

## RCOT Annual Conference 2024

### Reference style for abstracts

All publications referred to, quoted from and/or paraphrased in your abstract must be fully and correctly referenced. Only include references that you have cited in the body of your abstract submission.

You will need to include:

- A citation at the appropriate point in the text.
- A full reference provided for that citation to include:
  - author(s)
  - date of publication
  - full title
  - place of publication and publisher.
  - Journal references should include volume, issue and page numbers. If you cannot track down the date or place of publication use [n.d] or [s.l]. There are examples in this guide.

As the author it is your responsibility to ensure the inclusion and accuracy of references. References will not necessarily be checked during the production process although we may make changes to formatting to ensure consistency.

You need to format all references consistently and make all reasonable efforts to provide reference details following the style set out here. This is RCOT Harvard style. For our annual Conference abstracts italic formatting is not used.

### How to cite in text

- When referring to exact publication titles use **sentence case (initial capital on first word only)**. For example 'Health promotion in occupational therapy.'
- You must always state the author name and date, either in the same paragraph or in brackets after the document is referred to. This makes sure it can easily be located in the reference list. For example 'The Royal College of Occupational Therapists' 2008 publication Health promotion in occupational therapy'; or 'Health promotion in occupational therapy (RCOT 2008).'
- It may also be helpful to include page numbers e.g. (RCOT 2008, pp 6-10).
- Note that **no comma is needed** between the author and date. Use a comma to separate two entries e.g. (RCOT 2008, DH 2007).
- If there are more than two authors then use 'et al' in the citation e.g. (Smith et al 2009).

### How to compile the references

- List all references in alphabetical order.
- If there is more than one document by the same author, the most recent should be shown first. Where there are two entries by the same author from the same year, list alphabetically, differentiating with lettering e.g. (DH 2007a), (DH 2007b) etc, with '2007a' as the top entry.

## Referencing websites and online documents

If the web page you are citing has a clear author follow the same procedure as above. Include the individual surname or name of an organisation plus the date of the latest update.

For example: 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 cite the URL (website page address) in brackets at the end of your sentence and add the last accessed date in the form DD.MM.YY. For example:

The followers of the Arts and Crafts Movement believed that the Industrial Revolution removed creativity and individuality from society

([http://wwar.com/masters/movements/arts\\_and\\_crafts\\_movement.html](http://wwar.com/masters/movements/arts_and_crafts_movement.html), 24.04.09).

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

### Example references:

#### Website

The Dementia Services Development Centre, University of Stirling.

<http://www.dementia.stir.ac.uk> Accessed on 8/12/23

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

#### 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 8/12/23

#### 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: Royal College of Occupational Therapists [ca. 2010]

Example:

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

#### 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:

Moores 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:

[ingentaconnect.com/content/cot/bjot/2010/00000073/00000005/art00008](http://ingentaconnect.com/content/cot/bjot/2010/00000073/00000005/art00008)

[No longer available].

## Referencing printed and online publications

### Example references:

#### **Book**

Royal College of Occupational Therapists (2017) Keeping records: guidance for occupational therapists. London: RCOT.

#### **Book with no date or place of publication**

Royal College of Occupational Therapists [n.d] Keeping records: guidance for occupational therapists. [s.l]: RCOT.

#### **Book with editor (and edition number)**

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

#### **Journal article**

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

#### **Online publication**

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](http://www.dh.gov.uk/PublicationsAndStatistics/Publications/PublicationsPolicyAndGuidance/PublicationsPolicyAndGuidanceArticle/fs/en?CONTENT_ID=4105361&chk=jl7dri) Accessed on 05.07.06.

#### **Chapter from a book**

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.

#### **Act of parliament**

Great Britain. Parliament (1999) Health Act 1999. London: Stationery Office.

#### **Manuscript/unpublished document**

Royal College of Occupational Therapists (2019) Strategic plan: 2019–2023. London: RCOT. [Unpublished]

#### **Series**

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

## RCOT documents

If “Royal College of Occupational Therapists (RCOT) is the author and publisher, the publisher can be shown as ‘RCOT’. This can also apply to other organisations where author and publisher are the same.

Otherwise the publisher name should be written out in full. For RCOT publications produced before April 2017 the author and publisher should remain as “College of Occupational Therapists (COT)”.

## Quick check list

Make sure you have complete and correct information for each reference. In particular check that:

- Author names are spelt correctly.
- All authors are listed.
- Dates are correct.
- Titles are exactly as shown in the published version (no nicknames). Edition numbers are given where relevant.
- Journal/publication names are accurate.
- Place of publication is correct.
- Publisher name is correct.
- Volume and issue numbers for journals are correct.
- Websites and online document references follow the correct format.

View [our full referencing guidelines](#) for more advice and examples.