



GUIDANCE FOR SHOGO CANDIDATES THESIS SUBMISSION AN INTRODUCTION TO THE HARVARD SYSTEM FOR REFERENCES AND CITATION

INTRODUCTION

Citations are created in the body of a research work or dissertation in order to make reference to another author's work or to another document.

A reference should contain sufficient information for yourself or for someone else to trace or verify the item in either a library or on the World Wide Web. It is very important to be consistent and accurate when citing references: use the same set of rules every time you cite a reference. The Harvard system is the referencing methodology of the ISKS for citation and reference listing for dissertations.

Citations appear in the body of your text referring to a particular author's work or source of information. Citations consist of an author's surname and a year in parenthesis – there is no numbering system used.

References appear listed at the end of the essay or dissertation giving the complete details of all documents, books, journals articles or websites referenced in the text, arranged in alphabetical order.

In addition you may also be asked to produce a *bibliography* listing both the references and all other relevant sources you consulted in the course of the project.

This brief guide consists of three sections:

- Section 1. Harvard method of citation and quoting in the text.
- Section 2. Harvard method of listing references at the end of the text
- Section 3. Referencing electronic resources

This ISKS guide uses medical examples to avoid confusion or misdirection



SECTION 1: HARVARD METHOD OF CITATION IN THE TEXT.

All statements, opinions, conclusions etc. taken from another writer's work should be acknowledged, whether the work is directly quoted, paraphrased or summarized. In the Harvard system cited publications are referred to in one of the forms shown below:

A work by a single author:-

In a study by Garvey (1997) coping with illness was investigated....

When an author has published more than one cited document in the same year these are distinguished by adding lower case letters after the year within the brackets

.....Jones (1992a) wrote about communication for health professionals...

Two authors:-In the book by Basford and Slevin (1995)....

More than two authors:-Benner et al (1996) concluded that....

More than one work:-

If more than one citation is referred to within a sentence, list them all in the following form, by date and then alphabetically:-

There are indications that passive smoking is potentially threatening to the health..... (Marks and Spenser, 1996; Bunton, 1995; Stokes, 1995)

No author :-

If there is no stated author for a document, use the title italicized within parentheses

One source claimed reduced risk in men (Coronary Heart Disease Report 2002)

Harvard method of quoting in the text

When quoting directly in the text use quotation marks as well as acknowledging the author's name, year of publication and page number of the quote in brackets.

Short quotations –eg- up to 2 lines can be included in the body of the text:-

.....Hall (1995) states that "defining roles and remits is not simple"(p.10).

Longer quotations should be indented in a separate paragraph:-

.....Thomas and Ingham (1995) in discussing staff development state that:

"Development is infectious, and staff who previously have recoiled from undertaking a degree or conversion course have been encouraged by the success of others"(p.33)



SECTION 2: HARVARD METHOD OF LISTING REFERENCES AT THE END OF THE TEXT

References should be listed in alphabetical order by author's name and then by date (earliest first), and then if more than one item has been published during a specific year by letter (1995a, 1995b etc). Details should be taken from the title page of a publication and not from the front cover. Each reference should include the elements and punctuation given in the examples below. Authors' forenames can be included if given on the title page but they are not required to be. The title of the publication should either be in italics or underlined. The examples given are in italics:

A book by a single author:-

Seedhouse, D. (1997) *Health promotion: philosophy, prejudice and practice*. Chichester, John Wiley.

A book by two authors:-

Burns, Jason and Grove, S. K. (1997) *The practice of nursing research: conduct, critique & utilization*. 3rd edition. London, Saunders.

A book by more than two authors:-

Jones, Penny et al. (2001) *Health care in multiethnic Ireland*. Dublin, Health Education Council.

An edited book:-

Basford, Lynn and Slevin, Oliver (eds) (1995) *Theory and practice of nursing: an integrated approach to patient care*. Edinburgh, Campion.

A chapter in a book:-

Weir, Pauline (1995) Clinical practice development role: a personal reflection. In: K. Kendrick et al. (eds) *Innovations in nursing practice*. London, Edward Arnold. p. 5- 22.

An article in a journal (journal name italicized):-

Allen, A. (1993) Changing theory in nursing practice. *Senior Nurse*, 13(1), 43-5.
How dangerous is obesity? *British Medical Journal*, No. 6069, 28 April, p1115.



An article in a newspaper:-

White, M. (1998) £68m to cut NHS waiting lists. *Guardian*, Monday May 18 1998, p.8.

If no author name is given then anon should be used instead.

Anon (1998) Schemes to boost dental care. *Guardian*, Monday May 18 1998, p.8.

Government documents:-

Ireland, Department of Health and Children (2001) *Health (Miscellaneous Provisions) Act 2001*.
Dublin, Stationery Office.

Great Britain, Department of Health (1990) *National Health Service and Community Care Act 1990*. Chapter 19. London, HMSO.

A book or report by a corporate author:

World Health Organization. Regional Office for Europe.(2003)

Health care systems in transition : Bulgaria – 2003

Copenhagen : WHO Regional Office for Europe.

International Agency for Research on Cancer (2003)

The European Network of Cancer Registries recommendations.

Lyon: International Agency for Research on Cancer.

Conference proceedings:

Proceedings of the 8th European Congress of Neurosurgery, Barcelona, and September 6-11, 1987: Volume 2: Spinal Cord and Spine Pathologies. Basic Research in Neurosurgery. Vienna, Springer.

Banks, S. et al (1998) *Networked Lifelong Learning: innovative approaches to education and training through the Internet: Proceedings of the 1998 International Conference held at the University of Sheffield*. Sheffield, University of Sheffield.

A thesis or dissertation:-

Murphy, Marion (2001) *A proposed model of care for children with brain injury*. Unpublished M.B.A.dissertation, University College Dublin.



SECTION 3: REFERENCING ELECTRONIC FORMATS

WWW documents

Unlike books and journals, World Wide Web documents may vary considerably in the level of information given about the document on the website. Ideally, the following information should be present and presented in this order:

- Author/Editor (if stated)
- Year (if stated)
- Title of document in *Italics* • [Internet].
- Edition.(only if stated)
- Place of publication (only if stated)
- Publisher (only if stated)
- Available from: <URL> [Accessed date].

Examples

Department of Pathology, Yale School of Medicine *What are Tissue Microarrays?* New Haven, CT.
Available from: <http://www.yalepath.org/DEPT/research/YCCTMA/tisarray.htm> [Accessed 12 December 2003]

McNicholas, Claire et al (2004) *Educational Package for General Practice* [Internet]
Second Edition. Dublin, Breastcheck Publications Available from:
<http://www.nbsp.ie/publications/epgp2.html> [Accessed 5 March 2004]

Referencing electronic journal articles

Different institutions may have different access rights and routes to electronic journals so it's necessary to specify exactly where on the web you read the article cited and how you got there – eg- direct URL or via a database or via a specific journals service.

- Author surname, Initial.
- (Year)
- Title of article.
- Journal title in *italics* [Online],
- Volume (part), page numbers
- Available from: URL [Accessed date].

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KOKUSAI SHOTOKAN-RYU KARATE-DO SHIHANKAI

国際松涛館空手師範会

International Shotokan-ryu Karate-do Masters Association

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Handwashing Liaison Group (1999) Hand washing. *BMJ* [Online], 318 (7185),686. Available from: <http://www.bmj.com/cgi/content/full/318/7185/686> [Accessed 4th July 2001].

Peterson, M. (1997) Skills to enhance problem-based learning. *Medical Education Online* [Online], 2,3. Available from:<http://www.med-ed-online.org/f0000009.htm#reference> [Accessed 4th July 2001].

Referencing an item from a bibliographical database or an online journal collection

- Author surname, Initial.
- (Year)
- Title of article.
- Journal title. [Online]
- Volume (part), pages.
- Available from: Online database name on host (in some cases where there are extremely long URL strings, it is sufficient to show the topmost level)
- [Accessed date].

Burkea, D. and Bannister, J. (2003) Dexketoprofen trometamol in post-operative pain management. *Acute Pain* [Online], 5(2), pp 57-62. Available from: ScienceDirect <http://www.sciencedirect.com/> [Accessed 10 December 2003]

Vestergaard, P. and Mosekilde, L. (2003) Fracture risk associated with smoking: a meta-analysis. *Journal of Internal Medicine* [Online], 254(6), p 572. Available from: Blackwell Synergy <http://www.blackwell-synergy.com/> [Accessed 5 January 2004]

Electronic books:-

- Author/editor surname, Initial.
- (Year)
- Title [Internet].
- Edition.
- Place of publication, Publisher.
- Available from: URL
- [Accessed date].

Berg, J (2000) *Biochemistry* [Internet], 5th ed, New York, W H Freeman. Available from: <http://www.ncbi.nlm.nih.gov/books/bv.fcgi?call=bv.View..ShowTOC&rid=stryer.TOC&depth=2> [Accessed 11 November 2003].

Wallace, Robert and Buckwalter, Kathleen. (1999) *Guidelines for Alzheimer's Disease Management* [Internet] University of Iowa. Available from: <http://www.vh.org/adult/provider/neurology/alzheimers/index.html> [Accessed 23 February 2004].



Online images

- Title of image, or a description. Underlined or highlighted in italics followed by year, [online image]
- Available from <URL>, filename including extension
- Date accessed.

Foramina bones [online image] Available from: <http://www.brisbio.ac.uk/ROADS/cgi-bin/tempbyhand.pl?database=BRISBIO+IMAGES&query=BRISBIO-25876> BIO2URL.jpeg
Identifier: BRISBIO-25876 [Accessed 12 May 2001]

Other internet resources:

There are various other types of internet communication (personal e-mail, listserv posting) which may be cited. These types of communication are cited following similar principles as above; for fuller information and examples see

- *Cite Them Right* at Northumbria University
<http://www.unn.ac.uk/central/isd/cite/>
- *Managing References* at the Open University Library
<http://library.open.ac.uk/help/helpsheets/cite.html>
- The National Library of Canada provides excerpts from the complete international standard on electronic citation: *Excerpts from International Standard ISO 690-2 Information and documentation -- Bibliographic references -- Part 2: Electronic documents or parts thereof*
<http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.ht>