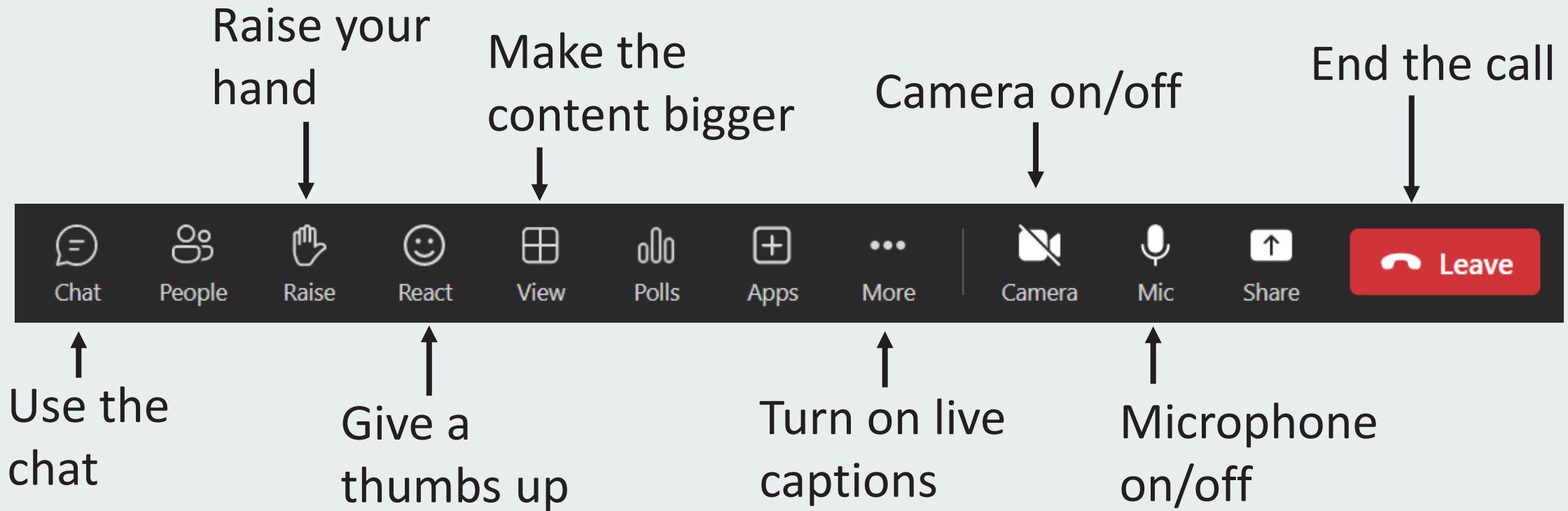


# Referencing

Library and Knowledge Service




# Tips for using MS Teams



For more details on how to use accessibility features in Teams visit this [helpful page from Microsoft](#).

# Learning objectives

**By the end of the course you will:**


- Understand plagiarism
  - Understand the use of in-text citations and reference lists
  - Know the main features of Harvard referencing style for different types of resources
  - Have your queries answered
- 
- A thick, blue, textured brushstroke that spans the width of the slide at the bottom, with a slightly irregular, hand-painted appearance.



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# Why do we reference?

# Why do we reference?


- To provide evidence for what you have read
  - To demonstrate your understanding of the topic
  - To allow others to find the sources you have used
  - To avoid plagiarism
- 
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# What is plagiarism?

“Plagiarism is using, without acknowledgement, someone else’s ideas or work.” (NHSCS, 2020)

Avoiding plagiarism is a key reason to practice good referencing.

# Examples of plagiarism

- Using a sentence or phrase from a source without referencing it
  - Paraphrasing text so that it is similar to the original source
  - Using images or statistics without acknowledging their source
  - Submitting collaborative work without acknowledging collaborators
  - Copying someone else's work without acknowledgement
  - Re-using your own writing from previous assignments without referencing it
- 
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# Avoiding plagiarism

- Keep track of where you accessed and read information
- Use your own interpretation of sources
- If needed, use quotations appropriately
- Cite all the sources you use, even if you don't quote them directly

If you don't reference correctly, you may be accidentally plagiarising.


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# How do I reference?


# In-text referencing

## Paraphrasing (indirect quote)

- Show your understanding of a piece of text or an idea by explaining it in your own words to support your writing.
  - Think about your own interpretation.
  - Remember to reference the source you used.
- 
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# In-text referencing

## Quotations (direct quote)

- Use quotes for phrases or when stating someone else's ideas.
  - Provide an explanation of quotes you use in your writing, e.g. how or why the quote is relevant to your argument.
  - Include the reference straight after the quote.
- 
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# Example 1

Tzouvara, Papadopoulou and Randhawa:

There is no universally agreed consensus on loneliness conceptual or theoretical foundations. However, most scholars agree that loneliness is a subjective and pervasive condition that all humans will endure at some point in their lives.

## Example in-text references:

“loneliness is a subjective and pervasive condition that all humans will endure at some point in their lives” (Tzouvara et al, 2015, p. 333)

According to Tzouvara et al (2015), everyone’s perceptions of loneliness is different.

# Example 2

“Migration, ethnicity, race and health in multicultural societies” written by Raj Bhopal in 2014.


## Example in-text references:

“health services internationally have struggled with the challenge of equitable health care in multicultural societies” (Bhopal, 2014, p.263)

According to Bhopal (2014) health services are not provided equitably in multicultural societies.

Health services are not provided equitably in multicultural societies (Bhopal, 2014).

# Reference list

- Contains all the sources you have used including a full reference for any in-text citations.
  - It is provided at the end of the document.
  - A reader will use the in-text citation to find the full reference in the reference list.
- 
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# Example 3

In an article by Hannigan et al there is a paragraph shown below:

Alongside the public health effort designed to “flatten the curve” (Black, Liu and Mitchell, 2020), early attention has focused on urgently growing capacity within acute hospital care settings to meet an anticipated surge in demand. In the UK, a network of ten “Nightingale Hospitals” to treat COVID-19 cases only has been created with logistic support from the military (NHS England, 2020). Seven are in England, and one in each of Glasgow, Cardiff and Belfast with capacity to treat 14,980 patients in total (Ford, 2020).

# Example 3

## References

Black, A., Liu, D., and Mitchell, L. (2020). *How to flatten the curve of coronavirus, a mathematician explains*. The Conversation. Available at: <https://theconversation.com/how-to-flatten-the-curve-of-coronavirus-a-mathematician-explains-133514> (Accessed: 9 June 2021).

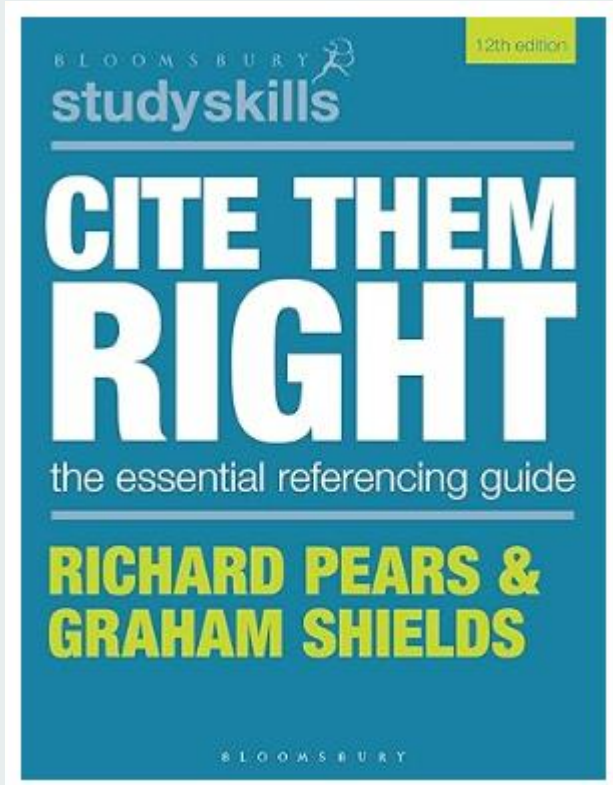
Ford, S. (2020). *Two more Nightingale Hospitals to be opened in West and North*. Nursing Times. Available at: <https://www.nursingtimes.net/news/hospital/two-more-nightingale-hospitals-to-be-opened-in-west-and-north-11-04-2020/> (Accessed: 9 June 2021).

NHS England. (2020). *NHS to build more Nightingale Hospitals, as London set for opening*. Available at: <https://www.england.nhs.uk/2020/04/nhs-to-build-more-nightingale-hospitals-as-london-set-for-opening/> (Accessed: 9 June 2021).



# Harvard style referencing

# Cite them right




Pears, R. and Shields, G. (2022) *Cite them right: the essential referencing guide*. 12<sup>th</sup> ed. London: Bloomsbury.

[Available as an ebook for Berkshire Healthcare staff and students.](#) (Login with OpenAthens)

Available in the Library: L125 PEA

# Main features of Harvard

- Author-date style for in-text e.g. (Smith, 2013)
  - Reference list is alphabetical by author's surname
  - No subsections
  - Check your learning provider's preferred referencing style
  - Pay attention to exact font styles (e.g. italics) and punctuation
- 
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# What information do you need?



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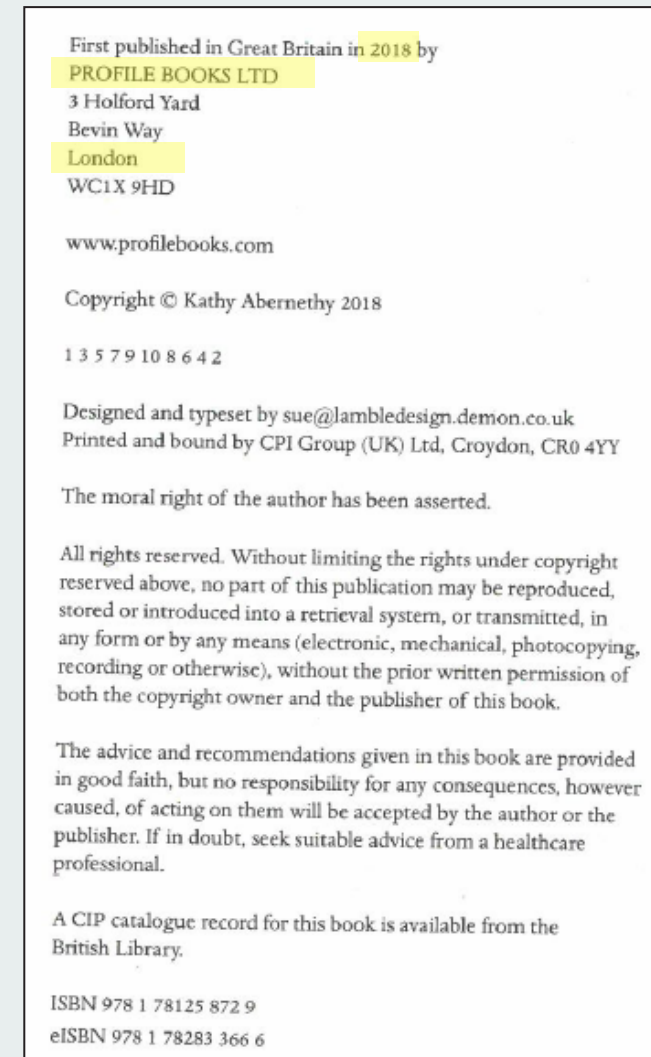
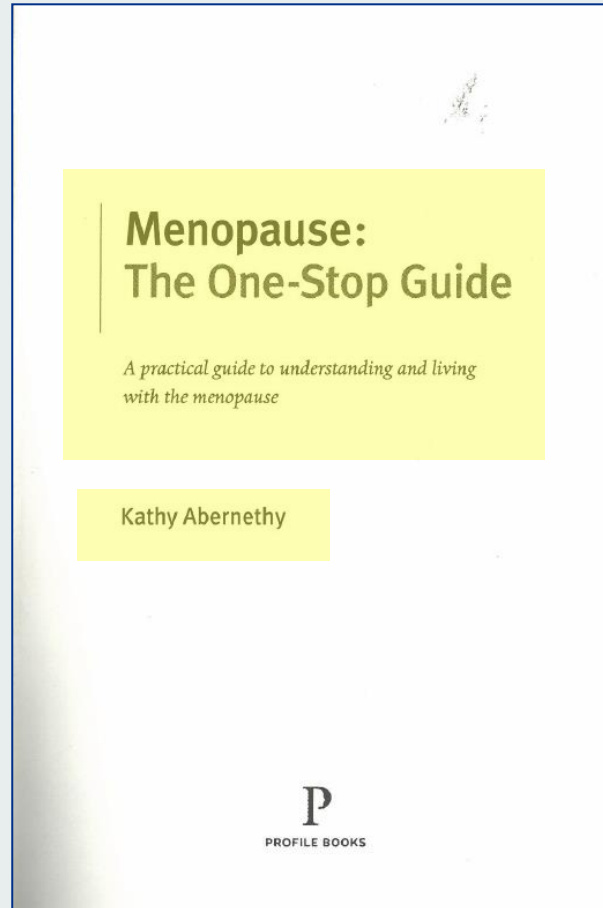
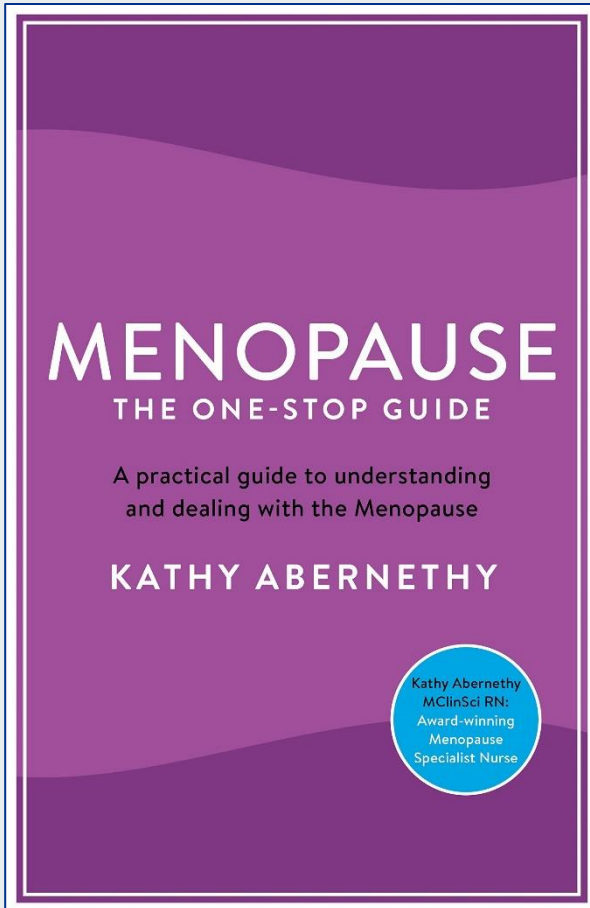
- Who created it? (author, editor etc.)
- What is it called?
- Where was it published?
- Who published it?
- When was it published?

# Types of sources

# Types of sources

- Print book
  - Chapter of an edited book
  - E-book
  - Print journal article
  - Online journal article
  - Systematic review
  - Published reports or papers
  - Webpages
  - UK Acts of Parliament and government publications
  - Podcasts
  - AI generated content
- 
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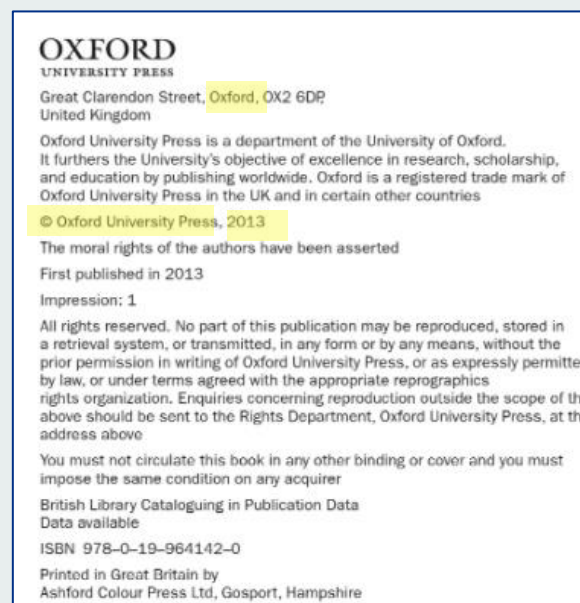
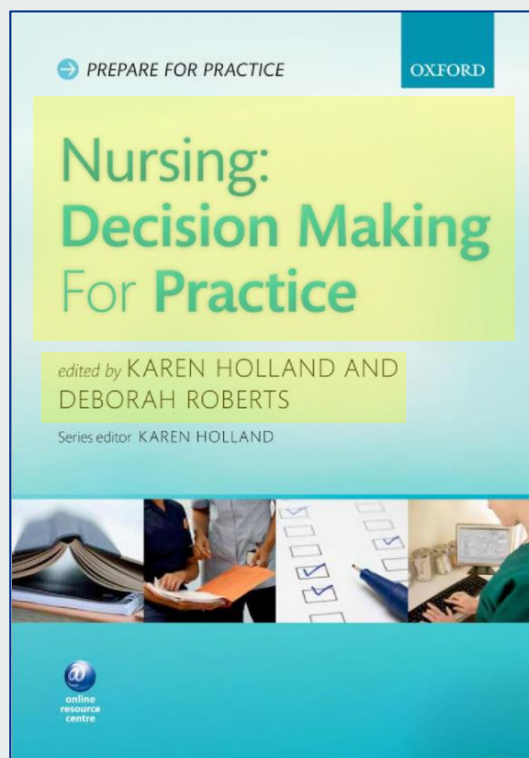
# Example: print book



Abernethy, K. (2018) *Menopause: the one stop guide: a practical guide to understanding and living with the menopause*. London: Profile Books.



# Example: chapter of an edited book



Contents	
About the editors	xi
About the contributors	xiii
How to use this book	xv
<b>PART 1 Decision making: theory and practice</b>	
1 Principles of decision making Karen Holland and Deborah Roberts	3
2 Making decisions as a student: decision-making opportunities Deborah Roberts	20
3 Using evidence for decision making Thérèse Leufer and Joanne Cleary-Holdforth	35
4 Learning from decision making Deborah Roberts and Karen Holland	62
<b>PART 2 Decision making and achieving competence</b>	
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6 Communication, interpersonal skills, and decision making Jenni Templeman and June Keeling	107
7 Nursing practice and decision making Dawn Gawthorpe	127
8 Leadership, management, team working, and decision making Mike Lappin	154
<b>PART 3 Decision making in specific fields of practice</b>	
9 Mental health nursing and decision making Tony Warne and Gareth Holland	173
10 Decision making in children's and young people's nursing practice Aatefa Lunat and Denise Major	194
11 Decision making in adult nursing Deborah Atkinson and Jane McGrath	217
12 Decision making in learning disability nursing Sue Hart and Eva Scarlett	234
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13 Decision making for transition to registration and preceptorship Sarah Ratcliffe and Joyce Smith	257
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Gawthorpe, D. (2013) 'Nursing practice and decision making' in Holland, K. and Roberts, D. (ed.) *Nursing: decision making for practice*. Oxford: Oxford University Press, pp.127-153





# E-books

- If it looks like a print book, reference it like a print book.
- If it looks different, use the information you have.
- Use other sources to find information:
  - NHS Knowledge and Library Hub
  - Library catalogue
  - Ask the library staff to help

# Example: E-book



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[The context of nursing](#)  
[Chapters](#)  
[Procedures](#)  
[Illustrations](#)  
[Videos](#)  
[Powerpoints](#)

[The NMC Code](#)  
[Wiley Nursing Resources](#)  
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[Foreword to the tenth edition](#)  
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[Quick reference to the procedure guidelines](#)

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<https://www.rmmonline.co.uk/manual/c13-sec-0003#c13-sec-0003>

V-Smart | OpenAthens | DiscoverIT | Iguana | KnowledgeShare | MeSH | HEE KLS Home | BHFT Blog | LKS LibGuide Home | Groups | SWIMS | HUSD | BL new books list

The 10th edition of Royal Marsden Manual of Clinical and Cancer Nursing Procedures Online is now live.

**The ROYAL MARSDEN** | The Royal Marsden Manual of  
NHS Foundation Trust | Clinical and Cancer Nursing Procedures

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[Procedures](#) [Chapters](#) [Illustrations](#)

**Chapter 13: Diagnostic tests** [Print](#) [Focus view](#)

Overview

[Diagnostic tests](#) >  
[Blood sampling](#) >  
[Venepuncture: obtaining blood samples from a peripheral vein](#) >  
[CVAD sampling: sampling from a central venous access device](#) >  
[Arterial blood sampling](#) >  
[Blood cultures](#) >  
[Antimicrobial drug assay](#) >  
[Cerebrospinal fluid obtained by lumbar puncture](#) >  
[Semen collection and analysis](#) >  
[Cervical screening](#) >  
[Specimen collection: swab sampling](#) >  
[Specimen collection: urine sampling](#) >

**Overview** [Previous section](#) | [Next section](#)



In clinical practice, nursing staff are required to instigate, participate or assist in diagnostic tests and the collection of body fluids and/or specimens for various diagnostic purposes. This chapter discusses common diagnostic tests encountered in clinical practice that are used during the diagnostic process and to support ongoing treatment decisions.

[Read on: Diagnostic tests](#)

**Illustrations**




Figure 13.1  
Various blood bottles.




Figure 13.2  
Two different swabs.





Figure 13.3  
Two different swabs.

Lister, S. (ed.), Hofland, J. (ed.) and Grafton, H. (ed.) (2020) *The Royal Marsden manual of clinical nursing procedures*. 10th ed. Available at: <https://www.rmmonline.co.uk/> (Accessed: 10 September 2021).

# Journal articles

- Many journals have both print and online versions, but not all of them, so make sure you reference the version you are using.
  - Print articles are similar to books but include volume, issue number and page numbers.
  - For online articles, use the DOI if there is one. If not, use the URL.
  - Include the date you accessed it.
  - Online articles might not always look like they have page numbers but there are ways to find them.
- 
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# Example: Print journal article

## Equality, Diversity and cataloguing at Arts University Plymouth

**Donna Gundry**, Head of Library Services  
Arts University Plymouth

### Background

Arts University Plymouth is a small and specialist University, supporting 1800 FTE. Located in the city centre, supporting students from 16 to postgraduate level of study, across art, design and media. During 2018, this was a time of increased media coverage on both Black Lives Matter and the MeToo movement. Both campaigns, at their centre, focus on people and equality. At the time, it felt this had the potential to be a turning point within society for those that do not have voices to be able to speak up and be heard. Even though Plymouth doesn't have a diverse community that reflects the rest of the country, with a population of 256,000 with 94% being white (How life has changed in Plymouth: Census 2021), although the university has a wider pool of individuals attending than from just Plymouth, the ethnic diversity is lower than other higher education institutions with AUP being 82% white. Feeling strongly that the library, with its 27,000 strong collection, should be able to celebrate and highlight diversity in all its forms by providing something more long lasting than a display.

It was during 2018, that I was trying to locate a DVD for a teaching session, "Meet the Superhumans: London 2012 Paralympics games". Having not fully remembered the title, and having resorted to keyword searching. This too didn't support being able to locate the item, even though I knew the item was within the collection. Tying all of these slightly disparate pieces together, what was happening on a global scale and what was happening within my library shelves, I decided to embark with the assistance and dedication from the Library team on a truly ambitious project to raise the equality within the collection. The project was to enhance items that are within the collection and retrospectively improve the bibliographic records, so they more accurately reflect the contents of the books and in turn reflect the society which they support.

Providing training and outlining the idea to the team, who were key to the success of the ongoing project, was the starting point. Over subsequent years, with each round of performance appraisals the project has been added in as an objective to ensure this is an ongoing task for the team. Frequently conversations are held within the team to check terminology being used for consistency. To ensure success of the project, from the initial concept I needed to provide an outline to the Senior Leadership Team, who embraced the project from the outset. Reinforcing the benefits to the students at a minimal cost to the institution. With both space and budgets being tight, this project would support revitalising our current collection, with a minimal cost.

Gundry, D. (2023) 'Equality, diversity and cataloguing at Arts University Plymouth', *ALISS Quarterly*, 18(4), pp. 7-10.

# Example: Online journal article



Berkshire Healthcare  
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British Journal of Nursing, Vol. 28, No. 16 • Occupational Health

## Menopause and the NHS: caring for and retaining the older workforce

Suzanne Banks

Published Online: 13 Sep 2019 | <https://doi.org/10.12968/bjon.2019.28.16.1086>

View article

Tools

Share

### Abstract

Menopause is a natural transition affecting most women between the ages of 45 and 55. Three-quarters of women will experience mild to moderate menopausal symptoms and a further quarter will report them as severe. Symptoms can include night sweats, hot flushes, poor concentration, tiredness, poor memory and lowered confidence. The workplace can exacerbate these symptoms and for some women can influence their decision to stop working earlier than previously intended. The need for support and understanding from managers is crucial and can make a major difference to how a woman deals with her menopause. Many women enter the menopause at the peak of their productive lives. These women have valuable skills, knowledge and experience that employers need to retain, so they should be developing resources to help navigate this normal and natural stage of the ageing process.

Banks, S. (2019) 'Menopause and the NHS: caring for and retaining the older workforce'. *British Journal of Nursing*, 28(16), pp. 1086-1090.

Available at:

<https://www.magonlinelibrary.com/doi/pdf/10.12968/bjon.2019.28.16.1086>

(Accessed: 24 February 2020).

Banks, S. (2019) 'Menopause and the NHS: caring for and retaining the older workforce'. *British Journal of Nursing*, 28(16), pp. 1086-1090.

<https://doi.org/10.12968/bjon.2019.28.16.1086>



# Example: Systematic reviews

The screenshot shows the Cochrane Library interface. At the top, there's a navigation bar with 'Cochrane Library' logo and tagline 'Trusted evidence. Informed decisions. Better health.' Below this is a search bar with 'Title Abstract Keyword' and buttons for 'Browse' and 'Advanced search'. A secondary navigation bar includes 'Cochrane Reviews', 'Trials', 'Clinical Answers', 'About', 'Help', and 'About Cochrane'. The main content area displays the review 'Electronic cigarettes for smoking cessation' by Jamie Hartmann-Boyce et al., published 14 September 2021. It includes a DOI link and a 'Collapse all' button. On the right, a sidebar offers options like 'View PDF', 'Cite this Review', 'Request Permissions', and 'Comment on Review'. A 'Linked to this Review (1)' section lists various components of the review, including 'Abstract', 'Plain language summary', 'Authors' conclusions', 'Summary of findings', 'Background', 'Objectives', 'Methods', and 'Results'.

- Make sure to include issue / volume number, and article number (CD....)

Hartmann-Boyce, J. et al. (2021) 'Electronic cigarettes for smoking cessation', *Cochrane Database of Systematic Reviews*, 9, CD010216. DOI: 10.1002/14651858.CD010216.pub6.

# Example: Published reports

NHS England (2020) *Our 2019/2020 Annual Report*. Available at:  
<https://www.england.nhs.uk/wp-content/uploads/2021/01/nhs-england-annual-report-2019-20-full.pdf> (Accessed 17 September 2021).

Mind UK (2021) *Mind's response to the Mental Health Act White Paper*. Available at:  
<https://www.mind.org.uk/media/7619/mha-white-paper-response-mind-final.pdf> (Accessed 17 September 2021).

# Example: NICE Guidelines

National Institute for Health and Care Excellence (2019) *Fever in under 5s: assessment and initial management* [NICE Guideline No. 143]. Available at:  
<https://www.nice.org.uk/guidance/ng143> (Accessed 17 September 2021)

# Example: Webpages

For online newspaper articles with authors, reference like journal articles:

Carrington, D. (2021) 'Air pollution linked to more severe mental illness – study', *The Guardian*, 27 August. Available at: <https://www.theguardian.com/environment/2021/aug/27/air-pollution-linked-to-more-severe-mental-illness-study> (Accessed 17 September 2021).

If the webpage has an organisation as author:

National Health Service (NHS) (2021) *Healthy weight*. Available at: <https://www.nhs.uk/live-well/healthy-weight/> (Accessed: 10 September 2021).

If there is no author, use the title of the webpage:

*Cite this for me – your bibliography* (no date) Available at: <https://www.citethisforme.com/harvard-oxford-brookes-university> (Accessed: 09 June 2021)



# Example: UK Acts of Parliament and government publications

Most acts are available online as webpages or pdfs, so reference where you found them.

*Mental Health Act 1983*. Available at: <https://www.legislation.gov.uk/ukpga/1983/20/contents> (Accessed: 10 September 2021).

A section of the act:

*Coronavirus Act 2020, c.11*. Available at: <https://www.legislation.gov.uk/ukpga/2020/7/contents> (Accessed: 10 September 2021).

Be specific with the author or department:

Department of Health and Social Care (2021) *NHS Test and Trace in the workplace*. Available at: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> (Accessed: 10 September 2021).

# Top tips

- If there are 4 or more authors or editors, you can use *et al.*  
E.g. Jones, T. *et al.* (2014)
- If no date of publication can be found, use (no date)  
E.g. Smith, L. (no date)
- Only include the edition if it's not the 1<sup>st</sup> edition
- Place of publication and publisher are only needed for printed books and reports
- Page numbers are only needed for chapters in books and articles.  
E.g. pp. 104-115, (p. for single page)
- If you have a DOI, then you don't need the date accessed

# Common mistakes

- Reference list not in alphabetical order (by author)
- Reference list separated into sections for websites, books, journals etc.
- Inconsistent style (font, format, punctuation)
- Using reprinted date not edition date
- Using printer not publisher

Whatever style you use, be consistent!

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# Extra help

- Berkshire Healthcare Library and Knowledge Service  
[library.healthcare@berkshire.nhs.uk](mailto:library.healthcare@berkshire.nhs.uk)
- University / academic library
- Cite Them Right (book or e-book)
- Cite This For Me (Oxford Brookes)  
[www.citethisforme.com/harvard-oxford-brookes-university](http://www.citethisforme.com/harvard-oxford-brookes-university)
- Free reference management software  
Zotero, EndNote Basic, Mendeley



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# Summary

# Help us improve this course!

Tell us what you thought of our course in our anonymous [short feedback survey](#)

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# Thank you

## Questions...?



# References



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Abernethy, K. (2018) *Menopause: the one stop guide: a practical guide to understanding and living with the menopause*. London: Profile Books.

Bhopal, R. (2014) *Migration, ethnicity, race and health in multicultural societies*. 2<sup>nd</sup> ed. Oxford: Oxford University Press.

Cite this for me – your bibliography (no date) Available at:  
<https://www.citethisforme.com/harvard-oxford-brookes-university> (Accessed: 09 June 2021)

Gawthorpe, D. (2013) 'Nursing practice and decision making' in Holland, K. and Roberts, D. (ed.) *Nursing: decision making for practice*. Oxford: Oxford University Press, pp.127-153



# References



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Hannigan, B. et al (2020) 'Mental health nursing at a time of crisis', *Journal of Psychiatric Mental Health Nursing*, 28(2), p.123-125. DOI: 10.1111/jpm.12652

National School of Healthcare Science (NSHCS). (2020). *NSHCS Plagiarism policy (2020)*  
Available at: <https://nshcs.hee.nhs.uk/publications/nshcs-plagiarism-policy-2020/html/>  
(Accessed: 09 June 2021)

Pears, R. and Shields, G. (2022) *Cite them right: the essential referencing guide*. 12<sup>th</sup> ed.  
London: Bloomsbury.

Tzouvara, V., Papadopoulos, C., and Randhawa, G. (2015) 'A narrative review of the theoretical foundations of loneliness', *British Journal of Community Nursing*, 20(7), p.329-334. Available at:  
<https://www.magonlinelibrary.com/doi/pdf/10.12968%2Fbjcn.2015.20.7.329> (Accessed 26 July 2021)

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