Harvard Referencing Guideline
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This guide provides information and examples to help you reference sources of information using the Harvard referencing style. This is the referencing style for Nursing courses at Otago Polytechnic.

1.0 About referencing:

When you use ideas, theories or quotes from books, journal articles, websites, etc. in your assignments, your lecturers will expect you to *cite* (or *reference)* them in the main body of your work (aka *in-text citations*) and in a *reference list* at the end of your document. The first part of this guide looks at in-text citations; the second part focuses on the reference list.

2.0 In-text citations

In-text citations usually include the author's family name and year of publication, e.g. (Wingfield 2007). However, an in-text citation can look different depending on: the number of authors in the citation, whether the author name is already included in sentence or paragraph being cited, whether the citation is for a direct quote or image or an idea from the resource written in your own words (i.e. paraphrased) and finally, whether more than one source needs to be cited at the same place in your document.

Number of authors – if the publication you're referencing has 3 authors or less, all the author surnames are included in the in-text citation. If there a 4 or more authors, the in-text citation requires the first author surname followed by et al. Organisations can be authors. In these examples the author names are in brackets.

1 author	2 authors	3 authors	4 or more authors
(Nursing Council of New Zealand 2012)	(Howie & Robertson 2017)	(Hall, Glew & Rhodes 2022)	(Colins et al. 1984)

In-text citations in the narrative style
- Sometimes the author names are already mentioned in the sentence or paragraph you are citing. When this is the case, you don't need the author(s) surname(s) in the in-text citation as well. Instead, add the year of publication in brackets after the name as shown in the examples below. If citing a quote or table, etc. include the appropriate page number too).
- Remember to use *and* instead of *&* when the author names are in the sentence vs brackets.

Knight (2015) says..	Howie and Robertson (2015)..	Hall, Glew and Rhodes (2022)..	Colins et al. (1984) outlines..

When quoting from a source or referring to diagrams or images:
Include the page or pages where the quote etc., can be found. For example:

Lin et al. (2017, p.1) state there is "a strong relation between good communication and improved patient outcomes."

OR

There is "a strong relation between good communication and improved patient outcomes" (Lin et al. 2017, p.1)...

Citing more than one source at the same point in the document:

Include the sources in one set of brackets, but separated by a semi-colon. The order of the sources should be alphabetical, so they correspond with the order in the reference list (e.g. H before K in the following example).

(Howie & Robertson 2017; Knight 2015)

OR (using the narrative style):

Howie and Robertson (2017) and Knight (2015) discuss…

Citing secondary sources:

A secondary source refers to content first reported in another source and cited in the (secondary) source you are reading. The in-text citation needs to include the original source of the information and the secondary source you got it from. However, the reference list will only include the secondary source (the one you read). See examples below:

Smith (1993, cited in Gibbs 1998, p.78) gives an excellent précis of this contentious subject.

Source where the information was first published.

The secondary source – the one you read.

Legislation:

In-text citations for legislation or parliamentary acts should include the section and subsection being referred to, as well as the author and year. For NZ Acts and Bills, the author is the New Zealand Government.
Example of an in-text citation.
Waste materials may be dumped only if resource consent has been obtained (New Zealand Government, 1991, s.15, ss.15A).

Using abbreviations in assignments

Abbreviations can be used in assignments but, you should write out the full name in the first instance and then the abbreviation you intend to use from that point on in (brackets). Make sure you use a recognised abbreviation, not one you made up.

Example:
As outlined by the Nursing Council of New Zealand (NCNZ), nurses practice in a variety of environments….

Common names and abbreviations:

Nursing Council of New Zealand	NCNZ
Joanna Briggs Institute	JBI
MIMS New Ethicals	MIMS
Ministry of Health	MOH
World Health Organisation	WHO
New Zealand Formulary	NZF
New Zealand Formulary for Children	NZFC

3.0 The reference list:

The reference list provides the full publication details for the in-text citations so the reader can find them. References are ordered alphabetically by author surname, with each reference begins on a separate line. If the reference is longer than one line, the second and subsequent lines are indented, as shown below.

Reference list:

Chisholm, D 2019 'How to break the anxiety cycle at work', *North & South*, 29 September, pp.19-22

James, P 2014, Faces of globalization and the borders of states: From asylum seekers to citizens, *Citizenship Studies*, vol. 18, no. 2, pp. 208-223, viewed 15 October 2015, <http://www-tandfonline-com/doi/abs/10.1080/13621025.2014.886440>.

Jeffreys, S 2007, Double jeopardy: Women, the US military and the war in Iraq, *Women's Studies International Forum*, vol. 30, no. 1, pp.16-25.

McRae, L 2014, 'Mental health nursing: A legal perspective' in J Tingle & A Cribb (eds), *Nursing law and ethics*, 4th edn, Wiley Blackwell, West Sussex, England, pp.201-34.

Macionis, JJ & Plummer, K 2012, *Sociology: A global introduction,* 5th ed, Pearson, Harlow.

Indenting references

If you are unsure how to format the references so they have the required indented second line and subsequent lines, follow these instructions (for MS Word) in the screenshots below. Setting paragraphs to 'hanging' in your reference list will indent your references.
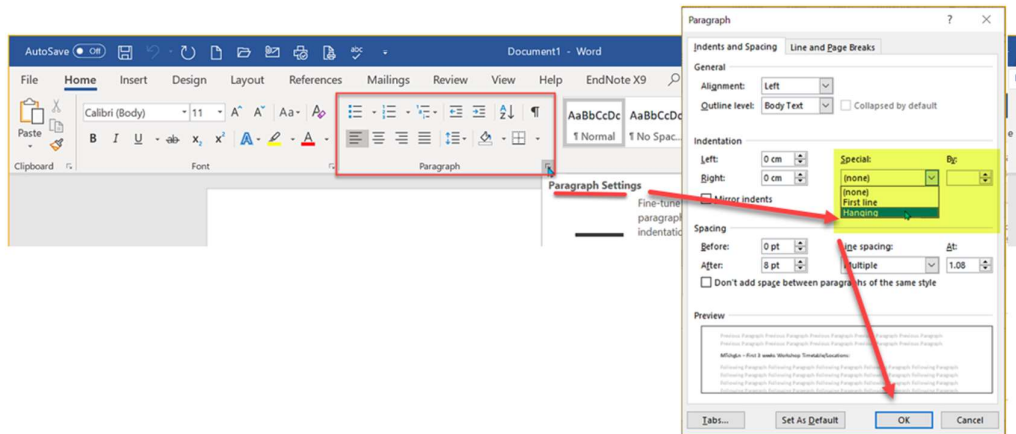
3.1 Author name formatting is the same for all types of reference.

- Regardless of the type of information, the format for the author name(s) remain the same.
- When there are 3 or more authors, a comma is used after the initials to separate authors names. E.g. Guzys, D, Brown, R & Hadad, E 1992...
- An & is used between the second to last and last authors
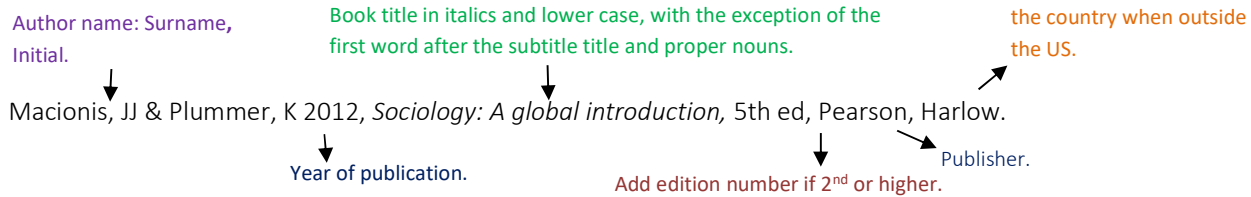- Do not use et al for the reference list – include all author names.

One author	Two authors	Three or more authors
Wepa, D	Clendon, J & Munns, A	Guzys, D, Brown, R, Halcomb, E & Whitehead, D

3.2 Referencing different types of publication

Book (hard copy and online)
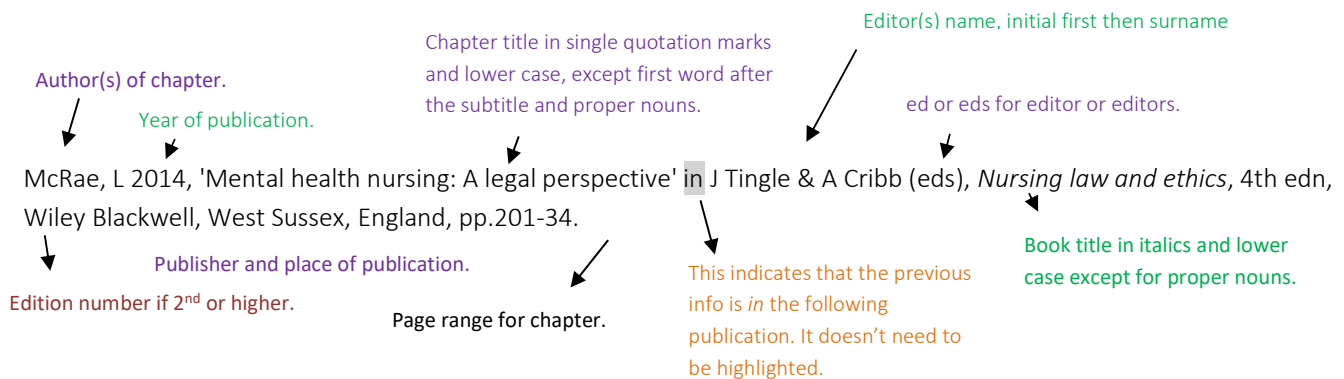
The elements of a book reference and their order.

Note: even when you consult an e-book, you can still reference it like a physical book.

Author name: Surname, Initial.

Book title in italics and lower case, with the exception of the first word after the subtitle title and proper nouns.

Place of publication which, can also include the country when outside the US.

Macionis, JJ & Plummer, K 2012, *Sociology: A global introduction,* 5th ed, Pearson, Harlow.

Year of publication.

Add edition number if 2nd or higher.

Publisher.

Book Chapter (from an edited book)

This type of reference is usually reserved for chapters from edited books and that's because the chapters are written by different people/researchers and not the editors.

The elements of a book reference and their order.

Author(s) of chapter.

Year of publication.

Chapter title in single quotation marks and lower case, except first word after the subtitle and proper nouns.

Editor(s) name, initial first then surname

ed or eds for editor or editors.

McRae, L 2014, 'Mental health nursing: A legal perspective' in J Tingle & A Cribb (eds), *Nursing law and ethics*, 4th edn, Wiley Blackwell, West Sussex, England, pp.201-34.

Edition number if 2nd or higher.

Publisher and place of publication.

Page range for chapter.

This indicates that the previous info is *in* the following publication. It doesn't need to be highlighted.

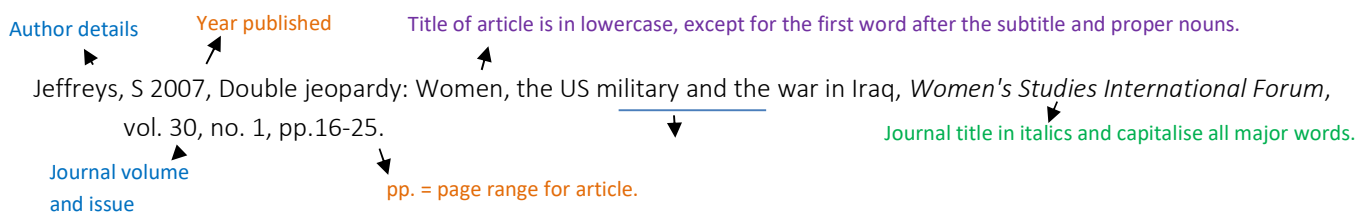Book title in italics and lower case except for proper nouns.

- The in-text reference for a book chapter uses the chapter author and year e.g. (McRae 2014) not the editors and the year.
- Even if the chapter came from an e-book, you can still reference it like you consulted a physical book.
- If there are no page numbers for the chapter, this can happen with e-books, include the chapter number instead of pages.
- If the entire book is written by the same person or persons, you do not need to reference individual chapters. However, you can specify where you retrieved a quote or paraphrased a section of text by including the page number(s) in the in-text citation (refer to 2.0).

Journal articles:

These are articles in academic/scholarly/ peer reviewed journals. Unlike a book or chapter reference, the Title of the Journal is capitalised, and no quotation marks are use around the title of the article (like there is for the title of a book chapter). No publisher details are required in the reference either, but you do need to specify the volume and issue the article is in.

Example of an article found in the hardcopy/print version of the journal:

Author details

Year published

Title of article is in lowercase, except for the first word after the subtitle and proper nouns.

Jeffreys, S 2007, Double jeopardy: Women, the US military and the war in Iraq, *Women's Studies International Forum*, vol. 30, no. 1, pp.16-25.

Journal volume and issue

pp. = page range for article.

Journal title in italics and capitalise all major words.

Online journal article:

Most of the reference is the same as the example above plus adding the date you viewed the article and the URL for the article. The URL might be considerably longer than the one this is example. It doesn't matter if the URL is still hyperlinked or not.

Example:

James, P 2014, Faces of globalization and the borders of states: From asylum seekers to citizens, *Citizenship Studies*, vol. 18, no. 2, pp.208-223, viewed 15 October 2015, <http://www-tandfonline-com/doi/abs/10.1080/13621025.2014.886440>.

Article URL in angel brackets.

Date article was viewed/accessed.

Lippincott Procedures:

The following is an example of how to reference a procedure from the Lippincott Procedures database. Note that Wolters Kluwer Health is always the author and the 'title of the procedure is in single quotation marks and italicised'.

Author details

Year published or last updated.

The title of the procedure should be in italics, lowercase and within single quotation marks, except for the first word after the subtitle and proper nouns. This is followed by Lippincott Procedures, capitalised and no italics.

Wolters Kluwer Health 2019, '*Documentation*' Lippincott Procedures, viewed 29 January 2023, <https://procedures.lww.com/lnp/home.do>.

Date article was viewed/accessed.

URL for the procedure in angel brackets.

Joanna Briggs Institute / JBI database

Referencing information from the JBI database is similar to referencing documents from Lippincott Procedures. The author is always Joanna Briggs Institute even if an individual is identified as the author in the database. The '*title of the procedure is in single quotation marks and italicised*'.

Author details

Year published or last updated.

Tile of article in lowercase, except for first word and proper nouns. Italicised and within 'single quotation marks'.

Joanna Briggs Institute 2022, '*Writing effective nursing documentation*' viewed 10 February 2023, <https://ovidsp-dc1-ovid-com.op.idm.oclc.org/ovid-b/ovidweb.cgi>.

URL for the procedure in angel brackets.

Date article was viewed/accessed.

MIMS

MIMS New Ethical provides is a compilation of medical product information, with new volumes published regularly. This is who to reference this publication in your reference list.
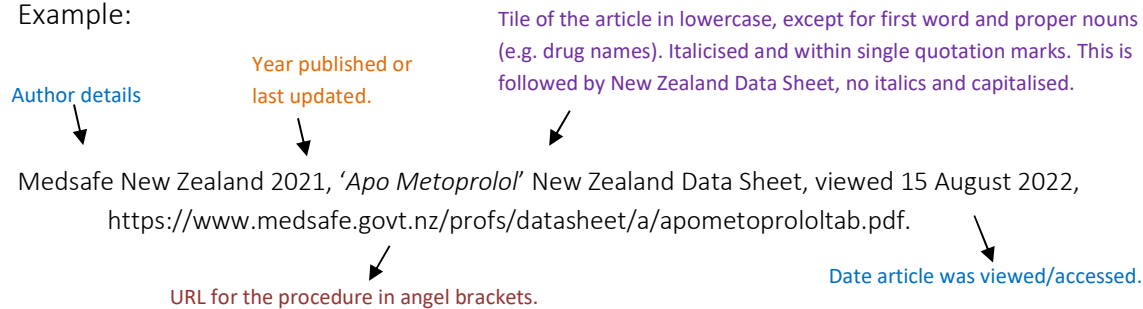
Author details

Year published or last updated.

Title and publisher is MIMs (NZ) Ltd. The place of publication is New Zealand.

MIMS New Ethicals 2013, MIMS (NZ) Ltd, New Zealand.
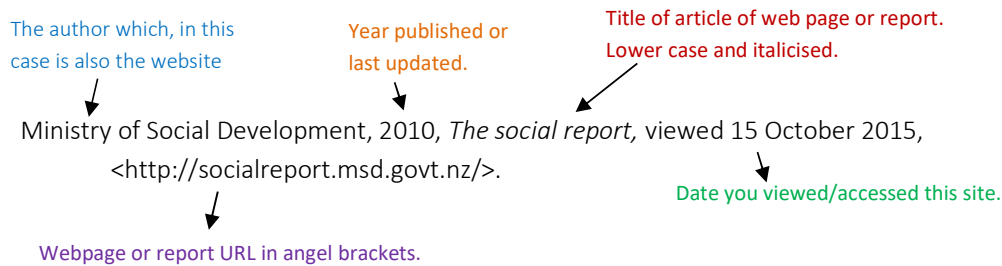
Data sheets on Medsafe New Zealand site

For the author use Medsafe New Zealand, then Year created, '*Title of datasheet in single quotation marks and lower case except for first word and proper nouns, such as the drug's name*' then New Zealand Data Sheet which is capitalised and provides a description, the date viewed, and <finally the url / web address in angle brackets>.

Example:

Tile of the article in lowercase, except for first word and proper nouns (e.g. drug names). Italicised and within single quotation marks. This is followed by New Zealand Data Sheet, no italics and capitalised.

Author details

Year published or last updated.

Medsafe New Zealand 2021, '*Apo Metoprolol*' New Zealand Data Sheet, viewed 15 August 2022, https://www.medsafe.govt.nz/profs/datasheet/a/apometoprololtab.pdf.

URL for the procedure in angel brackets.

Date article was viewed/accessed.

A webpage or a report or article on a website

Sometimes you will find information on credible, trustworthy websites. This information could be in the form of an article or a report. These could be written by an individual and posted on the website, or a pdf document/report you can download. The website name is usually also the author when no other author details can be found (e.g. Ministry of Health).

The author which, in this case is also the website

Year published or last updated.

Title of article of web page or report. Lower case and italicised.

Ministry of Social Development, 2010, *The social report,* viewed 15 October 2015, <http://socialreport.msd.govt.nz/>.

Date you viewed/accessed this site.
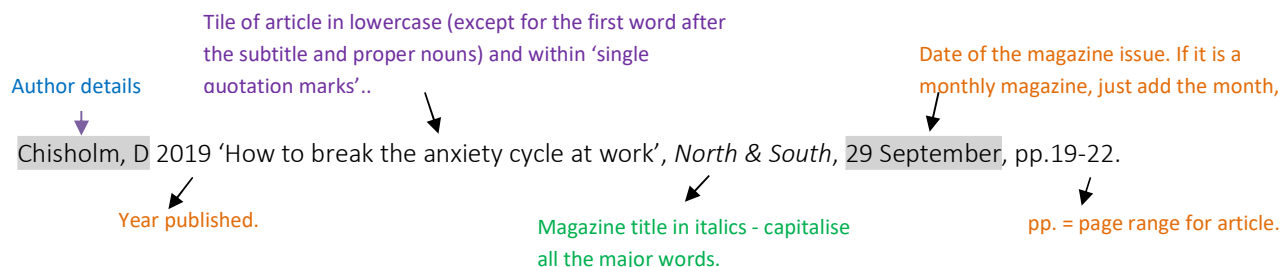
Webpage or report URL in angel brackets.

Note: Articles on websites and blogs may have a publication date that includes the dd/m/yr.

Magazine article:

The reference for articles in popular magazines is similar to those for academic journals. However, magazines don't often come out with volume and issue numbers so, in this case you would specify the date the issue came out instead. There are also times when an article is continued later in the issue so the page range for the article might end up looking something like: pp.14-15, 32.

Example:

Tile of article in lowercase (except for the first word after the subtitle and proper nouns) and within 'single quotation marks'..

Author details

Date of the magazine issue. If it is a monthly magazine, just add the month,

Chisholm, D 2019 'How to break the anxiety cycle at work', *North & South*, 29 September, pp.19-22.

Year published.

Magazine title in italics - capitalise all the major words.

pp. = page range for article.

Accessed the article online? After the page numbers, enter the date viewed, and then the url <in angle brackets>. Refer to the example of the web page reference above.

DVD, video, radio recording

During your study you may need to reference training videos.

Example:

This section identifies the format. Other examples could be, video recording, radio recording, etc.

Name of recording in italics - capitalise only the first word of the title and any proper nouns.

Year created

Production company.

Nursing theory application to nursing practice 2010, DVD recording, Medcom Trainex, Cypress, Ca.

Production location.

For more information about referencing in Harvard style, please contact your lecturer.