

# Guide to Harvard Referencing

There are many different varieties of Harvard referencing available. **This guide is not definitive: you can also use other versions of Harvard for your assignments, the most important thing is to be consistent in what you use.** This guide provides an overview of what referencing is, why it is needed, and how it can be applied to your academic work. It also contains examples of how to use Harvard referencing in practice.

## 1. What is referencing?

There are many different types of referencing styles, but the version used at the RMS is called **Harvard Referencing**. Referencing is a way of acknowledging all the sources that you have used in your academic work. You should reference every time you use information that you have obtained from an external source.

## 2. Why reference?

Referencing is a key element of good academic practice. The main purposes of referencing in academic work are:

- to give credit to the sources and authors that you have used in your assignment
- to enable the reader to find the sources you have used
- to avoid plagiarism.

## 3. Harvard referencing

Harvard referencing is a variation of the author-date style. This means that you note the **author** and the **date** in your essay every time you use information that is borrowed from someone else. There is an example of this on the next page.



# Example of Harvard referencing

Every time you use information borrowed from someone else, note down the year and the date in brackets. This is called the **in-text citation**.

Non-Hodgkin’s Lymphoma occurs when lymphocytes become cancerous, and is characterised by the absence of Reed-Sternberg cells (Shaw and Haynes, 2007). There are dozens of types of NHL which ‘differ not only in their lineage but also in their aetiology, clinicopathological features, prognosis and optimal treatment’ (Bain, 2010, p.167). BMJ Best Practice (2019) states that although the presentation of the disease is very varied due to the range of subtypes, common diagnostic factors include night sweats, weight loss, fatigue, and fever. Advances in the treatment of non-Hodgkin’s Lymphoma have significantly extended the 5-year relative survival rate, meaning that for many patients it can be perceived as a life-long chronic illness (Smith et al, 2011).

This is another example of in-text citation. You can put the authors outside the brackets if you are using their names as a part of the sentence.

If you are including a direct quotation, you need to provide the page number.

If there are three or more authors, you only need to mention the first one in the in-text citation. However, it is good practice to name them all in the reference list.

### References

Book

Bain, B. J. (2010) *Haematology: a core curriculum*. London: Imperial College Press.

Website

BMJ Best Practice (2019) *Non-Hodgkin’s Lymphoma*. Available at: <https://bestpractice.bmj.com/topics/en-gb/312>. Accessed 29/07/2019.

Journal article

Smith, S.K., Zimmerman, S., Williams, C.S., Benecha, H., Abernethy, A.P., Mayer, D.K., Edwards, L.J. and Ganz, P.A. (2011) ‘Post-traumatic stress symptoms in long-term non-Hodgkin’s lymphoma survivors: does time heal?’, *Journal of Clinical Oncology*, 29(34), pp. 4526-4533.

Book chapter

Shaw, B. and Haynes, A.P. (2007) ‘Lymphoproliferative disorders’, in Provan, D. (Ed.), *ABC of Clinical Haematology*. 3<sup>rd</sup> ed. Oxford: Blackwell.

- The **reference list** comes at the end of the essay.
1. Provide full details of the information source. This will help your reader to find it.
  2. The reference list should be in alphabetical order.
  3. Books, journal articles, and websites are all referenced differently.

## 4. Step-by-step guide to referencing

### A. What is your item?

The very first thing you need to do is double check exactly what it is you are referencing. Is it a book, journal, or website? This information will help you when writing the reference list.

### B. Who wrote it?

This information is a key element of the reference. You are encouraged to list all the authors in the reference list. You can usually find the information about the author at the beginning of the book or journal, on the cover.

Some books are **edited** instead of written. Edited books are cited slightly differently.

If you are referencing a website, these are often written by organisations such as the Department of Health or Cancer Research UK, for example.

### C. When was it written?

For books and journals, the publication date is usually found in the first few pages.

For websites it can be more tricky to find the date. It is usually at the top or bottom of the page. If you cannot see the date, you can put down n.d. (which stands for **no date**).

### D. Insert the in-text citation

Find the place in your essay where you have used the information.

One or two authors? Put both their surnames down (in the order that they appear in the book/journal/website), and the year of publication. For example: (Einstein and Darwin, 2016)

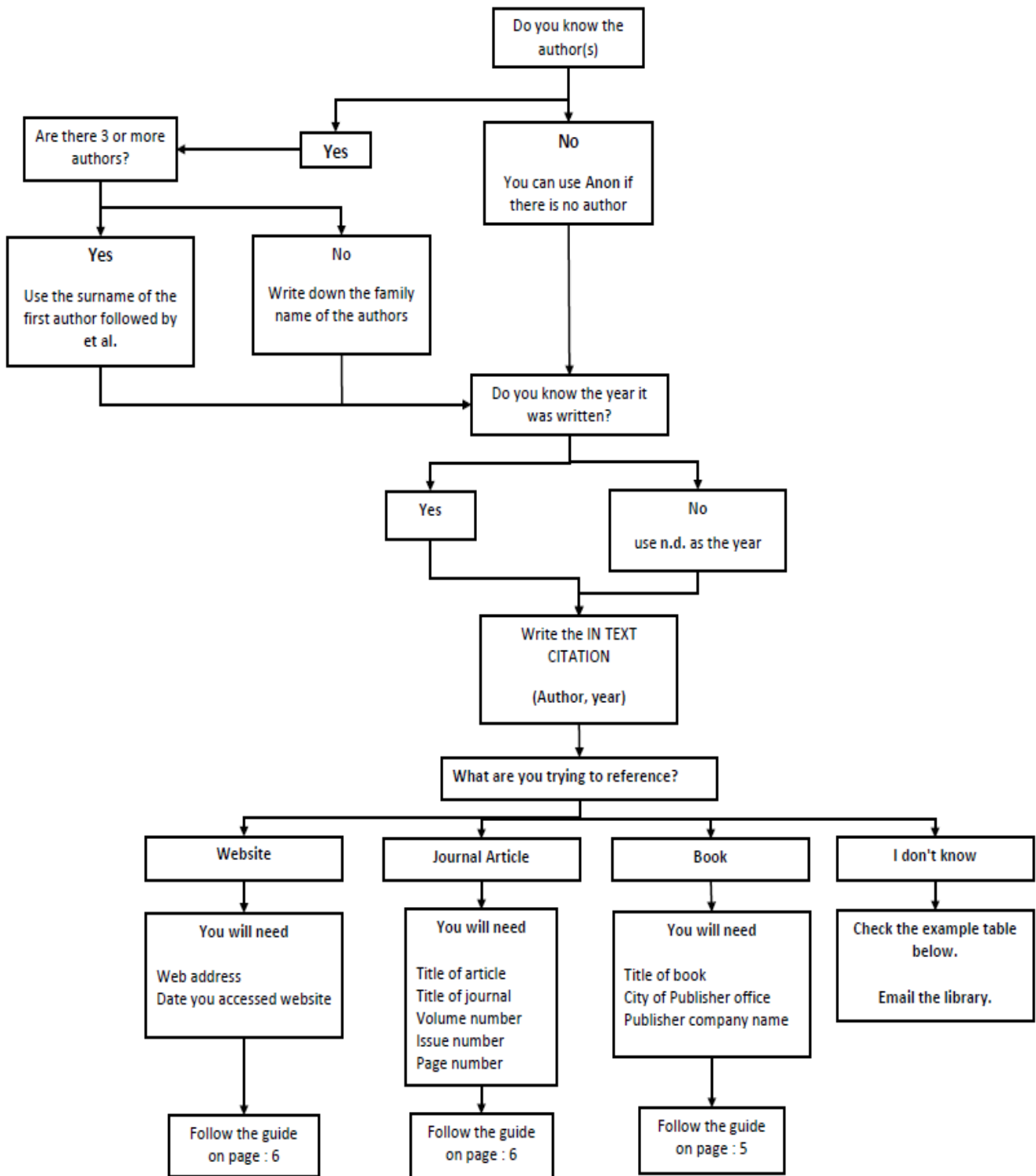
More than two authors? Put down only the first named author, followed by et al and the year of publication. For example: (Monroe et al, 2010). 'Et al' is Latin for 'and others'.

### **Citing a source which you have not read personally, but which is cited in a source you have consulted.**

This is called 'secondary referencing' as you have not read the original work. Let's say you have read a book by Nightingale (2005). There is quote in the book by Einstein, which is referenced as being from 1996, which you want to use in your essay. Your text must make it clear that you have not read the original work by Einstein, but are relying on what was said about it in Nightingale, for example:

- In 1996, Einstein said that cats are great (Nightingale, 2005, p. 42).
- Nightingale (2005, p. 42) reported that Einstein said that cats are great in 1996.
- Cats are great (Einstein, 1996 as cited in Nightingale, 2005)

Only Nightingale (2005) should be included in the reference list. Einstein (1996) will not be listed as the original work has not been read. Only things that you have actually read should go in your reference list.



What is it?	In-text citation	Reference format	Reference example	Notes
<b>Book or E-book (1-2 authors)</b>	(Neville, 2010)  If there are up to three authors, you need to list them all.	Author(s) in the order they appear on the title page. (Year of publication) <i>Title</i> . Edition. Place of publication: Publisher.	Neville, C. (2010) <i>The complete guide to referencing and avoiding plagiarism</i> . 2nd Ed. Maidenhead: Open University Press.	If your book does not have an edition number, or if it is the first edition, just leave the edition information out.
<b>Book or E-book (3+ authors)</b>	(Campbell et al, 2008)  You only need to list the first author's surname	Author(s) in the order they appear on the title page. (Year of publication) <i>Title</i> . Edition (if not the first).Place of publication. Publisher.	Campbell, N.A., Reece, J.B., Urry, L.A., Cain, M.L., Wasserman, S.A., Minorsky, P.V. and Jackson, R.B. (2008) <i>Biology</i> . 8 <sup>th</sup> Ed. London: Pearson.	If your book does not have an edition number, or if it is the first edition, just leave the edition information out.
<b>Edited Book or E-Book</b>	(Pass and Johnson, 2005)	Editors (eds). ( Year of publication) <i>Title</i> . Edition (if not the first). Place of publication: Publisher.	Pass, H. I., and Johnson, D. H. (Eds.) (2005) <i>Lung cancer: principles and practice</i> . 3rd ed. Philadelphia: Lippincott, Williams & Wilkins.	
<b>Chapter from an edited Book or E-Book</b>	(Tomlinson, 2006)  Name the author of the chapter, not the editor of the book.	Author(s) (of the chapter) (Year of publication) 'Title of chapter', in Editors. (ed or eds) <i>Title</i> . Edition (if not the first). Place of publication: Publisher. Page numbers.	Tomlinson, D. (2006) 'Haematological malignancies and children', in Grundy, M. (ed) <i>Nursing in Haematological Oncology</i> . London: Elsevier, pp. 133-152.	

## E. Write the reference

What is it?	In-text citation	Reference format	Reference example	Notes
<b>Journal article (1-2 authors)</b>	(McGrath and Holewa, 2007)	Author(s) in the order they appear in the paper. (Year of publication) 'Title of paper', <i>Journal name</i> , Volume (Part), Page numbers.	McGrath, P., and Holewa, H. (2007) 'Special considerations for haematological patients in relation to end-of-life care: Australian findings', <i>European Journal of Cancer Care</i> , 16(2), pp. 164-171.	Some online journals also have a long doi number. This is like a permanent ID for each article. You can include this at the end if you wish, it is entirely optional.
<b>Journal article (3+ authors)</b>	(Burke et al, 2013)	Author(s) in the order they appear in the paper. (Year of publication) 'Title of paper', <i>Journal name</i> , Volume (Part), Page numbers.	Burke, S., Brunet, J., Sabiston, C. M., Jack, S., Grocott, M. P. W., and West, M. A. (2013) 'Patients' perceptions of quality of life during active treatment for locally advanced rectal cancer: the importance of preoperative exercise', <i>Supportive Care in Cancer</i> , 21(12), pp. 3345-3353. doi: 10.1007/s00520-013-1908-2	Some online journals also have a long doi number. This is like a permanent ID for each article. You can include this at the end if you wish, it is entirely optional.
<b>Website</b>	(Cancer Research UK, 2015)  If there is no date on the website, you can use n.d. (no date) instead: (Cancer Research UK, n.d.)	Author(s). (Year of publication) <i>Title</i> . Available at: Website address. Access date.	Cancer Research UK (2015) <i>How being overweight causes cancer</i> . Available at: <a href="http://www.cancerresearchuk.org/about-cancer/causes-of-cancer/bodyweight-and-cancer/how-being-overweight-causes-cancer">http://www.cancerresearchuk.org/about-cancer/causes-of-cancer/bodyweight-and-cancer/how-being-overweight-causes-cancer</a> . Accessed 03/06/2016.	You can get the website address by copying it from your internet browser.

What is it?	In-text citation	Reference format	Reference example	Notes
<b>NICE guideline</b>	(NICE, 2004)	Author(s). (Year of publication) <i>Title</i> . Available at: Website address. Access date.	National Institute for Clinical Excellence (2004) <i>Improving outcomes in head and neck cancers</i> . Available at: <a href="https://www.nice.org.uk/guidance/csg6/evidence/full-guideline-2190220525">https://www.nice.org.uk/guidance/csg6/evidence/full-guideline-2190220525</a> . Accessed 03/06/2016.	Even if the item is in the form of a downloadable file (usually PDF) it should still have a web address that you can use.
<b>Hospital guideline</b>	([Unnamed Hospital], 2015)	Author(s). (Year of publication) <i>Title</i> .	[Unnamed Hospital] (2015) <i>Blood: guidelines for the safe management of blood and blood component transfusion</i> .	Please note that you should not name your workplace in your assignment as it needs to be anonymous.
<b>Report</b>	(Macmillan Cancer Support, 2014)	Author(s). (Year of publication) <i>Title</i> . Available at: Website address. Access date.	Macmillan Cancer Support (2014) <i>Specialist adult cancer nurses in England: A census of the specialist adult cancer nursing workforce in the UK</i> . Available at: <a href="http://bit.ly/1P9uA1m">http://bit.ly/1P9uA1m</a> . Accessed 03/06/2016.	
<b>Legislation (Acts of Parliament)</b>	(Health and Social Care Act, 2012)	<i>Title of legislation</i> . (Year). Available at: Website address. Access date.	<i>Health and Social Care Act</i> (2012). Available at: <a href="http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted">http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted</a> . Accessed 05/10/2018.	There is no author for legislation.



## 5. Other variations of Harvard

Please note as stated above other variations of Harvard referencing exist and some of these are available through guides on the internet or reference management software. It is recommended that you use the above formatting for your assignments **however if you do use another form of Harvard referencing remember to be consistent. Don't change halfway through the assignment.** If in doubt, ask the library – [library@rmh.nhs.uk](mailto:library@rmh.nhs.uk)

## 6. Tips and tricks

There are some websites that you can use to help with your referencing; this will save you time! However it is important that you double check your references if you use one of these tools, as computers can make mistakes.

### A. Can't find the information you need? Try PubMed or Google Scholar

If you're struggling to find some information, such as the volume number or page numbers, search for the title in PubMed or Google Scholar and you should have all the bibliographic information that you need.


Google Scholar also has a handy 'Cite' button which tells you how to cite the item in Harvard style. Please note that there may be small errors, so double check the reference – especially the volume, issue, and page numbers.

Patterns of dignity-related distress at the end of life: A cross-sectional study of patients with advanced cancer and care home residents

Royal Marsden Athens

S Hall, JM Davies, W Gao, J Higginson - Palliative medicine, 2014 - journals.sagepub.com

Background: To provide effective palliative care in different settings, it is important to understand and identify the sources of dignity-related distress experienced by people nearing the end of life. Aim: To describe and compare the sources of dignity-related distress reported by cancer patients and care home residents. Design: Secondary analysis of merged data. Participants completed the Patient Dignity Inventory (assessing 25 sources of dignity-related distress) and measures of quality of life and depression. Setting/participants ...

☆  Cited by 14 Related articles All 5 versions

### B. Online tools for referencing

The following websites are free and easy to use. They will help you put together your reference list using the correct formatting – make sure you select **Harvard** as the citation style!

**Zbib** - <https://zbib.org/>

This software can help you produce references in the correct format which you can then copy and paste into your essay. It will also remember your reference list if you copy the link to continue working on it later.



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## **Other options for those writing longer pieces of work e.g. dissertations**

There are more advanced programs that you can download to your computer. These have more functionality, such as being able to store your PDFs, add notes to them, and link up directly with Word. It might be worth considering these if you are writing a longer piece of work (over 5000 words).

The most popular free ones are **Mendeley** and **Zotero**.