دانشگاه علوم پزشکی و خدمات بهداشتی، درمانی ایران،

دانشکده پرستاری و مامایی

راهنمای مآخذ نویسی به سبک هاروارد

تهیه کننده فاطمه قمری

ویرایش دوم

آذرماه ۱۳۹۵

سبک مآخذ نویسی هاروارد چیست ؟

نوشتجات دانشگاهی مستلزم داشتن حمایت از استدلال نویسندگان با ماخذ دهی از سایرکارمنتشر شده یا نتایج آزمایشی است .یک سیستم ماخذ نویسی سه وظیفه ضروری را انجام می دهد:

- شما قادر خواهید بود به تصدیق ایده سایر نویسندگان(به دور از سرقت ادبی)
- خواننده قادرخواهدشد به سرعت منابعی که شما ارجاع داده اید بیابد و در صورت تمایل از آن متون استفاده نمایند
- عمق و گستره پژوهش شما را نشان می دهد.

سیستم ارجاع دهی هاروارد سیستم گسترده ای است که به شما کمک خواهد کرد به این اهداف دست یابید .

چگونه می توانیم از سبک مآخذ نویسی هاروارد استفاده کنم؟

سبک هاروارد شامل دو فعالیت است :

- چگونه شما به نویسندگان دیگر در بدنه متن خود استناد دهید
- چگونه لیستی از منابع مورد استفاده شما در پایان متن خود گردآوری کنید

سبک هاروارد چه شکلی است ؟

در متن زیر شیوه **"ارجاع درون متنی "** در سبک هاروارد نشان داده شده است :

نقل مستقیم

در بخش‌های مراقبت ویژه، مراقبت از دهان ضعیف بوده و با افزایش تجمع پلاک دندانی، کلونیزاسیون باکتریایی حلقی- دهانی و افزایش میزان عفونت‌های بیمارستانی، به‌خصوص پنومونی مربوط به ونتیلاتور همراه است (Grap et al., 2004). پنومونی مربوط به ونتیلاتوربه‌عنوان دومین علت شایع عفونت بیمارستانی در کودکان بستری در بخش مراقبت‌های ویژه کودکان بعد از عفونت با منشأ جریان خونی ثبت‌شده است. شایع‌ترین پاتوژن یافت شده‌ی ایجادکننده پنومونی مربوط به ونتیلاتور سودومونا آئرژینوس (۲۱/۸٪)، استافیلوکوک اورئوس (۱۶/۹٪) و هموفیلوس آنفلونزا (۱۰/۲٪) است (Richards et al., 2000).

یا :

It has been claimed that due to funding being almost exclusively available from the Irish Film Board (IFB), Irish film makers are restricted to the type of Ireland they can depict in their work (MacDougall, 2009). Jervir (2011) argues that subjects such as Northern Ireland are disproportionately represented as these are key areas of interest to the IFB.

نقل در نقل

When citing a source you have not read yourself, but which is referred to in a source you have read, use the following method:
Moore (as cited in maxwell 1999, p.25) stated that…
Important: you would cite Maxwell, not Moore, in the reference List
Please note: it is always preferable to cite the original source

برای نقل در نقل بهتر است منبع اصلی آورده شود.

هنگام ارجاع دادن به منبعی که شما خودتان نخوانده اید اما در منبع دیگری که شما آن را خوانده اید ارجاع داده شده است، به منبع اصلی ارجاع دهید.

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Example:
Moore (as cited in Maxwell 1999, p.25) stated that…

شما باید به Maxwell ارجاع دهید نه به Moore

اگر در پاراگرافی از دو یا چندین منبع استفاده کردید به صورت زیر مأخذنویسی کنید.

(farahani, 2006; zahedi and zargar, 2012)

در اینجا مثالی از یک لیست با انواع مراجع به شیوه هاروارد نشان داده شده است .

–Hayes, B. C., McAllister, I. and Dowds, L. (2011) Depicting Ireland on Film, what are we really saying?, Social Cinema Journal, 54(4), pp. 454-482.
–Jervir, C. E. O. (2010) Symbolic Violence, Resistance and how we view ourselves in Irish Film, World Cinema, 37(6), pp. 392-407.
-MacDougall, H. (2009) Who Needs Hollywood?: The Role of Popular Genre Films in Irish National Cinema, The Canadian Journal of Irish Studies, 35(1), pp. 39-46.
–Moriarty, D. (2012) Funding models for Irish film makers. Dublin: Collins Press.

در این راهنما همراه مثال ما انواع معمول مآخذ در فهرست مراجع (REF) را نشان می دهیم .بلافاصله پس از این دو نمونه مآخذ که استناد در متن(ITC) شده اند را نشان خواهیم داد.
اگر عین مآخذ تان در این راهنما وجود نداشت قوانین مشابهی را در این جا بیابید.

راهنمای نشانه گذاری:

REF = reference list   فهرست منابع

ITC = in-text citation   ارجاع درون متنی

تذکر: منابع فارسی همانند منبع نویسی انگلیسی نوشته می شود با این تفاوت که اسم کوچک در فارسی کامل نوشته می شود. و به صورت جدا از منابع از انگلیسی در انتهای متن آورده شود.

کتاب با یک نویسنده :

نام خانوادگی نویسنده، اسم کوچک. (سال) عنوان. ویرایش. مکان انتشار: ناشر.

REF: Author/Editor Last name, Initials. (Year) Title. Edition. Place of publication: Publisher.
Example: McDonagh, S. (2001) Why are we Deaf to the Cry of the Earth? Dublin: Veritas.

غلامحسین زاده، غلام. (۱۳۷۹) راهنمای ویرایش. تهران: سازمان مطالعه و تدوین کتب علوم انسانی دانشگاهها.

ITC:
• Author Last name (Year)
• (Author Last name, Year)
Example:
-According to McDonagh (2001)   غلامحسین زاده (۱۳۷۹)
-As has been argued (McDonagh, 2001)   (غلامحسین زاده، ۱۳۷۹)

کتاب با دو نویسنده:

نام خانوادگی نویسنده، اسم کوچک. و نام خانوادگی نویسنده دوم، اسم کوچک. (سال) عنوان. ویرایش. مکان انتشار: ناشر.

REF: First author Last name, Initials and second author Last name, Initials (Year) Title. Place of publication: Publisher.
Example:
Shalloway, A. and Trott, J. (2001) Design patterns explained: a new perspective on object-oriented design. London: Addison Wesley.

ITC:
-First author Last name and second author Last name (Year)
-(First author Last name and second author Last name, Year)
Example:
-Shalloway and Trott (2001) suggest that…..
-It has been suggested (Shalloway and Trott, 2001)

کتاب با بیش از سه نویسنده:

نام خانوادگی نویسنده اول، اسم کوچک، نام خانوادگی نویسنده دوم، اسم کوچک، نام خانوادگی نویسنده سوم، اسم کوچک، مابقی نویسنده ها. و نام خانوادگی نویسنده آخر، اسم کوچک. (سال) عنوان. ویرایش. مکان انتشار: ناشر.

(سال) عنوان. ویرایش. مکان انتشار: ناشر.

REF: Authors Names. (Year) Title. Place of publication: Publishing company.
Example: McGeady, T.A., Quinn, P.J., Fitzpatrick, E.S. and Ryan, M.T. (2006) Veterinary embryology. Oxford: Blackwell.

ITC:
-First author Last name et al. (Year)
-(First author Last name et al. Year)
Example:
• McGeady et al. (2006) suggest….
• It has been suggested (McGeady et al., 2006)….   (غلامحسین زاده و دیگران، ۱۳۹۴)

کتابی یک سازمان، پدیدآور آن باشد:

REF: Name of corporate author (Year) Title. Place of publication: Publisher.
Example: Department of Agriculture, Food and Rural Development (2000) Pedigree sheep breed improvement programme: performance results for lambs summer 2000. Cavan: Department of Agriculture, Food and Rural Development.

ITC:
-Name of corporate author (Year)
-(Name of corporate author, Year)
Example:
-Figures from the Department of Agriculture (2000) show that….
-Figures from other sources (Department of Agriculture, 2000) show….

کتاب با یک ویراستار :

REF: Editor(s) Last name, Initials (Ed.). (Year) Title. Place of publication: Publisher.
Example: ORiordan, T. (Ed.). (2001) Globalism, Localism and Identity. London: Earthscan.

ITC:
-Editors Last name (Year)
-(Editors Last name, Year)

Example:
-This was examined in ORiordain (2001)….
-Others have examined this claim (ORiordain, 2001)….

فصلی از یک کتاب تالیفی:

REF: Chapter Author(s) Last name, Initials. (Year) Chapter title. In: Editors(s) last name, Initials. ed(s). Book title. Place of publication: Publisher.
Example: Rose, H. (2000) Risk, Trust and Scepticism in the Age of the New Genetics. In: Adam, B. et al. eds. Risk Society and Beyond. London: Sage.

ITC:
-Author(s) Last name (Year)
-(Author(s) Last name, Year

Example:
-This was proposed by Rose (2000)….
-It has been proposed (Rose, 2000)….

کتاب الکترونیکی:

REF: Authors Last name, Initials. (Year) Title of book. Available at: URL [Downloaded: Day Month Year].
Example: Luhr, W. (2004) The Coen brothers Fargo: Cambridge University Press film handbooks series. Available at: http://www.amazon.co.uk/Coen-Brothers-Fargo-Cambridge-Handbooks ebook/dp/B001G60IQI/ref=kinw_dp_ke [Downloaded: 24 February 2014].

ITC:
• Authors Last name (year)
• (Authors Last name, year)
Example:
• Luhr (2012) suggests that the Coen brothers…
• It has been argued that "The Coen brothers represent a revolution in cinamatography" (Luhr, 2012, Chapter 2, 22%).

مقالات نشریات چاپی با یک نویسنده:

نام خانوادگی نویسنده، اسم کوچک. (سال) عنوان مقاله. عنوان کامل مجله، جلد (شماره)، ص.

REF: Author Last name, Initials. (Year) Article title. Journal title, Volume (Issue), pp. page numbers.

Example:

Tovey, H. (2002) Risk, Morality, and the Sociology of Animals - Reflections of the Foot and Mouth Outbreak in Ireland, Irish Journal of Sociology, 11 (1), pp. 23-42.

ITC
-Author(s) Last name (Year)
-(Author(s) Last name, Year)
Example:
-Tovey (2002) argues….
-It has been argued (Tovey, 2002)….

مقالات نشریات چاپی با دو یا سه نویسنده:

نام خانوادگی نویسنده اول، اسم کوچک. و نام خانوادگی نویسنده دوم، اسم کوچک. (سال) عنوان مقاله. عنوان کامل مجله، جلد (شماره)، ص. ۱-۲۰.

REF: First Author Last name, Initials and Second Author Last name, Initials. (Year) Article title, Journal title, Volume (Issue), pp. page numbers.
Example:

Lopez, I. and Rodriguez, E. (2011) The Spanish Model, New Left Review, 69 (May/June 2011), pp. 5 – 28.

ITC:
-First author Last name and second author Last name (Year)
-(First author Last name and second author Last name, Year)
Example:
-Lopez and Rodriguez (2011) suggest that…..
-It has been suggested (Lopez and Rodriguez, 2011)….

مقالات نشریات چاپی با بیش از سه نویسنده:

نام خانوادگی نویسنده اول، اسم کوچک. نام خانوادگی نویسنده دوم، اسم کوچک.، نام خانوادگی نویسنده سوم، اسم کوچک. و نویسنده آخر، اسم کوچک. (سال) عنوان مقاله. عنوان کامل مجله، جلد (شماره)، ص. ۱-۲۰.

REF: Authors Names. (Year) Article title. Journal title, Volume (Issue), pp. page numbers.
Example:

Janssen, C., Vanhamme, J., Lindgreen, A. and Lefebvre, C. (2014) The Catch-22 of Responsible Luxury: Effects of Luxury Product Characteristics on Consumers Perception of Fit with Corporate Social Responsibility, Journal Of Business Ethics, 119(1), pp. 45-57.

ITC:
-First author Last name et al. (Year)
-(First author Last name et al. Year)
Example:
• Janssen et al. (1996) suggest….
• It has been suggested (Janssen et al., 1996)….

مقاله نشریات الکترونیکی:

REF: Author(s) Last name, Initials. (Year) Article title. Journal title, Volume (Issue), pp. page numbers. Available at: URL [Accessed Day Month Year].
Example:
 Hawke, J, Wadsworth, S, & DeFries, J. (2006) Genetic influences on reading difficulties in boys and girls: the Colorado twin study, Dyslexia, 12 (1), pp. 21-29 . Available at: http://www3.interscience.wiley.com/cgi-bin/fulltext/112098736/PDFSTART [Accessed 10 February 2009].

ITC:
-Author(s) Last name (Year)
-(Author(s) Last name, Year)
Example:
-Hawke, Wadsworth and DeFries (2006) argue ….
-Others have shown (Hawke, Wadsworth and DeFries, 2006)…..

مقاله چاپ شده در روزنامه:

REF: Author(s) Last name, Initials. (Year) Article title, Newspaper title, date, page numbers.
Example:
 ODea, W. (2006) Irish role in battle group concept will help to bolster UN, Irish Times, 10 January, p.16.

ITC:
-Author(s) Last name (Year)
-(Author(s) Last name, Year)
Example:
-ODea (2006) proposed….
-The article (ODea, 2006) argues….

مقاله روزنامه های الکترونیکی :

REF: Author(s) Last name, Initials. (Year) Article title, Newspaper title, day month of publication. Available at: URL [Accessed Day Month Year].
Example: Keenan, D.(2011) North voters go to polls today, Irish Times, 5 May. Available at: http://www.irishtimes.com/newspaper/ireland/2011/0505/1224296146826.html. [5 May 2011].
ITC:
-Author(s) Last name (Year)
-(Author(s) Last name, Year)
Example:
-Keenan (2011) reported….
-In the report (Keenan, 2011)….

صفحه وب سایت ها:

REF: Webpage Author(s) Last name, Initials. (Year) Page title. Available at: URL [Accessed Day Month Year].
Example:
 Kelly, M. (2004) Environmental Attitudes and Behaviours: Ireland in Comparative European Perspective. Available at: http://www.ucd.ie/environ/home.htm [Accessed 8 February 2009].
ITC:
-Author(s) Last name (Year)
-(Author(s) Last name, Year)
Example:
-Kelly (2004) responded….
-In the response (Kelly, 2004)….

REF: Website author. (Year published/Last updated) Title of Internet Site. Available at: URL [Accessed Day Month Year].
Example:
International Tourism Partnership (2004). International Tourism Partnership. Available at: http://www.internationaltourismpartnership.org/ [Accessed 8 February 2009].

ITC: (Website name, Year)
Example: Information available from their website (International Tourism Partnership, 2004) ….

وبلاگ :

REF: Author(s) Last name, First name. (Year site published/Last updated) Title of message, Title of Internet Site, Day Month of posted message. Available at: URL [Accessed Day Month Year].
Example:
OConnor, John. (2010) Global warming and the future, Jane Murphy Blog, 14 January. Available at: http://janemurphyblog.com/blogs/archive/2010/01/14/115/aspx [Accessed 13 April 2010].

ITC:
-Author(s) Last name (Year)
-(Author(s) Last name, Year)
Example
-OConnor (2010) proposed….
-It was proposed elsewhere (OConnor, 2010)

نامه های الکترونیکی:

REF: Sender Last name, Initials (Year of message) Email to name of recipient, Day Month of communication.
Example:
Scott, G. (2010) E-mail to John Bryce, 26 February.

ITC:
-Author(s) Last name (Year)
-(Author(s) Last name, Year)
Example:
• In an email response (Scott, 2010)
• In an email to this author (Scott, 2010)

فیس بوک:

REF: Author Last name, Initials. (Year) page published/last updated) Title of page. Day Month Year of posted message. Available at: URL [Accessed Day Month Year].
Example:
DSPCA (2014) Dublin, SPCA. 21 January. Available at: https://www.facebook.com/dspca [Accessed 15 February 2014].

ITC:
• Author(s) Last name (Year)
• (Author(s) Last name Year)
Example:
• DSPCA. (2014) reported the discovery of four emaciated pups…..

• It was reported that four emaciated pups were discovered on Christmas day (DSPCA, 2014).

<div dir="rtl"><u>توییتر:</u></div>

REF: Author(s) Last name, Initials. (Year page published/last updated) Day Month Year of posted message. Available at: URL [Accessed Day Month Year].
Example: UCD School of Archaeology (2014) 29 July 2013. Available at: https://twitter.com/ucdarchaeology [Accessed 24 March 2014]

ITC:
• Author(s) Last name (Year)
• (Authors(s) Last name, Year)
Example:
• UCD School of Archaeology. (2013) reports that the Mesolithic house
• An exact replica of a Mesolithic house has been built by UCD Archaeology students at Mt Sandal (UCD School of Archaeology, 2013)

*Note: date of post is used for in-text citation, date page published/last updated.

<div dir="rtl"><u>عکس و تصویر:</u></div>

REF: Photographer/Creator Last name, Initial(s). (Year) Title of image/photograph [Photograph/Image]. Place of publication: Publisher.
Example:
 OMeara, S. (2014) Orchid [Photograph]. Co. Clare: Collins Press.

ITC:
• Author(s) Last name (Year)
• (Authors(s) Last name, Year)
Example:
• OMeara (2014) shows a perfect example of the epipactis atrorubens.
• The velvety red of the epipactis atrorubens is demonstrated (OMeara, 2014).

<div dir="rtl"><u>عکس و تصویراینترنتی:</u></div>

REF: Photographer/Creator Last name, Initial(s). (Year). Title of image/photograph. Available at: URL [Accessed 31 January 2014].
Example:
 OMeara, S. (2014) Orchid. Available at: www.theburrenorchidcollection.ie [Accessed 3 February 2014].

ITC:
As detailed for Images/Photographs above.

<div dir="rtl"><u>سخنرانی و یا ارائه مطلب:</u></div>

REF: Author(s) Last name, Initial(s). (Year) Title of lecture/presentation [Medium], (Module Code: Module title). Institution. Day Month.
Example:
De Burca, M. (2014) Geriatric radiography services in Ireland [Lecture to BSc Radiography Stage 3], RDGY30300: Clinical Practice of Radiography. University College Dublin. 11 May.

ITC:
• Author(s) Last name (Year)
• (Authors(s) Last name, Year)
Example:
• De Burca (2014) described the complicated system of radiographic services……

• There is a complicated system of geriatric radiographic services (De Burca, 2014).

<div dir="rtl">

کار فردی یا گروهی:

</div>

REF: Student(s) Last name, Initial (s). (Year of submission) Title of essay/project/assignment, Module Code: module title. Institution. Unpublished essay/project/assignment.
Example:
 Woods, M., Mulcahy, W.D., Halpin, L. and OShea, R.W. (2014) A model code of ethics for corporate governance in the Irish non-profit and charity sector, BMGT3019D: Corporate Responsibilities and Business Ethics. University College Dublin. Unpublished group project.

ITC:
• Author(s) Last name et al. (Year)
• (Author(s) Last name et al., Year)
Example:
• Woods et al. (2014) detailed a model for corporate governance…..
• There have been complete models for corporate governance in the Irish non-profit and charity sector (Woods et al., 2014).

*Note: use the "et al." for three or more authors just like for a book/journal etc.

<div dir="rtl">

مصاحبه تلویزیونی:

</div>

REF: Last name, Initials of person interviewed. (Year of interview) Title of the interview (if any). Interview by/with Interviewers First name Last name, Title of publication, Day Month of Publication, page numbers if present.
Example: Kenny, E. (2013) Irelands lost generation. Interviewed by Miriam OCallaghan for Prime Time, RTE One Television, 15 March.

ITC:
-Interviewee(s) Last name (Year)
-(Interviewee(s) Last name, Year)
Example:
-Kenny (2010) claimed in an interview….
-In an interview on RTE (Kenny, 2010)….

<div dir="rtl">

مصاحبه چاپ شده درروزنامه:

</div>

REF: Last name, Initials of person interviewed. (Year of interview) Title of the interview (if any). Interview by/with Interviewers First name Last name, Title of publication, Day Month of Publication, page numbers if present.
Example:
 OBrien, M. (2014) Achieving success in parenting. Interview by Siobhan Moynihan for Irish News Weekly, 6 June, p. 56.

ITC:
-Interviewee(s) Last name (Year)
-(Interviewee(s) Last name, Year)
Example:
-OBrien (2014) outlined honesty as key to parenting……
-Honesty is seen as key to parenting through the teenage years (OBrien, 2014).

انتشارات سازمانهای دولتی :

REF: Name of government department (Year) Title. Place published: Publisher (Series if applicable). Available at: URL [Accessed Day Month Year].
Example:
 Department of Health & Children (2006) A Vision for Change Report of the Expert Group on Mental Health Policy. Dublin: Stationary Office. Available at: http://www.dohc.ie/publications/vision_for_change.html [Accessed 11 April 2010].

ITC:
• Department (Year)
• (Department, Year)
Example:
• The Department of Health & Children (2006) have shown….
• In a similar report (Department of Health & Children, 2006) it was shown…

مواد حقوقی و پارلمانی:

REF: Government of Country. Title (Year) Place of Publication: Publisher.
Example:
Government of Ireland. Human Rights Commission Act. (2000) Dublin: Stationery Office.

ITC:
• (Country. Title of Legislation Year)
Example:
 Legislation (Ireland. Human Rights Commission Act 2000) outlawing the act….

انتشارات کمیسیون اروپا:

REF: Name of EU Institution (Year) Title. Place of Publication: Publisher.
Example:
 European Commission (2003) Making globalisation work for everyone. Luxembourg: Office for Official Publications of the European Communities.

ITC:
 (Name of EU Institution, Year
Example:
The predicted growth (European Commission, 2003) did not occur….

کنفرانسها مقالات :

REF: Author(s) Last Name, Initials (Year) Title of paper, conference name: subtitle. Location and date of conference. Place of publication: Publisher, Pages numbers
Example:
 OConnor, J (2009) Towards a greener Ireland, Discovering our natural sustainable resources: future proofing. University College Dublin, 15 – 16 March. Dublin: Irish Environmental Institute, pp. 65 – 69.

ITC:
-Author(s) Last name (Year)
-(Author(s) Last name, Year)
Example:
-OConnor (2009) was able to highlight….
-Others (OConnor, 2009) have shown …..

REF: Author (Year of submission) Title of thesis. Degree statement. Degree-awarding body.
Example: Allen, S. J. (2009) The social and moral fibre of Celtic Tiger Ireland. Unpublished PhD thesis.
University College Dublin.

ITC:
-Author Last name (Year)
• (Author Last name, Year)
Example:
-Allen (2009) disagrees with this…..
-As argued elsewhere (Allen, 2009)….

فیلم **Film or broadcast:**

REF: Title of film (Year of distribution) Directed by director. Place of distribution: Distribution company.
Example:
The Lives of Others. (2007) Directed by Florien Henckel von Donnersmarck . Santa Monica: Lionsgate.

ITC:
-Title of film (Year

-(Title of film, Year)
Example:
-The portrait shown in The Lives of Others (2007)….
-East Germany was the subject of a recent successful movie (The Lives of Others, 2007)….

مواد سمعی بصری **Audio visual** :

REF:Author .(year) title. Series editor, ed., serres title, place published: publisher, [type], volume (number)
ITC:
-Title of Audio visual (Year)

-(Title of Audio visual, Year)

پادکست (محتوای صوتی در اینترنت):

REF: Author/Presenter Last name, Initial(s). (Year site published/updated) Title of podcast. [Podcast]. Day Month Year of podcast posted. Available at: URL [Accessed Day Month Year].
Example:
Reddy, M. (2013) Hibernian Hardboiled: Race & Gender in Contemporary Irish Crime Fiction. [Podcast]. 24 November 2013. Available at: http://www.ucd.ie/humanities/events/podcasts/2013/irish-crime-fiction/index.html [Accessed 31 January 2014].

ITC:
• Authors/Presenters Last name (year)
• (Authors/Presenters Last name, year)
Example:
• Reddy, M. (2013) outlines how Irish crime fiction…..
• It has been argued Irish Crime fiction has strong gender typing (Reddy, 2013).