



**University College
of Osteopathy**

Guide to Referencing

Produced by

Jo Zamani MSc, BSc (Hons)

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GUIDE TO REFERENCING

NOTES

Referencing your work is vitally important. There are many ways to reference, but the University College of Osteopathy (UCO) would like you to reference in the format which is featured in this guide. The reference section of your work complements the text and so you should ensure that it is complete and tidily presented. The style of referencing used at the UCO is recognised as **The Harvard System**.

ETHICAL ISSUES

In all forms of academic work at degree level and especially in research, it is vital to reference **all** sources of information accurately, so that readers can find the original source that has been cited. If anyone uses another person's work, but does not credit the original author for their ideas or results they are guilty of 'plagiarism', which is considered to be unethical and therefore, a serious academic offence. Ideas and opinions that are taken from another person's work should always be cited in brackets at the end of the relevant sentence or paragraph, giving details of the author's surname and year of publication. Copying sections of another person's work word for word is also considered as plagiarism, so any phrases, sentences or paragraphs that are used in exactly their original format should be considered as "direct quotes" and referenced with the author's surname, year of publication **and** the page number in the original text.

All the references you use (books, journals, magazines, websites) in your text should be listed in full and in alphabetical order. ***Do not separate the list into Books, Journals etc. All should be listed together in alphabetical order.*** Many students have failed to reference their work correctly and have lost marks as a result, so it is important that you follow this guide and learn to reference in the correct format.

There are three styles in use as ways to highlight the key element within a reference; they are the use of **bold text**, underlining and *italics*. You should use only one of these styles throughout your text. Throughout this guide **bold text** will be used to highlight the key element of the reference.

CITING IN THE TEXT

The Harvard system of citation is considered as one of the simplest methods of acknowledging other work as initially all you need do is mention the author and date of publication in the text of your work. At each point in text which refers to a particular document, insert the authors surname and date of publication. For example:

The work of Moseley and Adams (1991) was concerned with the reliability of measurement of dorsiflexion at the ankle.

The reader can easily locate the full description of the document you have referenced in your text in the alphabetical list of references provided at the end of your document. This system provides the reader with the opportunity to note the authority of the author used as a reference and how recent the information might be.

Note the following points:

- In the main text, initial letters are only used when two or more authors have the same surname and have published in the same year.
- If the author's name occurs naturally in the text, the year follows in parentheses.

i.e. "The classic clinical experiments to identify the anatomic origins of low back pain were performed by Lewis and Kellgren (1939) and later reproduced by other investigators".

DIRECT QUOTATIONS

When giving direct quotations you must also state page numbers.

i.e. "Screening is the use of examinations or tests to detect previously unrecognised, or unreported medical conditions, or to detect risk factors" (Jones, 1995 pp. 122-3).

MULTIPLE AUTHORS

In the case of two or fewer authors to a source, list all names.

i.e. Jones & Cutler, (1995).

When there are three or more authors listed as the source of information, use the name of the first author followed by "et al".

i.e. Williams et al (1997).

When more than one reference is given at the same point in the text, they should be listed chronologically.

i.e. Smith (1958), Brown (1964) and Jones (1972).

CITING IN THE REFERENCE LIST

The reference list appears at the end of your work, is organised alphabetically and provides evidence of the literature and other sources you have used in your research. The first two elements of your reference (author and date) are the link you made in the written text. This enables the reader to move from the text to the reference list identifying and locating literature from the reference.

BOOK REFERENCING

Below is a book reference as an example.

Include all of the following information.

The order to follow is:

1. Author(s), editor(s), or the institution responsible for writing the document. (ed. is a suitable abbreviation for editor).
2. Date of publication (in brackets).
3. Title and subtitle (if applicable). Underlined, **bold** or in *italics*. Be consistent throughout the reference list.
4. Series and individual volume number if applicable.
5. Edition if not the first
6. Place of publication.
7. Publisher.

i.e. Pope, M.H., Andersson, G.B.J., Frymoyer, J.W. & Chaffin, D.B. (1991).

Occupational Low Back Pain: Assessment, Treatment & Prevention. London, Mosby.

JOURNAL ARTICLES

When referencing Journals, include the following information in this order;

1. Author of the article.
2. Year of the publication in brackets.
3. Title of the article.
4. Title of the journal, underlined, **in bold** or in *italics* (be consistent throughout the reference list).
5. Volume and part number, month or season of the year.
6. Page numbers of articles.

Where the author is known:

Hagen, E.M., Eriksen, H.R. & Ursin, H. (2000). Does early intervention with a light mobilization program reduce long-term sick leave for low back pain?

Spine, 25 (15), pp. 1973-1976.

OR

Clarke, C.J. (1995). Osteoporosis in the Elderly. *ORTB*, No 3, Spring, p. 10.

Where the article is anonymous:

How dangerous is obesity? (1993). *British Medical Journal*, No 6069, 28th April, p. 114.

THESES AND DISSERTATIONS

The order to follow is:

1. Name
2. Year of publication.
3. Title and subtitle if applicable. Underlined, in bold or in *italics*. Be consistent throughout the reference list.
4. Type of document (i.e. PhD thesis, degree dissertation).
5. Place of publication (if not clear from the institution name, i.e. Birmingham, University of Central England).
6. Awarding Institution.

i.e. Jones, C.A. (1994). *Osteopathy in the UK*. Degree Dissertation, The British UCO of Osteopathy.

CITING URLS (UNIFORM RESOURCE LOCATOR, INTERNET ADDRESS) IN A REFERENCE LIST

The following points should be noted:

- Be consistent throughout.
- Cite enough information for the reader to locate the document. When the URL is excessively long it is sufficient to include just enough of the URL to identify the site from where the journal came.

- Many web documents do give an author. If the information is not explicit you may find it in the header of the html-encoded text. Otherwise use the title as the main reference point as you would with any anonymous work.
- You should cite the date the document was last updated, or if this is not apparent, the date when you accessed it.
- In Internet address the punctuation is important but in referencing may confuse the reader. The common convention is to use < and > to delineate the start and end of a URL.

WORLD WIDE WEB DOCUMENTS

Follow the order below.

1. Author/ Editor.
2. Year.
3. Title. Underlined, **in bold** or in *italics*. Be consistent throughout.
4. [Internet].
5. Edition.
6. Place of Publication:
7. Publisher (if possible).
8. Available from: <URL>.
9. [Accessed date]

i.e. Holland, M. (1996). *Harvard System* [Internet] Poole, Bournemouth University. Available from: http://www.bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvardsys.html [Accessed 22 August, 1997]

A SAMPLE REFERENCE LIST

A sample reference list is presented below:

References

Moseley, A. & Adams, R. (1991). Measurement of Passive Ankle Dorsiflexion: Procedure and Reliability. *Australian Journal of Physiotherapy*, 37, pp. 175-181.

Norton, C. & White, D.J, (1995). *Measurement of Joint Motion. A Guide to Goniometry*. London, F.A. Davis Company.

BIBLIOGRAPHY

The bibliography usually follows the list of references. This lists any other sources of information, such as books or magazine articles which **are not** cited in the text. These should once again be listed in alphabetical order in an identical format to the references.

Adapted from: The Harvard Style of Referencing Published Material. LMU LSS – October 1998.