



Faculty of Life and Health Sciences Referencing Guidelines

The Harvard System

2015

Revised edition: July 2018.
Updated examples.

Contents

1.	INTRODUCTION - THE NEED FOR REFERENCING	5
1.2	How do you avoid plagiarism?	5
2.	REFERENCING SYSTEMS	5
3.	CITING REFERENCES IN THE TEXT	6
3.1	Author's name cited in the text	6
3.2	Author's name not cited directly in the text.....	6
3.3	More than one author cited in the text	6
3.4	More than one author not cited directly in the text.....	6
3.5	Two authors for the same work.....	7
3.6	More than two authors for a work	7
3.7	Several works by the same author/s in different years	7
3.8	Several works by the same author/s in the same year	7
3.9	Chapter authors in edited works	8
3.10	Corporate authors.....	8
3.11	No author or editor	8
3.12	No date.....	9
3.13	Page numbers	9
3.14	Quoting portions of published text.....	9
3.15	Person-to-person communications (letters, emails, interviews, etc.).....	10
3.16	Secondary referencing	10
3.17	Tables, diagrams, figures, images and photographs.....	10
3.18	Websites.....	10
3.19	Ibid.....	11
4.1	General guidelines, layout and punctuation.....	12
4.2	Books.....	13
4.2.1	Books with one author	13
4.2.2	Books with two or more authors	13
4.2.3	Books with one editor	13
4.2.4	Books with two or more editors.....	13
4.2.5	Contributions or chapters in an edited book.....	14
4.2.6	Translated books.....	14
4.2.7	Multiple works by the same author.....	14
4.2.8	Multi-volume works.....	14
4.2.9	One volume in a multi-volume set without an individual volume title.....	15
4.2.10	Corporate author publications.....	15
4.2.11	Book or report from a series.....	15

4.2.12	Electronic books (eBooks).....	16
4.2.13	Encyclopaedias and Dictionaries.....	16
4.3	Journal Articles and Newspapers.....	17
4.3.1	Journal articles.....	17
4.3.2	Journal articles with one author.....	17
4.3.3	Journal articles with two or more authors.....	17
4.3.4	Journal articles where no author details are listed.....	17
4.3.5	Electronic journal (eJournal) articles.....	17
4.3.6	Pre-publication journal articles.....	18
4.3.7	Newspaper articles.....	18
4.3.8	Online newspaper articles.....	18
4.4	Webpages.....	18
4.4.1	Reference to a web page with individual author.....	18
4.4.2	Reference to a web page with corporate authors.....	18
4.4.3	Reference to a web page with no authors.....	18
5.	OTHER TYPES OF DOCUMENT.....	20
5.1	Acts of Parliament.....	20
5.2	Statutory Instruments and Statutory Rules.....	20
5.3	Official publications such as Command Papers, House of Commons Papers.....	21
5.4	Parliamentary papers.....	21
5.5	European Union.....	21
5.6	Law reports.....	22
5.7	British Standards, European and International Standards.....	22
5.8	Patent.....	22
5.9	Atlas.....	23
5.10	Ordnance Survey.....	23
5.11	Google Maps.....	23
5.12	British National Formulary and BNF for Children.....	23
5.13	Cochrane Library: Cochrane Database of Systematic Reviews.....	24
5.14	Journal Citation Report.....	24
5.15	Conference Reports.....	25
5.16	Conference paper.....	25
5.17	Tables, diagrams, figures, images and photographs.....	25

5.18	Creative Commons material.....	26
5.19	Television programmes broadcast or viewed on the Internet e.g. iPlayer.....	27
5.20	Video or film; Online video e.g. from Screencast or YouTube.....	27
5.21	DVD, Blu-Ray Disc, VHS or CD-ROM.....	28
5.22	Online video e.g. from Screencast or YouTube.....	28
5.23	Social Media - Blogs, Facebook and Twitter	28
5.24	Podcasts	28
5.25	Webinar.....	29
5.26	Bible.....	29
5.27	Computer Programme/Software	29
5.28	Dissertations.....	29
5.29	Lecture notes	29
5.30	Press releases.....	30
5.31	Statistics	30
6.	EXAMPLE OF A COMPLETED REFERENCE LIST: HARVARD LHS.....	31
	APPENDIX 1 – ULSTER UNIVERSITY PLAGIARISM POLICY (2012)	32
	APPENDIX 2 – AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) REFERENCING GUIDELINES	35

FACULTY OF LIFE AND HEALTH SCIENCES HARVARD REFERENCING

1. INTRODUCTION - THE NEED FOR REFERENCING

Any piece of academic writing that you do at university or report writing during later employment will require a reference list. Referencing gives your writing very important elements such as:

- Transparency – ideas that you have included in your essay are clearly acknowledged.
- Reliability – material is provided from sources that have been written by experts.
- Traceability – people who want to check out facts that you have written can do so by easily finding your sources of information.
- Credibility – material is taken from trustworthy sources and has not been made up by you or gleaned from unreliable sources.

This may include references to data, opinions, images and a range of other information. Where research data is included then confidentiality must be maintained e.g. by anonymising responses to surveys, removing details of a patient or client.

The need to avoid plagiarism and learning to reference properly are two key parts of the same process which you need to understand. Plagiarism is considered to be any attempt to use another person's words, data, images or ideas and present them as your own. It is cheating. The University treats plagiarism as a very serious issue and has a clear policy on plagiarism and the penalties associated with it if you are found to have plagiarised – see Appendix 1. From the outset of your academic career you need to develop good academic practices to avoid plagiarism.

1.2 How do you avoid plagiarism?

- By reading your sources of information and writing everything in your own words.
- By properly referencing the sources of the information that you have used to write your essay, report or any other piece of assessment.
- You can use information word for word but if you do this you must enclose the words in quotation marks and also reference the exact page from where you took the information.
- Do not copy the content of your own or another person's previously submitted assignments.

These guidelines have been designed to help you correctly reference the work you use during your course, will help to ensure accuracy and consistency.

An online version of this guide is available at guides.library.ulster.ac.uk/lhsharvard.

2. REFERENCING SYSTEMS

There are a number of systems for the citation of references. The Faculty of Life and Health Sciences expects students to use the author-date system known as Harvard. **The exception to this is the School of Psychology where your Course Director may advise that the American Psychological Association (APA) referencing guidelines should be used.** These are provided in Appendix 2.

In using the Harvard system you need to do **two** things:

- In the text you must include an 'in-text citation' e.g. (Parahoo 2014)
- At the end of your work you must include a complete list of references, in alphabetical order by author's surname.

There must be a direct match between your in-text citation and the reference list at the end of your work with the exception of person-to-person communications (see 3.15).

A **bibliography** is a separate list of relevant items that you have used in the preparation of the assignment but **not necessarily cited** in your text. If you include a bibliography in your work, this should also be in the Harvard style. It will demonstrate that you have read widely. Individual Schools in the Faculty will advise if a bibliography is required but for most assignments it is not required.

Note: Lecture and tutorial notes, whether downloaded from Blackboard Learn or not, are not regarded as 'published' materials. They are intended as pointers toward publications or other sources rather than as source materials in themselves. So **do not reference** them in coursework.

3. CITING REFERENCES IN THE TEXT

Any in-text citation should include the author/s surname and the year of publication. Depending on the nature of the sentence / paragraph that is being written, references to sources may be cited in the text in the following manner:

3.1 Author's name cited in the text

If the author's name occurs naturally in the sentence the author's surname is followed by the year of publication of their work in brackets:

In general, when writing for a professional publication, it is essential to make reference to other relevant published work. This view was supported in the work of Parahoo (2014).

Where you are mentioning a particular part of the work, and making direct reference to this, a page reference should be included. Put a comma then a space after year of publication. Then p. for one page or pp. if it is from two or more pages and the page number/s:

Shihab (2009, p.128) stated that the percentage of a person's body fluid reduces as age increases and falls to as little as 45% by the age of 80 years.

3.2 Author's name not cited directly in the text

If the author's surname does not occur naturally in the sentence then both the author's surname and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets. Note that there is **no comma** between the author and year.

The percentage of human body fluid decreases with increasing age (Shihab 2009).

3.3 More than one author cited in the text

Where reference is made to more than one author in a sentence, and they are referred to directly, they are both cited in date order with the earliest date of publication first:

Shihab (2009) and Parahoo (2014) have both shown ...

3.4 More than one author not cited directly in the text

List these at the relevant point in the sentence or at the end of the sentence, putting the author's surname, followed by the date of publication and separated by a semi-colon ; and within brackets. Where several publications from a number of authors are referred to, then the references should be cited in chronological order (i.e. earliest first):

Accuracy of calculations and knowledge of drug interactions (Shihab 2009; Parahoo 2014; Gatford and Phillips 2016) is vital to prevent adverse effects for patients receiving drugs.

3.5 Two authors for the same work

When there are two authors for a work they should both be noted in the text. Follow the order of the authors shown in the publication. Use **and** between the first and second author.

Gatford and Phillips (2016) provide formulae for drug dosage calculations.

Or

Body weight and surface area are important for drug dosage calculations (Gatford and Phillips 2016).

3.6 More than two authors for a work

Where there are more than two authors only the first author should be used, followed by ***et al.*** meaning **and others** in *italics*:

Ahmed *et al.* (2016) found that a fixed dosage of combined drugs benefits psychiatric patients.

Or

Fixed dosage combination tablets (Ahmed *et al.* 2016) benefit the majority of psychiatric patients as it reduces cost and improves patient adherence.

In the reference list at the end of your document, you should include details of all authors.

3.7 Several works by the same author/s in different years

If more than one publication from an author or the same two or more authors illustrate the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first):

...as suggested by McKenna (1997, 2010) who found that...

...as suggested by Ryan and McKenna (2012, 2013) who looked at the care of the elderly.

Or

Decisions on caring for the elderly (Ryan and McKenna 2012, 2013) should consider ...

3.8 Several works by the same author/s in the same year

If you are referencing several works published by the same author or authors in the same year, they should be differentiated by adding a lower case letter (a,b,c, etc.) with no space, after the year and in brackets:

Research by McLaughlin *et al.* (2013a) found that staff opinions on Family centred care is an important element during resuscitation of a patient (McLaughlin *et al.* 2013b).

If several works published by the same author or authors in the same year are referred to on a single occasion they can all be referred to by using lower case letters (as above):

McLaughlin *et al.* (2013a, b) researched family-centred care from both staff and

3.9 Chapter authors in edited works

References to the work of an author that appear as a chapter, or part of a larger work, that is edited by someone else, should be cited within your text using the surname of the contributory author not the editor of the whole work.

If Morning and Ross are the authors of a chapter in a book edited by other people:

Morning and Ross (2013) suggested that support for people with an eating disorder should include ...

In the reference list at the end of your document, you should include details of both the chapter author and the editor of the entire work. See 4.5.

3.10 Corporate authors

If the work is by a recognised organisation and has no personal author then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, and government departments etc. such as Department of Health (DH), Royal Society for the Protection of Birds (RSPB), the Northern Ireland Environment Agency (NIEA) or Royal College of Nursing (RCN).

It is acceptable to use standard abbreviations for these bodies, e.g. NIEA, in your text, providing that the full name is given at the first citing with the abbreviation in brackets:

1st citation:

The Northern Ireland Environment Agency (NIEA 2015) classifies the quality of groundwater body sources by

2nd and later citations:

In the NIEA (2017) report on drinking water quality

Note there are some exceptions to this such as BBC where the abbreviations or initials form part of the official name.

3.11 No author or editor

If the author or editor cannot be identified use **Anonymous** or **Anon.**

In a recent commentary on elderly care provision in nursing homes... (Anon. 2017)

Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission.

Some publication types are cited using their title rather than any author. For example, see: 4.4.3, 5.1, 5.2, 5.6.

When you are making a citation from a newspaper or magazine, e.g. *The Guardian*; *Economist*, which has no identifiable author, the name of the publication is used instead of Anon.

Biotechnology is being used to produce artificial leather (Economist 2017).

3.12 No date

The abbreviation **nd** is used to denote this:

The Western Health and Social Care Trust (WHSCT nd) have a range of bereavement support services and publications which

OR

Support for bereaved people is an important area of care and communication (WHSCT nd).

Every effort should be made to establish the year of publication if you intend to use this work as supporting evidence in an academic submission.

3.13 Page numbers

Page numbers are required in the in-text citation for quotations plus other items such as illustrations, diagrams, or photographs in print publications. Page numbers are preceded with the year then a comma and space. Use p. for a single page and pp. for a range of pages.

Huggett (2016, p.298) stated that “Tidal ranges have a greater impact on coastal processes than tidal types”.

If the pagination is absent on the source, e.g. on a web page, this detail is not needed.

3.14 Quoting portions of published text

If you want to include text from a published work in your essay then the words must be included within double quotation marks, and may be introduced by such phrases as:

The author stated that “.....” OR The author wrote that “.....”

If the quotation is less than a line, include it in the body of the text in double quotation marks:

The Department of Health Social Services and Public Safety (DHSSPS 2011, p.vii) stated that mental health nurses “are highly valued by service users and carers”.

Longer quotations should be indented, single-spaced and appear in double quotation marks:

A study on the environmental pollution and waste disposal benefits of using recycled vehicle tyres mixed with soil, clay or rock for landscape construction found that:

“Depending on the applications, scrap tires can be used as whole tires, shredded tire (usually 50–300 mm in size), tire chips (the wire removed from a tire and a nominal size of about 12–50 mm), granulated and ground rubber (particle size ranging from 12 to 0.425 mm and 2 to 0.425 mm, respectively).” (Noorzad and Raveshi 2017, pp.1794-1795).

Note: Quotations should be used appropriately and not excessively.

3.15 Person-to-person communications (letters, emails, interviews, etc.)¹

Person-to-person communications do not provide recoverable data and so **are not included in the reference list**. You should therefore:

- Cite personal communications in the text only.
- Give initials as well as the surname of the communicator and provide as exact a date as possible.

It is advisable to include copies or summaries of these in Appendices. For example:

According to V. Pickert, the computer technology within cars permits easier tailor-made adaptations for disabled drivers (Personal communication, 18 May 2017, see Appendix 3).

3.16 Secondary referencing

If you wish to refer to author e.g. **Owens**, who has been cited within a work you have read by another author e.g. **McLaughlin**, this is called *secondary referencing*. **As a general principle, secondary referencing is not supported as you should only cite work that you have read.** You are therefore expected to source the original work if you wish to cite it to support your writing. It is recognised that this is not always possible and an exception may be permitted (please confirm with your module coordinator / course director). Use the phrase: cited in.

Caring for a suicidal person is emotionally stressful for family relationships (Owens *et al.* 2011 cited in McLaughlin *et al.* 2014).

In this example, Owens *et al.* is the work that you wish to refer to, but have not read directly for yourself. McLaughlin *et al.* is the secondary source that cited the earlier publication.

The reference list at the end of your document should only contain works that you have read, i.e. you would reference McLaughlin *et al.* (2014) in the reference list.

3.17 Tables, diagrams, figures, images and photographs.

When using selected information from a table/diagram or photograph, or reproducing an entire table/diagram or photograph, a reference must be made to the source.

Tables, diagrams and photographs should be referenced in a similar way to quotations taken from a published work. Include the page number it is on as well as any identifying information about it on the page:

Health care staff must be aware of the meaning of any letters, e.g. ER or XR for extended release, after the drug name on a prescription container (Leahy 2017, p. 20, table 1).

If you reproduce the table/diagram in your essay: replicate the whole table/diagram, and add a citation below the table to acknowledge where the table was found.

3.18 Websites

When citing material found on a website, you should identify the author of the website. This may be a corporate author, an organisation or a company. A guide to this can be found by looking at the URL or finding a Home page or Contact Us link on the website. Try to find the date of publication at the bottom of a web page, copyright notice, or from a date headline.

¹ Adapted from: American Psychological Association. (2009) *Publication manual of the American Psychological Association*. 6th ed. Washington: APA.

Ulster University. Life and Health Sciences Faculty.

Despite quotas on Irish Sea fishing, the catches of cod continue to decline (BBC 2014).

Where there is no identifiable, the title of the webpage can be used.

The hierarchy can broadly be divided into two categories (Evidence based practice and systematic reviews: hierarchy of evidence 2018).

3.19 Ibid

Ibid is not used in the Faculty of Life and Health Sciences Harvard Referencing guidelines.

4. COMPILING THE REFERENCE LIST

4.1 General guidelines, layout and punctuation

The purpose of a reference list is to enable the sources you have used to be easily located and checked by another reader. The Harvard style sets standards for the order and content of referencing information for different types of publication. There are certain common elements e.g. author, year of publication and title. Some variations of layout are acceptable provided they are used consistently.

All items are listed alphabetically by author, editor or title (if have no author) regardless of the format e.g. whether books, websites or journal articles etc. Where there are several works from one author or other source they should be listed together but in date order, with the earliest work listed first. If there is more than one author or editor put in the word **and** before the last surname.

Title page and edition details

For books, use the title page, not the book cover, for the reference details. Only include the edition where it is not the first. A book with no edition stated is most commonly a first edition. If an organisation / corporate body is the author put in its full name.

Sentence Case

Note the use of sentence case for book titles, article titles etc. For most publication types capitalise the first letter of the first word in the title as well as any proper nouns. If a publication title has the ampersand & character in its displayed title change this to the word **and**.

Numeracy in nursing and healthcare: calculations and practice

Environmental policy in the European Union: actors, institutions and processes

For publication types such as journal titles, acts of parliament, statutory instruments or titles of conference proceedings, capital letters are used for all words except for words that are articles (e.g. a, an, the), coordinating conjunctions (e.g. and, but, or, for, nor) and prepositions (e.g. on, at, to, by). Any ampersand symbols & are changed to the word and. For example:

International Journal of Environmental Science and Technology

Misuse of Drugs (Supervised Injecting Facilities) Act 2017.

Mobile HCI 2016: Proceedings of the 18th International Conference on Human-Computer Interaction with Mobile Devices and Services Adjunct

Online and Print formats of sources

If online material (eBooks found via the Library Catalogue, Government Department reports etc.) are also available in printed format then students should **reference these items as print sources regardless of how you have viewed them**. If in doubt reference the material as an online source. For journals, if the online article is identical in layout and pagination to the printed version, e.g. a pdf or scan, reference it as if it was print. If not, reference as an online source.

Lecture notes

Lecture and tutorial notes, whether downloaded from Blackboard Learn or not, **are not regarded as 'published' materials** and are only intended as pointers toward published sources. In other words, students should **not** reference them in their coursework.

However, scanned chapters, journal articles etc. found on reading lists are from original print sources and therefore should be referenced.

Place of publication

For place of publication, give the town/city, **not** the state or country. Where there are several places of publication give the first listed on the book or its Library Catalogue record.

If the place of publication may be unclear e.g. it is Cambridge in the state of Massachusetts, USA not in England then add the accepted abbreviation for this e.g. Cambridge, MA.

For Publishers omit terms such as Co. or Inc. but include the words Books or Press.

4.2 Books

The required elements for a book reference are:

Author Surname, INITIALS. (Year) *Title of book*. Edition (if not the first). Place of publication: Publisher.

4.2.1 Books with one author

Reference to a first edition:

Keele, R. (2011) *Nursing research and evidence-based practice: ten steps to success*. Sudbury, MA: Jones and Bartlett Learning.

Reference to a second or subsequent edition. Number followed by superscript rd or th then ed.

Cottrell, S. (2017) *Critical thinking skills: effective analysis, argument and reflection*. 3rd ed. London: Palgrave.

4.2.2 Books with two or more authors

For books with two or more authors, all names must be included and in the order they appear on the material. Note the use of **and** the **comma** to separate authors in the examples below:

Gatford, J.D. and Phillips, N.M. (2016) *Nursing calculations*. 9th ed. Edinburgh: Elsevier.

Or

Boore, J., Cook, N. and Shepherd, A. (2017) *The nurse's anatomy and physiology colouring book*. London: Sage.

4.2.3 Books with one editor

Editor Surname, INITIALS followed by ed. (Year) *Title of book*. Edition (if not the first). Place of publication: Publisher.

Hayes, C. ed. (2013) *Professional practice for podiatric medicine*. Keswick: M&K Update.

4.2.4 Books with two or more editors

For books with two or more editors all names must be included and in the order they appear on the material. Note the use of **and** the **comma** to separate editors in the examples below:

Editor Surnames, INITIALS. followed by eds. (Year) *Title of book*. Edition (if not the first). Place of publication: Publisher.

David, C. and Lloyd, J. eds. (1999) *Rheumatological physiotherapy*. London: Mosby.

Or

Bryant, W., Fieldhouse, J. and Bannigan, K. eds. (2014) *Creek's occupational therapy and mental health*. 5th ed. Edinburgh: Churchill Livingstone.

4.2.5 Contributions or chapters in an edited book

For contributions or chapters in edited books the required elements for a reference are:

Contributing author's Surname, INITIALS. (Year) Title of contribution. *In*: Surname, INITIALS of editor of publication followed by ed. *Title of book*. Edition (if not the first) Place of Publication: Publisher, page numbers of contribution.

Fulton, J. (2013) Mentorship in podiatric practice. *In*: Hayes, C. ed. *Professional practice for podiatric medicine*. Cumbria: M&K Publishing, 31-43.

Or

Morning, D. and Ross, A. (2013) The person with an eating disorder. *In*: Norman, I. and Rylie, I. eds. *The art and science of mental health nursing: principles and practice*. 3rd ed. Maidenhead: Open University Press, 587-600.

Or

Ziemba, R., Cusker, B.E., Stein, J., Meuninck, R. and Wan, J.A. (2016) Health professionals can protect water quality: tools for educators, advocates, and practitioners. *In*: McKeown, A.E. and Bugyi, G. eds. *Impact of water pollution on human health and environmental sustainability*. Hershey, PA: Information Science Reference, 240-280.

4.2.6 Translated books

The required elements for a book translated into another language are:

Author's Surname, Initials. (Year of publication of translated version) *Title of book*. Edition (if not the first). Translated by Translator's Initials. Surname. Place of publication: Publisher.

Freud, S. (1954) *The interpretation of dreams*. New ed. Translated by J. Strachey. London: Allen and Unwin.

In text citation: (Freud 1954)

4.2.7 Multiple works by the same author

Where there are several works by one author, published in the same year, they should be differentiated by adding a lower case letter after the date and inside the brackets.

Dimond, B. (2010a) *Legal aspects of pain management*. 2nd ed. London: Quay.

Dimond, B. (2010b) *Legal aspects of patient confidentiality*. 2nd ed. London: Quay.

Remember that this letter must also be consistent with the citations in the text.

4.2.8 Multi-volume works

For multi-volume works the required elements for a reference are:

Author Surname, INITIALS. (Year(s)) *Title of book*. number of volumes. Place of publication: Publisher.

Beebe, R. and Myers, J.C. (2011) *Paramedic professional*. 3 vols. London: Cengage.

In-text citation:

Based on the national EMS education standards (Beebe and Myers 2011)...

4.2.9 One volume in a multi-volume set without an individual volume title:

Barr, A. and Feigenbaum, E.A. (1981) *The Handbook of artificial intelligence*, Vol. 2. Stanford: Heuris Tech Press.

In text citation:

As outlined in their handbook (Barr and Feigenbaum 1981)...

4.2.10 Corporate author publications

Some publications do not have a personal author or editor; instead they are authored by a body such as an association, company, government department etc.

For corporate authors the required elements for a reference are:

Corporate author. (Year) *Title*. Place of publication: Publisher.

With a corporate author, capital letters are used for all words except for those which are articles (e.g. a, an, the), coordinating conjunctions (e.g. and, but, or, for, nor) and prepositions (e.g. on, at, to, by).

The place of publication should distinguish between organisations with an identical name e.g. London: Department of Health; Belfast: Department of Health.

Department of Health, Social Services and Public Safety. (2013) *Delivering excellence supporting recovery: a professional framework for mental health in Northern Ireland (2011-2016)*. Belfast: DHSSPS.

Or

Nursing and Midwifery Council. (2015) *The code: professional standards of practice and behaviour for nurses and midwives*. London: NMC.

Or

American College of Sports Medicine. (2018) *ACSM's guidelines for exercise testing and prescription*. 10th ed. Philadelphia: Wolters Kluwer.

4.2.11 Book or report from a series

Author/editor Surname, INITIALS./Corporate author. (Year) *Title of book or report*. (Series title and volume number). Place of publication: Publisher.

National Institute for Health and Care Excellence. (2017) *Endometriosis: diagnosis and management*. (NICE Guideline 73). London: NICE.

World Health Organization. (2017) *WHO expert committee on specifications for pharmaceutical preparations: fifty-first report*. (WHO Technical Report Series 1003). Geneva: WHO.

4.2.12 Electronic books (eBooks)

If you are certain that the material you are referencing is only published in electronic format the following guidelines should be used.

Author Surname, INITIALS. (Year) Title of book. Edition (if not the first). Place of publication: Publisher. Available at: URL [Accessed date].

Vineis, P. (2007) Molecular epidemiology of cancer and the use of biomarkers. *In*: Alison, M.R. ed. *The cancer handbook*. 2nd ed. Hoboken: John Wiley. Available at: <http://onlinelibrary.wiley.com.proxy1.athensams.net/doi/10.1002/9780470025079.chap27.pub2/pdf> [Accessed 30 July 2018].

4.2.13 Encyclopaedias and Dictionaries

If an encyclopaedia entry has a named author then the format for a contribution in an edited book should be used with the addition of the encyclopaedia volume number if any.

Contributing author's Surname, INITIALS. (Year) Title of contribution. *In*: Surname, INITIALS of editor of publication followed by ed. or eds. if relevant. *Title of book, Volume number* (if are separate volumes). Edition (if not the first). Place of publication: Publisher, page numbers of contribution.

Pande, H. and Cheskin, L.J. (2003) Obesity: etiology and diagnosis. *In*: Trugo, L.C. and Finglas, P. eds. *Encyclopedia of food sciences and nutrition, Vol. 2*. 2nd ed. Amsterdam: Academic Press, 4220-4227.

Where no author or editor details are available use the Short Title / Publisher:

Short Title / Publisher. (Year) Title of contribution. *In*: *Title of source*. Edition (if not the first). Place: Publisher, page numbers of contribution.

Mosby. (2013) Myocardial infarction (MI). *In*: *Mosby's dictionary of medicine, nursing and health professions*. 9th ed. St. Louis: Mosby, 1184-1185.

Cite in-text as:

Myocardial infarction (Mosby 2013) is defined as

A short title is an abbreviated title which can be used for the in-text citation and beginning of the reference rather than the full title. For example: *ICD-10 mental and behavioural disorders*. Instead of: *The International Classification of Diseases 10 classification of mental and behavioural disorders: clinical descriptions and diagnostic guidelines*.

If the material you are referencing is only published in electronic format:

As above but including: Available at: URL [Accessed date].

Rolla, A.R. (2013) Eating disorders: anorexia nervosa. *In*: Cabellero, B., Allen, L. and Prentice, A. eds. *Encyclopedia of human nutrition*. 3rd ed. Amsterdam: Elsevier/Academic Press, 113-119. Available at: <http://www.sciencedirect.com/science/article/pii/B9780123750839000830> [Accessed 28 August 2017].

Where no author or editor details are available use the Short Title / Publisher:

Oxford University Press. (2017) Magnetic resonance imaging. *In*: *Oxford living dictionaries*. Oxford: Oxford University Press. Available at: https://en.oxforddictionaries.com/definition/magnetic_resonance_imaging. [Accessed 25 September 2017].

4.3 Journal Articles and Newspapers

4.3.1 Journal articles

The required elements for a journal article reference are:

Author Surname, INITIALS. (Year) Title of article. *Title of Journal*, volume number(issue or part number, if present), page numbers of the article.

The reference has all pages not just the page/s from which you get relevant information.

4.3.2 Journal articles with one author

Kontos, A.P. (2017) Concussion in sport: psychological perspectives. *Sport, Exercise, and Performance Psychology*, 6(3), 215-219.

4.3.3 Journal articles with two or more authors

Wear, S. and Thurber, R. (2015) Sewage pollution: mitigation is key for coral reef stewardship. *Annals of the New York Academy of Sciences*, 1355, 15-30.

Or

Ahmed, Z., Subhan, F., Ahmed, S., Abdur Rasheed, Q., Ahmed, S., Shahid, M. and Farooq, S. (2016) Development of fixed dose combination tablets of aripiprazole plus divalproex sodium and their simultaneous determination using HPLC-UV. *Drug Development and Industrial Pharmacy*, 42(9), 1393-1405.

4.3.4 Journal articles where no author details are listed

Use Anonymous or Anon. to indicate it is anonymous. Critically assess its quality before using. **See 3.11 above.**

Anon. (2017) Leaders respond to criticism of nurses. *Nursing Standard*, 31(50), 9.

4.3.5 Electronic journal (eJournal) articles

If the online article is identical in layout and pagination to the printed version, e.g. a pdf or scan, reference it as if it was print. If not, reference it as follows:

Author Surname, INITIALS. (Year) Title of article. *Title of Journal*, volume number(issue or part number), page numbers of the article (if available). Available at: URL [Accessed date].

Casey, M., Bates, S.P., Galloway, K.W., Galloway, R.K., Hardy, J.A., Kay, A.E., Kirsop, P. and McQueen, H.A. (2014) Scaffolding student engagement via online peer learning. *European Journal of Physics*, 35. Available at: <http://iopscience.iop.org/article/10.1088/0143-0807/35/4/045002/pdf> [Accessed 7 August 2018].

If the online article is from an internet only journal, reference as follows:

Author Surname, INITIALS. (Year) Title of article. *Title of Journal*, volume number(issue or part number), page numbers of the article (if available). Available at: URL [Accessed date].

Paaske, S., Bauer, A., Moser, T. and Seckman, C. (2017). The benefits and barriers to RFID technology in healthcare. *Online Journal of Nursing Informatics*, 21(2). Available at:

<http://www.himss.org/library/benefits-and-barriers-rfid-technology-healthcare> [Accessed 7 August 2018].

Digital Object Identifier (doi)

A 'doi' often replaces the URL as it is the permanent identifier for the source, and so therefore it is not necessary to include an accessed date.

Author Surname, INITIALS. (Year) Title of article. *Title of Journal*, volume number (issue or part number). doi

Fang, J., Song, H., Zhang, Y., Li, Y. and Liu, J. (2018) Climate-dependence of ecosystem services in a nature reserve in northern China. *PLoS ONE* 13(2). doi.org/10.1371/journal.pone.0192727

4.3.6 Pre-publication journal articles

Author Surname, INITIALS. (Year) Title of Article. *Title of Journal*, In Press. Available at: URL [Accessed date]. For articles that are described as 'In Press' include the full URL.

Azizi, M. (2017) Catheter-based renal denervation for treatment of hypertension. *Lancet*, In Press. Available at: <http://www.sciencedirect.com/science/article/pii/S0140673617322936> [Accessed 28 August 2017].

4.3.7 Newspaper articles

The required elements for a newspaper reference are:

Author Surname, INITIALS. (Year) Title of article. *Title of Newspaper*, day and month, page number(s).

For referencing, check if the word The is at the beginning of the actual title of the newspaper title e.g. *The Guardian*; *Times Higher Education*.

Ferguson, D. (2017) The rise in student mental health problems - 'I thought my tutor would say: deal with it.' *The Guardian*, 29 August, 6.

Where no author is given change the citation order to use the title of the newspaper first:

Belfast Telegraph. (2017) Midwives chief blasts terrifying birth figures. 04 September, 14.

Cite in-text as:

The chief executive of the Royal College of Midwives (RCM) stated that healthy women over 40 have a relatively small increase in severe complications during childbirth (Belfast Telegraph 2017).

4.3.8 Online newspaper articles

Author Surname, INITIALS. (Year) Title of article. *Title of Newspaper*, day and month. Available at: URL. [Accessed date].

Knapton, S. (2017) How spinning molecules can kill cancer cells in just a minute. *Irish Independent*, 31 August. Available at: <https://www.nexis.com/docview/getDocForCuiReq?Ini=5PCC-4RR1-DY9P-N1C4&csi=271028&oc=00240&perma=true> [Accessed 7 September 2017].

4.4 Webpages

4.4.1 Reference to a web page with individual authors

Author Surname, INITIALS. (Year of publication or revision) *Title of web page*. Place of publication: Publisher (if ascertainable). Available at: URL [Accessed date].

Roberts, M. (2017) *Zika virus used to treat aggressive brain cancer*. London: BBC. Available at: <http://www.bbc.co.uk/news/health-41146628> [Accessed 12 June 2018].

In-text citation: (Roberts 2017)

4.4.2 Reference to a web page with an organisation as author

As above except use the name of the organisation as the corporate author.

Western Health and Social Care Trust. (nd) *Bereavement care*. Londonderry: Western Health and Social Care Trust. Available at: <http://www.westeritrust.hscni.net/services/1618.htm> [Accessed 21 October 2017].

In-text citation: (Western Health and Social Care Trust nd)

4.4.3 Reference to a web page with no visible author

If the individual or corporate author cannot be identified please use the following:

Title of web page. (Year of Publication/revision) Place of Publication: Publisher (if known). Available at: URL [Accessed Date].

Evidence based practice and systematic reviews: hierarchy of evidence. (2018) Available at: <http://guides.library.ulster.ac.uk/c.php?g=613931&p=4268993> [Accessed 29 June 2018].

In-text citation: (Evidence based practice and systematic reviews: hierarchy of evidence 2018).

5. OTHER TYPES OF DOCUMENT

There are other types of documents that you can cite in your written text and include in your reference list. Some examples with the required elements for a reference are set out below.

5.1 Acts of Parliament

The required elements for a reference are:

Title including year. (Chapter number), Place of publication: Publisher.

Mental Capacity Act (Northern Ireland) 2016. (c.18), Norwich: The Stationery Office.

From 1986 onwards HMSO became The Stationery Office (TSO).

For Acts prior to 1963, the regnal year and parliamentary session are included:

Suicide Act 1961. (9 and 10 Eliz. 2, c.60), London: HMSO.

If you need to cite a specific section include the section number s. as illustrated below:

Mental Capacity Act (Northern Ireland) 2016. s.16 (c.18), Norwich: The Stationery Office.

The in-text citation will have the title, which includes the year, in *italics e.g.*

Section 16 of the *Mental Capacity Act (Northern Ireland) 2016* states that a second opinion must be sought before giving potentially harmful treatment such as electro-convulsive therapy.

For Acts of a parliament or other legislative body outside the UK include the name of the country or state, in English, at the beginning of the reference. For example, Ireland; European Union. For other points in the reference, follow the referencing details **as specified on the original document**.

Ireland. (2012) *Health (Provision of General Practitioner Services) Act 2012.* (No. 4 / 2012). Dublin: Oireachtas.

5.2 Statutory Instruments and Statutory Rules

Title including year. SI year/number. Place of publication: Publisher.

Note that for a UK regional / national assembly or parliament e.g. N. Ireland Assembly, Scottish Parliament there may be an overall UK number plus a local specific regional one. For N. Ireland Statutory Instruments the (N.I.) specific number is in brackets is after the primary SI.

Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003. SI 2003/417 (N.I. 4). London: The Stationery Office.

Title including year. SR year/number. Place of publication: Publisher.

The Education (Curriculum Minimum Content) Order (Northern Ireland) 2007. SR 2007/46. London: The Stationery Office.

For equivalent enactment / commencement legislation from outside the UK add the name of the state, regional assembly or government. For other points in the reference follow the referencing information **as given on the original document**. So in the example below the text on the document has only the first word of the text in brackets with a capital letter.

Ireland. (2017) *European Communities (Plastics and other materials) (Contact with food) Regulations 2017*. SI 49 of 2017. Dublin: Oireachtas.

5.3 Official publications such as Command Papers, House of Commons Papers

Author/Organisation. (Year) *Title*. (Officially assigned number following format given on the document). Place of publication: Publisher, first page number if part of a bigger volume with continuous pages. Follow the citation style, punctuation and letter case **as provided on the full-text of the original document**.

Department of Health. (2017) *Government response to the Health Select Committee's inquiry into suicide prevention*. (Cm 9466). London: DH.

5.4 Parliamentary Papers

Great Britain

Country of publication. House. Name of Committee (Year of publication) *Title*. Place of Publication: Publisher (House Session Years Paper Number).

Great Britain. House of Commons. Environmental Audit Committee (2018) *The Government's 25 year plan for the environment: eighth report of session 2017-19*. London: The Stationary Office (HC 2017–19 803).

Northern Ireland

Northern Ireland Assembly. Name of Committee (Year of publication) *Title*. Place of Publication: Publisher (Report Number).

Northern Ireland Assembly. Committee for Health, Social Services and Public Safety (2016) *Report on the human transplantation bill*. Belfast: The Stationary Office (NIA 295/11-16).

5.5 European Union

Regulation

Name of legislative body. (Year of publication) Regulation details and title. *Title of Journal*, L series issue number, page range.

European Union. (2016) Regulation 2016/679/EU of the European parliament and of the Council on the of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). *Official Journal of the European Union*, L119, 1–88.

In-text citation: The European Union (Regulation 2016/679/EU)...

Directive

Name of legislative body. (Year) Directive details and title. *Title of Journal*, L series issue number, page range.

European Union. (2011) Directive 2011/24/EU of the European Parliament and of the Council of 9 March 2011 on the application of patients' rights in cross-border healthcare. *Official Journal of the European Union*, L88, 45–65.

In-text citation: The European Union (Directive 2011/24/EU) has set out a directive on the application of patient's rights in cross-border health care ...

5.6 Law reports

It is recommended that you follow **accepted legal citation**, which is not part of the Harvard system. Copy the lettering, date, numbers, abbreviations and punctuation that you find in your source.

For a law or court case report the required elements for a reference are:

Name of the parties in italics Year of reporting - in [square brackets] or (round brackets) as indicated by the law report you are using. Volume if included in the reference. The abbreviation for the law reporting series. Part number/case number/page reference if available. Use a comma between details of one case law report publication and a second - if reported in more than one.

Jabang v Wadman and others [2017] EWHC 1894 (QB).

Cite the case in-text using the *title* and year of the case e.g.

In a legal judgement (*Jabang v Wadman and others* 2017) some doctors were found to have failed to diagnose spinal tuberculosis as the reason for increasing back pain. As a result, the patient is now paraplegic and unable to work.

More guidance on referencing legal publications is in the Ulster University Library Law subject guide. Available at: <http://guides.library.ulster.ac.uk/law/citing> [Accessed 6 August 2018].

5.7 British Standards, European and International Standards

Corporate author. (Year) *Standard number and full title of standard*. Place of Publication: Publisher.

British Standards Institution. (2016) *BS EN 285:2015 Sterilization. Steam sterilizers. Large sterilizers*. London: British Standards Institution.

In-text citation: ...(British Standards Institution 2016)

British Standards Institution. (2017) *BS EN ISO 11290-2:2017 Microbiology of the food chain. Horizontal method for the detection and enumeration of Listeria monocytogenes and of Listeria spp. Enumeration method*. London: British Standards Institution.

5.8 Patent

The required elements for a patent reference are:

Inventors Surname, Initials. (Year) *Title of patent*. Patent number. Day Month of patent.

Keister, P.P., Mead, R.T., Muffoletto, B.C., Takeuchi, E.S., Ebel, S.J., Zelinsky, M.A. and Greenwood, J.M. (1990) *Non-aqueous lithium battery*. United States Patent no. 4964877. 23 October.

If the full-text of the patent is available electronically add the Available at: URL and [Accessed date] information:

Available at:

<https://patentimages.storage.googleapis.com/54/1b/2f/c10a55627d6431/US4964877.pdf> [Accessed 26 June 2018].

Cite in-text using name/s of inventors and the year the patent was granted:

The development of the lithium silver vanadium oxide battery with a life of five years (Keister *et al.* 1990) allowed the widespread use of implantable cardiac defibrillators.

5.9 Atlas

The required elements for an atlas reference are:

Author/Editor, Surname, INITIALS. (Year) *Title of atlas*. Edition (if not the first). Place of publication: Publisher.

Smith, D and Braein, A. (2003) *The state of the world atlas*. 7th ed. London: Earthscan

In-text citation:

...as illustrated in the text (Smith and Braein 2003)...

Where there is no author or editor the reference should follow the format:

Title of the atlas (Year of publication or issue) Edition (if not the first). Publisher: Place of Publication.

The Times comprehensive atlas of the world (2011) 13th ed. London: Times Books.

In-text citation:

...as illustrated in the text (The Times comprehensive atlas of the world 2011, p.201).....

5.10 Ordnance Survey

Ordnance Survey (Year) *Title*, sheet number, scale. Place of publication: Publisher.

Ordnance Survey (2006) *Chester and North Wales*, sheet 106, 1:50 000. Southampton: Ordnance Survey (Landranger Series).

In-text citation:

(Ordnance Survey 2006)

5.11 Google Maps

Map Publisher (Year data released) *Image details - location, co-ordinates, elevation*. Format/Data set (if applicable). Available at: URL [Accessed date].

Google Maps (2018) *Ulster University, Coleraine Campus, Coleraine, 55°15'10.30"N, - 6°67'54.06"W*. Available at: <https://goo.gl/maps/hCCETRfSMWJ2>. [Accessed 4 September 2018].

5.12 British National Formulary and BNF for Children

Use this as an example of where the structure of your reference for a document is dependent upon whether you are using the print or electronic version.

If using a print copy of the *British National Formulary or BNF for Children*.

Name of the formulary committee as author. (Year) Title of entry. *British National Formulary* [or *BNF for Children*], Volume, Dates covered by publication. London: BMJ Group and Pharmaceutical Press, page numbers.

For example:

Joint Formulary Committee. (2017) Brimonidine tartrate. *British National Formulary*, 74, September 2017- March 2018. London: BMJ Group and Pharmaceutical Press, 625-627.

If using a database (online) version of *BNF* or *BNF for Children* (where the layout of the online version differs from the print version).

Name of the formulary committee. (Year) Title of entry. *British National Formulary* [or *BNF for Children*], Volume, Dates covered by publication. London: BMJ Group and Pharmaceutical Press. Available at: URL [Accessed date].

For example:

Paediatric Formulary Committee. (2017) Nocturnal enuresis in children. *BNF for Children 2017-2018*. London: BMJ Group and Pharmaceutical Press. Available at: <https://www.medicinescomplete.com/mc/bnfc/current/PHP92516-nocturnal-enuresis-in-children.htm> [Accessed 25 February 2018].

Or

Joint Formulary Committee. (2017) Brimonidine tartrate. *British National Formulary*, 74, September 2017- March 2018. London: BMJ Group and Pharmaceutical Press. Available at: <http://dx.doi.org/10.18578/BNF.360353196> [Accessed 26 October 2017].

In-text citation for either print or on-line editions will be the same – the author and year.

For example:

Guidance on the use of brimonidine tartrate gel to treat redness and swelling of the skin after radiotherapy was updated following reports that it may cause hypotension and dizziness (Joint Formulary Committee 2017).

5.13 Cochrane Library: Cochrane Database of Systematic Reviews

Author Surname, INITIALS. (Year) Title of systematic review. *Cochrane Database of Systematic Reviews*, Issue. Art. No.: .doi.

Poort, H., Peters, M., Bleijenberg, G., Gielissen, M.F.M., Goedendorp, M.M., Jacobsen, P., Verhagen, S. and Knoop, H. (2017) Psychosocial interventions for fatigue during cancer treatment with palliative intent. *Cochrane Database of Systematic Reviews*, Issue 7. Art. No.: CD012030. doi: 10.1002/14651858.CD012030.pub2.

5.14 Journal Citation Reports

Name of publisher. (Year) Title of entry. *Report name, report year*. Publisher: Place of Publication

Clarivate Analytics. (2018) Nature. *InCites Journal Citation Reports Science Citation Report, 2017*. London: Clarivate Analytics. Available at: <https://apps.clarivate.com/jif/home?journal=NATURE&year=2017&editions=SCIE&pssid=H5-oj2FDkEKaB1SmwY419gLq0oNdRa5hPCm-18x2doVqn26plx2BLpTPTpUU0DGKQx3Dx3DWSW0vWspwx2Flax2BkjeRLWITQx3Dx3D-iyiHxxh55B2RtQWBj2LEuawx3Dx3D-1iOubBm4x2FSwJjKtx2F7IAaQx3Dx3D> [Accessed 1 August 2018].

5.15 Conference Reports

Author Surname, INITIALS. or Organisation. (Year) *Title of conference*.
Location, Date. Place of publication: Publisher.

Note: The title of a conference is in Title case – with all major words starting with an upper case letter. **See 4.1.**

European Association for the Study of Obesity. (2016) *22nd European Congress on Obesity*. Prague, Czech Republic, 6 - 9 May. Basel: Karger.

Online Conference Reports

As above, then add: Available at: URL [Accessed Date].

American College of Medical Genetics and Genomics. (2017) *ACMG Annual Clinical Genetics Meeting 2017: posters*. Phoenix, Arizona, March 21-25. Chicago: SciGen Technologies Available at: <http://epostersonline.com/acmg2017/> [Accessed 09 September 2017].

5.16 Conference paper

Contributing Author, Surname, INITIALS. (Year) Title of contribution. *In:* Editor Surname, INITIALS or Organisation followed by ed. or eds. if relevant. *Title of conference*. Location, Date. Place of publication: Publisher, page numbers of contribution.

If available online then as above then add: Available at: URL [Accessed Date].

Baretta, D., Bollini, L., D'Addario, M., Steca, P., Greco, A., Melen, R., Stella, F. and Sartori, F. (2016). Wearable devices and AI techniques integration to promote physical activity. *In:* Paterno, F. and Vaananen, K. eds. *Mobile HCI 2016: Proceedings of the 18th International Conference on Human-Computer Interaction with Mobile Devices and Services Adjunct*. Florence, Italy, 06 - 09 September. New York: Association for Computing Machinery, 1105-1108.

Conference paper unpublished

Contributing Author, Surname, INITIALS. (Year) Title of contribution. Paper presented to *Title of conference*. Location, Date.

Baretta, D., Bollini, L., D'Addario, M., Steca, P., Greco, A., Melen, R., Stella, F. and Sartori, F. (2016) Wearable devices and AI techniques integration to promote physical activity. Paper presented to *the 18th International Conference on Human-Computer Interaction with Mobile Devices and Services Adjunct*. Florence, Italy 06-09 September.

5.17 Tables, diagrams, figures, images and photographs

For **pictures, images, tables and figures** the required elements are:

Author Surname, INITIALS. (Year) *Title of book*. Place of publication: Publisher, Page reference of illustration, Illus./fig./logo/table number.

Rowe, F.J. (2012) *Clinical orthoptics*. 3rd ed. Chichester: Wiley-Blackwell, 329, fig.15.7.

In-text citation:

Thyroid eye disease can result in limited ocular movement (Rowe 2012, p.329,fig.15.7).

Or

Polit, D.F. and Beck, C.T. (2017) *Nursing research: generating and assessing evidence for nursing practice*. 10th ed. Philadelphia: Wolters Kluwer, 667-668, box 29.1.

In-text citation:

Polit and Beck (2017, pp. 667-668, box 29.1) provide a table of how to critique systematic reviews.

For a photograph the required elements are:

Photographer/Artist's Surname, INITIALS. (Year) *Title of image*. [Media format] (Collection details as available).

Beaton, C. (1944) *China 1944: a mother resting her head on a sick child's pillow in the Canadian Mission Hospital in Chengtu*. [Photograph] (Imperial War Museum Collection).

If the photograph is in a publication, add the referencing details of the book or article.

Ramos, D.H. (2017) Mudskippers could shed light on how fish made the leap to land. [Photograph] (Getty). *In: Switek, B. The eyes have it. New Scientist*, 235(3135), 36-38.

For the in-text citation include the page number of a publication that the photograph is on:

A photograph of mudskippers (Ramos 2017, p.36) gives a clue to the evolution of

For a photograph from an online collection the required elements are:

As above but including: Available at: URL [Accessed Date].

Filippopoulos, T. and Kardamilas, P. (nd) *Pigment dispersion syndrome*. [Photograph] (Atlas of Ophthalmology). Available at: <https://www.atlasophthalmology.net/photo.jsf?node=9227&locale=en> [Accessed 9 August 2018].

5.18 Creative Commons material

Creative Commons licenses are a suite of different licenses that facilitate the sharing and reuse of information and creative works. There are many different Creative Commons licenses and each allows the work to be shared and reused in different ways. Creative Commons licenses require attribution to the creator and a link to the Creative Commons licence. Creative Commons platforms included Google Images, Europeana, Flickr, and Wikimedia Commons.

Reference material as follows:

Author (date) *Title* [format] (repository) (license). Available at: URL [Accessed: date]

Cann, A. (2007) *Chikungunya virus* [Photograph] (Flickr) (CC BY-NC 2.0). Available at:

<https://www.flickr.com/photos/ajc1/1257163357/in/photolist-2V6hSi-isxmJh-oAw3mn-hDSSDj-b9bstV-65U5JC-g5ivDB-isxnh1-iswLRB-8tYRZH-5FSJcm-axYyey-qAgX3h-WrT7SZ-5jbXQW-Wom2UJ-61AheJ-qSRd7F-a4UCaX-drJUau-21GA7gf-4TjSyb-qQycRs-GMa8gP-drJU4S-3v1HwH->

[a13fv6-89y5WV-4NnJYf-4Eo97L-8tZCWL-8gfKMD-6qYsq4-4NiRCa-oqDNDR-4NiS5a-4NnKRS-drFtmm-4Nnbtb-ogY6ud-b9cn3P-8aVAEf-8Cxeyt-qSoeuv-9qLR4d-4QKj7Q-7Ae6Mf-oLa2TT-48bzu0-4XyaeZ](https://commons.wikimedia.org/wiki/File:The_eye,_as_seem_through_a_microscope_Wellcome_V0010400ER.jpg) [Accessed: 26 June 2018]

Or

Liebreich, R. (1862) *The eye, as seen through a microscope: two figures*. [Photograph] (Wellcome Collection) (CC BY 4.0) Available at:

https://commons.wikimedia.org/wiki/File:The_eye,_as_seem_through_a_microscope_Wellcome_V0010400ER.jpg [Accessed 26 June 2018].

5.19 Television programmes broadcast or viewed on the Internet e.g. iPlayer

You do not need to state the catch-up service or device used to watch the TV programme on the Internet.

The required elements for a **broadcast** are:

Title of programme, episode name. Series and episode number if relevant. (Year of transmission) [TV programme] Broadcasting Channel. Date, time of transmission.

Note - Times should be specific using the 24-hour clock.

BBC News at Ten. (2017) [TV programme] BBC1. 07 May, 22.00.

In-text citation: (BBC News at Ten 2017)

Or

Blue planet II, coral reefs. Season 1, episode 3. (2018) [TV programme] BBC1. 03 February, 20.00.

In-text citation: (Blue planet II, coral reefs 2018)

Contributions

Individual items within a broadcast (such as interviews) should be cited as contributors.

Popp, A. (2017) Report: Women's deaths from drug misuse up 95 percent in a decade. *In: Channel 4 News.* [TV programme] Channel 4. 30 September, 19:00.

In-text citation: (Popp 2017)

5.20 Video or film; Online video e.g. from Screencast or YouTube

Title. (Year of release) [Media format] Director's Surname, Initials (if relevant). Country of origin: Film studio or Organisation.

Specify the playback / viewing media format e.g. VHS, DVD, Blu-ray Disc (BD).

A screaming man. (2011) [DVD] Haroun, M.S. London: Soda Pictures.

In-text citation: (A screaming man 2011)

5.21 DVD, Blu-Ray Disc, VHS or CD-ROM

For physical media including DVD, Blu-Ray disc (use the abbreviation BD), VHS cassette or CD-ROM which are works in their own right, and not a video or film, the required elements for referencing are:

Author / Director's Surname, INITIALS or Organisation if relevant. (Year) *Title*. [Media format] Place of publication: Publisher.

Ratey, J. (2008) *Neuroscience and the brain: implications for counselling and therapy*. [DVD] Hanover: Microtraining and Multicultural Development.

In-text citation: (Ratey 2008)

Where no author or director is given use the title of the production changing the citation order as shown.

Life at two: attachments, key people and development. (2007) [BD] Newcastle Upon Tyne: Siren Films.

In-text citation:

...as can be seen in this production (*Life at two: attachments, key and development 2007*) Online video e.g. from Screencast or YouTube

5.22 Online video e.g. from Screencast or YouTube

Use [Video] to indicate the medium. The required elements for an on-line video are:

Originator. (Year) *Title*. [Video] Place of publication or production (if ascertainable): Publisher or Producer (if ascertainable). Available at: URL [Accessed date].

International Council of Nurses. (2018) *ICN International Nurses Day: nurses, a voice to lead: health is a human right*. [Video] Geneva: ICN. Available at: <https://www.youtube.com/watch?v=kRB17zQXCeQ> [Accessed 12 June 2018].

5.23 Social Media - Blogs, Facebook and Twitter

Author/Username. (Year of posting) Title of posting. *Blog name/Facebook/Twitter*. Posting date. Available at: [Accessed date].

Beer, G. (2017) SABR: radiotherapy that's smart, fast and to the point. *Cancer Research UK Science Update Blog*. 21 August. Available at: <http://scienceblog.cancerresearchuk.org/2017/08/21/sabr-radiotherapy-thats-smart-fast-and-to-the-point/> [Accessed 10 October 2017].

In-text citation: (Beer 2017)

5.24 Podcasts

Author/Presenter Surname, INITIALS. (Year) *Title of podcast*. Publisher/Organisation responsible, day and month. Available at: URL [Accessed Date]

Porter, M. (2017) *Inside health: PPIs, aspirin and cancer, radiotherapy and smoking*. BBC Radio 4, 25 July. Available at: <http://www.bbc.co.uk/programmes/b08yp16p> [Accessed 15 September 2017].

In-text citation: (Porter 2017)

5.25 Webinar

Author Surname, INITIALS. Year) Title of webinar. [Webinar] Available at: URL [Accessed date].

Falk-Krzesinski, H.J. (2018) *The power of Scopus data: insight and thought leadership*. [Webinar] Available at: <https://blog.scopus.com/webinars> [Accessed 30 July 2018].

In-text citation: (Falk-Krzesinski 2018)

5.26 Bible

Book of the bible Chapter: Verse/s, Holy Bible (not in italics): Version of the bible.

John 14:1-2, Holy Bible: New International Version.

In-text citation:

Jesus speaks of fear (John 14:1-2)...

5.27 Computer Programme/Software

Author (Year) *Title of Programme* (Version) [Computer program]. Location: Distributor (if known). Available at: URL [Accessed date].

Adobe Systems Incorporated (2018) *Adobe AIR (Beta)*. [Computer program] Available at: <http://labs.adobe.com/technologies/flashruntimes/air/> [Accessed 30 July 2018].

In-text citation: (Adobe Systems Incorporated 2018)

5.28 Dissertations

Author Surname, INITIALS. (Year of publication) *Title of dissertation*. Level of the dissertation. Official name of University.

Hunter, A. (2008) *Nursing and medical staff working in a transient ischaemic attack clinic: an exploration of their lived experiences*. M.Sc. University of Ulster.

Online Dissertations

As above then add: Available at: URL [Accessed Date].

Malottki, K. (2017) *Stratified medicine: methods for evaluation of predictive biomarkers*. Ph.D. University of Birmingham. Available at: <http://etheses.bham.ac.uk/7118/> [Accessed 11 July 2017].

In-text citation:

The Guildhall is close to Shipquay Street (Google Maps 2018) ...

5.29 Lecture notes

Lecture and tutorial notes, whether downloaded from Blackboard Learn or not, are not regarded as 'published' materials and are only intended as pointers toward such sources rather than as source materials in themselves. Do not reference them in coursework.

5.30 Press releases

Corporate author of press release. (Year issued) *Title*. Press release, date of release.

For an **Online Press Release** as above but including: Available at: URL [Accessed Date].

Health and Safety Executive. (2017) *Care home fined following death of elderly resident*. Press release, 30 August. Available at: <http://press.hse.gov.uk/2017/care-home-fined-following-death-of-elderly-resident/> [Accessed 5 September 2017].

In-text citation: (Health and Safety Executive 2017)

5.31 Statistics

For print statistics, reference these in a similar way as the format used for Books 4.2. .

Department of Agriculture, Environment and Rural Affairs. (2017) *Northern Ireland environmental statistics report 2017*. (Issue 9). Belfast: DAERA.

If available in electronic format only, reference in a similar way to Web pages 4.4.

6. EXAMPLE OF A COMPLETED REFERENCE LIST: HARVARD LHS

Anon. (2017) Leaders respond to criticism of nurses. *Nursing Standard*, 31(50), 9.

Cann, A. (2007) *Chikungunya virus* [Photograph] (Flickr) (CC BY-NC 2.0).

Available at: <https://www.flickr.com/photos/ajc1/1257163357/in/photolist-2V6hSi-isxmJh-oAw3mn-hDSSDj-b9bstV-65U5JC-g5ivDB-isxnh1-iswLRB-8tYRZH-5FSJcm-axYyey-qAgX3h-WrT7SZ-5jbXQW-Wom2UJ-61AheJ-qSRd7F-a4UCaX-drJUau-21GA7gf-4TjSyb-qQycRs-GMa8gP-drJU4S-3v1HwH-a13fv6-89y5WV-4NnJYf-4Eo97L-8tZCWL-8gfKMD-6qYsq4-4NiRCa-oqDNDR-4NiS5a-4NnKRS-drFtmm-4Nnbtb-ogY6ud-b9cn3P-8aVAEf-8Cxeyt-qSoeuv-9qLR4d-4QKj7Q-7Ae6Mf-oLa2TT-48bzuo-4XyaeZ> [Accessed: 26 June 2018]

European Union. (2016) Regulation 2016/679/EU of the European parliament and of the Council on the of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). *Official Journal of the European Union*, L119, 1–88.

Fang, J., Song, H., Zhang, Y., Li, Y. and Liu, J. (2018) Climate-dependence of ecosystem services in a nature reserve in northern China. *PLoS ONE* 13(2). doi.org/10.1371/journal.pone.0192727

International Council of Nurses. (2017) *ICN International Nurses Day: nurses, a voice to lead*. [Video] Geneva: ICN. Available at: https://www.youtube.com/watch?v=ponG_70f97k [Accessed 09 May 2017].

Jabang v Wadman and others [2017] EWHC 1894 (QB).

Joint Formulary Committee. (2017) Brimonidine tartrate. *British National Formulary*, 74, September 2017-March 2018. London: BMJ Group and Pharmaceutical Press, 625-627.

McCollum, K. (2016) *Diabetes nudge chart*. (Version 6) [Chart] Keady: Willowbank Surgery.

McLaughlin, K., Melby, V. and Coates, V. (2013a) Family-centred care: review of opinions among staff. *Emergency Nurse*, 20(9), 20.

McLaughlin, K., Melby, V. and Coates, V. (2013b) Family-centred care during resuscitation events. *Emergency Nurse*, 21(3), 28.

Mental Capacity Act (Northern Ireland) 2016. (c.18), Norwich: The Stationery Office.

Morning, D. and Ross, A. (2013) The person with an eating disorder. In: Norman, I. and Ryrie, I. eds. *The art and science of mental health nursing: principles and practice*. 3rd ed. Maidenhead: Open University Press, 587-600.

National Institute for Health and Care Excellence. (2017) *Endometriosis: diagnosis and management*. (NICE Guideline 73). London: NICE.

Ordnance Survey (2006) *Chester and North Wales*, sheet 106, 1:50 000. Southampton: Ordnance Survey (Landranger Series).

Poort, H., Peters, M., Bleijenberg, G., Gielissen, M.F.M., Goedendorp, M.M., Jacobsen, P., Verhagen, S. and Knoop, H. (2017) Psychosocial interventions for fatigue during cancer treatment with palliative intent. *Cochrane Database of Systematic Reviews*, Issue 7. Art. No.: CD012030. DOI: 10.1002/14651858.CD012030.pub2.

Western Health and Social Care Trust. (nd) *Bereavement care*. Londonderry: Western Health and Social Care Trust. Available at: <http://www.westerntrust.hscni.net/services/1618.htm> [Accessed 21 October 2017].

APPENDIX 1 – ULSTER UNIVERSITY PLAGIARISM POLICY (2012)

Source: <http://www.ulster.ac.uk/academicservices/staff/offences.pdf> [Accessed 13 September 2017].

Policy

The University's policy is that plagiarism, whether deliberate or unintentional, is a form of cheating and is unacceptable. It is expected that all students are educated in correct academic practice, including writing and referencing, early in their careers at the University and know what is expected of them and understand the meaning of plagiarism and its consequences.

Definition of plagiarism

The University's definition of plagiarism makes explicit that copying from texts or web or other sources and copying work from other students constitutes plagiarism. It reads:

Plagiarism is the act of taking or copying someone else's work, including another student's, and presenting it as if it were one's own. Plagiarism is said to occur when ideas, texts, theories, data, created artistic artefacts or other material are presented without acknowledgement so that the person considering this work is given the impression that what they have before them is the student's own original work when it is not. Plagiarism also occurs where a student's own work is re-presented without being properly referenced. Plagiarism is a form of cheating and is a disciplinary offence.

This definition is given in the University Student Handbook and Course/Subject Handbooks.

Student declaration

The standard coursework submission sheet for the receipting of coursework includes an explicit reference to the University's definition of plagiarism as follows.

I declare that this is my own work and that any material I have referred to has been accurately and consistently referenced. I have read the University's policy on plagiarism and understand the definition of plagiarism as given in the [course/subject] handbook. If it is shown that material has been plagiarised, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordance with the policies and procedures of the University. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

The declaration of ownership is automatically generated in *Blackboard Learn*. It should also be used when assignments are submitted by other electronic means.

Penalties

The University's Policy provides simple, graduated Frameworks of Penalties for plagiarism relating the severity of penalties to the number of offences and gives individual, formative advice after the first offence. There are both academic and disciplinary consequences. Disciplinary penalties in taught courses and the MRes are not applied until the second offence. Offences are counted cumulatively, regardless of any change of course but do not carry over from undergraduate to postgraduate level.

The Framework of Penalties for taught programmes and the MRes and that for other research degrees follow.

Monitoring of Policy

The efficacy of the Policy is monitored by the Teaching and Learning Committee which receives annual reports from the Faculties and the Research Degrees Committee.

AGF/FNW September 2012

FRAMEWORK OF PENALTIES FOR PLAGIARISM OFFENCES IN TAUGHT PROGRAMMES AND MASTER OF RESEARCH

1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE	PLAGIARISM DETECTED AFTER GRADUATION
<p>Reduction in marks based on exclusion of plagiarised work.</p> <p>Formative interview with module co-ordinator and/or lecturer.</p>	<p>Mark of zero for assignment containing plagiarism.</p> <p>Interview with Head of School and/or Course/Subject Director and/or lecturer.</p> <p>Formal letter of reprimand from Head of School. Copy placed on student file.</p>	<p>Mark of zero for assignment containing plagiarism and maximum mark of 40% (UG) or 50% (PG) for coursework element².</p> <p>Case referred to Dean with recommendation of reprimand and fine not exceeding the maximum amount permitted under the Ordinance on Student Discipline at the time of application of penalty.</p> <p>Interview with Dean.</p> <p>Formal letter of reprimand from Dean. Copy placed on student file.</p>	<p>Mark of zero for module.</p> <p>Case referred to University Disciplinary Committee with recommendation of suspension (1 semester or 1 year as advised by Faculty) or discontinuation of studies at the University.</p> <p>Outcome recorded on student file.</p>	<p>The award may be revoked.</p>

² 'Assignment containing plagiarism' means the assignment which contains the plagiarised material, and not all the assessments for the module. 'Maximum mark for coursework element' refers to the total aggregate percentage mark for all the pieces of coursework in the module.

FRAMEWORK OF PENALTIES FOR PLAGIARISM OFFENCES IN RESEARCH PROGRAMMES (EXCLUDING MRes)

INITIAL ASSESSMENT (100 DAY VIVA)	CONFIRMATION ASSESSMENT	THESIS	PLAGIARISM DETECTED AFTER GRADUATION
<p>Plagiarism will generally be dealt with by a verbal warning.</p> <p>The student will be asked to resubmit the report.</p> <p>A record may be placed on the student file.</p> <p>The student may be referred to the University Disciplinary Committee.</p>	<p>The student will be required to resubmit the report for further assessment.</p> <p>The student will be interviewed by a senior member of staff (normally the Research Institute Director or the Head of the Research Graduate School).</p> <p>A record will be placed on the student file.</p> <p>The student may be referred to the University Disciplinary Committee.</p>	<p>Examiners will be asked to examine the thesis and to make an academic judgement on it, taking into account the nature and extent of the plagiarism. If the thesis is deemed worthy of the degree, it must be resubmitted with all plagiarised material eliminated.</p> <p>The student may be referred to the University Disciplinary Committee.</p> <p>Depending on the extent and nature of plagiarised material in the thesis, the examiners may recommend discontinuation of studies at the University.</p> <p>A record will be placed on the student file.</p>	<p>The award may be revoked.</p>

APPENDIX 2 – AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) REFERENCING GUIDELINES

These guidelines are to be used by students of the School of Psychology when advised so by their Course Director.

1. When a reference is required

A reference is required in the text whenever you refer to the work of an author. There are three major reasons for using references. Firstly, it is a mark of intellectual honesty. You must not claim the thought of others as being your own. Secondly, it is a means of defence: any errors in what is being said revert to the original author and not to yourself. Thirdly, it provides the reader with the means of consulting the original work from which the thoughts or findings emanate.

There are a variety of methods of referencing literature for assignments. You should use the APA referencing system for all coursework (unless otherwise instructed). This is also known as the 'Name and Year' system and is used in many journals. The one big advantage of this system is convenience for the author because as references are unnumbered they can easily be deleted or added (if preparing an article for a particular journal it is necessary to follow the style used by that journal).

2. Reference citations in the body of your text

In the body of the text, at the point where you wish to cite a reference, put the author's name(s) and the date of publication in brackets with a comma and space between them.

Single author.

e.g. Brief Cognitive Behavioural Therapy (BCBT) was adapted as an intervention for suicide prevention by military personnel (Rudd, 2012).

For two authors.

Provide the surnames of each separated by an &. For example, (Leavey & Hawkins, 2017).

Three or more authors.

If you cite a publication that has three or more authors you must supply all surnames for the first time you cite it. Put a comma between the surnames until an & before the last surname. For example,

..... (Asarnow, Hughes, Babeva & Sugar, 2017).

However if you cite the same publication again later just give the first author's surname and use "*et al.*" for the others. For example,

..... intervention was tested in a randomised controlled trial (Asarnow *et al.*, 2017).

Where the name of the author/s appear **as part of the sentence**, give only the date of the publication in brackets. For example,

Eysenck and Keane (2015) suggests that cognitive behaviour therapy ...

In a systematic review of psychosocial interventions for depression Devenish, Berk and Lewis (2016) found that

Referencing guidelines: American Psychological Association (APA)

If more than one work referred to is by the same author, or the exact same combination of authors, in a particular year then use a letter as a suffix after the date to distinguish among them e.g.

Research by McLaughlin, Melby and Coates (2013a) found that staff opinions on Family centred care is an important element...(McLaughlin *et al.*, 2013b).

2.1 Quotations

If you present a direct quote, that is, the use of exactly the same words as the author in your text then you must

- Use quotation marks
- Give the author, date then the page number/s in brackets at the end of the quote.

For example:

Hargie (2017) states that “the use of probing questions” (p.187) is a skill which enhances active listening.

2.2 Multiple sources

Where a number of different publications are referred to in relation to one point, list the authors alphabetically based on the first author for each reference. For example:

Best, Manktelow and Taylor (2016), Rasmussen, O’Connor and Hawton (2014), Taylor *et al.* (2014) have conducted research that proves that the mental health of adolescents in Northern Ireland has been influenced by exposure to violence.

2.3 Anonymous source

If an author is not named and you cannot find the original source it is permissible to move the article title to the author position (long titles can be shortened).

If the author is an organisation this can be written in the narrative, for example:

The British Psychological Society (2014) has a code of human research ethics which

Or in parentheses as:

The misuse of drugs prescribed to people with mental illness is a concern for health and social care providers (Department of Health, 2017).

3. Presentation of a Reference List

Your reference list must be put at the **end** of your work, but before any appendices. Always give it a clear **heading** and make sure you present a list of **all** the references which have appeared in your text. The publications are listed in **alphabetical order** according to the first author’s surname. Books and journal articles should **not** be subdivided in your list.

3.1 Listing a reference for a book

Please adhere to the following format when referencing a book:

Author’s Surname comma Initials fullstop (year) fullstop

Referencing guidelines: American Psychological Association (APA)

e.g. Eysenck, M.W. & Keane, M.T. (2015).

Title (edition) fullstop

Cognitive psychology: A student's handbook (7th ed.).

Place of Publication colon name of Publisher fullstop

London: Psychology Press.

Then combine these elements for the complete reference.

For example:

Eysenck, M.W. & Keane, M.T. (2015). *Cognitive psychology: A student's handbook* (7th ed.). London: Psychology Press.

3.2 Listing a Chapter From an Edited Book

The chapter is described first, the word (In) is inserted and the book from which the chapter is taken is described as outlined in section 3.1 above, remembering to insert (Ed. or Eds.). Add the page number range for the chapter in brackets after the book title and edition.

For example:

Lazarus, A.A. (2005). Multimodal therapy. In J.C. Norcross & M.R. Goldfried (Eds.), *Handbook of psychotherapy integration* (2nd ed.). (pp. 105-120). Oxford: Oxford University Press.

To refer to a specific page in a book use p.

To refer to a page range in a book use pp.

3.3 Listing an Article From a Journal

Author(s) Surname, Initial(s) (Date). Title of article. Title of journal, volume number, pages.

For example:

Lodder, G.A., Scholte, R.H., Goossens, L. & Verhagen, M. (2017). Loneliness in early adolescence: Friendship quantity, friendship quality, and dyadic processes. *Journal of Clinical Child and Adolescent Psychology*, 46, 709-720.

The issue number of the journal is not required in the APA referencing style unless each issue of the journal in a volume restarts its pagination at page 1.

3.4 Primary and Secondary Sources

A primary source is the original piece of work that you wish to refer to in your work.

A *secondary source* is a piece of work that you have read that has made reference to some work that is of interest to you (the *primary source*), but you have not read this original primary source and wish to refer to it in your work.

Referencing guidelines: American Psychological Association (APA)

You **must** give the reference for the source you actually read.

For example:

You are writing an essay about attachment and go to the library, find and read Bowlby's book *Attachment and loss*. You take notes from this so must cite in your writing:

Reference in-text

For example:

Bowlby (1997) suggested that all mothers...

Reference List

In the reference list you give a straightforward reference to the book (as previously outlined), for example:

Bowlby, J. (1997). *Attachment and loss: Volume 1: Attachment*. London: Pimlico.

However, if you didn't actually read the book *Attachment and loss* but read about it in a book or article written by another author then the latter source is a *secondary source*.

In this example you would reference as follows:

Reference in-Text

Refer to the *primary source* in the text i.e. Bowlby (as cited in Iwaniec, 2006) suggested that all mothers ...

Reference List

Note, here only the secondary source is required:

Iwaniec, D. (2006). *The emotionally abused and neglected child: Identification, assessment and intervention*. (2nd ed.). Chichester: John Wiley.

3.5 Listing a Web Page

If you are taking a reference off the Internet you should identify the author or company, date, title of document, format, URL. Please note, the title is not placed in italics.

For example:

American Psychological Association (2018). The basics of APA style. Retrieved from <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

3.6 Listing Tests and Other Materials

Questionnaires, scales etc. should also be referenced. Test manuals are referenced as books.

3.7 Listing Articles From Newspapers / Magazines

Often these articles can be referenced in a similar way to journal articles.

For referencing check if the word The is at the beginning of the actual title of the newspaper or magazine title e.g. *The Guardian*; *Times Higher Education*.

For example:

Ferguson, D. (2017, August 29). The rise in student mental health problems - 'I thought my tutor would say: deal with it.' *The Guardian*, p. 6.

N.B. There should be no reference in your text without it appearing in your reference list.

Examples of how to use the APA referencing system can be found in practically all the psychology specific material you read. House styles differ slightly, but the basic rules are always the same.