



ABM Volunteer Home Visits Guidelines

May 2022

Date last reviewed: 19th May 2022

Next review due before: 31st May 2023

Person responsible: Claire Flood

Referencing Guidelines for ABM Breastfeeding Counsellor and Advanced Training

As Breastfeeding Counsellor (BFC) trainees and graduates and ABM Advanced Course trainees and graduates it is important that we only offer evidence based information rather than advice or hearsay so we must always be able to reference where we are quoting information from.

In our training courses referencing is important to maintain academic integrity and it shows that you fully understand the topic and can explain in your own words. It also enables anyone reading your work to see where you obtained each quote or idea from and avoids plagiarism (see separate guidelines).

There are four main styles of referencing (also known as citation styles): **APA** (American Psychological Association), **MLA** (Modern Language Association, Chicago/Turabian System) and the **Harvard System**. The ABM does not mind which system you use but you must be consistent throughout your work. For ease this document covers referencing in the Harvard style but if you are experienced in another style, please feel free to use that. Some word processing packages e.g., MS Word and OpenOffice have inbuilt referencing capacity which you may like to use. Please look at the instructions for your package for instructions on how to do this.

In Harvard referencing sources of information are identified in two different places, within your text in short form and then in an alphabetical bibliography at the end of your writing in their full form. Different methods are used depending on the information source you are using. Below you will see examples of a reference from a book, leaflet, website and a YouTube video.

Even within Harvard referencing there are different ways of doing things, consistency is key – pick a way that suits you and stick to it. This is not meant to be an exhaustive guide, please speak to your BFCC or Advanced course tutor if you need help.

If you wish to read more, we suggest the following links:

UCL Institute of Education Library: Referencing with Harvard
<https://libguides.ioe.ac.uk/c.php?g=482485&p=3298731>

University of Bristol, Faculty of Arts: A Guide to Referencing Academic Work
http://www.bristol.ac.uk/arts/exercises/referencing/referencing%20skills/page_39.htm

How to reference a book or leaflet (second example in each case):

Within your module textbooks should be referenced as follows:

- Surname, Date, page numbers
- Surname, Date

And in your bibliography as follows:

- SURNAME, INITIALS., YEAR. *Title*. Location: Publisher.
- SURNAME, INITIALS., YEAR. *Title*. [Leaflet obtained from], Date obtained.

Example:

In text:

- Normal sucking behaviour is shared by all baby mammals who are programmed to suckle from their mother without help (Watson Genna 2008, pp 1-5).
- Babies may be tested for oral thrush using a sterile charcoal media swab by a medical professional (Jones and BfN 2020).

In a bibliography:

- WATSON GENNA, C., 2008. *Supporting Sucking Skills in Breastfeeding Infants*. Sudbury MA: Jones and Bartlett.
- JONES, W. and the Breastfeeding Network, (2020). *Thrush and Breastfeeding* [Obtained from Spring Lane Surgery, Happytown], 25th March 2021.

How to reference a website (including videos):

Within your text a website should be referenced as follows:

- Author Name Date

If no author name is available then you can use the website name instead

And in your bibliography as follows:

- SURNAME, INITIALS. YEAR. *Title* [Online]. Available from: weblink [Accessed on: date]

Example:

In text:

- Inverted nipples come in several different types: retracted, pseudo inverted, dimpled and inverted (Pearson-Glaze 2021)
- Inverted nipples come in several different types: retracted, pseudo inverted, dimpled and inverted (Breastfeeding.Support 2021).

In a bibliography:

- PEARSON-GLAZE, P. 2021. *Breastfeeding With Inverted Nipples and Flat Nipples* [Online]. Available at: <https://breastfeeding.support/breastfeeding-inverted-nipples-flat-nipples/> [Accessed on: 25th March 2021]

And for a video in text:

- Video on positioning and attachment in Arabic (Global Health Media)

note that a date for this video was not available

- An example of latching a new baby (Wendy Lever 2020)

A video in a bibliography:

- Global Health Media. *Attaching Your Baby at the Breast (Arabic)* [Online]. Available at: <https://globalhealthmedia.org/portfolio-items/attaching-your-baby-at-the-breast-arabic/?portfolioCats=175%2C174%2C292%2C176> [Accessed on: 25th March 2021]
- Lever, W. 2020. *Latching a Newborn* [Online]. Available at: <https://www.youtube.com/watch?v=PwVgeVjk4-E&t=76s> [Accessed on: 25th March 2021]