


<b>NURSING PRACTICE GUIDELINE ON USNG THE HARVARD REFERENCING SYSTEM IN CHI AT CRUMLIN</b>	
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## GUIDELINES ON USING THE HARVARD REFERENCING SYSTEM IN CHI AT CRUMLIN

### 1.0 Introduction

It is frequently necessary to refer to published or unpublished work when developing nursing practice guidelines and documents. A reference, also called a citation, is any written work or other form of communication to which a writer refers within their own work.

The purpose of referencing is to acknowledge other people's work or ideas and allow readers to verify the source. The inclusion of a reference list at the end of a guideline or document provides the source of each reference, thereby allowing it to be identified and located by a reader. Consistent and accurate referencing contributes to the quality and professionalism of a document.

### 2.0 Definition of Guidelines

These guidelines represent the written instructions about how to consistently and accurately reference the work of others in Children's Health Ireland (CHI) at Crumlin documents.

Guidelines must be accurate, up to date, evidence-based, easy to understand, non-ambiguous and emphasise safety. When followed they should lead to the required standards of performance.

### 3.0 Applicable to

These guidelines are applicable to nursing staff involved in preparing documentation for NPC or any other forum within CHI at Crumlin.


### 4.0 Objectives of the Guidelines

The purpose of the guideline is to ensure a consistent and accurate approach to referencing in CHI at Crumlin nursing documentation.

### 5.0 Definitions / Terms

**Reference:** also called a citation, is any written work or other form of communication to which a writer refers within their own work.

**Plagiarism:** refers to *'inclusion of another person's writings or ideas or works, in any formally-presented work, which forms part of the assessment requirements for a module or programme of study, without due acknowledgement either wholly or in part of the original source of the material through appropriate citation'* (UCD 2018).

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## 6.0 Guidelines on using the Harvard Referencing System

### 6.1 Harvard Referencing System

The Nurse Practice Committee in CHI at Crumlin uses a version of the **Harvard Referencing System**. We have modified the system to limit the number of punctuation marks but the general essence of the system is maintained.

Our partner university, UCD, also uses the Harvard Referencing System, with some differences. Please refer to UCD referencing guidelines (UCD 2018) when preparing assignments etc. Similarly prior to submitting a paper to a journal or conference, read the referencing guidelines for that particular forum.

### 6.2 General principles of referencing

There are two elements of referencing:

- Referencing other author's work within the text of your own document
- Compiling a reference list of all the reference material you have use in your document

The general principles of referencing are that:

- For every citation which is included in the text of the document, there must be an accurate reference to that citation in the reference list.
- A reference list should only contain references which are cited in the text.
- The reference list should be presented in alphabetical order and then chronological order.
- Where possible, it is preferable to use the original, or primary, source rather than relying on secondary sources (**see Section 6.3**)

### 6.3 Referencing within the text

#### Single author

Give the surname of the author, followed by the year of publication e.g.

- In a study of nurse to patient ratios (Aiken 2019), it was found that nursing skill mix has an impact on patient outcomes such as surgical site infection and pressure ulcers.
- Irish nurses have been practising in specialist roles for many years (Ryan 2018).


**Note:** If the reference concludes the sentence the full stop is placed after the closing bracket of the reference.

If the author's surname is part of the sentence, you only need to put the date in brackets e.g. –

- Pearson (2018) stresses that.....
- In a study about family centred care, Coyne (2016) found that .....

If the same author(s) published several articles in the same year, assign the letters a, b, c, etc. to each piece of work, e.g.

- Quain (2009a, 2009b) demonstrates.....
- Coleman (2011a, 2011b, 2011c) conducted several studies into paediatric pain management.

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**Two authors**

If two authors wrote the article / book, include both names with the '&' symbol e.g.

- Holloway & Jones (2011) believe that.....
- Scholes & Vaughan (2010) found that advanced practitioners were .....

**Three or more authors**

Where the reference includes three or more authors, use the first author's name only followed by '*et al*<sup>1</sup>' which is in italics, followed by a full-stop, e.g.

- Campbell *et al.* (2011) argues that several methods of assessing pain exist.
- Several methods of assessing children's pain exist (Campbell *et al.* 2011).

All the authors' names must be given in the reference list (see below).

**Number of references in text**

If you are citing a number of references in the text, they should be given in chronological order e.g.

- A number of investigators (Ryan 2007, Kelly 2008, Murphy 2009) demonstrated that.....

The references can also be included at the end of the sentence to avoid disrupting the flow, e.g.

- A number of investigators have demonstrated that consistent assessment has a positive outcome on wound management (Ryan 2007, Kelly 2008, Murphy 2009).

**Several references from the same year**

If you are citing a number of authors, some of whom are from the same year, these should be given in chronological and then alphabetical order e.g.

- Many authors support the concept of nurse prescribing (Kelly 2007, Mallet 2009, Morton 2009, Murphy 2009, Edwards 2011)


**Several references from the same author in the same year**

If you are citing an author who has several publications in one year, use the letters a, b, c, etc to indicate each citation. These letters will correspond to each individual citation in the reference (see Section 2 for further information).

- Watson (2012a, 2012b, 2012c) has recently written extensively on the importance of evidence based nursing practice.

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<sup>1</sup> The phrase '*et al.*' is an abbreviation of the Latin phrase '*et alii*', which means 'and others'

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**Referencing documents produced in a) CHI at Crumlin or b) as a cross-hospital document**

**Nurse Practice Committee:** If you are citing a document which has been approved by the Nurse Practice Committee, you should reference the committee directly, as the committee has a clear governance and approval structure.

• Nurse Practice Committee (2019) *Guidelines for Nurses on Chaperoning*. CHI at Crumlin, Dublin.

**Other committees within CHI at Crumlin:** If you are citing a document which has been approved by another committee within CHI at Crumlin, use the title 'CHI at Crumlin' as the author and the publisher.

• CHI at Crumlin (2019) *Guideline on Cleaning and Disinfection*. CHI at Crumlin, Dublin 12.

**Document produced by CHI for all the children's hospitals:** If you are citing a document which has developed by CHI for use in the children's hospitals and the Urgent Care Centre, use 'CHI' as the author and the publisher.

• CHI (2019) *Guideline for Study Leave and Finding for Nursing in Children's Health Ireland*. CHI, Dublin.

**Using a direct quote**

Ideally, quotations are used sparingly and only to emphasise a particular point.


- Acknowledge all quotations and always give page numbers with quotations.
- Make sure that you transcribe quotations correctly. Do not use quotations out of context or use small section of sentences which may distort the writer's meaning.
- All quotations in the body of the text should be placed in **single** quotation marks.
- The page number must always be given when a direct quote is used e.g.

• 'Integrative nursing care takes into account the whole person's wellbeing' (Kreitzer & Koithan 2019, p.264).

- If you omit any words from a quotation, you should use three spaced dots...to indicate the omission.
- If you wish to point out an error in a quotation which is not of your own making, follow the error with (sic). This indicates that the error is not yours.
- Long quotations, of two or more lines, should be indented. In this instance, quotations are not required.

In an analysis of the limitations of personal autonomy, Edwards (2018, p.83) states that:

It is also clear that there are occasions when it is not possible to respect a person's autonomy. A person may have a very severe learning disability, or be in the acute phase of a mental health problem, or be under the effects of drugs.

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## Personal Communication

A personal communication can be a letter, memo, email, fax, an interview, an informal conversation or telephone call. Details of the personal communication should be included within the text. While personal communications are not generally included in the reference lists of essays etc, the Nurse Practice Committee requests that the reference **is included** as the information to which it refers usually supports an aspect of care outlined in the document prepared for the committee. For this reason, it is good practice to have a paper / electronic record of the personal communication.

When referencing a personal communication you should ask permission of the person before quoting them.

- Brown (2019, personal email) stated that .....
- In general, a child undergoing that procedure does not need to fast in advance (Jamieson 2020, personal letter).

## Government Reports

If a book or report is published by a government agency or other group and no individual is named as author, the name of the department or group should be given as the author's name e.g.

- The Framework for Safe Staffing (Department of Health 2018) .....
- The Brand Handbook for Health Service Communications Teams (Health Service Executive 2019) highlights the usefulness of .....


**Note:** Since 2011, the Department of Health and Children is now known as The Department of Health

## Citing secondary sources

Where possible, refer to original or primary sources. When it is not possible to find the original work, you can use a secondary source which involves a more recent author citing the original work. In this case, use the term 'cited by' followed by the reference in which it is quoted e.g.

- Fraser (2000), cited by Walsh (2019), argued that since the development of modern wound management, there has been a noticeable lack of research into paediatric wound care.....

Be wary of using secondary sources as these may be an interpretation of the original work and may not be accurate.

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## 6.4 Reference List

The reference list includes a list of all work cited or referred to within the guideline.

### Referencing a journal article

Reference for an article in a **reference list** should include the following:

- Author(s) surname, followed by initials. You do not need to include a full stop after the initial. **Do not** include a comma after the surname
- Use '**&**' or '**and**' before last author if two or more authors are involved, but **be consistent**
- Year of publication, in brackets.
- Title of the article, in lower case
- Title of the journal, in *Title Case* and in *italics*, followed by a full stop
- Volume or series number, in **bold**
- Edition number in brackets - only if each issue is numbered separately (for many journals, page numbers begin at the beginning of the volume or year and continue consecutively through the end of the volume or year)
- Month/season of publication in brackets (only if volume and edition numbers are not given)
- The number of the first and last pages of the article

Examples:

- Rossetto, K. R. (2014) Qualitative research interviews: Assessing the therapeutic value and challenges. *Journal of Social and Personal Relationships*. **31**(4), 482-489.
- Wilson S, Ramelet A & Zuiderduyn S (2010) Research priorities for nursing care of infants, children and adolescents: a Western Australian Delphi study. *Journal of Clinical Nursing*. **19**(13-14), 1918-1928.

### Referencing a book


References for a book should include the following:

- Author(s)' surname, followed by initials. You do not need to include a full stop after the initial. Do not include a comma after the surname
- Year of publication in brackets
- Full title of the book, in **Title Case** and in *italics*, and followed by a full stop
- Edition of work, if more than one edition. Use 'edn' for edition
- Volume number, if more than one volume
- Name of publisher and town/city of publication

Examples:

- Bazeley, P. & Jackson, K. (2013) *Qualitative Data Analysis with NVivo*. Sage Publications, London.
- Grove SK, Burns N & Gray J (2012) *The Practice of Nursing Research: Appraisal, Synthesis and Generation of Evidence*, 7<sup>th</sup> edn. Saunders, Philadelphia.



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If the author and publisher are the same, the name should be repeated e.g.

- Nuffield Provincial Hospitals' Trust (1953) *The Work of Nurses in Hospital Wards*. Nuffield Provincial Hospital Trust, London.

### Referencing an edited book

References for an edited book should include the following:

- Author(s) surname, followed by initials. You do not need to include a full stop after the initial
- Include the word ed/eds. in brackets to denote the editors of the book
- Year of publication, in brackets
- Title of the book, in **Title Case** and in *italics*
- Edition of work, if more than one edition. Use 'edn' for edition
- Name of publisher. Place of publication

Examples:

- Glasper A, Aylott M & Battrick C (eds) (2010) *Developing Practical Skills for Nursing Children and Young People*, Hodder Arnold, London.
- Cater BS, Levetown M & Friebert SE (eds) (2011) *Palliative Care for Infants, Children and Adolescents: a Practical Handbook*, 2<sup>nd</sup> edn. Johns Hopkins University Press, Baltimore.

### Referencing a chapter in an edited book

References for a chapter in an edited book should include the following:

- Author(s) surname, followed by initials. You do not need to include a full stop after the initial
- Year of publication, in brackets
- Title of the chapter, in capitals
- 'In' followed by Title of the book, in *Title Case* and in *italics*
- Edition of work, if more than one edition. Use 'edn' for edition
- Name of the editor(s), followed by the abbreviation Ed./Eds. in brackets
- Name of publisher followed by comma, Place of publication
- The number of the first and last pages of the chapter


Examples:

- O'Connell K (1992) Smoking Cessation. In *Nursing Interventions: Essential Nursing Treatments*, 2nd edn. (Bulechek GM & McCloskey JC Eds.), W.B.Saunders, Philadelphia, 472-481.
- Albarran J & Fulbrook P (1998) Advanced Nursing Practice: An Historical Perspective. In *Advanced nursing practice* (Rolfe G & Fulbrook P Eds), Butterworth-Heinemann, Oxford, 11-32.

### Unpublished work, e.g. PhD or Master's Thesis

Unpublished works can be referenced, e.g. a PhD thesis. Similar principles apply but the reference must indicate that the work is unpublished.

- Author(s) surname, followed by initials. You do not need to include a full stop after the initial
- Year of publication, in brackets

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- Full title of the document, including any subtitle, in sentence case and italics, followed by a full stop
  - The words 'Unpublished PhD / master's thesis, followed by a full stop
  - Place of publication
- O'Connell K (2015) *The effect of play on children's hospital experiences*. Unpublished Master's thesis. University College Dublin, Dublin.

### **Conference or event proceedings**

A paper or poster presented at a conference should be referenced as:

- Author(s) surname, followed by initials. You do not need to include a full stop after the initial
- Year of conference, in brackets
- Title of the presentation or poster, in single quotation marks, followed by a comma. First word and proper nouns only are capitalised. Followed by Paper / Poster presented at....
- The full title of the conference or event, in italics and followed by a comma
- The date(s) of the conference, followed by a full stop.
- The name of the conference organising body, followed by a comma
- The place of the conference, followed by a full stop

- Burke K (2015) 'Evaluating the role of silver in children's wound care', Paper presented at *25th Conference of the European Wound Management Association*, 5-7th May. European Wound Management Association, London.
  - Fallon S (2020) 'Intra-hospital patient transfer: making it safer', Oral presentation at *10th CHI at Crumlin Research & Audit Conference*, 12th February. CHI at Crumlin, Dublin.


### **Reference from the Internet**

This reference needs to include the following:

- Author(s) surname, followed by initials. There is no need to include a full stop after the initial.
- Year of publication, in brackets
- Title of the item
- Organisation / Publisher of the publication and the location of that organisation
- Full website address
- Date on which you accessed the item
- Indication that this reference is from an internet source

### **Example**

- Nolan L (2020) *Balancing the scales: can the legal professional open itself up to greater diversity?* The Irish Times, Dublin. Available from <https://www.irishtimes.com/news/education/balancing-the-scales-can-the-legal-profession-open-itself-up-to-greater-diversity-1.4153864> (Accessed 12th February 2020) Internet.

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### Referencing a Personal Communication

While personal communications are not generally included in the reference lists of essays etc, the Nurse Practice Committee requests that the reference **is included** as the information to which it refers usually supports an aspect of care outlined in the document prepared for the committee. For this reason, it is good practice to have a paper / electronic record of the personal communication.

When referencing a personal communication you should:

- Ask permission of the person before quoting them
- Provide the communicator's initials and surname and the type of communication in the text
- Provide the exact date of the communication

This reference needs to include the following:

- Author(s) surname, followed by initials. There is no need to include a full stop after the initial.
- Department/ Institution
- Year the personal communication was received
- Title of the item.
- The type of personal communication and the you received the item

- McCarty J (Surgical Department) (2020) *Fasting in children undergoing bowel resection*. Personal communication received by email on 23rd February 2020.
- Willock J (University of Glamorgan) (2012) *Using the Glamorgan Pressure Ulcer Risk Assessment*. Personal communication received by letter on 4th April 2012.

### Referencing of Reports

When a report carries no individual author's name, it should be listed under the name of the body responsible for publication e.g.

- Department of Health (2018) *Framework for Safe Staffing and Skill Mix in General and Specialist Medical and Surgical Care Settings in Adult Hospitals in Ireland*. Department of Health, Dublin


### Referencing a secondary source

If you have used a secondary source from a **book**, it should be referenced as follows e.g.

- Fraser M (1990) *Using Conceptual Models in Practice: A Research Based Approach*, Harper and Row, London. Cited in Walsh M. (1998) *Models and Critical Pathways in Clinical Nursing*, Bailliere Tindall, London.

If you have used a secondary source from a journal it should be referenced as follows:

- Hayward JC (1975) *Information: A Prescription against Pain*, Royal College of Nursing, London. Cited in Akinsanya JA (1994) Making research useful to the practising nurse. *Journal of Advanced Nursing* **19**(1), 174-179.

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## 6.5 Layout of reference list

The following are important points to remember when compiling the reference list.

- References should be listed in alphabetical order by author's surname and then by date (earliest first).
- If an author(s) has published several articles in one year, indicate by a lowercase a, b, c, etc after the date, e.g. (2019a, 2019b)
- Include the names of all authors in the reference list.
- Use a consistent referencing style

## 7.0 Special Considerations

CHI at Crumlin is a leading children's hospital, and its guidelines and documents are regularly circulated to nursing services nationally and internationally. It is imperative that the preparation of documents, including the acknowledgement of the sources used to support the documents, is performed to the highest standard. Every effort must be taken to prevent plagiarism.

## 8.0 Companion Documents & Resources

UCD (2018) *Harvard Referencing Style*. University College Dublin, Dublin.

## 9.0 Implementation Plan

**Communication and Dissemination:** Revised guidelines will be posted on hospital Intranet and internet

**Training:** Members of the NPC will support staff who are engaged in developing guidelines and nursing documents to use the referencing system

## 10.0 References

University College Dublin (2020) *Academic Integrity - Referencing, Citation & Avoiding Plagiarism: Plagiarism Defined: Avoiding Plagiarism & Writing Tips*. University College Dublin, Dublin. Available from <https://libguides.ucd.ie/academicintegrity/plagiarismandwriting> (Accessed 26th February 2020) Internet.

UCD (2018) *Harvard Referencing Style*. University College Dublin, Dublin.

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