Harvard Referencing: a guide 2019/2020

This guide will show you how to reference:

- Books and e-books
- Journals and e-journals
- Cochrane Library Systematic reviews and NICE guidance
- Web pages
- Canvas

You are expected to include citations and references in your academic work and you should follow the Harvard referencing style in:


www.citethemrightonline.com

The information in *Cite them right* will show you how to reference a much wider range of material than is included in this guide.

Citations and referencing

Citations

Citations are included within the text of your work, at points where you have used someone else’s information. This could be a quote, a paraphrase or a summary of this source of information. Your citation always includes the author and year of the source. Include page numbers where you are using direct quotes and information from specific pages. (Pears and Shields 2019, p. 6). This may not be possible for some sources from the internet that do not display page numbers.

Examples

“There are many ways of citing sources” (Cottrell, 2019, p. 250).

Dimond (2013) explains the legal framework of midwifery.

Exercise could help prevent some cases of Type 2 diabetes (Diabetes UK, 2018).

References

References provide your reader with full details for each of the sources you have cited. References are listed at the end of your assignment, in alphabetical order.

Examples


More help

For further guidance on citing and referencing please consult *Cite them right* (2019) in print or online.
### Books and e-books

#### Books with a single author

#### Books with two or three authors

#### Books with four or more authors

#### Chapter in an edited book
**Citation**
Beadle and Townend (2015, p. 29) suggest that listening is an important skill…

**Reference**

Books and e-books which are accessed from Hunter follow the same reference format.

### Journals and e-journals

#### Articles with a single author

#### Articles with two or three authors

#### Articles with four or more authors

#### Articles with a doi

Including a doi (digital object identifier) is optional, just be consistent.

Journal articles whether print or electronic, follow the same reference format.

#### Cochrane Library Systematic Reviews

### More Help
For more help citing and referencing books, journal articles and systematic reviews, see *Cite them right* (2019).
Protocols, regulations and guidelines
These are usually official procedures etc. from health, government, professional and other corporate bodies, often accessed online, example below:

NICE guidance

For more help citing and referencing protocols and guidelines, see *Cite them right* (2019).

Web pages
Individuals or organisations as authors

For more help on citing and referencing web pages see *Cite them right* (2019) in print or online.

Virtual Learning Environments
Canvas
Citation
An example of poor communication by healthcare professionals is the use of jargon with patients (Waygood, 2018).

Reference

For more help on citing and referencing from virtual or personal learning environments see *Cite them right* (2019) in print or online.

*Cite them right* (2019) is available in print in St. George’s Library at PN71 PEA. Or access it online with your SGUL user name and password at www.citethemrightonline.com