Citing references
Advice for Students of the Florence Nightingale School of Nursing & Midwifery on the consistent acknowledgement of print and electronic resources

In any piece of research or written work you need to acknowledge, or cite your sources of information. A list of references usually appears at the end of a piece of work. Each reference describes an item, usually published (for example a book, report or thesis) or part of an item (a chapter, journal article or electronic document). The reference will also provide essential details which enable the reader to locate the cited publications with ease. A bibliographic reference should, at a glance, answer a number of questions about the item cited: Who wrote it? Who published it? Where was it published? When was it published?

The importance of references
The literature review and the process of compiling a comprehensive list of references about the items you have consulted are both important elements of the research process.

An incomplete or inaccurate list of references reflects on the quality of your work and may devalue its impact. A detailed list of references is used to:

• give proper credit to other people’s work and ideas, and to avoid plagiarism
• show that you have consulted widely, have recognised and acknowledged the relevant debates, arguments and practice in a given field
• substantiate any statement that you make
• signpost others to related works and prior publications
• enable others to check the evidence and accuracy of your information, and to consult texts which you have found relevant and useful

Plagiarism
Referencing your work correctly enables you to avoid plagiarism. The term plagiarism describes the act of taking and using another person’s thoughts, words, judgements or ideas as your own, without any indication that they are those of another person. It is a serious academic offence and can result in severe disciplinary action. The College statement on plagiarism can be found in the King’s Policy Zone.

Citation conventions
There are recognised conventions for citing the work of others when writing essays and journal articles etc. In-text citations are placed at the point within the text at which reference is made to another’s work, and these refer the reader to the reference list (sometimes called a bibliography) which is usually placed at the end of the essay/article.

Reference list or bibliography
The terms reference list and bibliography are sometimes used interchangeably, but here we define bibliography as a list of consulted readings - for example a list of sources that you have studied, but have not specifically cited in the text. A bibliography is not required for essays. By contrast, the reference list is defined as a list of cited sources. The sources listed in a reference list must match against the in-text citations and similarly, the in-text citations must have a matching entry in the reference list.

Quoting
In scientific writing the use of direct quotations is inappropriate, whereas in some subject areas in the Humanities or Social Sciences it is a recognised practice. In Nursing and Midwifery direct quotations should rarely be used.

To make it clear when you are directly quoting from a source, use double quotation marks for short quotations or indentations for longer extracts, and include the page number in the citation.

Paraphrasing
Paraphrasing the words of others does not make them your own. It must always be clear that the ideas being expressed are those of the original author. Read the passage until you thoroughly understand it, and then write your own version without looking back too often to the original. A citation must still be given to acknowledge the source of the ideas.

Secondary referencing
The use of secondary referencing in scientific writing is strongly discouraged. You should never cite an article you have not seen in full. If it is impossible to read the original article, but you wish to include the findings of that research as reported in a review or textbook, then you must cite the article or book which refers to the original work, e.g.:

Brown’s results cited by Jones (1999, p. 563) indicated that...

Diagrams and illustrations
Scanned or electronic images included in written work should always be acknowledged by citation. If the work is to be published, permission must be sought from the original creator before inclusion of any graphic material.

Citation and reference styles
There are three main approaches to citing references:

• in the author-date approach, the in-text citations are given using the author’s surname and the date (actually year) in brackets, while the reference list at the end of the document is arranged alphabetically
• the numeric approach uses numbers to indicate citations within the text, and the reference list at the end is ordered numerically
• the footnotes method uses superscripted numbers within the text to refer to footnotes at the bottom of each page, in which the references are given in full

If you are writing a paper for publication, the citation style is dependent on the editorial policy of the journal in which the item is to appear. Refer to the publisher’s instructions for authors.

For your academic work in the School of Nursing and Midwifery we require you to use the author-date style, and this guide will describe this style in more detail with examples based on the style used by the Journal of Advanced Nursing (JAN)

**The author-date approach**

This is often referred to as the Harvard system but please note that there is no one Harvard ‘style’, you may see many variations in format.

The references are cited in the main body of the text by inserting the author’s surname and the year of publication in brackets at the relevant point. The reference list contains the sources you have cited in alphabetical order by author’s surname.

Here is an example using the style of the Journal of Advanced Nursing:

**Within the text of the work:**

Probing was used to ensure the credibility of the data and reduced the risk of socially desirable answers (Barriball & While 1994).

**In the reference list**


Notice the use of punctuation: the author’s initials are followed by full-stops, as is the article’s title. There isn’t any punctuation between the italicised journal title and the volume number. The volume and/or issue information is followed by a comma, and the page numbers by a final full-stop. Although this is relatively straightforward, many circumstances can arise that require additional rules.

**Rules for the citations in the text**

• when two or more references to the same author have been cited together they should be arranged in chronological order, e.g. (Brown 2003, Brown 2006) Remember that the reference list should also order them in chronological order by date of publication,

• when two or more references to the same author have been cited from the same year, differentiate them with an a b c annotation, e.g. (Smith 2004a, Smith 2004b). Keep each year distinguished in the same way in the reference list (e.g. (2010a) etc.) and keep them in the same order.

• if two authors have the same surname, add their punctuated initials in the citation, e.g. (Smith T.H. 2002, Smith W. 2002)

• if you refer explicitly to an author in the text you don’t need to repeat their name in the citation; just the year in brackets will be sufficient, e.g. ‘Cook’s key paper on Hepatocellular carcinoma (1985) is often cited in this area.’

• when quoting directly from a text, the page number on which the quote appears should be given after the year and a comma, e.g. (Jones 2005, p. 255)

**Rules for numbers of authors names**

Rules for the number of authors’ names to include in a citation and in the reference list may differ between the various author-date styles. You will be expected to do it in the following way:

**In a citation:**

• if the work you are referring to has two authors, use “&” (not ‘and’) e.g. (Brown & Black 2005)

• if there are three or more authors use, in italics ‘et al.’ which means ‘and others’ e.g. (Brown et al. 2006)

**In the reference list:**

• all authors names should be included. The final authors should be joined not by a comma but by an ampersand, e.g. (White S., Brown R., Green C. & Black C.) If there are only two, then they should be joined by an ampersand.

**Reference lists**

Uniformity, consistency and accuracy are the three golden rules for reference lists. The examples on the following pages should help clarify how to format entries. In the meantime, also bear these points in mind:

• where an important element of a reference is not available, for example the date or author of a document, this should be stated

• including the issue number for a journal is essential where each issue starts with page 1, but is not considered essential if the page sequence continues throughout the whole volume

• preferably avoid citing unpublished works, conversations or correspondence

• check your list of references before submitting your work, even if you have used bibliographic software

**Journal title abbreviations**

Often journal titles are given in abbreviated format. You are required to always use the full title of a journal (as specified by the JAN style) in your reference lists. If you come across an unfamiliar abbreviation you can look up medical and biomedical journal abbreviations using the journals database in PubMed.

**Reference list examples for different document types**

**Journal articles**

A standard journal article reference should include, in this order: author(s) with initials (followed by full stops); year of publication (in brackets); title of the article; journal title (in italics); volume (in bold) (and issue if required in brackets) and first and last page numbers (followed by a full stop), e.g.:

Book references
A reference to a book should include, in the following order: author(s) or editor(s); date of publication; title of the book (in italics); edition number (if not the first); publisher and place of publication. Book titles should be italicised like journal titles. This helps them stand out from article titles and chapters from books. References should be punctuated as in these examples:

- Books - personal author(s)

- Books - editor(s)

- Book - organisation as author

Chapter references
If you are referring to a specific chapter in a book you will have to note the title of the chapter and its author(s) as well as the title of the whole work and its editor(s) and include the first and last page numbers of the chapter, e.g.:


Notice the differences from a reference list entry for a whole book: the editors follow the title of their edited work, and are in brackets. Also notice that the page numbers for the chapter are preceded by ‘pp.’ which means ‘pages’.

Official publications


Notice the CM number shown in brackets for this official policy document. This is the command number used for Secretary of State publications.

If official publications are available only in electronic form, then cite them as web documents – see example below under ‘Web documents.’

Conference Papers
These may be presented in a similar way to book chapters, e.g.:


Alternatively conference papers may be published in journal issues, when the reference will be in the style of a journal article reference.

Theses or dissertations
The degree type and university are required as well as the author, year and title, e.g.:


Diagrams or illustrations
These can be treated in a similar way to book chapters, but with ‘illus.’ appended, e.g.:


Electronic sources
Citing electronic information can be problematic. Web-based information in particular is subject to change or may disappear completely. As a result, it is very important to add the date the source was accessed.

Full-text documents online
A standard reference should contain: Author/editor, year, title, medium, place of publication and publisher. Some database producers may provide instructions on the citation format. Indicate this in the references, e.g.:


Internet sources
A standard reference to an internet source should include the author, the date the information was published or updated (either year or full date) the title of the work, the URL (including the internet access protocol (for example ftp://, telnet://, http://), and the date accessed. The accessed date is the date you viewed, downloaded or printed the web page. This is necessary to allow for any subsequent changes which may be made to the page, or if the page is no longer available. The information should be presented and ordered as in the examples on the next page.
Web documents

E-journal articles
Where journals are available in print form as well as online it is unnecessary to refer to the online access details, the standard journal reference information will suffice. If the journal is only available online, then the access date may be required as there might be more than one version. However, many online-only journals provide a persistent URL to the definitive version of each article, which can be quoted, e.g.:


Alternatively the DOI (a unique number that identifies the article) can be used if it is available, e.g.:


If you cannot find the DOI and there is no quoted persistent URL, then it is acceptable to include the web address of the journals home page, e.g.:


Discussion list messages

Personal email messages
Smith F. (fred.smith@kcl.ac.uk). (2011) April 5th. Clinical challenges for newly-qualified nurses. Personal communication. Email to J. Brown (jo.brown@kcl.ac.uk).

You should always obtain permission from an email correspondent before quoting their email address.

General tips for electronic sources

- always bookmark useful web documents
- save and print all the documents and correspondence that you intend to cite, just in case they aren’t effectively archived or disappear
- learn to appraise critically and evaluate resources in terms of currency and authority resources that don’t cite a specific author or publication date should be treated with caution. You should not be referencing Wikipedia articles or other articles of dubious authority for your essays.
- if there is no apparent author, try to identify the most relevant and specific corporate unit, but if this is not possible, use the title in place of the author’s name if no date is available, state ‘no date’

Good note taking
Record the full bibliographic details of any item you read, if you think you might decide to refer to it later in your work. Specific pieces of information are required depending on the type of material being referenced – see the examples given above in Reference Lists.

Filecards are useful for noting down these details. If you keep photocopies of articles, be aware that you will not necessarily find all the information you need printed on the page, so make sure you write any missing details on the copy. If you have found your references in a database, the required information can be saved or printed out. If you use bibliographic management software, you can often save the records straight to your own database.

Bibliographic management software
This software will generate and format reference lists linked to your citations. References are entered into your personal bibliographic database, either manually or by importing them from an external source such as an online database or catalogue. Citations in your word-processed text are inserted by linking to the appropriate references in your database. The software will then format your citations and create a reference list in a specified style, saving you a great deal of time and effort.

RefWorks and Endnote Web are web-based bibliographic software services, subscribed to by Library Services and available from any networked computer. EndNote is available to King’s staff and students by licence agreement and is available to use on the Campus Desktop and Global Desktop. Both software programs include the style for the Journal of Advanced Nursing. Make sure you select this style when compiling your bibliography.

Further information
See the Library Services Subject Guide for Referencing (libguides.kcl.ac.uk/reference) for further support with citing references. The guide also describes the various books and ebooks on properly citing available to you through your libraries. They may not describe the Journal of Advanced Nursing style exactly, but they’re useful if you need to cite unusual sources like lectures, YouTube videos, tweets or blog posts.