How do I cite references in the text of an article?

Here is an extract from an essay on workhouse nursing:

Opposition to the New Poor Law began from the time the act was passed in 1834. Initially public opinion was influenced by a campaign lead by the *Times* newspaper and also Charles Dickens’ portrayal of the workhouse in *Oliver Twist*, a novel written and set in the period immediately before the reforms were introduced (Kidd, 1999; Dickens 1838). Dickens’s views were reinforced by real-life scandals regarding the treatment of paupers in workhouses in Bridgewater and Andover in the 1830s and 1840s and in London in the 1860s (Abel-Smith, 1964; Anstruther, 1973; Shave 2013). These prompted a significant number of reformers, including many women, to campaign to change the system from the 1850s. Prominent amongst these was Louisa Twining, a founder of the London-based Workhouse Visiting Society and an advocate of the involvement of ladies as workhouse visitors and in the reform of workhouse nursing (Grenier, 2004). Florence Nightingale took a similar stance and facilitated an experimental nursing scheme in Liverpool in the 1860s, whilst other prominent campaigners, such as Dr John Milson Rhodes, a leading authority on Poor Law medicine called on people to support reform of the care of the sick in workhouses, later in the century (Baly, 1997; Rhodes, 1894).

The references would then be listed at the end of the paper and would be in alphabetical order:


If I use a quotation how do I reference this in the text?

In the text the author, date and page number should be given in brackets following the quote. The full reference minus the page number should be given in the reference list. Example:

Sir Henry Acland, Professor of Medicine at Oxford University saw the development of home nursing as more important than a ‘revolution in hospital nursing’ (Acland, 1875, p20).

The reference in the list at the end would read:

**How do I reference the use of two or more sources from the same author, published in the same year?**

In the text you would label the first one you used as reference a, and the second as reference b immediately after the date. Example:

In the nineteenth century the recruitment and training of respectable and sober women was seen as crucial to the reform of nursing (Helmstadter, 2003a; Helmstadter, 2003b).

The reference in the list at the end would read:


**How do I reference the different sources I have used in the reference list?**

**Book**

Include: author, date, title (in italics), place of publication and publisher.  Example:


**Chapter in Edited Book**

Include: author, date, title of chapter (not in italics), editors name, book title (in italics), page numbers of chapter.  Example:


**Journal Article**

Include: author, date, title of article (not in italics), journal title (in italics), volume number, issue or part number, page numbers.  Example:


**Unpublished thesis**

Include: author, date, title (in italics), type of thesis, university and country.  Example:


**Unpublished paper presented at a meeting or conference**

Include: author, date, title (not in italics), name of meeting, place and country.  Example:

Newspaper
Newspaper articles: these are usually in slightly different format to the journal article: eg author. (year) title of story (not in italics), Title of newspaper (in italics), day month, page number. Example:

Bromhead, A. (1866) ‘Hospital nurses’ Lincolnshire Chronicle, 3 November, 5.

If the newspaper article doesn’t have an author then use the following format:


Electronic Sources
Include: author, date, title of work, web address, date accessed. Example (fictitious):


How do I reference material from archives?

If there is a definable author then include name, year, title, date if applicable, name of archive and the archives reference numbers. Example:


If the reference is to records of an organisation then include name of organisation, date, name of record, date if applicable, name of archive and the reference numbers. Example:

Liverpool Royal Infirmary, (1876) Infirmary Nursing Committee minutes, 20 February, Liverpool Record Office, 614INF/4.