

Referencing: how to be polite to your sources

You will remember that when you were doing research for your essay by means of interviews, reading library books and searching on the Internet, you were always told you to keep records of your sources. Now you have come to the point where you are going to include the facts and ideas that you have obtained from places other than your own mind in your essay. This is called **referencing** and it entails the avoidance of what can be termed “ripping off”. It is a mild and often unintended form of plagiarism. Obviously you wouldn’t simply copy someone else’s work you would quote it and cite the source. But if you don’t make a habit of noting where you read an interesting idea, you may absorb it without even being aware of it. The only answer is to keep meticulous records about where you find your thoughts. There is nothing shameful about acknowledging where you found an idea; on the contrary. Proper acknowledgement and quotations are an important part of your text. Using them properly will help you to organize your writing and strengthen your arguments. It is perfectly acceptable to use other people’s ideas, but you must document your sources, or you could be accused of plagiarism (ripping-off). To become convincing as a writer, you must be clear about what is yours and what is borrowed. Be honest and straightforward about your sources, both direct and indirect. Use direct sources as much as possible, but if you can’t for some reason, indicate this. If, for example, you talk about Derrida via Norris, let your reader know that you used Norris on Derrida. Don’t make it sound as if Derrida were the author of a particular idea if indeed it was Norris who expressed that idea about Derrida. If you want to quote Derrida himself, you must find the reference in Derrida’s work.

WARNING!

Using ideas and facts from other people, books or web pages without saying where they come from is stealing (ripping-off) of those ideas and facts. It is called *plagiarism* and it is a serious crime. At honours level, if there is no proper referencing, a fail mark will be awarded

There are two kinds of referencing: quoting and making bibliographies, or lists of your sources.

- **Quoting:** involves saying what the other person has said, in their exact words. When you quote, you must use inverted commas or quotation marks (‘or’) for short quotations and you must indent longer quotations. You must also introduce each quotation, and not simply plug it into your essay without any explanation. Remember: a quotation cannot form a sentence on its own. To be a full sentence, it needs some words (preferably a subject and a verb) from you and in your voice. Here are some examples of how to do it correctly.

At the end of *Sula*, Nel says: “And all this time I thought I was missing Jude”.

Cheris Kramarae and Paula A. Treichler describe marriage as follows:

Feminists have defined marriage in several ways, including (but not limited to): (1) as a women’s trade, (2) as a system of economic exchange, (3) as a system of legalized rape and/or prostitution, (4) as a union to be entered into for countless practical, economic, spiritual, legal, political, emotional, or other reasons, not necessarily between a man and a woman, with many possibilities for form and structure, (5) as the material appropriation of women

Immediately after you have finished giving the quotation, you must say where it comes from. This means you must give the book and its page number. The quotation from *Sula* comes from the novel by Toni Morrison and appears on page 173; the quotation from *A Feminist Dictionary* appears on page 252. The **reference**, that is, the facts that follow the quote, tells your reader where you found the quote. The reader must be able to find the book and the page number where the quotation appears from the details that you include in the reference.

Two methods of referencing

There are many ways of giving references, but we are going to deal with only two here. It is important for you to decide which method you are going to use in your essay, and use it **consistently** throughout. Each one gives different kinds of information to the reader, but they both aim to enable the reader to find your quotation should she wish to do so.

The two approaches are:

- The reference appears **in brackets** after the quotation. This is known as the **Harvard method** of referencing. In this case, you must give three details. First, give the surname of the author of the text. Often, though, the author's surname appears in the sentence where the quotation is given. In this case, it is not necessary to repeat the surname. Then, give the date of publication of the text: that is, the year it was published. You then use a colon (:) and give the number of the page where the quotation appears. An example of a reference using the Harvard method is:

(Smith 1999:204)

This means that the quotation appears on page 204 of a book written by Smith and published in 1999. The reader can then consult your bibliography and find out which book you read that was written by Smith and published in 1999 in order to find out what its title is. If your quotation covers more than one page, you need to give all the page numbers. Say the quote from Smith begins on page 204 and ends on page 210. In this case, use a hyphen (-) to mean 204 to 210. You would then write:

(Smith 1999:204-10)

This means that the quotation comes from pages 204 to 210 in the book by Smith that was published in 1999. Note that it is not necessary to write '204-210'. If the first numeral remains the same, you do not need to repeat it. So, for example, you would write '77-8' and this means 'from pages 77 to 78'.

OR

- The reference appears **as a footnote** to your essay. This is called the **MLA method** of referencing and it is used by writers who do not want to 'clutter up' or interrupt their text with brackets that are full of numbers. If you are using this method, you need to give a footnote number after the quotation. Footnote numbers are written **after** any punctuation marks such as commas, quotation marks and full stops. They appear halfway up the line, as follows:

“And all this time I thought I was missing Jude.”¹

The footnote number (or **superscript**) means “Go to note number 1 at the bottom of this page and you will find out where this quotation comes from.” Note that footnote numbers continue consecutively throughout your essay. If you have three footnotes on the first page of your essay, then they will be numbers 1, 2 and 3. The next one on the second page will be number 4, not number 1. If you are using the MLA method of referencing, you then need to give the details in the footnotes (at the **foot** of your page). Inserting a footnote using Word there will be a horizontal line near the bottom of your page. Your footnotes are then placed underneath it. Footnotes look like this:

1. Morrison, Toni. *Sula*. London: Picador, 2000, p. 173.

You must give **all** the details about where you found the quotation (that is, the author's surname and first name or initials; the title of the book; the place where it was published; the publisher's name; the year when it was published; and the page number) the first time you quote from that text. Notice that the MLA method of referencing uses the abbreviation 'p.' to mean 'page number', while the Harvard method does not use 'p.'. The second time you quote from the same text, you can simply give the

author's surname and the page number. So, for example, if you wanted to use another quotation from *Sula*, and that one appeared on page 25, your footnote would look like this:

2. Morrison, p. 25.

To summarize, it is important for you to use the same method of referencing throughout your essay. Do not change suddenly from giving the date of publication and page number of your quotation in brackets after the quote to using footnotes. The Harvard method of referencing requires you to give the author's surname, the year in which the text was published and the page number; the MLA method requires you to give the full details about the quotation the first time you quote from a given text. After that, you can shorten your reference to include only the author's surname and the page number.

Paraphrase: indirect quotation

Sometimes you will want to summarize in your own words what somebody else has said on your subject. If you were writing an essay on the subject of abortion, you might read a book called *The Abortion Debate* by Paul E. Goodrich. (**Note:** this book is fictional!) He might argue at length that abortion is a woman's right and a matter of free choice. But his argument might be so long that you do not want to put it into your essay in full. In this case, you could simply write:

Paul E. Goodrich believes that abortion is a woman's right.

This is called **paraphrasing** someone else's words. But it remains their idea, and you still need to say where the author makes this claim and you have to give a reference for it, either directly after the paraphrase or in a footnote, as you do for quotations.

Guidelines for referencing

(This section of your guide was originally compiled by Dr Alet Kruger of the Department of Linguistics. I am very grateful to her for permission to edit it slightly and send it to you. I am sure you will make good use of it when you work on your assignments.)

1. Format and Punctuation in Quotations

a) Quotations should be placed between double inverted commas ("..."). Single inverted commas ('...') or **bold print** are used to emphasize a word or phrase. For example:

The term 'text' is defined by House (1981:29) as "any stretch of language in which the individual components all relate to one another and form a cohesive whole".

However, you should avoid using quotation marks to indicate that a word does not express exactly what you mean. Rather find a precise term that reflects your sense accurately.

b) Longer quotations are indented and typed in single spacing or even smaller print, but this type of quotation does not take inverted commas:

Every text is unique and, at the same time, it is the translation of another text. No text is entirely original because language itself, in its essence, is already a translation: firstly of the non-verbal world and secondly, since every sign and every phrase is the translation of another sign and another phrase. (Paz in Bassnett McGuire 1991:38)

c) When the quotation forms a sentence on its own, **the full stop is followed by quotation marks:**

Smith (1990:20) states: "Each of these factors determines a different function of language."

d) If you do not paraphrase the quotation, it can be incorporated into another sentence. For example, the capital E of **Each** in the following example is lowered and the full stop follows the quotation mark:

According to Smith (1990:20) “each of these factors determines a [...] function of language”.

e) An omission from a quotation must be indicated by an ellipsis [...] as above. Use square brackets to indicate omissions from, additions or changes to a quotation: see (f) below.

f) Pay attention to the concluding punctuation of quotations in those cases where the quotation forms part of the sentence: in such instances, **the full stop follows the quotation marks**:

Van den Broeck (1987:82) states that “it seems to [him] that theorists of translation agree that a translation corresponds to its original in relevant respects”.

Note how the ‘me’ of the original quotation has been changed to [him] to fit in with the sentence structure of the new sentence.

g) Remember that the reference forms part of your sentence. The full stop is therefore placed **at the end of the sentence**: “Writing is never easy, even for experienced writers” (Beck 1991:21).

3. References to Sources in your Text

There are a number of different referencing methods, the most standard being the MLA and the Harvard methods. Generally we prefer the Harvard method, but you are free to choose whichever suits you best. A useful website for referencing techniques is <http://www.dartmouth.edu/~sources/contents.html>. The golden rule for referencing is “Be logical and be consistent”. This means that whatever style you choose, you must use it throughout your document. According to the Harvard method, references to sources are usually in **parenthesis** in the text, i.e. **between brackets in the text** (as opposed to footnotes or endnotes). Full details of the source are contained in the **list of sources**. This does not mean, however, that you cannot use footnotes or endnotes if you are using the Harvard style. You can use footnotes or endnotes to add material or to give some comments on what you have written.

The **author, date of publication and page number(s)** should always be given or cited:

(Laswell 1935:85).

You do **not** need to insert a space after the colon and before the page number(s); there is also **no need for a comma between the author and the date**.

2.1 Authors

2.1.1. Two authors

Join the names with ‘and’ or an ampersand (&): (Smith & Jones 1981:10) or (Smith and Jones 1981:10). The word ‘and’ may be used instead of the ampersand in the text itself (that is, not in parenthesis). When the name of the author is part of the sentence, it need not be repeated in the parenthetical source reference:

Jones and Carter (1980:10) maintain that ...

In the Harvard method, page numbers that are cited are never preceded by a 'p.'. However, if it is stylistically advisable to do so, and if the date when the text was published has already been given, a 'p.' and the page number(s) may be placed between brackets and used in a case such as the following:

In a work published in 1980, Jones and Carter (p. 10) state that ...

2.1.2 Three or more authors

Give the name of the first author and write 'et al.' (which means *et alii*, or 'and the others') for the others: (Smith et al. 1982) Latin expressions such as 'et al.' are not underlined or italicized when they are used in referencing.

2.1.3 Different authors

Use semicolons to separate references: (Piaget 1980:12; Smith & Jones 1981:10)

2.1.4 Authors quoted by other authors

If you use a source in which another author is **quoted**, you need only mention the author of the source consulted: As Barnard (Nel 1981:12) surmised ... (In this case Barnard's text forms part of Nel's list of sources, while Nel (1981) forms part of your list of sources because you have actually consulted Nel's text.) As a rule, try to find and consult the original source. According to the law of broken telephones (remember the children's game), the more a phrase or sentence is repeated, the more likely it is that some part of it will come out wrong. So if you are quoting Derrida, try to find the book by Derrida, rather than relying on someone else's quotation of his work.

2.1.5 Corporate bodies

If a corporate body (that is, a group of people which has its own name) rather than an individual author is responsible for a work, give the name of the body and not that of the person: In your list of sources: South Africa (Republic). Tobacco Control Board. 1970. (See par. 4.1.1.) Reference to a source in the text: (South Africa 1970:25)

2.2 Listing a work under its title instead of its author

2.2.1 Anonymous works

If the text has been written anonymously (that is, if the author does not want his or her name to be known), then the title of the text (a book, a contribution in a composite work or a journal article) is used instead of the author's name. The title may be abbreviated.

A book title or the title of a long poem is always underlined or given in italics. Titles of short stories and poems are placed within quotation marks, as follows: *Paradise Lost*; *Great Expectations*; 'To Room Nineteen' (short story) and 'The Cool Web' (a short poem).

Example of an anonymous book

List of sources: *The martyrdom of an empress*. 1899. London: Harper & Row.
Reference to a source in your text: (*Martyrdom* 1899:5)

Example of an anonymous journal article

List of sources: Struggle for supremacy. 1980. *Time* 115(8):39.
Reference to a source in your text: (Struggle 1980:39)

Newspaper reports

If the author of a newspaper article is given, the report (as in the case of a journal article) is listed in the list of sources under the author's name. The problem with newspaper reports is, however, that the name of the author and the title of the report are usually not supplied. In such cases it is easier to identify a specific issue by giving the full name and date of the newspaper in the text: (*Pretoria News*, 9 January 1979:7)

2.2.2 Works universally known by their titles

Certain reference works, such as encyclopaedias and dictionaries, are universally known by their titles. Besides, in the case of encyclopaedias it is not always possible to identify the author of a specific contribution, although sometimes the names of dozens of collaborators are listed at the beginning of the volume. It makes things considerably easier for the reader if these works are listed under their titles.

List of sources: *Encyclopaedia Britannica*. 1964. London: Benton.

Reference to a source in your text: (EB 1964)

List of sources: *Woordeboek van die Afrikaanse Taal*, deel I. 1956. Pretoria: Staatsdrukker.

Reference to a source in your text: (WAT 1956)

(In the case of this dictionary, the specific volume that you consulted must be given in the list of sources, because the various volumes were published in different years.)

Occasionally, a text contains regular references to the same reference works. Use abbreviations to save space in parenthetical source references: (*Encyclopaedia Britannica*) can, for example, be abbreviated to (EB) and (*Woordeboek van die Afrikaanse taal*) to (WAT). But please do not simply invent your own abbreviations and use **Bos** to refer to Bosman and Hiemstra's *Bilingual dictionary*, for instance. If you use abbreviations, list them at the beginning of your list of sources and provide the full names or titles in the list of sources.

2.3 Date of publication

Always use the **most recent date of publication** that is mentioned. Where the date of publication is unknown, 's.a.' (sine anno or 'without a year') or 'n.d.' (no date) is used:

Breytenbach, C. s.a. *Bolandse gewelhuise*. Elsiesrivier: Nasionale Boekhandel. **or** Breytenbach, C. n.d. *Bolandse gewelhuise*. Elsiesrivier: Nasionale Boekhandel.

The parenthetical reference in the text will appear as follows:

(Breytenbach s.a.:14) or (Breytenbach n.d.:14)

If a particular author (or group of authors) has published several works in the same year, these works are distinguished from one another in the list of sources by adding a letter of the alphabet (starting with 'a') to the date of publication:

Smith, J.A. 1981a. *The ethics of difference*. Pretoria: Van Schaik.

Smith, J.A. 1981b. *Some themes in African writing*. Pretoria: Van Schaik.

The date is written in the same way in source references in the text:

(Smith 1981a:12)

3.4 Contributions in composite works

If you have read one contribution in a composite work (that is, a text that has many authors, such as an edited book), then only mention that one contribution. Cite the author in your list of sources under his or her own name (see par. 4.2.1.) References in the text must contain **the name of the author** of the contribution, the **date of publication** of the composite work and the **page number(s)** of the part of the composite work that you have consulted:

According to Brink (1983:14) ...
Rusamov and Krotov (1979:415) report ...

You do not need to specify that this contribution appears in a text by Grové or in a text by Cadenhead and Danielli respectively: see par. 4.2.1.

3.4.1 Contributions in Unisa readers

Unisa readers contain extracts and articles from other texts. If you find useful material in them, you do not need to mention the readers. Instead, mention the author of the extract or article as if you had consulted the original book or article yourself. Also mention the date of the original book/article and the page(s) of the original book:

Bassnett-McGuire (1986:5)

3. Lists of Sources and Bibliographies

3.1 Remarks

A bibliography is a list of all the sources that were used to do research for a particular assignment, including those from which you did not take quotations. A **list of sources**, on the other hand, contains only those sources **quoted from** in the assignment and from which you **paraphrased or translated** information. At the end of an assignment, article or dissertation, you only need to supply a **list of sources**, which is also referred to as 'Works Cited'. All bibliographical details are given in the language of the text that you consulted. For example, do not change Cape Town to Kaapstad if the language of the text is English. A list of sources (or a bibliography) consists of a **single alphabetical and chronological list**, listing both books and journals, because this is the easiest way for your reader to find your sources. The rule is that you must present your sources in such a way that your reader can find them easily if she wants to read them. Alphabetical order is determined by the name of the **author** or by the **title** of the work if the title is used instead of the author's name.

3.2 Authors

3.2.1 Surname and initials

The author's surname precedes his or her initials. This also applies where there is more than one author:

Smit, A., Jones, B. & Walker, C.

The same principle applies in cases where you are referring to one contribution (a chapter or an article) in a composite work. In this case you must list that contribution under the name of its author (see par. 4.2 and 4.2.1). In order to be consistent, use the author's initials instead of giving his or her first names in full.

3.2.2 More than one author

List the names of all the authors, with all their initials, in your list of sources. 'et al.' is used in the text only and **not in the list of sources**. Use an ampersand (&) before the name of the last author (see par. 3.1.1).

3.3 Titles

3.3.1 Italics

The titles of books and the names of journals are written in *italics* or underlined. In contrast, the titles of single contributions to composite works and journal articles are not written in italics or underlined. They may be placed between inverted commas (see par. 4.2.1 and 4.3) or not, but this must be done consistently.

3.3.2 Capitalization

Use capitals for the first letters of the names of **journals** and **newspapers**. In all other instances capitalize only the first letter of the main title:

Tydskrif vir Wetenskap en Kuns Writing research papers: a guide for students

Use a colon to separate the text's main title from its sub-title. Do not capitalize the initial letter of the first word after a colon unless it would be capitalized in an ordinary sentence.

3.4 Editions and reprints

A first edition or a reprint is not mentioned:

Lyons, J. 1984. *Language and linguistics*. Cambridge: Cambridge University Press.

When the original date of publication is important (say, for historical or political reasons), and you are using a much later reprint, give the date when the book was first published and then give the date of the reprint you have used. For example:

Le Guin, U.K. 1966 (rpt. 1991). *Rocannon=s World*. New York: Bantam Books.

Use a figure to indicate a second or later edition:

2nd edition (English)

4. édition (French)

3. Auflage (German)

Example:

Bosman, C.B.; Van der Merwe, I.W. & Hiemstra, L.W. 1984. *Bilingual dictionary*. 8th revised and enlarged edition. Cape Town: Tafelberg.

3.5 Publisher

If the publisher's name consists of two names, use an ampersand (&) to join the names; for example, Asselin & Houzeau.

3.6 Place of publication

If the names of more than one city or town are given, you need only give the first city's name, unless the second name is better known than the first:

Edinburgh & London becomes Edinburgh only

but

Putsonderwater & Cape Town is given simply as Cape Town.

Normally it is only necessary to mention the name of the city, for example, London or New York. Cities in the United States are followed by an abbreviation that stands for the state where the city is, for example:

Cambridge, MA [Massachusetts]
Englewood Cliffs, NJ [New Jersey]

4. Examples of Entries in a List of Sources

4.1 Works listed in their entirety

4.1.1 Under the author's name

Bayliss, W.M. 1931. *Principles of general psychology*, vol. 1. 4th edition. London: Longman.
De Villiers, M., Smuts, J. & Eksteen, L.C. 1983. *Nasionale woordeboek*. 5de, hersiene en uitgebreide uitgawe. Goodwood: Nasou.

If a work by **several authors** is listed in its entirety, all the authors are mentioned and the book appears under the name of the first one:

Asher, R.W., Kotschnig, W.M., Brown, W.A., Green, J.F. & Sady, E.J. 1957. *The United Nations and promotion of the general welfare*. Washington, DC: Brookings Institution.

NB: Works compiled by an **editor** are listed under the editor's surname. Use the following abbreviations to indicate the editor's function:

red./reds. (Afrikaans)
ed./eds (NB: no full stop - English)
Hrsg./Hrsg. (German)
réd./réds. (French)

NB: Translated works are listed under the name of the original author and the name of the translator follows the book title:

Ariés, P. 1962. *Centuries of childhood: a social history of a family life*. Translated by R. Baldick. New York: Knopf.
Brink, A.P. 1983. *Dry white season*. Translated by A.P. Brink. Cape Town: HAUM.

Official South African publications are published separately in English and in Afrikaans. Give the title and details in the language of the version you have consulted:

Suid-Afrika (Republiek). Tabakbeheerraad. 1970. *Die goue blaar: 'n oorsig oor die tabakbedryf entabakkultuur in Suid-Afrika*. Kaapstad: Muller & Retief.
South Africa (Republic). Tobacco Control Board. 1970. *The golden leaf: a survey of the tobacco industry in South Africa*. Cape Town: Muller & Retief.

4.1.2 Under the title of the book

Encyclopaedias and other well-known reference works:

Encyclopaedia Britannica. 1964. London: Benton.
Woordeboek van die Afrikaanse taal, deel 1. 1956. Pretoria: Staatsdrukker. Unisa readers:

Readers produced by Unisa are issued both in English and in Afrikaans. In the case of the following two readers, the Afrikaans titles (*Literêre vertaling* and *Die vertaling van niestandaardtaal*) do not have to be cited:

Literary translation. 1986. Pretoria: University of South Africa.

The translation of non-standard language. 1985. Pretoria: University of South Africa.

The following reader is part 1 in a series of three compiled by the Library. The entry should therefore cite the Unisa Library as its author:

University of South Africa Library. 1981. *Linguistics Honours Vol. 1: Linguistic relativity, linguistic and cultural universals and translatability*. Pretoria: University of South Africa.

4.2 Contributions in composite works

4.2.1 Composite works compiled by editors

Contributions in composite works form part of a book and must be cited as follows.

Unlike the practice followed in journal articles, the word ‘**In**’ (with or without a colon) is used after the title. The editor(s) and information about the composite work (place of publication, publisher and year), a comma or a colon, are given after the word ‘In’, **as well as** the first and last page numbers of the contribution:

Spencer, J. & Gregory, M.J. 1970. An approach to the study of style. In Freeman, D.C. (ed.) *Linguistics and literary style*. New York: Holt, Rinehart & Winston: 73-95.

4.2.2 Contributions to Unisa readers

Unisa's readers contain chapters from books, extracts and journal articles and are specifically compiled for students. Acknowledge individual authors and give the original source reference, which you will find in the Reader:

Bassnett-McGuire, S. 1986. *Translation studies*. London: Methuen: 1-61.

This extract appears in the reader *Literary translation*, so you must also list the reader as a whole (see par. 4.1.2). Your lecturers will ask: “Which authors/articles did you consult here?” if you enter only the reader by itself and do not also acknowledge individual authors, since the source references in your text will not correspond with the entries in your list of sources.

4.2.3 Abbreviation of entries in composite works

If you cite several contributions by different authors from the **same composite work** in your list of sources, the entry of the composite work itself has to be complete. Entries of contributions can, however, be abbreviated. Note also that if the composite work is cited in its entirety, abbreviated entries should preferably refer back to this entry rather than to the first contributor listed. Entry of composite work on its own:

Freeman, D.C. (ed.) 1970. *Linguistics and literary style*. New York: Holt, Rinehart & Winston.

An entry of a contribution to this composite work would read thus:

Halliday, M.A.K. 1970. Descriptive linguistics in literary studies, vide Freeman 1970: 57-72.

NB: The Latin term ‘vide’ may be used instead of ‘see’ or ‘look’.

4.3 Journal articles

Journals appear in yearly volumes, which are made up of numbers or issues. The first figure after the name of the journal indicates the **volume**; if the **number** of the journal is also given, it appears in parenthesis:

Jackson, R. 1979. Running down the up-escalator: regional inequality in Papua New Guinea. *Australina Geographer* 14 (May): 175-84.

Van Jaarsveld, F.A. 1957. Die Transvaalse presidentsverkiesing van 1871 - 1872. *Tydskrif vir Wetenskap en Kuns* 10(2): 21-46.

Usually either the number or the date of a journal is given, since both contain the same information. If both are listed, they appear together in parenthesis:

The Linguist (2, February): 21-46.

Sometimes the volume is not indicated. In this case the number or date of the journal is not written in parenthesis, but is preceded by a comma to prevent possible confusion between the volume, number and date (for example, in the case of a daily paper):

The Linguist, 2: 21-46.

The Daily Mail, 20 February 1982: 7-12.

4.4 Unpublished work

4.4.1 Theses and dissertations

Groenewald, D.C. 1980. *Tot 'n sistematisering van die sosiologie van die dood*. Ongepubliseerde D.Litt. et Phil.-tesis, Universiteit van Suid-Afrika, Pretoria.

Maguire, J. 1976. *A taxonomic and ecological study of the living and fossil Hystricidae with particular reference to Southern Africa*. Unpublished Ph.D. thesis, University of the Witwatersrand, Johannesburg.

In the case of a Master's dissertation 'Unpublished Ph.D. thesis' is replaced by 'Unpublished M.A. dissertation' **in the language of the source**. If the place name is contained in the name of the university, it need not be repeated (for example, Columbia University; University of Pretoria). If a dissertation or thesis has been recorded on microfilm and the particulars of the original (unpublished) work are given, the entry may be treated as an annotation; that is, the particulars are given in brackets right at the end:

Bohn, R. 1981. *Critical criminology: an explanation and critique*. Ann Arbor, MI: University Microfilms International. (Unpublished Ph.D. thesis, 1980, Florida State University.)

4.4.2 Conference papers

Zerubavel, E. 1978. *The Benedictine ethic and the spirit of scheduling*. Paper presented at the annual meeting of the International Society for the Comparative Study of Civilizations, Milwaukee, 7-10 April.

Smit, A. 1980. *Kultivars: 'n landbou-tegniese benadering*. Referaat gelewer tydens 'n kongres gereël deur die Bolandse Wynbouvereniging, Universiteit van Stellenbosch, 4-6 Mei.

4.4.3 Unisa's study guides and tutorial letters

A study guide is regarded as a published work. In an Afrikaans text reference is made to the Afrikaans version of the study guide and in an English text to the English version:

Swanepoel, P.H. 1988. *Only study guide for LEKSIK4*. Pretoria: University of South Africa.
Swanepoel P.H. 1988. *Enigste studiegids vir LEKSIK4*. Pretoria: Universiteit van Suid- Afrika.

If another title is mentioned, the entry is as follows:

Kruger, J. 1985. *Philosophy: metaphysics*. Pretoria: University of South Africa. (Study guide 1 for PHL301J.)

If the author is not mentioned, the University of South Africa is regarded as the corporate body responsible for the study guide. The entry for tutorial letters is as follows:

University of South Africa. *Tutorial letter TAALKUF 101/1994*. Pretoria. Universiteit van Suid-Afrika. *Studiebrief TAALKUF 101/1994*. Pretoria.

The code abbreviation should be used in parenthetical references in the text:

(TAALKUF 101/1991:34)

When reference is made to a source which has been supplied as an addendum in a tutorial letter, cite the original author and page number(s):

Newmark (1981:10).

4.4.4 Internet sources

These are cited in your bibliography according to the author's name, or, if there is no author given, alphabetically by the first word in the title. The date given must be the date on which you consulted that URL, **not** the date on which it first appeared on the Internet.

The date appears in brackets after the URL and it must be complete. For example:

Individual works with Author given

Blakeman, K. 2006. *Search Strategies for the internet*. Caversham: RBA.

<http://www.rba.co.uk/search/index.shtml> [Accessed 6 August 2006]

White, M. 2005. *Communities of Practice: sources of information*. Horsham: Intranet Focus Ltd.

<http://www.intranetfocus.com/information/communities.pdf> [Accessed 6 August 2006]

Individual works with no person named as Author

AOL Time Warner. 2001. *2000 Annual Report*. New York: AOL Time Warner.

<http://www.aoltimewarner.com/investors/financials/annualreports/2000ar.pdf> [Accessed 6 September 2001]

Public Record Office. 2001. *Managing web resources*. Kew: Public Record Office.

http://www.nationalarchives.gov.uk/electronicrecords/advice/pdf/website_toolkit.pdf [Accessed 6 August 2006]

Electronic journal and news articles

Baldazo, R. 2001. "Internet Explorer 6: CNET review." *cnet*, 27 August.

<http://www.cnet.com> [Accessed 6 September 2001]

Craven, T.C. 1998. "Human creation of abstracts with selected computer assistance tools". *Information research*, 3(4).

<http://informationr.net/ir/3-4/paper47.html> [Accessed 6 August 2006]

Rowley, J. 2000. "Product searching with shopping bots". *Internet research*, 10 (3), 191-202.

<http://www.emerald-library.com/> [Accessed 3 August 2000]

Journal articles or news stories on an online service that aggregates articles or stories

Brister, K. 2000. "America Online, Time Warner deal may shape broadband internet access policy". Knight-Ridder Tribune Business News, 15 November. Dialog Information Service, File 20 World Reporter. [Accessed 15 November 2000].

Articles with no personal Author given

Economist. 2001. "Japan rolls out 3G phones." Economist, 3 September. <http://www.economist.co.uk/> [Accessed 6 September 2001]

Statesman (India). 2000. "The future of internet ventures in India". Statesman (India), 8 October. Dialog Information Service, File 20 World Reporter. [Accessed 15 November 2000].

Conference Papers

Feria, L. 2000. "ICT and marketing challenges in Latin American Libraries". In: *IFLA 2000 Jerusalem. Proceedings of the 66th IFLA Council and General Conference*. 13-18 August 2000, Jerusalem, Israel. The Hague: International Federation of Library Associations and Institutions. <http://www.ifla.org/IV/ifla66/papers/038-110e.htm> [Accessed 21 August 2000].

4.4.5 Kindle Referencing

This is cited in the same manner as you would for a book, so you would have author's name, date, title, publisher and place of publication. Thereafter instead of providing page numbers you would say: Kindle Location (60%)

4.4.6 e-Book

This is cited in the same manner as you would for a book, so you would have author's name, date, title, publisher and place of publication. Thereafter you would provide the page numbers.