University of Cape Town Libraries
2014

HARVARD UCT: HANDBOOK ON CITATION

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Please note: A version of the Harvard UCT referencing style, customised for UCT, is available on *RefWorks*. However, it is advisable to double-check that your references have been formatted correctly, because each of the many types of information sources has a particular reference format.

Contents

1. Academic citation

Academic writing requires that you acknowledge other writers' words and thoughts by citing and referencing your sources of information. **Citing** is the practice of quoting from, or referring to, other writers' works and ideas in the text of your work; **referencing** is the listing of the full details of the publications that you have cited so that the reader can find the original sources. Citing and referencing have long been regarded as hallmarks of good academic writing.

2. Good reasons for citation

Writing is "intellectual property" and you have to give credit to persons who first expressed an idea. The practice of citing and referencing the work of others is the best way of protecting yourself from being accused of, or committing plagiarism. (See the "**Plagiarism in academic writing**" section below.)

Relevant citations show the reader that you have read the literature in a field, have an understanding of it, and are familiar with the important researchers in a particular field of study. This gives authority to your statements by showing that your arguments are supported by other writers. If, on the other hand, you leave some out, or rely on the writings of lesser or discredited authors, this may detract from your own work.

Citations show how up-to-date your reading has been. In certain subject fields it is very important to be aware of the most recent developments. References enable the reader to check the accuracy of a quotation, or find the source and the context of a quotation or idea.

3. Peer-review and the evaluation of sources

Increasingly, students are relying on information resources available on the World Wide Web (Web). It is important that you understand that Web sources may be substantially different from sources that you find in an academic library. **Anybody can publish anything on the Web**; articles on the Web are not peer reviewed. All papers that are offered to academic journals are subjected to a rigorous process of anonymous review by scholars in the same field, peers. Peer review is a lengthy and time consuming process, which (even though not entirely immune to abuse) ensures accountability and reliability in the transfer of knowledge.

Peer-reviewed articles are essentially different from articles in newspapers, e.g. the *Cape Argus*, or journals like *Newsweek.* While journalists may or may not take reasonable measures to present facts accurately, the constraints of time and the pressures of readability or popular appeal may compromise the veracity of newspaper reports.

When you find potentially interesting information on the Web, establish the authority, if any, of the source. Are the authors named, and do they belong to a creditable organisation? The Web address or URL can give you a clue: ".ac" or ".edu" indicates an academic institution, ".gov" a government publication; ".com" or ".co" a commercial site. If a site is anonymous you should treat the information with great suspicion, as you should when there are obvious language errors. In general, references to **Wikipedia** should be avoided in academic work.

Furthermore, the tone of a text should carefully be considered. Extravagant statements or over-emphatic claims are not found in serious academic writing, nor are vague or sweeping statements which lack supporting evidence. Citations are a sign of good academic writing, so check if an author has cited his or her sources. Examine the list of references. References to what other people have *said*, but not published in peer-reviewed journals, could indicate that the information is untrustworthy. Reputable writers try to present different points of view or balanced arguments. Beware of one-sided positions or evidence of bias. Self-promotion or advertising, or evidence of an ulterior motive, are warnings that the information may be unreliable. **It is your responsibility to ensure that the information you choose is reliable.**

4. Plagiarism in academic writing

Students are often unsure of exactly what plagiarism is and how it affects them. These days, because of the ease of cutting and pasting from the Web, student plagiarism has become an issue of great concern at academic institutions.

Plagiarism is the misappropriation of others' words, thoughts and ideas by presenting them as your own, and is treated very seriously in the academic world**. Under no circumstances is it acceptable to present the work of others as your own.** Neither ignorance nor carelessness will be accepted as an excuse. There are sophisticated web sites and techniques aimed at tracking down all kinds of plagiarism. The University has invested in software known as ***Turnitin***, which is designed to detect plagiarism; you may therefore be required to submit your work electronically, so that it may be tested. At the very least, students found guilty of plagiarism could be failed, or at worst, face expulsion from their academic institution.

This guide should help you to understand how to deal with the writing of others without resorting to plagiarism.

5. How does one cite correctly and avoid plagiarism?

Every time that you use a term, phrase or idea of another, you must name the author or source where you found the concept or thought, in the text of your essay, thesis or paper.

- When you quote someone's words directly, you **have to place these words in quotation marks.**
- Long quotations (40 words or more) should be "blocked" to make them stand out clearly. This means indenting and single-spacing the entire quotation, if you wish you may also use a smaller typeface. However, it is advisable to avoid long quotations, or at least use them sparingly.
- If you **paraphrase** the ideas or words of another, you have to use your **own words**. It is *not enough* to simply change the word order or to substitute one or two words.
- You may **summarise** lengthy material in your **own words,** you must still cite the source, but you do not have to use quotation marks. However, if you repeat some of the author's own words you **must place them in quotation marks.**

As you do your reading, it is important to keep a detailed record of all the articles, conference papers, books and other sources that you consult. Do not think that you will be able to fill in the missing details easily, at the last minute. It is easy to misplace some of the things that you have read. UCT provides campus-wide access to ***RefWorks***, which is a personal bibliographic management software package that allows one to download all the necessary details about library materials, online journal articles and other resources, for example, books, into your own personal database. The system then automatically prepares citations and references in the correct format. There are a large variety of referencing conventions to choose from.

RefWorks is available from the **UCT Libraries web site**. Click on **"Research Help"** and select "***RefWorks***" from the drop-down list. As a new user, you first have to register your own *RefWorks* account. There are online Tutorials to help you get started, or you can ask your subject librarian for assistance. In addition, there are various bibliographic management tools available on the Web, should you wish to consider an alternative product.

6. Citation styles

There are many different referencing styles and conventions used to encourage a clear and consistent pattern of citation. Scientific publications often use the citation or style guide published by societies and institutions in their own discipline. Well-known style manuals include the *Chicago Manual of Style,* the *Publication Manual of the American Psychological Association* (APA), *and MLA handbook for writers of research papers* of the Modern Language Association of America, and *The MHRA style book* from the British Modern Humanities Research Association. One of the best-known, but also one of the simplest styles, is the "author-date" style of citing and referencing (often referred to as the "Harvard style"). In all cases, consistency is the most important consideration.

When writing essays, papers, dissertations or theses, it is essential that you follow the referencing conventions required by your department, pay particular attention to capitalisation, the use of italics and

punctuation. **Lecturers, tutors and external examiners usually pay particular attention to citations and references.**

It is important to remember that all full bibliographic references, regardless of the citation convention being followed, essentially convey the same kind of information and consist of the same elements, although the order of the elements may differ slightly depending on the convention. The purpose of all references essentially is to provide sufficient information for an item to be found.

This guide illustrates the basic requirements of the author-date style of referencing. A reference list of useful readings with examples from different citing conventions is to be found at the end of this guide. Additional examples may be found from the **UCT Libraries web site**; click on **"Research Help"** and select **"Referencing Help".**

In addition, you may also join the "**UCT Writing Centre" Vula site**. This site has excellent resources which can assist you with the academic writing process.

Make sure that you use the style stipulated by your department and apply it consistently.

7. Harvard-UCT (Author-date) method

The well-known author-date system is well established in the Social Sciences, and is being used increasingly in literary studies (Visser, 1992:78). Brief examples of the commonest types of citation when using the author-date (also known as Harvard-UCT) method follow:

7.1   CITING SOURCES WITHIN THE TEXT

You must indicate whenever you refer to or use the words or ideas of other writers in the text of your paper, essay or thesis and is done by using a "reference indicator" which contains brief details of the publication enclosed in round brackets. This is known as in-text citing. **It is strongly recommended that the page number forms part of the reference indicator.** There are various ways of citing within the text, for example:

- When you **quote** from an original text, the quotation is enclosed in quotation marks, the reference indicator follows the quotation. The reference indicator contains the author's name, the publication date and page number of the page on which the quotation appears. For example:

"The invasion of fynbos by alien plants is also an increasingly important aspect of ecology" (Van Wilgen, 2009:335).

NOTE: Quotations of 40 words or more can be placed in block settings without quotation marks.

- If you **paraphrase** and author's words and the **author's name forms part of the sentence,** do not enclose the name in round brackets, but the publication date and page number, which follow the name, are enclosed in round brackets. For example:

In her analysis of reading comprehension among primary and secondary school pupils, Pretorius (2000:33) proposes that inadequate reading skills play a significant role in the poor academic performance of many South African scholars.

- If you **paraphrase** an author's words and the **author's name does not form part of the sentence,** the author, publication date and page number are enclosed in round brackets. For example:

In an analysis of reading comprehension among primary and secondary school pupils, it was found that inadequate reading skills play a significant role in the poor academic performance of many South African scholars (Pretorius, 2000:33).

7.2 LIST OF REFERENCES AT THE END OF THE TEXT

The reference indicator does not give enough information for the reader to find the work, the source, in which the idea or quotation can be found. **Full bibliographic details** of all the sources mentioned in your work have to be listed at the end of the text. This list may be called *"References"* or *"Works cited."* The term *"Bibliography"* is used when you include all works consulted, even those not actually quoted. You are not expected to list everything, only the sources that you have mentioned.

Here is an example of a reference which gives the **full bibliographic details** of a journal article:

Pretorius, E.J. 2000. What they can't read will hurt them: reading and academic achievement. *Innovation.* 21: 33-41.

7.3 HOW REFERENCE TYPES ARE ARRANGED IN THE REFERENCE LIST

The list of references mentioned in your work is arranged alphabetically by the surname of the author. Alphabetical order makes it easy to locate the details of all the sources cited within the text. It is essential that the reference indicator corresponds with the first word of the reference in the reference list.

Things to remember:

- General guidelines for the arrangement of letters or numbers:
  - a space precedes any other character in alphanumerical arrangements (See the example for "**single author entries should precede any multiple-author entries**" below.)
  - numerals (0 to 9) before letters (A to Z)

- Entries by the same author:
  - those with publication dates are arranged by date with the oldest first, for example:

    Tshabe, S.L. 2010.
    Tshabe, S.L. 2014.

  - those without dates (n.d.) entries, come after those with dates, for example:

    Tshabe, S.L. 2014.
    Tshabe, S.L. n.d.

  - single author entries should precede any multiple-author entries, for example:

    Tshabe, S.L. n.d.
    Tshabe, S.L. & Shoba, F.M. 1999.

- Entries by the same author, published in the same year, should be listed with the addition of a,b,c,d and so forth after the date, for example:

    Tshabe, S.L. 2010a. *Application of the …*
    Tshabe, S.L. 2010b. *Introduction of the …*

- If the author is unknown, begin the reference with the title. If the title begins with "the", "a", "an" or similar words in other languages, ignore these words.

    Hope for new treatment of brain disease. 2012. Available:
        http://www.newshd.net/brain/467/hope-for-new-treatment-of-brain-disease-2/
        [2014, January 20].
    Hunma, A. 2014. *Language as a means …*

In the examples that follow, citations and their corresponding references as they should appear in the reference list, are illustrated.

8. REFERENCE EXAMPLES Harvard-UCT (AUTHOR-DATE)

BOOKS

Things to remember:
- The names of authors are shown with surname first. First names may be abbreviated to the initials, but be consistent. Sometimes, an organisation (e.g. United Nations) may function as an author; give the name of the organisation in the form that appears on the title page as the "author".
- If there are **two or three authors**, list them all in the order given at the beginning of an article; commas separate each of them, except the last one, which is preceded by an ampersand (&). The article will appear in the reference list under the surname of the first author.
- If there are more than three authors, only give the name of the first in an **in-text citation**, then add "and others" or "et al." (The Latin abbreviation for "and others"). However, the names of **all authors** to a **maximum of eight** should appear in the reference list. Add "et al." or "and others" after the eighth author, if there are more than eight authors.
- An editor may be treated like an author, but attach the abbreviation "Ed." to the name, as the function of an editor is different from that of an author.
- If there is no identifiable author, editor or responsible corporate body, use the first significant word of the title of the work. Ignore "A", "An" or "The" at the beginning of a title.
- The convention is that **Italic type** is used to indicate a title of a published work.
- If the lecturer prefers, you may indent the second and all subsequent lines so that each reference is a **hanging indentation**, however, this is not mandatory.
- The edition should be mentioned unless it is the first edition. When there is no edition statement, you may assume that the work is a first edition.
- List the **first** place of publication appearing on the title page. Add the country of publication for lesser known locations, for example: "Auckland Park, South Africa".
- List the publisher followed by a period.

Reference type	In-text example	Reference list example
Book - single author	**Parenthetical citation:** (Green, 2009:46) **Author's name as part of a sentence:** Green (2009:46) commented… **Direct quote:** "Sanitation is often given little attention in national debates, due to a taboo on public discussion of the topic, leading to less spending" (Green, 2009:46). ***Note:*** *A colon should precede a specific page, chapter, column, heading, paragraph or other element of the cited work, which appears after the date.*	Green, D. 2009. *From poverty to power: how active citizens and effective states can change the world.* Auckland Park, South Africa: Jacana. ***Note:*** *If the lecturer prefers hanging indentation, indent the second and subsequent lines, for example:* Green, D. 2009. *From poverty to power: how active citizens and effective states can change the world.* Auckland Park, South Africa: Jacana.
Book - two authors	**Parenthetical citation:** (Segal & Holden, 2008:42) **Author's name as part of a sentence:** Segal and Holden (2008:42) commented… **Direct quote:** "…" (Segal & Holden, 2008:42).	Segal, L. & Holden, P. 2008. *Great lives, pivotal moments.* Auckland Park, South Africa: Jacana. ***Note:*** *Add the country of publication for lesser known locations.*
Book - three authors	**Parenthetical citation:** (Picker, Griffiths & Weaving, 2002:4) **Author's name as part of a sentence:** Picker, Griffiths and Weaving (2002:4) commented that… **Direct quote:** "…" (Picker, Griffiths & Weaving, 2002:4).	Picker, M., Griffiths, C.L. & Weaving, A. 2002. *Field guide to insects of South Africa.* Cape Town: Struik.

Reference type	In-text example	Reference list example
Book - four or more authors	**Parenthetical citation:** (Boddy-Evans et al., 2006:8) **Author's name as part of a sentence:** Boddy-Evans et al. (2006:8) ***Note:*** *You may use* "and others" *instead of* "et al.", *however, be consistent.*	Boddy-Evans, M., Exelby, N., Kuschke, J., Daly, R. & Bristow, D. 2006. *Getaway's 1001 places to see before you die: places to go, things to do in Southern Africa.* Cape Town: Struik. ***Note:*** *The names of four or more authors should appear in the reference list to a maximum of eight. Add* **"et al."** *after the eighth name when there are more than eight authors.*
Book produced by an editor rather than an author	(Templehoff, 2005:6)	Templehoff, J.W.N. Ed. 2005. *African water histories: transdisciplinary discourses.* Vanderbijlpark, South Africa: Vaal Triangle Faculty, North Western University.
Book produced by a group, e.g. corporation or organisation	(Soweto Trust for Nurse Clinical Training, 2005:4)	Soweto Trust for Nursing Clinical Training. 2005. *Primary clinical care handbook.* 4th ed. Houghton, South Africa: Jacana.
Edition of the book other than the first	(Stuart & Stuart, 2006:4)	Stuart, C. & Stuart, T. 2006. *Field guide to the larger mammals of Africa.* Rev. 3rd ed. Cape Town: Struik.
Section or chapter in a book – one editor	(Ruiters, 2009:105)	Ruiters, M. 2009. Collaboration, assimilation and contestation: emerging constructions of Coloured identity in post-apartheid South Africa. In *Burdened by race: Coloured identity in South Africa.* M. Adhikari, Ed*.* Cape Town: University of Cape Town Press. 104-133.
Section or chapter in a book – multiple editors	(Shisana, Zungu & Peze, 2009:90)	Shisana, O., Zungu, N. & Peze, S. 2009. Poverty and HIV and AIDS. In *HIV/AIDS in South Africa 25 years on: psychosocial perspectives.* P. Rohleder, L. Swartz, S.C. Kalichman & L.C. Simbayi, Eds. London: Springer. 89-104.
Book series	(Kirkaldy, 1996:9) (Kornegay, 2005:12)	Kirkaldy, A. 1996. *The sea is in our blood: community and craft in Kalk Bay, c. 1880-1939.* (Archives yearbook for South African history). Pretoria: Government Printers. Kornegay, F.A. 2005. *Race and ethics relations barometer: a narrative analysis of findings from the Centre for Policy Studies' Social Identity Survey.* (Research report. Centre for Policy Studies no. 106). Johannesburg: Centre for Policy Studies.
E-book	(Kagwanja & Kondlo, 2009) (Paton, 2003)	Kagwanja, P. & Kondlo, K. Eds. 2009. *State of the nation: South Africa 2008.* Cape Town: HSRC Press. Available: http://www.hsrcpress.ac.za/product.php?productid=2231&cat=0&page=1&featured&freedownload=1 [2014, January 23]. Paton. A. 2003. *Cry the beloved country* [Adobe Digital Editions]. Available: http://www.docstoc.com/docs/90549799/Cry-the-Beloved-Country [2014, January 23]. ***Note:*** If known, add the e-reader version, e.g. E-pub, Kindle, Adobe Digital Edition.
Classic work	(*Qur'an* 4:3) (1 John 1:4, *New International Version*) ***Note:*** *For the Bible, add the version, e.g. New International Version.*	Major classical works, such as Greek, Roman or religious works should only be included as in-text citations and should not be added to the reference list. ***Note:*** *Make sure that you use the style stipulated by your Department and apply it consistently. For instance, a number of* **School of Languages and Literatures** *departments use other referencing styles and may require that Classic Works be added to the reference list.*

Reference type	In-text example	Reference list example
Dictionary – with author or editor	(Tshabe & Shoba, 2006:19)	Tshabe, S.L. & Shoba, F.M. Eds. 2006. *The greater dictionary of isiXhosa.* V.1. Alice, South Africa: University of Fort Hare.
Dictionary – an entry or article without an author or editor	("Radiation", 2003:1730-1731) ("Apartheid, n.", 2014)	"Radiation". *McGraw-Hill dictionary of scientific and technical terms.* 2003. 6th ed. New York: McGraw-Hill. "Apartheid, n.". *OED Online.* 2014. Oxford: Oxford University Press. Available: http://www.oed.com/view/Entry/9032?redirectedFrom=apartheid [2014, January 23]. ***Note:*** *For online publications, include the place of publication and the publisher, if known.*
Encyclopaedia – an article with an author	(Klemm, 2008:248)	Klemm, P.M. 2008. Cosmetics and body painting. In *New encyclopedia of Africa.* V. 1. J. Middleton & J.C. Miller, Eds. Detroit: Gale. 247-249. ***Note:*** *This entry appears in volume one of the particular encyclopaedia and follows the title.*
Encyclopaedia – an article without an author	("AIDS", 2011: "Transmission") ***Note:*** *A specific page, chapter, column, heading, paragraph or other element of the cited work follows the date; it should be preceded by a colon.*	"AIDS". *Encyclopaedia Britannica Online.* 2011. Chicago: Encyclopaedia Britannica. Available: http://www.britannica.com/EBchecked/topic/10414/AIDS [2014, January 23]. ***Note:*** *For online publications, include the place of publication and the publisher, if known.*
Pamphlet	(City of Cape Town: 2005:9)	City of Cape Town. 2005. *City of Cape Town heritage pamphlet.* Cape Town: City of Cape Town. ***Note:*** *Treat pamphlets as books if they have a place of publication and a publisher. However, if the place of publication and the publisher are not known, treat pamphlets as unpublished material.* (See also: "**UNPUBLISHED MATERIALS**")
Patent[1]	*U.S. Patent No. 123 445* (Smith, 1988) states… ***Note:*** *The patent number is followed by the reference indicator.*	Smith, I.M. 1988. *U.S. Patent No. 123 445.* Washington, DC: Patent and Trademark Office.
Poetry – single author (poet)	(Mkiva, 2000:27, line 108) ***Note:*** *Add the page number, followed by the number(s) of the cited line(s)*	Mkiva, Z. 2000. An inquiry. In *Railway poetry.* Scotsville, South Africa: Flame Tree Media.
Poetry - anthology	(Clough, 2010:42, line 108) ***Note:*** *Add the page number, followed by the number(s) of the cited line(s).*	Clough, M. 2010. Luck. In *Difficult to explain.* F. Dowling, Ed. Athlone, South Africa: Hands-On Books. 42.
Report	(Von Schirnding & Fuggle, 1986: 45)	Von Schirnding, Y & Fuggle, R.F. 1986. Exposure to lead amongst urban school children in Cape Town. (Research report; 9/86/13). Rondebosch, South Africa: Environmental Evaluation Unit, University of Cape Town. ***Note:*** *Reports appear in many different forms, e.g. as a book, journal article, series, government publication or online publication. Treat a report in a manner appropriate to its form.*

[1] Adapted from American Psychological Association. 2010. *Concise rules of the APA style.* Washington, DC: American Psychological Association.

Reference type	In-text example	Reference list example
Standard	SANS 60335-2-15 (South African Bureau of Standards, 2009:23, para. 10) states… ***Note:*** *The Standard number is always followed by the reference indicator; and, if known, the page number(s), and then the paragraph number(s) are added.*	South African Bureau of Standards. 2008. *Household and similar electrical appliances - safety: part 2-15: particular requirements for appliances for heating liquids.* (SANS 60335-2-15:2009). Pretoria: SABS Standards.
Translation	(Couto, 2010:11)	Couto, M. 2010. *The blind fisherman.* Translated by David Brookshaw. Johannesburg: Penguin Books.

JOURNALS		

Things to remember:
- Articles are listed by the surname of the first author as listed at the beginning of an article.
- If there are two or three authors, list them all in the order given at the beginning of an article; commas separate each of them, except the last one, which is preceded by an ampersand (&).
- If there are more than three authors, only give the surname of the first in the in-text citations, then add "and others", or "et al." The latter is the Latin abbreviation for "and others". A maximum of eight authors should appear in the reference list. If there are more than eight authors, add "et al.", or "and others" after the eighth author.
- **The title of the journal or newspaper is italicised. In addition, all nouns used in the title should be capitalised.**
- Give the volume and issue numbers of the journal, followed by the page number, or the beginning and end pages if it covers more than one page.
- By adopting the fixed sequence of: volume (issue number): starting page - end page, it is not necessary to use the abbreviations vol.; no., pp. or p. to indicate these elements of a journal reference.
- Add a **DOI identifier**, if available. A DOI number is a unique number that identifies electronic documents and other objects in the digital environment. The majority of **recently published** articles have DOI numbers. (If you have a DOI number but do not have the details of the matching article, go to http://www.doi.org/ to find the article belonging to the DOI number. On the other hand, to find a DOI number for an article, go to http://www.crossref.org.)

Reference type	In-text example	Reference list example
Journal article – single author	(Van Wilgen, 2009:335)	Van Wilgen, B.W. 2009. The evolution of fire and invasive alien plant management practices in fynbos: review article. *South African Journal of Science.* 105(9-10):335-342.
Journal article – two authors	(Jiyane & Mostert, 2010:60)	Jiyane, V. & Mostert, J. 2010. Use of information and communication technologies by women hawkers and vendors in South Africa. *African Journal of Library, Archives and Information Science.* 20(1):53-61.
Journal article – three authors	(Berry, Robertson & Campbell, 2005:180)	Berry, M.G., Robertson, B.L. & Campbell, E.E. 2005. Impact of cutting and collecting firewood associated with informal settlement in the south-eastern Cape coastal zone. *South Africa Journal of Botany*. 71(2):179-190.
Journal article – four or more authors	(Calver et al., 2010:266)	Calver, A.D., Falmer, A.A., Murray, M., Strauss, O.J., Streicher, E.M., Hanekom, M. Liversage, T., Masibi, M. et al. 2010. Emergence of increased resistance and extensively drug-resistant tuberculosis despite treatment adherence, South Africa. *Emerging Infectious Diseases.* 16(2):264-271. ***Note:*** *List authors to a maximum of eight in the reference list. Add* **"et al."** *or* **"and others"** *for more than eight authors, after the eight author.*
Journal article – two or more articles by the same author(s), in a single year	(Noakes, 2011a:277) (Noakes, 2011b:35)	**Assign letter suffixes (a, b, c, d and so forth) to the year when an author has several items that were published in the same year in the reference list.** Noakes, T.D. 2011a. Is it time to retire the A.V. Hill model? A rebuttal to the article by Professor Roy Shephard. *Sports Medicine.* 41:263-277. Noakes, T.D. 2011b. Time to move beyond a brainless exercise physiology: the evidence for complex regulation of human exercise performance. *Applied Physiology, Nutrition & Metabolism.* 36(1):23-35.

Reference type	In-text example	Reference list example
Journal article – available from electronic databases	(Cherry, 2011:5)	**Add a DOI identifier, if available:** Cherry, J. 2011. Animal history meets social history: a new look at horses in South African history. *South African Journal of Science*. 107(1/2):5-6. DOI:10.4102/sajs.v107i1/2.495. ***Note:*** *Digital Object Identifier (DOI®) is a unique number that identifies electronic documents and other objects in the digital environment. As the DOI is permanent, there is no need to add the date accessed in square brackets after the DOI number.*
	(Digby, 2005:427)	**When there is no DOI identifier, add a stable URL/persistent link, if available:** Digby, A. 2005. Early black doctors in South Africa. *The Journal of African History*. 46(3):427-454. Available: http://www.jstor.org/stable/10.2307/4100639 [2014, January 23]. ***Note:*** *A stable URL is shown in the example above. (Databases, such as **JSTOR** will generally specify if the URL is stable.)*
	(Van Wilgen, 2009:335)	**When neither a DOI identifier, nor stable URL/persistent link, is known, add the database name:** Van Wilgen, B.W. 2009. The evolution of fire and invasive alien plant management practices in fynbos: review article. *South African Journal of Science.* 105(9-10): 335-342. Available: EBSCOHost Academic Search Premier [2014, January 23]. ***Note:*** *In the example above **EBSCOHost Academic Search Premier** is the database used.*
Journal article – electronic	(Parry, 2011)	Parry, D. 2011. Mobile perspectives: on teaching mobile literacy. *Educause Review.* 46(2). Available: http://www.educause.edu/EDUCAUSE+Review/EDUCAUSEReviewMagazineVolume46/iMobilePerspectivesOnteachingi/226160 [2012, March 15].
Journal article – in press	(De Knecht et al., in press)	De Knecht, H.J. Van Langevelde, F., Skidmore, A.K., Delsink, A., Slotow, R., Henley, S., Bucini, G., de Boer, W.F. et al. (in press). The spatial scaling of habitat selection by African elephants. *Journal of Animal Ecology.* DOI: 10.1111/j.1365-2656.2010.01764.x. ***Note**:* *Only use "in press" if an article has been accepted for publication.* *Add a DOI identifier if available.*
Journal article – abstract only	(Hanekom et al., 2010)	**Try to find the full article, however, if this is not possible, cite the abstract.** Hanekom, W.A., Lawn, S.D., Dheda, K. & Whitelaw, A. 2010. Tuberculosis research update [Abstract]. *Tropical Medicine and International Health.* 15(8):981-989.
Journal supplement	(Becker, 1986:26)	Becker, W.B. 1986. HTLV-III infection in the RSA. *South African Medical Journal.* Suppl. (October, 11):26-27.
Journal article – letter to the editor	(Navarro, 2010:915)	Navarro, J.L. 2010. Foreign language abstracts in scientific journals: please write them well [Letter to the editor]. *The Journal of Wildlife Management*. 74(5):915–916. DOI: 10.2193/2009-391. ***Note:*** *Add a DOI identifier, if available.*

Reference type	In-text example	Reference list example
Journal article – special issue	(Nielsen, 2010:1050) (Kim, 2000:4)	Nielsen, R. 2010. Genomics in search of rare human variants. 1000 genomes pilot study. *Nature* [Special issue]. 467(7319):1050-1051. Doi:10.1038/4671050a. Kim, H.C. 2000. Therapeutic pediatric apheresis. *Journal of Clinical Apheresis* [Special issue: Clinical Applications of Therapeutic Apheresis]. 15(1-2):1-5. DOI:10.1002/(SICI)1098-1101. ***Note:*** *Add a DOI identifier, if available. As the DOI is permanent, there is no need to add the date accessed in square brackets after the DOI number.*
Magazine – without a volume or issue number	(Beckman, 2005:2)	Beckman, M.Y. 2005. Y did the chromosome cross the road? *Science Now.* November, 7:203. Available: http://news.sciencemag.org/sciencenow/2005/11/07-02.html?ref=hp [2014, January 23].
NEWSPAPERS		
Daily newspaper – article, with author	(Chauke, 2010:5)	Chauke, A. 2010. SA braces for Google television. *The Times* (Johannesburg). 19 November: 5.
Online newspaper – article, with author	(Pepitone, 2013)	Pepitone, J. 2013. Interim BlackBerry CEO could get $87 million. *CNNMoney*. 12 November. Available: http://money.cnn.com/2013/11/12/technology/mobile/blackberry-john-chen-salary/index.html [2014, January 23].
Online newspaper – article, no author	**Use the title of the reference.** **Parenthetical citation:** ("Ikea brand worth…", 2012) **Citation in which the title is part of a sentence:** "Ikea brand worth…" (2012) **Note:** *Use the first significant words of the title. Usually, **three words** are enough for in-text citations. Use ellipses for longer titles to indicate the omission of words.*	Ikea brand worth 9 billion euros? 2012. *BusinessReport*. 9 August. Available: http://www.iol.co.za/business/companies/ikea-brand-worth-9-billion-euros-1.1359636#.UTYVl6JT6z4 [2014, January 23]. ***Note:*** *If there is no author, use the **title** as first element of the reference entry.*
Weekly newspaper – article, no author	**Use the title of the reference.** **Parenthetical citation:** ("Commemoration after closet-torching", 2010:2) **Citation in which the title is part of a sentence:** "Commemoration after closet-torching" (2010:2) **Note:** *Use the first significant words of the title. Usually, **three words** are enough for in-text citations. Use ellipses for longer titles to indicate the omission of words.*	Commemoration after closet-torching. 2010. *Monday Paper.* 29(15). 11-24 October: 2. ***Note:*** *If there is no author, use the **title** as first element of the reference entry.*

WEBSITES **(Examples of references to online maps, online computer programs and various other online material are covered under separate headings.)**	

Citations for electronic resources are essentially no different from other citations; the reader needs clear instructions where to find an item. Since data held electronically may be moved, hyperlinks can become obsolete and documents sometimes disappear, it is necessary, therefore, to show the date that you accessed a website in order to indicate how recently the link was still functioning.

▪ Name the originator(s) of the document or the part of a document you are referring to.
▪ Date of publication of an electronic source is the copyright date, or date on which the document was produced or last updated.
▪ Title of the publication (and also the title of the whole publication, if it is part of a larger work, e.g. an article in a journal, or a paper in an edited collection.)
▪ Publication details: if the item is a book - Place of publication and Publisher; if the item is a journal - Volume and/or issue number. For an electronic resource give the uniform resource locator (URL). If the URL is very long, it may be written on two lines, but try to break a line only where a punctuation mark occurs and **do not add a hyphen**, as this will alter the URL.

Things to remember:
- Electronic information may be found on the listservers of interest groups, blogs, social media web sites, published on CD-ROM or DVD discs, in electronic databases or on the Web.
- Information published electronically may also be published in a paper format.
- Give page numbers when they are available (e.g. pdf. files, Word documents, journal articles which are also available in print); give paragraph numbers if they are given (i.e. don't go and count them). To indicate paragraph numbers either use the abbreviation "para." or the paragraph sign "¶". The lack of page numbers is not a serious problem with electronic texts, as most browsers have a 'search' function. **Chapter headings or other identifiable elements of a work may also be used to identify the exact location of the cited section.**
- Where electronic resources also exist in a paper format, provide details of the printed and the electronic versions, as the details of the paper version may be needed to find the electronic version in a database.

Reference type	In-text example	Reference list example
Website – single author	(Grant, 2008)	Grant, K. 2008. *Concentrated solar power in South Africa.* Available: http://www.climatestrategies.org/research/our-reports/category/69/98.html [2014, January 23].
Website – group or corporate author	**1st parenthetical citation:** (Organisation for Economic and Co-operation and Development [OECD], 2009) **Subsequently:** (OECD, 2009) **Mention of the group's name in a sentence:** **1st:** Organisation for Economic and Co-operation and Development (OECD, 2009)… **Subsequently :** OECD (2009)… **Note:** *If understandable, the names of group or corporate authors may be abbreviated in the second and subsequent citations.*	Organisation for Economic and Co-operation and Development. 2009. *Composite leading indicators (CLIs), OECD, August 2013.* Available: http://www.oecd.org/std/leading-indicators/compositeleadingindicatorsclisoecdaugust2013.htm [2014, January 23].

Reference type	In-text example	Reference list example
Website – no author	**Use the title of the reference.** **Parenthetical citation:** ("Hope for new…", 2012) **Note:** *Use the first significant words of the title. Usually, **three words** are enough for in-text citation. Use ellipses for longer titles to indicate the omission of words.*	*Hope for new treatment of brain disease*. 2012. Available: http://www.newshd.net/brain/467/hope-for-new-treatment-of-brain-disease-2/ [2014, January 23]. ***Note:*** *If known, give the name of the organisation responsible for the webpage, e.g. United Nations. If there is no author, use the **title** as first element of the reference entry.*
Website – no date	**1st parenthetical citation:** (Africa Union [AU], n.d.) **Subsequent parenthetical citation:** (AU, n.d.)	Africa Union. n.d. *Southern African Development Community*. Available: http://www.africa-union.org/root/au/recs/sadc.htm [2014, January 23].

CONFERENCES		
Conference – paper by single author	(Poll, 1998:40)	Poll, R. 1998. The house that Jack built: the consequences of measuring. *Proceedings of the 2nd Northumbria International Conference on Performance Measurement in Library & Information Services.* 7-11 September 1997. Newcastle: Information North. 39-45.
Online conference – paper by a single author	(Todani, 2008:101)	Todani, K. 2008. Commentary: capital flows, current-account adjustment and monetary policy in South Africa*. Proceedings of the conference on "Challenges for Monetary Policy-makers in Emerging Markets".* 29-31 October 2008. 101-105. Available: http://www.resbank.co.za/Lists/News%20and%20Publications/Attachments/9/Challenges+for+Monetary+Policy-makers.pdf [2014, January 23].

GOVERNMENT PUBLICATIONS		
Legislation		

Things to remember:
- Use the name of the Act, Bill or Regulations followed by the publication details to Reference Acts, Regulations and Bills.
- Use abbreviations for in-text citation of sections, subsections, paragraphs and subparagraphs: chapter = chap, section = s, sections = ss, subsection = subsec, paragraph = para, subparagraph = subpara, article = art. (Plurals: subsecs, paras, subparas, arts.), **except at the beginning of a sentence.**
- Should you need to reference legislation of countries, other than South Africa, add the name of the country or jurisdiction after the publication details, e.g. (Botswana), (Zimbabwe), and (Canada).
- Additional examples can be found in the **Writing Guide for Law Students**, available from the Law Library's webpage. **(See: University of Cape Town. Faculty of Law. 2011. *Research, writing, style and referencing guide: 2011.* Available: http://www.lib.uct.ac.za/law/files/2013/08/Research-Writing-Style-and-Referencing-Guide-for-Law-Students.2013.update.pdf [2013, January 17].)**

Act – single act published in the Government Gazette, no amendments	(*Labour Relations Act, No. 66 of 1995,* 1995:chap1)	Labour Relations Act, No. 66 of 1995. 1995. *Government gazette.* 366(16861). 13 December. Government notice no. 1877. Cape Town: Government Printer.
Act – single amendment act published in the Government Gazette	(*Labour Relations Amendment Act, No. 12 of 2002,* 2002:s7)	Labour Relations Amendment Act, No. 12 of 2002. 2002. *Government gazette.* 444(23540). 24 June. Government notice no. 848. Cape Town: Government Printer.
Act - single act published on its own	(*Public Procurement Act, No. 8 of 2003,* 2003:s1)	*Public Procurement Act, No. 8 of 2003*. 2003. Zomba: Government Printer. (Malawi)
Act - single act published on a web site	(*Labour Relations Amendment Act, No. 12 of 2002,* 2002:s7)	*Labour Relations Amendment Act, No. 12 of 2002*. 2002. Available: http://www.info.gov.za/view/DownloadFileAction?id=68046 [2014, January 23].

Reference type	In-text example	Reference list example
Act – amended act, published as a single volume	(*Labour Relations Act, No. 66 of 1995, as amended,* 2009:chap1)	*Labour Relations Act 66 of 1995, updated 2009, including the CCMA rules*. 2009. Wetton, Cape Town: Juta Law. ***Note:*** For date of publication, use that of the latest update of the consolidated law.
Act - amended act, published in consolidated volumes of statutes	(*Labour Relations Act, No. 66 of 1995, as amended,* 2010:chap1)	Labour Relations Act, No. 66 of 1995, as amended. 2010. *Statutes of the Republic of South Africa, classified and annotated from 1910*, Vol. 20. Durban: Butterworths. ***Note:*** For date of publication, use that of the latest update of the consolidated law and not the act itself.
Act – amended act, published in a database of consolidated statutes	(*Labour Relations Act, No. 66 of 1995, as amended,* 2013:chap1)	*Labour Relations Act, No. 66 of 1995, as amended*. 2013. Available: http://discover.sabinet.co.za/document/NTL13537 [2014, January 30]. ***Note:*** In this example, the date of publication is that of the **latest amendment** to the act in a database.
Bill – as first published	(*Labour Relations Amendment Bill, No. 77D of 2001*, 2001:s7)	*Labour Relations Amendment Bill, No. 77D of 2001.* 2001. Cape Town: Government Printers.
Bill - online	(*Labour Relations Amendment Bill, No. 77D of 2001*, 2001:s7)	*Labour Relations Amendment Bill, No. 77D of 2001.* 2001. Available: http://discover.sabinet.co.za/parliamentary_bills#results [2014, January 23].
Bill – published in database	(*Labour Relations Amendment Bill, No.77D of 2001*, 2001:s7)	*Labour Relations Amendment Bill, No.77D of 2001.* 2001. Available: http://blues.sabinet.co.za/WebZ/FETCH?sessionid=01-45980-964208212&recno=1&resultset=3&format=F&next=law/law_nffull.html&bad=law/law_badfetch.html&&entitytop recno=1&entitycurrecno=1 [2014, January 23].
Draft Bill	(*Intellectual Property Rights from Publicly Financed Research Bill*, 2007:s4)	*Intellectual Property Rights from Publicly Financed Research Bill* [Draft]. 2007. Pretoria: Department of Science and Technology.
Draft Bill – published in the Government Gazette	(*Draft Science and Technology Laws Amendment Bill*, 2010:101)	Draft Science and Technology Laws Amendment Bill. 2010. *Government gazette.* 543(33518). 10 September. General notice no. R866. Pretoria: Government Printers.
Regulation – published in the Government Gazette	(*Labour Relations Act, No. 55 of 1995. Regulation,* 2003:102)	Labour Relations Act, No. 66 of 1995. Regulation. 2003. *Government gazette.* 460(25515). 10 October. Government notice no. R1442. Pretoria: Government Printer. ***Note:*** In this example, the date of publication is that of the Regulation stated in the Government Gazette.
Regulation – database access	(*Labour Relations Act, No. 66 of 1995. Regulations, as amended*, 2008:4) ***Note:*** When appropriate, add page number, Section(s), Subsection(s), Chapter(s), Part(s) or Schedule(s)	*Labour Relations Act, No. 66 of 1995. Regulations, as amended.* 2008. Available: http://discover.sabinet.co.za/document/NTL11692 [2014, January 23]. ***Note:*** In this example, the date of publication reflects the latest amendment in a database.

Other Government Publications

Things to remember:
As an author, in principle, use the official name of the country followed by the full name of the government department. However, in order to avoid a long list of references under "South Africa", shorten the references to just the name of the department. The corresponding in-text citation may be shortened (except for the first time, when the full name is given) when there is an identifiable abbreviation in common use, for example, DEAT for the Department of Environmental Affairs and Tourism.

Example:

Full reference:
South Africa. Department of Environmental Affairs and Tourism. 1999. *White paper on environmental management policy*. Pretoria: Department of Environmental Affairs and Tourism.

May be shortened to:
Department of Environmental Affairs and Tourism. 1999. *White paper on environmental management policy*. Pretoria: Department of Environmental Affairs and Tourism.

1st parenthetical in-text citation:
(Department of Environmental Affairs and Tourism [DEAT], 1999:6)

Subsequent parenthetical in-text citations:
(DEAT, 1999:6)

The official name, "Republic of South Africa", is rarely used in references. The author-date convention is not well suited for referencing government publications. Additional examples may be found in the writing guide for law students, available from the Law Library's webpage. **(University of Cape Town. Faculty of Law. 2013.** *Research, writing, style and referencing guide: 2013.* **Available: http://www.lib.uct.ac.za/law/files/2013/08/Research-Writing-Style-and-Referencing-Guide-for-Law-Students.2013.update.pdf [2014, January 17].)**

Reference type	In-text example	Reference list example
Annual report	(Department of Labour, 2008:3)	Department of Labour. 2008. *Annual reports 2007/2008-2009/2010*. Pretoria: Government Printer.
Book (government publication) - produced by a corporate author	**1st parenthetical citation:** (Department of Agriculture. Directorate: Agricultural Production Economics [Department of Agriculture], 2005:4) **Subsequent parenthetical citation:** (Department of Agriculture, 2005:4)	Department of Agriculture. Directorate: Agricultural Production Economics. 2005. *Some agricultural economic concepts*. Pretoria: Department of Agriculture.
Book (government publication) – a single volume within a multi-volume work	(Department of Human Settlements, 2009:8)	Department of Human Settlements. 2009. *National housing code, 2009.* Vol. 1, Simplified guide to the national housing code: the policy context. Pretoria: Department of Human Settlements.
Case	(*Boesak v Minister of Home Affairs*, 1987:684H)	*Boesak v Minister of Home Affairs,* 1987 (3) SA 665 (C).
Conference	**1st parenthetical citation:** (United Nations [UN], 2009:3) **Subsequent parenthetical citations:** (UN, 2009:3)	United Nations. 2009. *Conference on the World Financial and Economic Crisis and Its Impact on Development.* New York, 24-30 June 2009. New York: United Nations.
Debates/ Hansard	**Parenthetical citation:** (Parliament. National Assembly, 2008:col. 7851) ***Note:*** *The date is followed by a colon and the specific page, chapter, column, heading, paragraph or other element of the cited work, if appropriate.*	Parliament. National Assembly. 2008. *Debates of the National Assembly (Hansard), fifth session, third Parliament.* 119(21 October -21 November). Cape Town: Parliament.

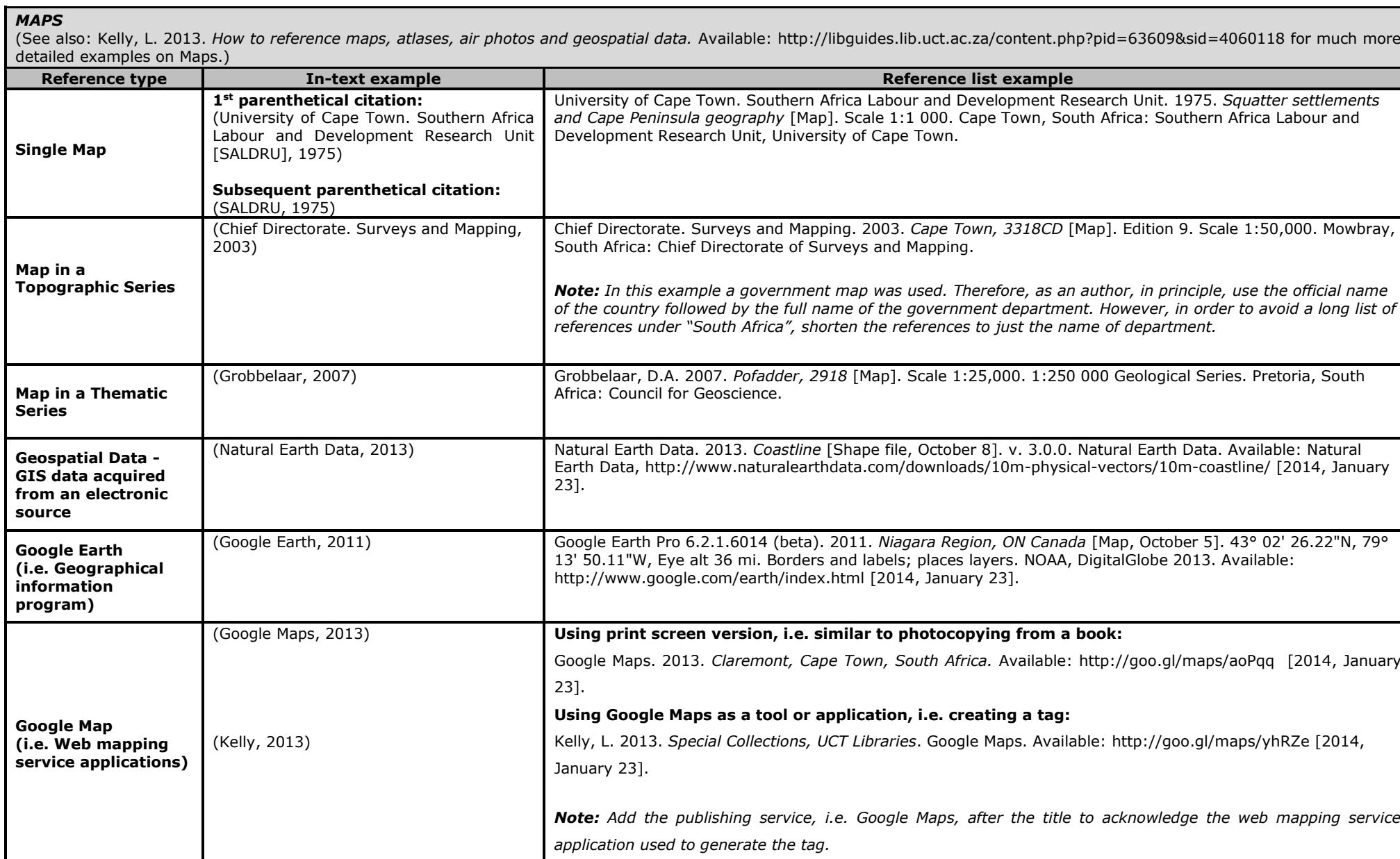| Reference type	In-text example	Reference List Example
Financial document	(National Treasury, 2010:4)	National Treasury. 2010. *Estimates of national expenditure, 2010*. Pretoria: National Treasury.
International organisation	**1st parenthetical citation:** (United Nations Conference on Trade and Development. Secretariat [UNCTAD], 2010:4) **Subsequent parenthetical citations:** (UNCTAD, 2010:4)	United Nations Conference on Trade and Development. Secretariat. 2010. *Maximizing synergies between foreign direct investment and domestic investment for development: enhancing productive capacities*. Geneva: United Nations Conference on Trade and Development.
Journal article	(Werunga, 2008:352)	Werunga, M. 2008. A hundred years of working parliament in Kenya. *The Parliamentarian*. 89(4):352-710.
Online series	(Department of Health, 2008:12)	Department of Health. 2008. The burden of cryptococcosis in South Africa. *Statistical Notes*. February: 1-14. Available: https://web.archive.org/web/20110619170939/http://doh.gov.za/facts/stats-notes/2008/cryptococcosis.pdf [2014, January 23].
Policy document (e.g. Green papers, White papers)	**1st parenthetical citation:** (Department of Environmental Affairs and Tourism [DEAT], 1999:6) **Subsequent parenthetical citations:** (DEAT, 1999:6)	Department of Environmental Affairs and Tourism. 1999. *White paper on environmental management policy.* Pretoria: Department of Environmental Affairs and Tourism.
	1st parenthetical citation: (Department of Environmental Affairs [DEA], 2010) **Subsequent parenthetical citations:** (DEA, 2010:6)	Department of Environmental Affairs. 2010. *National climate change response green paper.* Pretoria: Department of Environmental Affairs.
Map	**Note:** *See separate section for Maps.*	
Media release	(Department of Environmental Affairs, 2010)	Department of Environmental Affairs. 2010*. South Africa welcomes the outcomes of the Convention on Biological Diversity held in Japan.* 31 October 2010. Available: http://www.info.gov.za/speech/DynamicAction?pageid=461&sid=14171&tid=23542 [2014, January 23].
Report of a commission of inquiry	**1st parenthetical citation:** (Commission of Inquiry into Alleged Incidents of Corruption , Maladministration, Violence or Intimidation in the Department of Correctional Services [Jali Commission], 2005:4) **Subsequent parenthetical citations:** (Jali Commission, 2005:4) ***Note:*** *Some commissions of inquiry are readily identifiable by the chairperson's surname; you may use the surname, as shown above.*	Commission of Inquiry into Alleged Incidents of Corruption, Maladministration, Violence or Intimidation in the Department of Correctional Services. 2005. *Commission of Inquiry into Alleged Incidents of Corruption, Maladministration, Violence or Intimidation in the Department of Correctional Services appointed by order of the President of the Republic of South Africa in terms of proclamation no. 135 of 2001, as amended: final report: executive summary*. (Chairman: T.S.B. Jali) Durban: Jali Commission of Inquiry into the Department of Correctional Services.
Report of a committee of inquiry	**Parenthetical citation:** (Committee of Inquiry into a Comprehensive Social Security System for South Africa, 2002:5)	Committee of Inquiry into a Comprehensive Social Security System for South Africa. 2002. *Report of the Committee of Inquiry into a Comprehensive Social Security System for South Africa*. Cape Town: Alliance for Children's Entitlement to Social Security.

Reference type	In-text example	Reference list example
Report of a parliamentary committee	**1st parenthetical citation:** (Great Britain. Parliament. House of Commons. Foreign Affairs Committee. [Foreign Affairs Committee], 2004:29) **Subsequent parenthetical citations:** (Foreign Affairs Committee, 2004:29)	Great Britain. Parliament. House of Commons. Foreign Affairs Committee. 2004. *South Africa: fifth report of Session 2003-04: report together with formal minutes, oral and written evidence*. (HC; 117.) London: Stationery Office.
Research report	(Reinecke, 2007:6)	Reinecke, M.K. 2007. *The nature and invasion of riparian vegetation zones in the South Western Cape.* (WRC report; no. 1407/1/07). Gezina, South Africa: Water Research Commission.
Series	(Hellen, 2000:5)	Hellen, D. 2000. *National Aquatic Ecosystem Biomonitoring Programme: ecological reference condition project: field manual: general information, catchment condition, invertebrates and water chemistry.* (NAEBP report series no. 10). Pretoria: Department of Water Affairs and Forestry.
Speech	(Xingwana, 2010)	Xingwana, L. 2010. *Parliamentary media briefing by the Minister for Women, Children and Persons with Disabilities Ms Lulu Xingwana.* Cape Town, 17 November 2010. Available: http://www.info.gov.za/speech/DynamicAction?pageid=461&sid=14640&tid=24537 [2014, January 23].

UNPUBLISHED DOCUMENTS

Things to remember:
- **The titles of unpublished works are not underlined or italicised.**
- Add the term "(Unpublished)" at the end of a reference, if this is not obvious or **easy to establish.**

Reference type	In-text example	Reference list example
Course lecture, course/lecture notes, course manuals	(De Jager, 2005)	De Jager, K. 2005. Quality, authority control and content evaluation in large databases [LIS513 Lecture notes]. Department of Information and Library Studies, University of Cape Town.
Lecture or paper presented at meetings	(Jansen, 2010)	Jansen, J. 2010. What school reform can learn from the rhythm method in sex [Lecture]. University of Cape Town. 2 February.
Manuscript collection	(Bleek and Lloyd Collection)	Bleek and Lloyd Collection. BC151, A5.6. Manuscripts and Archives Department, University of Cape Town Libraries, University of Cape Town. (Unpublished).
Pamphlet (Unpublished)	(Bohler-Muller & van der Merwe, 2011:10) *Note:* *Treat pamphlets as books, unless the place of publication and publisher are not known, then treat pamphlets as unpublished material.*	Bohler-Muller, N. & van der Merwe, C. 2011. The potential of social media to impact socio-political change on the African continent. (Unpublished).
Personal communication	(De Jager, personal communication 2004, May 20) (Thapisa, personal interview, 1998 March 10)	*Note*: Personal communications are not included in the reference list.
Thesis or dissertation	(De la Rey, 1999)	De la Rey, C.M. 1999. Career narratives of women professors in South Africa. Ph.D. Thesis. University of Cape Town.

OTHER MEDIA (Includes references to electronic and other resources, e.g. motion pictures, sound recordings and video recordings.)		
Reference type	**In-text example**	**Reference list example**
Motion picture	**Parenthetical citations**: (*Forgiveness*, 2004) (*Yesterday*, 2004)	*Forgiveness* [DVD]. 2004. Produced by C. Gabriel & Directed by I. Gabriel. Sandown, South Africa: Ster-Kinekor Home Entertainment. *Yesterday* [DVD]. 2005. Produced by A. Singh & Director/Writer D.J. Roodt. Durban: A Videovision Entertainment.
Online video – available from electronic databases	(Sondak, 2013)	Sondak, V. K. 2013. *Update on therapies for metastatic melanoma* [Video file]. Available: http://hstalks.com/?t=BL1003571 [2014, January 23]. ***Note:*** *In the example above* **Henry Stewart Talks: The Biomedical & Life Sciences Collection** *is the database used.*
Online video (e.g. *Youtube*)	(Buzan, T. 2007)	Buzan, T. 2007. *Maximise the power of your brain: Tony Buzan mind mapping* [Video file]. Available: http://www.youtube.com/watch?v=MlabrWv25qQ [2014, January 23].
Sound recording (e.g. podcast)	(Ngema et al. 1988) (*Angolan freedom songs*, 1991) (Davis, 2010)	Ngema, M., Masekela, H., Mhlongo, N. & Committed Artists. 1988. *Sarafina!: The music of liberation: broadway cast recording* [Sound recording]. New York: RCA Victor. ***Note:*** Insert the format when appropriate, e.g. [CD] or [Sound recording] *Angolan freedom songs* [Sound recording]. 1991?. Washington, D.C.: Smithsonian Folkways Records. ***Note:*** *If there is no author/speaker, use the* **title** *as first element of the reference entry.* Davis, D. 2010. *Re-conceiving the doctrine of the separation of powers* [Podcast, July 15]. Available: http://www.law.uct.ac.za/news/multimedia/podcasts/ [2014, January 23].
Social media (e.g. *Facebook*)	(University of Cape Town, 2011) ***Note:*** *If the author's full name is not known, use the screen name as it appears on Facebook etc.*	University of Cape Town. 2011. *Michelle Obama's visit to UCT inspires young learners* [Facebook update, June 27]. Available: https://www.facebook.com/home.php#!/uct.ac.za [2014, July 8]. ***Note:*** *List Twitter entries as:* [Twitter post, 3 June].

MAPS
(See also: Kelly, L. 2013. *How to reference maps, atlases, air photos and geospatial data.* Available: http://libguides.lib.uct.ac.za/content.php?pid=63609&sid=4060118 for much more detailed examples on Maps.)

Reference type	In-text example	Reference list example
Single Map	**1st parenthetical citation:** (University of Cape Town. Southern Africa Labour and Development Research Unit [SALDRU], 1975) **Subsequent parenthetical citation:** (SALDRU, 1975)	University of Cape Town. Southern Africa Labour and Development Research Unit. 1975. *Squatter settlements and Cape Peninsula geography* [Map]. Scale 1:1 000. Cape Town, South Africa: Southern Africa Labour and Development Research Unit, University of Cape Town.
Map in a Topographic Series	(Chief Directorate. Surveys and Mapping, 2003)	Chief Directorate. Surveys and Mapping. 2003. *Cape Town, 3318CD* [Map]. Edition 9. Scale 1:50,000. Mowbray, South Africa: Chief Directorate of Surveys and Mapping. ***Note:*** *In this example a government map was used. Therefore, as an author, in principle, use the official name of the country followed by the full name of the government department. However, in order to avoid a long list of references under "South Africa", shorten the references to just the name of department.*
Map in a Thematic Series	(Grobbelaar, 2007)	Grobbelaar, D.A. 2007. *Pofadder, 2918* [Map]. Scale 1:25,000. 1:250 000 Geological Series. Pretoria, South Africa: Council for Geoscience.
Geospatial Data – GIS data acquired from an electronic source	(Natural Earth Data, 2013)	Natural Earth Data. 2013. *Coastline* [Shape file, October 8]. v. 3.0.0. Natural Earth Data. Available: Natural Earth Data, http://www.naturalearthdata.com/downloads/10m-physical-vectors/10m-coastline/ [2014, January 23].
Google Earth (i.e. Geographical information program)	(Google Earth, 2011)	Google Earth Pro 6.2.1.6014 (beta). 2011. *Niagara Region, ON Canada* [Map, October 5]. 43° 02' 26.22"N, 79° 13' 50.11"W, Eye alt 36 mi. Borders and labels; places layers. NOAA, DigitalGlobe 2013. Available: http://www.google.com/earth/index.html [2014, January 23].
Google Map (i.e. Web mapping service applications)	(Google Maps, 2013) (Kelly, 2013)	**Using print screen version, i.e. similar to photocopying from a book:** Google Maps. 2013. *Claremont, Cape Town, South Africa.* Available: http://goo.gl/maps/aoPqq [2014, January 23]. **Using Google Maps as a tool or application, i.e. creating a tag:** Kelly, L. 2013. *Special Collections, UCT Libraries*. Google Maps. Available: http://goo.gl/maps/yhRZe [2014, January 23]. ***Note:*** *Add the publishing service, i.e. Google Maps, after the title to acknowledge the web mapping service application used to generate the tag.*

MUSIC SCORES		
Reference type	**In-text example**	**Reference list example**
A score - in an anthology of music	(Johnson, 1997)	Johnson, C. 1997. Crazy bone rag. In *Ragtime jubilee: 42 piano gems, 1911-21*, 41-45. D. Jasen, Ed. Mineola: Dover.
	(Beethoven, 1999)	Beethoven, L. 1999. Sonata no. 14 in C-sharp minor, op. 27, no. 2. In *Five great piano sonatas*, 43-60. H. Schenker, Ed. Mineola: Dover.
A score – single composer, also has editor	(Debussy, 1966)	Debussy, Claude. 1966. *43 Songs for voice and piano.* Sergius Kagen, Ed. New York: International Music.
A score from a composer's collected work	(Mozart 1970, 115-116)	Mozart, Wolfgang Amadeus. 1970. *Die Zauberflöte*. G. Gruber & A. Orel, Eds. Neue Ausgabe Sämtliche Werke. Serie 2, Werkgruppe 5, Bd. 19. Kassel: Bärenreiter.
A score - single Composer	**Parenthetical citations:** (Schoenberg, 1949)	Schoenberg, A. 1949. *A survivor from Warsaw; for narrator, men's chorus, and orchestra, op. 46*. Long Island City: Bomart Music Publications.
	(Klatzow, 1996)	Klatzow, P. 1996. *Sonata for violin and piano*. Claremont, South Africa: Musications.
	Composer's name mentioned in sentence: Beethoven's (1976) composition displays…	Beethoven, L. 1976. *Fourth and Fifth Symphonies.* New York: Dover.
	The bassoon solo in *Rite of Spring* (Stravinsky, 1975)	Stravinsky, I. 1975. *Rite of Spring.* London: Hansen House.
Urtext edition	(Bach 1956, 26)	Bach, Johann Sebastian. 1956. *Französische Suiten*. Munich: Henle.
WORKS OF ART (The examples deal with paintings and sculpture; however, there are many other art forms.)		
Painting	(Bester, 1993)	Bester, W. 1993. *Group removals* [Painting]. Cape Town: J.P. Porer loan to the University of Cape Town Works of Art Collection. ***Note:*** *Example of an artwork on loan to a gallery.*
	(Griffin-Jones, 2005)	Griffin-Jones, J. 2005. *Story of Isaac* [Painting]. Cape Town: University of Cape Town Works of Art Collection. ***Note:*** *Example of an artwork owned by the University of Cape Town.*
Sculpture	(Bester, 2000)	Bester, W. 2000. *Sara Baartman* [Sculpture]. Cape Town: University of Cape Town Works of Art Collection.

COMPUTER PROGRAMS (SOFTWARE) & DATA SOURCES			

Things to remember:
There is no need to reference standard software such as *Microsoft Office*, *SPSS* or *Statistica*.

Reference type	In-text example	Reference list example
Computer program & Data source (e.g. McGregorBFA)	(Bloomberg L.P., 2012) ***Note:*** *In this example, the full name of the corporate author was used. However, the format "Bloomberg" is often used; you may shorten the author to this format.*	Bloomberg L.P. 2013. *Stock price of Shoprite from 1 January 2013 to 31 July 2013* [Raw data]. Available: Bloomberg database [2014, January 23]. ***Note:*** Add data output type, e.g. [Graph], [Time series] or [Raw data] as is necessary.
	(Comprehensive Meta-Analysis, 2002)	Comprehensive Meta-Analysis. 2002. *Comprehensive Meta-Analysis* [Computer software]. Version 2. Englewood, NJ: Biostat.
	(McGregorBFA, 2011)	McGregorBFA. 2013. *Analyser: price data.* Johannesburg: McGregorBFA. Available: http://www.mcgregorbfa.com/ [2014, January 23].
	(ThomsonReuters, 2011a)	ThomsonReuters. 2011a. *Datastream* [Online data file]. Version 6. New York: Thomson Reuters. Available: ThomsonReuters [2014, January 23].
	(ThomsonReuters, 2011b)	ThomsonReuters. 2011b. *Reuters 3000 Xtra*. New York: ThomsonReuters. Available: ThomsonReuters [2014, January 23]. ***Note:*** ***Datastream*** and ***Reuters 3000 Xtra*** *are access restricted, for this reason the group author is given after "**Available:**", and not the resource locator (URL).*
	(UNComTrade, 2009)	UNComTrade. 2013. *Commodities explorer: snapshot: USA*. Available: http://comtrade.un.org/db/ce/ceSnapshot.aspx?r=842 [2014, January 23].

SECONDARY SOURCING		

Things to remember:
It is **not permissible** to cite **all the authors mentioned in an article unless you have read all those works.** In fact, it is dishonest. For the same reason, if you habitually refer to authors who are quoted by the author(s) of the book(s) or article(s) that you have been told to read, you are likely to lose marks. **You should consult the original work, if at all possible**. On the rare occasion, when a source is untraceable, acknowledge **both sources in-text**, but only include the **secondary source in the reference list.**

Secondary sourcing	According to Barr and Hayne (1996, quoted by Bauer et al., 2000:13), infants imitate…	Bauer, P.J., Wenner, J.A., Dropik, P.L. & Wewerka, S.S. 2000. Parameters of remembering and forgetting in the transition from infancy to early childhood. *Monographs of the Society for Research in Child Development.* 65(4). Available: http://www.jstor.org/stable/10.2307/3181580 [2014, January 23].
	Mirzeler and Young (2000:408) cite Gray (1999) in support this view, and note…	Mirzeler, M. & Young, C. 2000. Pastoral politics in the northwest periphery in Uganda: AK-47 as change agent. *Journal of Modern African Studies.* 38(3):407-429. Available: http://www.jstor.org/stable/10.2307/161705 [2014, January 23].

9. References & useful readings

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(This site contains information on APA, MLA and Chicago Manual of Style reference types with practical examples.)

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