are separated with a comma. The last two author names are separated with & followed by year of publication.

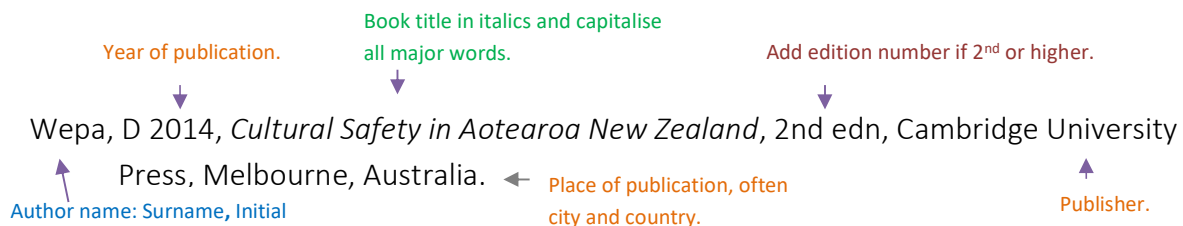
Guzys, D, Brown, R, Halcomb, E & Whitehead, D 2017,

Reference list examples for different sources of information:

- Use the following examples to see how to format references for books, chapters in books, journal articles, web pages and documents available online.
- The author formatting shown above is the same for *all* sources of information (e.g. articles, websites, book chapters, etc). However, editor names are in reverse order (see the chapter in an edited book example).

Book:

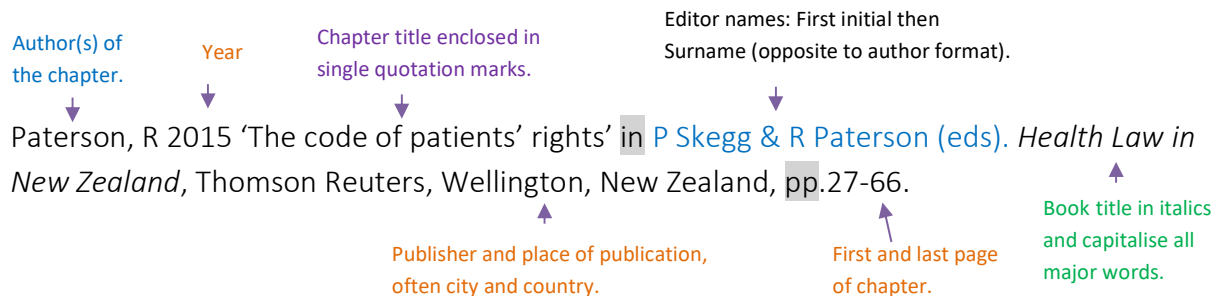
One author?



Does the book have 2 authors or more authors? Refer to the, Author formatting for the reference list section above.

Chapter in an edited book (hardcopy and eBook)

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 from an edited eBook - the reference is very similar to hardcopy version above. However, after the page numbers, add the date viewed and the eBook url <enclosed in angle brackets>

McRae, L 2014, 'Mental health nursing: a legal perspective' in J Tingle & A Cribb (eds), *Nursing Law and Ethics*, 4th edn, Wiley Blackwell, West Sussex, pp. 201-34, viewed 07 September 2019, <<https://ebookcentral.proquest.com/lib/jcu/detail.action?docID=1407862>>.

Journal article (hardcopy and online):

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

Author details: Refer to the book examples in this guide for more information about formatting author names.

Title of article enclosed in single quotation marks and lowercase, except for proper nouns and after a colon.

Clark, K & Hoffman, A 2019, 'Educating healthcare students: Strategies to teach systems thinking to prepare new healthcare graduates', *Journal of Professional Nursing*, vol. 35, no.3, pp. 195-200.

pp. = pages. Then First and last page of article.

Year published

Journal title in italics and capitalise all major words.

Journal volume and issue number

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>

Clark, K & Hoffman, A 2019, 'Educating healthcare students: Strategies to teach systems thinking to prepare new healthcare graduates', *Journal of Professional Nursing*, vol. 35, no.3, pp. 195-200, viewed 11 July 2019, <<https://doi.org/10.1016/j.prof Nurs.2018.12.006>>

Magazine article:

Author Surname, and initial Year of publication, 'Title of article', *Name of Publication*, Date of issue, Page numbers (If an article continues towards the end of the publication provide both sets of page numbers e.g. pp. 14-15, 32.

Author details: Refer to the book examples in this guide for more information about formatting author names.

Year published.

Journal title in italics and capitalise all the major words.

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

Accessed the article online? After the page numbers, enter the date viewed, and then the url <in angle brackets>. Refer to the example of the online journal article reference above.

Date of the magazine issue. If it is a monthly magazine, just add the month.

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.

Nursing Council of New Zealand 2012, *Competencies for the nurse practitioner scope of practice*, viewed 09 July 2019, <https://www.nursingcouncil.org.nz/NCNZ/Education-section/Nurse_practitioner.aspx>.

Date viewed

Web page URL.

DVD, video, radio recording

Name of recording in italics

Year created

Format - could also be, video recording, radio recording, etc.

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

Production location.

Production company.

For more information about referencing in Harvard style, please refer to your Nursing Harvard referencing guide or the following online guide on the University of Melbourne website:

<https://library.unimelb.edu.au/recite/harvard>