

Guidelines for referencing for MIDIRS Midwifery Digest

When producing any piece of writing that refers to the work of other authors, it is important to give clear details of the articles/publications you have used in order to give the original authors credit for their ideas, and also so that the documents can be located easily by the readers.

Harvard style of citation.

The chosen style of citing references for *MIDIRS Midwifery Digest* is Harvard. Using this style, authors are named in the text with the publication year of their work shown in brackets after their name(s). Full references are then listed in alphabetical order at the end of paper. Different organisations will use different variations of this citation style, and it has been adapted here to conform to the House Style used in *MIDIRS Midwifery Digest*.

Citations within the text.

Use the following format when citing references in the text.

One author

In a study by Brown (2003) it was concluded that...

Two authors

When citing two authors, names should be linked by an ampersand "&" :

In a study by Smith & Jones (2002) it was concluded that...

Three authors or more

Show the name of the first author only, and follow this by the phrase '*et al*', which should be italicised:

Black *et al* (2001) conclude that...

More than one work by an author in the same year

Distinguish between two or more works published by the same author(s) in one year by adding a letter in lower case after the year:

Green (2000a) discusses this concept...

Green (2000b) agrees with the theory...

Corporate authors

The same format should be used when citing a work by an organisation as when citing a work by a named author:

The National Childbirth Trust (2002) states that...

Several works cited in the same sentence

If several works by different parties are referred to in one sentence, they should be listed by date (starting with the oldest) and then in alphabetical order:

Many studies on support in labour (Madi *et al* 1992, Corbett & Callister 2000, Hodnett 2003)...

In their studies on support in labour, and Madi *et al* 1992, Corbett & Callister 2000, and Hodnett 2003, state that...

Using quotations in the text

Quotations of two lines or less

If a short quotation is used, this should be incorporated into the body of the text, with single quotation marks either side, followed by the page number on which the quote appears in the original publication.

Duff (2003) states that 'Another issue, likely to be less well understood in the developed nations, is that of birth registration of babies.' p319

Quotations of three lines or more

When using a longer quotation, this should be indented and appear as a separate paragraph, with a single quotation mark shown at the beginning and end of the piece:

Tiran (2003) states that

'Supervision of both midwifery practice and of the CT practice is essential to ensure safe, appropriate and accountable working by individual midwives. Although the supervisor of midwives may be unable to monitor CT practice, she will need to be assured that any CT involvement is not at the expense of midwifery responsibilities, either for the mother receiving the CT, or for others whose care could be compromised by lack of staff'. p307

It should be noted that in both of the above cases, the alphabetical reference list at the end of the article should show the page numbers for the whole article/chapter from which the quote has been taken, and not just the page number on which it appears.

Citing references from work you have not seen

Sometimes you will want to refer to the work of an author (the primary source) that has been cited in a work by another author (the secondary source), but you do not have access to the primary source. In this instance, refer to both works in the text:

Green (2000) cited in Brown (2003) *or* Brown (2003) quotes Green (2000).

In the alphabetical reference list at the end of the document, you should give details of the text you have actually seen, in the above case Brown (2003).

Citing electronic documents in the text

Follow the same rules as for citing books by single or multiple authors, or corporate authors. Please refer to the section about listing references at the end of this guide for further details.

Listing references in alphabetical order by name of author(s) at end of the article

All references, regardless of the format they take, (ie.whether they are journal articles, books, book chapters etc.) should be listed alphabetically at the end of your paper. Use authors' initials as they appear in the article/publication but do not leave spaces between them. For foreign names, refer to Medline for the correct citation style.

Journal articles

Examples of the format to use are given below. Use capitals only for the initial letter of the first word of the title of the article, and for proper nouns. Subtitles of articles should be shown where applicable. The full title of the publication should be used and italicised. Capital letters

are to be used for initial letters of every word in the title of the journal, except for small, linking words eg: of, and, in, etc. The volume number should be followed by the part number in brackets. For journals that do not use volume numbers, only issue numbers, use brackets around the issue number.

One author

Duff E (2003). Millennium development goals: where are the goalkeepers? *MIDIRS Midwifery Digest* 13(3):319-20.

Two authors

Hey M, Hurst K (2003). Antenatal screening: why do women refuse? *RCM Midwives Journal* 6(5):216-20.

Three authors or more

For articles by three authors show all three names. For articles by more than three authors, show the first three names followed by “*et al*”, as in the following example:

Thompson N, Pickler RH, Munro C *et al* (1997). Contamination in expressed breast milk following breast cleansing. *Journal of Human Lactation* 13(2):127-30.

Newspaper articles

Follow the same format as for journal articles, but add the date of the article after the title of the newspaper. If no author is shown, use the term “Anon” at the beginning of the reference, followed by the year in brackets:

Anon (2003). Baby born in Corsa. *Bristol Evening Post*, Tuesday April 8, p 20.

Books

The format used should be as follows: Name(s) of author(s), followed by the publication year in brackets. Publication titles should be italicised. Use the abbreviation ‘ed’ for edition. Show the place of publication, followed by a colon and then the name of the publisher. Only the initial letter of the first word of the title and any proper nouns are capitalised.

One author

Byan-Cook C (2001). *What to expect when you’re breast-feeding...and what if you can’t?* London: Vermillion.

Two authors

Mellish P, Root S (1987). *Hearts open wide – midwives and birth: candid accounts of women’s birth experiences*. Berkeley: Wingbow Press.

Three authors or more

For books with three authors show all three names. For books with more than three authors, show the first three names followed by “*et al*”, as in the following example:

Dawes M, Davies P, Gray A *et al* (1999). *Evidence-based practice: a primer for health care professionals*. Edinburgh: Churchill Livingstone.

Corporate Authors

To reference a book without individual authors, use the corporate authors:

Royal College of Midwives (1991). *Successful breastfeeding*. 2nd ed. Edinburgh: Churchill Livingstone.

Editors

Use the same format used for a book with authors, but after the last name shown enter the abbreviation “*ed*” or “*eds*” as appropriate, in italics:

Liu DTY *ed* (2003). *Labour ward manual*. 3rd ed. Edinburgh: Churchill Livingstone.

Book Chapters

Show the author, year and title of the chapter, followed by details of the publication in which it appears, preceded by the word “In”, with a capital “I”. Italicise the publication title. Show the page numbers of the chapter after the publisher’s name:

Maratos O (1986). Rooming-in and other psychosocial aspects of routine perinatal practices in the European region. In: Phaff JML *ed*. *Perinatal health services in Europe: searching for better childbirth*. London: Croom Helm, 10-16.

Reports

Treat as books. Do not include series titles as this will make the reference too long.

Government papers

Both White and Green Papers should be cited as in the example given below. For clarity, always include the command number:

Department of Health (1998). *Our healthier nation: a contract for health*. CM 3854. London: Stationery Office.

Conference proceedings

If the name(s) or author(s) or editor(s) are given, use the same format as for a book. Otherwise, show the title of the conference in italics followed by date and publications details:

The art and science of midwifery gives birth to a better future. Proceedings of the International Confederation of Midwives 24th Triennial Congress, 26-31 May 1996, Oslo. London: International Confederation of Midwives.

Individual papers from conferences

These should be shown in the same format as a book chapter:

Price J (1996). Best practice project – an intervention to reduce the risk of postnatal depression. In: *The art and science of midwifery gives birth to a better future. Proceedings of the International Confederation of Midwives 24th Triennial Congress, 26-31 May 1996, Oslo*. London: International Confederation of Midwives, 256.

Unpublished works

If you have cited an unpublished paper presented at a conference, or a thesis, dissertation, or other work that has not been published, make this clear so that the reader will be aware they will be unlikely to be able to obtain this. In the following example, a fictional name and title has been used.

Smith J (2001). *The provision of medical information in a small rural population*. [Unpublished dissertation] University of Brighton.

Electronic documents

If you know that the item is published in hard copy, use the hard copy reference, together with the URL. Show the date on which you saw the document on the web in square brackets at the end of the reference, as in the following examples. References to the exact page can be included, but if doing so makes the address excessively long, just the main website address should be used.

Brack EV (1996). *Computing and short courses*. Lis-link2 May 1996 [Internet discussion list]. Available from: mailbase@mailbase.ac.uk [Accessed 15 April 2001].

Holland M (1996). *Harvard system*. Poole: Bournemouth University.
http://www.bournemouth.ac.uk/service-epts/lis/LIS_Pub/harvardsys.html
[Accessed 9 September 2003].

UNICEF UK Baby Friendly Initiative. (2002). *Baby friendly best practice standards for midwifery education*. <http://www.babyfriendly.org.uk/education/htm>
[Accessed 26 March 2002].

Systematic reviews from the Cochrane database

Show the author name(s), with the year of the most recent amendment in brackets, then the title of the study followed by the words “Cochrane Review” in brackets, then details of the database and issue. “*The Cochrane Library*” should be italicised as in the following example:

Hofmeyr GJ (1999). Abdominal decompression for suspected fetal compromise/pre-eclampsia (Cochrane Review). In: *The Cochrane Library*, issue 3, 2003. Oxford: Update Software.

Acknowledgments

The following publications have been referred to in preparing this guide.

Fisher D, Hanstock T (1998). *Citing references*. Nottingham: Nottingham Trent University (in association with Blackwell’s Bookshops).

University of Bath. Library and Learning Centre. (2001). *Citing references*. Bath: University of Bath. http://bath.ac.uk/library_guides/references.html [Accessed 29 July 2003].

University of Sheffield Library (2001). *Harvard referencing guide*. Sheffield: University of Sheffield. <http://www.shaf.ac.uk/library/libdocs/hsl-dvcl.html> [Accessed 1 September 2003].

If you have any queries, the Information Department will be happy to help 0117 925 1791, ask for Information Services.

Compiled by: Jackie Mitchell. Information Librarian. MIDIRS. October 2003

