

Day 2

28<sup>th</sup> June 2023

LG4 Greenwood Offices,  
Heatherwood Hospital

Suzy Thompson,  
Library Services  
Manager

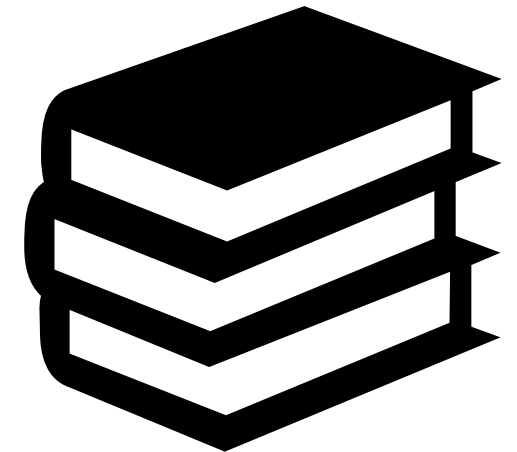
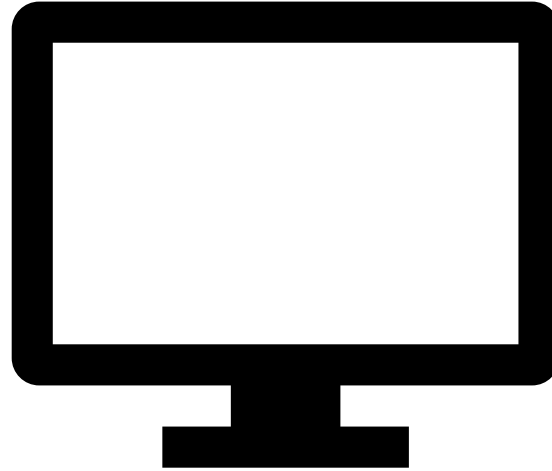
# HEALTHCARE ASSISTANTS' APPRENTICESHIP PROGRAMME:

## ACADEMIC SKILLS – REFERENCING (HARVARD STYLE)

# WHY REFERENCE?

## Reference your work to:

- **DEMONSTRATE THAT YOU HAVE READ WIDELY** and considered and evaluated the writing of others
- **SIGNPOST** your reader to the sources you have used
- **ADD CREDIBILITY** to your work by 'backing up' your claims
- **GIVE CREDIT** to the original author/creator
- **AVOID PLAGIARISM** by crediting the authors of information you use in your work
- **DISTINGUISH** between your ideas and opinions and those of others



# REFERENCING - HARVARD STYLE

## Book with one author

### *In Text*

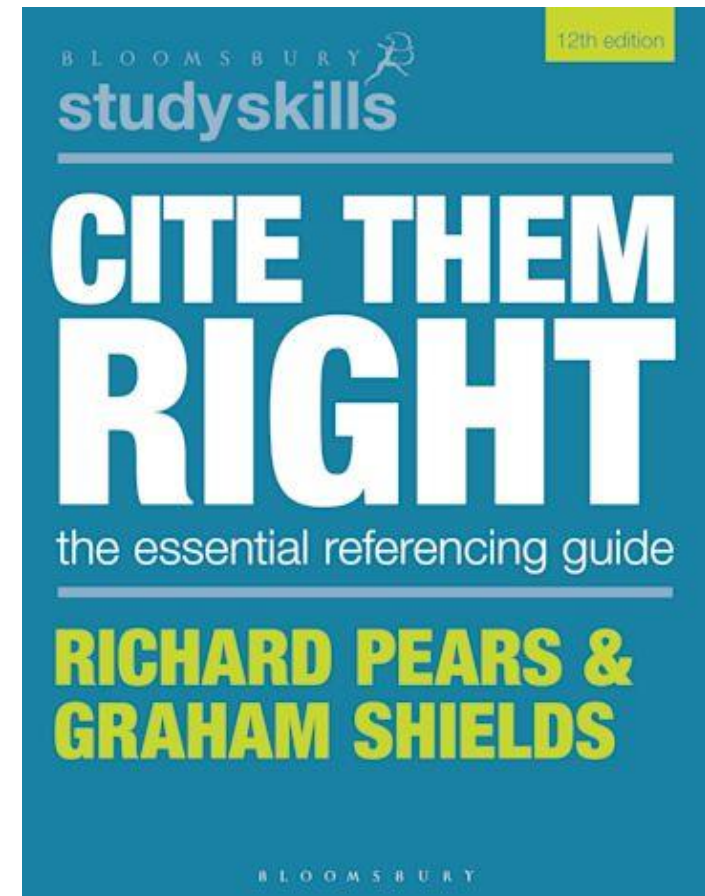
According to Cottrell (2019, p. 23) ...

### *Reference List*

Cottrell, S. (2019) *The study skills handbook*. 5<sup>th</sup> edn.  
London: Red Globe Press.

BLOOMSBURY   
**citethemright**

<https://www.citethemrightonline.com/>



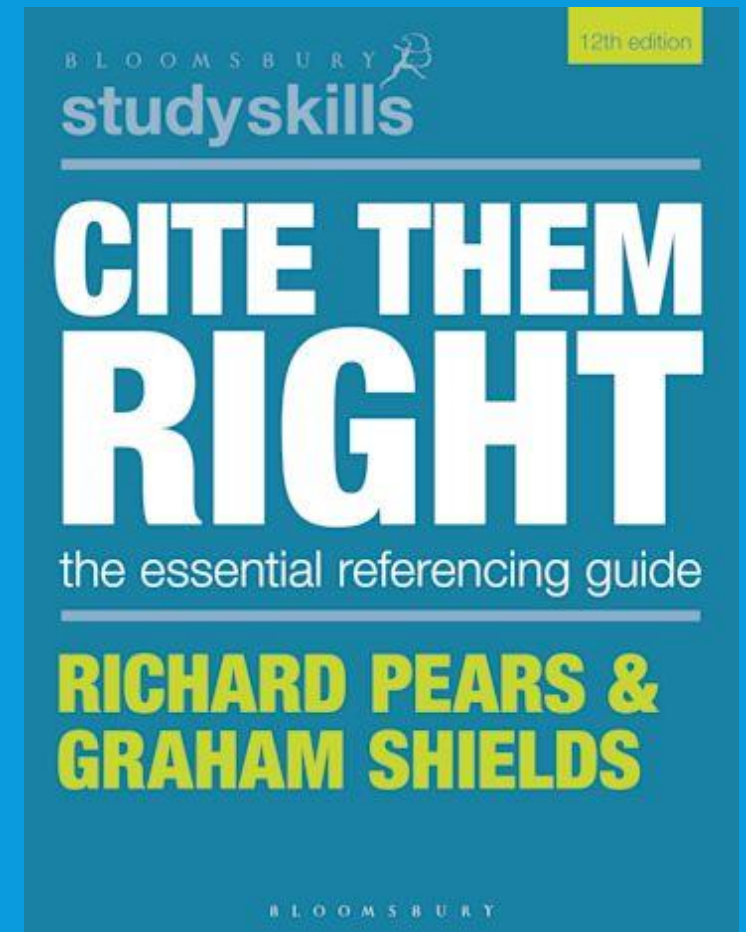
# REFERENCING - HARVARD STYLE

## Book with two or three authors

- *In Text*
- Goddard and Barrett (2016) suggested ...
- *Reference List*
- Goddard, J. and Barrett, S. (2016) *The health needs of young people leaving care*. Norwich: University of East Anglia, School of Social Work and Psychosocial Studies.

## Book with four or more authors

- *In Text*
- This was proved by Petit *et al.* (2020, pp. 21-23) ...
- *Reference List*
- Petit *et al.* (2020) *The anthropological demography of health*. Oxford: Oxford University Press.



# REFERENCING - HARVARD STYLE

## Edited Books (when citing the whole book)

### *In Text*

The collection edited by Pechtand Kang (2018)...

### *Reference List*

Pecht, M. and Kang, M. (eds) (2018) *Prognostics and health management of electronics: fundamentals, machine learning, and the internet of things*. Hoboken, NJ: John Wiley & Sons.

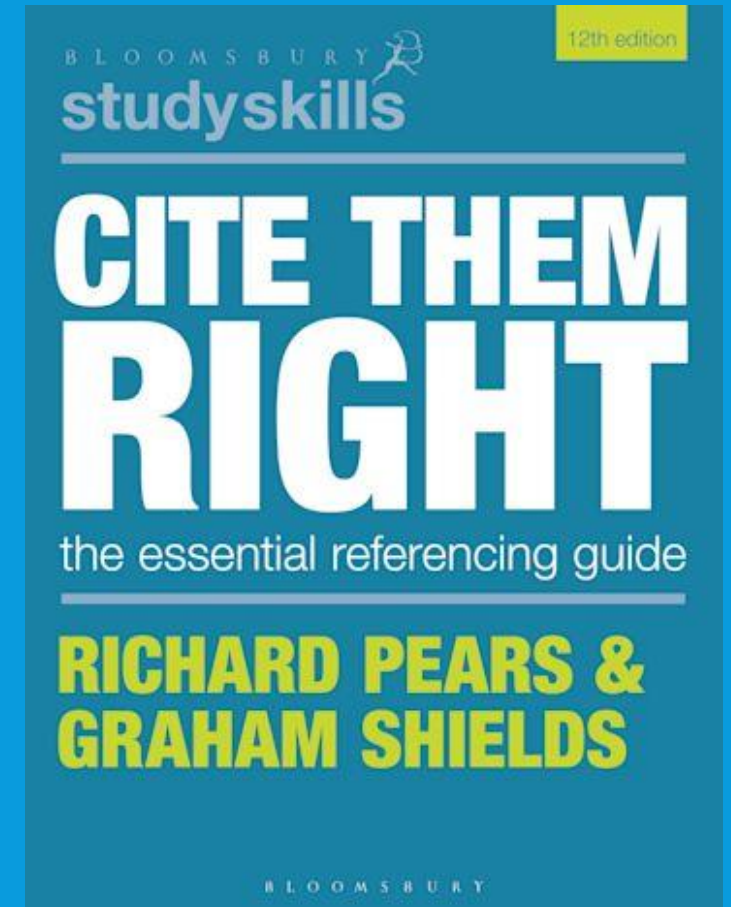
## Chapter in an edited book

### *In Text*

As recommended by Karim, Trettenand Kumar (2018, p. 562) ...

### *Reference List*

Karim, R., Tretten, T. and Kumar, U. (2018) 'eMaintenance', in M. Pechtand M. Kang (eds) *Prognostics and health management of electronics: fundamentals, machine learning, and the internet of things*. Hoboken, NJ: John Wiley & Sons, pp. 559-587.



# REFERENCING - HARVARD STYLE

## Ebooks

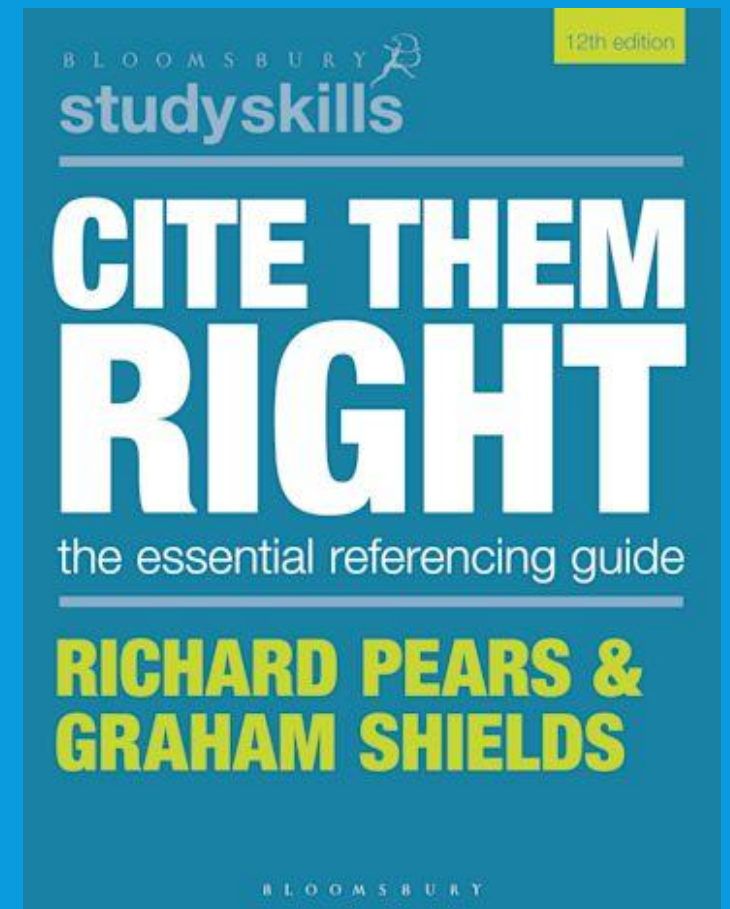
Specific ebook page details may not be available, so use whatever information you do have, such as loc, %, chapter/page/paragraph etc.

### *In Text*

Flynn and Mercer (2018, ch. 16) describe migraine as ...

### *Reference List*

Flynn, M. and Mercer, D. (2018) *Oxford handbook of adult nursing*. 2<sup>nd</sup> edn. Available at:  
<https://oxfordmedicine.com/view/10.1093/med/9780198743477.001.0001/med-9780198743477-chapter-16> (Accessed: 25 July 2022).



# REFERENCING - HARVARD STYLE

## Journal Articles

### Print article

#### *In Text*

In their review of the literature (Norrie *et al.*, 2012) ...

#### *Reference List*

Norrie, C. *et al.* (2012) 'Doing it differently? A review of the literature on teaching reflective practice across health and social care professions', *Reflective Practice*, 13(4), pp. 565-578.

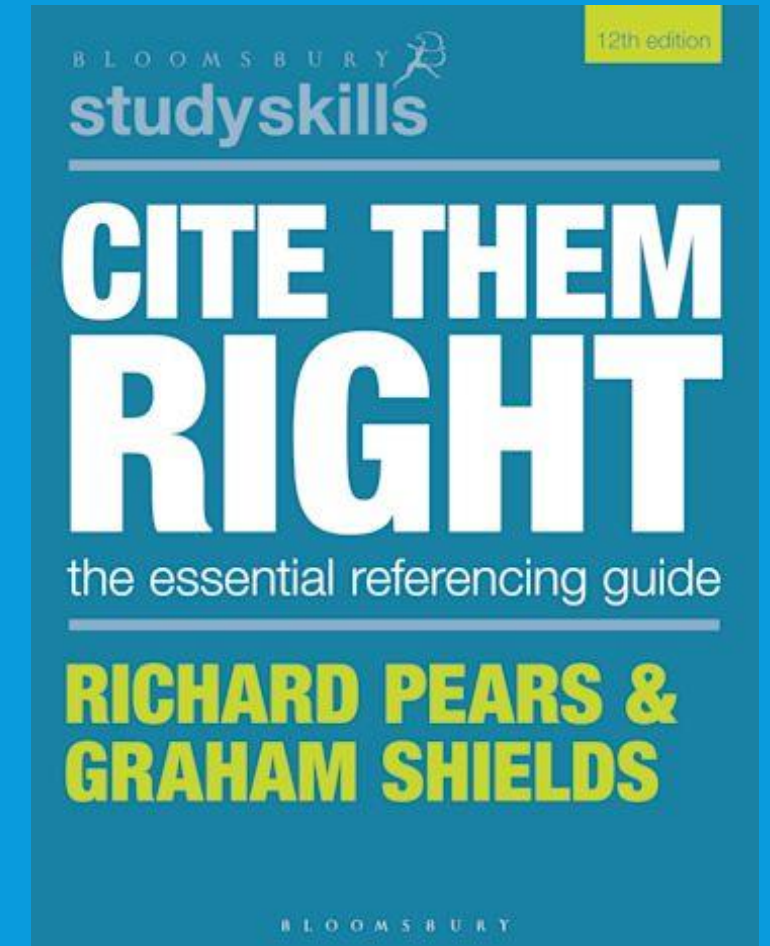
### Electronic article with URL

#### *In Text*

Barke and Mowl's excellent study (2016) ...

#### *Reference List*

Barke, M. and Mowl, G. (2016) 'Malaga – a failed resort of the twentieth century?', *Journal of Tourism History*, 2(3), 00. 187-212. Available at: <http://www.tanfonline.com/full/1755182.2016> (Accessed: 23 April 2016).



# REFERENCING - HARVARD STYLE

## Web pages

### With individual author(s)

#### *In Text*

Burton (2012) provided information for the visit...

#### *Reference List*

Burton, P.A. (2012) *Castles of Spain*. Available at: <http://www.castlesofspain.co.uk/> (Accessed: 14 October 2018).

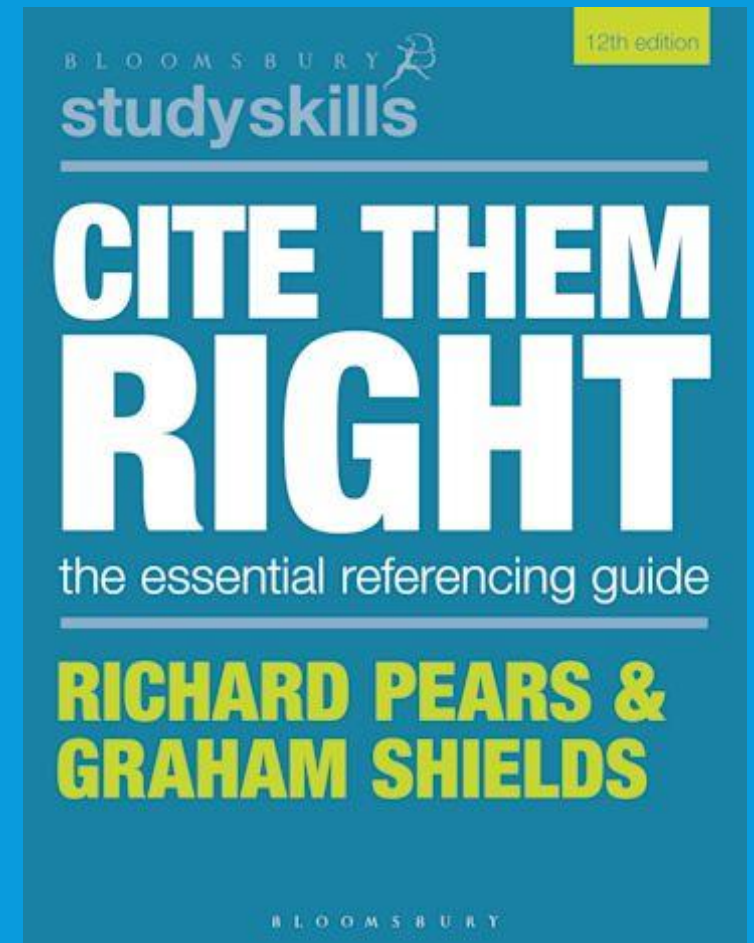
### With organisations as authors

#### *In Text*

After identifying symptoms (National Health Service, 2021)...

#### *Reference List*

National Health Service (2021) *Coronavirus (COVID-19)*. Available at: <http://www.nhs.uk/conditions/coronavirus-covid-19/> (Accessed: 17 May 2021).





# REFERENCING - HARVARD STYLE

## NICE Guidelines

### *In Text*

The updated guidance (NICE, 2016) states that ...

### *Reference List*

NICE (2016) *Hypertension in adults: diagnosis and management*. CG127. Available at: <https://www.nice.org.uk/guidance/cg127> (Accessed: 21 February 2018).

**Recommended:** try to use the original references cited in the guidelines, rather than the guidelines themselves.

## Same author / same year

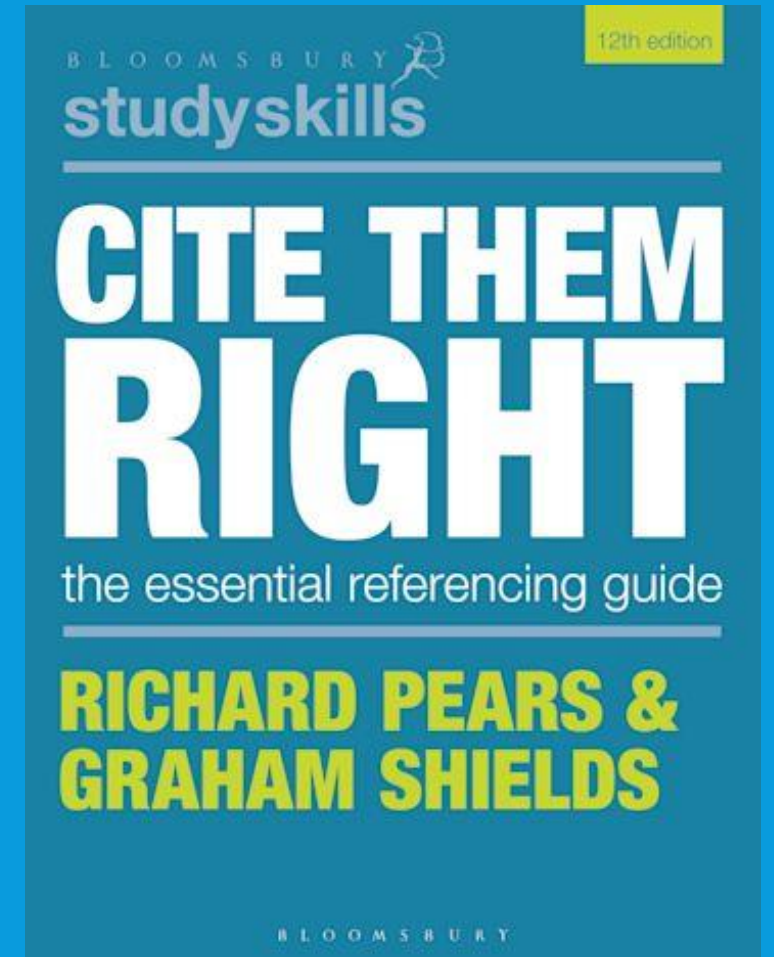
### *In Text*

NICE's rapid COVID-19 guideline on stem cell transplantation states ... (2022a), whereas for anticancer treatments ... (NICE, 2022b).

### *Reference List*

National Institute for Health and Care Excellence [NICE] (2022a) *COVID-19 rapid guideline: haematopoietic stem cell transplantation*. NG164. Available at: <https://www.nice.org.uk/guidance/ng164> (Accessed: 12 August 2022).

National Institute for Health and Care Excellence [NICE] (2022b) *COVID-19 rapid guideline: delivery of systemic anticancer treatments*. NG161. Available at: <https://www.nice.org.uk/guidance/ng161> (Accessed: 12 August 2022).



# REFERENCING - HARVARD STYLE

Many more examples and advice can be found in this book...

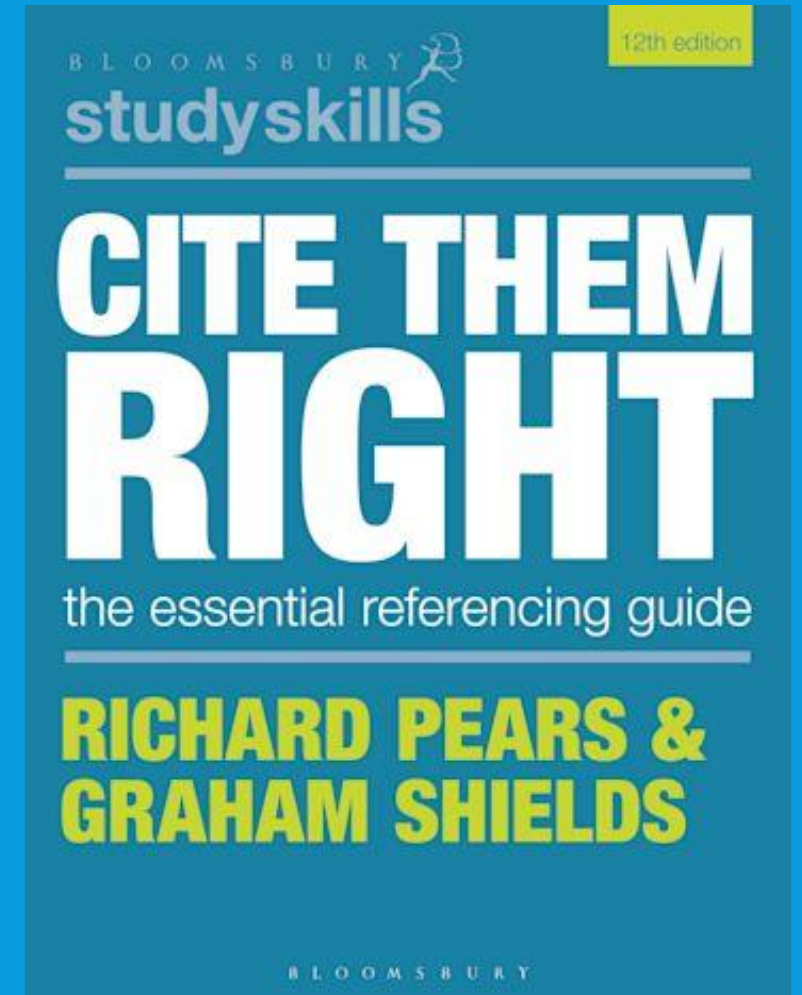
Pears, R. and Shields, G. (2022) *Cite them right: the essential referencing guide*. 12<sup>th</sup> edn. London: Bloomsbury Academic.

And also from the website of the same name:

<https://www.citethemrightonline.com/> (OpenAthens login required for access)

Copies available from the library

You can also ask library staff for help with referencing...



## TOP TIPS for referencing



Check your referencing style with your tutor



Note down useful sources as you find them



Form your own opinions about the material



Clarify the details of the source you are citing



Be patient, there's no rush to write your reference



Ask for help, your tutors are there if you need them!



**YOUR REFERENCING STYLE - HARVARD CITE THEM RIGHT STYLE**



**RECORD THE DETAILS OF SOURCE MATERIALS - AS YOU FIND THEM**



**FORM YOUR OWN OPINIONS – DON'T JUST DESCRIBE AND RESTATE THE POINTS FROM YOUR SOURCES**



**CLARIFY THE DETAILS OF YOUR SOURCE MATERIALS – MAKE SURE YOU'RE CLEAR ON THE AUTHOR, PUBLICATION DATE ETC.**



**BE PATIENT – LEAVE ENOUGH TIME TO RECORD SOURCE DETAILS ACCURATELY, TO AVOID RUSHING THE REFERENCES BEFORE A DEADLINE**



**HELP IS AVAILABLE – ASK YOUR TUTORS AND LIBRARIANS**

# BOOK REFERENCE EXAMPLE

## Manual of Infection Prevention and Control

FOURTH EDITION

Nizam Damani

MBBS, MSc., FRCPath., FRCPI, CIC, DipHIC  
Consultant, Infection Prevention and Control Global Unit  
World Health Organization  
Geneva, Switzerland  
Ex-associate Medical Director  
Infection Prevention and Control  
Southern Health and Social Care Trust  
Portadown, UK  
Ex-Honorary Senior Lecturer  
Dept. of Medical Microbiology  
Queen's University, Belfast, UK

### Foreword by

Prof. David L. Heymann  
Professor, Infectious Disease Epidemiology  
London School of Hygiene and Tropical Medicine  
Senior Fellow and Head  
Centre on Global Health Security  
Chatham House, London, UK

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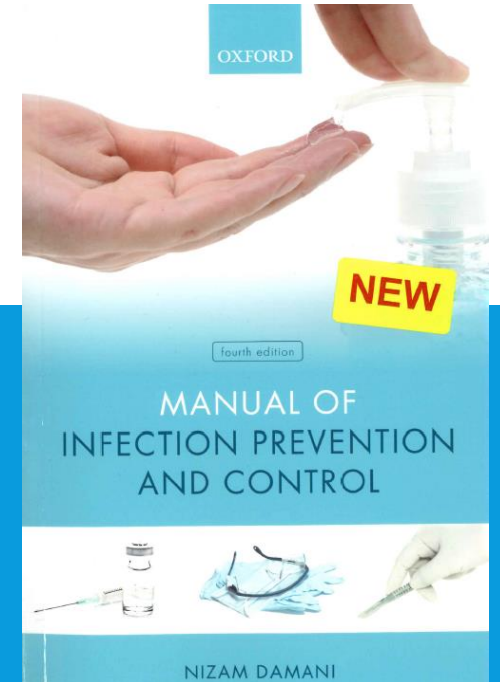
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United Kingdom

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First Edition Published in 1997  
Second Edition Published in 2003  
Third Edition Published in 2012  
Fourth Edition Published in 2019



← and also find on reverse side of title page

← Find on title page of book

## Format:

Surname, Initial. (Year of publication) *Title*.  
Edition. Place of publication: Publisher. Series  
and volume number if relevant.

# BOOK REFERENCE ANSWER

## Manual of Infection Prevention and Control

FOURTH EDITION

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Queen's University, Belfast, UK

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Prof. David L. Heymann

Professor, Infectious Disease Epidemiology  
London School of Hygiene and Tropical Medicine  
Senior Fellow and Head  
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Chatham House, London, UK

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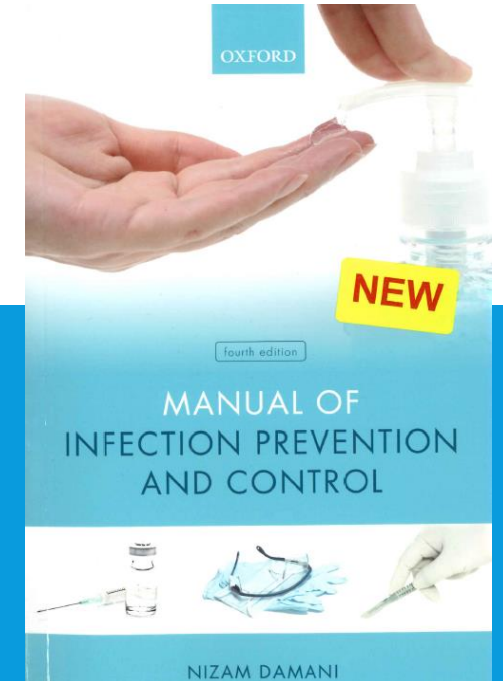
The moral rights of the author have been asserted

First Edition Published in 1997

Second Edition Published in 2003

Third Edition Published in 2012

Fourth Edition Published in 2019



Damani, N. (2019) *Manual of Infection Prevention and Control*. 4<sup>th</sup> edn. Oxford: Oxford University Press

# WEBPAGE EXAMPLE

## Format:

Organisation (Year that the page was published/last updated) *Title of web page*. Available at: URL (Accessed: date).

england.nhs.uk/long-read/national-standards-for-healthcare-food-and-drink/#:~:text="Providers%20of%20health%20and%20social,to%20meet%20the%20needs%20identified

Home News Publications Statistics Blogs Events Contact us

**NHS 75**  
England

About us Our work Commissioning Get involved Coronavirus

Date published: 3 November, 2022  
Date last updated: 28 March, 2023

[Download as PDF](#)

[Patient care](#)

## National standards for healthcare food and drink

[← Publication](#) Version 1, 1 November 2022

### Content

[Foreword](#)

[The standards](#)

[Introduction](#)

[1. The standards for all healthcare food and drink](#)

[2. Improving patients' food and drink](#)

### Foreword

Every healthcare organisation has a responsibility to provide the highest level of care possible for their patients, staff and visitors. This includes the quality, nutritional value and the sustainable aspects of the food and drink that is served, as well as the overall experience and environment in which it is eaten.

It is important that all healthcare organisations see the intrinsic value in the view of 'food as medicine' and that it remains a standing item on the board agenda. Senior NHS leaders must be held accountable for the standard and quality of food served in their organisation, and patient and staff nutrition must be prioritised.

# WEBPAGE ANSWER

NHS England (2023) *National standards for healthcare food and drink*. Available at:

<https://www.england.nhs.uk/long-read/national-standards-for-healthcare-food-and-drink/#:~:text=%E2%80%9CProviders%20of%20health%20and%20social,to%20meet%20the%20needs%20identified>. (Accessed 13/06/23)

The screenshot shows the NHS England website page for 'National standards for healthcare food and drink'. The page has a blue header with the NHS 75 logo and navigation links. The main content area is white with a blue sidebar on the left. The page includes a search bar, a 'Download as PDF' button, and a 'Publication' section with a 'Foreword' section.

england.nhs.uk/long-read/national-standards-for-healthcare-food-and-drink/#:~:text="Providers%20of%20health%20and%20social,to%20meet%20the%20needs%20identified

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England

About us Our work Commissioning Get involved Coronavirus

Date published: 3 November, 2022  
Date last updated: 28 March, 2023

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[Patient care](#)

## National standards for healthcare food and drink

← Publication

Version 1, 1 November 2022

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[2. Improving patients' food and drink](#)

### Foreword

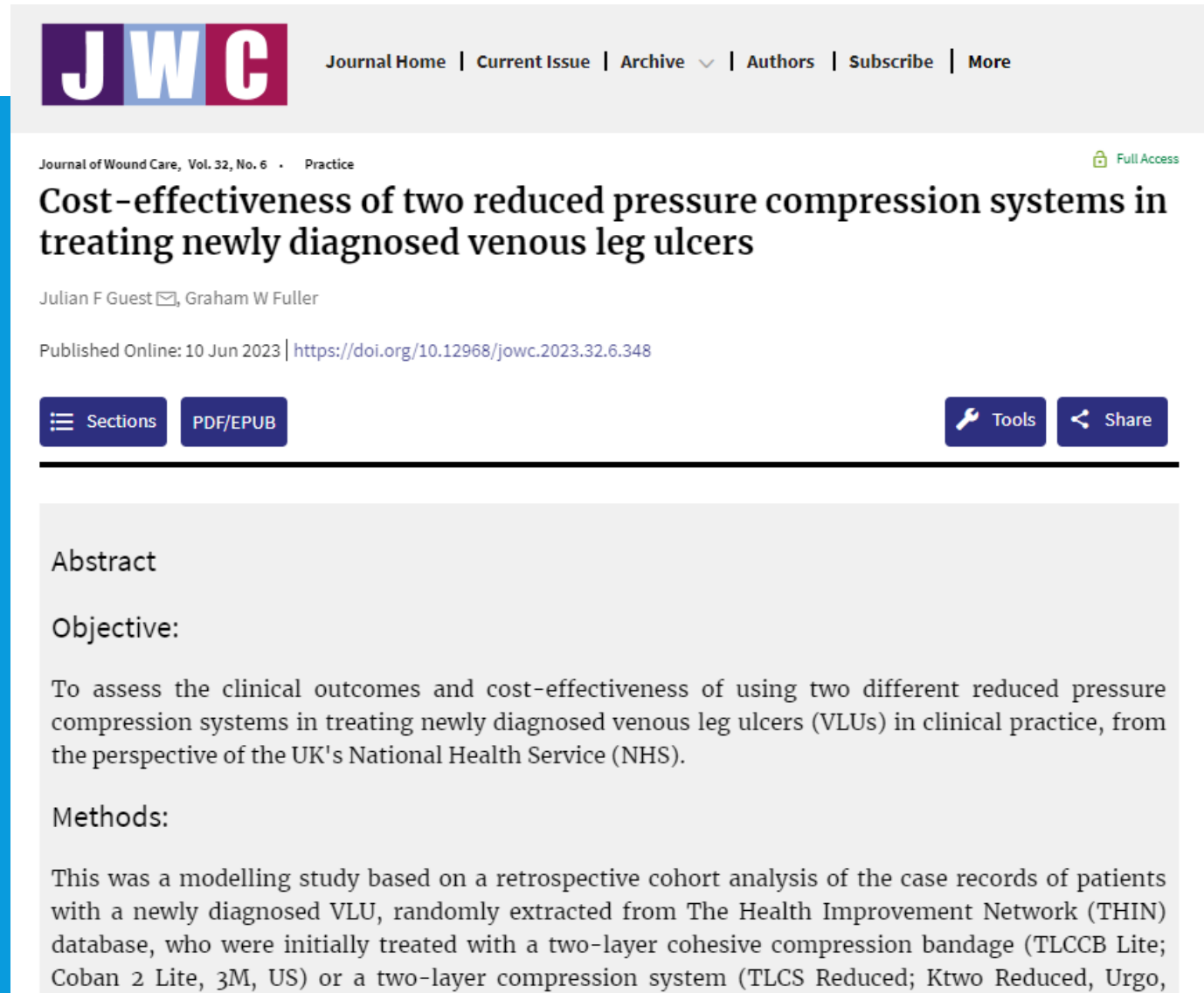
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# E-JOURNAL EXAMPLE

## Format:


Surname, Initial. (Year of publication) 'Title of article', *Title of Journal*, Issue information, Page reference. Available at: URL (Accessed: date).



**JWC** Journal Home | Current Issue | Archive ▾ | Authors | Subscribe | More

Journal of Wound Care, Vol. 32, No. 6 · Practice Full Access

## Cost-effectiveness of two reduced pressure compression systems in treating newly diagnosed venous leg ulcers

Julian F Guest , Graham W Fuller

Published Online: 10 Jun 2023 | <https://doi.org/10.12968/jowc.2023.32.6.348>

[Sections](#) [PDF/EPUB](#) [Tools](#) [Share](#)

### Abstract

**Objective:**

To assess the clinical outcomes and cost-effectiveness of using two different reduced pressure compression systems in treating newly diagnosed venous leg ulcers (VLUs) in clinical practice, from the perspective of the UK's National Health Service (NHS).

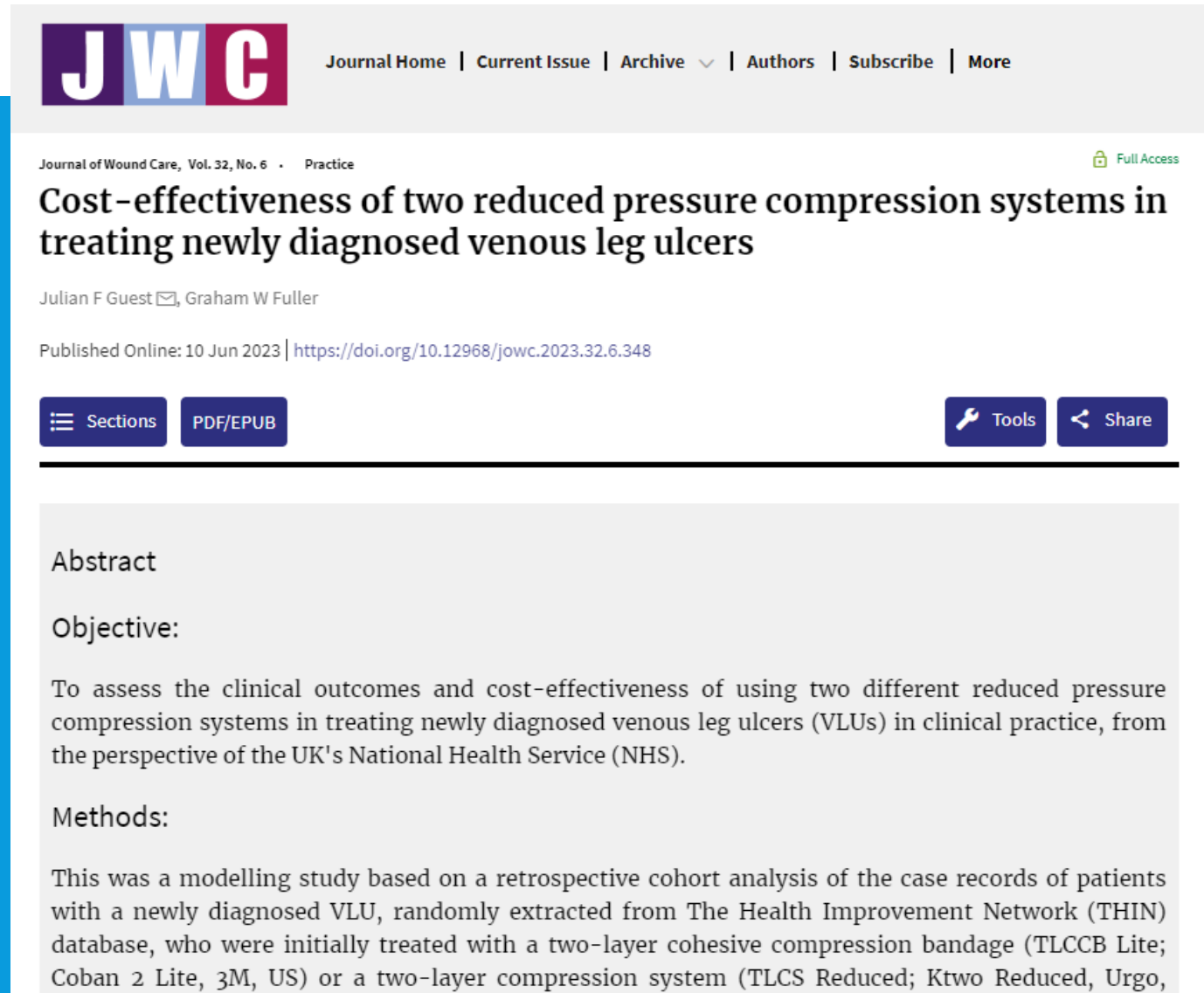
**Methods:**

This was a modelling study based on a retrospective cohort analysis of the case records of patients with a newly diagnosed VLU, randomly extracted from The Health Improvement Network (THIN) database, who were initially treated with a two-layer cohesive compression bandage (TLCCB Lite; Coban 2 Lite, 3M, US) or a two-layer compression system (TLCS Reduced; Ktwo Reduced, Urgo,



# E-JOURNAL ANSWER

Guest J. F. and Fuller G.W. (2023) 'Cost-effectiveness of two reduced pressure compression systems in treating newly diagnosed venous leg ulcers', *Journal of Wound Care*, 32 (6), pp. 348-358. Available at: <https://doi.org/10.12968/jowc.2023.32.6.348> (Accessed 25/06/23)



The screenshot shows the article page for 'Cost-effectiveness of two reduced pressure compression systems in treating newly diagnosed venous leg ulcers' in the Journal of Wound Care. The page includes the journal logo (JWC), navigation links (Journal Home, Current Issue, Archive, Authors, Subscribe, More), and a 'Full Access' icon. The article title is prominently displayed, followed by the authors' names (Julian F Guest and Graham W Fuller) and the publication date (10 Jun 2023). There are buttons for 'Sections', 'PDF/EPUB', 'Tools', and 'Share'. The abstract section is visible, starting with the objective and methods.

**JWC** Journal Home | Current Issue | Archive ▾ | Authors | Subscribe | More

Journal of Wound Care, Vol. 32, No. 6 · Practice Full Access

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Julian F Guest ✉, Graham W Fuller

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Sections PDF/EPUB Tools Share

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# REFERENCES

- Pears, R. and Shields, G. (2022) *Cite them right: the essential referencing guide*. 12<sup>th</sup> edn. London: Bloomsbury Academic.
- citethemright (2023) *Cite Them Right*. Bloomsbury Digital Resources. Available at: <https://www.citethemrightonline.com/home> (Accessed 18/06/23)