

Information paper

Citation styles

How to reference your work correctly

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Citation Styles

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Citation Styles

How to reference your work correctly

Introduction to referencing your work

In modern healthcare and academic environments, it is important to acknowledge the contribution made to your work by the intellectual effort of others. This serves to differentiate between your own ideas and the views of others and demonstrates that you have undertaken appropriate research. Correctly citing the evidence supports your work, adds to its credibility, and means you are not plagiarising the work of others.

What is the difference between a citation and a reference?

- Citations or in-text citations are indicators that the work of others was used at this point in the text.
- References are the details of the works that have been cited and these are shown as a list at the end of the text of the document.

You should cite the source when you:

- quote directly from another work;
- paraphrase all or part of another work;
- refer to another work;
- include specific data, facts, statistics or ideas taken from other publications, presentations, websites, newspapers, blogs etc.;
- draw attention to a source for whatever reason.

It is not necessary to cite "common knowledge," which is information that is not the creation of any one person or that can be confirmed in many places. Common knowledge includes facts, dates, information or concepts that are generally known to an educated public.

Citing the source enables the reader to verify your interpretation of that work by consulting the original publication. As this is not possible with unpublished works, citing these should therefore be avoided.

Researchers and publishers in various fields of study have adopted style conventions that govern the layout of work published in their specific fields. These style conventions include the way works in various formats are cited in the text and

how they are referenced at the end of the work. Whatever style you use, be careful to be consistent throughout the document and never mix styles.

In medicine and allied health, there are two main styles, the 'Vancouver style' and the 'Harvard style'. Your publisher, journal, university, or organisation will usually dictate which style you should use. For the submission of a journal article, check the 'Instructions to Authors' in your chosen journal.

The list of cited sources is usually called the 'References' and it should only include works directly cited in the document. If you wish to offer an additional reading list, this should be a separate list with a title of either 'Bibliography' or 'Further Reading'. It should be presented in the same style as the 'References' and be included after the 'References'.

Vancouver style

Citations in the text

The Vancouver style^(1,2), sometimes called the numbered or numeric system, has the advantage that the citations do not disrupt the flow of the text for the reader. Developed by the International committee of Medical Journal Editors as Uniform Requirements for Manuscripts submitted to Biomedical Journals, it is maintained by the U.S. National Library of Medicine.

Within the text, citations are numbered consecutively in the order in which they are first mentioned. If a reference is cited again later in the work, it will continue to bear the original number.

The number may be in superscript and can be placed in brackets. If two or more works are cited at the same point in the text, they should be separated with a comma; if there are three or more and the numbers are consecutive a hyphen can be used.

Placement of citation numbers within a text should be carefully considered, e.g. a particular reference may be relevant to only part of a sentence. A citation can be adjacent to the particular point you are making, or if it applies to the whole sentence or paragraph, it can go at the end of the sentence or paragraph. Place reference numbers before full stops or commas etc.

The Vancouver reference list

- List References numerically in the order they first appear in the text.
- Punctuation marks and spaces in the reference list are important. Follow the punctuation and spacing exactly as given in the examples.
The titles of journals can be in full or abbreviated in accordance with the style used in Medline⁽³⁾. If a journal is not listed by Medline, construct an abbreviation by abbreviating each word as it has been abbreviated in other titles. A single word journal title should never be abbreviated.
- List the authors in the same order as the publication to a maximum of three; if there are more than three authors use the first three followed by 'et al'. When a publication does not acknowledge an author, begin with the title.
N.B. there may be a corporate author: see below.
- Do not abbreviate either corporate authors or publishers
e.g. use The Department of Health and Social Care not DHSC; The Chartered Society of Physiotherapy, not CSP.
- When a publication does not give a date of publication, use 'undated', 'no date' or 'n.d.' in square brackets.
- In closing page numbers do not repeat digits unnecessarily; e.g. use 345-63, not 345-363.
- Full text links, you can use either URLs or DOIs. The inclusion of links to full text is useful, particularly if your publication is going online. (Consider your audience; is it likely your audience will have access to the full text on the link you are providing?)

Examples of Vancouver style

I. Book or monograph

(the information should be taken from the front and reverse of the title page of the work rather than the cover or the spine)

a) Personal author(s):

Jacobson JA. Fundamentals of musculoskeletal ultrasound. 3rd ed. Philadelphia: Elsevier; 2018. *(include the edition if not the first)*

Giangarra CE, Manske RC, Brotzman SB. Clinical orthopaedic rehabilitation: a team approach. 4th ed. Philadelphia: Elsevier; 2017.

b) Editor(s), compiler(s) as author:

Taggard L, Cousins W, editors. Health promotion: for people with intellectual and developmental disabilities. Maidenhead: Open University Press; 2014.

c) Organisation(s) as author:

The Royal Pharmaceutical Society. A competency framework for all prescribers. London: The Royal Pharmaceutical Society; 2016.

d) Chapter in a book:

Jones M, Jensen G, Edwards I. Clinical reasoning in physiotherapy. In: Higgs J, Jones M, editors. Clinical reasoning in the health professions. 2nd ed. Oxford: Butterworth Heinemann; 2000. p. 117–27.

e) E-book:

Niebauer, J. Cardiac rehabilitation manual. 2nd ed. Cham, Switzerland: Springer; 2017. [Accessed:19 Mar 2018].

Available from

<https://csplis.idm.oclc.org/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1356196&site=eds-live>

f) Report:

Labour Research Department. Bullying and harassment at work: a guide for trade unionists. London: Labour Research Department; 2012.

g) Digital report:

Boulton C, Bunning T, Hannaford J, et al. Recovering after a hip fracture: helping people understand physiotherapy in the NHS. London: Royal College of Physicians, 2018. [Accessed:11 Mar 2018].

Available from: <https://www.hqip.org.uk/resources/fracture-liaison-service-database-fls-db-clinical-audit-report-october-2017/>

II. Standard journal article

(Where the journal pagination is not continuous i.e. each issue starts from page 1, the month/date and/or issue number must be included).

a) List all authors to a maximum of three:

Moffatt F, Goodwin R, Hendrick P. Physiotherapy-as-first-point-of-contact-service for patients with musculoskeletal complaints: understanding the challenges of implementation. Primary Health Care Research & Development. 2018;19(2):121–30.

b) More than three authors:

Osbourne CL, Petersson C, Graham JE, et al. The Burn model systems outcome measures: a content analysis using the international classification of functioning, disability, and health. *Disability and Rehabilitation*. 2017;39(25):2584-93.

c) Organisation as author:

Philadelphia Panel. Philadelphia Panel evidence-based clinical practice guidelines on selected rehabilitation interventions for neck pain. *Physical Therapy*. 2001;81(10):1701-17.

d) No author given:

Physiotherapy in rheumatic disorders. *Rep Rheum Dis*.1972;47:1-2.

e) Volume with supplement:

Pollock C, Miller K, Garland J. Determining intensity for rehabilitation of ambulatory balance following stroke. *Physiotherapy Canada*. 2016;68(Suppl 1):12-4.

f) Issue with supplement:

Wilkie H, Standage M, Sherar L, et al. Results from England's 2016 Report card on physical activity for children and youth. *Journal of Physical Activity and Health*. 2016;13(11 Suppl 2):S143-S9.

g) Issue with part:

Ketterling JA. Acoustic field of a wedge-shaped section of a spherical cap transducer. *J Acoust Soc Am*. 2003;114(6 Pt 1):3065-75.

h) Article published electronically ahead of the print version:

Barrow A, Palmer S, Thomas S, et al. Quality of web-based information for osteoarthritis: a cross-sectional study. *Physiotherapy*. 2018 [Accessed: 19 Mar 2018] Available from: DOI: <https://doi.org/10.1016/j.physio.2018.02.003>

i) Open Access Journal article:

Quicke JG, Foster NE, Croft PR, et al. Change in physical activity level and clinical outcomes in older adults with knee pain: a secondary analysis from a randomised controlled trial. *BMC Musculoskeletal Disorders* 2018;19(1):59 [Accessed: 12 Mar 2018]. Available from: <https://bmcmusculoskeletdisord.biomedcentral.com/articles/10.1186/s12891-018-1968-z>

III. Other publication types

j) Conference proceedings:

The Chartered Society of Physiotherapy. Presentations from Physiotherapy UK 2017 Nov 10-11; Birmingham UK. London: The Chartered Society of Physiotherapy; 2017 [Accessed: 12 Oct 2017]. Available from:

<http://www.csp.org.uk/news-events/events/physiotherapy-uk-19-20-october-2018/presentations-physiotherapy-uk-2017>

k) Conference paper:

Vanoncini M, Thrasher TA, Andrews BJ, et al. Increasing trunk stiffness via FES in paraplegic subjects. In: Wood D, Taylor P, editors. Getting FES into clinical practice: proceedings of IFESS-FESnet 2004: 9th Annual Conference of the International Functional Electrical Stimulation Society and the 2nd Conference of FESnet; 6-9 September 2004; Bournemouth, UK. Bournemouth: Salisbury Health Care NHS Trust; 2004. pp. 165-7.

l) Legislation

Cite an Act by its short title and date. To refer to a particular element of the Act use s or ss (section or sections), Pt (Part) or Sch and para (Schedule and paragraph within a schedule).

Health and Social Care Act 2012, Ch 7.

Available from: <http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted> [Accessed: 27 Mar 2018]

m) Thesis or Dissertation:

Jones J. Efficacy and mechanisms of hydrotherapy in rheumatoid arthritis. [PhD] Bristol: University of Bath; 2002.

n) Newspaper article:

Whyte A. Opening up the roads to recovery. Schemes which give patients the option of approaching NHS physiotherapists directly, rather than via a GP, are bringing more autonomy to the profession. The Independent 2004 Jan 27; Suppl: 2-3.

o) CD-ROM:

Royal Dutch Society for Physical Therapy. Clinical practice guidelines in the Netherlands: a prospect for continuous quality improvement in physical therapy. [CD-ROM]. Amersfoort, The Netherlands: Royal Dutch Society for Physical Therapy; 2003.

p) Database on the Internet:

Check the Register [Internet]. London: Health and Care Professions Council. [Accessed: 23 Feb 2018] Available from: <http://www.hpc-uk.org/landing/?id=3>

q) Blog:

West M. It's not about the money: staff engagement comes first. 07 March 2018 London. King's Fund. [Accessed: 19 Mar 2018]
Available from: <https://www.kingsfund.org.uk/blog/2018/03/staff-engagement-comes-first>

r) Tweet:

The Chartered Society of Physiotherapy. Hip fracture and the rehab postcode lottery - the #HipSprint2018 audit revealed wide variations in rehabilitation. 15 Mar 2018 [Accessed: 19 Mar 2018] Available from: <https://twitter.com/thecsp/status/974329396323483648>

Tweets are 'microblogs' and take the same format as blogs.

s) Wiki:

Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. Citation wiki. Updated: 28 Sept 2012.
Available from: <http://en.wikipedia.org/wiki/Citation> [Accessed: 03 Mar 2018]

t) Online video:

The Chartered Society of Physiotherapy. RehabMatters [online video] 25 Oct 2017 [Accessed: 16 Mar 2018] Available from: <http://www.csp.org.uk/press-policy/policy/rehab-matters>

References for Vancouver style

1. International Committee of Medical Journal Editors. Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals. 2017. [Accessed: 19 Mar 2018]
Available from: <http://www.icmje.org/>
 2. International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals: sample references. Updated July 2011. [Accessed: 19 Mar 2018]
Available from: http://www.nlm.nih.gov/bsd/uniform_requirements.html
 3. NLM Catalog: Journals referenced in the NCBI Databases. [Accessed: 19 Mar 2018]
Available from: <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>.
 4. Patrias K, Wendling D. Citing medicine: The NLM style guide for authors, editors, and publishers. 2nd ed. Bethesda (MD): National Library of Medicine; 2007-. [updated 2015]. [Accessed: 19 Mar 2018]
Available from: <https://www.ncbi.nlm.nih.gov/books/NBK7256/>
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Harvard style

The Harvard style, also known as the 'Author-date system', has the advantage of allowing the reader to make an immediate association between an idea or fact and the work from which it comes. The disadvantage of Harvard is that the citations disrupt the flow of the text for the reader. Harvard style has many variants, with difference in the style features, punctuation, capitalisation, abbreviations, underlining and the use of italics. The following is one version that has the advantage of simplicity (Snooks 2002).

Citations in the text

- Cited references are included in the text in the form of the surname of the first author followed by the year of publication, and are generally in round brackets. The citation is usually at the end of a sentence and before the full stop.
e.g.
Repeated gripping actions may produce traction of fibres at the common extensor origin, leading to microtrauma and inflammation (Foley 1993).
- If more than one item is to be cited at the same point in the text, separate each author-date citation with a comma within the brackets.
e.g.(Kuhn 1974, Popper 1974, Chalmers 1983)
- If the author's name occurs as part of the text it may be omitted from the parentheses.
e.g.
"Beal (1983) tells us that such an area will usually involve two or more segments, unless traumatically induced, in which case single segments are possible."
- If an author is to be cited for two different works published in the same year, these are distinguished by the addition of a lower case letter, starting with 'a' for the first cited reference.
e.g.
There is some controversy concerning repeated steroid injections into weight-bearing joints and the associated risk of developing arthropathy (Cameron 1995a).

- If there are two authors, the surnames of both are given.
e.g.
Other cells (e.g. myofibroblasts) migrate into the tendon, but there is no evidence that any of the immigrant cells are inflammatory cells (Kraushaar and Nirschl 1999).
- If there are three or more authors, the surname of the first author only is given followed by 'et al.'
e.g.
Most drugs are treated by the body as foreign substances (xenobiotics) and are metabolised by enzymes (Rang et al., 1995)
- If a work is anonymous, then use 'Anon'.
e.g. (Anon 2007)
- If the reference is to a newspaper article and has no named author, cite the newspaper as the author.
e.g. (Observer 2011)
- If the publication to be cited does not give a date of publication, use 'undated' or 'no date' instead of the date.
e.g. (Smith no date)

The Harvard reference list

In the Harvard style the references are listed in alphabetical order of first author's surname, using letter-by-letter rather than word-by-word alphabetical order.

If there is more than one reference by an author they are listed chronologically with the earliest first.

Do not abbreviate either corporate authors or publishers. E.g. use The Chartered Society of Physiotherapy, not CSP.

The format of the reference depends on the type of work cited. Using the right punctuation and spacing is part of citing a reference correctly.

Examples of Harvard style

I. Book or monograph

(information should be taken from the front and reverse of the title page of the work rather than the cover or the spine)

a) Personal author(s):

Jacobson, J. (2018) *Fundamentals of musculoskeletal ultrasound*. Elsevier, Philadelphia.

Giangarra, C. E., Manske, R. C. and Brotzman, S. B. (2017) *Clinical orthopaedic rehabilitation: a team approach*. Elsevier, Philadelphia.

b) Editor(s):

Filshie, J., White, A., and Cummings, M. (eds) (2016) *Medical acupuncture: a western scientific approach*. 2nd ed. Elsevier, Edinburgh.

c) Organisation as author:

The Royal Pharmaceutical Society. (2016) *A competency framework for all prescribers*. The Royal Pharmaceutical Society, London.

d) Chapter in a book

Pape, H. (2013) Sports management. In: S. Porter. (ed.) *Tidy's physiotherapy* (15th edn). Churchill Livingstone, Edinburgh. pp. 369-79.

e) E-book:

King, J. (2016) Chronic obstructive pulmonary disease (COPD) : clinical symptoms, emerging treatment strategies and impact on quality of life. [e-book]. Nova Science Publishers, New York. Available from: <https://csplis.csp.org.uk/folio/?oid=67937> [Accessed: 26 March 2018].

f) Digital Report:

Royal College of Physicians. (2018) *Recovering after a hip fracture: helping people understand physiotherapy in the NHS*. [Online]. Royal College of Physicians, London
Available from: <https://www.rcplondon.ac.uk/projects/physiotherapy-hip-fracture-sprint-audit-phfsa> [Accessed: 26 March 2018].

II. Journal articles

a) List the authors of the publication using 'and' before the last author.

Harman, B. and Olds, M. (2017) 'Rotator cuff repair protocols: a survey of current New Zealand practice'. *New Zealand Journal of Physiotherapy*, vol. 45, no. 1 pp. 24-30.

b) Organisation as author:

Philadelphia Panel. (2001) 'Evidence-Based Clinical Practice Guidelines on Selected Rehabilitation Interventions: Overview and Methodology.' *Phys Ther.* vol 81, no 10 pp. 1629 –1640.

c) Where no author is listed:

Anon. (2011) '*Patients' power and PACE.*' *Lancet.* vol 377, no 9780 p.1808

d) Journal article on the internet:

Freene, N., Cools, S. and Bissett, B. (2017) *Are we missing opportunities? Physiotherapy and physical activity promotion: a cross-sectional survey.* BMC Sports Science, Medicine and Rehabilitation, vol 9, iss 1, p.19. Available from: <https://doi.org/10.1186/s13102-017-0084-y> [Accessed: 14/03/2018]

III. Other publication types

e) Conference Proceedings

Australian Physiotherapy Association. (2015) *Connect Physiotherapy Conference 2015.* Broadbeach QLD Available from: http://issuu.com/graydesigngroup/docs/apa_symposium_2015_ebook_program_a4?e=5197523/30189026 [Accessed: 23/03/2018]

f) Conference Paper

Brennan, M. (2016) Founders' Lecture 2016: The value of physiotherapy. *4th Congress of the European Region of the World Confederation for Physical Therapy, 11-12 November 2016* Liverpool, UK. Available from: http://www.liverpool2016.com/sites/default/files/presentations/OSFL/michael_brennan.pdf [Accessed: 23/03/2018]

g) Legislation

Health and Social Care Act 2012, Ch 7. Available from: <http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted> [Accessed: 27 Mar 2018]

h) Newspaper article

Hogg, M. (2018) *A future of better pain management without codeine awaits Australia*. The Guardian. 31 Jan 2018, Available from:
<https://www.theguardian.com/commentisfree/2018/feb/01/a-future-of-better-pain-management-without-codeine-awaits-australia> [Accessed: 23/03/2018].

i) Web page

The Chartered Society of Physiotherapy. (2016) *What is professionalism?* The Chartered Society of Physiotherapy, London
Available from: <http://www.csp.org.uk/professional-union/professionalism/what-professionalism> [Accessed: 23/02/2018]

j) Undated

Making practice-based learning work.(n.d.) School of Health & Social Care Practice Support Site Teesside University. Middlesbrough. Available from:
<https://sohsc.tees.ac.uk/sites/practicesupport/index.cfm/general-information/making-practice-based-learning-work/> [Accessed: 13/02/2018]

k) Blog

Randhawa, M (2018) 'Is transformation in the NHS really transformational? King, London. [March 1] Available from;
<https://www.kingsfund.org.uk/blog/2018/02/transformation-nhs> [Accessed: 26/03/218]

Tweet

Tweets are 'microblogs' and take the same format as blogs.

l) Wiki

Wikipedia: the free encyclopedia. *Citation wiki*. [Online]
Available from: <http://en.wikipedia.org/wiki/Citation> [Accessed: 19/03/2018]

m) Online video

Leeds Metropolitan University.(2009) Electrotherapy in Physiotherapy - Interferential [online video]
Available from: <http://www.youtube.com/watch?v=d8HiRP7xFaA> [Accessed: 19/03/2018]



References for Harvard style

Snooks & Co. (2002) *Style manual for authors, editors and printers*. 6th edition. John Wiley & Sons Australia Ltd, Milton, Queensland.

Open University. (2012) *OU Harvard guide to citing references*. Open University, Milton Keynes.

Available from:

http://www.open.ac.uk/libraryservices/documents/Harvard_citation_hlp.doc

[Accessed: 19/03/2018]

Linda Griffiths (Library and Information Services)