

UPGRADE STUDY ADVICE

How to place references in your text

In your own writing as a student, you will want to refer to the sources you have read. To do this, you need to summarise the point the author is making in your own words, and show the reader which source this is. You make this link by citing the author and year.

You can vary your writing style for this.

Style 1: Focus on the source

Here you discuss the points or argument made by a particular source by name and add the year in brackets to identify it in your references:

For example

The Department of Health (2008) sets out their vision for primary and community care services. A Cochrane review by Laurent et al (2004) concluded that nurse practitioners could provide a high quality care as general practitioners and achieve good outcomes for patients with long term conditions.

Some useful phrases

A study by Author (year) found that

According to Author (year), However

Author (year) estimates that / considers how / suggests / argues that

Style 2: Focus on the ideas

Here you refer directly to an idea, point, fact, argument made by your source, and show the author(s) and year in brackets immediately after:

For example:

Changes to primary and and community care services will provide opportunities for nurses and allied health professionals (AHPs) to work in partnership with patients as experts in helping them take more control over their health (Department of Health 2008).

Try it!

Summarise a key point from your source:

..... (Author year)

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Quoting

In Arts, History and English subjects you will need to use quotes to evidence your analysis of texts. For other subjects you should avoid direct quotes wherever possible. Summarising (with the reference to the source) clearly demonstrates you understand the author's idea. Quoting sometimes gives the impression that you do not understand what you have read – and that you are just repeating the words.

Use quotes sparingly and only if there is something special about it. If the phrase is important enough to quote then you should also comment on it.

Short quotes are included in the flow of your text:

Williams and Pickup (2004:6) describe how Areateus, a Greek scientist, had observed that for people with diabetes "... one cannot stop them either from drinking or making water...". This suggests that the condition has been recognised...

When you quote you must also include the page number.

Longer quotes are indented:

The National Service Framework for diabetes: Standard (DH 2001:16) states that:

The NHS will develop, implement and monitor strategies to reduce the risk of developing Type 2 diabetes in the population as a whole and to reduce the inequalities in the risk of developing Type 2 diabetes.

This committed the NHS to a number of initiatives designed to

Citing secondary sources

A secondary source is a reference mentioned in a source you are reading but you have not read it yourself. If possible, locate the original source as the author you are reading may have changed the original idea in some way. If you can't and it is a key text you may need to use a secondary source, and cite it to show that this is what you're doing.

In your text you write:	In your reference list List the book/source in which YOU found it
Orem (1991) cited in Pearson et al (2005) describes self care as something achieved on maturity, enabling control and effective action.	Pearson A, Vaughan B and Fitzgerald M (2005) <i>Nursing Models for practice</i> . Edinburgh: Butterworth Heineman.

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The six points of a **book** reference

For example

1 **Author(s)** / editor(s), surname and initial(s)

2 **Year** of publication (in brackets)

3 **Title** of book in italics

4 **Edition** (in brackets) if shown

5 Place/ **city** of publication (note :) :

6 **Publisher**

The reference looks like this:

Kumar P and Clark M (Eds) (2009) *Clinical medicine* (7th edition). Edinburgh: Saunders Elsevier.

Write your own model:

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The eight points of a **journal** reference

1 **Author(s)** surname and initial(s) (as shown)

2 **Year** of publication (in brackets)

3 **Full title** of article

4 **Title** of journal (in italics)

5 **Volume / issue** details

6 **Pages** of the article

7 **URL** internet address

8 **Date** you accessed it

The reference looks like this:

William A and Jones M (2006) Patients' assessments of consulting a nurse practitioner: the time factor. *Journal of Advanced Nursing*. 53 (2), 188-195. Available at <http://ejournals.ebsco.com/direct.asp?Article=4389927E17D913CB53D1> (accessed 10/07/10).

Write your own model:

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The five points of an **internet** reference

1 **Author(s)** of the website (organisation or person)

2 **Year** the webpage was written or updated, if known

3 **Full title** of webpage or website

4 **Full internet address** of webpage or website

5 **Date** on which you accessed the webpage or website

The reference looks like this:

Diabetes UK (no date) *What is Type 2 diabetes?* Available at: <http://www.diabetes.org.uk/Guide-to-diabetes/introduction-to-diabetes/What-is-type-2diabetes/> (accessed 10/07/10)

Write your own model:
