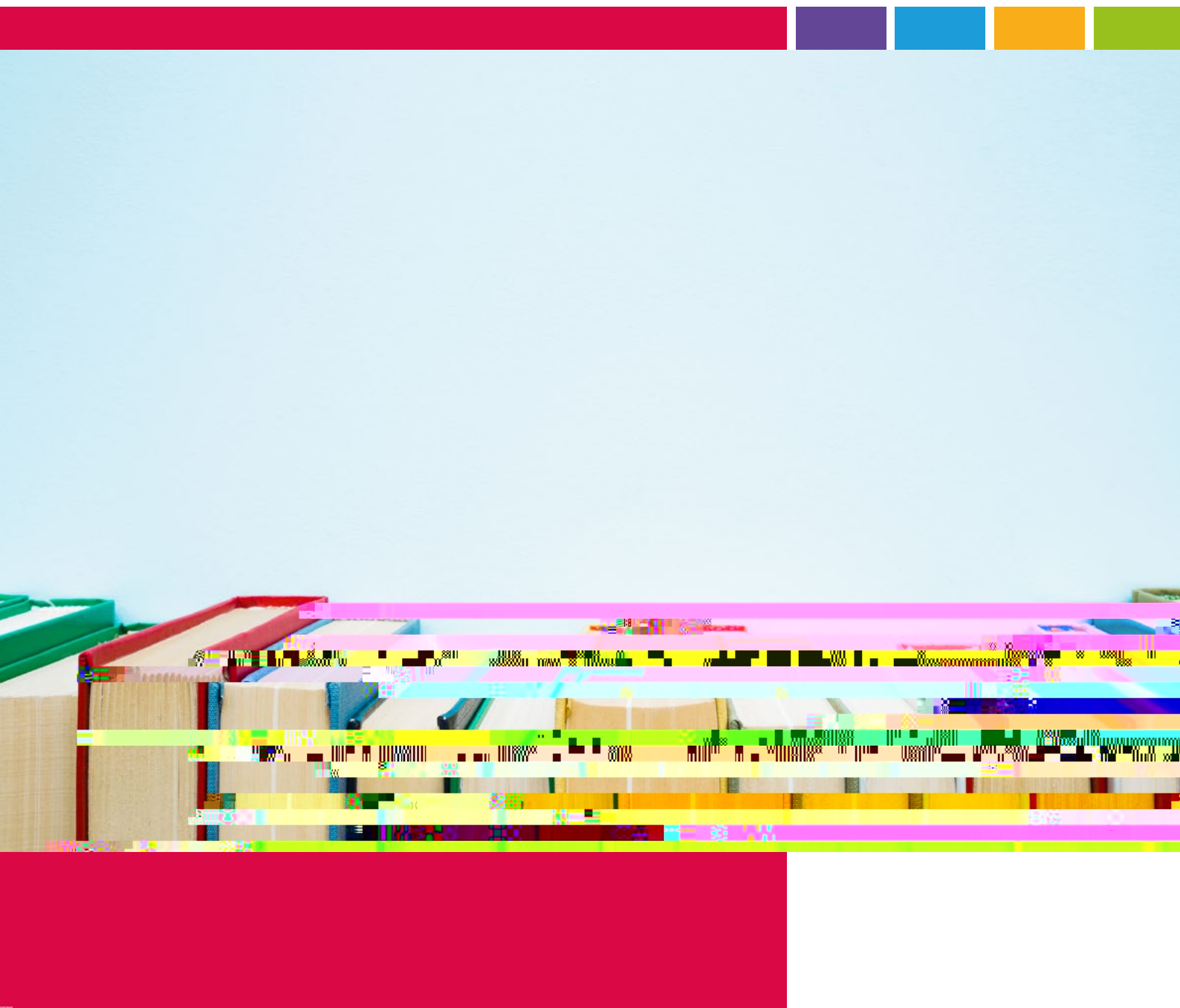




i

Referencing Guidelines



This publication is due for review in January 2023. To provide feedback on its contents or on your experience of using the publication, please email publications.feedback@rcn.org.uk

This document has been designed in collaboration with our members to ensure it meets most accessibility standards. However, if this does not fit your requirements, please contact corporate.communications@rcn.org.uk

RCN Legal Disclaimer

This publication contains information, advice and guidance to help members of the RCN. It is intended for use within the UK but readers are advised that practices may vary in each country and outside the UK. The information in this booklet has been compiled from professional sources, but its accuracy is not guaranteed. Whilst every effort has been made to ensure the RCN provides accurate and expert information and guidance, it is impossible to predict all the circumstances in which it may be used. Accordingly, the RCN shall not be liable to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by what is contained in or left out of this website information and guidance.

Published by the Royal College of Nursing, 20 Cavendish Square, London, W1G 0RN

© 2020 Royal College of Nursing. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means electronic, mechanical, photocopying, recording or otherwise, without prior permission of the Publishers. This publication may not be lent, resold, hired out or otherwise disposed of by ways of trade in any form of binding or cover other than that in which it is published, without the prior consent of the Publishers.

Contents

Introduction	4
In-text author citations	4
Quotations	4
Books and ebooks	5
Edited books	5
Chapters in edited books	5
Journal articles	6
Corporate authorship including reports	7
Web pages	7
Twitter	8
Blogs	8
UK government publications	8
UK statutes (Act of Parliament)	8
Command papers	9
Statutory instruments.....	10
Legislation from UK devolved legislatures	10
Scotland	10
Acts of the Scottish Parliament.....	10
Scottish Statutory Instruments.....	10
Northern Ireland	11
Acts of the Northern Ireland Assembly	11
Northern Ireland Statutory Rules	11
Wales	11
Acts of Senedd Cymru	11
Acts of the National Assembly for Wales (pre May 2020).....	12
Measures of the National Assembly for Wales (pre 2011)	12
Wales Statutory Instruments	12
Case law	12
Missing information	13
Arrangement of references	13

Introduction

The Royal College of Nursing (RCN) house style of referencing is the Harvard system as set out in this guide. For any queries about using this style contact the RCN Library and Archive Service.

Our preferred reference management software is Zotero.

style is available within the Zotero style repository. Both Zotero and the specific RCN referencing style are free to download. If you have any queries about using Zotero for RCN referencing purposes please contact us.

Email: rcn.library@rcn.org.uk

Telephone: 0345 337 3368

Web: rcn.org.uk/library

In-text author citations

For one author:

Humour is a positive element of the nurse patient relationship (Savage, 1995).

or: Savage (1995) shows how nurses value humour ...

or: Research by Savage (1995) suggests ...

For two authors:

A study undertaken by Levy and Kline (1994) discovered ...

or: Levy and Kline (1994) show that ...

For three or more authors:

As Ball (2017) demonstrate ...

or: Their exact nature is difficult to define (Ball, 2017).

All the authors should be listed in the reference list at the end of your document.

Organisation/corporate authors:

Use the name of the organisation as the author:

As the Royal College of Nursing (2019) recommends ...

Books and ebooks

Reference list

Books and ebooks should be referenced the same way.

- Author (Year of publication in round brackets) . Edition if not first edition.
Place of publication: Publisher.

Tracy M F and O'Grady E T (2018)
. 6th edn. Philadelphia: Saunders.

Moule P, Aveyard H and Goodman M (2017) . 3rd edn.
London: Sage.

In-text citation

Moule (2017) discusses researching ethically ...

Edited books

Reference list

- Editor/s (ed. or eds. in round brackets) (Year of publication in round brackets)
. Edition if not first edition. Place of publication: Publisher.

Bulman C and Schutz S (eds.) (2013) . 5th edn. Chichester:
Wiley-Blackwell.

In-text citation

Bulman and Schutz (eds.) (2013) provide an accessible introduction to reflective practice.

Chapters in edited books

Reference list

- Author of the chapter (Year of publication in round brackets) 'Title of chapter in single quotation marks', in Editor/s of book (ed or eds.) . Edition if not first edition. Place of publication: Publisher, Page numbers.

Tate S (2013) 'Writing to learn: writing reflectively', in Bulman C and Schutz S (eds.)
. 5th edn. Chichester: Wiley-Blackwell, pp. 53-92.

In-text citation

"Once you have developed your reflective skills, you will realise that using this way of learning is transformative" (Tate, 2013, p. 53).

Journal articles

Reference list

Print and electronic journal articles should be referenced the same way.

- Author (Year of publication in round brackets) Title of article, , Volume(part), Page numbers.

Axcell C (2019) Sepsis, , 27(2), p. 134.

Rosenberg K (2018) Determining differences between physician and nursing care, , 118(6), pp. 69-70.

If a journal article does not have an author attributed to it, use the name of the journal itself as the author.

British Journal of Nursing (2018) The robot nurses are coming to a workplace near you, , 27(13), pp. 765–767.

For electronic articles some information may be missing e.g. part or page numbers. Omit this information if it is not available. A DOI (digital object identifier) may be used if available. This is a permanent identifier.

Seers K, Crichton N, Martin J, Coulson K and Carroll D (2008) A randomised controlled trial to assess the effectiveness of a single session of nurse administered massage for short term relief of chronic non-malignant pain, , 7(1). doi.org/10.1186/1472-6955-7-10.

In-text citation

Axcell (2019) notes that “Due to the rigorous training on the recognition of sepsis, the number of deaths resulting from maternal sepsis has been lowered” (p. 134).

When quoting from electronic articles without page numbers provide another way for the quotation to be located within the text e.g. heading and paragraph number:

Once these factors are considered “It is then a clinical question whether the 15 minute investment of time in doing the massage is worth the benefits” (Seers , 2008, Discussion, para. 6).

Twitter

Reference list

In-text citation

Statutory instruments

Reference list

- . Available at: URL (Accessed date).

Northern Ireland

Acts of the Northern Ireland Assembly

Reference list

- . Available at: URL (Accessed date).
 . Available at:
www.legislation.gov.uk/nia/2016/23/contents (Accessed 11 January 2021).

In-text citation

Section 1(db) of the
states: “the conditions to which a person’s registration in a part of the
register is subject may be varied or revoked.”

Northern Ireland Statutory Rules

Reference list

-



