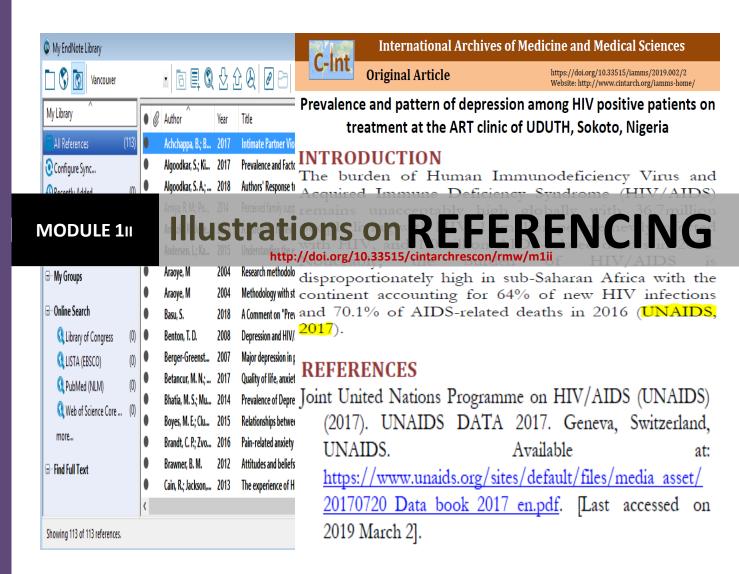
# C-International Research Consultancy

(Promoting integrity in research, mentoring researchers across the globe)



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- **★** To submit your manuscript for publication in any of our journals, please click on this link: http://www.cintarch.org/submit-manuscripts/

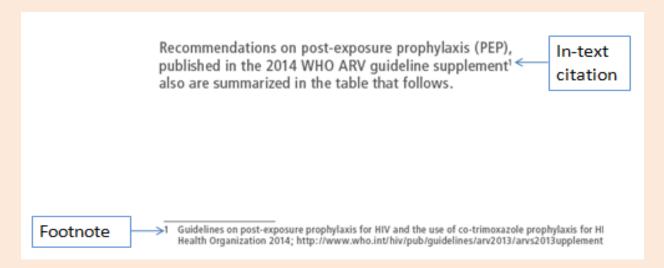
# 1 Introduction

# 1.1 What is referencing?

Referencing is the practice of indicating the sources of citations. A citation is an acknowledgement of a reference that supports an academic work. Referencing is done both in the text of the academic work and in a list at the end of the academic work. The compilation of cited works may be in the form of **footnotes**, **references** (or reference list) or **bibliography**.

### 1.1.1 Footnotes

In footnotes, any material used is cited in the text (depending on the referencing style used) and the full citation is also given below on the same page as footnotes.



# 1.1.2 References (or Reference list)

The reference list (or references) only identifies sources referred to (i.e., cited) in the text of the academic work. It is usually at the end of every chapter (in a book), or at the end of a journal article.

# 1.1.3 Bibliography

A bibliography is a list of all works (journals, books, magazines etc) which the author used, whether such works were actually referred to (i.e., cited) in the main text or not. A bibliography can only appear at the end of the book or project, and it is always the last portion of the project.

The differences between **bibliography** and end of chapter **reference list** (or **references**) are as follows:

- A bibliography appears only once in the entire work, and at the end of the project. End
  of chapter references appear at the end of every chapter.
- In a bibliography, all the works consulted by the author are arranged as follows: first, journals, then books, magazines and newspapers and finally, other publications. In end of chapter references, this arrangement is not necessary.
- In a bibliography all the works for each of the sections, e.g Journals, books, magazines etc., are arranged alphabetically, and if necessary, numbered serially. In end of chapter references, the reference notations determine the locations of the references.

# 1.2 Objectives of referencing

Referencing is done to acknowledge the work of other authors, acknowledge direct quotes, and show the breadth of research. In addition, referencing provides evidence to support arguments, allows the reader verify your data, and prevents an accusation of **plagiarism** (i.e., the practice of taking someone else's work or ideas and passing them off as one's own, it was adapted from the Latin word **plagiarius** [kidnapping]).

# **1.3 Types of Referencing Styles**

There are more than 400 types of referencing styles, but they are essentially variants of the two most commonly used styles, i.e., **Vancouver** and **Harvard** (also known as Author-date).

# 2

# Vancouver Referencing Style

# 2.1 Salient Features of Vancouver Referencing Style

The salient features of the Vancouver referencing style include:

# 2.1.1 In-text citing

- A number is allocated to a source in the order in which it is cited in the text.
- Arabic numerals are used in rounded brackets (1), squared brackets [1], superscripts,<sup>1</sup> or
  a combination.<sup>[1]</sup>
- If the source is referred to again, the same number is used.
- If superscripts<sup>1</sup> are used, the numbers should appear after a comma or full stop, but before a colon or semicolon.
- If brackets [1] are used, it is better to place them at the end of the sentence (but before the full stop).
- When two or more references appear at the same point in the text, the relevant numbers are separated by commas, e.g. [2,6,10] for brackets or <sup>2,6,10</sup> for superscripts, and there is no space between the numbers.
- Three or more consecutive citations are joined by a hyphen, e.g. [3-7] for brackets or <sup>3-7</sup> for superscripts.

# 2.1.1.1 Examples of in-text citing

# (a) Using superscripts<sup>1</sup>

The prevalence of metabolic syndrome (MetS) is high in Brazil, a study among the adult population in Brazil, by Beltran-Sanchez et al., <sup>1</sup> reported a full blown MetS prevalence of 32.0%.

Also, a study of the trend in MetS in the United States from 1999 to 2010 reported a marginal decrease in the prevalence of MetS from 25.5% to 22.9%.<sup>2</sup>

# (b) Using brackets [1]

The prevalence of metabolic syndrome (MetS) is high in Brazil, a study among the adult population in Brazil, by Beltran-Sanchez et al., reported a full blown MetS prevalence of 32.0% [1].

Also, a study of the trend in MetS in the United States from 1999 to 2010 reported a marginal decrease in the prevalence of MetS from 25.5% to 22.9% [2].

### 2.1.2 References

- References are listed in numerical order in the reference list at the end of the paper.
- Each number is followed with a full stop. The numbers are not enclosed in brackets irrespective of the format used in the In-text citing.
- Initials follow the family names of authors and editors, with no space or full stops between the initials of an author.
- Commas are used to separate each author's name.
- The last two names are still separated by comma rather than 'and'.
- Each entry is aligned to the left margin, and the number is followed by a full stop.
- If the authors are more than six, the first six authors are listed, followed by the phrase 'et al' meaning 'and others'.

# 2.1.2.1 Examples of References (or reference list), if authors are six or below:

# References

- Dutra ES, du Carvalho KM, Miyazaki E, Harman EM, Ito MK. Metabolic syndrome in central Brazil population and correlates in adult population. Diabetol Metab Syndr 2012; 4(1): 20. http://dx.doi.org/10.1186/1758-5996-4-20
- 2. Beltran-Sanchez H, Harhay MO, Harhay MM, Mc Elligotts S. Prevalence and trends of metabolic syndrome in the adult US population 1999 2010. J Am Coll Cardiol 2013; 62(8): 697-703.

# 2.1.2.2 Examples of References (or reference list), if authors are more than six:

# References

- 1. Kaduka LU, Kombe Y, Kenya E, Kuria E, Bore JK, Bukana ZN, et al. Prevalence of metabolic syndrome among an urban population in Kenya. Diab Care 2012; 35(4): 887-93.
- 2. Katsmarzyk PT, Leon AS, Wilmore JH, Skinner JS, Rao DC, Kankinen T, et al. Targetting the metabolic syndrome with exercise: evidence from Heritage family study. Med Sci Sports Exerc 2003; 35(10): 1703-9.

# 2.2 Illustrations on Vancouver Referencing Style

# 2.2.1 To reference a journal article

A journal article is referenced as shown below:

# Steps

- Name of authors (if more than six, insert 'et al'), then full stop. Organizations can also be authors.
- Title of article, then full stop.
   (If the title is broken into two parts by a colon, the next letter following the colon should be in small letter).
- Title of journal (abbreviated, without any full stop after each abbreviation), then space.
- Year of publication, then semi-colon and space.
- Volume number and issue, then supplement if indicated (in rounded brackets immediately after volume number, without any space between them), then colon and space.
- Page numbers, then full stop.

# Illustrations

Njoroge FK, Kumani VN, Ongore D, Akwale WS.

Njoroge FK, Kumani VN, Ongore D, Akwale WS. Use of insecticide treated bednets among pregnant women in Kilifi District, Kenya.

Njoroge FK, Kumani VN, Ongore D, Akwale WS. Use of insecticide treated bednets among pregnant women in Kilifi District, Kenya. **East Afr Med J** 

Njoroge FK, Kumani VN, Ongore D, Akwale WS. Use of insecticide treated bednets among pregnant women in Kilifi District, Kenya. East Afr Med J **2009**;

Njoroge FK, Kumani VN, Ongore D, Akwale WS. Use of insecticide treated bednets among pregnant women in Kilifi District, Kenya. East Afr Med J 2009; **86(7)**:

Njoroge FK, Kumani VN, Ongore D, Akwale WS. Use of insecticide treated bednets among pregnant women in Kilifi District, Kenya. East Afr Med J 2009; 86(7): **314-22.** 

# The reference is finally presented as:

Njoroge FK, Kumani VN, Ongore D, Akwale WS. Use of insecticide treated bednets among pregnant women in Kilifi District, Kenya. East Afr Med J 2009; 86(7): 314-22.

# 2.2.2 To reference a journal article cited in another journal article

If in the process of reading a journal article (or book), you came across a citation drawn from another journal article (or book) which you couldn't access. Both authors should be referenced.

A journal article cited in another journal article is referenced as shown below:

# Steps

- Reference the journal article you couldn't access (as earlier outlined).
- Insert In, then colon and space.
- Reference the journal article in which you came across the journal article you couldn't access (as earlier outlined).

# Illustrations

Guyatt HL, Snow RW. Malaria in pregnancy as an indirect cause of infant mortality in sub-Saharan Africa. Trans Royal Soc Trop Med 2001; 95: 569-576.

Guyatt HL, Snow RW. Malaria in pregnancy as an indirect cause of infant mortality in sub-Saharan Africa. Trans Royal Soc Trop Med 2001; 95: 569-576. In:

Guyatt HL, Snow RW. Malaria in pregnancy as an indirect cause of infant mortality in sub-Saharan Africa. Trans Royal Soc Trop Med 2001; 95: 569-576. In: Uneke CJ. Impact of placental plasmodium falciparum malaria on pregnancy and perinatal outcome in sub-Saharan Africa. Yale J Biol Med 2007; 80: 95-103.

# The reference is finally presented as:

Guyatt HL, Snow RW. Malaria in pregnancy as an indirect cause of infant mortality in sub-Saharan Africa. Trans Royal Soc Trop Med 2001; 95: 569-576. In: Uneke CJ. Impact of placental plasmodium falciparum malaria on pregnancy and perinatal outcome in sub-Saharan Africa. Yale J Biol Med 2007; 80: 95-103.

## 2.2.3 To reference a book

A book is referenced as shown below:

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- Name of authors (if more than six, insert 'et al'), then full stop. Organizations can also be authors.
- **Title of book,** then full stop.
- **Edition number** (if not the first) then full stop.
- Place of publication (include country or state if location of place is unclear), then colon.
- Publisher of the book, then semi-colon.
- Year of publication, then full stop.

# Illustrations

Hornby A, Sally W.

Hornby A, Sally W. Oxford advanced learners dictionary.

Hornby A, Sally W. Oxford advanced learners dictionary. **7**<sup>th</sup> **ed.** 

Hornby A, Sally W. Oxford advanced learners dictionary. 7<sup>th</sup> ed. **New York:** 

Hornby A, Sally W. Oxford advanced learners dictionary. 7<sup>th</sup> ed. New York: **Oxford University Press**;

Hornby A, Sally W. Oxford advanced learners dictionary. 7<sup>th</sup> ed. New York: Oxford University Press; **2005.** 

# The reference is finally presented as:

Hornby A, Sally W. Oxford advanced learners dictionary. 7<sup>th</sup> ed. New York: Oxford University Press; 2005.

# 2.2.4 To reference a book, manual, report or guideline sponsored by an organization

A book, manual, report or guideline sponsored by an organization is referenced as shown below:

# Steps

- Name of author (i.e the organization or institution that sponsored the publication, e.g. FMoH, or the editors of the book), then full stop.
- Title of book or manual, then full stop.
- Edition number (e.g. in the case of a book, if not the first) then full stop.
- Place of publication of book or manual (usually the headquarters of the organization), then colon.
- Publisher of the book (usually the organization), then semi-colon.
- Year of publication, then full stop.

# Illustrations

Federal Ministry of Health (FMoH).

Federal Ministry of Health (FMoH). National HIV/AIDS and Reproductive Health Survey 2007 (NARHS Plus).

(this is not applicable here, being the first edition)

Federal Ministry of Health (FMoH). National HIV/AIDS and Reproductive Health Survey 2007 (NARHS Plus). **Abuja:** 

Federal Ministry of Health (FMoH). National HIV/AIDS and Reproductive Health Survey 2007 (NARHS Plus). Abuja: **FMoH**;

Federal Ministry of Health (FMoH). National HIV/AIDS and Reproductive Health Survey 2007 (NARHS Plus). Abuja: FMoH; **2008.** 

# The reference is finally presented as:

Federal Ministry of Health (FMoH). National HIV/AIDS and Reproductive Health Survey 2007 (NARHS Plus). Abuja: FMoH; 2008.

# 2.2.5 To reference a chapter of a book

A chapter of a book is referenced as shown below:

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- Name of authors of the chapter being cited in the book (if more than six, insert 'et al'), then full stop.
- Title of chapter, then full stop.
- Insert In, then colon.
- Name of authors or editors of the book (indicate if they are editors), then full stop.
- Title of book, then full stop.
- **Edition number** (if not the first) then full stop.
- Place of publication (include country or state if location of place is unclear), then colon.
- Publisher of the book, then semi-colon.
- Year of publication, then full stop.
- Indicate page number(s)
   after p. then full stop (if only
   a page) or pp. (if more than a
   page), then full stop.

# Illustrations

Roche N.

Roche N. Environmental health.

Roche N. Environmental health. In:

Roche N. Environmental health. In: **Adetokunbo OL, Herbert MG.** 

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG. Short textbook of public health medicine in the tropics.

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG. Short textbook of public health medicine in the tropics. **4**<sup>th</sup> **ed.** 

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG. Short textbook of public health medicine in the tropics.  $4^{\rm th}$  ed. **London:** 

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG. Short textbook of public health medicine in the tropics. 4<sup>th</sup> ed. London: **Arnold**;

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG. Short textbook of public health medicine in the tropics. 4<sup>th</sup> ed. London: Arnold; **2003.** 

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG. Short textbook of public health medicine in the tropics. 4<sup>th</sup> ed. London: Arnold; 2003. **pp. 337-352**.

# The reference is finally presented as:

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG. Short textbook of public health medicine in the tropics. 4<sup>th</sup> ed. London: Arnold; 2003. pp. 337-352.

# 2.2.6 To reference a journal article obtained online

A journal article obtained online is referenced as shown below:

# Steps

- Name of authors (if more than six, insert 'et al'), then full stop. Organizations can also be authors.
- Title of article, then full stop.
   (If the title is broken into two parts by a colon, the next letter following the colon should be in small letter).
- Title of journal (abbreviated, without any full stop after each abbreviation), and source [e.g., serial online in square brackets] followed by the year of publication, then semi-colon and space.
- Volume number and issue, then supplement if indicated (in rounded brackets immediately after volume number, without any space between them), then colon and space.
- Page number or specify number of pages [e.g. about
   5pp. in square brackets], then full stop.
- Available at: indicate the web address, (i.e., Uniform Resource Locator or URL), followed by date last accessed [e.g. Last accessed on 2015 August 8 in square brackets], then full stop.

# Illustrations

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, et al.

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, et al. **Acute** pyelonephritis in diabetes mellitus: single center experience.

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, et al. Acute pyelonephritis in diabetes mellitus: single center experience. **Indian J Nephrol [serial online] 2014**;

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, et al. Acute pyelonephritis in diabetes mellitus: single center experience. Indian J Nephrol [serial online] 2014; **24**:

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, et al. Acute pyelonephritis in diabetes mellitus: single center experience. Indian J Nephrol [serial online] 2014; 24: **367-71**.

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, et al. Acute pyelonephritis in diabetes mellitus: single center experience. Indian J Nephrol [serial online] 2014; 24: 367-71. Available at: <a href="http://www.indianjnephrol.org/text.asp?2014/24/6/367/135347">http://www.indianjnephrol.org/text.asp?2014/24/6/367/135347</a> [Last accessed on 2015 August 8].

# The reference is finally presented as:

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, et al. Acute pyelonephritis in diabetes mellitus: single center experience. Indian J Nephrol [serial online] 2014; 24: 367-71. Available from: <a href="http://www.indianjnephrol.org/text.asp?2014/24/6/367/135347">http://www.indianjnephrol.org/text.asp?2014/24/6/367/135347</a> [Last accessed on 2015 August 8].

# 2.2.7 To reference a book obtained online (e-book)

A book obtained online is referenced as shown below:

# Steps

- Name of authors (individuals, organizations or editors), then full stop.
- **Title of book**, then full stop.
- **Edition number** (if not the first) then full stop.
- Type of medium [e.g. e-book in square brackets], then full stop.
- Place of publication (include country or state if location of place is unclear), then colon.
- Publisher of the book, then semi-colon.
- Year of publication, then full stop.
- Available at: indicate the web address, (i.e., Uniform Resource Locator or URL), followed by date last accessed [e.g. Last accessed on August 8, 2015 in squared brackets], then full stop.

# Illustrations

World Health Organization (WHO).

World Health Organization (WHO). World Health Statistics 2013.

# (this is not applicable here)

World Health Organization (WHO). World Health Statistics 2013 [e-book].

(In the case of a manual or report without an edition, there is no full stop between title and type of medium).

World Health Organization (WHO). World Health Statistics 2013 [e-book]. **Geneva:** 

World Health Organization (WHO). World Health Statistics 2013 [e-book]. Geneva: WHO;

World Health Organization (WHO). World Health Statistics 2013 [e-book]. Geneva: WHO; **2013.** 

World Health Organization (WHO). World Health Statistics 2013 [e-book]. Geneva: WHO; 2013. **Available at:** 

http://www.who.int/gho/publications/world\_health [Last accessed on August 8, 2015].

# The reference is finally presented as:

World Health Organization (WHO). World Health Statistics 2013 [e-book]. Geneva: WHO; 2013. Available at: <a href="http://www.who.int/gho/publications/world-health">http://www.who.int/gho/publications/world-health</a> [Last accessed on August 8, 2015].

# **3** Harvard Referencing Style

# 3.1 Salient Features of Harvard Referencing Style

The salient features of the Harvard referencing style include:

# 3.1.1 In-text citing

 Partial citations of the author and year of publication are enclosed within rounded brackets () embedded in the text, either within or after a sentence.

# The format depends on the following:

- Where the partial citation is embedded: within or after a sentence.
- Number of authors: one, two or more than two.
- Number of citation(s) in the sentence: one, or more than one.
- Number of publications within the same year by an author cited in the article: one or more.

# 3.1.1.1 Examples of in-text citing

# (1a) One author within a sentence

A study by Brawner (2012) found that behavioral sequelae of depression (e.g., loneliness) can produce risk for HIV.

Behavioral sequelae of depression (e.g., loneliness) were found to produce risk for HIV in a study by Brawner (2012).

(Please note that the author's name is within the sentence while the year of publication is in rounded brackets)

# (1b) One author after a sentence

A study among clinically depressed African American adolescent females found that behavioral sequelae of depression (e.g., loneliness) can produce risk for HIV (Brawner, 2012).

(Please note that both the author's name and year of publication separated by a comma are in rounded brackets)

# (2a) Two authors within a sentence

Bhatia and Munjal (2014) reported a high prevalence of depression (58.75%) in a study among people with HIV undergoing ART.

A high prevalence of depression (58.75%) was obtained in a study among people with HIV undergoing ART by Bhatia and Munjal (2014).

(Please note that the authors' names are within the sentence while the year of publication is in rounded brackets)

# (2b) Two authors after a sentence

A study conducted in India obtained a high prevalence of depression (58.75%) among people with HIV undergoing ART (Bhatia and Munjal, 2014).

(Please note that both the authors' names and year of publication separated by a comma are in rounded brackets)

# (3a) Three or more authors within a sentence

Irwin et al. (2018) found an increased risk of depression in non-depressed HIV infected men with sleep disturbance.

An increased risk of depression was reported in a study among non-depressed HIV infected men with sleep disturbance by Irwin et al. (2018).

(Please note that if the authors are more than two, only the first author is listed, followed by et al. within the sentence, while the year of publication is in rounded brackets)

# (3b) Three or more authors after a sentence

An increased risk of depression was reported in a study among non-depressed HIV infected men with sleep disturbance (Irwin et al., 2018).

(Please note that both the first author's name followed by et al. and year of publication separated by a comma are in rounded brackets)

# (4a) Two or more citations within a sentence

Studies conducted by Brawner (2012), Bhatia and Munjal (2014) and Irwin et al. (2018) reported high depression prevalence rates among people living with HIV/AIDS.

(Please note that the respective authors' names are within the sentence, with the year of publication in rounded brackets in front of each name)

# (4b) Two or more citations after a sentence

Studies conducted in different countries majorly reported high depression prevalence rates among people living with HIV/AIDS (Brawner, 2012; Bhatia and Munjal, 2014; Irwin et al., 2018). (Please note that the citations for the respective authors separated by semicolons are in rounded brackets)

# (5) Citation of two or more works published in the same year by an author or authors

If an author has different works published in the same year being cited in an article, they are differentiated by alphabets (i.e., a, b, c, etc).

Studies conducted among different populations in a northwest Nigeria city found high prevalence of hypertension (Abubakar et al., 2013a; Abubakar et al., 2013b; Abubakar et al., 2013c).

## 3.1.2 References

- References are listed in alphabetical order in the reference list at the end of the paper.
- There is no numbering.
- All authors are listed even if they are more than six. However, some journals sometimes
  specify in their "Authors Guidelines" that only 6 or even 3 names should be listed
  followed by et al.
- The first line of each reference (that contains the authors' names) is aligned to the left margin while the subsequent lines are slightly indented.
- If there are two or more publications by an author or authors, the most current year is listed first, and then the other years in that order (e.g., 2019, 2015, 2010, 2003).

• If there are two or more publications by an author or authors in the same year, they are listed in the order of their citation (e.g., 2018a, 2018b, 2018c).

# 3.1.2.1 Example of References (or reference list)

### REFERENCES

- Adebajo SB, Bamgbala AO, Oyediran MA (2003). Attitudes of healthcare providers to persons living with HIV/AIDS in Lagos State, Nigeria. Afr. J. Reprod. Health 7(1): 103-112.
- Aguwa EN, Arinze-onyia SU, Okwaraji F, Modebe I (2015). Assessment of workplace stigma and discrimination among people living with HIV/AIDS attending antiretroviral clinics in health institutions in Enugu, southeast Nigeria. West Indian Med. J. 65(1): 98-105.
- Amo-Adjei J, Darteh EK (2013). Drivers of young people's attitude towards HIV/AIDS stigma and discrimination: evidence from Ghana. Afr. J. Reprod. Health 17(4 Spec No): 51-9.
- Bird ST, Bogart LM, Delahanty DL (2004). Health-related correlates of perceived discrimination in HIV care. AIDS Patients Care STDs 18(1): 19-26.
- Dahlui M, Azahar N, Balgiba A, Zaki R, Oche MO, Adekunjo FO, Chinna K (2015). HIV/AIDS related stigma and discrimination against PLWHA in Nigerian population. PLoS One 10(12): e0143749.
- Dong X, Yang J, Peng L, Peng M, Zhang J, Zhang Z (2018). HIV-related stigma and discrimination amongst healthcare providers in Guangzhou China. BMC Public Health 18(1): 738.
- Elford J, Ibrahim F, Bukutu C, Anderson J (2008). HIV-related discrimination reported by people living with HIV in London, UK. AIDS Behav. 12(2): 255-64.
- Famoroti TO, Fernandes L, Chima SC (2013). Stigmatization of people living with HIV/AIDS by healthcare workers at a tertiary hospital in KwaZulu-Natal, South Africa: a cross sectional descriptive study. BMC Med. Ethics 14(Suppl 1): 56.
- Fiorentino M, Suzan-Monti M, Vilotitch A, Sagaon-Teyssier L, Dray-Spira R, Lert F, Spire B, ANRS-VESPA2 Study Group (2018). Renunciation of health care by people living with HIV in France is still associated with discrimination in health-care services and social insecurity results from the ANRS-VESPA2 survey. Antivir Ther. 23(5):443-50.
- Genberg BL, Hlavka Z, Konda KA, Maman S, Chariyalertsak S, Chingono A, Mbwambo J, Modiba P, Van Rooyen H, Celentano DD (2009). A comparison of HIV/AIDS-related stigma in four countries: negative attitudes and perceived acts of discrimination towards people living with HIV/AIDS. Soc. Sci. Med. 68(12):2279-87.
- Turan JM, Miller S, Bukusi EA, Sande J, Cohen CR (2008). HIV/AIDS and maternity care in Kenya: how fears of stigma and discrimination affect uptake and provision of labor and delivery services. AIDS Care 20(8): 938-45.
- World Health Organization (WHO) (2017). Mother-to-child transmission of HIV. Geneva Switzerland: WHO. Available at: <a href="https://www.who.int/hiv/topics/mtct/about/en/">https://www.who.int/hiv/topics/mtct/about/en/</a>. [Last accessed on 2018 November 15].

# 3.2 Illustrations on Harvard Referencing Style

# 3.2.1 To reference a journal article

A journal article is referenced as shown below:

# Steps

- Name of authors (list all the authors even if they are more than six) followed by the year of publication (in rounded brackets), then full stop. Organizations can also be authors.
- Title of article, then full stop.
   (If the title is broken into two parts by a colon, the next letter following the colon should be in small letter).
- Title of journal (abbreviated, with a full stop after each abbreviation), then space.
- Volume number and issue, then supplement if indicated (in rounded brackets immediately after volume number, without any space between them), then colon and space.
- Page numbers, then full stop.

# Illustrations

Njoroge FK, Kumani VN, Ongore D, Akwale WS (2009).

Njoroge FK, Kumani VN, Ongore D, Akwale WS (2009). **Use of insecticide** treated bednets among pregnant women in Kilifi District, Kenya.

Njoroge FK, Kumani VN, Ongore D, Akwale WS (2009). Use of insecticide treated bednets among pregnant women in Kilifi District, Kenya. **East Afr. Med. J.** 

Njoroge FK, Kumani VN, Ongore D, Akwale WS (2009). Use of insecticide treated bednets among pregnant women in Kilifi District, Kenya. East Afr. Med. J. **86(7)**:

Njoroge FK, Kumani VN, Ongore D, Akwale WS (2009). Use of insecticide treated bednets among pregnant women in Kilifi District, Kenya. East Afr. Med. J. 86(7): **314-22.** 

# The reference is finally presented as:

Njoroge FK, Kumani VN, Ongore D, Akwale WS (2009). Use of insecticide treated bednets among pregnant women in Kilifi District, Kenya. East Afr. Med. J. 86(7): 314-22.

# 3.2.2 To reference a journal article cited in another journal article

If in the process of reading a journal article (or book), you came across a citation drawn from another journal article (or book) which you couldn't access. Both authors should be referenced.

A journal article cited in another journal article is referenced as shown below:

# Steps

- Reference the journal article you couldn't access (as earlier outlined).
- Insert In, then colon and space.
- Reference the journal article in which you came across the journal article you couldn't access (as earlier outlined).

# Illustrations

Guyatt HL, Snow RW (2001). Malaria in pregnancy as an indirect cause of infant mortality in sub-Saharan Africa. Trans. Royal Soc. Trop. Med. 95: 569-576.

Guyatt HL, Snow RW (2001). Malaria in pregnancy as an indirect cause of infant mortality in sub-Saharan Africa. Trans. Royal Soc. Trop. Med. 95: 569-576. **In:** 

Guyatt HL, Snow RW (2001). Malaria in pregnancy as an indirect cause of infant mortality in sub-Saharan Africa. Trans. Royal Soc. Trop. Med. 95: 569-576. In: Uneke CJ (2007). Impact of placental plasmodium falciparum malaria on pregnancy and perinatal outcome in sub-Saharan Africa. Yale J. Biol. Med. 80: 95-103.

# The reference is finally presented as:

Guyatt HL, Snow RW (2001). Malaria in pregnancy as an indirect cause of infant mortality in sub-Saharan Africa. Trans. Royal Soc. Trop. Med. 95: 569-576. In: Uneke CJ (2007). Impact of placental plasmodium falciparum malaria on pregnancy and perinatal outcome in sub-Saharan Africa. Yale J. Biol. Med. 80: 95-103.

# 3.2.3 To reference a book

A book is referenced as shown below:

# Steps

- Name of authors (list all the authors, even if they are more than six) followed by the year of publication (in rounded brackets), then full stop. Organizations can also be authors.
- Title of book, then full stop.
- **Edition number** (if not the first) then full stop.
- Place of publication (include country or state if location of place is unclear), then colon.
- Publisher of the book, then full stop.

# Illustrations

Hornby A, Sally W (2005).

Hornby A, Sally W (2005). **Oxford advanced learners** dictionary.

Hornby A, Sally W (2005). Oxford advanced learners dictionary. **7**<sup>th</sup> **ed.** 

Hornby A, Sally W (2005). Oxford advanced learners dictionary. 7<sup>th</sup> ed. **New York:** 

Hornby A, Sally W (2005). Oxford advanced learners dictionary. 7<sup>th</sup> ed. New York: **Oxford University Press.** 

# The reference is finally presented as:

Hornby A, Sally W (2005). Oxford advanced learners dictionary. 7<sup>th</sup> ed. New York: Oxford University Press.

# 3.2.4 To reference a book, manual, report or guideline sponsored by an organization

A book, manual, report or guideline sponsored by an organization is referenced as shown below:

# Steps

- Name of author (i.e the organization or institution that sponsored the publication, e.g. FMoH, or the editors of the book), followed by the year of publication (in rounded brackets) then full stop.
- Title of book or manual, then full stop.
- Edition number (e.g. in the case of a book, if not the first) then full stop.
- Place of publication of book or manual (usually the headquarters of the organization), then colon.
- Publisher of the book (usually the organization), then full stop.

# Illustrations

Federal Ministry of Health (FMoH) (2008).

Federal Ministry of Health (FMoH) (2008). National HIV/AIDS and Reproductive Health Survey 2007 (NARHS Plus).

(this is not applicable here, being the first edition)

Federal Ministry of Health (FMoH) (2008). National HIV/AIDS and Reproductive Health Survey 2007 (NARHS Plus). **Abuja:** 

Federal Ministry of Health (FMoH) (2008). National HIV/AIDS and Reproductive Health Survey 2007 (NARHS Plus). Abuja: **FMoH.** 

# The reference is finally presented as:

Federal Ministry of Health (FMoH) (2008). National HIV/AIDS and Reproductive Health Survey 2007 (NARHS Plus). Abuja: FMoH.

# 3.2.5 To reference a chapter of a book

A chapter of a book is referenced as shown below:

|--|

- Name of author(s) of the chapter being cited in the book (list all the authors, even if they are more than six), then full stop.
- Title of chapter, then full stop.
- Insert In, then colon.
- Name of authors or editors of the book (indicate if they are editors) followed by the year of publication (in rounded brackets), then full stop.
- **Title of book**, then full stop.
- **Edition number** (if not the first) then full stop.
- Place of publication (include country or state if location of place is unclear), then colon.
- Publisher of the book, then full stop.
- Indicate page number(s)
   after p. then full stop (if only
   a page) or pp. (if more than a
   page), then full stop.

# Illustrations

Roche N.

Roche N. Environmental health.

Roche N. Environmental health. In:

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG (2003).

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG (2003). Short textbook of public health medicine in the tropics.

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG (2003). Short textbook of public health medicine in the tropics. **4**<sup>th</sup> **ed.** 

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG (2003). Short textbook of public health medicine in the tropics. 4<sup>th</sup> ed. **London:** 

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG (2003). Short textbook of public health medicine in the tropics. 4<sup>th</sup> ed. London: **Arnold.** 

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG (2003). Short textbook of public health medicine in the tropics. 4<sup>th</sup> ed. London: Arnold. **pp. 337-352**.

# The reference is finally presented as:

Roche N. Environmental health. In: Adetokunbo OL, Herbert MG (2003). Short textbook of public health medicine in the tropics. 4<sup>th</sup> ed. London: Arnold. pp. 337-352.

# 3.2.6 To reference a journal article obtained online

A journal article obtained online is referenced as shown below:

# Steps

- Name of authors (list all the authors, even if they are more than six), followed by the year of publication (in rounded brackets), then full stop. Organizations can also be authors.
- Title of article, then full stop.
   (If the title is broken into two parts by a colon, the next letter following the colon should be in small letter).
- **Title of journal** (abbreviated, without a full stop after each abbreviation), and **source** [e.g., **serial online** in square brackets], then full stop.
- Volume number and issue, then supplement if indicated (in rounded brackets immediately after volume number, without any space between them), then colon and space.
- Page number or specify number of pages [e.g. about 5pp. in square bracket], then full stop.
- Available at: indicate the web address, (i.e., Uniform Resource Locator or URL), followed by the date last accessed [e.g. Last accessed on 2015 August 8 in squared brackets], then full stop.

# Illustrations

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, Rathi M, Jha V, Gupta KL, Sakhuja V, Kohli HS (2014).

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, Rathi M, Jha V, Gupta KL, Sakhuja V, Kohli HS (2014). Acute pyelonephritis in diabetes mellitus: single center experience.

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, Rathi M, Jha V, Gupta KL, Sakhuja V, Kohli HS (2014). Acute pyelonephritis in diabetes mellitus: single center experience. **Indian J. Nephrol. [serial online].** 

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, Rathi M, Jha V, Gupta KL, Sakhuja V, Kohli HS (2014). Acute pyelonephritis in diabetes mellitus: single center experience. Indian J. Nephrol. [serial online]. 24:

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, Rathi M, Jha V, Gupta KL, Sakhuja V, Kohli HS (2014). Acute pyelonephritis in diabetes mellitus: single center experience. Indian J. Nephrol. [serial online]. 24: **367-71.** 

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, Rathi M, Jha V, Gupta KL, Sakhuja V, Kohli HS (2014). Acute pyelonephritis in diabetes mellitus: single center experience. Indian J. Nephrol. [serial online]. 24: 367-71. Available at: <a href="http://www.indianjnephrol.org/text.asp?2014/24/6/367/135347">http://www.indianjnephrol.org/text.asp?2014/24/6/367/135347</a> [Last accessed on 2015 August 8].

# The reference is finally presented as:

Kumar S, Ramachandan R, Mete U, Mittal T, Dutta P, Kumar V, Rathi M, Jha V, Gupta KL, Sakhuja V, Kohli HS (2014). Acute pyelonephritis in diabetes mellitus: single center experience. Indian J. Nephrol. [serial online]. 24: 367-71. Available at: <a href="http://www.indianjnephrol.org/text.asp?2014/24/6/367/135347">http://www.indianjnephrol.org/text.asp?2014/24/6/367/135347</a> [Last accessed on 2015 August 8].

# 3.2.7 To reference a book obtained online (e-book)

A book obtained online is referenced as shown below:

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- Name of authors (individuals, organizations or editors) followed by the year of publication (in rounded brackets), then full stop.
- Title of book, then full stop.
- **Edition number** (if not the first) then full stop.
- Type of medium [e.g. e-book in square brackets], then full stop.
- Place of publication (include country or state if location of place is unclear), then colon.
- Publisher of the book, then full stop.
- Available at: indicate the web address, (i.e., Uniform Resource Locator or URL), followed by date last accessed [e.g. Last accessed on 2015 August 8 in squared brackets], then full stop.

# Illustrations

World Health Organization (WHO) (2013).

World Health Organization (WHO) (2013). **World Health Statistics 2013.** 

# (this is not applicable here)

World Health Organization (WHO) (2013). World Health Statistics 2013 [e-book].

(In the case of a manual or report without an edition, there is no full stop between title and type of medium).

World Health Organization (WHO) (2013). World Health Statistics 2013 [e-book]. **Geneva:** 

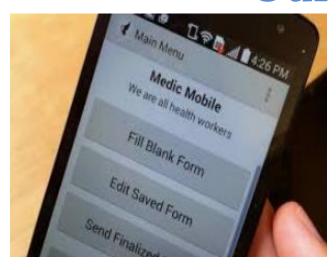
World Health Organization (2013). World Health Statistics 2013 [e-book]. Geneva: **WHO**.

World Health Organization (WHO) (2013). World Health Statistics 2013 [e-book]. Geneva: WHO. Available at: <a href="http://www.who.int/gho/publications/world\_health">http://www.who.int/gho/publications/world\_health</a> [Last accessed on 2015 August 8].

# The reference is finally presented as:

World Health Organization (WHO) (2013). World Health Statistics 2013 [e-book]. Geneva: WHO. Available at: <a href="http://www.who.int/gho/publications/world-health">http://www.who.int/gho/publications/world-health</a> [Last accessed on 2015 August 8].

# **Our Services**





# **Design or Review of Protocol / Proposal**

We provide technical support in the design of study protocol / proposal. We provide guidance on formulation of research topic, specific objectives, research questions, and research hypothesis. We provide technical support regarding choice of appropriate study design, sample size estimation and sampling technique; as well as choice of appropriate method and instrument of data collection, and data management. We also review protocol / proposal and provide guidance on how to improve the quality in compliance with the guidelines of the institution concerned.

# **Development of Data Collection Instrument**

We provide technical support in the development and validation of data collection instrument. We build questionnaires into the **Open Data Kit (ODK)** software for data collection with android phones. This saves the cost of printing questionnaires, makes data collection easier, eliminates non-response, enables the researcher to monitor the research assistants recruited for data collection (particularly, when and where each questionnaire was administered, taking pictures of relevant locations, etc), and eliminates the stressful data entry stage that usually follows completion of data collection.

# Design of Database, Data Analysis and Interpretation of Results

We provide technical support in the design of database, data entry, data analysis and interpretation of results. However, collecting data with the ODK software (instead of printed questionnaires) removes the need for (and the cost of) designing database and data entry.

# Design or Review of Dissertation / Thesis / Project Report

We provide technical support in the design of dissertation / thesis / project report (in compliance with the guidelines of the institution concerned). We provide guidance on data presentation (including creation and formatting of tables and charts). We also review dissertation / thesis / project report and provide guidance on how to improve the quality in compliance with the guidelines of the institution concerned.

# **Manuscript Development**

We provide technical support in the development of manuscript (for publication of article extracted from completed Dissertation, Thesis and Project report).

Please submit your request for a quote at: <a href="http://cintarch.org/research-consultancy-request/">http://cintarch.org/research-consultancy-request/</a>
For more information, inquiry or complaints; please contact us at: <a href="http://cintarch.org/contact-us/">http://cintarch.org/contact-us/</a>
or send to us an email via rescon.cintarch@gmail.com or service@cintarch.org