See below for how to reference books (including chapters from edited books), journal articles, online documents and webpages, and acts of parliament.

For other sources, visit Cite-them-Right or consult your librarian.

How to reference a book

Your Reference List - Each type of Resource has a Slightly Different Style

Books

Surname, Initial (Year of publication) Title in italics. Edition (if not the 1st). Place of publication: publisher.


Don’t forget to note and reproduce the punctuation! (commas, brackets, colons etc)

Note: Things are different when there is:

- Three authors: Smith, K.D., Jones, B. and Adams, T.G.
- More than three authors: list them all (separated by commas) with ‘and’ between the last two. Important note: College of Nursing, Midwifery and Healthcare students must include all authors in the reference list
- No personal author - use the organisation e.g. NICE, RCN
- The book is ‘edited’ (see below)

It doesn’t matter if

- The book is online. The need for a distinction between print and electronic versions unnecessary.

For more information, please see CiteThemRight.

Edited books where each chapter has its own author(s)


- The chapter title needs single speech marks. the title of the book requires italics.

For chapters in edited books we need to reference the chapter as well as the book itself. Ramsey and Holloway are the chapter authors (and are used in text. The in text reference would be: Ramsey and Holloway (2009)). Davies and Craig are the book editors. The page numbers refer to the first and last page of the chapter.
Journal Articles
Surname, Initial. (Year of publication) 'Title of article surrounded by single quotes', *Name of Journal in italics, volume (issue)*, page range preceded by page numbers.


If there is no volume/issue or page numbers add the article doi to the end.

Note: Things are different when there is:

- Three authors: Smith, K.D., Jones, B. and Adams, T.G. - More than three authors: list them all (separated by commas) with 'and' between the last two. Important note: *College of Nursing, Midwifery and Healthcare* students must include all authors in the reference list.

It doesn’t matter if

- The article is online. The need for a distinction between print and electronic versions unnecessary.
Clinical Guideline

Name of organisation (Year of publication) Title. Available at: address you downloaded it from (Accessed: date you downloaded it).

Use (2015, updated 2019) when updated but not a new edition


In Text: National Institute for Health and Care Excellence (NICE) (2018) the first time, then NICE (2018) thereafter

For documents like systematic reviews and clinical guidelines you need to include online information. Also, guidelines (and webpages) don’t usually have ‘authors’, use the organisation itself as the author. Always add the type of document in square brackets after the title if it’s not clear e.g. [Cochrane Systematic Review] [Serious Incident Report].

Systematic Review


Webpage


NHS Trust Guidelines (these will need a certain degree of anonymity)

Local NHS Trust (2014) Care of women in active labour (GL944) [Internal Publication].
Act of Parliament


"c.7" refers to 'chapter 7' which means this is the 7th piece of legislation passed in the year. The Act should show this as part of its title.

In text:
Recent legislation (Health and Social Care Act 2012) shows that...

Example of a Reference List


Referencing in the text of your work

As well as providing a full reference in the reference list, you must also reference in the text of your work at the place you have used information from, or quoted from, a source.

This is usually in the form: author(s) and publication year. The 'author' might be an organisation such as NICE if no individual author is identified.

One author, two authors, three authors, more.....

In the example below the point about diet has been made by several sources: with 1 author, 2, authors, 3 authors, and more than 3 authors respectively.

One author:  (Smith, 2013) or Smith (2013)

Two authors: (Smith and Jones, 2006) or Smith and Jones (2006)

Three authors: (Smith, Jones and Adams, 2009) or Smith, Jones and Adams (2009)

Four or more authors: (Smith et al., 2003) or Smith et al. (2003)
Two ways of including the reference

If you are discussing the literature and need to compare authors and their contributions. The author is outside the bracket:

Bosman (2013) believes knowledge of the A&P of the respiratory system is important ....or

If you are just using the information without reviewing the literature. The author is inside the bracket:

Understanding the A&P of the respiratory system is important (Bosman, 2013).

Page numbers

You must include page numbers (and single speech marks) if you are quoting from your source:

'A solid understanding of the anatomy and physiology of the respiratory system is essential' (Bosman. 2013. p.5).
You can include page numbers if you are summarising a point made on a particular page but not quoting. This is good practice but not an essential requirement.

**Secondary Referencing**

If you wish to reference a source in your work that the author you are reading has referenced, then you can do it in the format:

Smith's views on public health practice (2010, cited in Arthurs, 2015) support the idea...

Where Arthurs is the source you've read and Smith is the source which Arthurs is discussing. If you use a quote from the original source use 'quoted in' rather than 'cited in'. You must NOT list the original source (Smith) in your Reference list.