



## **REFERENCE TECHNIQUES: HARVARD STYLE**

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with the aid of Catrin Ver Loren of Themaat for the Law examples

**4th. Edition**

**February 2017**

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Special thanks to Pieter and Stienie Koekemoer and also to Smook van Niekerk for their kindness and help .

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## 1 What is referencing?

Referencing is a way to demonstrate that you have extended your reading, learning and comprehension by using relevant and up to date sources.

**Primary sources** refer to material the author has written, like all the works written by Shakespeare.

**Secondary sources** are written as interpretations, criticism, research, etc. about a subject or an author. An interpretation of Shakespeare's tragedies will be categorised as secondary material on his tragedies. The tragedies themselves will be the primary sources.

### 1.1 What are the reasons for referencing?

Reasons for referencing include:

- To let the reader know whose ideas the writer is using.
- To give recognition to the original author of the text, opinion, idea, fact, image, etc.
- To enable your reader to check your information.
- Sources confirm the completeness of the research.
- Quotations and references lend authority to the argument, view, etc.
- The source list can be consulted by the reader to verify information in the text.
- The sources can be used by the reader as additional sources to a topic.

The list has to be complete so that any reader can trace or find the sources referred to avoid what previous generations of students have named an 'anthology of quotations' in essays, research, etc. Own interpretations and ideas and conclusions are very important too.

By giving credit to each source used, the reader sees what the author has been borrowed from other authors and what is the author's own ideas and interpretations. The credits can include facts, ideas, opinions, images, etc. If the sources are not acknowledged, the writer is plagiarising which is a criminal offence. Students can even be expelled. **Plagiarism is also known as 'letter theft'**.

### 1.2 Terminology

A citation is a reference to a document. It should include all the bibliographic details needed to trace the document.

Footnotes are listed at the bottom of the page on which a reference or citation occurs in the text. A number is placed in the text to indicate the cited work and again at the bottom of the page in front of the footnote. Footnotes are used when only a small number of references need to be made.

A reference list is the list of citations (material cited) in a written work. It shows the authority on which you base statements in the text, shows how well acquainted (how widely read) you are with the subject, and is a starting point for anyone else wanting to find out about the subject.

A bibliography is a list of documents (books, articles, and papers) read, analysed or consulted for a specific essay or assignment. All these references are not necessarily included in the list of references. If you have quoted from a source, the source must be included in your bibliography.

## 2 Tips on writing and referencing

### 2.1 Collecting information

Broad and deep research is the essential basis of any essay. Visit a library!

### 2.2 Using the Internet

Use the internet – but with care and discrimination.

Where possible, identify the author or corporate author.

### 2.3 Writing

A well thought-out structure forms the basis of every good essay.

You need a solid introduction pertaining to the subject.

You need a tight, powerful conclusion that is the logical consequence of everything that has gone before.

You need to organise your material so that it flows from one area, sub-section or argument to the next in a logical order.

Keep checking that you are remaining on track throughout the essay. Do not wander off the subject.

A good student not only has good ideas to write about, but can also write about them well.

Do not use superfluous words, phrases or sentences.

Construct your sentences carefully. Check your spelling and your grammar.

## 2.4 General tips

Don't cheat. **Plagiarism** – using other people's words and ideas without acknowledging where you got them from – is regarded as an enormous sin. Ensure that your references are perfect and that your in-text citations give the author, the date and the page number(s) from which the quote or the idea comes.

Try a fresh, original approach. Argue your case with your own point of view. Try to avoid formulas, clichés and the obvious approaches.

Illustrate your points with up-to-date examples.

Don't fill an essay with irrelevant historical detail.

Check spelling and punctuation.

Ensure your essay is the required length.

Bring your subject to life!

Keep the bibliographic details of your source in the original language of source. If it is in German all the details will be in German. This means that you do not need to translate place names or terms like 'Herausgeber' to English. Use place names, etc. as given in the original language.

## 2.5 Punctuation

"If the quotation forms part of a comprehensive argument, the punctuation is part of that argument and is placed outside the bracket or inverted comma" (Van der Walt, 2006:7).

In Van der Walt's document on quoting sources (2006:7) she states that "xxxxxxxxxxxxx".

Van der Walt says in her document "never quote simply to avoid translation problems" (2006:7).

"Never quote simply to avoid translation problems" (Van der Walt, 2006:7).

## 2.6 Alphabetising names (how to list the authors in alphabetical order)

Alphabetise letter by letter remembering that 'nothing precedes something'.

Rohr, J.B. precedes Rohring, A.K.

Prefixes like M, Mc and Mac must be alphabetised as they are and not as Mac.

MacArthur will precede McAllister and MacNeil will be followed by M'Carthy.



Surnames which include articles or prepositions are alphabetised as they are used. De la Rey, De Vries, Le Roux and Van der Walt are some South African examples.

## 2.7 Several works by the same author

Arrange according to the year of publication. The earliest is listed first.

If you have different works by the same author which share a publication date, arrange it alphabetically according to the title.

Use lower case letters – a, b, c, and also on – after the year and list in parentheses:

Botha, J. (2001a). Die staat...

Botha, J. (2001b). Die Suid-Afrikaanse...

## 2.8 Non-roman characters

Titles in non-roman characters (Greek, Arabic, Russian, etc.) may be transliterated (written in our alphabet).

## 2.9 Commonly used abbreviations

### 2.9.1 English abbreviations

A list of frequently used English abbreviations follows.

Word(s)	Abbreviation
Appendix	app.
Chapter	chap.
Column	col.
Columns	cols.
Edition	ed. /edn
Second Edition	2 <sup>nd</sup> edition
Editions	eds. /edns
Editor	ed
Editors	eds.
No date	n.d.
No place, no publisher, no page	n.p.
Number	no./No.
Page	p.
Pages	pp.
Paragraph	para. /par.

Word(s)	Abbreviation
Part	pt. /pt
Revised	rev.
Revised edition	rev. ed.
Reprinted	rpt
Second edition	2 <sup>nd</sup> ed.
Supplement	suppl. /supp.
Technical Report	Tech. Rep. / techn. rep.
Translated, translator	transl.
Volume	vol.
Volumes	vols.

### 2.9.2 Afrikaans abbreviations

Frequently used Afrikaans abbreviations are listed below.

Word(s)	Abbreviation
Redakteur	Red.
Sonder jaar	[s.j.] Du Toit, P. [s.j.]
Sonder Plek	[s.p.]
Sonder uitgewer	[s.u.]
Uitgawe	3de uitgawe
Hersiene uitgawe	Hersiene uitgawe
Vertaler	Vert.

### 2.9.3 German abbreviations

Word(s)	Abbreviation
Band	Bd
Ausgabe	3. Auflage
Herausgeber	Hrsg

## 2.9.4 Latin abbreviations dates and copyright

Concept	Abbreviation
And others – used where there are too many authors to list	et al. (et alii)
Under the word (as in a dictionary or an encyclopedia in which a specific word or entry was consulted)	sv (sub verbo)
In the same work Signifies the same work as the one cited immediately before, but a <b>different page</b>	ibid. (ibidem)
The same	id. (idem)
<p>The item cited is by the author of the item cited immediately before</p> <p><i>Loc cit – loco citato</i> (in the place cited) is used after the name of the author if the source has been cited previously and is referred to once more. If the new reference refers to the <b>same page</b> or volume and page as was used in the previous reference, use '<i>loc cit</i>'. Schenk, <i>loc cit</i>... This refers to the work of Schenk last cited, and to its very same page (and or volume).</p>	
In the work cited	op. cit. ( <i>opere citato</i> )
<p>Refers the reader back to the author's previously cited work, but to a different page. <i>Op cit</i> is used as follows: Poggenpoel, op cit, p 114. It means that a reference has been made to Poggenpoel's work in full a few references earlier.</p>	
Without name (publisher)	[s.n]. (sine nomine) Square brackets as this information is not printed in the item itself
Without place	[s.l.] (sine loco) Square brackets as this information is not printed in the item itself
Without year	[s.a] (sine anno)

### More abbreviations

If <b>no year</b> is indicated use	[n.d.]
	Johnson, L. [n.d.].
If you know that a web site is updated regularly, but you cannot see a publication date, put the date in <b>square brackets</b> .	National Research Foundation. [2012].
If you are not quite sure of the date, but can guess it, you may use ' <b>ca.</b> ' <i>circa</i> in front of the date to indicate that the work was more or less published in that year based on information found. It is not in italics, but placed in square brackets.	Heidegger, M. [ca.1915].
If there is only a <b>copyright date</b> use that date with a 'c' before it.	Jones, P. (c2008) or ©2010

### 2.9.5 “Revised” and “enlarged edition” in the major European languages

Word(s)	Abbreviation
Afrikaans	Hersiene uitgawe
English	revised (and enlarged) edition
German	verbesserte und erweiterte Auflage
French: Revised edition	Edition corrigé
Spanish	edition revisada y aumentada
<b>Third edition</b>	
Afrikaans	3de uitgawe
English	3 <sup>rd</sup> edition or 3 <sup>rd</sup> ed.
German	3. Auflage or 3. Aufl.
French	3ième edition
Spanish	3. edición
Smit, R. (2012). <i>Reference techniques: Harvard style</i> . 3 <sup>rd</sup> edition. Auckland Park, Johannesburg: University of Johannesburg library.	
In the case of reprints use the first publication date and <b>not</b> that of the later <b>reprints</b> .	Ozrovech, S. (2010). <i>Uit die skatkamer van God</i> . Vereeniging: Christelike uitgewersmaatskappy.

### 2.10 Anonymous works (not signed ‘Anonymous’)

In an anonymous work where the title is longer than ten words, the title may be shortened in-text to about five words. The omission is indicated by three ellipsis points.

*Neem uit die verlede wat goed is en bou daarop vir ‘n gelukkige lewe*. (1967). Johannesburg: Perskor.

In-text is should be referred to as (Neem uit die verlede...1967:5) ...

When an author publishes his/her own work, use the word ‘Author’ as the name of the publisher.

Anonymous works are alphabetised by the first significant word in the title. The title and not the author is used. Omit articles such as ‘an, a, the’.

### 2.11 Parentheses (Round brackets)

In the UJ adaption of the Harvard referencing techniques the date is placed in parentheses (2011) as is the issue number (1) and to denote that a work had been edited by some-one: Van Schalkwyk, R. (Ed.).

In-text references are also placed in parenthesis: Shakespeare is England's best dramatist (Shaw, 2015:5).

## 2.12 Square brackets

In Harvard the description of an item is important **except when a book, newspaper or journal** article are used. After the title the description of [CD-ROM], [DVD], etc. should follow in square brackets with the full stop following it: *The sound and the fury* [DVD]. Another description would be: [Brochure].

## 2.13 Double names

When maiden names are kept and the married surname is added, then use the married name. Rosalie Liguori Reynolds will be Reynolds, R. L., but if it written as Liguori-Reynolds then it becomes Liguori-Reynolds, R. Sara Blomstrand Stål will be placed under Stål, S. B.

## 2.14 Surnames starting with prefixes (Van der, Le, Du, etc.)

Afrikaans and French surnames with prefixes like Le, Van, Du, etc. are entered under the prefix. Van der Linden, Van Deventer, Le Roux, Du Toit, etc.

In German surnames with prefixes like Von, the surname is entered with the initial. The prefix follows. A. Von Maltitz becomes Maltitz, A von; Ludwig Von Beethoven and Johann Wolfgang Von Goethe become Beethoven, Ludwig von or Goethe, J. W. von.

## 2.15 Corporate bodies, organisations, etc.

The names of corporate bodies are written out in full in the alphabetical list of references. The abbreviated form of it may be used in the text.

British Broadcasting Corporation will be used for the full reference, but the BBC will be used in-text.

University of Johannesburg will be used for the full reference, but the UJ will be used in-text.

South African Bureau of Standards will be used, but the in-text reference is SABS.

The articles are omitted in front of the name of an organisation, corporation, corporate bodies, etc.

National Atlantic Treaty Organization becomes NATO in in-text references.

United Nations becomes in-text UN and United States of America becomes USA in in-text references.

Certain subordinate bodies or departments or units function under countries. Give the country name followed by a full stop and then the department, unit or body.

South Africa. Department of Education.

University of Johannesburg. Library.

## 2.16 Date

At the UJ the **date of publication** is placed in parentheses (round brackets). At UNISA and at the University of the North West this is not the case.

Refer to the style sheet of your department.

Be consistent.

## 2.17 Place (Location)

Indicate the town or city where the publisher is situated.

Oxford: Oxford University Press.

If a book gives two or more places of publication, use the first one.

Indiana University press: **Bloomington and Indianapolis** will be referenced as:

**Bloomington**: Indiana University press.

If **London, New York and Melbourne** are indicated as cities in which the publisher is situated, choose only the **first city** mentioned. In this example it will be **London**.

If a place name is unknown, add the country as well, i.e. **Okahandja**, Namibia: Herero Press.

The province or state can also be specified, i.e. **Wartburg**, KwaZulu-Natal, South Africa.

## 2.18 Publisher

**Publisher names** can be shortened by omitting 'Publishers. Ltd.', '& Co.'. '& Sons' after the name of the publisher.

John Wiley & Sons becomes **Wiley**.

Sir Isaac Pitman & Sons becomes **Pitman**.

Wiley-Blackwell: A John Wiley & Sons, Ltd., Publication becomes **Wiley-Blackwell**.

## 2.19 Digital object identifier: (DOI)

The DOI scheme is administered by the International DOI foundation.

The correct format for citing or creating a link to a document using its DOI should really be:  
doi: <http://dx.doi.org/10.1016/j.bbr.2011.03.031>

As APA, Harvard only uses the number itself. They omit the <http://dx.doi.org>

Richards, G. (2011). Creativity and tourism: The state of the art. *Annals of Tourism Research*, 38(4):1225-1253. doi:10.1016/j.annals.2011.07.008  
(There is no full stop after the DOI.)

## 2.20 Capitalisation (Using uppercase)

Most of the departments of the UJ prefer to use capitalisation sparingly in titles. Capitalise only the first word in the title, proper names, places and German nouns.

Capitalize the word after a colon in the title: Psychology: **An** introduction...

## 2.21 Secondary citations (To be avoided!)

**Use the original source.** It marks a true researcher.

According to Theron (quoted by Haasbroek, 2008:17) libraries are...

Haasbroek, F. (2008). *Theron's ideas about professional librarians*. Place: Publisher.  
(Fictitious example.)

## 2.22 Indentations (Title is indented in the second and third lines)

Unlike APA, Harvard **does not** indent. If, however, your department or supervisor wants it, do it.

## 2.23 Sample paragraph and reference list: Harvard method<sup>1</sup>

Many researchers have investigated the use of technology in Higher Education (Blake, 1998; Davis, 1987:45; Johnson, n.d.; Tyson, Burke & Jacobs, 1994). According to Blake (1998:234; 1999a:12; 1999b:4), new technologies such as CD-ROMs, the Internet, and mobile technologies hold great promise for the future of education, but other researchers (Johnson, n.d.; Education Trust, 2000) caution that the use of technology in educational settings should be studied in greater depth to evaluate its effectiveness. A longitudinal study by Tyson et al. (1994) showed that technology can enrich education, if used by a skilled teacher.

The Internet offers some useful resources on this topic, including Johannesburg University's EdTech (<http://www.joburg.ac.za/EdTech/>), which provides information relevant to the South African context. Other resources include brochures by the Education Trust (e.g. 1999), and a toolkit on using technology in the classroom by Mellers (1998).

Reference list (Harvard)

Blake, N. (1998). Using the web in undergraduate education. *Journal of Educational Computing*, 5(2): 234-251.

Blake, N. (1999a). *Higher Education in the 21st century*. New York: University Press.

Blake, N. (1999b). The promise of mobile technologies for education. *EduLink*, 3(2). Available from: <http://www.joburg.ac.za/edtech/pubs/edulink/992/blake.html>

Davis, K. (1987). *Computer-based training for accountants*. Unpublished doctoral thesis. Johannesburg: Rand Afrikaans University.

Education Trust. (1999). *Using videos in your classroom* (Brochure). Sandton: Eduprint.

Education Trust. (2000). *Issues in the use of educational technologies: Report to the Executive Committee*. (Available from Landry, S. Education Trust, 501 Grayston Drive, Sandton, South Africa).

Johnson, L. [n.d.]. *Will technology save the education system?* Available from: <http://www.netscape.com/users/johnl/save.html>

Mellers, A. (1998). *Transform your classroom with technology* (CD). Sacramento: Crunch Pod Media.

Tyson, T., Burke, R.L. & Jacobs, G.M. (1994). *Preliminary findings regarding the use of computers in secondary schools*. Paper presented at the meeting of the South African Association for Teachers: Bloemfontein, South Africa.<sup>1</sup>

### 3 Basic in-text referencing

#### 3.1 Internet/web sources

The date of access is no longer obligatory in Harvard style. If you are requested to provide it in your department, you will have to add it.

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<sup>1</sup> Please note that most of the sources used in this example and in the document as such, are completely fictional, and were only created to illustrate the reference techniques discussed in this publication.

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If you can, rather use the PDF format than the HTML format. The PDF has page numbers.

If there is **no page number** to be seen, like in an HTML document, count the paragraphs within in each heading. Use the surname, the date, the heading and lastly para. x in text.

(Jones, 2000: ¶5).

(Jones, 2000: Conclusion, para.2).

“It is clear that light is essential in all human dwellings” (Erickson, 2017: Introduction, para. 1).

### **3.2 In-text referencing where the author of the source is known**

Azar and Martin (1999) found that... (As part of the sentence)

...thus Cox (1966:52) refers to the modern urbanite as...

Islamic art is of the most beautiful art in the world” (Shekari, 2015:5).

In-text refer to **Anonymous** ONLY if the author has published under ‘Anonymous’.

### **3.3 In-text referencing where author is unknown or anonymous**

**Use the title** if no author is indicated and also no ‘anonymous’ is mentioned.

If the title consists of more than ten words, shorten it to five or less.

From the article (Aids orphans in KwaZulu-Natal, 2011:5) it is clear that...

The full title is: “Aids orphans in KwaZulu-Natal during the tsunami of 2007”.

(Fictitious example).

### **3.4 In-text referencing to more than one source**

In-text reference to more than one author should be arranged alphabetically.

More recent studies (Bartlett, 1992; James, 1998) show that...

The researchers (Bartlett, 1992, Brown, 1876 and James, 1998) refer to this as...

## **4 General forms for reference lists**

### **4.1 Non-periodical literature**

Non-periodicals include items published separately: Books, reports, brochures, certain monographs, manuals, dissertations, theses and also audio-visual media.

## 4.2 Printed book

Author, A. A. (1994). *Title of work*. Place of publication/Location: Publisher.

## 4.3 E-book (Electronic book) no digital object identifier (DOI) but with URL

No publisher or place of publication/location is given to e-books.

Author, A.A. (2012). *Title of the work*. Available from: <http://xxxxxx>

Author, A. A., & Author, B. (2009). *Title of work*. Available from: <http://www.xxxxxx>

## 4.4 E-book with DOI from e-book database

Author, A.A. (2006). *Title of the work* [EBookCentral]. doi:12345678

## 4.5 Chapter in printed book

Author, A. A. (Year). Title of chapter. In *Title of book*: 1-11. Edited by Editor, A. Place: Publisher.

## 4.6 Chapter in E-Book (electronic book) with Digital Object Identifier (DOI)

Author A. A., & Author, B. B. (1993). Title of chapter or entry. In *Title of book*: 120-134. Edited by Editor, A. & Editor, B. doi: xxxxxxxxx

## 4.7 Periodicals

Periodicals include items published on a regular basis: Journals, magazines, scholarly newsletters, online newsletters, etc.

The name of the database used, is not stated if the article has a DOI (digital object identifier).

Cox, P. (2015). My dog and I. *Animal lovers*, 20(2): 22-30. doi:1234567.987655

If there is **no DOI**, you are obliged to state from which database an article was obtained.

Vincent, L. (2011). Seducing the people: Populism and the Challenge to democracy in South Africa. *Journal of contemporary African Studies*, 29(1):1-15. Available from *Taylor & Francis Online* database: <http://0-web.tandf=online.com.ujlink.uj.ac.za>

If your department wishes that you state the date when you had found and used the article, add the date after the URL of the database:

(Accessed 8 April 2012).

#### 4.8 Page numbering

Author, A.A., Author, B.B. & Author, C.C. (1994). Title of article. *Title of periodical*, vol Number (issue number): page numbers.

The page numbers include the beginning and the end page numbers of the article.

If the article is on one page only, use only the page number.

If the article is published on **consecutive pages** use the beginning and the last page number with a **hyphen** in between: 1-10.

If an article runs over **discontinuous pages** state every page number: 1, 3, 6.

#### 4.9 Periodical/ Journal/Magazine article in print

Poggenpoel, P. (2000). My dog and I. *Animal lovers*, 2(1):3-14. (Fictitious example.)

Lind, R.W. (1986). Does the unconscious undermine phenomenology? *Inquiry*, 29:325-344.

#### 4.10 Online journal article with DOI (Digital Object Identifier)

Please note that after the page numbers there is a full stop. After the full stop the digital object identifier is abbreviated, starting with a small letter *d*. A colon follows after the doi: and then the number without a full stop after it. This is like the ID of the document.

Author, A.A. (2011). Title of article. *Title of periodical*, xx:xxx-xxxx. doi:123456789

#### 4.11 Online journal article retrieved online from a web site

Author, A.A., Author, B.B. & Author, C.C. (2000). Title of article. *Title of periodical*, xx:xxx-xxxx. Available from: web address – also known as the URL

Please note that there is *never* a full stop after the URL or web address.

### 5 Specific examples

#### 5.1 A book with only one author (in print)

Branningan, J. (2009). *Race in modern Irish literature and culture*. Edinburgh: Edinburgh University press.

Rose, L. (1977). *Crime and Punishment*. London: Batsford.

#### In text

The punishment of a criminal depends upon.... (Rose, 1977:111).

## 5.2 In-Text referencing a book on an e-reader like Kindle with/without pages

Use the page numbers in the electronic book, e.g. (Clarke, 2015:14).

Use the chapter with its number and add the **paragraph number** (abbreviate to 'para. '), e.g. (Kim 2000: chapter 1, para.5).

In a text without any page numbers, quote from a specific panel. Use the chapter number and/or panel numbers, e.g. (Spiegelman, 2011: chapter 2, panel 3).

As anyone can re-size pages, it can become difficult as panels may vary from reader to reader. At the bottom of the screen page you should see both the page number and the total number of pages (sometimes indicated as locations). Use the ratio of these two numbers, e.g. (Martin, 2003:83/10893).

## 5.3 A book by two or three authors (in print)

Gordon, E. W. & Rourke, A. (1966). *Compensatory education for the disadvantaged*. New York: College Entrance Examination Board.

Palmer, S., White, R. and Black, L. (2016). *Brand strategy for undergraduates*. London: Dell. (Fictitious example.)

### In-text

When quoting a book with two authors in the text, use the word '**and**' between the names; if, however, the reference is in parentheses, use '&'. This means; use the way the authors are indicated on the title page. With 'and' or with &.

In order to avoid possible communication problems all procedures should be explained to the patient (Gardner & Sheldon, 1967:55).

The problems encountered by first year students are ... (Lunney and Eklund, 1967:123).

## 5.4 More than three authors

Meyer, B. S., Anderson, D. P., Bohning, R. H. & Fratanna, D. G., Jr. (1973). *Introduction to plant physiology*. New York: Van Nostrand.

Riesman, H., Denney, F., Jacobs, J., Moore, W., De Broize, E., Bucwa, Y. and Glazer, M. (Year). *Title*. Place: Publisher.

In-text referencing of three or more authors

---

In referring to a work by three or more authors all the relevant names have to be furnished in the **first** reference to the work:

...the traditionalist personality (Riesman, Denney, Jacobs, Moore, Stevens, de Broize, Bucwa & Glazer, 2011 40) restrains himself from doing... (Fictitious example.)

In the **second (2<sup>nd</sup>)** and following in-text references to this work **only the first author's name** is given, and the abbreviation **'et al'** is used after the name of the first author:

...and the father exhibits behaviours like those of typical dictators or bullies (Riesman et al., 2007:40).

If a book by more than three authors has been read on the internet or from a commercial e-book database, please add the DOI (Digital object identifier) or the web site address on which it was found.

## 5.5 Work with an editorial board

In reference works with an editorial board, use the name of the overall or lead editor followed by 'et al'.

Koch, S. (Ed.) et al. (2000 – 2008). *Islamic art* (Vols. 1-12). London: Dent.

### In text

According to Koch et al., (2000-2008) Islamic art is...

## 5.6 Reference to more than one publication of same author in same year

Johnson, P.D. (1994a). *Advanced Pedagogy*. London: Routledge.

Johnson, P.D. (1994b). *Pedagogy*. London: Routledge.

The titles follow each other alphabetically.

### In text

In his later works (Johnson, 1994b:56) argued...

## 5.7 Different authors with the same surname

When you refer to publications by different authors with the same surname, use their initials in the reference:

According to B. Smith (1989) and F. Smith (1997) ...

In the reference list give each book's details just as always.

Alphabetise according to initials.

### 5.8 A book with an institution, organisation or association as author

Where reference is made to the work by a body (institution, organisation, association, etc.) and where no specific author is responsible for the work, the official name of the body is used as author. You can also use the name of the body as part of the sentence.

RAU (Rand Afrikaans University). (1970). *New university: A practical guideline*.

Johannesburg: Rand Afrikaans University.

Joint funding council's libraries review group. (1993). *Follett Report*. Available from: <http://www.ukoln.ac.uk/services/papers/follett/report/>

Department of basic education (Republic of South Africa). (2011)

*The status of the language of learning and teaching (LOLT) in South African public schools: A quantitative overview*. Available from: <http://www.education.gov.za/Reports/>

#### In text

"... it had long been evident that the intellectual potential of the Afrikaners on the Witwatersrand was underutilised (Rand Afrikaans University, 1970:48) ..."

"...thus the Rand Afrikaans University (1970:30) concluded that ..."

### 5.9 A book with (an) editor(s)

Driver E. & Broisen, A. (Eds.). (1989). *Child sexual abuse*. Basingstoke, UK: Macmillan Education.

Strunk, W. (Ed.). (1976). *Adult learning*. New York: Macmillan.

In reference works with an **editorial board**, use the name of the overall or lead editor followed by 'et al.'

Girardeau, C. (Ed.et al.). (2007). *Bordeaux: City of Saint André*. Bordeaux: Plon. (Fictitious example.)

### 5.10 A chapter in a book (not edited)

Hartley, J.T., Harker, O.J. & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In *Aging in the 1980's: Psychological issues*.

Washington: American Psychological Association.

Blomback, A. (2009). Brand meaning and impact in subcontractor contexts. In *Advances in business marketing and purchasing* (Vol.15:223-261). Available from *Emerald* database: <http://0-www.emeraldinsight.com.ujlink.uj.ac.za/search.htm?PHPSe5516>

or (Less used):

Capra, F. (1983). The systems view of life. Chapter 9 in *The turning point: Science, society and the rising culture*. London: Fontana Press.

### 5.11 Part/chapter of an edited book

Author, A. A. (2012). Title of chapter. In *Title of book*. Edited by Editor, A., Editor, B. & Editor, C. Available from: <http://xxxxxxx>

A. (2011). Title of chapter. In *Title of book*. Edited by Editor, A. & Editor, B. doi:xxxxxxxxxxx  
Hartley, J.T., Harker, O.J. & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In *Aging in the 1980's: Psychological issues*. Edited by Poon, L.W. Washington: American Psychological Association.

Die lewe is altyd die moeite werd. (2008). In *Carpe diem!* Onder redaksie van De Bruin, Kaapstad: Sonlig.

(Fictitious example.)

### 5.12 Series

Author, A. (Date). *Title*. Location: Publisher. (Series; volume number).

De Swart, J. (2010). *Librarian by choice*. Cape Town: NB Books. (Librarians of note; vol. 2).

Or with only a number: (Librarians of note; no. 2).

(Fictitious title.)

### 5.13 Medieval authors and texts

Most Medieval authors do not have surnames. Walther von Der Vogelweide, Wernher der Gartenaere, Hildegard von Bingen, Marie de France and Dante Alighieri are examples of such medieval writers. Use the names they are known by.

Dante Alighieri. (1990). *Die Hel*. (D.A.H. du Toit, Vert.). Kaapstad: Zebra Publikasies. (Oorspronklike werk gepubliseer in 1307-1321).

Marie de France. (1965). *Lais*. (A. Ewert, Ed.). Oxford: Blackwell. (Original published in the 12<sup>th</sup> century).

Wernher der Gartenaere. (1974). *Helmbrecht: Mittelhochdeutsch und Neuhochdeutsch*. (F. Tschirch, Hrsg.). Stuttgart, Reclam. (Original publiziert im 13. Jahrhundert).

If of Medieval works, such as *Beowulf*, *Everyman*, *Van den vos Reynaerde*, *Beatrijs*, *the book of Kells*, the original author is unknown, use the title in the place of the author. The editor or translator of the text must also be mentioned.

*Beatrijs: tekst en vertaling*. (1995). (H. Adema, Vert.). Leeuwarden: Taal & Tekon. Oorspronkelijke tekst uit de 14de eeuw).

*Van den vos Reynaerde*. (1985). (F. Lulofs, Red.). Groningen: Wolters-Noordhof. (Oorspronkelijke tekst uit de 13de eeuw).

**If medieval authors have surnames, use them.**

Chaucer, G. (1990). *Troilus and Criseyde: A new edition of "The book of Troilus"*. (B.A. Windeat, Transl.). London: Longman. (Original text written 1381-1386).

## 5.14 Anonymous work

**Only** when a work (any publication) is **signed with Anonymous**, use Anonymous as the author.

Cite the work in-text as 'Anonymous'. If **not** signed 'Anonymous', then use the title.

Anonymous. (2016). *The Oxygen thief diaries*. [New York]: Gallery books.

Anonymous. (17 February 1993). Best practices. *The Star*. 10.

A recent article (Anonymous, 1993) stated that...

## 5.15 When author does not indicate himself/herself as 'Anonymous' use the title

In the case of articles in newspapers or magazines where no author is named, the article title is used instead of Anonymous.

Use full title for the reference list:

War Over. (7 January 1991). *The Star*. 10.

For in-text referencing, shorten the title to about five words. Put the shortened title between parentheses/ quotation marks.



("Aids orphans..." 2006:5).

A recent article (War over, 1991) stated that...(No page number is used in this in-text reference as the article as a whole is being spoken of.)

### **5.16 Anonymous article from online database**

Mobile phone addiction among teenagers at five South African universities. (2011). *Journal name*, 15: 29-36. Available from the xxxxx database: <http://www.xxxxxxxx>

#### **In-text**

Shorten the title.

If the title consists of more than ten words, shorten it in the in-text reference to five words followed by an ellipsis (three points).

Place the shortened title in quotation marks.

"Mobile phone addiction"... requires (2011:16)...

It is clear that one can speak about 'mobile addiction' when one walks through universities and observes how students... ("Mobile phone addiction", 2011:15.)

(Fictitious title.)

### **5.17 A work with a foreign title**

Use foreign title, but translate the title. If you are a language student of a specific foreign language and are writing in that language, you need not translate the title(s) used for that essay/dissertation/ thesis or article.

Spyridakis, A. (1987). *E historia tis Helladas* [A history of Greece]. Athens: Theriositalona.

### **5.18 Translated works**

Luria, A.R. (1968). *The mind of a mnemonist: A little book about a vast memory*.

Translated from the Russian by Solotaroff, L. New York: Basic Books. (Original work published in 1967.)

#### **In text**

Cite only the date of the translation: A recent study (Luria, 1968:23) ...

### 5.19 Second, further or revised editions

Dyson, G.G.H. (1977). *The mechanics of athletics*. 7th edition. New York: Homes and Meier.  
Cohen, J. (1977). *Statistical power analysis for the behavioral sciences*. Revised edition. New York: Academic Press.

### 5.20 Date of publication unknown

Wolverton, H. (n.d.). *The geological structure of the Black Hills*. Wilmington: Prairie Press.

### 5.21 E-book(s)

Author, A. A. (2000). *Title of work*. Available from: <http://www.xxxxx>

Author, A. A. (2006). *Title of work*. doi:xxxxxx

### 5.22 Chapter in an e-book

Author, A. A. & Author, B. B. (2009). Title of chapter. In *Title of book*. Edited by Editor, A. & Editor, B. Place: Publisher. Available from: <http://www.xxxxx>

Author, A. A. & Author, B. B. (2009). Title of chapter. In *Title of book*. Edited by Editor, A. & Editor, B. doi:xxxxxx

If you find no page numbers, the chapter or entry title is sufficient.

### 5.23 Book on e-book database

Grethlein, J. & Regakos, A. (2009). *Narratology and interpretation: The context of narrative form*

*In ancient literature* [MyiLibrary]. Available from: <http://0>

[lib.myilibrary.com.ujlink.uj.ac.za/SearchResults.aspx](http://lib.myilibrary.com.ujlink.uj.ac.za/SearchResults.aspx)

Johnson, P. J. (2008). *Ovid before exile: Art and punishment in the Metamorphoses*

[MyiLibrary]. Available from: <http://o-lib.myilibrary.com.ujlink.uj.ac.za/Pro>

Van den Brink, B. & Owen, D. (2007). Recognition and power: Axel Honneth and the tradition of critical social theory [MyiLibrary]. Available from: <http://o-lib.myilibrary.com.ujlink.uj.ac.za>

Young, P. (c2009). Globalization and the Great exhibition: The Victorian new world order [MyiLibrary]. Available from: <http://o-lib-myilibrary.com.ujlink.ac.za/Open.aspx?id=2330548>

### **E-Book with digital object identifier (DOI)**

Do not specify the place of publication or the publisher for electronic books if there is a DOI (digital object identifier).

Ruzzier, M. K. & Ruzzier, M. (2009). *A two-dimensional approach to branding: Integrating identity and equity*. doi:10.1108/S2042-1443(2009)0000001007

### **5.24 Government publications**

South Africa. Department of Forestry and Agriculture, National Institute of Agriculture. (2011). *Land reforms: A guide to farmers* (SAFA Publication no.05-2010). Available from: <http://www.etu.org.za/toolbox/docs/government/land.html>

#### **In-text**

When referring to a government publication, the date is sufficient for in-text referencing:

According to The Bill of Rights (1996)

According to the Minister of Finance... (SA. Parliament: House of Assembly 1986).

Mention at the beginning that in the text the references to **South Africa** will be abbreviated to **SA**

Education is in the process of transformation (SA Department of Education, 1995

Provide all numbers, sections, chapters or volume numbers available in parentheses or round brackets.

South Africa. Parliament: House of Assembly, 1986. *Debates*. Cape Town: Government printer.

Bill of Rights of the Constitution of the Republic of South Africa. (1996). *Government Gazette*. (No. 17678).

Bush, G. (1990, October 17). *Principles of ethical conduct for government officers and employees*.

Exec Order No. 12731. Available from: [http://www.usoge.gov/Laws-and-Regulations/Executive-Orders/Executive-Order-12731-\(Oct-17,-1990\)---Principles-of-Ethical-Conduct-for-Government-Officers-and-Employees/South Africa](http://www.usoge.gov/Laws-and-Regulations/Executive-Orders/Executive-Order-12731-(Oct-17,-1990)---Principles-of-Ethical-Conduct-for-Government-Officers-and-Employees/South-Africa)

Department of Public Service and Administration. (1997). Batho Pele –“People First”. White paper on transforming public service delivery. Pretoria: Government Printer.

#### **In-Text:**

The idea of Batho Pele (1997) stems from...South Africa. Department of Education. (1995). White Paper on Education. *Government Gazette*. (Vol. 375, No. 45621).

United States of America. Commission on Civil Rights. (1967). *Racial Isolation in the public schools*. Washington: United States Government Printing Office.

### 5.25 Dictionary with no author:

*The concise Macquarie dictionary*. (1982). New South Wales: Lane Cove.

If there is no author, use the title.

### 5.26 Dictionary with author

Nguyen, D.H. (1966). *Vietnamese-English dictionary*. Rutland, Vermont: Charles Tuttle Company.

Sadie, S. (Ed.). (1980). *New Grove dictionary of music and musicians*. 6th edition. London: Macmillan.

### 5.27 Entry in reference work without author or editor

*Oxford English dictionary online*. (2010). 15<sup>th</sup> edition. Sv. 'barley'. Available from: <http://0-www.oed.com.ujlink.uj.ac.za>

*Woordeboek van die Afrikaanse taal*, vol. 1. Sv. 'aap'. Pretoria: Staatsdrukker.

#### In-text

*Woordeboek van die Afrikaanse taal* 1956, sv. 'aap'.

**Sv.** comes from the Latin '**sub verbo**' and means 'under the word'

### 5.28 Entry in reference work with author or editor

Bergman, P. G. (Ed.). (1993-1999). Relativity. In *The new encyclopaedia Britannica* (20<sup>th</sup> edition. Vol. 26: 501-508). Chicago: Encyclopaedia Britannica.

Graham, G. (2005). Behaviorism, in the *Stanford encyclopedia of Philosophy* (Fall 2007 edition.), edited by E. N. Zalta. Available from: <http://plato.stanford.edu/entries/behaviorism/>

Laubach, F. (1975). Blood, in the *New international dictionary of New Testament Theology* (Vol.1:220-222), edited by C. Brown. Exeter: Paternoster.

Richter, D.J. (2004). Ludwig Wittgenstein (1889-1951), in *Internet encyclopedia of Philosophy*

*IEP: A peer-reviewed academic resource*. (1995-2012), edited by J. Frieser & B. Dowden. Available from: <http://www.iep.utm.edu/wittgens>

### 5.29 Encyclopaedia without an editor

*Kindlers Literatur Lexikon*. 1974. (Vols.1-25). München: Deutsche Taschenbuchverlag.

#### In text:

When citing in-text refer to (Kindlers Literatur Lexikon, 1974).

### 5.30 Encyclopaedia with an editor

Koch, S. (Ed.). (2000-2008). *Islamic art* (Vols.1-12). London: Dent.

#### In text:

When citing in-text refer to (Koch, 2000-2008)

### 5.31 Entry without an author in an encyclopaedia

If an entry has no author, place the title in the author position.

Place information about the edition, volume numbers & the entry page range in brackets following the title.

Title of entry. (2011). In *Title of reference work*. 6<sup>th</sup> edition. (Vol. 5: 5-15). Edited by Editor, A  
Location: Publisher.

Title of entry. (1998). In *Title of reference work*. 20<sup>th</sup> edition. (Vol.20:5-6). Edited by Editor, A  
Location: Publisher.

### 5.32 Report

References to research reports are like those of a book.

Author, A. A. (2010). *Title of work*. (Report No. 12). Location: Publisher.

#### Annual report

SABC. (2016). *Annual report 2016* [Online]. Available from:

<http://www.sabc.co.za/wps/wcm/connect/9fed16004e69edcdb0abf88c39fca03d/R+2016+part+1+upd.pdf?MOD=AJPERES&CACHEID=9fed16004e69edcdb0abf88c39fca03d>

#### In text:

According to the SABC (2016) "Radio Sonder Grense (RSG) is a contemporary radio station that represents the modern Afrikaans speaking audience" (SABC, 2016:10).

### 5.33 Unpublished manuscript submitted for publication

The title of the journal or the name of the manuscript is not given.

Author, A. (Year). *Title of manuscript*. Manuscript submitted for publication.

Conradie, C.J. (2010). *Afrikaans se 'regtig'*. Manuskrip voorgelê vir publikasie.

Jordan, B. (1989). *Psychology of adolescent parents*. Manuscript submitted for publication.

### 5.34 Unpublished manuscript

Ryder, M. (1987). *Wonder Woman: An Amazon legacy*. Unpublished manuscript.

Smit, R. (1994). *Report on information literacy in the United Kingdom*. Unpublished manuscript.

### 5.35 Manuscript in preparation

Author, A. (Year). *Title of manuscript*. Manuscript in preparation.

Smit, R. (2012). *Reference techniques* (4th edition). Manuscript in preparation.

### 5.36 Unpublished raw data

Use brackets to indicate that the title is a description of the content, not yet a definite title. Do not italicise title.

Even 'unpublished raw data' is a description of a type of information and should be used as such. The references should read: Author, A. (Date). [Title]. Unpublished raw data.

Conradie, C.J. (2012). [Treurlinckx-woordeboek]. Ongepubliseerde rou data.

Bordi, F. & Le Doux, J.E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.

### 5.37 Published Dissertation or thesis

In American English a dissertation refers to a doctoral study. In Commonwealth countries, (like South Africa), 'dissertation' refers to a master's study. In these countries a doctoral study is called a thesis.

Faul, W. (1986). *Die bankgeheimnis: 'n regsvergelijkendestudie met die oog op die hervorming van die Suid-Afrikaanse reg*. [Aucklandpark]: Sentrum vir Bankreg, Randse Afrikaanse Universiteit.

As this thesis has been published it is treated as a normal book.

Bevins, G.D. (1987). *Theory and practice at an Australian university* (Doctoral dissertation). Montreal: McGill University.

### **5.38 Dissertation or thesis available from a commercial database**

Anderson, P J. (2002). *'Fame is the spur': Memoria, Gloria and poetry among the elite in Flavian Rome* (Doctoral dissertation). Available from *ProQuest Dissertations & Theses* database: (UMI No.3084730).

### **5.39 Dissertation or thesis available from institutional database**

Baker, J. M. (2009). *Teaching German as a foreign language with specific reference to Zulu-speaking learners* (Doctoral thesis). Auckland Park, Johannesburg: University of Johannesburg. Available from: <http://hdl.handle.net/10210/1950>

Botha, C. F. (2002). Heidegger: *Technology, truth and language* (Master's Dissertation). Port Elizabeth: University of Port Elizabeth. Available from: <http://upetd.up.ac.za/thesis/available/etd-12192005-113542>

Cloete, H. (2009). *Die invloed van Duitse literatuur op die werk van N.P. van Wyk Louw* (Doktorale proefskrif). Aucklandpark, Johannesburg: Universiteit van Johannesburg. Besikbaar by: <http://hdl.handle.net/10210/1948>

### **5.40 Unpublished dissertation or thesis**

Jones, C. (2005). *A critical comparison between the journals of Sylvia Plath and The letters home, with the aim of introducing a discrepancy between them and illustrating the conflicting identities of Sylvia Plath* (Unpublished Honours research essay). University of Johannesburg, Auckland Park, Johannesburg.

Little, P. (1965). *Helplessness, depression and mood in end stage renal disease* (Unpublished doctoral thesis). Johannesburg: University of the Witwatersrand.

Mdletsh, K. D. (1999). *Characteristics of an effective township school for Quality assurance* (Unpublished doctoral thesis). Rand Afrikaans University, Auckland Park, Johannesburg.

### **5.41 Dissertation Abstracts International**

Wagner, E. A. (1988). On-board automatic aid and advisory for pilots of control-impaired aircraft. *Dissertation Abstracts International: Section B. Sciences and Engineering*, 49(08): 3310.

Ross, D.F. (1990). Unconscious transference and mistaken identity: when a witness misidentifies a familiar but innocent person from a line-up (Doctoral dissertation, Cornell University). *Dissertation Abstracts International*, 51: 417.

#### **5.42 Dissertation or Thesis on Internet**

Teke, C. N. (2004). *Towards a poetics of becoming: Samuel Taylor Coleridge's and Keats's aesthetics between idealism and deconstruction* (Doctoral dissertation, University of Regensburg, Germany). Available from: <http://epub.uni-regensburg.de/10379/1/DISSERTATION> [gensburg.de/10379/1/DISSERTATION.pdf](http://epub.uni-regensburg.de/10379/1/DISSERTATION.pdf)

#### **5.43 Newspaper/Magazine article on various pages**

Author, (Year, Month Day). Title of article. Newspaper or magazine title: 1-7, 9, 11.

Lamb, J. (1970, October 20). The perfect plants for lazy gardeners. *Weekend Australian*: 5, 8.

Should the article be published on various pages, please state all the pages in the reference list.

#### **5.44 Newspaper article with author**

If a magazine or newsletter does not use volume numbers, include the month, season, or other designation with the year, for example (April1994).

Azar, B. & Martin, S. (1999, October). APA's Council of Representatives endorsed new standards for testing high school psychology. *APA Monitor*. Available from: <http://apa.org./monitor/oct00/in1.html>

Heidegger, M. (1915, January). Das Kriegstriduum in Messkirch. *Heuberger Volksblatt*, 17.

#### **5.45 Anonymous newspaper/magazine article**

Use the title for Anonymous articles.

Weather in Johannesburg is due to global warming. (2012, January 9). *The Star*: 1.

(Fictitious example.)

In-text shorten the title and place it in quotation marks: Statistics kept over the last century have shown that the weather in Johannesburg is changing ("Weather in Johannesburg" 2012:1).

Use the title for newspaper articles without an author. (Do this when the author does not identify him- or herself as 'anonymous'.)



Weather in Johannesburg is due to global warming. (2012, January 9). *The Star*: 1. (Fictitious example.)

#### **5.46 Editorial**

Editorial: Service with a smile [Editorial]. (1997, April 15). *The Star*: 12.

#### **5.47 Letter to editor in online newspaper**

Gray, J. (1999, May 7). Pesticides linger in land and air – and in our bodies (Letter to the editor). *Lexington-Leader*. Available

from: <http://www.kentuckyconnect.com/heraldleader/news/050799/lettersdocs/507letters.htm>

#### **5.48 Newspaper in an archive or in a personal collection:**

Barren, C. (1994, May 15). How an angry Mandela gave Winnie a lecture. [Newspaper clipping]. *Sunday Times*, [p. 1]. Collection 'Our recent history' Copy in the Rare book collection, Library, University of Johannesburg, Auckland Park, Johannesburg, South Africa. (Article does exist, but rest is fictitious as example.)

Die Burgemeestersvrouw onthaal (1968, Oktober 17). [Knipsel van *The Harrismith Chronicle*]. Kopie in besit van die skrywer.

#### **5.49 Journal/ Magazine article with issue number**

Phillips, E. (May 1985). The Australian scene. *Australian journal of ecology*, 3(2): 25-29.

Only indicate the issue number after the volume number if each issue begins with page 1.

#### **5.50 Journal article in press**

Author, A. (in press). Title of article. Journal title. Available from: <http://www.xxxxxxxxxx>

Phillips, E. (in press). The Australian scene. *Australian journal of ecology*. Available from: <http://www.xxxxxxxxxxxxxxxx>

#### **In text:**

Phillips (in press) or (Phillips, in press)

#### **Press release**

Van der Merwe, P. (2012, January 10). Registration 2012 at the UJ [Press release]. Auckland Park: University of Johannesburg. (Fictitious example).

If retrieved from a website replace publisher information with the name of the website from where it was retrieved, and add the URL.

### **5.51 Journal (periodical or magazine article) in print**

Dyers, C. (2008). Language shift or maintenance? Factors determining the use of Afrikaans among some township youth in South Africa. *Stellenbosch papers in Linguistics*, 38:49-72.

Muller, T. (2010, August). Valley of the whales: An Egyptian desert, once an ocean, holds the secret to one of the evolution's most remarkable transformations. *National Geographic*, 218(2): 118-137.

### **5.52 Print journal article with more than three authors**

Orom, U. A., Derrien, T., Beringer, M., Gumireddy, K., Gardini, A., Bussotti, G. & Shiekhattar, R. (2010). Long non-coding RNAs with enhancer-like function in human cells. *Cell*, 143(1): 46-58.

Or

Orom, U.A., Derrien, T., Beringer, M. et al. (2010). Long non-coding RNA's with Enhancer-like function in human cells. *Cell*, 143(1):46-58.

Or

Orom, U.A., Derrien, T., Beringer, M. ...Shiekhattar, R. (2010). Long non-coding RNAs with enhancer-like function in human cells. *Cell*, 143(1): 46-58.

### **5.53 Electronic copy of a journal article retrieved from database or Internet without DOI**

#### **Database example:**

Borman, W.C. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78:443-449. Available from *PsycArticles* database:  
<http://0-web.ebscohost.ujlink.uj.ac.za>

#### **Internet example:**

VandenBos, G., Knapp, S., & Doe, J. (2000). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5: 117-123. Available from: <http://www.xxxxxx>

### 5.54 Online journal article with DOI

If an online article has been assigned a **digital object identifier** (DOI) it has to be included in the reference.

Please ensure that you use the complete doi and that it is correct. Copy and paste would help as these numbers can sometimes be extremely long.

It follows after the page number(s). Word automatically changes the small letter to a capital letter. Please change back to a small letter. Doi: xxxxxx **No** full stop after the last number of the doi.

It is no longer necessary to include the name of the database or the date of entry when the article has a digital object identifier (doi).

Himelboim, I & Limor, Y. (2010). Media perception of freedom of the press: A comparative international analysis of 242 codes of ethics. *Journalism*, 9: 235-265.

doi:10.1177/1464884907089007

Kesselman, M. A. & Watstein, S. B. (2009). Creating opportunities: Embedded librarians.

*Journal of library administration*, 49: 83-400. doi: 10:1080/01930820902832538

Pappu, A. Saxena, M. & Asolekar, R. (2007). Solid wastes generation in India and their recycling potential in building materials. *Building and Environment*, 42: 2311-2320.

doi:10.1016/j.buildenv.2006.04.015

Van Brakel, P. (2009). Editorial. *SA Journal of Information management*, 9(1).

doi:10.4102/sajim.v9i1.11

Wasserman, H. (2010). Political journalism in South Africa as a developing Democracy—understanding media freedom and responsibility. *Communication*, 36: 40-251.

doi:10.1080/02500167.2010.485369

### 5.55 Journal article without DOI retrieved online: Add URL

Use the URL of the web site on which the article was found.

Dingfelder, S. (2011, May). Five factors influence your taste in music. *Monitor in Psychology*, 42(5): 200. Available from: <http://www.apa.org/monitor/>

Sabbagh, J. (2011). Adjectival passives and the structure of VP in Tagalog. *Lingua: International review of General Linguistics*, 121: 1424-1452. Available from: <http://www.elsevier.com/locate/lingua>

### 5.56 Journal article with DOI retrieved from a database

If an article with a Digital object identifier (DOI) is found on a database, it is not necessary to supply the database name. Only supply the normal information followed by the DOI.

Kesselman, M. A. & Watstein, S.B. (2009). Creating opportunities: Embedded librarians.

*Journal of library administration*, 49: 383-400. doi: 10-1016/j.buildenv.2006.04.0515

If the article from a print journal is also online, give the URL of the home page of the journal. If the articles has been assigned a DOI, then use that.

Von Ledbur, S. C. (2007). Optimizing knowledge transfer by new employees in companies.

*Knowledge management research & practice* [Advance online publication].

doi:10.1057/palgrave.kmrp.8500141

### 5.57 Article in an Internet-only journal

Finding the web page of an online (open access) journal (article). If the article from a print journal is also Online, use Google. Type in the title or name of the journal. Find its home page and look at the latest copy or the Archive in order to find older issues.

Frederickson, B.L. (7 March 2000). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 001a. Available

from: <http://journals.apa.org/prevention/volume3/pre0030001a.html>

### 5.58 Non-English journal article

Use the original title, as well as an English translation of the title in brackets.

**This does not apply to Afrikaans articles** in South Africa as Afrikaans is one of the official languages which most South Africans understand. Should you be enrolled in a foreign university and using Afrikaans articles, then of course, you will have to translate the article title.

Ising, M. (2000). Intensitätsabhängigkeit evozierter Potenzial im EEG: Sindimpulsive Personen.

Augmenter oder Reducer? [Intensity Dependence in event related EEG potentials: Are impulsive individuals augmenters or reducers?]. *Zeitschrift für Differentielle und Diagnostische Psychologie*, 21: 208-217.

Juncos-Rabadan, O., Pereiro, A. X., Facal, D. & Rodriguez, N. (2010). Unarevisión de la investigación sobre lenguaje en el deterioro cognitivo leve. [Research on language in mild cognitive impairment: A review]. *Revista de Logopedia, foniatriay audiología*, 30(2): 3-83. doi: 10.1016/S0214-4603(10)70119-4

### **5.59 Review (in journal, magazine or newspaper): Book, film, theatre**

Kraus, S.J. (1992). Visions of psychology: a videotext of classic studies (Review of the motion picture *Discovering Psychology*). *Contemporary Psychology*, 37: 1146-1147.

Schatz, B.R. (2000). Learning by text or context? (Review of the book *The social life of information*). *Science*, 290:1304.

De Bruin, J.A. (2016, December 5). Best ballet performance of 2016. (Review of the ballet *Romeo and Juliet* at the Nico Malan theatre). *Critical arts*, 15:55-57.

(Fictitious example.)

### **5.60 Special issue or section in a journal**

Baetens, J. & Blatt, A. J. (Eds.). (2008). Writing and the image today [Special issue]. *Yale French studies*, 114.

An article from a special issue will be treated like any normal article.

Parish, N. (2008). From book to page to screen: Poetry and new media. [Special issue].

*Yale French studies*, 114: 51-66. Available from JSTOR database: <http://www.jstor.org/stable/20479417>

Beckmann, J., De Waal, E. & De Freitas, S. (Eds.). Foreword [Editorial]. (2010). [Special issue 1]. *Journal for Juridical science*, n.p.

### **5.61 Monograph as part of a journal**

For a monograph with an issue number or a supplement number, include this number in parentheses (round brackets) after the volume number, for example 70(2, Serial No.555).

Author, A. (2011). Title of article [Supplement to xxxx]. *Journal title*, Vol Number: page numbers.

Tiemeyer, L-S. (2011). For the comfort of Zion: The geographical and theological location of Isaiah: 40-55. [Supplement to *Vetus Testamentum*]. *Vetus Testamentum* (139).

### **5.62 Abstract of a journal article**

Although the full text of an article should be used, abstracts can serve as sources and can be included in the reference list.

Database names and the abstract identifier (if available or applicable) may be used for material of limited circulation.

Isaac, J. D., Sansone, C. & Smith, J. L. (1999, May). Other people as a source of interest in an activity [Abstract]. *Journal of experimental social Psychology*, 35: 239-265. Abstract available from *Ideal* database: <http://www.europe.ideallibrary.com>

Nieragden, G. (2002). Focalization and narration: Theoretical and terminological Refinements [Abstract]. Abstract available from *EBSCOhost* database: <http://0-web.ebscohost.com.ujlink.uj.ac.za>

Phillips, E. (1985). The Australian scene [Abstract]. *Australian journal of ecology*, 3(2):25-29.

### **5.63 Peer Commentary of journal article or Paper submitted for publication**

#### **Journal article**

Charbonneau, M. B. (2005). Expanding achievement motivation theory: how Motivational Psychology relates to other fields. [Peer commentary on the paper "Effects of achievement motivation on behavior" by S.T. Rabideau]. Available from: <http://www.personalityresearch.org/papers/rabideau.html>

#### **Paper:**

Author, A. (year). Title of commentary [Peer commentary on the paper "xxxxxxxxxxxxxxxx" by A. Author]. Available from: <http://www.xxxxx>

### **5.64 ERIC documents**

Author, A. B. (2010). Title. Available from *ERIC* database. (ED123456)

### **5.65 Online newsletter article no author**

*AMBER alerts for abducted children now available on Facebook. (2011 January/February).*

*OJJDP News @ a glance. Available from:*  
[http://www.ncjrs.gov/html/ojdp/news\\_at\\_glance/233339/topstory.html](http://www.ncjrs.gov/html/ojdp/news_at_glance/233339/topstory.html)

### **5.66 In-house publication or circular**

Company name. (Year, Month day). *Title* [Circular]. Available from: URL University of Klerksdorp. Library training [Circular 2017/01/09] Available from: <https://intranet.uk.ac.za/Lists/Circulars>

(Fictitious example).

Surname, Initial(s). (Year, Month day). *Title* [Circular with number]. Available from: URL

Mahlangu, N. (2017, January 5). *SAPNET upgrade* [Circular 2016-1555]. Available from:

<https://intranet.uj.ac.za/Lists/Circulars%20List/DispForm.aspx?ID=1489&Source=https%3A%2F%2Fintranet%2Euj%2Eac%2Eza%2FLists%2FCirculars%2520List%2FApproved%2520Circulars%2Easpx&ContentTypeId=0x0100748FABDD40C343F0BCCD20C6CDBBB30400B735A4D8D1BB1D4D94CBC958A197CEA2>

### 5.67 Booklet, brochure, pamphlet or leaflet

South African College of Advanced Education (1976). *Referencing: The footnote and Harvard system* [Brochure]. Johannesburg: Wits Technikon.

Research and Training Center in Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* [Brochure]. 4th edition. Lawrence, K.S.: Author.

#### Explanation:

The author of the above is the publisher of the brochure.

Lawson, K.L. (2007). The Victorian sickroom in L. M. Montgomery's *The Blue Castle* and *Emily's Quest: Sentimental fiction and the selling of dreams* [Abstract]. *The lion and the unicorn*, 31(3):232-249. Abstract available from MLA Bibliography database: <http://0-web.ebscohost.com.ujlink.uj.ac.za>

Mnguni, G. T. (2002). Self-concept enhancement of Zulu-speaking adolescents in multicultural schools [Abstract]. Abstract available from: <http://0-proquest.umi.com.ujlink.ac.za>

### 5.68 Study guide/ Lecture notes

Human, T. (2012). *Die Afrikaanse roman na die Sestigters* (Lesingnotas). Aucklandpark: Universiteit van Johannesburg.

(Fictitious example.)

Speedy, C. (2016). *Study Guide: Electrical Engineering 1*. Auckland Park: University of Johannesburg (Fictitious example.)

### 5.69 Speech

Gordhan, P. (2017, February 24). *Budget speech*. SABC1, 14:00-16:00. (Fictitious example.)

### **5.70 Conference proceedings without author or title**

International Microcomputer Conference. (1984). *Conference proceedings held at the Western Australian Institute of Technology, Perth, 22 – 24 May 1984*. Conducted by the Department of Computer Studies. Perth: Western Australian Institute of technology.

### **5.71 Conference proceedings with title, but without an author**

National Scientific Conference. (1989). *The athlete: Maximising participation and minimizing risk. Conference proceedings of the 25th bicentennial conference held in Sydney*. Conducted by the Australian Sports Medicine Federation Ltd. Sydney: Sports Federation.

### **5.72 Conference proceedings with author**

Leibon, G., Pauls, S., Rockmore, D. & Savell, R. (2008). *Topological structures in the equities market network. Proceedings of the National Academy of Sciences of the United States of America*, 105:20589-20594. Available from: <http://www.jestpr.org/stable/25464951>

Neal, J.T. (1971). *Education – technology or art? Conference proceedings of the 15th biennial conference held in Adelaide*. Conducted by the Library Association of Australia. Sydney: Library Association.

### **5.73 Unpublished paper presented at a meeting**

Lanktree, C. & Briere, J. (1991). *Early data on the Trauma Symptom: Checklist for children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children: San Diego, CA.

### **5.74 Publication of limited circulation**

Klometers, N. (Editor). (1993). *ADAA Reporter*. (Available from the Anxiety Disorders Association of America, 6000 Executive Boulevard, Suite 513, Rockville, MD20852).

For a publication of limited circulation, state in parentheses (round brackets), immediately after the title, a name and address from which the publication can be obtained.

### **5.75 Web site of an organisation**

Treat like a book or an article, but add the URL or web address. Use the last update of the website as date of publication.

ANC. (c2017). African National Congress: South Africa's national liberation movement. Available from: <http://www.anc.org.za>



## **In Text**

The structure of the ANC, as depicted on their website, (c2017) clearly shows...

### **5.76 In-text reference to a whole website (Seldom used) (URL used)**

The only time a web address can be used within a text, is when the web site is under discussion in the text. It could be the web site of an organisation, institution, business, school, etc.

To cite an entire Web site (but not a specific document on the site, give the site's URL.

Rainbow MOO is a virtual space designed especially for teachers and their elementary-school students (<http://it.uwp.edu/rainbow>).

### **5.77 In-text reference to a html document (no page numbers as in PDF)**

When a specific part of an electronic source has to be quoted and no page number can be found, use the paragraph number if available, preceded by the ¶ symbol or the abbreviation para.

If these are absent, cite the heading and the number of the paragraph following it: (Jones, 2000:¶5)

(Jones, 2000: Conclusion, para.7)

### **5.78 Internet site with Author**

Holmes, A. (1998). *Greenpeace wins media war*. Available from: <http://www.independent.co.uk/international/green25.htm>

(The date of access is no longer important.)

## **In text**

Azar and Martin (1999) found that

### **5.79 Internet document without author**

GVU's 8th www user survey. (n.d.). Available from: [http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1997-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/)

## 5.80 WIKIS

“Wikis are collaborative websites where multiple authors can add to, or edit, the information presented. The authors are usually unidentified and the information on wikis can be unreliable.

For these reasons, it is a good idea to exercise caution when referencing wikis for academic assignments”. (University of Bedfordshire).

### **Please note:**

At most universities, and especially at the UJ, Wikipedia is not considered academically robust enough to use as a source. Use it only to understand a topic better before starting with your research. If you have to reference a wiki:

Title of the article. Year of posting or last update). Title of web site if available. Available from:

URL. *Wikipedia, the free encyclopedia*. (2017, January 10). Zeus. Available from:  
<https://en.wikipedia.org/wiki/Zeus>

## 5.81 Personal electronic communication (E-Mail)

Personal communication has nowadays changed into electronic communication (e.g., e-mail, or messages from non-archived discussion groups or electronic bulletin boards).

In e-mail there is normally a subject.

In no correspondence the heading or title of the correspondence will be in Italics as is the case with other items.

### **Format:**

Name of sender, Initial(s). (sender’s e-mail address). (Year, Month day). Subject of message.  
E- mail to recipient (recipient’s e-mail address).

Geldenhuis, D. (2012, 19 Maart). Databasisse vir Geesteswetenskappe. E-pos aan J. Jacobs. (jj@yahoo.com).

Geldenhuis, Z. (zeldag@uj.ac.za). (2011, April 4). RE: Internet Problems. E-mail to Cross, R. ([rcross@univ.ac.za](mailto:rcross@univ.ac.za)).

(Fictitious examples.)

## 5.82 Newsgroups

Brett, P. (1999, June 6). *Experiments proving the collective unconscious*. Available from newsgroup: <news://alt.psychology.jung>

Ferreira, E. (2006, December 12). Re: *Information literacy in universities* [Online forum comment]. Available from: <http://xxxxxx>

### 5.83 Online forums, electronic mailing lists

Use square brackets **Format:**

Author. (Year, Month day). Subject of the message. Available from mailing list: URL

Brack, E. (1995, May 2). Re: Computing short courses. Available from LisLink: <http://archive.lislink.com>

or:

Available from mailing list, archived at: Web address/URL

Jensen, L.R. (12 December 1995). Recommendation of student radio/ TV in English. Available from: IASTAR database, archived at <http://nrg/dtu.dk>

### 5.84 Blog post/web log

If you cannot determine the author's name, then use the author's email address as the main entry. When deciding where in your Reference List to insert such a source, treat the first letter of the email address as though it were capitalised.

Name, Initial(s). (Year, Month day). Title of blog entry. Title of blog [Online]. Available from: URL.

Smith, K. (2016, May 20). Mutton dressed up as lamb. Fashion sense [Online]. Available from: <http://smithfashionsense.blogspot.com>

(Fictitious example.)

Irm583@aol.com (1996, May 26). Thinking of adoption. Available from newsgroup: alt.adoption.

Van der Westhuizen, J. (2011, November 29). The last post for 2011 [Web Log post]. Available from: <http://apklibrarycs.blogspot.com>

### 5.85 Blog comment

*Detective PI.* (2011, December 6). Re: Last post for 2011 [Web log comment]. Available from: <http://www.xxxxxx>.

*In the above (fictitious) example the author has adopted a nickname or screen name for comments on the blog.*

### 5.86 Video blog post

Name. (Year, Month day). Title [Video file]. Available from: <http://xxxxxx>

### 5.87 Twitter (Tweet(s))

**Example:**

@handle. (Year, Month day posted). Full text of tweet [Twitter post]. Available from: URL

@Zwelinzima1. (2011, January 11). People don't eat history they want an improvement in their lives and they want a secure future for their children. *The Citizen*: 4

@RSGKompas. (2017, Januarie 11). @Graigo gesels met Isabé Botes oor die matriek uitslae en tweedekans geleenthede vir die klas van 2016. [Twitter]. Beskikbaar

by: [https://twitter.com/RSGKompas?ref\\_src=twsrc%5Etfw](https://twitter.com/RSGKompas?ref_src=twsrc%5Etfw)

### 5.88 Tumblr

Username. (Year, Month day). First few words [Tumblr blog]. Available from: URL Page, L.

(2017, January, 2). Pragser Wildsee [Tumblr blog]. Available from:

<http://banshy.tumblr.com/post/155306998032/pragser-wildsee-by-lennart-pagel>

### 5.89 Personal communication

Personal communication in the past and in some contemporary cases may be handwritten or typed. **Letters and memos** come to mind.

Personal letters which are not part of an archive will be retrieved with difficulty. Mention the owner of the letter.

In hand-written correspondence with friends, acquaintances and family members there is usually no heading or title.

#### **Personal letters**

Van der Westhuizen, J.C. (2016, March 12). [Unpublished letter to M. Strydom. Copy in possession of the author.

Dohm, F. (1976, February, 28). [Unpublished letter to Emmie Maschke]. Copy in possession of F. Albrecht, P.O. Box 1234, Auckland Park, Johannesburg, South Africa.

(Fictitious examples)

#### **Business letters**

In business communication, such as a business letter there will be a heading or title.

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Lowman, D. (2003, January 17). ProCite and Internet. [Unpublished letter to R. Cross]. Copy in possession of R. Cross, 28 Fairview Drive, Delville, Johannesburg.

Geldenhuis, Z. (2012, August 28). Databases in Humanities. [Unpublished letter to C. Aucamp]. Copy in possession of author.

(Fictitious examples.)

### **5.90 Archival documents and collections, e.g. letters**

Author, A. (Year, Month Day). *Title of material* [Description of material]. Name of collection all number, Box number, File name or number, etc.). Name of Repository, Location.

When the information does not appear on the document use question marks to indicate uncertainty or omissions (names, dates, etc.).

Author, A. A. (Year, Month Date). [Letter to First name initial. Surname]. Name of Archive (Call number, Box number, Folder xxx). Location.

Louw, N. P. van W. (1960, Maart 5). [Brief aan W. E. G. Louw]. N.P. Van Wyk Louwersameling. Spesiale Boekversameling, Biblioteek, Universiteit van Johannesburg, Doornfontein, Johannesburg.

Louw, N. P. van W. (1959, March 21). [Letter to Roy Butler]. N.P. van Wyk Louw Collection, (NPvWL, 1959.03.210). Special Book collection, Library, University of Johannesburg, Doornfontein, Johannesburg.

(Fictitious examples.)

### **5.91 Archive source with information not stated in document, but of which the information is relatively certain**

[Author, A. C.]. [ca. 1945]. Title. Unpublished manuscript. Boyazoglu collection. Rare book collection, Library, University of Johannesburg, Doornfontein, Johannesburg, South Africa.

### **5.92 Interview: transcribed or recorded**

Viljoen, G. (1967). University for the children of blue collar workers. Interview with Interview with Jan Cronjé. [Transcription]. University archive. Library, University of Johannesburg, Doornfontein, Johannesburg.

Zastrau, H. O. K. (1974, Januarie 4). 'n Biblioteek vir 'n nuwe universiteit. Onderhoud met P. Krüger [Bandopname]. Universiteitsargief. Madibeng, APK-kampus, Aucklandpark, Universiteit van Johannesburg, Aucklandpark, Johannesburg.

(Fictitious examples.)

### **5.93 Telephone or Skype conversation**

Name of caller, Initial(s). (Year, Month date). Telephone conversation with Name of person called, Initials.

Canard, N. (2016, June 20). Telephone conversation with Smith, J.

Beumker, T. (2017, January 1) Skype conversation with Fontenelli, T

(Fictitious examples.)

### **5.94 Second Life**

First of all, identify the speaker and the recipient(s). Use the avatar name displayed. Treat similar to telephone or Skype conversation.

Speaker, Initial(s). (Year, Month date). Second life conversation/message with Name, Initial(s).

Livewire. (2016, November 12). Second life conversation with Grumpy.

### **5.95 Software, Computer program, Mobile app**

Developer, if known. [Computer software]. (Year). Title. (Version number). Place of publication: Publisher.

Aldus Pagemaker [Computer software]. (1987-1988). Version 3.0. Seattle, Washington: Aldus Corporation.

Schwarzer, R. (1989). Statistics software for meta-analysis [Computer Software and manual]. Available from: [http://www.yorku.ca/faculty/academic/schwarze/meta\\_e.htm](http://www.yorku.ca/faculty/academic/schwarze/meta_e.htm)

#### **Mobile app**

BlackBerry. (2015). BlackBerry Maps (Version 10.3.2.7) [Mobile Application Software]. Available from: [global.blackberry.com/en/software.html](http://global.blackberry.com/en/software.html)

### **5.96 Clinical guidelines**

If it is in print format with an author, treat it as a normal book.

Wilkinson, I. (1998). *Child and family assessment: clinical guidelines for practitioners*. 2<sup>nd</sup> ed. London: Routledge, 1998.

If it is in the format of an electronic book, reference it like an electronic book.

Lawson, E. & Wallace, M. S. (Eds.). (2015). *Fibromyalgia: Clinical guidelines and treatments* [Springer Link]. Available from: <http://0-link.springer.com.ujlink.uj.ac.za/10.1007/978-3-319-15820-4>

If an organisation or association is stated as the author, use it.

Organisation. (Year). *Title* [Number of guidance, if available]. Available from: web address/URL.

Royal College of Obstetricians and Gynaecologists. (2016). *Interim*

*RCOG/RCM/PHE/HPS clinical guidelines Zika Virus Infection and Pregnancy Information for Healthcare Professionals*. Available from: [https://www.rcog.org.uk/globalassets/documents/news/zika-virus-rcog-v21-22-11-2016\\_st\\_updatefinal.pdf](https://www.rcog.org.uk/globalassets/documents/news/zika-virus-rcog-v21-22-11-2016_st_updatefinal.pdf)

## 5.97 Maps

The creator of the map could be a cartographer, a surveyor, a copier, an engraver, a compiler or a company.

Name, Initial(s). (Year). *Title* [Map]. Scale. Place of publication: Publisher.

*Pretoria: Including towns of Gauteng, North-West & Limpopo* [Map]. 1:20 000. 12<sup>th</sup> edition. (c2006). Cape Town: Map studio. (Map Studio Street guide).

Name (Cartographer). (Year). *Title* [Map]. Scale. Available from: <http://www.xxxx>

Favre, C. (1902). *Carte du theatre de la guerre Sud Africaine* [Carte]. 1:6 000 000. Available from: <http://tukart.ulb.tu-darmstadt.de/300/1/index.htm>

Google Earth. (2016). *Corner Fourth Avenue and Seventh Street, Melville, Johannesburg*. Available from: <https://www.gosur.com/satellite/?q=Google%20Earth&satellite-image=google-earth&gclid=CO217q6Bv9ECFRMW0wodhyAE0A>

(Google Earth is for consulting only. Copyright has to be cleared with them should you want to use it in your publication.)

## 5.98 Radio Broadcast

*Title*. (Year). Radio station. Date and time of transmission.

*Verdi – the person*. (2016). Classic FM. 15 October, 8:00.

(Fictitious example.)

### **Series on the radio**

*Title of the series*, number and *title* of the episode. (Year). Radio station. Date and time of transmission.

*Secret of Kolmanskop*, episode 4, *The baker's house*. English today. 2 January, 11:00.

(Fictitious example.)

### **5.99 Podcast**

Name. (Producer). (Year, Month Date). *Title* [Audio podcast]. Available from: <http://www.xxxxxxxxxx>

Or:

Author. (Year, Month date). *Title* [Audio podcast]. Available from:

Du Toit, C. (2016, Desember 22). *Die sneeuman* [Potgooi]. Beskikbaar by: <http://www.rsg.co.za/potgooi-soek.asp>

### **5.100 Video recording (medium before DVD)**

*Babakuieria*. (1986). [Video recording]. Sydney: ABC Drama Department.

Cochrane, C. (Executive producer) & Graham, S. (Director). (1988). *The Superkids' fitness video* [Video recording]. Perth: Dynami Australia.

Sutton, P. (Producer). (1986). *Kay Cottee: First Lady* [Video recording]. New South Wales: Direct Video.

If you retrieved it from a web site it should be: Name of Association (Producer). (Year). *Title* [DVD]. Available from: <http://www.xxxxxxxxxx>

### **5.101 Television programme**

Producer, Initial(s). (Executive Producer). (Year, Month date). *Title* [Television broadcast].

Place: Broadcaster: Time.

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/ Lehrer news hour* [Television broadcast]. New York and Washington, DC: Public Broadcasting Service: 09:00.

### **Programme without details of producer or director**

*Title*. (Year, Month day). [Television broadcast]. Place: TV channel: Time of transmission.



*The Anglo Boer war through the eye of history.* (2017, January 19). Auckland Park, Johannesburg: SABC2: 19:30.

### **Speech broadcasted on Television**

Surname of speaker, Initial(s). (Year, Month day). *Title of speech* [Television broadcast]. Place: TV channel: time of transmission.

Gordhan, P. (2016). *Budget speech.* [Television broadcast]. Auckland Park, Johannesburg: SABC1. 14:00.

### **5.102 Single episode from television series**

Author, A. (Writer), & Author, B. (Director). (Year). *Title of episode* [Television series Episode]. In Name (Executive producer), *Title of series.* Place: Broadcaster.

Baker, A. (Writer), & Ferreira, W. (Director). (2015). *Polar bear* [Television series Episode]. In (Roland, F.) (Executive producer), *Antarctica.* Johannesburg: SABC3.

When little information is available the following will be acceptable:

*Title* (Year). [Television Broadcast]. Name of TV channel. Date of transmission, time of transmission.

*The Anglo Boer War through the eye of history.* (2017). SABC2. 9 January, 19:30. (Fictitious example.)

When more information, like the name of the producer is known, do the following:

Name of producer, Initial(s). (Executive Producer). (Year, month date). Title. [Television Broadcast].

### **5.103 Television programme sold by producer(s)**

Theunissen, C. & Van den Heever, A. (Regisseurs). (2009, November). *Kyk hoe lyk ons nou* [Telesie- reeks in 4 aflewings]. Johannesburg: Theunissen en Van den Heever.

### **5.104 Television advertisement**

Company/Product. (Year produced). *Description or title of advert* (xx secs). [Television advertisement]. Place: TV station. [Date of appearance: Time].

Coke Cola. (2016). *Get the Christmas feeling with Coke* (25 secs) [Television advertisement]. Auckland Park, Johannesburg: SABC1. [23 December: 11:00].

(Fictitious example).

### 5.105 Discography/ Music

Music is published as scores or recorded (LPs, tape cassettes, CDs, MP3s, iPods, on Internet, as iTunes, etc.).

**All** the recordings used and listened to, have to be listed in a separate discography.

The composers, title, date of issue, principal artists and the issue number have to be given.

Collections or anonymous works are listed by their collective title.

If a recording consists of works by more than one composer and has no collective title, name the first composer and the first work. Other works in this kind of recording have to be referred to as in a dictionary entry.

Notes refer to the notes in the cover/booklet/brochure of the CD.

Bach, J. S. The great organ works. Conducted by W. Rübsam and B. Hock. Naxos 8.553859. Notes by F. Castello. 1996.

Callas forever: Music from the original film soundtrack [CD]. (2002). Philharmonia Orchestra, Orchestre du Théâtre National de l'Opéra de Paris, Coro e Orchestra del teatro alla Scala, Milano Conducted by T. Serafin, G. Prêtre, C.M. Giulini & V. De Sabata, EMI 7243 5 57389 2 9. Notes by T. Locantro (Ed.). 2002.

### 5.106 Discography/ Music

**Titles of musical works:** (operas, operettas, musicals, oratorios, cantatas, etc. should be italics:

Bach's *Christmas Oratorio*

Beethoven's opera *Fidelio*

Wagner's opera *Lohengrin*

Lehár's operetta *Die lustige Witwe*

**Titles of songs:**

Titles of individual songs in larger works like musicals, operas, operettas, etc. should appear in single quotation marks:

The 'Hallelujah' chorus from the Messiah of Handel

'Memory' from Andrew Lloyd Webber's *Cats* ...

'Winter' from Vivaldi's *Four Seasons*

Writer, A. (Copyright year). 'Title of song' [Recorded by B.B. Artist if different from writer]. On *Title of album* [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Date of recording if different from song copyright date).

**Song written by the artist:**

Artist name, Initial(s). (Year). 'Title of song' On *Title of album* [CD]. Place of publication: Distributor.

*Williamson, C. (1985). 'Prairie fire'. On Arkansas traveller* [CD]. Oakland, California: Olivia Records.

*Cash, J. (1961). 'Ring of fire'. On The essential Johnny Cash* [CD]. [New York]: Sony. (2002).

**In-text citation:**

'Ring of fire' (Cash, 2002, disc 1, track 15) is his best...

**CD without an artist:**

*Rock 'n roll classics. (1986). [Cassette]. San Diego, California: Uptown Sound.*

**CD with an artist**

Grieg, E. *Orchestral Music* [CD]. BBC Scottish Symphony Orchestra. Bournemouth Sinfonietta. Conducted by J. Maksymiuk & R. Studt. NAXOS 8.554050. Notes by H. L. Zulauf & F. Castelo. 1997.

Schubert, F. P. *Die schöne Müllerin, Op. 25 D 795* [CD]. Performed by C. Elsner, tenor and U. Eisenlohr, piano. NAXOS 8.554664. Notes by K. Bartels. 1999.

## 5.107 Discography/ Music

If works are identified by the form in which they were written and if they have a number form or a key, both the number and key are capitalised, but not italicised. They are not placed in quotation marks.

Scarlatti's Sonata P87

Bach's 'Nun komm, der heiden Heiland', BWV 659

Handel's Trumpet Concerto in D Major

Apply the normal Harvard referencing rules for books, articles, and internet sites, etc. for material which deal with music.

Composer, Initial(s). (Year of composition). Title (number given). Edited from the composer's notes by Initial(s). Surname, & Initial(s) Surname. (Year). Place of publication: Publisher.

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Handel, G.F. (1741). *Messiah*, HWV56. Edited from the composer's notes by T. Koopman and J.H. Siemons, (2009). Leinfelden-Echterdingen: Carus.

Handel, G.F. (1741). *Messiah*, HWV56. Edited from the edition of F. Chrysander and M. Seiffert, by E. Selfridge Field and N. McGegan for the Center for Computer Assisted Research in the Humanities, (c.2003). Available from:

<http://imslp.org/wiki/File:Handel-HWV056fsCCARH.pdf>

### 5.108 Live Concert

Composer, Initial(s). (Year, Month Date). Title of concert. Performed by Initial(s). Surname and conducted by Initial(s). Surname. Venue: Location.

If later available on CD treat like a normal CD.

### 5.109 iTunes

Artist, Initial(s). (Year). Title of recording. Name of download site. Available from: URL

Presley, E. (2002). *Heartbreak hotel*. Elvis: 30#1. Apple Music iTunes. Available from: <https://itunes.apple.com/ca/album/elvis-30-1-hits/id388127843>

#### In text

(Artist, Year) displays great...

### 5.110 Theatre performance (Ballet, Opera, Play)

Producer's surname, Initial(s) of producer or name of Company. (Year, Month, date of (first) performance if known, or date of attendance of performance). *Title*. Surname and initial(s) of director. Dir. Name and location of Theatre: Theatre Company.

CAPAC. (2016, August, 15). *Swanlake*. Beukes, L. Dir. Nico Malan Theatre, Cape Town.

(Fictitious example).

#### Newly choreographed ballet:

Choreographers surname, Initial(s). (Year of première). *Title*, Ballet Company. [Date seen and where].

Oxenham, P. (1968). *Amakeia*, Phyllis Oxenham School of Dancing. [Performance viewed 23 September, Melville primary school, Melville, Johannesburg].

(Fictitious example).

### 5.111 Authored play

Surname, Initial(s) of author. (Year, Month, Date of first performance if known, or date of attendance of performance). *Title*. Surname and initial(s) of director. Dir. Name and location of Theatre: Theatre Company.

Williams, T. (2015, September 15). *A streetcar named desire*. Grey, H. Dir. Johannesburg: UJ Theatre: UJ Drama.

(Fictitious example).

### 5.112 Film/Motion picture/DVD

*Transactional analysis* [Motion picture]. (1974). Los Angeles: Research Films.

Producer, A. (Producer), & Director, B. B. (Director). (Year). *Title* [Motion picture]. Country of Origin: Studio.

Bertolucci, B. (Producer) & Giovale, F., Thomas, J. & Daly, J. (Directors) (1988). *The last emperor* [Motion picture]. Los Angeles: Columbia pictures.

Maggioni, D. & Soudani, T. (Producers), & Soldini, S. (Director). (2002). *Bread and tulips* [Motion picture]. Italy: IMDb.

If you retrieved it from a web site it should be:

Name of Association (Producer). (Year). *Title* [DVD]. Available from: <http://www.xxxxxxxxx>

### 5.113 YouTube

Survival secret's Channel (2011, March 11). Survival secrets [Video file]. Available from: [http://www.youtube.com/user/SurvivalSecrets?feature=pyv&ad=9921191739&kw=japan%20%earthquake#p/u/o/s6zn\\_CP07D4](http://www.youtube.com/user/SurvivalSecrets?feature=pyv&ad=9921191739&kw=japan%20%earthquake#p/u/o/s6zn_CP07D4)

### 5.114 Instagram

Surname, Initial(s) / username handle. (Year, Month day). First few words [Instagram].

Available from: URL

Dailymondo. (n.d.). My secret? Keep my mouth shut and work in silence [Instagram].

Available from: <https://www.instagram.com/p/BPDaM5OAF01/?taken-by=dailymondo>

### 5.115 Microfiche/Microfilm

Although there are outdated formats, they are still available in libraries.

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Illinois State Office of the Superintendent of Public Instruction. (1971). *Toys for early development of the young blind child: a guide for parents* [Microfiche]. ERIC Document Reproduction Service No. ED 065 201.

If it is a **Microfilm**, put Microfilm in square brackets after the title followed with a full stop.

### **5.116 Legal Materials**

At the University of Johannesburg, the Law Faculty has its own reference techniques based on the TSAR style (*Tydskrif vir Suid-Afrikaanse reg*).

If, however, you are using the Harvard style, you also have to use its style for legal materials.

### **5.117 Court decisions**

Name v. Name, Volume Source Page (Court Date).

#### **In-text citation:**

Name v. Name (2011)

### **5.118 Text Citations of Legal Materials Court Decisions**

Name v Name, Volume Source Page (Court Date)

Ndabeni v Minister of Law and Order<sup>3</sup> SA 500 (D, 1984)

In-text citation (Court Decision): Ndabeni v Minister of Law and Order (1984)

### **5.119 Unreported decisions**

Many unreported cases can be obtained on the Internet

(SAFLII) <http://www.saflii.org/za/cases/ZAGPHC/>

B and Another v Creecy NO and Others (2009/52850) [2010] ZAGPJHC 8 (10 March 2010) ZA  
= South Africa, GP = Gauteng Division

### **5.120 Name v Name, Docket number (Court, Date of decision)**

E.g. B and Another v Creecy NO and Others, 2009/52850 (ZAGPJHC 10 March 2010)

### **5.121 Name of Act, Volume Source section number (year)**

E.g. The Children's Act 38 of 2005, Vol 10 Juta's Statutes of South Africa at 4-136 – 4-138  
(2009/10)

### **5.122 Official name of act and year**

The National Credit Act 34 of 2005

Children's Act 38 of 2005

### **5.123 Legislative Materials**

Format for Bills: Title, Source, Bill Number (Year)

Protection from Harassment Bill, (National Assembly) B1 – 2010 (2010)

#### **Text Citation:**

Name Number (Year)

Protection from Harassment Bill 1 (2010)

### **5.124 Patents**

Romero, B. (2011, April 5). *US Patent No. 7,010,163*. Washington, DC: U.S. Patent and trademark office.)

The patent was issued to Romero in 2011. (Fictitious example)

#### **Patent number:**

The patent number is the unique code of identification of a patent. This code is sometimes preceded by a "D" which denotes that this a design patent. The patent number in both the reference and the citation would be something like: D567, 892

### **5.125 Standards**

Corporate author. (Year). *Title*. Location: Publisher.

American Society for Testing and Materials. (c2001). *Annual book of ASTM standards 2001*. West Conshohocken, Penn.: ASTM. (Section 8, Plastics).

American Society for Testing and Materials & American Association of Cost engineers. (1985). *Building economics standards*. Philadelphia: ASTM.

South African Bureau of Standards. (2011). *The structural use of steel: code of practice. Part 1. Limit-states design of hot-rolled steelwork*. Pretoria: SABS. (SANS 10162-1:2011).

Standards South Africa. [2005]. *Food safety management systems: requirements for any organ[is]ation in the food chain*. Pretoria: Standards of South Africa. (SANS 22000:2005).

(In this example the date is in square brackets because it is not stated in the publication.)

Standards South Africa. (2007). *Requirements for a hazard analysis and critical control point (HACCP) system*. 2nd edition. Pretoria: Standards South Africa. (SANS 10330:2007).

### 5.126 Sacred texts

Sacred scriptures such as Bible, Bybel, Koran and Talmud are normally entered under their title. Specific versions, editions, translations, etc. must be given.

*Holy Bible*. (1976). North Carolina: Bible House.

Bible. New Testament and Psalms. New King James Version. (1993). *The orthodox study Bible*. Nashville: T. Nelson.

Bible. (1995). *The Holy Bible: New International version*. Cape Town: Bible Society of South Africa.

*Quran*. (2001). (E.H. Palmer, Trans.). Richmond: Curzon.

*Quran. A new translation*. (2004). (M. A. S. A. Haleem, Trans.). Oxford: Oxford University Press.

#### In-Text:

(Bible. I Romans 4:7) or (I Romans 4:7).

### 5.127 Art

Art includes many mediums, such as oil paint, acrylic, porcelain, glass, clay, marble, bronze, textiles, etc.

The forms are as varied – drawings, paintings, sculptures, furniture, landscape design, architecture, jewellery, etc.

### 5.128 When the art work is original (not illustrated)

If there is no illustration of an art work, the full empirical data of the artwork referred to, should be given in a footnote or in an endnote when it is first mentioned. In subsequent or following references to it in the text the **artist, title and date** should be given. Empirical data consist of: **Number of figure** (if applicable) - The author uses these in sequence in the text, the lists or in the notes. The reference must also include the **name and surname of the artist, Title of artwork, the Date, Alternative title, Medium, Size of the work** - cm. by height and then by width. The base of a sculpture is included in the measurement of the height. The **signature and date on the work** are also important, the **name of the collection** (Private person, name of gallery or museum



and the city where it can be found). If an institution owns the work of art it will have a catalogue number which should be included. The **source** must be given in round brackets or in parentheses. The page number and the figure number in the source must also be given. If the empirical data was compiled from different sources, give all the sources consulted.

Rembrandt's *The Jewish bride* (1667) is a mysterious painting because...

Rembrandt Harmensz. Van Rijn, Portrait of two figures from the Old Testament, known as '*The Jewish bride*'. Oil on canvas, 121,5 x 166,5cm. Dated '1667'. Rijksmuseum, Amsterdam. Catalogue number: SK-C-216. Available from: [http://www.rijksmuseum.nl/aria/aria\\_assets/SK-C-216?lang=en](http://www.rijksmuseum.nl/aria/aria_assets/SK-C-216?lang=en)

The Pietà by Michelangelo (1498-1499) (fig 1) is the only sculpture that Michelangelo ever signed...

### 5.129 Art work illustrated

#### List of illustrations:

##### Fig

Michelangelo Buonarroti, *Pietà* (1498-1499). Marble, 174cm x 195cm. Signed 'Michela[n]gelus Bonarotus Florentin[us] facieba[t]', St. Peters Basilica, Vatican City. Available from: [http://en.wikipedia.org/wiki/Piet%C3%A0\\_\(Michelangelo\)](http://en.wikipedia.org/wiki/Piet%C3%A0_(Michelangelo))

### 5.130 Exhibition catalogue

[D'Hulst, R.-A. (Red.)] (19770. P. P. Rubens: *Schilderijen – Olieverfschetsen – Tekeningen*. Antwerpen: Koninklijk Museum voor Schone Kunsten. (Katalogus van de uitstalling gehouden bij het Koninklijk Museum voor Schone Kunsten, Antwerpen, 29 Junie tot 30 September).

Kunsthhaus Apolda Avantgarde. (2011). *Die Weimarer Malerschule und das Weimarer Land*. Apolda: Kunsthhaus Apolda Avantgarde. (Katalog der Ausstellung im Kunsthhaus Apolda, Apolda, 26. Juni bis 21. August 2011).

### 5.131 Photography

#### Photographs in a collection

[Photographs of Photographer name]. (ca. 1975). *Name of collection* (Box xxx, Folder "Title"). Archive Name, Place.

Photographs of Detlef Irlé. (1998), *Irlé collection* (Box 15, Folder "Friends"). Archive xxxxx, Place.

(Fictitious example.)

### **Photograph in private possession**

Michelangelo Buonarroti, *Pietà* (1498-1499). Marble, 174cm x 195cm. Signed. Taken by self.

Or

'Michela[n]gelus Bonarotus Florentin[us] facieba[t]', St. Peters Basilica: Vatican City.  
(Photograph taken by Rita Pretorius. Reproduced by individual permission of Rita Pretorius).

(Fictitious example.)

### **Photograph on the Internet**

Pogg, P. (2014). *Boy and girl play at a well in Cordoba* [Online]. Available from:  
<http://www.publicdomainpictures.net>

(Fictitious example: URL incomplete)

## **5.132 Image/ Table**

### **Image or table in book or on the web**

Girardeau, C. (2008). *French Bridges*. Paris: ABC. Bridge of tranquillity [Image]. (2007).  
Available from: <http://www.xxxxxxx>

(Fictitious examples.)

### **In-text reference to image**

The image "Parisian bridges" (Girardeau, 2008: 80) shows that...

The image (Bridge of tranquillity, 2007) shows...

(Fictitious examples.)

## **5.133 Cartoons – book format, newspapers, etc.**

### **Comics or graphic novels**

Treat like a normal book. Author, Initial(s). (Year). Title. Place: Publisher.

Gosciny, T. (c.1997). *Asterix en Cleopatra*. Vertaal vanuit die Frans deur Visser, H. Kaapstad:  
Human en Rousseau.

### **Comic strip**

Author. (Year, Month day). Title of strip. Title of comic. *Newspaper title*: Page number.

Nathi. (2017, January 11). A day in the life of... SA's education system. *The Citizen*: 4.

Born loser. (2017, January 11). *The Citizen*: 17.

## 6 Evaluating Internet resources

(Source: [http://owl.english.purdue.edu/handouts/research/r\\_evalsource4.html](http://owl.english.purdue.edu/handouts/research/r_evalsource4.html))

Internet sources can be very timely and very useful, but they should not be your sole source of information because there are also books, journals, government publications, brochures, newspapers, etc. to read, and knowledgeable people to interview. Evaluating Internet sources is particularly difficult because anyone can put up anything he or she wants to on the Internet.

There is no way to monitor what is there and no fact checking is possible, though there are some site ratings you can check. See Hope Tillman's "Evaluating Quality on the Net" (<http://www.tiac.net/users/hope/findqual.html>). Scroll down to the last part of her essay for a discussion of some sites that review and rate Web sites.

Be sure to document what you find on the Internet in such a way that others can locate what you found. This is most easily done when you access the data. Include the date you accessed the material since it can be changed or updated later on. Be sure to browse around on the Web site to be sure you know who the author is, what the sponsoring organization is, and so on. This will enable you to cite the source fully and will help you to evaluate it properly before including it in your paper.

### 6.1 Authorship

- Is there an author or organization clearly indicated? If there is an author, go back to the questions listed above about authors and ask yourself how reputable this person is. Can the author be contacted? (If an e-mail address is given, you can contact that person or look up the address by using the "finger" command.)
- What can you find out about the author?
- If there is no information on the site, use a search engine or search Usenet. You may find the author's homepage or other documents which mention this person. You can also look up the person on the Internet Directory of Published Writers (<http://www.writers.net>). If the person is associated with a university, look at the university Web site.
- If there is an organization sponsoring the page, what can you learn about the organization and who they are?

(You can search the site by following links to its home page or going back to a previous level on the site by eliminating the last part of the address, after a "/" mark or a period. Another way to find the organization is to go to the View menu at the top of your Web

browser and open the Document Information window where the owner of the document is listed.)

- Does the organization take responsibility for what is on the site? Does it monitor or review what is on the site? Look at the address for the site. Does it end in **.edu** indicating that it's an educational institution? If it ends with **.gov** it should be fairly objective government-sponsored material. Addresses with **.org** are usually non-profit organizations that are advocacy groups. (The Sierra Club is an example of an advocacy group. Their postings will conform to their goals of environmental preservation. Information posted by advocacy groups may be accurate but not entirely objective.) If the site has a **.com** address, it's most likely promoting or selling something.

## 6.2 Accuracy of information

- Is there documentation to indicate the source of the information? There may be a link to the original source of the information.
- Can you tell how well researched the information is?
- Are criteria for including information offered?
- Is there a bibliography or links to other useful sites? Has the author considered information on those sites or considered viewpoints represented there?
- Is the information current? When was it last updated? (You can check at the bottom for a "last revised" date and/or notice if there are numerous dead links on the site.)
- Is there any indication of bias on the site?
- Does the site have any credentials such as being rated by a reputable rating group? If you see a high rating, is that because of the soundness of the content or the quality of the design? (An attractive page is not a reason for accepting its information as reliable.)

## 6.3 Goals of the site

- What is the purpose of the site? To provide information? To advertise? To persuade?
- Are the goals of the site clearly indicated?
- Who is the intended audience?
- Is there a lot of flash and colour and gimmicks to attract attention? Is that masking a lack of sound information or a blatant attempt to get you to do or to buy something?

## **6.4 Access**

How did you find the site? Were there links from reputable sites? From ads? If you found the site through a search engine, that means only that the site has the words in the topic you are researching prominently placed or used with great frequency. If you found the site by browsing through a subject directory that may mean that someone at that site has registered it with that directory.

## 7 List of sources

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