

Referencing guide for RCOT Publications

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1. Introduction

This document provides information about, and examples of, the referencing style for RCOT documents. It is intended for use by anyone preparing documents for publication by the Royal College of Occupational Therapists. If you are writing/developing text for publication, please also read Referencing for RCOT publications: the referencing process. This document should also be read in conjunction with Referencing for RCOT publications: appendices.

2. Citing references within the text

A citation is defined in the *Collins English dictionary* as the 'Quoting of a book or author in support of a fact' (2004).

Within the text you must immediately acknowledge the work of others that you quote, paraphrase or summarise. The reference in the text must appear in brackets and include, at a minimum, the author and publication date. If the author cannot be identified use 'Anon.'

e.g. (Anon, 1999).

If the publication is 'In press' use this rather than the expected date of the publication.

If there are two elements to the reference e.g. author last name and year, no comma is required between these two elements. The reference in brackets is to help the reader quickly find the full reference at the end of the document. Each time a work or idea is referred to in the text, repeat the citation. If the citation is repeated numerous times in quick succession, for example 10 times in one paragraph, include the citation once at the end of the paragraph. You must not omit this information, even if it appears many times in a single publication. It is imperative that readers know from where a particular quotation or idea has originated. Ensure that when referring to the title of another publication you include the *correct, exact* title (beware of using common nicknames or abbreviations of titles). For secondary referencing, please see section 6 below.

Table 2.1 details how to manage citations for different types of referenced material. Table 2.2 shows the correct citation style depending on the number/type of authors.

Table 2.1 Type of material requiring referencing

Type of material requiring referencing	Style
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 (where known) must follow the quotation e.g. (Smith 1997, p128.). Note that it may be necessary to clear permission to quote from copyright works (see COT/ BAOT Briefings No. 101). <i>NB. If the publication you are citing in the text is due to be published cite the author and In press rather than the estimated date of publication.</i>

Title	<i>NB. You don't need to mention the title as long as author and year are given.</i> If including a full title, capitalise only the first letter and proper nouns and italicise the title, e.g. The College produced the <i>Occupational therapy careers handbook</i> (COT 2009). If the title written is not the actual title, it should be written in roman letters and not italicized. e.g. The College produced a careers directory for students (COT 2009) (an example of a citation for the COT <i>careers handbook</i>) The only exception to this is for Acts of Parliament, where the abbreviated version of the title can be shortened but the initial letter 'A' of 'Act' must be capitalised. e.g. The Charities Act, may be abbreviated in the text as the Act. When only part of the title is used, italicise but do not use the initial capital letter e.g. <i>careers handbook</i> (COT 2009)
Two or more publications, (referred to in the same sentence/ cited next to each other)	Treat each as a separate publication. Enter the author(s) and year information following the instructions at 2.2. Separate details for each publication with a comma and place in chronological order with the oldest date first e.g. (College of Occupational Therapists 1999, Jones 2001).
Websites	If the web page you are citing has a clear author, follow the same procedure as for printed material, i.e. the individual surname or name of an organisation plus the date of the latest update, e.g. The Equal Opportunities Commission (2005) has issued a Code of Practice on Sex Discrimination. If there is no obvious author for the web page, or you just want to refer to the main home page, simply cite the URL at the end of your sentence (in brackets) and add the last accessed date in the form DD.MM.YY e.g. The followers of the Arts and Crafts Movement believed that the Industrial Revolution removed creativity and individuality from society (http://www.ar.com/masters/movements/arts_and_crafts_movement.html, 24.04.09).

Table 2.2 Author type

Type of author or reference	Style
Author, single	Enter author's surname and date of publication e.g. (Jones 2001)

Authors, two	Enter both authors' surnames separated by the word 'and' followed by the year of publication e.g. (Jones and Smith 2001)
Authors, three or more	Enter the first author only followed by the words et al'. Follow this with the year of publication e.g. (Clarke et al 1998)
Authors' name mentioned within body of text	Add date in parentheses after name e.g. Sommerville (1998) states that... If publication is in development, do not include dates but ensure text makes clear document is <i>forthcoming</i>
Two or more authors, same surname, single Work	Use initials to differentiate author's e.g. (Jones B and Jones BV 2001)
Two or more authors, same surname, different works	Use initials to differentiate between authors when cited even if cited at different points in the text e.g. (Jones B 1990) (Jones BV 1990) (Jones GM 1984) Please see section 4 of this document 'Order of references' for further information
Author - multiple works by same author in same year	This is quite common with government publications The letter a, b, c etc. in lower case is entered after the date (Department of Health 2001a, Department of Health 2001b) <i>NB. a, b, and c should follow the order of the references in the text (see section 4)</i>
Authors cited from secondary references	Cite as follows: (Sommerville 1954, cited in Wilcock 2002, p248.) Or (Cohn 2001, summarised by Crepeau 2008, p99.)
Corporate authors	The name should be written out in full on first usage within a section/chapter e.g. (Department of Health 2007) but thereafter the acronym can be used e.g. (DH 2007)
Editors and compilers	Editorship does not have to be mentioned in the text, unless there is no other author. If there is no author use the editor name in place of the author name – It is not necessary to state they are an editor. e.g. where Smith is an editor, name and date should just be written (Smith 1991)
Case Law	The main title of the case and date of hearing is recorded in round brackets e.g. (<i>R (Burke) v General Medical Council (Official Solicitor and others intervening)</i> , [2005])

2.1 Secondary referencing

If you have been unable to access the original book/report you are referring to, you may need to compromise by referring to the material as quoted/referred to in another book.

For example, if you have read the book *Willard and Spackman's occupational therapy* by Elizabeth Crepeau, (2008) and she refers to another author, Ellen Cohn and her ideas of 'patient experiences in the waiting room of an occupational therapy clinic' (2001) and you want to include Cohn's ideas, using the BJOT Harvard system your citation must indicate that you have used a secondary source and not the original work undertaken by Cohn.

Cite as:

(Cohn 2001, summarised by Crepeau 2008, p99.)

Both works must then be referenced in the bibliography, as shown in the example below, the book you are quoting from and the source they are quoting from (taking the information from their bibliography):

Crepeau EB (2008) *Willard and Spackman's occupational therapy*. Philadelphia, PA: Lippincott Williams and Wilkins.

Cohn ES (2001) From waiting to relating: patients' experiences in the waiting room of an occupational therapy clinic. *American Journal of Occupational Therapy*, 55(2), 168-175.

3. References, bibliography and further reading

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.

If you are including a further reading or bibliography section in your document, please include the following text at this section in your document, under the bibliography/ further reading heading, before any citations:

Please visit www.rcot.co.uk to view the most current versions of RCOT publications.

4. Order of references

The reference list/bibliography must be organised in strict alphabetical order by author, subdivided by date (showing the most recent publication first, descending to the oldest). If there is no author, list by editor. If there is no editor, list by compiler. If there is no compiler, then list by publisher.

Example to show subdivision by date

Great Britain. Parliament (2003) *The health and personal social services (quality improvement and regulation) (Northern Ireland) order 2003*. London: Stationery Office.

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

Great Britain. Parliament (1993) *The access to health records (Northern Ireland) order 1993*. (SI 1250) (NI 4). London: HMSO.

Great Britain. Parliament (1992) *The manual handling operations regulations 1992*. (SI 1992 No. 2793). London: HMSO.

Where there is more than one work by the same author, within the same year, a lower case letter is added after the date, starting with 'a' for the document that appears first within the text. Each subsequent document by the same author in the same year is then lettered alphabetically, according to the order in which they appear in the text. For example,

Department of Health (2001a) *Intermediate care*.

Department of Health (2001b) *Guide to integrating community equipment services*.

Department of Health (2001c) *Occupational therapy services: summary information for 2000-01, England*.

Please note the order of these publications in the references/ bibliography follow the order in which the documents are mentioned in the text. The references are *not* sub-divided and ordered alphabetically by title.

(see table 2.2 for citing in text)

If you add any additional references at a later stage ensure that the numbering is updated in the reference/bibliography list and the text.

5. Examples of referencing style

References must follow the standard RCOT format, as described below. References that have not been produced in the correct format may be returned to the author for correction. This document sets out referencing guidelines for different publication types, breaking the reference down by each element and then giving practical examples. See the examples which follow below, in this document.

5.1 Books, including government publications, reports and statutory instruments

This section includes formatting of references for books, government publications reports and statutory instruments as these all follow similar referencing rules. The format is as follows with a single space between each element, or part of an element, or after punctuation.

NB. The reference components in the template and the examples below have been colour coded for ease of use. In your final document your references will always be in a single font colour.

Author surname [space] Author initial(s) [space] (year of publication/ In press) [space] Title: subtitle. [space] edition. [space] (Series). [space] Place of pub: [space] Publisher. [Unpublished] (Additional information). Web address and date accessed.

For referencing style for chapters within a book, please see section 5.2 below.

Please see appendix A1 for more detailed information.

5.1.1 Books

5.1.1.1. General examples

College of Occupational Therapists (2005) *College of Occupational Therapists 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.

NB. no full stop after the editor(s) statement

5.1.1.2 Large number of multiple corporate authors

Usually all authors are included in a bibliography, separated by a semi colon. Et al is not usually used. If, however, there are a large number of corporate authors and it is impractical to record all of these, identify the first three and include et al, for example:

Royal College of Nursing; College of Occupational Therapists; Institute of Biomedical Science; Unison; British Association of Art Therapists; The Royal College of Midwives; British Academy of Audiology; Allied Health Professions Forum Scotland; Allied Health Professions Federation; The British Dietetic Association; The British Association of Drama Therapists; British Association of Prosthetists and Orthotists; Royal College of Speech and Language Therapists; The Society of Chiropodists and Podiatrists; The Society of Radiographers; British Paramedic Association; College of Paramedics; The Chartered Society of Physiotherapy (2007) *A joint statement on continuing professional development for health and social care practitioners*. London: Royal College of Nursing.

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Becomes:

Royal College of Nursing; College of Occupational Therapists; Institute of Biomedical Science et al (2007)

In the following example the number of corporate authors is not unmanageable, so all have been left in. Please note the publisher has been abbreviated. Abbreviation will depend on whether you have decided on this style for your publication:

Advisory, Conciliation and Arbitration Service; Department for Business, Innovation and Skills; Confederation of British Industry; Health and Safety Executive; Partnership of Public Employers; Trades Union Congress (2010) *Preventing workplace harassment and violence: joint guidance implementing a European social partner agreement*. London: ACAS; BIS; CBI; HSE; PPE; TUC. Available at: http://www.workplaceharassment.org.uk/wp-content/uploads/2009/11/HRE_100_Guidance_report.pdf Accessed on 23.07.10.

5.1.1.3 In press

If a manuscript has been accepted for publication, but has not yet been published, it can be referenced if the journal or book publisher is named. Reference as you would a book, chapter or journal article and add 'In press' in round brackets after the author statement.

Jones JA (In press) *Everest in a wheelchair?* London: Chair Press.

College of Occupational Therapists (In press) *Return to practice*. (COT / BAOT Briefings No. 25) London: College of Occupational Therapists.

5.1.1.4 Unpublished

Unpublished documents are any documents that have not and never will be formally published. Reference as you would a book, chapter or journal article and add 'unpublished' in square brackets after the entry.

College of Occupational Therapists; British Association of Occupational Therapists (2008) *Strategic plan October 2008 - September 2013*. London: College of Occupational Therapists. [Unpublished]

5.1.1.5 Author and publisher are the same

When the author and publisher are the same, the name should be listed in full when quoted as the author but can be abbreviated when listed as the publisher. Remember to be consistent in your references/ bibliography when applying abbreviations

College of Occupational Therapists (2005) *Associate members project report*. London: COT.

Department of Health (2005) *Best research for best health: a new national health research strategy: the NHS contribution to health research in England: a consultation*. London: DH.

5.1.1.6 Misspelling in title

Leave misspelling in title and add [sic] after the misspelling.

Bannigan K, Boniface G, Doherty P, Nicol M, Porter-Armstrong A, Scudds R (2006) *The POTTER Projet [sic]: final report*. London: College of Occupational Therapists. [Unpublished].

5.1.1.7 Out of print

If a document is out of print, reference as you would a book or chapter and add '[Out of print]' in square brackets after the entry.

Chapparo CJ, Ranka J (1997) *The Occupational Performance Model (Australia): monograph 1*. Sydney: Occupational Performance Network. [Out of print].

5.1.1.8 Series

A series is a '...group of separate items related to one another by the fact that each item bears, in addition to its own title, a collective title applying to the group as a whole' (Princeton University, 2008). In the example below 'Therapy in Practice' and (COT / BAOT Briefings) are the series titles.

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

College of Occupational Therapists (2006) *Management of disturbed/ violent behaviour*. (COT / BAOT Briefings No. 51). London: COT.

5.1.1.9 Edition statement with series

This refers to any document which is an edition, other than the first edition, and which is part of a series. If possible ensure the edition number is superscript e.g. 2nd, 3rd, 4th. If this is not possible leave in full size font.

College of Occupational Therapists (2009) *Applying for ethical approval*. 2nd ed. (COT / BAOT Briefings No. 82). London: COT.

5.1.1.10 Subtitles, multiple

Multiple subtitles should be separated by colons.

Access to Health (1992) *Access to health for homeless people: current initiatives and future possibilities: a conference report*. London: Access to Health.

5.1.1.11 Clarification regarding the publication referenced

If further clarification is needed then include in round brackets after the title statement. This should only be used in exceptional circumstances. Exceptional circumstances are usually those where the material referenced cannot easily be obtained.

Bradford Dementia Group (2005) *DCM 8 User's Manual*. (Only available as part of attending

a Learning to Use DCM training course). Bradford: University of Bradford.

5.1.1.12 Missing place of publication

Where there is no location/place of publication, add [s.l.]. In the theoretical example below, this would be formatted:

Creek J (2002) *Occupational therapy and mental health*. [s.l.]: Churchill Livingstone.

5.1.1.13 No date

If the publication you are looking at has not been dated, add [n.d.]. In the theoretical example below this would be formatted:

NHS Connecting for Health [n.d.] *SNOMED CT beginners elearning releases*. Leeds: NHS Connecting for Health.

5.1.2 Government publications

NB: 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'.

5.1.2.1 General examples

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

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*. London: Stationery Office.

Great Britain. Parliament (1988) *Access to Medical Reports Act 1988 (c.28)*. London: HMSO.

Great Britain. Parliament (1889, 1906, 1916) *Prevention of Corruption Acts 1889 to 1916*. London: HMSO.

(The Prevention of Corruption Acts 1889 to 1916 is the collective title of the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Act 1906 and the Prevention of Corruption Act 1916. These Acts can be cited collectively, or the dates in brackets can reflect the 3 Acts.)

Please note for **Scottish government publications**: those published prior to, and including 2007 the author is Scottish Executive. For those published 2008 onwards, the author is the Scottish Government.

Scotland. Scottish Executive (2000) *Adults with Incapacity (Scotland) Act 2000*. Edinburgh: Stationary Office.

Scotland. Scottish Government (2010) *Skills for Scotland: accelerating the recovery and increasing sustainable economic growth*. Edinburgh: Scottish Government. Available at: <http://www.scotland.gov.uk/Resource/Doc/206458/0054871.pdf>

Accessed on 28.07.10.

Wales. Welsh Assembly Government/Llynwodraeth Cynulliad Cymru (2009) *Report on the implementation of open government legislation and policies during 2008*. Cardiff: Welsh Assembly Government. Available at: <http://new.wales.gov.uk/cisd/reports/opengov/2008/e.doc?lang=en>

Accessed on 05.08.10.

5.1.2.2 Government circulars

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

Department of Health (1977) *Relationships between medical and remedial professions*. (HC (77) 33). London: DH.

5.1.3 Reports

5.1.3.1 General examples

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

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.

University of Exeter. Centre for Evidence-Based Social Services (2002) *Buying time: an evaluation and cost effectiveness analysis of a joint health/social care residential rehabilitation unit for older people on discharge from hospital*. Exeter: University of Exeter. Centre for Evidence-Based Social Services.

5.1.4 Statutory Instruments, orders and regulations

5.1.4.1 General examples

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.

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

Great Britain. Parliament (1993) *The access to health records (Northern Ireland) order 1993*. (SI 1250) (NI 4). London: HMSO.

Great Britain. Parliament (1992) *The manual handling operations regulations 1992*. (SI 1992 No. 2793). London: HMSO.

Great Britain. Parliament (2003) *The health and personal social services (quality improvement and regulation) (Northern Ireland) order 2003*. London: Stationery Office.

Great Britain. Scottish Office. Department of Health (1999). *Towards a healthier Scotland: a white paper on health*. (Command Paper 4269). Edinburgh: Stationery Office.

Northern Ireland. Northern Ireland Assembly (2005) *The nursing homes regulations (Northern Ireland) 2005*. (Statutory Rule 2005 No. 160). London: Stationery Office. Available at: <http://www.opsi.gov.uk/Sr/sr2005/20050160.htm> Accessed on 17.08.09.

Department of Health (2005) *National service framework for long term conditions*. London: DH.

5.2 Chapter(s) in a book

Make sure you include all details as for referencing a book, report etc. (see 5.1), but include chapter title, chapter authors and page range of chapter before the book details.

NB. The chapter title appears in roman letters not italics and the format for the author of chapter and book is slightly different. Chapter author is in the format: surname, initial; book author is in the format: initial, surname. 'In:' is included before the name of the book in which the chapter appears.

Surname of chapter's author [space] Author initial(s) [space] year of publication of chapter [space] Chapter title: subtitle. In: [space] Publication author initial(s) [space] Publication author surname, ed(s). *Publication title: subtitle*. [space] Place of pub: [space] Publisher. [space] page range.

Please see appendix A2 for more detailed information.

5.2.1 With an editor

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

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

5.2.2 Without an editor

Christiansen C, Baum C (1997) Person-environment occupational performance: a conceptual model for practice. In: C Christiansen, C Baum. *Occupational therapy: enabling function and well-being*. 2nd ed. Thorofare, NJ: Slack. 47–70.

Fleming MH (1994) The therapist with the three-track mind. In: C Mattingly, MH Fleming. *Clinical reasoning: forms of enquiry in a therapeutic practice*. Philadelphia: Davis. 27-30.

5.3 Journal, e-journal and magazine articles

As with references for books and reports, there is a single space between each element or part of an element and after punctuation.

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

5.3.1 General examples Journal

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.

Magazine

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

Newsletter

National Association of Neurological Occupational Therapists (2002) Evidence-based practice in stroke rehabilitation: listening to occupational therapists' research information needs. *NANOT News*, 22, 19-20.

5.3.2 Dashes in journal article titles

Where an article title has a sub-title, it should be separated with a colon regardless of punctuation on the page, except for a question mark or an exclamation mark, in which case no colon is used

e.g. Occupational therapists: can we help?

e.g. *Care to help? Occupational therapists discuss the options*
(NB. The '?' or '!' is followed by a capital letter)

There can be more than one sub-title separated by colons

e.g. Improving knowledge: database searching: pitfalls and successes.

However, where this is impractical as in the following example, leave in the punctuation

e.g. Miles A, Polychronis A, Grey JE (2006) The evidence-based health care debate – 2006: where are we now? *Journal of Evaluation in Clinical Practice*, 12(3), 329–247.

In the example above, it is impractical to change the dash to a colon as dates alone do not generally constitute a subtitle.

5.3.3. Epub ahead of print

An article may be published electronically ahead of the print version.

No URL is necessary as these are citations that publishers submit for articles that appear on

the publisher's web site in advance of the journal release. After the reference, display [epub ahead of print] in square brackets as in the example below.

Sweetland J, Riazi A, Cano SJ, Playford ED (2007) Vocational rehabilitation services for people with multiple sclerosis: what patients want from clinicians and employers. *Multiple Sclerosis*, Jul 10. [Epub ahead of print].

NB. Citations listed in PubMed as [epub ahead of print] may not be available to your library until the print version of the journal is published. Many publishers limit online access to "ahead of print" articles to individual subscribers; charging others for obtaining the "ahead of print" article, sometimes also including libraries with paid subscriptions.

5.3.4 Including "season" in reference

Omit the season in the reference unless it is the *only* way of identifying the issue. Include the full name of the season, not an abbreviation.

National Association of Neurological Occupational Therapists (2002) Evidence-based practice in stroke rehabilitation: listening to occupational therapists' research information needs. *NANOT News*, Winter, 19–20.

5.3.5 Journal article – in press

Any article in the process of being published formally but not yet appearing in a print issue.

Bennett S, McKenna K, Tooth L, Hoffmann G, McCluskey A, Strong J (In press) Searches and content of the OT Seeker database: informing research priorities. *American Journal of Occupational Therapy*.

5.3.6 Letters and responses

Edwards T (2007) Letter from Thomas Edwards. *Occupational Therapy News*, 15(4), 14.

Fraser F (2007) Response to Thomas Edwards' letter. *Occupational Therapy News*, 15(4), 14.

5.3.7 Journal supplement

Powell Lawton M (2001) The physical environment of the person with Alzheimer's disease. *Aging & Mental Health*, 5 (Supplement 1), S56–64.

- **Format of supplement titles**

The word 'supplement' should be added after the title if it is not obvious that title is from a supplement

British Journal of Occupational Therapy: Hand Therapy supplement.
Mental Health Occupational Therapy: Relaxation study supplement.
Quality and Safety in Healthcare: Simulation and Team Training supplement.

- **Format of supplement pagination**

e.g. p24DD - 24HH

e.g. p unnumbered pages 3

e.g. pS53 - S59 supplement

5.3.8 Journal article without an author

Use Anon and include a full-stop to indicate an abbreviation.

Anon. (2007) Widening your perception of job opportunities. *Occupational Therapy News*, 15(3), 17.

5.3.9 E-journal articles with no Digital Object Identifier (doi)

References for e-journals may include a combination of the following: volume, issue, page number(s), article ID, doi, URL. See also section 5.3.12

Jansa J, Aragon A, Lundgren-Nilsson A (2011) How Parkinson's patients view occupational therapy in four European countries. [Online]. *European Neurological Journal*. Available at: https://phoenixaragoneducation.uk/works/How_People_Living_with_Parkinson%e2%80%99s_Disease_in_Four_European_Countries_View_Occupational_Therapy.pdf

Accessed on 15.03.18.

If volume issue and page numbers were given for this reference, these would also be included.

It can be helpful to search for the e-journal article title to confirm if a doi has been assigned and, if so, the doi format is preferred. Format according to section 5.3.12

5.3.10 Specific document titles within an article title

Frost P, Reel K (2006) New job opportunities with 'Pathways to Work'. *Occupational Therapy News*, 14(9), 30.

5.3.11 Issue number spans more than one issue

Use a hyphen between issue numbers, rather than a forward slash '/'

Pegg S, Moxham L (2000) Getting it right: appropriate therapeutic recreation programs for community based consumers of mental health services. *Contemporary Nurse*, 9(3-4), 295-302.

5.3.12 E-journal articles including Digital Object Identifier (doi)

To reference an e-journal article for which a doi has been assigned, use the following format:

Baird T, Tempest S, Warland A (2010) Service users' perceptions and experiences of goal setting theory and practice in an inpatient neurorehabilitation unit. [Online]. *British Journal of Occupational Therapy*, 73(8), 373-378. doi: 10.4276/030802210X12813483277189

In order to access this article the reader would need to copy and paste the doi into a search engine (for example, Google) This search would then provide a link to the full text of the

article.

5.3.13 Large numbers of multiple personal authors

Maximum number of personal author to be included is 7. For those articles (or books) containing more after the first 6 include an ellipsis then list the final author. Do not use *et al.* The maximum of 7 authors should allow for very unmanageable lists.

Martin LM, Triscari R, Boisvert R, Hipp K, Gersten J, West RC ... Escobar P (2015) Development and evaluation of the Lifestyle History Questionnaire (LHQ) for people entering treatment for substance addictions. *American Journal of Occupational Therapy*, 69(3), 1–9.

5.4 Internet sites, web pages, electronic documents and e-books

Only reference internet sites, web pages or electronic documents if they were used in your research, not if you accessed a print version that is also online. Always 'cut and paste' web address to avoid typing errors.

All 'Accessed on' dates should be right aligned.

All websites should include *http://*

All URLs should be amended so the URL link does not appear underlined

NB. The RCOT Library & Information Service does not update the 'Accessed on' dates included by authors at the end of a web reference; author's original 'Accessed on' dates will remain in the reference after checking.

5.4.1 Website

The Dementia Services Development Centre, University of Stirling.

<http://www.dementia.stir.ac.uk>

Accessed on 10.08.10.

5.4.2 Item / publication / page on website

Department of Health (2005) *National service framework for long term conditions*. London: DH. Available at:

http://www.dh.gov.uk/PublicationsAndStatistics/Publications/PublicationsPolicyAndGuidance/PublicationsPolicyAndGuidanceArticle/fs/en?CONTENT_ID=4105361&chk=jl7dri

Accessed on 10.08.10.

5.4.3 Web page within a website: no author

Use Anon and include a full-stop to indicate an abbreviation.

Anon. (2010) *Guardian careers*. London: Guardian Unlimited. Available at:

<http://careers.guardian.co.uk/>

Accessed on 10.08.10.

5.4.4 Web page within a website: no date

If there is no date on the page of the website, make an educated guess and reference in the following way: College of Occupational Therapists [ca. 2010]

Royal College of Occupational Therapists [ca. 2019] *Library resources*. London: RCOT. Available at: <https://www.rcot.co.uk/practice-resources/library-resources/about-library> Accessed on 20.07.19.

5.4.5 Electronic documents – website link no longer works

Add 'Originally sourced from: <http://www...>', remove 'accessed date' and include [No longer available], in the following format:

Moore A, Akhurst J, Powell, J (2010) Using a card sort to structure and promote enquiry-based learning. *British Journal of Occupational Therapy*, 73(5), 229-236. Originally sourced from: <http://www.ingentaconnect.com/content/cot/bjot/2010/00000073/00000005/art00008> [No longer available].

5.4.6 PDF documents

Reference in the same way as you would a webpage (see above)

If the PDF is in a password protected area of a website, include the URL to the page which links to the PDF but which is not a direct link to the PDF itself.

5.4.7 E-books

For e-books accessed through a password provided by the RCOT Library, the required elements for a reference are:

Author (Year) *Title of e-book*. [e-book] Place of publication: Publisher. Followed by Available to RCOT members through the RCOT website at: <http://www.rcot.co.uk/> Accessed on xx.xx.xx.

Whiteford GE, Hocking C (2011) *Occupational science: society, inclusion, participation*. [e-book]. Chichester: Wiley Blackwell. Available to RCOT members through the RCOT website at: <http://www.rcot.co.uk/> Accessed on 08.01.13.

For e-books freely available over the internet e.g. through Google books, the required elements for a reference are:

Author (Year) *Title of e-book*. [e-book] Place of publication: Publisher. Followed by Available at: e-book source and web address or URL for the e-book Accessed on xx.xx.xx.

Thaler RH (2008) *Nudge: improving decisions about health, wealth, and happiness*. [e-book] Yale University Press. Available at: <http://books.google.co.uk/books/about/Nudge.html?id=dSJQn8egXvUC> Accessed on xx.xx.xx.

For an e-book from specific e-readers and other devices such as Kindle, or Nook, the required elements for a reference are:

Author (Year) *Title of e-book*. [e-reader device] Place of publication: Publisher. Followed by Available at: e-book source and web address Accessed on xx.xx.xx.

Patterson M (2012) *Lost places in dreams*. [Kindle DX version]. Carlsbad, Ca.: Transworld Media. Available at: <http://www.amazon.co.uk/> Accessed on 08.01.13.

5.4.8 Chapter or quotation from an e-book

If you include a quotation from an e-book, remember to include the page range of the

© 2018. Prepared August 2010 by: Lorna Rutherford, Tessa Woodfine and Anna Bond, with thanks to Ann Mason.

chapter or page on which the quotation appears at the end of the citation

Chapter author (Year) Chapter title. In: *Title of e-book*. [e-book]. Place of publication: Publisher. Followed by Available to RCOT members through the RCOT website at: <http://www.rcot.co.uk/> Accessed on xx.xx.xx. page range.

Pollard N, Sakellariou D (2012) Narratives and truths. In: N Pollard, D Sakellariou, eds *Politics of occupation-centre practice*. [e-book]. Chichester: Wiley Blackwell. Available to RCOT members through the RCOT website at: <http://www.rcot.co.uk/> Accessed on 08.01.13. 81-91.

5.4.9 Social media

5.4.9.1 Twitter

When referencing Twitter, ensure that you refer to a specific tweet rather than a general feed.

Author/Twitter handle (year of publication) *Full tweet* (including any referring links. Copy and paste rather than retype) [Twitter post]. Time and date of tweet (Use format in example below). Available at: *URL* (include URL for specific tweet, not feed.) Accessed on xx.xx.xx.

BAOTCOT (2011) *Does society focus too much on the externalisation of male mental health issues and not enough on the root causes?* <http://bit.ly/18Axk7y> [Twitter post]. 9:31 a.m. 14 Jun 2103. Available at: <https://twitter.com/BAOTCOT/status/345458380065878016> Accessed on 14.06.13.

5.4.9.2 Facebook

It can be difficult to identify a title as such for Facebook posts. Where there is no clear title then create something appropriate based on the content and include in square brackets, as shown below.

Author/Name of Facebook page (year of publication) *Title* [if no title create a relevant title and include in square brackets] [Facebook post]. Time and date of Facebook post (Use format in example below). Available at: *URL* (include URL for specific tweet, not feed.) Accessed on xx.xx.xx.

With no title

British Association and College of Occupational Therapists (2013) *[OT mentions]*. [Facebook post]. 9:59 a.m. 29 May 2013. Available at: <https://www.facebook.com/baotcot/posts/10151927177223082> Accessed on 14.06.13.

With title

British Association and College of Occupational Therapists (2013) *OT rap*. [Facebook post]. 12:11 p.m. 6 Aug 2013. Available at: <https://www.facebook.com/baotcot/posts/10152081153758082> Accessed on 05.09.13.

5.4.9.3 Blog

Often authors of a blog are listed under screen names rather than full names. Whatever name is listed, treat this as the 'blog author' for the purposes of the reference. If this is a first name, it should still be listed alphabetically within the reference list.

Author/Screen name (year of publication) Title of blog post. *Title of blog*. [Blog post]. Date of blog post (plus time if more than one post per day). Available at: *URL* Accessed on xx.xx.xx.

Wellcome Open Research (2022) Wellcome Open Research. *Calling all genomics researchers:*

support the Tree of Life programme as a community reviewer. [Blog post]. 26 Jan 2022. Available at: <https://blog.wellcomeopenresearch.org/blog/missawesomeness.com/2013/08/patience-is-virtue-when-dealing-with.html> Accessed on 07.02.2022.

5.4.9.4 Audio podcast

Author/presenter (year of publication) *Title of podcast*. [Audio podcast]. Full date of podcast (see format below). Available at: *URL* Accessed on xx.xx.xx.

Date format:

- When all details are available – 25 May 2013
- When no day – May 2013
- When no day or month – do not include any details.

American Occupational Therapy Association (2011) *Health literacy: identifying a role for occupational therapy*. [Audio podcast]. 14 May 2011. Available at: <http://www.aota.org/Consumers/consumers/Podcasts.aspx#26> Accessed on 14.06.13.

University of Northampton (2012) *Occupational therapy*. [Audio podcast]. 26 Oct 2012. Available at: <https://soundcloud.com/university-of-northampton/occupational-therapy> Accessed on 05.09.13.

NB. For examples of 'vodcast' or other video clips, see **5.5.11**.

5.5 Additional referencing examples

5.5.1 Cochrane review

A review which appears on the Cochrane Library website, where a doi is given as 10.1002/14651858.CD005260 Prefix the doi with <http://dx.doi.org/> and reference using the following format:

Cumming J, Barr S, Howe TE (2006) Prosthetic rehabilitation for older dysvascular people following a unilateral transfemoral amputation. *Cochrane Database of Systematic Reviews*. Issue 4 Art. No: CD005260. Available at: <http://dx.doi.org/10.1002/14651858.CD005260.pub2> Accessed on 11.06.10.

Where a Cochrane review does not have a doi, the reference would be in the following format,

Reitburg MB, Brooks D, Uitdehaag BMJ, Kwakkel G (2004) *Exercise therapy for multiple sclerosis*. (Cochrane Review) Chichester, UK: John Wiley & Sons, Ltd. Available at: <http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD003980/pdf/fs.html> Accessed on 29.09.10.

5.5.2 Case law & legal reports

Please talk to the RCOT Library & Information Service about how to reference case law. The guide used for formatting the legal references is OSCOLA

1. *Stanton v. Callaghan* [2000] 1 QB, 75; [1998] 2 WLR, 745.
NB. '2' refers to volume 2 of report

2. *National Justice Compania S.A. v Prudential Assurance Co. Ltd. (The Ikarian Reefer)* [1993] 2 Lloyd's Rep. 68.

NB. Lloyd's Report. Always written in this abbreviated form
'68' refers to page 68

3. *R (Burke) v General Medical Council (Official Solicitor and others intervening)* [2005] EWCA Civ 1003, [2006] QB 273. Available at:
<http://www.familylawweek.co.uk/site.aspx?i=ed409> (paragraph 50)
Accessed on 26.01.10.

4. *Caparo Industries Plc v Dickman* [1990] 2 AC 605 (HL).

5. *Donoghue v Stevenson* [1932] AC 562 (HL).

6. *Bolitho v City and Hackney Health Authority* [1998] AC 232 (HL).

7. *Newspaper Licensing Agency Limited v Marks & Spencer plc* [2001] UKHL 38, [2003] 1 AC 551.

8. *R (McDonald) v Kensington and Chelsea Royal LBC* [2011] UKSC 33, [2011] 4 All ER 881.
(Don't need the indication of the court at end as the neutral citation makes that clear.

Subsequently reported therefore cite to "best" available published report –which also has a slightly different way of naming the London Borough)

9. *Re Bailey's Application* [2006] NIQB 47.
(Adopt the Northern Irish format of reporting party names, for applications for judicial review.)

10. *McDonald v UK* [2014] ECHR 492.
or
McDonald v UK (2015) 60 EHRR 1.
(Can use either of the above, which are official reports, as this has been reported)

11. *R v Birmingham City Council, ex p Mohammed* [1998] 3 All ER 788 (QB).
or
R v Birmingham City Council, ex p Mohammed [1999] 1 WLR 33 (QB).
(Christian names aren't used in citations and, when available, the citation should be to one or other of the reports of higher authority)

12. *Re Withnell's Application* (NIQB, 18 February 2004) considered by Weatherup J in deciding *Bailey*.

(Checked both <http://www.bailii.org/nie/cases/NIHC/QB/2004/> and

<http://www.courtsni.gov.uk/en-GB/Judicial%20Decisions/PublishedByYear/Pages/Home.aspx?RootFolder=Documents/2004> and Withnell is not on the list

Rather than enquiring with the NI Court System as to why a transcript has not been published, the suggestion is to put the date of judgement as substitute)

13. *R v Cambridge HA, ex p B* [1995] 2 All ER 129 (CA).
or
R v Cambridge District HA, ex p B [1995] 1 WLR 898 (CA).

14. *R (D) v Haringey LBC* [2005] EWHC 2235 (Admin), (2006) 9 CCLR 58.

(As after 2001/2 requires both neutral citation which provides court detail, & a published report citation.)

NB. in the above:

- Dates in law citations are always dates of cases heard, never the date of publication of the report
 - For cases, generally cite the 'best report' only, so the Law Reports (AC, QB etc) report, or if the case is not reported in the Law Reports, cite the All ERs or the WLRs. Sometimes it may be preferable to cite a specialist report.
 - Party names are in italics, with no full stops. Court abbreviation follows in parentheses. (Note that a lot of people don't include the court, in practice)
 - If a case has an official neutral citation (i.e., one given by the courts; see the list at <http://www.bailii.org/bailii/citation.html>). It should precede the best report, separated by a comma.
 - It is not necessary to include the court if there is a neutral citation.
 - The All ER (D) is a digest, not a report
- Abbreviations:

AC - Law Reports, Appeal Cases (Third Series) (Alternative title:

QB - Law Reports, Queen's Bench (3rd Series)

All ER - All England Law Reports

WLR – Weekly Law Reports

5.5.3 Consultation document

Reference as you would a book, but include '(Consultation document).' at the end of the entry.

Commission for Social Care Inspection (2006) *Key Lines of Regulatory Assessment (KLORA). Care homes for older people*. (Consultation document).

London: CSCI. Available at: http://www.csci.org.uk/about_csci/publications/klora.aspx and http://www.csci.org.uk/Docs/klora_care_homes_260606.doc Accessed on 27.02.07.

5.5.4 Abstract from conference proceedings

Reference in the style you would for a book

Khamisha C (2010) A critical review of upper limb splinting for the adult stroke patient. In: College of Occupational Therapists (2010) *College of Occupational Therapists 34th annual conference and exhibition, plus specialist sections' annual conferences: HIV/ AIDS, Oncology, Palliative Care, and Older People, 22-25 June 2010*, Brighton Centre, Brighton, Sussex: book of abstracts. London: College of Occupational Therapists.10.

5.5.5 Correspondence and email communications

Include: type of communication (e.g. letter, email), people involved in the correspondence, date of the communication in the following format:

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.

5.5.6 Dissertations/theses

Richmond J (2005) *Client expectations of occupational therapy: a case studying the north of England*. Ph. D. Chelmsford: Anglia Ruskin University.

5.5.7 Lecture/ presentation

College of Occupational Therapists (1999) *Casson memorial lecture*. Presented at the College of Occupational Therapists 23rd Annual conference, 'Reflect, research, revise', closing plenary session, 20-23 July 1999, Liverpool, UK.

5.5.8 Leaflet

Reference as you would a book, but include '(leaflet).' at the end of the statement.

College of Occupational Therapists and the National Association of Providers of Activities for Older People (2005) *Occupation matters for older people*. London: COT. (Leaflet).

5.5.9 Manuscripts and internal documents

Please contact the RCOT Library & Information Service about how to reference these if in doubt.

Pre-publication drafts

If a manuscript is getting to the publication stage, but is not yet complete, reference as you would a book, chapter or journal article and add the draft number (e.g. [2nd draft]) in square brackets after the entry.

Chapparo CJ, Ranka J (1997) *The Occupational Performance Model (Australia): monograph 1*. Sydney: Occupational Performance Network. [2nd draft]

Unpublished

College of Occupational Therapists; British Association of Occupational Therapists (2008) *Strategic plan October 2008 - September 2013*. London: College of Occupational Therapists. [Unpublished]

5.5.10 Television programme / radio show

Title. [space] Number and/or title of the episode if needed. [space] (Year of distribution).
[space] Name of broadcaster. [space] Broadcast or transmission date.

5.5.11 Video clip

Author or screen name (year of publication) Title of video clip. [Video clip]. Available at: URL.
Accessed on xx.xx.xx.

6. REFERENCES (for this document)

Auckland University of Technology (2009) *Referencing with persistent links: DOIs and URLs*.
Auckland: Auckland University of Technology. Available at:
<http://www.aut.ac.nz/library/?a=80614> Accessed on 23.09.10.

College of Occupational Therapists (2003) British Journal of Occupational Therapy: guide for contributors. *British Journal of Occupational Therapy*, 66(1), 35–38.

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.

Princeton University (2008) *Princeton University cataloguing data: what is a series?*
Princeton, NJ: Princeton University. Available at:
<http://library.princeton.edu/departments/tsd/katmandu/series/whatser.html>
Accessed on 27.08.10.

University of Oxford, Faculty of Law (2010) *The Oxford standard for citation of legal authorities*. Oxford: University of Oxford. Available at:
<http://www.law.ox.ac.uk/publications/oscola.php> Accessed on 27.08.10.

7. BIBLIOGRAPHY (for this document)

Please be aware that many of the resources listed below may offer different styles, punctuation, spaces and italics from those recommended in this document for RCOT publications.

American Psychological Association (2001) *Publication manual*. 5th ed. Washington, DC. : APA.

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://skillsforlearning.leedsmet.ac.uk/Quote_Unquote.pdf Accessed on 10.08.10.

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 February 2006*. Available at:
<http://www.icmje.org> Accessed on 10.08.10.

St Loye's School of Health Studies (2002) *Citing bibliographical references using Harvard*. Originally sourced from: <http://www.ex.ac.uk/Affiliate/stloyes/harv.htm>
[No longer available].

University of Birmingham Information Services (2006) *Preparing and quoting references*. Available at: <http://www.is.bham.ac.uk/ppm/publications/skills/sk04prequotrefs.pdf>
Accessed on 10.08.10.

University of Liverpool (2006) *Learning/study skills*. Originally sourced from:
<http://www.liv.ac.uk/library/gendb/studyskills.html> [No longer available].

8. OTHER RESOURCES (for this document)

Royal College of Occupational Therapists Library & Information Service

The RCOT Library & Information Service 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.

The RCOT Library & Information Service, 106–114 Borough High Street, London SE1 1LB Tel 0203-141-4616 /4620/4603; E-mail library@rcot.co.uk; Website <http://www.rcot.org.uk>

cation of the court at end as the neutral citation makes th