Harvard Referencing Help Sheet

For more detailed advice see Cite Them Right Online at http://www.citethemrightonline.com/Home

**Book or e-book**

Author surname(s), Initial(s). (Year) *Book title*. Edition. Place of publication: Publisher

**Reference list**


**In-text citation**

Baughan and Smith (2013, p. 27) state that…

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**Journal or e-journal article**

Author surname(s), Initial(s). (Year) ‘Title of article’, *Journal Name*, volume number (issue or part number), page range.

**Reference list**


**In-text citation**

Many nurse mentors are failing students (Jervis, 2011, p. 324)

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**Web page**

Author/editor, initials. (Year) *Title*. Available at: URL (Accessed: date).

**Reference list**


**In-text citation**

According to the National Health Service (2012)…

**Tip!** If there is no date use *(no date)* but question how useful the information might be especially for the nursing and health disciplines.
Chapter in an edited work


Reference list


In-text citation

In a recent article (Kelly, Roberts and Lawrence, 2012, p. 319) …

Secondary referencing

In-text citation - Direct quoting example

“The suggestion that all humans may be cloned is rejected by all health professionals” (Burnard, 2009, quoted in Murray, 2013, p. 82).

In-text citation – Paraphrasing example

Health professionals dismiss the idea that all humans may be cloned (Burnard, 2009, cited in Murray, 2013, p. 82).

In-text citation – Paraphrasing example

Murray’s conclusion (2013, p. 82) supports the views of Burnard (2009, quoted in Murray, 2013, p. 82) on human cloning.

Reference list example

The book by Murray should be included in the reference list because you have read it. Do not include the work by Burnard because you have not read it.

General Tips

- Aim for consistency as random mistakes are much more noticeable.
- Use et al. in your in-text citation e.g. Smith et al., 2012, p. 88 when there are over 3 authors (4 or more). You can now use et al. in your reference list when there are over 3 authors e.g. Smith, G.H. et al.
- Editions – these are not needed for 1st editions. Include edition statement for any other edition e.g. 2nd edn. including revised editions e.g. 3rd rev. edn.
- Direct quotations and in-text citations are included in your word count. Your reference list is not included in the word count.
- In order to differentiate sources with the same author and date, use lower case letters (in alphabetical order) after the publication date e.g. Department of Health (2014a), Department of Health (2014b) etc.