**Referencing Your Work**

This resource provides a transcript of the School of Health Sciences “Referencing Your Work” eLearning resource.

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# Referencing your work

Referencing provides an ability to quickly refer back to the source of the literature you are using to write about your topic. If you need to refresh your knowledge of what and why you need to use references, then please click on the two podcasts to hear a brief explanation.

There are a few general rules to consider in using citations and references. In citations, there is a need to cite the author(s) and the year of publication, whilst the reference list provides the ability for the reader to locate the source of the reference.

Please use these summary guidelines as a guide to support your use of citations and in developing a reference list or bibliography.

This document provides a downloadable and printable version of the information contained in the Referencing Tool.

## What is Referencing?

Whenever you refer to information from another source in your work, be that factual information, a quote, someone else's views or theories, you must acknowledge where the information came from. This acknowledgement is a reference.

## Why should I use Referencing?

If you use someone else's work or ideas without acknowledgement, you are effectively stealing these as your own. This is known as plagiarism and is a serious academic offence.

On a more positive note, appropriate referencing shows an ability to analyse and apply suitable information sources. You will be given credit for this.

Other reasons include:

* That it allows you to support your discussion points by referring to the work of others
* It allows your work to be judged against published information.
* It places your work into a broader context.
* And it allows others to find further information that will be useful to them.

# Citations

In a citation, it is the author and year that is required (NB direct quotes also require a page number).

so:

If included as part of the sentence, then: Author (year of publication).

At the end of the sentence that summarises the text taken, it's inside parentheses: (Author, year of publication).

**Very Important:**

Initials/first name(s) of the author **DO NOT** appear in the citation.

## Citing a Single Author

In-text examples:

|  |
| --- |
| Holland (2018) discusses mood stabilising medications … |

OR

|  |
| --- |
| In her recent guide, Holland (2018) explored the pharmacokinetics of mood stabilising medications … |

OR

|  |
| --- |
| A patient's mood can be supported with medications (Holland, 2018). |

## Citing Two Authors

In-text examples:

|  |
| --- |
| Stein and Hollen (2020) have produced an excellent guide to developing your clinical skills knowledge. |

OR

|  |
| --- |
| Understanding the process is an essential component in developing nursing skills (Stein and Hollen, 2020). |

## Citing Multiple Authors

Where there are more than two authors, including all authors can detract from the sense of the writing, yet all authors need to be acknowledged.

### Using 3 Authors:

The first time the citation is used, all three authors need to be identified, then subsequently list only the first author and use the abbreviation ‘et al.’ meaning ‘and others’. Please ensure you include the full stop after ‘et al.’

In-text examples: 1st time of use:

|  |
| --- |
| Lister, Hofland and Grafton (2020) explore a wide range of clinical nursing procedures. |

OR

|  |
| --- |
| A wide range of clinical nursing procedures are explored (Lister, Hofland and Grafton, 2020). |

2nd and subsequent uses:

|  |
| --- |
| Lister et al. (2020) explore a wide range of clinical nursing procedures. |

OR

|  |
| --- |
| A wide range of clinical nursing procedures are explored (Lister et al., 2020). |

### Using 4 or more Authors:

Where-ever the citation is used (including the first time), use the ‘et al.’

In-text examples: 1st and subsequent uses:

|  |
| --- |
| Drover et al. (2019) discusses the risk of chest infections in wind instrument musicians. |

### Reference List

In both cases, the reference list would need to include all authors e.g.

|  |
| --- |
| Drover, H., Douglas, E., Harvey-Dunstan, T.C., Gates, S. and Hyndes, K. (2019) Are wind instruments musicians at greater risk of developing a chest infection when compared to the general UK population? *Thorax*, 12(74) suppl 2, A166-A167. |

## Citing No author

If there is no author identified, you can use the abbreviation 'Anon' to mean anonymous.

In-text example

|  |
| --- |
| An update on immunization recommendations states that all children should be offered the triple MMR vaccine (Anon., 1998). |

## Citing Multiple Works in the same year by the same author

Add the letters a,b,c etc to distinguish between the different sources in both the citation and the corresponding reference in the reference list.

|  |
| --- |
| Petty (2021a) reports on the contributions from neonatal nurses of the impact of the COVID-19 pandemic. A mixed-methods approach was taken to explore the contribution of arts-based digital storytelling to understanding parental experiences of neonatal care (Petty, 2021b). |

Compare the use of a,b in this citation example, with how the reference list would look below.

|  |
| --- |
| **Reference List**  Petty, J. (2021a) Council of International Neonatal Nurses (COINN): News Page. *Journal of Neonatal Nursing,* 27(1), 63-65.  Petty, J (2021b) Using arts-based digital storytelling in neonatal care to enhance nursing students’ empathy. *Nursing Children and Young People,* [Advance online publication]. Available at: https://doi.org/10.7748/ncyp.  2021.e1351. |

## Multiple citations to support the same information

These need to be placed in date order with the most recent first. Separate each citation using a semicolon, eg …

|  |
| --- |
| A number of research studies identify… (Smith et al., 2021; Jones, 2020; Dodds and Curry, 2008). |

## Quotation

Short quotations are those under 20 words. These need to be written as part of the text in the paragraph and surrounded by quotation marks.

Longer quotations are more than 20-25 words. These need to be written separately in their own paragraph and indented. Quotations marks may or may not be needed - check with your local school (NB: SoHS requires quotation marks).

## Direct quote citation

Where a direct quote is given, the origin of the quote should be acknowledged including the page number of the document at the end of the citation.

The template below shows how the citation is constructed:

(Author, year of publication, page no.)

In-text example

|  |
| --- |
| The first priority is to "Treat people as individuals and uphold their dignity" (NMC, 2015, p6) |

## e-book quotations

If the e-book has page numbers, then use these as if it was a paper copy. If there are no page numbers, then you need to indicate how far through the book the quote is. There are a couple of ways you could do this:

**Percentages**: 50% would be exactly halfway.

|  |
| --- |
| (Smith, 2020, 50%) |

**Chapters:** this quote would be from chapter 2.

|  |
| --- |
| (Smith, 2020, ch 2) |

# Books: Referencing a Single Author

In-text citation: see citation section

Reference List Template

Author, initials. … (year of publication) … Title of book. … Place published: … Publisher.

Example:

|  |
| --- |
| Holland, L. (2018) *The Nurse's Guide to Mental Health Medicines*. London: Sage Publishing. |

## Books: Referencing Two Authors

In-text citation: see citation section

Reference List Template

Author 1, initials. and Author 2, initials … (year of publication) … Title of book. … Place published: … Publisher.

Example:

|  |
| --- |
| Stein, L. and Hollen, C. (2020) *Concept-based Clinical Nursing Skills.* St Louis, Missouri: Elsevier. |

## Books - Multiple authors

In-text citation: see citation section.

All authors must be included in the reference list.

Reference List Template:

Author 1, initials., Author 2, initials., Author 3, initials. and Author 4, initials. … (year of publication) … Title of book. … edition no … Place published: … Publisher.

Example:

|  |
| --- |
| Lister, S., Hofland, J. and Grafton, H. (2020) *The Royal Marsden Manual of Clinical Nursing Procedures.* 10th ed. Chichester: Wiley-Blackwell. |

## Books - Different editions

In-text citation: see citation section.

In a multiple edition book, it is only the full reference that identifies the edition.

Reference List Template

Author, initial (including multiple authors) … (year of publication) … Title of book. … edition no. … Place published: … Publisher.

|  |
| --- |
| Marshall, J.E. and Raynor, M.D. (2020) *Myles Textbook for Midwives*. 17th ed. London: Elsevier. |

## Books - Edited books

In-text citation: see citation section.

In an edited book, it is only the full reference that identifies the authors as editors.

Reference List Template:

Author, initial (including multiple authors) (eds.) … (year of publication) … Title of book … edition no. … Place published: … Publisher.

Example:

|  |
| --- |
| Kerr, A. and Rowe, P. (eds.) (2019) *An Introduction to Human Movement and Biomechanics*. 7th ed. Edinburgh: Elsevier. |

## Books - Article or chapter

In-text citation: In the citation, it is the authors of the chapter that are cited and the book editors are included in the reference, eg.

|  |
| --- |
| Wharrad et al. (2020) focus on the development of short, self-contained, digital learning such as this referencing package. |

Reference List Template:

Chapter author, initial (including multiple chapter authors) … (year of publication) … Chapter Title … In … Author, initial (including multiple authors) (eds.) … Title of book … Place published: … Publisher.

Example:

|  |
| --- |
| Wharrad, H., Windle, R. and Taylor, M. (2020) Designing digital education and training for health. In Konstantinidis, S.Th., Bamidis, P.D. and Zary, N. (eds.) *Digital Innovations in Healthcare Education and Training*. London: Elsevier. |

## Books - e-book

This reference works like an Internet reference although it is a book, which is published and accessed online.

If the published link is a DOI number, then the accessed date is not required – please see page on using DOI and URL links.

Reference List Template:

Author, initial (including multiple authors) … (year of publication) … Title of book … edition no. … [online] Publisher … Available at: URL … [Accessed: date].

Or

Author, initial (including multiple authors) … (year of publication) … Title of book … edition no. … [online] Publisher … Available at: DOI.

Example:

|  |
| --- |
| Pauwels, L. and Mannay, D. (eds.) (2020). *The Sage Handbook of Visual Research Methods*. 2nd ed. [online]. SAGE Publications, Inc. Available at: https://www-doi-org.ezproxy.nottingham.ac.uk/10.4135/978152 [Accessed: 15 March, 2021]. |

# Journal - Single author

In-text citation: see citation section

Reference List Template:

The emphasis changes from emphasising the published book, to emphasising the published journal.

Author, initials. … (year of publication) … Title of article … Journal title … Volume (issue number) … pages start-end.

Example:

|  |
| --- |
| Coad, J. (2020) Capturing the Impact of the Children's Nurse Clinical Academics during the COVID-19 Pandemic. *Comprehensive Child and Adolescent Nursing*, 43(2), 88-91. |

## Journal - Two authors

In-text citation: see citation section

Author 1, initials. and Author 2, initials. … (year of publication) … Title of article … Journal title … Volume (issue number) … pages start-end.

Example:

|  |
| --- |
| Andrews, N.J. and Phillips, A.J. (2021) Community nurses' support for patients with fibromyalgia who use cannabis to manage pain. *British Journal of Community Nursing*, 26(2), 92-98. |

## Journal - Multiple authors

In-text citation: see citation section

Reference List Template:

Author 1, initials., Author 2, initials., Author 3, initials. and Author 4, initials. … (year of publication) … Title of article … Journal title … Volume (issue number) … pages start-end.

Example:

|  |
| --- |
| Bakker, D., van Leeuwen, R. and Roodbol, P. (2021) Ethical considerations regarding the inclusion of children in nursing research. *Nursing Ethics*, 28(1),106-117. |

## Journal - Articles with no author

In-text citation: see citation section

Reference List Template:

Where there is no author, use Anon. (anonymous) for the author

Anon. (year of publication) … Title of article … Journal title … Volume (issue number) … pages start-end.

Example:

|  |
| --- |
| Anon. (1998) Round table discussion. The MMR vaccine debate. *Community Nurse*, 4(9), 12-13. |

## Journal - Online journal access

In-text citation: see citation section

Reference List Template:

It needs to be clear that the published element is online. If the link included in the reference is a URL, then the date accessed needs to be added. If the link included is a DOI number, the access date is not required.

Reference List Template: URL address

Author 1, initials., Author 2, initials., Author 3, initials. and Author 4, initials. … (year of publication) … Title of article. … Journal title, … Volume (issue number), … pages start-end … [online]. Available at: URL address … [Accessed: date of access].

Example: URL address

|  |
| --- |
| Blake, H., Adams, E.J., Chaplin, W.J., Morris, L., Mahmood, I., Taylor, M.G., Langmack, G., Jones, L., Miller P., and Coffey, F. Alcohol Prevention in Urgent and Emergency Care (APUEC): Development and Evaluation of Workforce Digital Training on Screening, Brief Intervention, and Referral for Treatment. International Journal of Environmental Research and Public Health. 2023; 20(22):7028. Available at: <https://www.mdpi.com/1660-4601/20/22/7028> Accessed on: [10 March, 2024] |

Reference List Template: DOI number

Author 1, initials., Author 2, initials., Author 3, initials. and Author 4, initials. … (year of publication) … Title of article. … Journal title, … Volume (issue number), … pages start-end … [online]. Available at: DOI number.

Example: DOI number

|  |
| --- |
| Blake, H., Adams, E.J., Chaplin, W.J., Morris, L., Mahmood, I., Taylor, M.G., Langmack, G., Jones, L., Miller P., and Coffey, F. Alcohol Prevention in Urgent and Emergency Care (APUEC): Development and Evaluation of Workforce Digital Training on Screening, Brief Intervention, and Referral for Treatment. International Journal of Environmental Research and Public Health. 2023; 20(22):7028. https://doi.org/10.3390/ijerph20227028 |

Note: As in this example, there is no ‘end’ page, so only the start page can be included. Also: If the journal is also a printed journal, it is acceptable to reference the journal as a print journal, rather than the online version.

## Journal - Multiple publications by the same authors in the same year

In-text citation:

Add the letters a,b,c etc to distinguish between the different sources in both the citation and the corresponding reference in the reference list:

Example: in-text citations

|  |
| --- |
| Petty (2021a) sets the scene for neonatal nursing in reviewing the events that shaped 2020. An arts-based storytelling approach is taken to explore parents' stories of their experiences in having their baby in the NICU (Petty, 2021b). |

Reference List example:

|  |
| --- |
| Petty, J. (2021a) Council of International Neonatal Nurses (COINN): News Page. *Journal of Neonatal Nursing*, 27(1), 63-65.  Petty, J (2021b) Using arts-based digital storytelling in neonatal care to enhance nursing students’ empathy. *Nursing Children and Young People*, [Advance online publication]. Available at: https://doi.org/10.7748/ncyp.2021.e1351 |

# Internet - Internet source with author or organisation

In-text citation:

|  |
| --- |
| The World Health Organisation (WHO) (2021) identify the startling statistic of 1 in 3 women globally experiencing violence. |

OR

|  |
| --- |
| 1 in 3 women experience violence (WHO, 2021). |

Reference List Template:

Referencing information from the Internet can feel different, but it takes the same format or

Author … (year of publication) … title … Publisher … source.

Example:

|  |
| --- |
| World Health Organisation (WHO). (2021) *Devastatingly pervasive: 1 in 3 women globally experience violence.*  WHO, [online]. Available at: https://www.who.int/news/item/09-03-2021-devastatingly-pervasive-1-in-3-women-globally-experience-violence [Accessed: 15 March, 2021]. |

## Internet - If there isn't an author or organisation

Only if there isn't an author or organisation that you can use, should the URL (Unique Reference locator) be used in the citation!

In-text citation:

|  |
| --- |
| Bourdieu identifies that schools perceive intelligence is linked to cultural capital (tutor2u.net, 2018). |

NB - You could also use Anon. here.

Reference List example:

|  |
| --- |
| Tutor2u.net (2018) *Conflict Theories of Education*. [online]. Available at: https://www.tutor2u.net/sociology/reference/conflict-theories-of-education-bourdieu-on-cultural-capital [Accessed: 15 March, 2021]. |

**Note:** It is always better to cite the author, so you may need to do some detective work and look around the webpage. For example, if you are wanting to use information from an embedded video on the webpage, then look at the transcript, as the author may be identified there. However, it may not always be possible to fully identify the author of what is written, or the organisation. In which case, use either Anon. or the URL.

## Internet - If there isn't a date

If there isn't a date when the webpage was created or updated, then you can put (n.d.) in the citation and (no date) in the reference list.

In-text citation:

|  |
| --- |
| SportEx Medicine (n.d.) identify the acronym PRICE to remember to Protect, Rest, Ice, Compression and Elevate the affected limb following soft tissue injury. |

OR

|  |
| --- |
| PRICE is a useful acronym to remember when treating soft tissue injuries (SportEx Medicine, n.d.). |

Reference List example:

|  |
| --- |
| SportEx Medicine. (no date) *Promoting Health Through Exercise: OA OF THE KNEE.* [online]. Available at: https://www.pennine-gp-training.co.uk/res/Physio%20OA%20of%20the%20knee.pdf. [Accessed on: 14 April 2021]. |

## Using Digital Object Identifiers (DOI) and Universal Resource Locators (URL)

* The Digital Object Identifier (DOI) is a tag which identifies individual online sources.
* The Universal (or Uniform) Resource Locator (URL) links to an individual webpage.

Unlike the URL, each DOI tag is specific to a resource. The DOI tag is a generated number which identifies the publisher, the article and the issue information. The DOI tag can therefore permanently link to e-books, online journal articles, online presentations and online conference papers. The URL is less specific linking to an individual webpage in which content can subsequently be changed.

Both the DOI tag and URL can be copied and entered into an Internet search engine to find the reference, so either the DOI or URL links can be placed in the reference, but only one is required.

Where the DOI tag is included, because this is a permanent source identifier, the date of access does not need to be included. A date of access does need to be included if the URL is used.

Reference list template: DOI number

Author(s). … (year of publication) … Title … Published element … Available at: (DOI number).

Example: The *published element* is the journal in this example.

|  |
| --- |
| Borelli, S., Fumagalli, S., Colciago, E., Downey, J., Spiby, H. and Nespoli, A., (2023) [How should a video-call service for early labour be provided? A qualitative study of midwives' perspectives in the United Kingdom and Italy](http://dx.doi.org/https:/doi.org/10.1016/j.wombi.2023.06.006) *Women and Birth*. 36(6), 504-510. Available at: https://doi.org/10.1016/j.wombi.2023.06.006 |

Reference list template: URL address

Author(s). … (year of publication) … Title … Published element … Available at: URL address … [Accessed: date of access].

Example:

|  |
| --- |
| Borelli, S., Fumagalli, S., Colciago, E., Downey, J., Spiby, H. and Nespoli, A., (2023) [How should a video-call service for early labour be provided? A qualitative study of midwives' perspectives in the United Kingdom and Italy](http://dx.doi.org/https:/doi.org/10.1016/j.wombi.2023.06.006) *Women and Birth*. 36(6), 504-510. Available at: https://www.sciencedirect.com/science/ article/pii/S1871519223000987?via%3Dihub [Accessed on: 10th March 2024] |

# Official and Organisational publications

In-text citation:

Example:

|  |
| --- |
| The Nursing and Midwifery Council (NMC) (2018) state in their Code of Conduct that information about patients and clients should be treated as confidential. |

OR

|  |
| --- |
| The Code of Conduct states that information about patients and clients should be treated as confidential (Nursing and Midwifery Council (NMC), 2018). |

Reference List Template:

Referencing government and/or organisational reports is similar to referencing a published book. It is acceptable to reference a published document as either the internet accessed version or the fully published version.

Organisation. … (year of publication) … Title … Publisher information (changes depending on if the publication is online or printed).

Example:

|  |
| --- |
| Nursing and Midwifery Council (NMC). (2018) *The Code: Professional Standards of Practice and Behaviour for Nurses and Midwives* London: NMC. [online]. Available at: https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf. [Accessed: 15 February, 2021]. |

OR

|  |
| --- |
| Nursing and Midwifery Council (NMC). (2018) *The Code: Professional Standards of Practice and Behaviour for Nurses and Midwives* London: NMC. |

## Official reports

These typically have a reference number which needs to be included in the reference list.

Reference List Template:

Report’s authors or Organisation … (year of publication) … Title of report … [reference number] … [online] … Available at: (DOI number or URL address … [Accessed: date of access]).

NB: Date of access is not required if DOI number is included.

Example:

**National Institute for Health and Care Excellence (NICE):**

* uses NG for NICE guidance and CG for Clinical guidance.

|  |
| --- |
| National Institute for Health and Care Excellence (NICE). (2021) *Safeguarding adults in care homes*. [NG189]. [online]. Available at: https://www.nice.org.uk/guidance/ng189 [Accessed: 15 March, 2021]. |

OR

**Cochrane database:**

Report’s authors … (year of publication) … Title of report … Database published in … Issue no. … Report number.

Example:

|  |
| --- |
| McLain, N.E.M., Moore, Z.E.H. and Avsar, P. (2021) Wound cleansing for treating venous leg ulcers. *Cochrane Database of Systematic Reviews*. Issue 3. CD011675. |

## Official publications - Government reports

In-text citation:

Example:

|  |
| --- |
| The Department of Health and Social Care (2021) identify the need to integrate health and social care, removing the barriers and forming dynamic partnerships to address common health issues. |

OR

|  |
| --- |
| The white paper sets out the actions proposed to integrate health and social care frameworks (Department of Health and Social Care, 2021). |

Reference List Template:

Official Publications, such as Government reports, typically have a number related to them, which needs to be included in the reference if you can find it eg. Command Paper = use the abbreviation Cmnd, Cm or CP. You need to follow what is identified on the report/paper.

Country, … Department … (year of publication) … Title of report … [reference number] … Place of publication: … Publisher.

Example:

|  |
| --- |
| Great Britain, Department of Health and Social Care. (2021) *Integration and Innovation: working together to improve health and social care for all.* [CP 381]. London: The Stationery Office. |

Note: If you access the report online, then you should change the place and publisher information to identify it as an online reference and include either the DOI or the URL and an Access date.

## Official publications - Acts of Parliament

In-text citation:

|  |
| --- |
| The Medicines and Medical Devices Act (2021) encompasses both Human and Veterinary medicines. |

OR

|  |
| --- |
| The new Medicines Act identifies the appointment of a Commissioner for Patient Safety (Medicines and Medical Devices Act, 2021). |

Reference List Template:

These are listed by title, however you should also include the chapter of the Act in your reference list.

Title of Act … year. … (chapter number.) … Country, … Place of publication: … Publisher.

Example:

|  |
| --- |
| *Medicines and Medical Devices Act 2021*. (c.1). Great Britain. London: The Stationery Office. |

Note: Identifying the Country where the Government document originated is important, particularly where you are using Acts from multiple countries.

## Official publications - Parliamentary Bills

In-text citation:

|  |
| --- |
| The Education and Training (Welfare of Children) Bill (2019-2021) identifies the duty of education and training providers to safeguard and promote child welfare. |

OR

|  |
| --- |
| Education and training providers have a duty to safeguard and promote the child's welfare (Education and Training (Welfare of Children) Bill, 2019-2021). |

Reference List Template

A reference to a bill needs to include the session dates and the bill number. It also need to identify the place of origin, eg in the UK, it should identify if the bill started in the House of Commons (HC) or the House of Lords (HL).

Title of Bill … origin … (session dates) … [Bill no.] … Country … Place of publication: … Publisher.

Example:

|  |
| --- |
| *Education and Training (Welfare of Children) Bill.* HC Bill (2019-2021) [178]. Great Britain. London: The Stationery Office. |

# Secondary Referencing

When you use the information from a source where the author has referred to another person's work, it is called secondary referencing.

### Considerations

Ideally when you want to refer to work cited by others, you should go back to the original work to check how the information has been expressed. If you do use work that has already been cited by some-one else, there is the potential for the meaning of the work to have been emphasised differently from how the original author intended. You need to be aware are reading this work in light of someone-else's opinion.

In-text citation:

You will need to cite the original author and that this has been cited in the work you are using.

|  |
| --- |
| Roy (1976), as cited in Walker (2020), proposed the need to consider contextual stimuli in influencing the adaptive or maladaptive response of the person to changes in their health. |

OR

|  |
| --- |
| Consideration of contextual stimuli can influence the adaptive or maladaptive response to changes in a person’s health (Roy, 1976 cited in Walker, 2020, p.358). |

Reference List

|  |
| --- |
| Walker, L.O. (2020) Gifts of wise women: A reflection on enduring ideas in nursing that transcend time. *Nursing Outlook*, 68(3), 355-364. |

Note: This reference needs to identify the resource you read where the information is cited, not the original work. It is the secondary source that is referenced in the reference list.

## Other sources - Newspapers: print version

If you read the article in a newspaper in hard copy, then the page number and date needs to be included.

Reference List Template:

Author(s). … (year of publication) … Title of article … Newspaper name … Date published … page(s) start-end.

Example:

|  |
| --- |
| Findlay, S., Peel, M. and Mancini, D. P. (2021) India deals blow to global COVID fight by blocking vaccine exports. *Financial Times*, 26 March, p1. |

## Other sources - Newspapers: online version

These are essentially internet based references - just include the date of the newspaper

Reference List Template:

Author(s). … (year of publication) … Title of article … Newspaper name … Date published … [online]. Available at: (DOI number or URL address … [Accessed: date of access].

NB: Date of access is not required if DOI number is included.

Example:

|  |
| --- |
| Weston, P. (2021). NHS to use world’s most expensive drug to treat spinal muscular atrophy. *The Guardian*, 08 March. [online]. Available at: https://www.theguardian.com/society/2021/mar/08/nhs-use-worlds-most-expensive-drug-treat-spinal-muscular-atrophy-zolgensma [Accessed: 15 Mar. 2021]. |

## Other sources - Online video, eg You Tube or podcast

Include the type of the resource in the reference list.

Reference List Template:

Author(s). … (year of publication) … Title … [Type of resource] … Available at: URL address … [Accessed: date of access].

Example:

|  |
| --- |
| Hazel, H. (2021). *WHAT’S IN MY HOSPITAL BAG?! Packing for Labour and Delivery UK 2021: BABY #3.* [online video]. Available at: https://www.youtube.com/watch?v=9\_g6gFhIDN0 [Accessed: 15 Mar. 2021]. |

## Other sources - Recorded seminar

Include the type of the resource in the reference list.

Reference List Template:

Author(s). … (year of publication) … Title … [Type of resource] … Available at: URL address … [Accessed: date of access].

Example:

|  |
| --- |
| Bloggs, J. (2021) *Course introduction*. [recorded seminar]. 15 Mar. Available at: https://MoodleOrTeamsBasedURL [Accessed: 15 March, 2021]. |

## Other sources - Blogs

Include the type of the resource in the reference list.

Reference List Template:

Author(s). … (year of publication) … Title of blog … [Type of resource] … Available at: URL address … [Accessed: date of access].

Example:

|  |
| --- |
| Lymn, J. (2020) *30 at 30: Dean’s Blog - School of Health Sciences.* [online blog]. Available at: https://blogs.nottingham.ac.uk/healthsciences/2020/10/07/30-at-30-deans-blog/ [Accessed: 15 Mar. 2021]. |

## Other sources - Conference proceedings

Include the dates when the conference was held.

Reference List Template:

Author(s) OR Organisation. … (year of publication) …… Title of conference … dates conference was held. … Place published: Publisher/Organisation

Example:

|  |
| --- |
| The Royal College of Nursing (2019). *RCN 2019 research conference*, *Sheffield, England,* 3-5 September, 2019. London: Royal College of Nursing. |

Note: If the conference proceedings are published, the date of publication may be different to the conference date – both dates need to be included.

## Other sources - Thesis/dissertation

Include the type of qualification and awarding body.

Reference List Template:

Author. … (year of acceptance) … Title. … Award conferred … Awarding Body

Example:

|  |
| --- |
| Lamphon, H. (2020) *The transferability of Open Reusable Learning Objects (RLOs) to nursing clinical skills education in the Saudi context: a mixed method study.* PhD thesis, University of Nottingham. |

Note: If the thesis/dissertation is available online, then this information should be included.

## Other sources - Personal communication

This relates to unpublished written or verbal communication, and you should obtain permission from the author of the communication before using.

Reference List Template:

Author. … (year) … Personal Communication. … (Identify where it is if you have included it)

Example:

|  |
| --- |
| Bloggs, J. (2021) Personal communication. |

OR

|  |
| --- |
| Bloggs, J. (2021) Private communication, (Appendix 4). |

Note: If you can include a copy of the communication in an appendix, then the reference can include the appendix.

OR

|  |
| --- |
| Bloggs, J. (2021) Campaign: Noise and unruly behaviour in classrooms, Email to S Smith, 14 March. |

Note: If the communication was by email, then include the title and date of the email.

## Other sources - Unpublished information (eg local guidelines/ward documents)

If you are including locally produced information, e.g. local hospital guidelines or information produced in the area where you are working, then you need to identify if the information is published or unpublished.

For example, if the local hospital guideline is available via the Internet, then you need to follow the referencing guidance for Internet citations and referencing.

If the local hospital guidelines or information is only available in the area where you are working, then you will only need to provide the details of the Trust or Hospital that has published the guidelines in the reference list. In addition, adding unpublished at the end of the reference indicates that this is an internal, unpublished document.

In-text citation

Initially the nasogastric tube is left on free drainage following the development of an ileostomy (Local guideline, 2024).

Reference List Template:

Author (eg Person, Organisation or 'Local guideline' if author is unknown).  ... (year) ... Title of document.  Type of document (if appropriate) ...  Organisation (if known) ... [unpublished]

Example:

|  |
| --- |
| Local guideline (2024) Planning the post-operative care for a patient following ileostomy formation (Ward information), Nottingham University Hospitals NHS Trust [unpublished]. |

**References**

Pears, R., and Shields, G. (2022) *Cite Them Right*, London: Bloomsbury Publishing Plc.

University of York (2024) Referencing Styles: a Practical Guide. Available at: https://subjectguides.york.ac.uk/referencing-style-guides/ Accessed on: 10 March, 2024.