

## **Guide to Referencing**

A reference is any piece of written (including electronic or audio-visual) material, published or unpublished, to which a writer 'refers'. It is important to cite correctly all sources that you use in preparing your assignment. Correct entries in the text gives information about the work from which material has been taken. This provides supporting evidence for statements you wish to make. A reference enables the reader to locate the work themselves and consult it if necessary. Reading the reference list of other authors is a useful way of sourcing more information on a subject that interests you. Referencing is also an acknowledgement of other writers' works and copyright laws.

Academic writing should always be well referenced and many reasons exist for this. Primarily it demonstrates to those who read your work that you are familiar and knowledgeable with the key material on the topic.

### **Reference managing systems**

There are many referencing systems such as EndNote. EndNote allows you to create and organise a library of references and take them from a range of data bases. Training and support on use of EndNote and purchase information is available through UCC library.

<http://booleweb.ucc.ie/?pageID=163>

Online support tutorials are also available. EndNote is available on all student PC's on campus and on all the Library PC's.

<http://www.endnote.com/training/>

All journals such as the Journal of Advanced Nursing adopt a single academic convention style and the School of Nursing and Midwifery uses the Harvard System.

### **How do I use the System?**

The Harvard System involves two tasks:

1. How you refer to other authors in the body of your text.
2. How you compile a list of reference sources [Reference List] at the end of your text.

The system in essence uses an author/date system of referencing in the body of the text and full bibliographic details of citations in the Bibliography [reference list] at the end of the text. In essence in the body of your text you will cite/refer to the authors name and the date of publication and in the list of references you will provide the full bibliographic details of the cited publications. One of the criteria for judging your written work will be your adherence to the Harvard System of referencing. You should always make a final check of your assignment before submission to determine that all your references are complete and correct. It should be possible for a reader of your assignment to source all the references you have used. The reference list must always be in alphabetical order in a separate section at the end of your essay or assignment.

**EXAMPLES:**

<b>How to cite the reference in the text</b>	<b>How to lay out the references in the reference list - <u>must</u> be in alphabetical order</b>
<p>Writing essays and assignments is a challenging skill which is transferable; it further identifies your competent communication skills (McMillan &amp; Weyers 2010). Furthermore Moore <i>et al.</i> (2010) suggest the learning will depend on you and your ability to make this process as successful and as enjoyable as possible. Gimenez (2011 p.3) suggests there are “five basic principles in planning academic writing” namely the audience, topic, focus, rationale, and finally signpost. Another very necessary skill required to be an effective writer is that of a reader (Gillett <i>et al.</i> 2009). When reading, you notice there is a vast quantity of material available on each topic (Rose 2007, Becker 2009, Gillett <i>et al.</i>2009). It is essential that effective reading such as purposeful, efficient, interactive and critical reading be developed as outlined by Gillett <i>et al.</i> (2009). Much of the material you will read will be journal articles principally, some books and diverse internet sources (read with caution). On a few occasions it may be necessary to use a secondary source of material because it may not be possible to access the primary source the following example will illustrate how to cite within the text. Gill (2005 cited in Rose 2007) has supported the view that secondary sources should be not used in academic writing.</p>	<p>Becker L. (2009) <i>The Mature Student's Handbook</i>. Palgrave Macmillan, Basingstoke.</p> <p>Gill A A. (2005) <i>The Angry Island</i>. Weidenfield &amp; Nicolson, London.</p> <p>Gillett A., Hammond A. &amp; Martala. (2009) <i>Successful Academic Writing</i>. Pearson, Harlow.</p> <p>McMillan K. &amp; Weyers J. (2010) <i>How to Write Essays and Assignments</i>. Prentice Hall, Essex.</p> <p>Moore S., Neville C., Murphy M. &amp; Connolly, C. (2010) <i>The Ultimate Study Skills Handbook</i>. Mc Graw – Hill, Berkshire.</p> <p>Rose J. (2007) <i>The Mature Student's Guide to Writing</i>. Palgrave Macmillan, Basingstoke.</p>

## Reference list *must always* be in alphabetical order

Type of source material	Basic format: Surname, Author Initial, Date, Title. Publisher, Place of publication.
Single author of a book	Neville C. (2010) <i>The Complete Guide to Referencing and Avoiding Plagiarism</i> . Mc Graw – Hill, Berkshire.
Book by 2 authors	McMillan K. & Weyers J. (2010) <i>How to Write Essays and Assignments</i> . Prentice Hall, Essex.
Book with 2 authors or more	Moore S., Neville C., Murphy M. & Connolly C. (2010) <i>The Ultimate Study Skills Handbook</i> . Mc Graw – Hill, Berkshire.
Book under editorship	Birchenall P. & Adams N. eds., (2011) <i>The Nursing Companion</i> . Palgrave Macmillan, Basingstoke.
Chapter in a book	Mitchell M. (2011) Contemporary preoperative and postoperative care. In <i>The Nursing Companion</i> (Birchenall, P. & Adams, N. eds). Palgrave, Macmillan, Basingstoke, pp 155 – 178.
Journal article single author	Mooney M. (2007) Newly qualified Irish nurses' interpretation of their preparation and experiences of registration. <i>Journal of Clinical Nursing</i> <b>16</b> (9), 1610-1617.
Journal article with 2 or more authors	Courternay M., Carey P. & Stenner K. (2009) Nurse prescriber – patient consultations: a case study in dermatology. <i>Journal of Advanced Nursing</i> <b>65</b> (6), 1207 -1217.
Newspaper article	Ring E. (2009) Government “dragging heels” on elder abuse. <i>The Examiner</i> , 8th July, p12.
Newspaper article electronic reference	Ring E. (2009) Government “dragging heels” on elder abuse. <i>The Examiner</i> , 8th July, available from, <a href="http://www.irishexaminer.com/ireland/government-dragging-heels-on-elder-abuse-95010.html">http://www.irishexaminer.com/ireland/government-dragging-heels-on-elder-abuse-95010.html</a> [accessed on 23.7.09]
Internet reference : e journal	Heaney F. & Hahessy S. (2011) Patient satisfaction with an orthopaedic pre-operative assessment clinic. <i>International Journal of Orthopaedic and Trauma Nursing</i> <b>15</b> (2), 82-91. Available from <a href="http://doi:10.1016/j.ijotn.2010.10.003">http://doi:10.1016/j.ijotn.2010.10.003</a> [accessed on 20.6.11].
Internet reference : e journal in press	Berg K., Idval E., Nilsson U. & Unosson M.(2011) Postoperative recovery after different orthopaedic day surgical procedures, <i>International Journal of Orthopaedic and Trauma Nursing</i> [online]. Available from doi:10.1016/j.ijotn.2011.02.003 [accessed on 20.6.11].
Internet references: e book	Mills E. ed. (2006) <i>Handbook of Medical Surgical Nursing</i> 4th edn. Lippincott Williams & Wilkins, Philadelphia. Available from <a href="http://ovidsp.tx.ovid.com.library.ucc.ie/sp">http://ovidsp.tx.ovid.com.library.ucc.ie/sp</a> [accessed 16.6.10].
Internet Referencing	While the internet is a useful source of information, sites may differ enormously in quality. You are advised to derive the <i>majority</i> of your references from journal articles or books that have been accessed directly until your ability to critique the value of web sources has fully developed. Advice on how to evaluate such sources may be found at <a href="http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html">http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html</a>
Secondary referencing	Wherever possible use original sources. When it is not feasible cite the source of the work and you must acknowledge this in the text and include in the reference list.