

College of Occupational Therapists



**Referencing COT
publications in BJOT
(Harvard) style**

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INTRODUCTION

This document aims to be a comprehensive guide to writing references and bibliographies for COT publications. The advice expands on that found in *BJOT Guidelines for Authors* (COT 2003), the latest edition of which is on the College website www.cot.org.uk

It is important for both the integrity of your document and the reputation of the College to cite and reference your work in a way that is clear, understandable and to accepted, uniform standards.

For College publications, statements, briefings, Specialist Section publications etc. referencing and bibliographies are in the same style as BJOT.

This style is known as Harvard. There is no standard format for Harvard; rather it is an accepted order of bibliographical elements - author, date, title, place of publication, publisher – cited in a consistent order. There is no consistent, commonly accepted punctuation.

In recent years there has been a move away from the use of punctuation and with the introduction of computers the use of italics rather than underlining has become common.

THE PROCESS OF WRITING AND REFERENCING

Recording all your sources

It is vital that you keep a record of ALL the materials you have referred to. These can be recorded on index cards, a word-processed, hand written list, or special referencing software such as Endnote, Procite or Reference Manager.

Referencing as you go along

It may appear to be boring and a brake on your creative flow to have to insert references as you are writing, but this will save you hours of agony and frustrating searching when you have written the document!

All statements, opinions, conclusions, recommendations etc. taken from any text should be acknowledged whether quoted, paraphrased or summarised. Cited publications should be referred in the text by giving the author(s) name with the year of publication in round brackets immediately after it is referred to (see below for full instructions).

Failure to acknowledge sources used when writing a new document is plagiarism – ie. Intellectual theft.

When is a list of references a bibliography?

If you have cited material and referenced it directly within the text then the alphabetical list at the end of the document is called “References”

If you have read a selection of material but not quoted, paraphrased or referred to it directly in your text then the list at the end of the material is called a “Bibliography”

It is possible to have both references and a bibliography at the end of a document.

You can also have a section called “Further reading” / additional resources” This can include material which enlightens / informs / expands the readers knowledge. It can also include journals, support groups, organisations, specialist sections, websites etc.

Manuscripts and internal documents

A manuscript that has been accepted, but not yet published can be cited if the journal or book publisher is named. Reference as usual but add [n press] after the reference.

Unpublished materials can be referenced, this is particularly true of COT material at the Wellcome archive or other materials housed in COT or other libraries. Add [unpublished after the reference]. Please talk to the library about this as we would have to determine how a particular manuscript or document would be referenced.

Titles and capitalisation

Over the last 20 years it has become a publisher (and now others) practice to capitalize every significant word within a title. This is ungrammatical and not acceptable practice under any national or international bibliographical or cataloguing standard. Only the first word in a title and proper nouns should be capitalised.

Ask your self - would you capitalise the phrase “a cup of tea?”

FINDING THE REFERENCES

The COT Library is always more than happy to help you find references, the library is also happy to advise on the referencing of “difficult” material not directly explained in this document. However it is easier for us (and you) if you can find the majority of the references for yourself and consult us about the difficult ones.

Useful sources

Books and official publications

Book catalogues - COPAC

<http://www.copac.ac.uk>

This is a union catalogue of over 40 academic libraries. It includes many of the universities teaching OT

British Library Public Catalogue

<http://blpc.bl.uk/>

COT Catalogue

Currently only available in the COT Library, please talk to the library staff for assistance

Department of Health Publications

<http://www.dh.gov.uk/PublicationsAndStatistics/fs/en>

Department of Health publications catalogue

<http://www.dh.gov.uk/PublicationsAndStatistics/Publications/PublicationsLibrary/fs/en>

UKOP – 20 years of government publications

<http://www.ukop.co.uk/info/index.html>

This is available through universities and public libraries

Acts of Parliament and other legislation – full text

<http://www.hmso.gov.uk/legis.htm>

With devolution it can be more problematical to find official publications for the Celtic nations. Try the appropriate government / official site. If you are having problems please contact the library at COT for assistance.

Journal articles

Journal articles are indexed on a variety of commercial databases such as CINAHL, AMED, ClinPsych, Embase, Medline. Access to these will be bought by universities and the NHS for use by their patrons. You will need to talk to your local library about access to these.

All the major OT and OT related journals are indexed on CINAHL and/or AMED.

The COT library subscribes to a suite of databases and offers a literature search service. Full details are on the College website at www.cot.org.uk The library also subscribes to two specialist OT databases OTSearch (the catalogue and database of the American Occupational Therapy Association) and OTDBase a database of OT journal literature in English. These are especially useful for pre 1990 material and the library is always happy to search these resources for you.

Theses

The library subscribes to *Index to Theses* and this is available within the library and the COT staff will be happy to search this for you. It is also available from most university libraries.

The British Library has a service to supply both UK and US theses.

<http://www.bl.uk/services/document/theses.html>

The library also has a growing collection of over 400 theses and reports which can be accessed through the COT catalogue.

Grey literature

This can be notoriously difficult to access and also to reference, however much of it is now available to download from the Internet. Frequently there is no title page, publishers' information or date and this has to be gleaned from internal evidence within the document. For example: preface, introduction and conclusion. If you are having difficulties please talk to a member of the library staff who will be more than happy to help you.

The British Library has a good collection

<http://www.bl.uk/collections/reports.html>

The Commercial database HMIC has the catalogues of the King's Fund and the Department of Health.

ACCESSING THE RESOURCES

Join your local library – healthcare, university or public.

Many of the resources are available free on the Internet. Others, especially the commercial databases are only available via a library – healthcare or university. Your local library will register you to use these resources and issue you with an Athens password. You will then be able to access the resources you are entitled to from any computer with Internet access.

All NHS staff and other health care staff have access to a suite of electronic databases and other electronic resources. University staff will also have access to a range of electronic databases and other resources. For further information please refer to the information on the COT website "Other library services", "NHS information services" or talk to a member of the library staff.

The COT library is always happy to discuss locating resources. WE also provide a literature search service and are happy to discuss your information needs with you.

For COT staff access is available to the library electronic resources, please talk to a member of the library staff about this.

WHO IS THE AUTHOR?

A word of warning about library catalogues and finding authors. Since the introduction of the *Anglo-American cataloguing rules* in 1967 (JSCRAACR2 2002) you may find that it is not obvious where the authors are in the catalogue record. Also, if there are more than three authors you may only get the first author followed by "et al". It is therefore essential to record all the relevant information when you have the book in front of you.

Corporate publications

It can sometimes be difficult to determine who is the author, especially with documents that originate with official bodies and organisations. It would be reasonable to say that if the publication is "giving the official line" then the author is the body/organisation. This is especially true for guidelines and standards.

If a personal author were prominent on the front cover and/or title page then it would be reasonable to assume that they are the author(s).

Government publications

These can follow certain conventions

Anything from Parliament eg. Acts, Statutory Instruments should be authored as:

Great Britain, Parliament

White papers (These have a command number)

The author is the department of the secretary of state who is presenting the command paper.

Parliamentary committees should be authored as:

Great Britain, Parliament, House of Commons [or Lords], name of Committee

Large numbers of other documents, advice, guidance etc. are nearly always authored by the relevant department.

WHICH EDITION?

Always use the latest edition of a book or textbook. Make sure you are referring to the latest legislation or statutory instrument. Ensure that any standards or guidelines used are the latest edition.

To use old and out-of-date material is to imply a lack of knowledge and attention to detail. Evidence based practice and clinical governance demand the use of the most up-to-date information.

It is acceptable to use older material for literature reviews, historical perspectives, examining past practice.

CITING REFERENCES WITHIN THE TEXT

Within the text you must acknowledge immediately the work of others that you quote, paraphrase or summarize.

ELEMENT	STYLE
One author	Enter authors surname and date of publication ie. (Jones 2001)
Two authors	Enter both authors' surnames separated by the word "and" followed by year of publication ie. (Jones and Smith 2001)
Three or more authors	Enter the first author only followed by the words "et al" follow this authors statement with the year of publication ie. (Clarke et al 1998)
Corporate Authors	Enter name of author in full ie. (Department of Health 2000)
Editors and compilers	Editorship does not have to be mentioned in the text, this is only mentioned in the references or bibliography
Two or more publications	Treat each as a totally separate publication Enter the author(s) and year information following the instructions above Separate details for each publication with a comma Place in chronological order ie. (College of Occupational Therapists 1999, Jones 2001)
Authors' name mentioned within body of text	Add date in parentheses after name ie. Sommerville (1998) states that...
Direct quotations	Place in quotation marks when in body of text or indent on a new line. Authors surname year of publication and page number must be listed. It may be necessary to obtain permission from the publisher for quotes exceeding 100 words from any one work. (This does not apply to Crown copyright.)
Title of book, article, report etc.	Place in italics. Only capitalise first word and proper nouns No not place is inverted commas

THE FILING ORDER OF THE ELEMENTS WITHIN THE BIBLIOGRAPHY

The reference list/bibliography is organised by strict alphabetical order by author, subdivided by date.

The date is arranged by ascending order ie. earliest to latest.

Where there is more than one work by the same author, within the same year, this is then subdivided in alphabetical order by title, each publication is given a letter of the alphabet in lower case.

ELEMENT	STYLE
Single authors	Place in chronological order with the earliest date first Jones (1989) Jones (1992) Jones (1998)
Single author who is also as joint author	Items by a single author are followed by items by a joint author These are sub –divided first by A-Z of 2 nd author and then by date Jones (1989) Jones, Adams (1967) Jones, Adams (1990) Jones, Leaver (1995) Jones, Smith, Adams (1992)
Multiple authors	Include all the authors in the order they are on the printed page of the book or journal article following the alphabetisation rule above Jones, Adams, Mason, Smith Jones, Collier, Johnson, Young Jones, Johnson, Smith
Same surname different authors	These are divided A-Z by initials and then date (as above) within each individual author Jones B (1990) Jones BV (1990) Jones GM (1984)
Multiple works by same author in same year	This is quite common with government publications The legend a, b, c etc. in lower case is entered after the date (in both text and references) The documents are placed in alphabetical order by title within the year ie. Department of Health (2001a) <i>Guide to integrating community equipment services.</i> Department of Health (2001b) <i>Intermediate care.</i> Department of Health (2001c) <i>Occupational therapy services: summary information for 2000-01, England.</i>

THE STYLE OF WRITING THE REFERENCES

Books, reports, government publications

ELEMENT	STYLE
Author(s)	<p><u>Personal authors</u> Enter the author(s) name(s) [surname followed by initial, no punctuation between surname and initials] Separate each additional author with a comma If there are more than 3 authors - record the first author in the text followed by et al [no punctuation] but list them all in the references / bibliography If the author has more than one initial enter all initials without any spaces or punctuation between each initial. ie. Jones AML</p> <p><u>Editors</u> If the authors are editors or compilers then you indicate this at the end of the author statement with ed eds comp comps [no capitalisation, no full stop at end] as appropriate</p> <p><u>Corporate authors:</u> Enter name in full capitalising all significant words If there is more than one element to the corporate author eg. university and a department you work from largest to smallest ie. university followed by department Separate each element of the corporate author with a comma ie. University of Sussex, Department of Occupational Therapy</p>
Year of publication	Enter in round brackets ie. (1997)
Title	Enter title as given on the title page of the book Separate the title from the sub-title with a colon Only capitalise nouns . Do not capitalize each significant word End title with a full stop Place title in italics
Edition	Do not specify 1 st edition Write as a number and edition abbreviated ie. 4 th ed. End statement with a full stop
Series	Enter a series in round brackets, capitalise each significant word ie. (Therapy in Practice 21). End statement with a full stop
Place of publication	This will be on the title page Enter place followed by a colon If not a major city or in the UK add an abbreviation to indicate county, state or country. ie. Harmondsworth, Middx. Austin, TX.
Publisher	Enter publishers name in full, even if it is usually known by its abbreviation eg. WHO The only exception to this is HMSO which is always given as an abbreviation If the publisher is also the author, you can abbreviate it here End the publication statement with a full stop
HMSO or Stationery Office?	HMSO (as a publisher) became The Stationery Office in 1997. Therefore government publications up to 1997 are published by HMSO, after 1997 Stationery Office

Writing the reference (books, government publications, reports)

There is a single space between each element or part of an element or after punctuation. ie.

Author surname [space] author initial(s) [space] (date) [space] *Title: subtitle.* [space] edition. [space] (series). [space] place of pub: [space] publisher.

EXAMPLES

Books

College of Occupational Therapists (2000) *Code of ethics and professional conduct for occupational therapists.* London: COT.

Bruce MAG, Borg B (2002) *Psychosocial frames of reference: core for occupation-based practice.* 3rd ed. Thorofare NJ: Slack.

Turner A, Foster M, Johnson SE eds (2002) *Occupational therapy and physical dysfunction: principles, skills and practice.* 5th ed. Edinburgh: Churchill Livingstone.

Creek J ed (2002) *Occupational therapy and mental health.* 3rd ed. Edinburgh: Churchill Livingstone.

Series

Burnard P (1991) *Coping with stress in the health professions: a practical guide.* (Therapy in Practice 21). London: Chapman and Hall.

Government Circular

Department of Health (2001) *Intermediate care.* (HSC 2001/01 : LAC (2001)1). London: DoH

Government publications

Department of Health (2001) *Guide to integrating community equipment services.* London: DoH.

Department of Health (1991) *The health of the nation: a consultative document for health in England.* (Command Paper 1523). London: HMSO.

Great Britain, Parliament, House of Commons, Select Committee on the Parliamentary Commissioner for Administration (1992) *Reports of the Health Service Commissioner for 1990-91: together with proceedings of the committee relating to the report, minutes of evidence and appendices. Third Report.* London: HMSO.

Great Britain, Parliament (1999) *Health Act 1999: chapter 8.* London: Stationery Office.

Great Britain, Parliament (1999) *National Health Service (wheelchair charges) regulations 1996.* (SI 1503). London: Stationery Office.

Canada, Department of National Health and Welfare (1986) *Achieving Health for All: a framework for health promotion.* (39-102/1986E). Ottawa, ON: Department of National Health and Welfare.

Reports

Eakin P, Porter A, Thornton M, O'Loughlin C (2000) *Cost and effectiveness outcomes of equipment provision to elderly, disabled clients living in the community*. Ulster: University of Ulster, Rehabilitation Sciences Research Group.

Audit Commission (1993) *Children first: a study of hospital services*. London: HMSO.

Chapters in a book

Enter the details of the chapter followed by the full details of the book. Separate these two elements with the word In: After the book details enter the pagination for the chapter or pages you are referring to.

ELEMENT	STYLE
Chapter details	Enter the author(s) year and title following the instruction for a book Do not place in italics
Chapter indicator	Indicate this is a chapter with the word "In" followed by a colon
Book details	Enter full book details following the instructions for books You do not need to enter the publication year again if it is the same as for the chapter Place book title in italics
Pagination	Enter the range of pages covered by the chapter divided with a hyphen ie. 125-129 End the pagination statement with a full stop

Writing the reference (chapters)

There is a single space between each element or part of an element or after punctuation. ie.

Author surname [space] author initial(s) [space] (date) [space] Title of chapter: subtitle.
[space] In: [space] Author/editor of book (date, if different from chapter) *Title of book: subtitle*. edition. [space] (series). [space] place of pub: [space] publisher.

EXAMPLE

Chapter from a book

Rogers JC, Holm MB (1999) Role change assessment: an interview tool for older adults. In: Hemphill-Pearson B ed *Assessments in occupational therapy mental health: an integrative approach*. Thorofare NJ: Slack. 73-82.

Tipping E (2002) Tools for living. In: Turner A, Foster M, Johnson SE *Occupational therapy and physical dysfunction: principles, skills and practice*. 5th ed. Edinburgh: Churchill Livingstone. 165-209.

Journal articles

ELEMENT	STYLE
Author(s) of article	The author(s) name(s) (surname followed by initial, no punctuation between surname and initials) Separate multiple authors by a comma If there are more than 3 authors record the first in the text followed by et al but list them all in the references / bibliography
Year of publication	Enter in round brackets
Title	Enter title as given on the title page of the journal article Separate the title from the sub-title with a colon Only capitalise nouns End title with a full stop
Journal title	Enter full title of the journal without any lead words eg. The Capitalise each significant word End entry with a comma Place title in italics
Volume and issue details	Enter the volume number followed by the issue number, if there is one ie. 61(12), Place this statement in italics End this statement with a comma
Supplements	Sometimes a journal will issue a supplement, often on a theme or subject. How these are numbered depends upon the publisher, there is no common format. Some examples include: Name of journal, Vol number(S2) Name of journal, Vol number(issue number, title of supplement) Name of journal, Vol number(title of supplement) Place this statement in italics
Pagination details	Enter the range of pages covered by the article divided with a hyphen ie. 125-129 End the pagination statement with a full stop
Non-concurrent pagination	Some journals do not number their volumes concurrently, instead each issue starts at page one. For example <i>Community Care</i> and <i>Health Service Journal</i> In this instance it is essential to include the issue details of the journal In addition, for weeklies you can add the date of the journal after the pagination statement <i>Health Service Journal</i> (2002), 113(5851, 3-4 (17 April)

Writing the reference (journal articles)

There is a single space between each element or part of an element or after punctuation.

Author surname [space] author initial(s) [space] (date) [space] Title of article: subtitle.
[space] *Full name of journal*, [space] *volume(issue)*, pagination.

EXAMPLE

Journal article

Maylor ME (2002) The rationale behind pressure-reducing equipment: 2. *British Journal of Therapy and Rehabilitation*, 9(9), 344-349.

Dean R (1999) Bathroom equipment: prescribing guidelines. *British Journal of Therapy and Rehabilitation*, 6(2, Bathroom Supplement), 3-5.

Hudson B (2003) New kid on the block. *Health Service Journal*, 113(5851), 24-25. (17 April)

Johnson R (2003) Vision impairment in older people. *Occupational Therapy News*, 11(4), 19.

Other types of publication

Publication	Style
Theses	Think of these as a book. It is important when referencing theses to describe the course and the awarding body. Enter the author, year and title information as for a book Instead of a place and publisher enter the degree awarded followed by the university and department
Conference proceedings	Treat these as a book. You may need to hunt around the front cover and title page to find all the information you need Authors will usually be the organisers of the conference If possible you should try to include as part of the title: Title of the conference Organisers, number of conference Date and place held
Abstract from conference proceedings	Treat as a chapter in a book
Internet sites	ALWAYS 'cut and paste' web address DO NOT retype it Author (date) Title: Subtitle.[in italics]Available at: Web address [in italics] Accessed on date as DD-MM-YY Author – can be an individual, corporate body, section of a corporate body Date – this should be stated on the web page you are visiting Title – what the page you visited is called Available at: – informs where the site is and replaces the publication statement Web address – in italics – the complete address (cut & paste) Accessed on – date web page accessed. The world wide web is not static and the life of individual pages can be very short. It is therefore essential to say when you accessed the site. End statement with a full stop

Correspondence and Email communications	Author (date) Description of correspondence. The author is the person writing the correspondence. Describe content of correspondence and treat as a title by placing in italics
In Press	If a manuscript has been accepted for publication enter for a book, chapter or journal article and add "in press" in round brackets after entry
Manuscripts and internal documents	Please talk to the library about how to reference these Can often be treated as a book with [unpublished] at the end of the statement.
Case law	Please talk to the library about how to reference these

EXAMPLES

Theses

Butler JA (1998) *Apraxia: analysis of assessment and rehabilitation*. PhD thesis. Oxford Brookes University.

Conference papers

College of Occupational Therapists (1999) *Reflect, research, revise. 23rd annual conference and exhibition. 20-23 July 1999, Liverpool, UK*. London: COT.

Abstract from a conference

Moore D, Platt C (1999) The long way home: from specialist to generalist. In: College of Occupational Therapists *Reflect, research, revise. 23rd annual conference and exhibition. 20-23 July 1999, Liverpool, UK*. London: COT. 53.

Website

British Medical Association (1997) *Trust in the doctor/patient relationship. Online ethics*. BMA. Available at: <http://www.bma.org.uk> Accessed on 2 January 2002.

Correspondence, E-mails and personal communications

McIntyre A (2001) *E-mail communication on 30th October 2001 from Ann McIntyre, Senior Lecturer, Brunel University to Sheelagh Richards, Chief Executive, College of Occupational Therapists*.

In Press

Jones JA (2003) *Everest in a wheelchair?* London: chair press. (in press)

Manuscripts and unpublished documents

College of Occupational Therapists (2003) *Strategic plan: 2003-2008*. London: COT. [Unpublished]

REFERENCES

College of Occupational Therapists (2003) *British Journal of Occupational Therapy: guide for contributors*. Available at <http://www.cot.org.uk/public/publications/journals/bjot.html>
Accessed on 16-03-04.

Joint Steering Committee for the Revision of AACR2 (2002) *AACR2: Anglo-American cataloguing rules*. 2nd ed. 2002 revision. Ottawa: Canadian Library Association, London: Chartered Institute of Library and Information Science, Chicago: American Library Association.

BIBLIOGRAPHY

Most of these resources offer different styles and punctuation, spaces and italics from that recommended in this document for COT publications.

Bowman, JH (2003) *Essential cataloguing*. London: Facet.

British Standards Institution (1989) *British standard recommendations for references to published materials*. (BS 1629: 1989). London: BSI.

British Standards Institution (1990) *Recommendations for citing and referencing published material*. (BS 5605: 1990). London: BSI.

Dee M (1998) *Quote unquote: the Harvard style of referencing published material including electronic material*. Leeds Metropolitan University. Available at:
<http://www.lmu.ac.uk/lss/lis/docs/harvfron.htm> Accessed on 16-03-04.

Great Britain, Parliament (1988) *Copyright, Designs and Patents Act 1988*. London: HMSO.

International Committee of Medical Journal Editors (2001) *Uniform requirements for manuscripts submitted to biomedical journals: updated November 2003*. Available at:
<http://www.icmje.org> / Accessed on 16-03-04.

St Loye's School of Health Studies (2002) *Citing bibliographical references using Harvard*. Available at <http://www.ex.ac.uk/Affiliate/stloyes/harv.htm> Accessed on 6-03-04.

University of Birmingham Information Services (2004) *i-cite: guide to citing references. Software reviews: product comparisons*. Available at: <http://www.i-cite.bham.ac.uk/ncite06.htm> Accessed on 16-03-04.

OTHER RESOURCES

College of Occupational Therapists Library. The library is always happy to advise on how references should be written, where to find references and any other matters relating to bibliographical recording of published and unpublished materials.

COT Library,
106-114 Borough High Street
Southwark
London SE1 1LB
Tel 020 7450 2316/2320
Fax 020 7450 236
E-mail library@cot.co.uk
Website www.cot.org.uk

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Enquiries about this document should be addressed to:
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Library Tel: 020-7450-2316

Author
College of Occupational Therapists

Author acknowledgement:
Ann Mason, COT Librarian

Price
Available free to members from COT website www.cot.org.uk

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