

REFERENCING:

Harvard style

Based on:

Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th edn. London: Red Globe Press.

Why reference?

- Show that you've researched your topic area
- Avoid accusations of plagiarism
Plagiarism = using the work of others without crediting the original author(s)
- Strengthen your arguments and add credibility
- Show that your conclusions are evidence-based
- Allow your readers to check and trace your sources
- Differentiate your own ideas and opinions from those held by other people

Types of referencing

- In-text citations

- Used in the main text of your assignment
- Highlight areas where you have incorporated ideas or exact words from someone else's work
- Links to your reference list/bibliography

- Reference list

- List of all the works cited in your assignment

- Bibliography

- List of all works cited in your assignment as well as any sources consulted whilst researching your topic

A reference list/bibliography goes at the end of your assignment.

Usually you will only have to submit a Reference List **OR a Bibliography, not both. Check with your tutor if you are unsure.**

Types of referencing

- In-text citations

Can chocolate reduce stress and increase productivity in the workplace?

There has long been a debate as to the benefits that eating chocolate can provide. Over the past fifty years studies have linked the regular consumption of chocolate to improvements in everything from eyesight (Wonka, 1966) to concentration (Bucket, 2009). At the same time an opposing debate has raged suggesting that chocolate is responsible for a decline in the health of the nation (Salt and Gloop, 2010).

A study by Bucket and Wonka (2014, p. 170) found that chocolate can increase productivity and reduce stress in some workplaces by nearly 99 percent. This statement caused great

- Reference list or Bibliography

Bucket, C. (2009) *Why chocolate is amazing*. 2nd edn. London: Open University Press.

Bucket, C. and Wonka, W. (2014) 'Can chocolate boost productivity: an investigation', *Journal of Chocolate Research*, 35(2), pp. 150-172. doi: 10. 1034/0366583893.

Salt, V. and Gloop, A. (2010) 'Why chocolate is to blame for everything', *Journal of Doom and Gloom*, 1(1), pp. 10-11. doi: 10. 1023/0366893856.

Wonka, W. (1966) 'Chocolate can outperform carrots: the great eyesight test', *British Journal of Chocolate*, 26(7), pp. 45-60. doi: 10. 1080/0246583582.

Types of in- text citation

- Quoting

= Using a direct copy of an authors words

- Paraphrasing

= Expressing someone else's ideas or arguments in your own words

- Summarising

= Using your own words to provide a brief statement of the main points covered by a source

Quotation rules

- Use sparingly and only when relevant to your arguments
- Include short quotations in the body of your text with details of the author(s) surname, date and page number(s)
- Enclose short quotes in quotation marks
- Longer quotes = separate paragraph (indented), without quotation marks. Include the details of the author(s) surname, date and page numbers.

Quoting

Original text:

Source 1 (short quote): The study shows that chocolate offers no functional benefits to humans.

Source 2 (long quote): Throughout many years studying the effects of chocolate on humans the overarching finding has been that chocolate creates a level of happiness and relief from stress that can only be matched by sunshine and annual leave; both of which are not as readily available as chocolate.

Your assignment:

TeeVee (2015, p. 7) declared that 'chocolate offers no functional benefits to humans' although on examination this claim is considered to be based on very little factual evidence. A respected researcher has offered a counter argument:

Throughout many years studying the effects of chocolate on humans the overarching finding has been that chocolate creates a level of happiness and relief from stress that can only be matched by sunshine and annual leave; both of which are not as readily available as chocolate.

(Bucket, 2019, pp. 37-38)

The research on the positive effects of chocolate is more compelling. However, more research is required before firm conclusions can be drawn.

Paraphrasing rules



- Use when you express someone else's ideas or arguments in your own words
- Do not change the meaning of the original authors work
- Cite the author(s)/editor(s) surname, date of publication and page number(s)

Paraphrasing

Original text:

Overall, it is therefore possible to conclude that 40 grams of milk chocolate a day can increase productivity by 65% and reduce stress by 75%. However in workplaces where long shifts are worked in enclosed environments 40 grams of milk chocolate was found to significantly improve productivity and decrease stress by a impressive 99%.

Your assignment:

A study by Bucket and Wonka (2014, p. 170) found that chocolate can increase productivity and reduce stress in some workplaces by 99 per cent.

Summarising rules



- Provide a brief statement of the main points of an article, webpage, report, chapter or book
- Detail is not included
- Include author(s)/editor(s) surname and date of publication

Summarising

Original source:

WHY CHOCOLATE IS TO
BLAME FOR
EVERYTHING



VERUCA SALT & AUGUSTAS GLOOP

Your assignment:

At the same time an opposing debate has raged suggesting that chocolate is responsible for a decline in the health of the nation (Salt and Gloop, 2018).

Using *et al.*

- When a source has more than 3 authors, instead of listing all names, use *et al.*
- *et al.* means 'and others'

In-text example: Loompa *et al.* (2012) found that.....

Reference list/bibliography example:

Loompa, O. *et al.* (2012) 'Chocolate and brain power', *Journal of Chocolate Appreciation*, 44(6), pp. 200-221. doi: 10.1032/0366561591.

NOTE: In the reference list/bibliography some institutions will expect you to list all authors/editors regardless of how many there are while others will expect you to use the shortened *et al.* style. Check with your tutor if unsure.

Confidential Information

- Sources of confidential information are very unlikely to be published or easily available to external persons e.g. members of the public
- Anonymise any confidential information relating to specific persons or organisations
- Substitute names of people and organisations with anonymised terms such as: Patient X, Child D, Placement hospital

In-text example: Records show that 3 types of chocolate were available to patients (Placement hospital, 2018).

Reference list/bibliography example:

[Placement hospital] (2018) *Snacks available to patients at [Placement hospital]*. Devon: [Placement Hospital]. Unpublished.

The reference list

Every in-text citation must have a corresponding reference in the reference list:

Beauregarde, V. (2016) 'The overly addictive properties of chocolate', *British Journal of Addiction*, 26(8), pp. 76-85. doi: 10. 1064/0365673899.

Bucket, C. (2009) *Why chocolate is amazing*. 2nd edn. London: Open University Press.

Bucket, C. and Wonka, W. (2014) 'Can chocolate boost productivity: an investigation', *Journal of Chocolate Research*, 35(2), pp. 150-172. doi: 10. 1034/0366583893.

Loompa, O., Loompa, O. and Loompa, O. (2016) 'Chocolate and productivity: a systematic review', *Journal of Chocolate Appreciation*, 56(8), pp. 300-333. doi: 10. 1034/0366583893.

Salt, V. and Gloop, A. (2010) *Why chocolate is to blame for everything*, 3rd edn. Cambridge: Wiley.

Salt, V. and Gloop, A. (2014) 'Chocolate: the stuff of nightmares', *Journal of Despair*, 7(6), pp. 17-22. doi: 10. 1017/0666897756.

TeeVee, M. (2015) *Chocolate: The hidden story*. London: Wiley.

Wonka, W. (1966) 'Chocolate can outperform carrots: the great eyesight test', *British Journal of Chocolate*, 26(7), pp. 45-60. doi: 10. 1080/0246583582.

List in alphabetical order. If more than one source is authored by the same individual(s) order by alphabet and then by date.

Note: a bibliography is similar to a reference list. It includes all in-text citations plus references of any sources consulted whilst researching your topic.

Reference list rules

1) Decide which type of source(s) you need to reference

e.g. books, journal articles, websites, reports etc.

2) Follow the appropriate referencing rules for each source type

Tip: Pay attention to your punctuation. Commas, brackets, full stops and quotation marks need to be included as per the rules for each source type

Books and EBooks

You need to know:

- Author/Editor (surname and initials)
- Year of publication (in round brackets)
- Title (in italics)
- Edition (if not the first)
- Place of publication
- Publisher

Bucket, C. (2019) *Why chocolate is amazing*, 3rd edn. London: Open University Press.

Salt, V. and Gloop, A. (2010) *Why chocolate is to blame for everything*. Cambridge: Wiley.

All the information required to reference a book can be found on the book's cover and title page (located within the first few pages of the book).

Bucket, C. (2019) *Why chocolate is amazing*, 3rd edn.
London: Open University Press.

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First edition 2006

Third edition 2019

Open University Press in the UK is an imprint of McGraw Hill Education registered in England, company number 74739456, of London.

British Library Cataloguing in Publication Data

Why chocolate is amazing. – 2nd ed.

1. Chocolate.

I. Bucket, Charlie.

616.5-dc22

ISBN: 97804465435716

Ebook ISBN: 9780897051821

This book is printed on paper suitable for recycling.

Printed in China.

10 9 8 7 6 5 4 3 2 1

Journal articles

You need to know:

- Author/Editor(s) (surname and initials)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics)
- Volume and part number
- Page numbers
- If only available online include doi **or** URL (Available at: date)

All authors:

Loompa, O., Loompa, O., Loompa, O. and Loompa, O. (2019) 'Chocolate increases productivity: a systematic review', *Journal of Chocolate*, 48(8), pp. 150-158. Available at: www.notarealwebsite.com (Accessed: 27 June 2019).

Shortened *et al.* style:

Loompa, O. *et al.* (2016) 'Chocolate and productivity: a systematic review', *Journal of Chocolate Appreciation*, 56(8), pp. 300-333. doi: 10.1034/0366583893.

The information required to reference a journal article can often be found somewhere on the first page of the article.

Chocolate consumption and risk of cardiovascular diseases: a meta-analysis of prospective studies

Yongcheng Ren,¹ Yu Liu,¹ Xi-Zhuo Sun,¹ Bing-Yuan Wang,^{2,3} Yang Zhao,^{2,3} De-Chen Liu,^{2,3} Dong-Dong Zhang,³ Xue-Jiao Liu,³ Rui-Yuan Zhang,^{2,3} Hao-Hang Sun,³ Fei-Yan Liu,² Xu Chen,³ Cheng Cheng,³ Lei-Lei Liu,³ Qiong-Gui Zhou,² Ming Zhang,² Dong-Sheng Hu^{1,2}

► Additional material is published online only. To view please visit the journal online (<http://dx.doi.org/10.1136/heartjnl-2018-313131>).

¹The Affiliated Luohu Hospital, Shenzhen University Health Science Center, Shenzhen, China

²Department of Preventive Medicine, Shenzhen University Health Science Center, Shenzhen, China

³Department of Epidemiology and Health Statistics, College

ABSTRACT

Objective Studies investigating the impact of chocolate consumption on cardiovascular disease (CVD) have reached inconsistent conclusions. As such, a quantitative assessment of the dose–response association between chocolate consumption and incident CVD has not been reported. We performed a systematic review and meta-analysis of studies assessing the risk of CVD with chocolate consumption.

Methods PubMed and EMBASE databases were searched for articles published up to 6 June 2018. Restricted cubic splines were used to model the dose–response association.

pressure, low-density lipoprotein cholesterol level and insulin resistance and increases flow-mediated dilation after acute and chronic intake.^{8–11} Other studies have shown that chocolate consumption is associated with decreased risk of heart failure (HF),¹² diabetes,¹³ atrial fibrillation,¹⁴ stroke^{4,11} and myocardial infarction (MI).¹⁵

Despite these promising data, studies of the impact of chocolate consumption on CVD have produced inconsistent conclusions.^{16,17} A prospective cohort study found that moderate habitual chocolate consumption was able to reduce the risk of HF in women aged 48–82 years, but daily

All authors:

Ren, Y., Liu, Y., Sun, X-Z., Wang, B-Y., Zhao, Y., Liu, D-C., Zhang, D-D., Liu, X-J., Zhang, R-Y., Sun, H-H., Liu, F-Y., Chen, X., Cheng, C., Liu, L-L., Zhou, Q-G., Zhang, M. and Hu, D-S. (2019) 'Chocolate consumption and risk of cardiovascular diseases: a meta-analysis of prospective studies', *Heart*, 105(1), pp. 49–55. doi: 10.1136/heartjnl-2018-313131.

Shortened *et al.* style:

Ren, Y. *et al.* (2019) 'Chocolate consumption and risk of cardiovascular diseases: a meta-analysis of prospective studies', *Heart*, 105(1), pp. 49–55. doi: 10.1136/heartjnl-2018-313131.

Webpages

You need to know:

- Author, organisation name or title of web page if Author or organisation is unknown
- Year page was published or last updated (in round brackets)
- Title of webpage in italics (if not used in place of author)
- Available at: URL
- Accessed: date

NHS (2019) *Obesity*. Available at:
<https://www.nhs.uk/conditions/obesity/> (Accessed: 27 June 2019).

Chocolate uncovered (no date) Available at:
<http://www.chocolate.com> (Accessed: 28 September 2016).

Obesity - NHS

https://www.nhs.uk/conditions/obesity/#

NHS

Search

Health A-Z Live Well Care and support Health news Services near you

[Home](#) > [Health A to Z](#)

Overview

Obesity

- Overview
- [Causes](#)
- [Diagnosis](#)
- [Treatment](#)

The term **obese** describes a person who's very overweight, with a lot of body fat.

It's a common problem in the UK that's estimated to affect around 1 in every 4 adults and around 1 in every 5 children aged 10 to 11.

Defining obesity

Extract the information you need to create your webpage reference from the webpage itself.

Page last reviewed: 16 May 2019
Next review due: 16 May 2022

NHS (2019) *Obesity*. Available at: <https://www.nhs.uk/conditions/obesity/> (Accessed: 27 June 2019).

NICE Guidelines

You need to know:

- Author
- Year of publication (in round brackets)
- Title (in italics)
- Series or publication number (if given)
- Place of publication: Publisher (if given)
- If accessed online include doi or URL

NICE (2014) *Obesity: identification, assessment and management*. CG189. Available at: <https://www.nice.org.uk/guidance/cg189> (Accessed: 27 June 2019).

Overview | Obesity: identificatio X

https://www.nice.org.uk/guidance/cg189

NICE National Institute for Health and Care Excellence

Search NICE... Sign in

NICE Pathways NICE guidance Standards and indicators Evidence search BNF BNFC CKS Journals and databases

Home > NICE Guidance > Conditions and diseases > Diabetes and other endocrinal, nutritional and metabolic conditions > Obesity

Obesity: identification, assessment and management

Clinical guideline [CG189] Published date: November 2014 [Uptake of this guidance](#)

Guidance Tools and resources Information for the public Evidence History

Overview

Introduction

Patient-centred care

1 Recommendations

2 Research recommendations

3 Other information

4 The Guideline Development Group, National Collaborating Centre and NICE project team

Guidance

Share Download

3 NICE interactive flowcharts Quality standard - Obesity: clinical assessment and management

This guideline covers identifying, assessing and managing obesity in children (aged 2 years and over), young people and adults. It aims to improve the use of bariatric surgery and very-low-calorie diets to help people who are obese to reduce their weight.

Next >

NICE (2014) *Obesity: identification, assessment and management.*

CG189. Available at: <https://www.nice.org.uk/guidance/cg189> (Accessed: 27 June 2019).

Cochrane Systematic Reviews

You need to know:

- Author (surname, initials)
- Year of publication (in round brackets)
- Title and any subtitle (in single quotation marks)
- Database name (in italics)
- Issue number
- Article number
- doi

All authors:

Ried, K., Fakler, P. and Stocks N.P. (2017) 'Effect of cocoa on blood pressure', *Cochrane Database of Systematic Reviews*, 4, CD008893. doi: 10.1002/14651858.CD008893.pub3.

Shortened *et al.* style:

Ried, K. *et al.* (2017) 'Effect of cocoa on blood pressure', *Cochrane Database of Systematic Reviews*, 4, CD008893. doi: 10.1002/14651858.CD008893.pub3.

Most of the information required to reference a Cochrane Systematic Review is easily identifiable. However to find the issue and article numbers click on 'cite this review'.

The screenshot shows a web browser displaying the Cochrane Library page for the systematic review 'Effect of cocoa on blood pressure'. The page includes the Cochrane Library logo, navigation menus, and a sidebar with options like 'View PDF', 'Cite this Review', and 'Request Permissions'. The main content area features the article title, authors (Karin Ried, Peter Fakler, Nigel P Stocks), and a 'Background' section.

Cochrane Database of Systematic Reviews
Effect of cocoa on blood pressure
Cochrane Systematic Review - Intervention | Version published: 25 April 2017 | see what's new
<https://doi.org/10.1002/14651858.CD008893.pub3>
Am score 205 | View article information
Karin Ried | Peter Fakler | Nigel P Stocks
View authors' declarations of interest

Abstract available in English | 日本語 | 한국어 | ภาษาไทย

Background

High blood pressure is an important risk factor for cardiovascular disease, contributing to about 50% of cardiovascular events worldwide and 37% of cardiovascular-related deaths in Western populations. Epidemiological studies suggest that cocoa-rich products reduce the risk of cardiovascular disease. Flavanols found in cocoa have been shown to increase the formation of endothelial nitric oxide which promotes vasodilation and therefore blood pressure reduction. Here we update previous meta-analyses on the effect of cocoa on blood pressure.

Abstract
Plain language summary
Authors' conclusions
Summary of findings
Background
Objectives
Methods
Results
Discussion
Appendices

Ried, K., Fakler, P. and Stocks N.P. (2017) 'Effect of cocoa on blood pressure', *Cochrane Database of Systematic Reviews*, 4, CD008893. doi: 10.1002/14651858.CD008893.pub3.

Acts of Parliament

You need to know:

- Title of Act, including year and chapter number (in italics)
- Country/jurisdiction (if referencing legislation from more than one country)
- URL

Health and Social Care Act 2012, c. 7. Available at:
<http://www.legislation.gov.uk/ukpga/2012/7/contents> (Accessed: 28/06/2019).

Health and Social Care Act 2012: X +
www.legislation.gov.uk/ukpga/2012/7/contents

legislation.gov.uk delivered by The National Archives
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Home About Us Browse Legislation New Legislation Changes To Legislation Search Legislation

Title: Year: Number: Type: All Legislation (excluding draft) Search
Advanced Search

Health and Social Care Act 2012
2012 c. 7 Table of Contents

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Plain View Print Options

What Version
● Latest available (Revised)
● Original (As enacted)

Opening Options
Collapse all -
Collapse -

More Resources
Original Print PDF
View more >

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to Health and Social Care Act 2012. Those changes will be listed when you open the content using the Table of Contents below. Any changes that have already been made by the team appear in the content and are referenced with annotations.

Introductory Text
PART 1 The health service in England
The health service: overview

1. Secretary of State's duty to promote comprehensive health service
2. The Secretary of State's duty as to improvement in quality of services
3. The Secretary of State's duty as to the NHS Constitution
4. The Secretary of State's duty as to reducing inequalities
5. The Secretary of State's duty as to promoting autonomy
6. The Secretary of State's duty as to research
7. The Secretary of State's duty as to education and training
8. Secretary of State's duty as to reporting on and reviewing treatment of providers
9. The NHS Commissioning Board
10. Clinical commissioning groups

Health and Social Care Act 2012, c. 7. Available at:
<http://www.legislation.gov.uk/ukpga/2012/7/contents> (Accessed: 28/06/2019).

When not to cite

- When you use your own ideas and original research
- Using facts found in many sources
e.g. The main ingredient of chocolate is cocoa
- When discussing things that are easily observed.
e.g. Chocolate is often found next to supermarket checkouts
- Common sayings
e.g. Chocolate is the answer, who cares what the question is

Top tips

- Leave enough time
- Make sure you know which type of sources you need to reference
- Follow the rules for each source type
- If you're not sure check with a tutor
- Pay attention to your punctuation
- Be consistent

Check the referencing guidance issued by your college or university – sometimes institutions use a slightly modified style of Harvard. Make sure your references reflect the style expected by your institution.

Further help

Book:

Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th edn. London: Red Globe Press.

Find in the Library at: L 125

Online tools:

Cite this for me - <http://www.citethisforme.com/>
(see separate handout for more details)