

Referencing Guidelines

CORPORATE



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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. *The Royal College of Nursing - Harvard* 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

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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 *et al.* (2017) demonstrate ...

or: Their exact nature is difficult to define (Ball *et al.*, 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 ...

or: Recent research suggests ... (Royal College of Nursing, 2019).

Quotations

In the text use double quotation marks, the author surname, year of publication and exact page number(s):

“As the most popular genre on British television, soap operas have an important role to play” (Wilde, 2005, p. 69).

or: As Sparshott (1998) states: “Life cannot be lived without stress, since stress leads to stimulation” (p. 21).

You should also include it in the reference list.

Books and ebooks

Reference list

Books and ebooks should be referenced the same way.

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

Tracy M F and O’Grady E T (2018) *Hamric and Hanson’s advanced practice nursing: an integrative approach*. 6th edn. Philadelphia: Saunders.

Moule P, Aveyard H and Goodman M (2017) *Nursing research: an introduction*. 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) *Title in italics*. Edition if not first edition. Place of publication: Publisher.

Bulman C and Schutz S (eds.) (2013) *Reflective practice in nursing*. 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.) *Title in italics*. 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.) *Reflective practice in nursing*. 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, *Journal title in italics and significant words capitalised*, Volume(part), Page numbers.

Axcell C (2019) Sepsis, *British Journal of Midwifery*, 27(2), p. 134.

Rosenberg K (2018) Determining differences between physician and nursing care, *American Journal of Nursing*, 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, *British Journal of Nursing*, 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, *BMC Nursing*, 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 *et al.*, 2008, Discussion, para. 6).

Corporate authorship including reports

When referencing an item which has an organisation or institution as the author, the name of that organisation must always be written out in full, though you can abbreviate it when it appears again later in the reference.

Electronic

Reference list

If you accessed it online you do not need a publisher and place of publication.

- Author (Year of publication in round brackets) Title in italics. DOI or Available at: [URL](#) (Accessed date).

Royal College of Nursing (2018) *On the back foot: an analysis of NHS performance in England in recent summers*. Available at: www.rcn.org.uk/professional-development/publications/pub-007328 (Accessed 11 January 2021).

In-text citation

The Royal College of Nursing (2018) states: “There is an urgent need for investment in addressing the supply gap of registered nurses” (p. 9).

Print

Reference list

- Author (Year of publication in round brackets) *Title in italics*. Place of publication: Publisher.

Royal College of Nursing (2010) *Standards for infusion therapy*. 3rd edn. London: RCN.

In-text citation

The Royal College of Nursing (2010) produced updated standards for infusion therapy.

Web pages

Examples of how to reference individual sources found online, e.g. ebooks, electronic journal articles, are given in the relevant sections of this guide. This section applies to web pages.

Reference list

- Author (Year) Title in italics. Available at: URL (Accessed date).

Royal College of Nursing (2019) *Healthy workplace, healthy you*. Available at: www.rcn.org.uk/healthy-workplace (Accessed 11 January 2021).

In-text citation

Resources have been made available to promote healthy workplaces (Royal College of Nursing, 2019).

Twitter

Reference list

Author [Twitter handle in square brackets] (Year in round brackets) *Full text of tweet or shortened with an ellipsis and in italics* [Twitter] Day/Month posted. Available at: [URL](#) (Accessed date).

Royal College of Nursing [@theRCN] (2019) *A new RCN report says nurses are best placed to help close the huge gap in life expectancy between people with serious mental illness and the rest of the population* [Twitter] 21 May. Available at: twitter.com/theRCN/status/1130820602170945538 (Accessed 11 January 2021).

National Health Service [@NHSuk] (2019) *Setting up the emergency medical features on your phone could save your life ... how to set it up* [Twitter] 8 July. Available at: twitter.com/NHSuk/status/1147168214889226240 (Accessed 11 January 2021).

In-text citation

The report was highlighted on Twitter (Royal College of Nursing, 2019).

Blogs

Reference list

- Author of blog (Year the blog was posted in round brackets) Title of blog, *Title of internet site in italics*, Day/month the blog was posted. Available at: URL (Accessed date).

Bailey L (2018) How genomics is changing nursing, *Royal College of Nursing*, 7 March. Available at: www.rcn.org.uk/news-and-events/blogs/how-genomics-is-changing-nursing (Accessed 11 January 2021).

In-text citation

Bailey (2018) points to rapid advances in what is known about genomes.

UK government publications

Capitalise significant words in the titles of government publications, except for command papers, following the examples below.

UK statutes (Acts of Parliament)

Electronic

Reference list

If accessed online you do not need a place of publication and publisher.

- *Title of Act including the year and chapter number in italics*. Available at: URL (Accessed date).

Health and Social Care (Safety and Quality) Act 2015, c. 28. Available at: www.legislation.gov.uk/ukpga/2015/28/contents/enacted (Accessed 11 January 2021).

In-text citation

Legislation has provided for the integration of information relating to users of health and social care services in England (*Health and Social Care Act (Safety and Quality) Act 2015*).

Print

Reference list

- Author (Year of publication in round brackets) *Title of Act including the chapter number in italics*. Place of publication: Publisher.

Parliament (1989) *Children Act, c. 41*. London: HMSO.

In-text citation

The *Children Act* was important in this regard (Parliament, 1989).

Command papers

Electronic

Reference list

- Department (Year of publication in round brackets) *Title in italics (Command paper number in round brackets)*. DOI or Available at: URL (Accessed date).

Department of Health (2008) *High quality care for all: NHS next stage review: final report (Cm 7432)*. Available at: www.gov.uk/government/publications/high-quality-care-for-all-nhs-next-stage-review-final-report (Accessed 11 January 2021).

In-text citation

The Department of Health (2008) stipulated that everyone with a long-term condition should have a personalised care plan (p.10).

Print

Reference list

- Author (Year of publication in round brackets) *Title in italics (Command paper number in round brackets)*. Place of publication: Publisher.

Department of Health (1998) *Our healthier nation: a contract for health: a consultation paper (Cm 3852)*. London: Stationery Office.

In-text citation

“Better health for the nation is central to making a better country” (Department of Health, 1998, p.7).

Statutory instruments

Reference list

- *Title in italics (SI year and number in round brackets)*. Available at: URL (Accessed date).

Nurses, Midwives and Health Visitors (Amendment) Rules Approval Order 2002 (SI 2002/1169). Available at: www.legislation.gov.uk/uksi/2002/1169/contents/made (Accessed 11 January 2021).

In-text citation

The *Nurses, Midwives and Health Visitors (Amendment) Rules Approval Order 2002* provides a definition of a student.

Legislation from UK devolved legislatures

Capitalise significant words in the titles of legislation, following the examples below.

Scotland

Acts of the Scottish Parliament

Reference list

For Acts of the post devolution Scottish Parliament use an ‘asp’ number in place of a chapter number.

- *Title of Act including year in italics (asp number in round brackets)*. Available at: URL (Accessed date).

Budget (Scotland) Act 2018 (asp 6). Available at: www.legislation.gov.uk/asp/2018/6/contents (Accessed 11 January 2021).

In-text citation

The Budget (Scotland) Act 2018 states: “The sum may be paid out of the Fund only if its payment is authorised by the Scottish Ministers” (section 5(2)).

Scottish Statutory Instruments

Reference list

- *Title of the SSI including year in italics (SSI year/number in round brackets)*. Available at: URL (Accessed date).

The Education (Scotland) Act 1980 (Modification) Regulations 2019 (SSI 2019/179). Available at: www.legislation.gov.uk/ssi/2019/179/contents/made (Accessed 11 January 2021).

In-text citation

Section 2 of the *Education (Scotland) Act 1980 (Modification) Regulations 2019* amends eligibility for free school meals.

Northern Ireland

Acts of the Northern Ireland Assembly

Reference list

- *Title of Act (Northern Ireland) including year in italics*. Available at: URL (Accessed date).
Health and Personal Social Services (Amendment) Act (Northern Ireland) 2016. Available at: www.legislation.gov.uk/nia/2016/23/contents (Accessed 11 January 2021).

In-text citation

Section 1(db) of the *Health and Personal Social Services (Amendment) Act (Northern Ireland) 2016* 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

- *Title of Rule (Northern Ireland) Year (in italics) (SR year/number in round brackets)*. Available at: URL (Accessed date).
The Food Safety (Sampling and Qualifications) Regulations (Northern Ireland) 2013 (SR 2013/66). Available at: www.legislation.gov.uk/nisr/2013/66/contents/made (Accessed 11 January 2021).

In-text citation

Section 4 of the Food Safety (Sampling and Qualifications) Regulations (Northern Ireland) 2013 identifies acceptable qualifications for food analysts.

Wales

Acts of Senedd Cymru

Reference list

- *Title of Act including year in italics (asc number in round brackets)*. Available at: URL (Accessed date).
Health and Social Care (Quality and Engagement) (Wales) Act 2020 (asc 1). Available at: www.legislation.gov.uk/asc/2020/1/contents/ (Accessed 4 February 2021).

In-text citation

The Health and Social Care (Quality and Engagement) (Wales) Act 2020 established the Citizen Voice Body for Health and Social Care.

Acts of the National Assembly for Wales (pre May 2020)

Reference list

- *Title of Act including year in italics (anaw number in round brackets)*. Available at: URL (Accessed date).

Childcare Funding (Wales) Act 2019 (anaw 1). Available at: www.legislation.gov.uk/anaw/2019/1/enacted (Accessed 11 January 2021).

In-text citation

The *Childcare Funding (Wales) Act 2019* states: “The regulations may make provision for a penalty to be imposed on a person who provides false or misleading information” (section 3(3)).

Measures of the National Assembly for Wales (pre 2011)

Reference list

- *Title of Assembly Measure including year in italics (nawm number in round brackets)*. Available at: URL (Accessed date).

Housing (Wales) Measure 2011 (nawm 5). Available at: www.legislation.gov.uk/mwa/2011/7/contents (Accessed 4 February 2021).

In-text citation

The *Housing (Wales) Measure 2011* makes provision for the regulation of registered social landlords.

Wales Statutory Instruments

Reference list

- *Title of Wales Statutory Instrument including the year in italics (SI year/number in round brackets (W number in round brackets))*. Available at: URL (Accessed 28 May 2019).

The Code of Practice in Relation to Local Authority Fostering Services (Appointed Day) (Wales) Order 2019 (SI 2019/938 (W.164)). Available at: www.legislation.gov.uk/wsi/2019/938/contents/made (Accessed 11 January 2021).

In-text citation

The appointed day for the code coming into force was set as 20 May 2019 (*Code of Practice in Relation to Local Authority Fostering Services (Appointed Day) (Wales) Order 2019*).

Case law

Electronic

Reference list

- ‘Name of the parties involved in case in single quotation marks’ (year in round brackets) Court, case number. Available at: URL (Accessed date).

‘*Barber v. Somerset County Council*’ (2004) United Kingdom House of Lords, case 13. Available at: www.bailii.org/uk/cases/UKHL/2004/13.html (Accessed 11 January 2021).

In-text citation

- ‘Name of parties involved in single quotation marks’ (year in round brackets)

The case of ‘Barber v. Somerset County Council’ (2004) ...

Print**Reference list**

- ‘Name of the parties involved in case in single quotation marks’ (year in round brackets) *Title of law report (in italics)*, volume number, page numbers.

‘Vandervell v IRC’ (1967) *Appeal Cases*, 2, p. 291.

In-text citation

- ‘Name of parties involved in single quotation marks’ (year in round brackets)

The case of ‘Vandervell v IRC (1967) ...

Missing information

If any document does not include full publication details make this clear.

e.g. Hulme A (no date) *History of Margate hospitals*. (no place): (no publisher).

Arrangement of references

Within the reference list arrange references in alphabetical order of the first author listed.

If there is more than one reference by the same author, arrange them chronologically, with the earlier publication date first e.g.:

Garrett D (2014) Sex and relationship: how can I support people to maintain sexual health and intimacy in older age?, *Nursing Older People*, 26(1), p. 14.

Garrett D (2018) Take on the challenge of patient mobility, *Nursing Standard*, 33(3), p. 33.

If the same author has written several items in the same year, these will not be differentiated by year alone. This means you will need to add a, b, c, etc. to the date, both in the text and in the reference list. This is determined by alphabetical title in the reference list e.g.:

Peate I (2018a) Breast cancer, *British Journal of Healthcare Assistants*, 12(8), pp. 376–381.

Peate I (2018b) Lung cancer, *British Journal of Healthcare Assistants*, 12(9), pp. 429–435.

Peate I (2018c) Outgrowing a role never looked so good, *Journal of Paramedic Practice*, 10(10), p. 415.

Peate I (2018d) Taking self-harm seriously, *British Journal of Nursing*, 27(22), p. 1291.

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