



Harvard Style Reference Guide – Adapted for The IIE

Harvard Style Reference Guide

Adapted for The IIE¹

Different academic institutions, and the faculties within those institutions, make use of different kinds of referencing systems. Given the wide variety of instances in which you may need to reference, this guide provides more detail with regards to specific examples of how you might use the Harvard style of referencing in your academic writing within the context of The IIE.

Specific guidance on the principles of referencing, paraphrasing and use of sources may be found in the prescribed text for The IIE's various Academic Literacy modules, but this guide provides clear examples of the various instances in which you might need to reference.

This document is presented in a table format, with the type of source in the first column, followed by its practical execution in paraphrased and quoted examples, and its final appearance in the reference list in the last column. Please note that while most of these examples are real titles, many examples refer to hypothetical (imagined) texts to demonstrate the style.

Special notes on referencing are also included at the end of this document to guide you through some of the more common questions on referencing practice.

Please remember that there are a *number* of ways that each style is implemented, and that even if the faculty you are studying in uses the Harvard style of referencing, it might still use slight variations of this method. Law students, for example, use a completely different reference method for law modules, so will only use the Harvard for non-law modules. As such, you should always ensure that you follow the required style guide as provided by your faculty/ lecturer.

¹ This text has been adapted for The IIE by Cheryl Siewierski as an additional resource for students, and is based on guidance in Chapter 2 and 6 of the following title: Siewierski, C. 2015. *An Introduction to Scholarship: Building Academic Skills for Tertiary Study*. Cape Town: Oxford University Press Southern Africa.

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Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Book (one author)	<p>Hüther (2006) argues that psychological and social decisions are of central importance to human brain development.</p> <p>Psychological and social decisions are of central importance to human brain development (Hüther, 2006).</p>	<p>According to Hüther (2006: 6), ‘... the most important decisions a human being can make in the course of his life are psychosocial in nature.’</p> <p>‘... [T]he most important decisions a human being can make in the course of his life are psychosocial in nature’ (Hüther, 2006: 6).</p>	<p>Hüther, G. 2006. <i>The compassionate brain: How empathy creates intelligence</i>. Boston: Trumpeter.</p> <ul style="list-style-type: none"> • Author surname (comma); • Initials (full-stop between initials) (full stop); • Year (no brackets) (full stop); • <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop); • Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop); • Place of publication (<u>city</u>, not country) (colon); • Publisher name (full stop).

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Book (two authors)	<p>Strunk and White (2000) argue that overwriting should be avoided, since it makes understanding and engaging with texts difficult for readers.</p> <p>Overwriting must be avoided, since it makes understanding and engaging with texts difficult for readers (Strunk & White, 2006).</p> <p><u>Note:</u> When the reference forms part of the text when referencing, the use of the ampersand (&) is not permitted, as in the first example above. However, when the authors are not used as part of the text, and in brackets instead, the ampersand (&) should be used.</p>	<p>Strunk and White (2000: 72) argue that '[r]ich, ornate prose is hard to digest ...'</p> <p>It is best to steer clear of overwriting, since '[r]ich, ornate prose is hard to digest' (Strunk & White, 2000: 72).</p>	<p>Strunk, W. and White, E.B. 2000. <i>The elements of style</i>. 4th ed. Massachusetts: Allyn & Bacon.</p> <ul style="list-style-type: none"> • Author surnames, initials (joined by 'and', not '&') (full stops between initials); • Year (no brackets) (full stop); • <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop); • Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop); • Place of publication (<u>city</u>, not country) (colon); • Publisher name (full stop).

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/ Reference List
Book (three or more authors)	First use ...		<p data-bbox="1520 288 2024 459">Davis, G., Pecar, B., Santana, L. and Burke, A. 2014. <i>Statistics for the social sciences using Excel®: A first course for South African students</i>. Cape Town: Oxford University Press Southern Africa.</p> <ul data-bbox="1520 512 2024 995" style="list-style-type: none"> • Author surnames, initials (joined by ‘and’, not ‘&’) (full stop after last set of initials); • Year (no brackets) (full stop); • <i>Name of book</i> (italics) (no unnecessary capitalisation in title sentence case) (full stop); • Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop); • Place of publication (<u>city</u>, not country) (colon); • Publisher name (full stop).
	<p data-bbox="427 336 954 472">Davis, Pecar, Santana and Burke (2014) assert that all fields that engage in data collection do, in essence, make use of statistics.</p> <p data-bbox="427 520 954 616">All fields that engage in data collection do, in essence, make use of statistics (Davis, Pecar, Santana & Burke, 2014).</p> <p data-bbox="427 663 954 767"><u>Note:</u> The first time that you mention a source with multiple authors (three or more), <i>all</i> authors’ names must be used.</p>	<p data-bbox="976 336 1498 512">Davis, Pecar, Santana and Burke (2014: 3) suggest that ‘if the work involves creating or collecting data, ... then statistics will typically be involved in some way.’</p> <p data-bbox="976 560 1498 727">‘[I]f the work involves creating or collecting data, ... then statistics will typically be involved in some way’ (Davis, Pecar, Santana & Burke, 2014: 3).</p>	
After first use ...	<p data-bbox="427 858 954 922">Davis <i>et al.</i> (2014) (Davis <i>et al.</i>, 2014).</p> <p data-bbox="427 970 954 1305"><u>Note:</u> You may use the first author’s surname and the abbreviation <i>et al.</i> (‘and others’) to represent the additional authors after first (full) use. Note that <i>et al</i> can be used for in-text citations, but it may <u>not</u> be used as part of a bibliography or reference list. The phrase <i>et al.</i> should also always be followed with a full stop regardless of its position in a sentence.</p>	<p data-bbox="976 858 1498 922">Davis <i>et al.</i> (2014: 34–35) (Davis <i>et al.</i>, 2014: 34–35).</p>	

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Books (same author, multiple publications)	Different years ...		
	<p><u>Note:</u> When the same author has more than one text but in different years then arrange these chronologically.</p> <p>An expert in the field of teaching and learning, Smith (2015a; 2011) has repeatedly argued ...</p>	<p>Smith (2015a: 7; 2011: 3) has repeatedly argued that schools could be more successfully transformed if we approach them 'the wrong way around.'</p> <p><u>Please note:</u> If multiple publications from the same author make the same point and they were published in different years, then references should be cited in chronological order (from most recent to oldest).</p>	<p>Smith, R.G. 2015a. <i>Approaching pedagogy the 'wrong' way around</i>. Pretoria: InventaPress.</p> <p>Smith, R.G. 2015b. <i>Changing policy paradigms</i>. 2nd ed. Cape Town: Education House.</p> <p>Smith, R.G. 2011. <i>Turning school policy on its head</i>. Sandton: Fairbooks.</p>
	Same (and different) year ...		
	<p><u>Please note:</u> When the same author has more than one text in the same year, use the letters a, b, c to distinguish between them and then arrange the titles alphabetically in your reference list.</p> <p>Teaching and learning expert Robert Smith (2015a; 2015b; 2011) has repeatedly stated ...</p>	<p>Teaching and learning expert Robert Smith (2015a: 16; 2015b: 21; 2011: 45–47) has long held that ...</p>	<ul style="list-style-type: none"> • Author surnames, initials (joined by 'and', not '&') (full stop after last set of initials); • Year (no brackets) (full stop); • <i>Name of book</i> (italics) (no unnecessary capitalisation in title sentence case) (full stop); • Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop); • Place of publication (<u>city</u>, not country) (colon); • Publisher name (full stop).

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
<p>Book (editor/s)</p>	<p>Loubser (2005) posits that ...</p> <p>Steffen and Bluestone (2011) clarify this concept by ...</p> <p>The concept (Steffen & Bluestone, 2011).</p> <p><u>Please note:</u> In-text references to editors are same as for authors.</p>	<p>According to Loubser (2005: 25) 'almost all ... deforestation occurs in the moist forests and open woodlands of the tropics.'</p> <p>'Almost all ... deforestation occurs in the moist forest and open woodlands of the tropics' (Loubser, 2005: 25).</p> <p>Steffen and Bluestone (2011: 54) argue that '[t]he fair-trade movement ... has set the stage for fair-trade-label[ing] initiatives in twenty countries.'</p> <p>'The fair-trade movement ... has set the stage for fair-trade-label[ing] initiatives in twenty countries' (Steffen & Bluestone, 2011: 54).</p>	<p>Loubser, C.P. ed. 2005. <i>Environmental education: Some South African perspectives</i>. Pretoria: Van Schaik.</p> <p>Steffen, A. and Bluestone, C. eds. 2011. <i>World changing: A user's guide for the 21st century</i>. New York: Abrams.</p> <ul style="list-style-type: none"> • Editor(s) surname(s), initials (joined by 'and', not '&') (comma after initials of first author) (full stop after initials); • 'ed' for single editor, 'eds' for multiple editors (no brackets) (full stop); • Year (no brackets) (full stop). • <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop); • Place of publication (<u>city</u>, not country) (colon); • Publisher name (full stop).

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Book (chapter of edited book)	<p>Davis (2014) argues that ...</p> <p>It is essential that students understand the continuous nature of research decisions (Davis, 2014).</p>	<p>Davis (2014: 95) argues that '[r]esearch as a process is determined and redetermined by the choices you make on a continuous basis.'</p> <p>'Research as a process is determined and redetermined by the choices you make on a continuous basis' (Davis, 2014).</p>	<p>Davis, C. 2014. The aims of research. In: du Plooy-Cilliers, F., Davis, C. and Bezuidenhout, R-M. eds. 2014. <i>Research matters</i>. Claremont: Juta, Chapter 5: 72-81.</p> <ul style="list-style-type: none"> • Chapter author surname/s, initials (full stop between and after initials); • Year (no brackets) (full stop); • Name of chapter (no italics) (full stop); • 'In' (colon) initials and surname of editor(s) (comma) 'ed' / 'eds' (full stop); • <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop); • Place of publication (<u>city</u>, not country) (colon); • Publisher name (comma); • Chapter reference (colon); • Page numbers of the chapter in the book (full stop). <p>• <u>Please note:</u> The title of the publication (book) is in <i>italics</i>, not the title of the chapter.</p>


Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
eBook (online database/ website)	<p>Cox (2008) proposes that ...</p> <p>Short stories can be considered an innovative literary form (Cox, 2008).</p> <p><u>Please note:</u> In-text references for eBooks should follow the same format as those for books, based on the number of authors/ editors)</p>	<p>Cox (2008: x) argues that '[f]or the writer, formal distinctions are fluid and the short story will find its own length.'</p> <p>'If reading and writing a novel means dwelling in a haunted house, then the equivalent in the short story is the overnight stay in the spooky hotel room from which we may never recover' (Cox, 2008: xiv).</p> <p><u>Please note:</u> In-text references for eBooks should follow the same format as those for books, based on the number of authors/ editors)</p>	<p>Cox, A. 2008. <i>The short story</i>. Newcastle: Cambridge Scholars Publishing. [eBook]. Available on EBSCOhost at: http://search.ebscohost.com.ezproxy.iielearn.ac.za/login.aspx?direct=true&db=e000xww&AN=539843&site=ehost-live [Accessed 31 October 2017].</p> <p><u>Please note:</u> As shown above, bibliographic references for eBooks combine the format for books (based on the number of authors/ editors) with the format for websites.</p> <p>Make sure that you have cited the permalink (persistent link) to any eBooks etc. and not any temporary 'session' URLs you may have been working with. Session URLs, which are used during most database searches, such as those conducted on EBSCOhost, expire as soon as you have finished working and so will not assist your reader in following your source's citation. See Special note 3. Citing URLs for further details.</p>

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Poem (from a book/ website)	<p>Gcina Mhlophe's (2013) poetry speaks to the struggles of Black south African women during apartheid.</p> <p>The imagery in this line focuses on a representation of trauma (Mhlophe, 2013: 271, line 15).</p> <p><u>Please note:</u> Page numbers are only indicated in-text when a poem has been published within a book. Line number(s) must be included in-text when paraphrasing specific line(s) of a poem.</p>	<p>'Say No, Black Woman / Say No / When they give you a back seat' (Mhlophe, 2013: 272, lines 32–34)</p> <p><u>Please note:</u> When quoting multiple lines from a poem, separate each line using a forward slash (/) as shown in the example above. Line number(s) of the quoted line(s) must always be included in-text as shown.</p>	<p>Mhlope, G. 2013. Say no. In: Moffett, H. <i>Seasons come to pass: A poetry anthology for Southern African students</i>. Cape Town: Oxford University Press Southern Africa, 271–272.</p> <p>Mhlope, G. 2013. <i>Say no</i>. [Online poem]. Available at: http://www.gcinamhlophe.co.za/gcinamhlophe-poetry.html [Accessed: 09 February 2018].</p> <p><u>Please note:</u> Specific line numbers are not included in the reference list entries of poems.</p>

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Journal article	Spaull (2013) argues that a bimodal	According to Spaull (2013: 438), South Africa is dealing with ‘... an ongoing crisis’ in education.	<p>Spaull, N. 2013. Poverty and privilege: Primary school inequality in South Africa. <i>International Journal of Educational Development</i>, 33(2): 436-447.</p> <ul style="list-style-type: none"> • Author surname/s, initials (full stop); • Year (no brackets) (full stop); • Title of article (sentence case) (full stop); • <i>Name of Journal</i> (title case) (comma); • Volume and issue number in <u>round</u> brackets (no space) (colon); • Page numbers of the article (full stop). <p><u>Note:</u> The title of the <i>publication</i> (journal) must appear in italics, and <i>not</i> the title of the article.</p>
Journal article obtained from an online database/website	<p>Barker (2009) believes that a realistic researcher designs simple projects.</p> <p><u>Note:</u> Remember to use DOIs as far as possible in the bibliographic references for journal articles! (see Section B for more detail)</p>	According to Barker (2009: 7), ‘choosing a simple design for research makes it more realistic.’	<p>Barker, R. 2009. A qualitative thematic analysis of Facebook profiles. <i>Journal of Qualitative Research</i>, 42(1): 7–14. [Online]. DOI: 10.1177/1745691612442904 [Accessed 31 October 2015].</p> <p>Barker, R. 2009. A qualitative thematic analysis of Facebook profiles. <i>Journal of Qualitative Research</i>, 42(1): 7–14. [Online]. Available at: http://pps.sagepub.com/content/7/3/203.short [Accessed 31 October 2015].</p>


Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Newspaper or magazine article (printed and online)	<p>Du Preez (2014) surmises that ...</p> <p>Gcoyi (2015) argues that we should reject the current consideration of foreign policy as an exclusive tool for making economic gains.</p>	<p>Du Preez (2014) surmises that ‘politically, the president has played his cards well – even if his social cards have him heading for a fold.’</p> <p>‘[W]e should disabuse ourselves of the notion that foreign policy exists only for the pursuit of economic ends’ (Gcoyi, 2015).</p>	<p>Du Preez, S.P. 2014. Smarter than he looks. <i>Politics Today</i>, 4 October 2015: 3.</p> <p>Gcoyi, T. 2015. Diplomatic missions are a critical component of foreign policy implementation. <i>Daily Maverick</i>, 18 November 2015. [Online]. Available at: http://www.dailymaverick.co.za/opinionista/2015-11-18-diplomatic-missions-are-a-criticalcomponent-of-foreign-policyimplementation/#.VIHaUHYrLcs [Accessed 19 November 2015].</p>
Website	<p>In one year alone, air-pollution related diseases were responsible for millions of death (World Health Organisation, 2015).</p> <p>Note: Please do NOT include the web address (URL) in the in-text citation. As with any reference, your in-text citation requires the same first two points of reference you would include in your bibliographic reference: usually the ‘author’, and the date of publication.</p>	<p>According to the World Health Organisation (2015), ‘[i]n 2012 ... 7 million people died from air pollution related diseases, making it the world’s largest single environmental health risk.’</p>	<p>World Health Organisation. 2015. <i>WHO calls on countries to protect health from climate change</i>, 17 November 2015. [Online]. Available at: http://www.who.int/mediacentre/news/statements/2015/climate-change/en/ [Accessed 20 November 2015].</p> <p>Note: The same guidelines that are used to refer to authors of books, chapters and articles in journals are used to indicate the author(s) of Internet articles. The first date refers to the year in which the website was most recently updated (usually found at the bottom of the web page). Where possible, provide the full date of publication of the article – this may not, however, always be available.</p>

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
YouTube/ TEDx-type videos	Kant asserts that an objective moral reality is possible if three maxims are employed (see Three Minute Philosophy – Immanuel Kant, 2009).		<i>Three Minute Philosophy – Immanuel Kant</i> . 2009. YouTube video, added by CollegeBinary. [Online]. Available at: https://www.youtube.com/watch?v=xwOCmJevigw [Accessed 10 October 2015]
Blog article	<p>Levenstein (2014) argues that the Chinese government appears to understand the value of gold for future planning in ways that other governments do not.</p> <p><u>Note:</u> Try to avoid citing blog articles if you are looking for credible evidence – they are, generally, of a more subjective nature and should be treated as such. Respected journalists/political analysts/thought leaders in various areas should be used as far as possible if you do wish to use a blog for citing purposes.</p>	Levenstein (2014) asserts that ‘... the Chinese authorities understand the importance of gold as an investment and as a backing for future currency.’	<p>Levenstein, D. 2014. China seems to appreciate true importance of gold, <i>BDLive Markets</i>, 25 September 2014. [Blog]. Available at: http://www.bdlive.co.za/blogs/markets/2014/09/25/blog-china-seems-to-appreciate-trueimportance-of-gold [Accessed 20 November 2015].</p> <ul style="list-style-type: none"> • Author surname, initials (full stop); • Year (no brackets) (full stop); • Title of blog entry (sentence case) (comma); • <i>Name of blog</i> (title case) (comma); • Date and month of entry; • [Medium] (full stop); • Available at: URL (<u>Please note:</u> All hyperlinks need to be active!); • [Date, month and year of access] (full stop).

Source	In-text Paraphrased	In-text Direct Quote and/or Image Reference	Bibliography/Reference List
<p>Artworks/ Images/ figures</p>	<p><u>Please note:</u> The caption of the figure should state where you obtained the figure, the medium, the measurements and the collection (where relevant). The caption is typed not in bold text, in single spacing, and both the figure and caption are centre-aligned. When you replicate an image from a source, add a citation below the image to acknowledge the source. Also, remember to number the figure.</p> <p>Picasso's (1907) work, <i>Les demoiselles d'Avignon</i> (see Figure 1), is perhaps one of the most iconic examples of ...</p> <p>As evident in Figure 1, Picasso used the muted tones and different viewpoints characteristic of Cubism since early 20th century...</p>	<p>Gardener (2012) points out the 'Picasso's (1907) <i>Les demoiselles d'Avignon</i> (Figure 1) is a seminal work in the history of 20th century art.'</p>  <p>Figure 1: Picasso, P. 1907. <i>Les demoiselles d'Avignon</i>. Oil on canvas. 243.9 x 233.9cm. Museum of Modern Art, New York. (Gardener, 2012: 372)</p>	<p><u>In the Bibliography or Reference List:</u> Gardener, A. 2012. <i>Art Through the Ages</i>. London: Thames and Hudson.</p> <ul style="list-style-type: none"> • Author surname (comma); • Initials (full stop); • Year (no brackets) (full stop); • <i>Title</i> (full stop); • City of publication (colon); • Publisher (full stop). <p><u>In the List of Figures:</u> Figure 1: Picasso, P. 1907. <i>Les demoiselles d'Avignon</i>. Oil on canvas. 243.9 x 233.9cm. Museum of Modern Art, New York.</p> <ul style="list-style-type: none"> • Figure number (colon); • Artist/ Creator surname (comma); • Initials (punctuation between initials) (full stop); • Year (no brackets) (full stop); • <i>Title of artwork/ image/ figure</i> (full stop); • Medium/ media (full stop); • Measurements (full stop); • Location of artwork/ image (full stop).

Source	In-text Paraphrased	In-text Direct Quote and/or Image Reference	Bibliography/Reference List
Artworks/ Images/ figures continued		<ul style="list-style-type: none"> • Author surname (comma); • Initials (punctuation between initials) (full stop); • Year (no brackets) (full stop); • <i>Title of artwork</i> (full stop); • Medium/ media (full stop); • Measurements (full stop); • Location of artwork/ image (full stop); • Citation below image to acknowledge the source. <p><u>Please note:</u> the caption is typed in single spacing, and the both figure and caption is centre-aligned. Remember to number the figure.</p>	

Source	In-text Paraphrased	In-text Direct Quote and/or Image Reference	Bibliography/Reference List
<p>Online images/ figures</p>	<p><u>Please note:</u> When referring to the figure or image, include the figure number. The title of the figure should be in italics when referred to in-text.</p> <p>In Khoklov and Khutsan’s (s.a.) image, <i>The Art of the Face – Optical Illusion nr. 13</i>, it is evident that ...</p>	<div data-bbox="1050 272 1386 724" data-label="Image"> </div> <p>Figure 1: Khokhlov, A. and Kutsan, V. [s.a.]. <i>The Art of Face - Optical Illusion nr.13</i>. (Nova Entertainment, 2015)</p> <ul style="list-style-type: none"> • Author surname (comma) and initials (full stop) (if available); • Year (no brackets) (full stop) (if available – if not, use [s.a.]); • <i>Title of image/ figure</i> (full stop); • Add a citation below the image to acknowledge the source. <p><u>Note:</u> If no author/ artist is evident, use title first, then date, then source. Caption is typed in single spacing, and figure and caption are centre-aligned. Number the figure.</p>	<p><u>In the Bibliography or reference list:</u></p> <p>Nova Entertainment. 2015. <i>15 faces turned into amazing optical illusions</i>. [Online]. Available at: http://www.smoothfm.com.au/entertainment/15-faces-face-painting-opticalillusions#sthash.b7V3MKES.dpuf [Accessed 18 June 2015].</p> <p><u>In the List of Figures:</u></p> <p>Figure 1: Khokhlov, A. and Kutsan, V. [s.a.]. <i>The Art of Face – Optical Illusion nr.13</i>.</p>

Source	In-text Paraphrased	In-text Direct Quote and/or Image Reference	Bibliography/Reference List				
<p>Tables and diagrams</p>	<p>Refer to tables and diagrams in the same way that you would to the overall author/editor of the title.</p> <p>In Table 1, Henry (2015: 34) outlines</p> <p>As is evident in Figure 3, Henry’s (2015: 23) claim that ...</p>	<p><u>Note:</u> When you replicate a table or diagram from a source, add a citation below it to acknowledge the source. Also, remember to number the table/diagram accordingly.</p> <table border="1" data-bbox="983 549 1417 639"> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>Table 1: Currency fluctuations in South Africa (Henry, 2015: 34)</p>  <p>Figure 3: Fluctuations in Rand value over two decades (Henry, 2015: 23)</p>					<p>Henry, P.J. 2015. <i>An overview of South Africa’s currency volatility: 1995 to 2015</i>. Johannesburg: Stock Merchants: 34, table.</p> <p>Henry, P.J. 2015. <i>An overview of South Africa’s currency volatility: 1995 to 2015</i>. Johannesburg: Stock Merchants: 23, figure.</p>

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Film (cinema, video, DVD format) <u>NB:</u> Both DVDs and videos can contain 'films'; thus, rather state 'film' unless referring to a music video.	Jay Gatsby affects a superior education with frequent utterances of old English phrases in his public moments (The Great Gatsby, 2013). <u>Please note:</u> 'Film' is from the British English vocabulary, whilst 'movie' is from the American English vocabulary.	Jay Gatsby's frequent affected utterances of 'Old sport' (The Great Gatsby, 2013) belie his ...	<i>The Great Gatsby</i> . 2013. Directed by Baz Luhrmann. [Film]. California: Warner Bros. <ul style="list-style-type: none"> • <i>Title of film</i> (full stop); • Year (no brackets) (full stop); • Director (full stop); • [Type of medium] (full stop); • City (or countries if not available) (colon); • Distribution company(s) (full stop).
TV series	In <i>Fringe</i> (2005), Olivia's character is ...	<u>Please note:</u> Television (TV) programmes are usually referred to by their titles, in <i>italics</i> . The name of the specific episode should also be mentioned if possible.	<i>Fringe</i> . 2012. The bullet that saved the world, Series 5, episode 4. Directed by David Straiton. Written by Alison Schapker. [DVD]. First broadcast 2012. California: Fox. <ul style="list-style-type: none"> • <i>Series title</i> (full stop); • Year of broadcast (no brackets) (full stop); • Episode name, series and number (sentence case) (full stop); • Directed by (full stop); • Written by (full stop); • [Type of medium] (full stop); • Date/ Year of first broadcast (full stop); • Broadcasting organisation's location and name (full stop).

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Television/ YouTube commercials	South African Tourism's (<i>Meet South Africa</i> , 2014) advert ...		<p><i>Meet South Africa</i>. 2014. South African Tourism. Directed by Dean Blumberg, Velocity Africa, 22 May 2014. [Brand video]. Available at: https://www.youtube.com/watch?v=zv1MU_Nh8ck [Accessed 20 November 2015].</p> <p><u>Please note:</u> TV commercials should be referred to by the name of the product or service. The date and specific name of the commercial should be given where possible, as well as the names of the director and producer (if known). The date and TV channel on which it was broadcast should be given if relevant.</p>
Newspaper, magazine or journal advertisement	<u>Note:</u> Print advertisements in magazines are referred to by the name of the product or service and the magazine, journal or newspaper in which they were located.	The Land Rover (2015: 12) advertisement employs a romanticised notion of nature to drive home its message.	Land Rover. 2015. <i>Getaway</i> , March 2015: 12.

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Interviews and personal communication	According to political science experts, there are a total of 23 different forms of government (Leon, 2013).	<p>Leon (2013) claims that there are 23 different forms of government.'</p> <p><u>Note:</u> For the reference list, you need the full name of the person with whom the interview was held, his/her position and affiliation, and the date/s of the interview/s. You also need to indicate what format the personal communication assumed [Personal interview] [Telephonic conversation] [Email conversation] [Forum message]</p>	<p>Leon, S. 2013. Political analyst, Institute for Security Studies. [Personal interview]. 10 June 2013.</p> <ul style="list-style-type: none"> • Author surname, initials (full stop) • Year (no brackets) (full stop) • Title or occupation of interviewee (full stop) • [Personal interview]/[Telephonic conversation]/[Email conversation]/[Forum message] (full stop) • Date of interview (full stop)
Conference proceedings	Professional public relations are becoming increasingly important in both the public and private sector (Anderson, 2011).	Anderson (2011) sees '...professional public relations becoming increasingly important in both the public and private sector.'	<p>Anderson, A.A. 2011. Public Relations challenges in emerging countries. <i>Public Relations Possibilities Conference</i>. 19–23 September 2011. New York, NY: United Nations.</p> <ul style="list-style-type: none"> • Author surname, initials (full stop); • Year (no brackets) (full stop); • Title of conference paper (no italics) (sentence case) (full stop); • <i>Conference title</i> (italics) (sentence case) (full stop); • Date of conference (full stop); • Place of conference (colon); • Conference organisers (full stop).

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Dissertations and theses (unpublished work)	<p>Siewierski (2015) argues that ...</p> <p><u>Note:</u> Dissertations and theses follow the same conventions as for the author(s) of books, with the exception that the title of the dissertation or thesis, <u>if unpublished</u>, is not typed in italics.</p>	<p>Siewierski (2015: 3) found that ‘... a massive 76% of sampled teachers in this study ... rejected outright the use of unprotected strikes to achieve union goals.’</p>	<p>Siewierski, C.L. 2015. What teachers think about teacher unions: a stratified probability survey of central Gauteng teachers. MEd dissertation. University of the Witwatersrand.</p> <ul style="list-style-type: none"> • Author surname (comma) • Initials (no punctuation between initials) (full stop) • Year (no brackets) (full stop) • Title of dissertation (full stop) • Unpublished dissertation qualification name (full stop) • University or tertiary institution from which the dissertation was obtained.

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/Reference List
Government Publications			
<p>Organisation as author</p>	<p>According to the Department of Basic Education (2013), early childhood learning is ...</p> <p>Early childhood learning is an essential component of the education process (Department of Basic Education, 2013)</p>	<p>According to the Department of Basic Education (2013: 2), ensuring that ‘... children are provided with the correct level and kind of learning at the early stages of learning is vital’ to their long-term academic success.</p> <p>Ensuring that ‘... children are provided with the correct level and kind of learning at the early stages of learning is vital’ to their long-term academic success (Department of Basic Education, 2013: 2).</p>	<p>Department of Basic Education. 2013. <i>Dinaledi schools and the adopt-a-school programme</i>. Pretoria: Department of Basic Education.</p> <ul style="list-style-type: none"> • Name of government organisation (full stop); • Year (no brackets) (full stop); • <i>Title of document</i> (title case) (full stop); • Place of publication (full stop); • Publisher (full stop). <p><u>Note:</u> Government publications are usually freely available via government portals on the Web – if you access the title from this space, simply use the normal website referencing format to indicate the URL and date accessed etc.</p>

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/ Reference List
<p>Acts/Bills/White and Green Papers of parliament</p>	<p>According to the Department of Higher Education and Training (2013), a focus on social ...</p> <p><u>Please note:</u> Government publications include items such as government gazettes, Acts and Laws and Green or White Papers. The authors are often government departments. If documents do not have page numbers, refer to the relevant section of the Act or Paper. Citing these is also more appropriate when referring to legal documents like the Constitution.</p>	<p>‘Despite very significant growth, South Africa still has a post-school education and training system that does not offer sufficient places to the many youth and adults seeking education and training’ (Department of Higher Education and Training, 2013: 2).</p>	<p><u>For White/ Green Papers:</u> Department of Education. 2013. <i>White paper for post-school education and training: Building an expanded, effective and integrated post-school system</i> (White Paper). Pretoria: Department of Higher Education and Training.</p> <ul style="list-style-type: none"> • Name of department/ author (full stop); • Year (no brackets) (full stop); • <i>Name of Act or Bill</i> (full stop); • Place of publication (full stop); • Publisher (full stop). <p><u>For Acts/ Bills:</u> <i>Labour Relations Amendment Bill, No. 77D of 2001</i>. 2001. Cape Town: Government Printers.</p> <ul style="list-style-type: none"> • <i>Name of Act or Bill</i> (full stop); • Year (no brackets) (full stop); • Chapter (or paper) (full stop); • Place of publication (full stop); • Publisher (full stop). <p><u>Note:</u> Government documents are freely available online through a government portal – where these are the source you should also include the relevant URL and ‘accessed’ information as per usual website reference.</p>

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/ Reference List
Dictionaries and online dictionaries	According to the <i>Oxford English Dictionary</i> (2010), etymology can be defined as ...	Etymology can be defined as ‘a chronological account of the birth and development of a word’ (Dictionary.com, [s.a.]).	<p><i>Oxford English Dictionary</i>. 2010. Oxford: Clarendon.</p> <ul style="list-style-type: none"> • <i>Name of Dictionary</i> (title case) (full stop); • Year (no brackets) (full stop); • Place of publication (<u>city</u>, not country) (colon); • Publisher name (full stop). <p>Dictionary.com. [s.a.]. [Online]. Available at: http://www.dictionary.reference.com [Accessed 12 June 2011].</p> <ul style="list-style-type: none"> • Name of Online Dictionary (title case) (full stop); • Year (no brackets) (full stop); • [Type of medium] (comma); • Available at: URL (<u>Please note</u>: All hyperlinks need to be active!); • [Date, month and year of access] (full stop).

Source	In-text Paraphrased	In-text Direct Quote	Bibliography/ Reference List
<p>Module Outlines/ Guides/ Learn material</p>	<p>The IIE (2014) argues that a change in leadership in a democracy can have an effect on education.</p>	<p>The IIE (2014: 64) posits that ‘... a change in leadership in a democracy can significantly impact on education.’</p>	<p>The IIE. 2014. Leadership in education [EDML8419 Module Outline]. The Independent Institute of Education: Unpublished.</p> <p>The IIE. 2014. Leadership in education [EDML8419 Learn]. The Independent Institute of Education: Unpublished.</p> <ul style="list-style-type: none"> • Author (always The IIE, unless otherwise specified (full stop)); • Year (no brackets) (full stop); • [Specific nature of material used] (no italics) (full stop); • Unpublished (full stop).
<p>Source integration (multiple sources)</p>	<p>Elmore (2009) and Rincón-Gallardo (2007) both claim that celebrities’ names and pictures are often used in the pre-promotion of special events.</p> <p>Celebrities’ names and pictures are often used in the pre-promotion of special events (Ferraz, 2005; Simon, 2007).</p>	<p><u>Please note:</u> When we make use of source integration, we cannot make use of direct quotes.</p> <p><u>Please note:</u> When we use source integration in brackets, the sources are ordered from oldest and then in alphabetical order and separated by a semi-colon.</p>	<p>Ferraz, C. 2005. <i>The use of celebrities in public relations</i>. London: Penguin.</p> <p>Simon, S.S. 2007. <i>The role of celebrities in corporate communication</i>. New York, NY: Norton.</p>

Source	In-text paraphrased	In-text Direct quote	Bibliography/Reference list
<p>Secondary referencing</p> <p><u>Note:</u> Secondary referencing is a very common requirement - most reputable authors use other reputable authors to support their claims. Pay close attention to how this is done. You need to indicate both references!</p>	<p>Barber and Mourshed (2007, cited in Spaul, 2013) suggest that teachers are the key to good education.</p> <p>The quality of teachers determines the quality of the education system itself (Barber & Mourshed, 2007, cited in Spaul, 2013).</p>	<p>Barber and Mourshed (2007: 41, cited in Spaul, 2013: 24) argue that ‘the quality of an education system cannot exceed the quality of its teachers.’</p> <p>‘[T]he quality of an education system cannot exceed the quality of its teachers’ (Barber & Mourshed, 2007: 41, cited in Spaul, 2013: 24).</p>	<p>Barber, M. and Mourshed, M. 2007. <i>How the world’s best-performing school systems come out on top</i>. New York, NY: McKinsey & Company. Cited in: Spaul, N. 2013. <i>South Africa’s education crisis: The quality of education in South Africa 1994-2011</i>. Parktown: Centre for Development & Enterprise.</p> <ul style="list-style-type: none"> • Author cited and details of source from which secondary reference is cited (as above). • Cited in: Author(s) and source in which the secondary reference appears. <p><u>Note:</u> This is technically just two references connected with ‘Cited in’ – as such, use the format for referencing that is relevant for your particular needs (you might, for example, need to cite an online reference and a journal article, or two journal articles etc.).</p>

Special notes on referencing

1. Quoting errors

Although it is not recommended that you quote or use information containing errors (since it may be a reflection of the general quality of work), it is occasionally useful to do so, particularly in essays of critique. In these cases it is still important to ensure that you quote the original information exactly as expressed by the author to ensure that you accurately convey her/ his intention. You do, however, also need to indicate any grammatical or spelling errors from the original as follows:

- ‘... an indication of the mascara [*sic*] that occurred at Tiananmen Square’; ○ *sic*: Latin (meaning ‘thus, so’, used or spelled as given);
- Insert the word in *italics* in square brackets, immediately after the incorrect word, inside the quotation;
- Please note that you should not use [*sic*] to ‘correct’ U.S. English spelling – you can simply indicate any changes to U.K. English in square bracket as follows: ‘...legitimi[s]e his reign.’

2. Publisher names and locations

- It is not necessary to include words such as ‘Books’, ‘Education’, ‘Press’, ‘Publishers’, etc. after the names of the publishing companies: e.g. the end of a reference list for an item published by Heinemann Publishers (Pty) Ltd would simply read: Sandton: Heinemann.

It is also common that multiple cities of publication appear on the title page. If this is the case, use the first-listed city as your city of publication.

Additionally, if the city of publication is little-known, or could be confused with another place of the same name, provide the state as well in abbreviated forms after a comma: ○ E.g. the end of a reference list for an item published by Dream Visual Publishers could read: Rome, NY: Dream Visual.

In the above example, simply writing ‘Rome’ as the city of publication would likely cause readers to assume that the book was published in Italy, and not in New York, USA, so it is safer to indicate the state in such cases to avoid confusion.

3. Citing URLs

Make sure that any sites you have cited are active and working – in this regard, make sure that you have, as far as possible, cited the permalink (persistent link) to any journal articles etc. and not any temporary ‘session’ URLs you may have been working with. Session URLs, which are used during most database searches, such as those conducted on EBSCOhost, expire as soon as you have finished working and so will not assist your reader in following your source’s citation. Permalinks, however, are designed to offer a stable location for the document, and so are also much less susceptible to what IT people term ‘link rot’. The icon for permalinks usually look something like the below example:



Click on this icon, and then copy and paste the URL detail it leads you to into your bibliographic reference to ensure that your reader will be able to follow the link.

Another related concept used here is the Digital Object Identifier, more commonly referred to as a DOI. DOIs are unique tags or serial numbers that are given to electronic documents like journal articles that remain the same regardless of where the documents might be moved to on the WWW. Since these are permanent (they’re a bit like an ISBN number), it makes sense to provide this tag on any journal article etc. that you cite, since it will ensure that your reader always has a working link to access your source.

4. More about the ‘year’ reference

The ‘year’ that is mentioned in both in-text and bibliographic referencing refers to the year of the specific edition’s publication, and not to any subsequent reprint/impression dates. A reprint is *not* a new edition. If you are not sure whether or not you have used the correct date, check the title page and look for the Copyright year. The title page may, for example, indicate ‘Copyright © 2009 Van Schaik Publishers’ and then indicate a number of impressions, such as ‘First edition 2009; Second impression 2011; Third impression 2015’. You would then use the 2009 year as the year of publication, even though subsequent impressions have been printed.

5. Latin abbreviations for missing information (date, place, or publisher)

The required information that you need for in-text and bibliographic referencing may not always be available. If this is the case, please do first try to obtain the information from another source (use your Google-Fu from Chapter 5 for this little challenge). If you *really* cannot establish reliable information, then make use of these three different Latin abbreviations:

- *s.a.* (*sine anno*: without year) ○ *s.l.* (*sine loco*: without place) ○ *s.n.* (*sine nomine*: without printer's name)
- Examples of how this works are included in the table below:

Source	In-text paraphrased and/or direct quote	Reference list
No date of publication <i>s.a.</i> (<i>sine anno</i> : without year) OR <i>n.d.</i> (no date)	According to Calder ([<i>s.a.</i>] ... According to Calder ([<i>s.a.</i>]:16) ...	Calder, P.R. [<i>s.a.</i>]. <i>A brief introduction to quantum mechanics</i> . New York: Science Today.
No place of publication <i>s.l.</i> (<i>sine loco</i> : without place)		Calder, P.R. 2012. <i>A brief introduction to quantum mechanics</i> . [<i>s.l.</i>]: Science Today.
No publisher <i>s.n.</i> (<i>sine nomine</i> : without a [printer's] name)		Calder, P.R. 2012. <i>A brief introduction to quantum mechanics</i> . New York: [<i>s.n.</i>].

While there may be other unusual situations in which the general principles are not immediately clear, these special notes, in addition to the extensive sample list under the General Referencing section should see you through most references that you are likely to encounter in your studies. If you do make use of any titles or material that is not represented in this guide, remember to follow the following simple principles:

- Apply the sample principles of ordering and format throughout your in-text and bibliographic referencing;
- Use your Google-Fu when in doubt, and double-check with your Faculty/University Referencing Style Guide if you are unsure about any 'tricky' references.

Good luck with your practice of sourcing credible information and of referencing it accurately – remember to comply with your faculty's requirements in terms of referencing style and you should have no trouble at all with these academic practices.