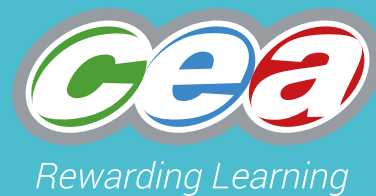


GCSE



GCSE Student Guidance **Health & Social Care**

Harvard referencing for Health and Social Care

For first teaching from September 2017



GCSE Health & Social Care

Harvard referencing for Health and Social Care

What is Harvard referencing?

Referencing is how you show the sources you have used to produce your assignments. Harvard referencing is a particular style of referencing that is very widely used in academic writing and requires you to include both short references in the main body of your assignment, referred to as in-text citations, and a list of the sources you used at the end of your assignment, referred to as end references. Using the Harvard style means you need to follow a particular set of rules for formatting both your in-text citations and end references. The purpose of this document is to help you understand the basics of using this style of referencing.

Why is referencing important for your assignments?

- it is your way of acknowledging the authors/publishers of the resources you use - this in turn prevents you being guilty of plagiarism (taking the work of others and presenting it as your own), which is malpractice
- it allows anyone reading your work to check the sources you used and therefore the accuracy of the information you are including
- it is a good way of demonstrating that you did some independent research to find resources for your assignment.

When and how to reference

In-text citations should be used for -

- direct quotations from any source (these should be presented in quotation marks, kept brief and used to support and explain your own points, not as an alternative to your own writing)
- diagrams, photographs or graphs copied directly into your assignment
- statistics cited from any source
- acknowledging a source when your own writing is obviously based on or paraphrasing it - this does not just apply to written material, for example from texts or websites, but also to video and audio material.

In-text citations consist only of the author surname (or where not available, the name of a trusted organisation) and the year e.g. (Hagan, 2020) or (NHS, 2020). Where a direct quote or specific piece of information is taken from a text, the page number is added, e.g.

“Active listening is a structured form of listening that focuses the attention on the speaker” (Boyd and Dare, 2014, p72).

Note how the citation is within the same sentence as the quote, followed by the full stop. Where there are more than two authors, you don't need to list them all in the in-text citation; instead, you can use one surname and add et al, e.g. (McMichael et al, 2019).

Alternatively, in-text citations can be written with the name of the author/s or organisation as part of your sentence, with just the date or date and page number in brackets, e.g.

It was announced on UTV Live (2021) that.....

Boyd and Dare (2014, p72) note that active listening.....

Please note that -

- in-text citations are included in the word count
- all the in-text citations should be fully referenced in your end references - you will see how the examples given here are cited in the examples of end references below.

End references

These are not included in the word count and should consist of every source you used to inform your assignment - this means every book, journal article, newspaper article, internet source, video, television programme, or other type of source you used. These should be presented in alphabetical order by author surname (or trusted organisation), and you need to use the Harvard layout, as follows:

For books -

Author surname/s, Initial/s. (Year) *Title of book*. Edition (only include this if not the first edition). Place of publication: Publisher.

Example -

Boyd, C. and Dare, J. (2014) *Communication skills for nurses*. Chichester, England: Wiley Blackwell.

For a chapter in a book with an author/s who is not the editor/s -

Author surname/s, Initial/s. (Year) 'Chapter title', in Author surname/s, Initial/s. (eds) *Title of book*. Edition (only include this if not the first edition). Place of publication: Publisher.

Example -

Anderson, M. and Morgan, L. (2020) 'Health Promotion and Health Psychology', in Edwards, D. and Best, S. (eds) *The Textbook of Health and Social Care*. London, England: Sage Publications Ltd.

For journal articles -

Author surname/s, Initial/s. Year. 'Title of article', *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.

Example -

McMichael, A.J., Zafeiridi, E. and McGuinness, B. (2019) 'Falls and fractures of people with dementia in Northern Ireland: A retrospective cohort study', *Alzheimer's & dementia*, Volume 15 (7), pp. P3-516.

For newspaper articles -

Author surname/s, Initial/s. (Year) 'Title of article', *Full Title of Newspaper*, Date. Page numbers (for hard copy) OR Available at: state the URL (Accessed: state the date accessed) (for online newspapers).

Example -

Weaver, M. (2020) 'Baby deaths at Shrewsbury and Telford hospital- key questions answered', *The Guardian*, 21 Jul. Available at: <https://www.theguardian.com/society/2020/jul/21/shrewsbury-and-telford-hospitals-maternity-services-scandal>. (Accessed: 27th March, 2022).

For internet sources -

Author/s, Initial/s. (Year published or reviewed) *Title of document or page*. Available at: state the URL (Accessed: state the date accessed).

Or where the author is not available, but the source is a trusted organisation

Name of organisation (Year published or reviewed) *Title of document or page*. Available at: state the URL (Accessed: state the date accessed).

Examples -

Burrows. S. (2022) *Talking the Talk: Speaking Patients' Language in Medical Writing*. Available at: <https://www.makarahealth.com/2022/03/28/talking-the-talk-speaking-patients-language-in-medical-writing/> (Accessed: 28th March, 2022).

NHS (2019) Diabetes. Available at: <https://www.nhs.uk/conditions/diabetes/> (Accessed: 19th March, 2022).

For videos -

Publisher (Year) *Title of Video* [Video]. Available at: state the URL (Accessed: state the date accessed).

Example -

Social Care Institute of Excellence (2020) *Dignity in care: Personal hygiene* [Video]. Available at: <https://www.scie.org.uk/dignity/care/videos/personal-hygiene> (Accessed: 24th March, 2022).

For a TV programme -

Title (Year of broadcast), channel, date of transmission.

Example -

UTV Live (2021), UTV, 21st Nov.

Important tips

- **use reputable and reliable sources** - search engines and wikis (including Wikipedia) are not suitable for academic work. When searching online, scroll to the end of the information to find the author and the date of publication. If you can't find this information, you need to make a judgement about whether the source is suitable for academic work - some sources may still be fine if there is a reputable publisher, such as the NHS or a well-known voluntary organisation.
- **take notes in your own words** when you find useful sources, as this helps to avoid plagiarism - you can use these notes when planning your answers before you start writing
- **never copy and paste** information into your assignment and then change the words around to make it look like your own - this is intentional plagiarism and is easily detected by plagiarism software
- **keep your end references fully updated as you proceed** through the assignment - don't waste time having to go back to search for the details needed for the end references when you have finished
- **URLs should never be used as in-text citations**
- **do not put in-text citations at the end of every paragraph** - they need to be woven into the flow of your answer and inserted at the points where you are using the author's material
- **you only need one list of end references** at the end of the completed assignment - you don't need a separate list for each task
- **use the references tab in Word to format your referencing for you** - your first action here should be to select Harvard as the style.

