DUT
DURBAN
UNIVERSITY OF
TECHNOLOGY

LIBRARY

REFERENCING GUIDE

DUT HARVARD REFERENCING STYLE

"RECOGNISE DON'T PLAGIARISE"

Information
Literacy

Acknowledgements

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The electronic version of this guide is available at http://libguides.dut.ac.za/c.php?g=392076

Disclaimer

Please be advised that there are many variations to the Harvard referencing style. This guide attempts to capture the latest practices and is customised for DUT. As this is a generic guide, please confirm with your department/supervisor for departmental preferences.

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Introduction

Durban University of Technology (DUT) aims to promote academic integrity and honesty. Referencing ensures academic integrity and prevents plagiarism. It is important to acknowledge the work of an author and the most accepted way is to use a referencing system.

This guide outlines the Harvard Referencing style which most faculties at the University use. While there are variations to the "Harvard" system, this guide is compiled to suit the needs of both DUT staff and students. The guide will assist in proper referencing techniques when using the various reference sources. It shows you how to insert references in the text of your work (in-text reference) and how to compile a reference list or bibliography. This guide may be used in the absence of a departmental referencing guide. Consult a Subject Librarian for more information on referencing.

What is referencing?

Referencing is a method of acknowledging the sources of ideas, thoughts, opinions and information that have been used to compile assignments, projects, theses and dissertations.

Why reference?

It is good academic practice and is important for academic writing because:

- it facilitates the tracing of the original source or verification of quotations
- it shows the breadth and depth of the literature you have read or consulted
- plagiarism is avoided by correctly referencing the various sources of information.

Glossary

Academic integrity: is ensuring honest and responsible practice, essentially all academic submissions should be an individual's own work.

Anonymous: a resource having an unknown or withheld authorship.

Author: any person or entity responsible for a particular piece of work. This includes editors, compilers, composers, photographers, sculptors, persons interviewed or with whom there was personal communication.

Bibliography: list of sources, arranged in alphabetical order, that have been consulted to compile your assignment, project, etc., but which are not necessarily cited in the written document.
Note: In academic writing one usually submits a "Reference list" rather than a "Bibliography".

Citation: a written reference to a specific work or portion of a work.

Citing: to mention, quote by way of an example or bring forward as support, illustration, proof or authority.

Copyright: a legal right that gives the author of an original work exclusive rights for a certain time period in relation to that work, including its publication, distribution and adaptation.

Corporate author: an organisation or group of persons (associations, institutions, companies, etc.) that are identified by a corporate or group name and acts as an entity responsible for a particular body or piece of work, e.g. Durban University of Technology (DUT).

Direct quotation: a phrase or paragraph or part of the original text which has been repeated in exactly the same way as the original piece of work.

Digital Object Identifier (DOI): allows online articles to be easily found. The DOI can be used instead of the website address (URL).

EndNote: Referencing management software available to registered DUT staff and students. EndNote is used to store and organise references, to search online databases, retrieve full text articles and to create a reference list.
Detailed information on how to download and use EndNote is available via the DUT Library website:
http://library.dut.ac.za/research-support/research-tools/

Footnotes: Reference details of sources of information used, recorded at the bottom of the page.

In-text referencing: the insertion of brief references, in the appropriate places in the text to sources that are being cited by the academic work.

Journal, serials or periodicals: sources which are published periodically, i.e. weekly, monthly, yearly, etc. Examples are newspapers, magazines and yearbooks.

Mendeley: Reference management software that assists in managing and organising your references.

Online database: collection of information arranged in a systematic way to make the search easy and fast. The University subscribes to different databases such as EBSCOhost, ProQuest, Sabinet.

Paraphrasing: expressing someone else's ideas, thoughts or work in your own words.

Plagiarism: Plagiarism is the theft of a person's ideas, work or writing. It occurs when work is submitted without the acknowledgement of the original source.

Preprint: A preprint is any scholarly article, manuscript, draft or working paper that has not yet been peer-reviewed and published in an academic journal. A preprint is uploaded to a public server by the author and can be updated and resubmitted at any time.

Published source: any information source, whether in print or electronic format, that is made available to the public.

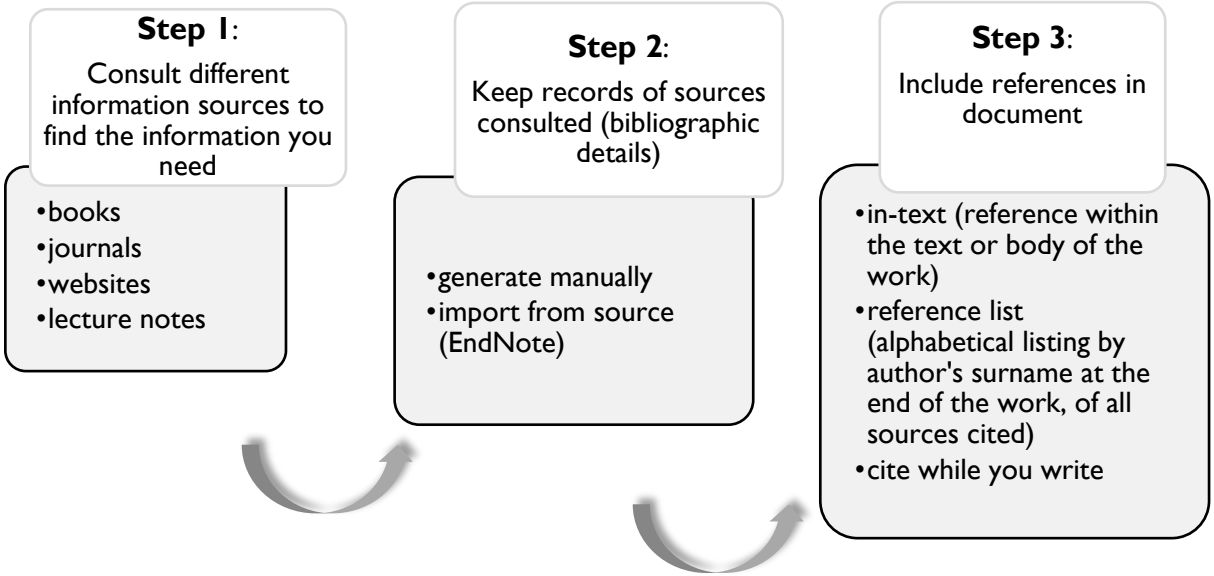
Reference list: an alphabetical list (by author's surname or corporate author) of books, articles, websites or any other sources, that have been consulted during the writing of your assignments, projects, research papers, dissertation, thesis, etc. In the absence of author's surname, use the title.

Source: a person or group, a book, an article, a thesis, or any other work that provides information.

Summarising: expressing someone else's ideas, thoughts or work in your own words, in a short or abbreviated form.

Turnitin: is an online service that the University subscribes to. It is used as an originality checker to detect plagiarism. This is a tool for postgraduates.

Unpublished source: any information source that has not been published.


Step 1:
Consult different information sources to find the information you need
•books
•journals
•websites
•lecture notes
Step 2:
Keep records of sources consulted (bibliographic details)
•generate manually
•import from source (EndNote)
Step 3:
Include references in document
•in-text (reference within the text or body of the work)
•reference list (alphabetical listing by author's surname at the end of the work, of all sources cited)
•cite while you write

There are two key aspects to referencing:

1. In-text referencing: This refers to citing references within the body or text of your work. For the in-text reference, you need the following information:
    - Author's surname
    - Year of publication
    - Page number (if available)
2. The reference list: This is an alphabetical list arranged by author's surname at the end of the assignment, project, thesis or dissertation which contains full details of the sources cited.

Referencing tips:

- Ensure that what is cited within your in-text reference has a corresponding record in your reference list and what is in your reference list has a corresponding record in your in-text reference.
- Check spelling and punctuation carefully.
- Be consistent in your style of referencing especially in the use of punctuation and spacing.
- Use the internet with discretion and always state the date on which the site was accessed.
- The use of ellipsis (…) indicates that words have been omitted from a quotation or that the sentence continues.
- In the reference list, the title is usually in italics. If you are handwriting your reference list you may underline the title instead.
- Use author initial/s rather than full names and if an author has more than one initial, indicate all initials.
- A country name must not be used as a place of publication.
- Subtitles need to be in lower case.
- Should the ampersand appear in the source, use it as is.
- The use of quotation marks indicates a direct quote from the source.

Books (print and online)

1. Single author

- Editions are only noted from the 2nd edition onwards.

In-text format	**Reference list format**
(Surname Year of publication: page number/s) or Surname (year of publication: page number/s)	Author's surname, Initial/s. Year of publication. *Title: subtitle*. Edition. Place of publication: Publisher. or Author's surname, Initial/s. Year of publication. *Title: subtitle*. Edition. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example: According to Westbrook (2008: 41) cardiac gating uses the electrical signal detected by leads … Marques (2016: 160) defines success by one's "status symbols, one's bank account … spending patterns".	**Reference list example:** Westbrook, C. 2008. *Handbook of MRI technique*. Chichester, West Sussex: Wiley-Blackwell. Marques, J. 2016. *Leadership finding balance between ambition and acceptance*. New York: Routledge. Available: http://dutlib.dut.ac.za/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1286927&site=ehost-live&scope=site (Accessed 10 March 2017).

2. Multiple authors

- If there are two to three authors, all authors have to be cited and should be listed in the order that they appear.
- If there are four or more authors use '*et al.*' in the in-text reference and list all authors in the reference list.

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. and Author's Surname, Initial/s. Year of publication. *Title*: *subtitle*. Edition. Place of publication: Publisher. or Author's Surname, Initial/s. Year of publication. *Title: subtitle*. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example: Dunn *et al.* (2003: 109) confirm biomass production rates for fed batch fermenters. Ozgun and Kuzuoglu (2011: 1) highlight that "the analytic theory of heat was published in 1882".	**Reference list example:** Dunn, I. J., Heinzle, E., Ingham, J. and Prenosil, J. E. 2003. *Biological reaction engineering: dynamic modelling fundamentals with simulation examples*. 2nd ed. Weinheim: Wiley-VCH. Ozgun, O. and Kuzuoglu, M. 2011. *Physics research and technology: metamaterials and numerical models*. New York: Nova. Available: http://site.ebrary.com/lib/durbanut/reader.action?docID=10671141&ppg=585 (Accessed 13 August 2015).

3. Editor

(*a person responsible for the writing, compilation, and revision of content*)

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Editor's Surname, Initial/s. ed./eds. Year of publication. *Title: subtitle*. Edition. Place of publication: Publisher. or Editor's Surname, Initial/s. ed./eds. Year of publication. *Title: subtitle*. Edition. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
Boyes (2010: 37) describes an orifice plate as a thin steel plate with a circular orifice of known dimensions located centrally in the plate.	Boyes, W. ed. 2010. *Instrumentation reference book*. 4th ed. Amsterdam: Elsevier.
Qualitative researchers adopt a person-centred and holistic perspective (Holloway and Wheeler 2010: 12).	Holloway, I. and Wheeler, S. eds. 2010. *Qualitative research in nursing and healthcare*. 3rd ed. Chichester: Wiley-Blackwell.
Terre Blanche, Durrheim and Painter (2006: 96) explains that different tactics are used to ensure triangulation.	Terre Blanche, M., Durrheim, K. and Painter, D. eds. 2006. *Research in practice: applied methods for the social sciences*. 2nd ed. Cape Town: UCT Press. Available: http://www.pins.org.za/pins/pins35/pins35_bookreview03_Wilbraham.pdf (Accessed 05 May 2017).

4. Author / Editor unknown

- Where the author is unknown, the title of the work or Anon. could be used, followed by the date of publication.
- Every effort should be made to establish the authorship if you intend to use this work in an academic submission.
- When the title is used in the in-text, it should be italicised.

In-text format	**Reference list format**
(Anon. year of publication: page number/s) or (Title year of publication: page number/s)	Anon. Year of publication. *Title: subtitle*. Edition. Place of publication: Publisher. or *Title: subtitle*. Year of publication. Edition. Place of publication: Publisher. or *Title: subtitle*. Year of publication. Edition. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
As an example when comparing linear equations (Anon. 2013) showed …	Anon. 2013. *Engineering mathematics*. 7th ed. Basingstoke: Palgrave Macmillan.
A linear equation is an algebraic equation in which each term is either … (*Engineering mathematics* 2013: 102).	*Engineering mathematics*. 2013. 7th ed. Basingstoke: Palgrave Macmillan.
Where we are as a society is reflected in much of our South African fiction (*One man* 2014).	*One man*. 2014. Cape Town: Kwela Books. Available: http://www.kwela.com/Books/17582 (Accessed 31 July 2017).

5. Corporate author

(*An organisation, responsible body or group of persons (associations, institutions, companies) that are the entity responsible for a particular piece of work, eg. Durban University of Technology.*)

In-text format	**Reference list format**
(Name of corporate author Year of publication: page number/s) or Name of corporate author (year of publication: page number/s)	Name of corporate author. Year of publication. Title: subtitle. Edition. Place of publication: Publisher. or Name of corporate author. Year of publication. Title: subtitle. Edition. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example: This qualitative work explores linkages in Amajuba, South Africa … (Human Sciences Research Council 2008: vii). The World Bank report (2013) contends that risk management can be a powerful instrument for development … World Bank (2008:2) declared that achieving universal primary enrolment …	**Reference list example:** Human Sciences Research Council. 2008. *Women's property rights, HIV and AIDS & domestic violence: research findings from two districts in South Africa and Uganda*. Cape Town: HSRC Press. World Bank. 2013. *Risk and opportunity: managing risk for development*. Washington, DC: World Bank. World Bank. 2008. *Strategies for sustainable financing of secondary education in Sub-Saharan Africa*. Washington: The International Bank for Reconstruction and Development. Available: http://siteresources.worldbank.org/INTAFRREGTOPSEIA/Resources/Study1_Financing.pdf (Accessed 08 June 2017).

6. Books without publication date

- n.d. – indicates no date.

In-text format	**Reference list format**
Surname (n.d.: page number/s) or (Surname n.d.: page number/s)	Author's Surname, Initial/s. n.d. *Title*: *subtitle*. Edition. Place of publication: Publisher. or Author's Surname, Initial/s. n.d. *Title*: *subtitle*. Edition. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
According to Brown (n.d.: 8) some healthy habits are …	Brown, H. R. n.d. *Your passport to high level health*. Johannesburg: Healthy-Life.
Trenches should be dug 380 mm deep below the surface of the ground (Deetlefs n.d.: 12).	Deetlefs, J. n.d. *Building for the layman*. Halfway House: Deetlefs.
The themes of this play are highlighted in Coward (n.d.: 27) within the context of the Shakespearean understanding…	Coward, N. n.d. *This happy breed: a play in three acts*. London: Samuel French. Available: https://books.google.co.za/books/about/This_Happy_Breed.html?id=ZdvPAAAAMAAJ&redir_esc=y (Accessed 8 June 2017).

7. Secondary sources

- Secondary referencing is used in a book or journal article where the author cites facts or information cited in research done by someone else. This is regarded as a secondary source as the researcher has not consulted the original source.
- Every attempt should be made to cite from the original source.

In-text format	**Reference list format**
(Surname year of publication, cited in Surname year of publication: page number/s) or Surname (year of publication cited in Surname year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. *Title*: *subtitle*. Place of publication: Publisher. or Author's Surname, Initial/s. Year of publication. *Title*: *subtitle*. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
Fong's 1987 study (cited in Bertram 1997) found that older students' memory can be as good as that of young people, but this depends on how memory is tested.	Bertram, F. 1997. *The tragedy of youth*. 2nd ed. New York: Macmillan.
The visionary properties have been recorded in ethnomedicine research (Eberhard 1938, cited in Rätsch 2001: 206).	Rätsch, C. 2001. *Marijuana medicine: a world tour of the healing and visionary powers of cannabis*. Rochester, VT: Healing Art Press. Available: https://books.google.co.za/books?id=-cxrAwAAQBAJ (Accessed 20 May 2015).

8. Chapters/Sections in a book

(*A chapter or section is part of a book and may have its own author/s.*)

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. Chapter title: subtitle. In: Surname, Initial/s. ed. *Title of book: subtitle*. Place of publication: Publisher, page numbers. or Author's Surname, Initial/s. Year of publication. Chapter title: subtitle. In: Surname, Initial/s. *Title of book: subtitle*. Edition. Place of publication: Publisher, page numbers. (if available) Available: website address (Accessed date).
In-text citation example: Gabard (2014: 287) states that sun protection … Influence, trust, fairness and charisma are four essential leadership qualities (Platow *et al.* 2004: 36).	**Reference list example:** Gabard, B. 2014. Sun protection and sunscreens. In: Barel, A. O., Paye, M. and Maibach, H. I. eds. *Handbook of cosmetic science and technology*. 4th ed. London: CRC Press, 287-292. Platow, M. J., Haslam, S. A., Foddy, M. and Grae, D. M. 2004. Leadership as the outcome of self-categorization process. In: van Knippenberg, D. and Hogg, M. A. eds. *Leadership and power: identity processes in groups and organizations*. London: SAGE Publications, 34-47. Available: http://site.ebrary.com/lib/durbanut/docDetail.action?docID=10080864 (Accessed 12 August 2015).

9. Non-English title

- When writing in the English language and you are referring to sources which are written in other languages, give the source title exactly as it appears in the original language or give an English translation of it in square brackets.

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. *Title* [*Translated title*]. Place of publication: Publisher. or Author's Surname, Initial/s. Year of publication. *Title*. Place of publication: Publisher. or Author's Surname, Initial/s. Year of publication. *Title*. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
The theme of hope expressed by Mbambo and Mngadi (2010: 87) …	Mbambo, S. M. and Mngadi, M. J. 2010. *Uthando nethemba [Love and hope]*. Durban: Indwa Publishers.
In isiZulu short stories (Mbambo and Mngadi 2010: 44) …	Mbambo, S. M. and Mngadi, M. J. 2010. *Uthando nethemba.* Durban: Indwa Publishers.
The recurring theme of homelessness (Anctil and Ferland 2014) is a compelling …	Anctil, P. and Ferland, R. eds. 2014. *Un homme grand*. Montreal: MQUP. Available: http://ebookcentral.proquest.com/lib/durbanut-ebooks/detail.action?docID=3331199 (Accessed 5 June 2017).

10. Book reviews

(*An analysis or summary of a book published in a newspaper or journal.*)

In-text format	**Reference list format**
Reviewer's Surname (year of publication: page number/s) or (Reviewer's Surname Year of publication: page number/s)	Reviewer's Surname, Initial/s. Review date. Title of book being reviewed by Author(s) of book, reviewed in *Title of Journal/Newspaper* containing the review, volume(issue): page numbers. or Reviewer's Surname, Initial/s. Review date. Title of book being reviewed by Author(s) of book, reviewed in *Title of Journal/Newspaper* containing the review, volume(issue): page numbers. Available: website address (Accessed date).
In-text citation example: Hickman (2013: 144) emphasised that there are … This book presents a postcolonial indigenous research paradigm (Ntseane 2012: 195).	**Reference list example:** Hickman, L. 2013. The resilient nurse: empowering your practice by McAllister, M and Lowe, J. B. eds., reviewed in *Contemporary Nurse*, 45(1): 144. Ntseane, D. M. 2012. Indigenous research methodologies by Chilisa, B, reviewed in *Journal of Social Development in Africa*, 27(1): 195-197. Available: http://search.proquest.com/docview/1268825111?accountid=10612 (Accessed 20 October 2015).

11. Translated work

- For works which have been translated the reference should include details of the translator and for major historical works the date of the original work may be included.

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. Title: subtitle. Translated from original Language by Surname, Initial/s of Translator. Place of publication: Publisher. or Author's Surname, Initial/s. Year of publication. Title: subtitle. Translated from original Language by Surname, Initial/s of Translator. Place of publication: Publisher Available: website address (Accessed date).
In-text citation example: Corvi (1997: 7) confirms that Popper developed an interest in … A recent study indicated that … (Richter and Hebgen 2009: 23). Robert Langdon is accused of murdering the curator of the Louvre… (Brown 2003: 12).	**Reference list example:** Corvi, R. 1997. *An introduction to the thought of Karl Popper*. Translated from Italian by Camiller, P. London: Routledge. Richter, P. and Hebgen, E. 2009. *Trigger points and muscle chains in osteopath.* Translated from German by Wilms, S. Stuttgart: Thieme Verlag. Brown, D. 2003. *El código Da Vinci*. Translated from English by Estrella, J. London: Corgi Books Available: https://www.goodreads.com/book/show/4250.El_c_digo_Da_Vinci (Accessed 05 May 2017).

12. Reports

(*Written accounts of something that has been investigated or reported.*)

In-text format	**Reference list format**
(Surname / Organisation Year of publication: page number/s) or Surname / Organisation (year of publication: page number/s)	Author's Surname, Initial/s / Organisation. Year. *Title of report.* Place of Publication: Publisher. or Author's Surname, Initial/s / Organisation. Year. Title of report. Place of Publication: Publisher. Available: website address (Accessed date).
In-text citation example: The World Bank (2009: 97) highlighted that divisions are not synonymous with borders. Women continue to face discrimination in access to work (United Nations 2015: 8).	**Reference list example:** World Bank. 2009. *World development report 2009: reshaping economic* geography. Washington, DC: World Bank. United Nations. 2015. *The millennium development goals report 2015*. New York: United Nations. Available: http://www.un.org/millenniumgoals/2015_MDG_Report/pdf/MDG%202015%20rev%20(July%201).pdf (Accessed 20 July 2015).

13. Reference sources

- When the title is used in the in-text, it should be italicised.

In-text format	**Reference list format**
Title (year of publication: page number/s) or (Title Year of publication: page number/s)	*Title*. Year of publication. Place of publication: Publisher. or *Title*. Year of publication. Available: website address (Accessed date).
In-text citation example: The avalanche diode is a pn-junction diode reverse-biased into the avalanche region (*McGraw-Hill encyclopedia of science & technology* 2012: 1690). According to the *Concise encyclopedia of system safety: definition of terms and concepts* (2011: 16) special consideration must be given to the possible need for …	**Reference list example:** *McGraw-Hill encyclopedia of science & technology*. 2012. New York: McGraw-Hill. *Concise encyclopedia of system safety: definition of terms and concepts*. 2011. Available: http://site.ebrary.com/lib/durbanut/reader.action?docID=10484730&ppg=36 (Accessed 2 February 2015).

Journals (print and online)

- To distinguish between the article title and the journal title, the journal title is either underlined or in *italics*.

- Some journals indicate seasons of the year (Autumn / Fall, Winter, Spring, Summer), or parts of the year (First quarter, Second quarter, Third quarter, Fourth quarter) or just the names of the month in which they are published (January, February, March, etc.) to identify the different parts.

- A Digital Object Identifier (DOI) allows online articles to be easily found. The DOI can be used instead of the website address (URL).

14. Journals with volume and part/issue number

(*Journals that have both a volume number and an issue or part number*)

In-text format	**Reference list format**
Surname (year of publication: page number /s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(part/issue number): page number/s. or Author's Surname, Initials. Year of publication. Article title. *Journal Title*, volume number(part/issue number): page number/s. Available: website address or DOI (Accessed date).
In-text citation example:	**Reference list example:**
Cirera (2014: 199) stated the undeniable impact of metal-organic frameworks … "… a significant number of policy issues must be considered" (Chisholm *et al.* 2009: 334). Today's undergraduate students … (Bravo, Lucia and Martin 2013: 624).	Cirera, J. 2014. Guest effect on spin-crossover frameworks. *Reviews in Inorganic Chemistry*, 34(2): 199-216. Chisholm, C. U., Harris, M. S. G., Northwood, D. O. and Johrendt, J. L. 2009. The characterisation of work-based learning by consideration of the theories of experiential learning. *European Journal of Education*, 44(3) Part 1: 319-337. Available: http://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=7bae4517-08e6-469b-9c4d-513c1a9909b1%40sessionmgr110&vid=1&hid=124 (Accessed 2 December 2015). Bravo, R., Lucia, L. and Martin, M. J. 2013. Assessing a web library program for information literacy learning. *Reference Services Review*, 41(4): 623-638. Available: https://doi.org/10.1108/RSR-05-2013-0025 (Accessed 14 August 2015).

15. Journals without volume number

- Use the date or any other descriptor e.g. Summer.
- Where there is no volume, issue number /part, a comma (not a colon) is placed after the title of the journal. This shows that the page numbers follow.

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, Part name/descriptor: page numbers.
In-text citation example: Caterpillar (2015: 24) is of the view that gas engine-generator technology can also play a role in utility contingency planning. Persistent soaring temperatures, constant vomiting or diarrhoea needs urgent medical attention (Worden 2008: 12).	**Reference list example:** Caterpillar, M. D. 2015. How utilities reduce costs and boost efficiency with gas. *Energize: Power Journal of the South African Institute of Electrical Engineers*, January/February: 21-24. Worden, J. 2008. Baby and toddler health. *Health and Homoeopathy*, Summer: 12-14.

16. Journals: special issues (supplementary issue)

(*A special issue usually publishes papers on a specific theme, or relating to an event, or from a specific group of authors*)

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(Suppl.): page number/s. or Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(Suppl.): page number/s. Available: website address (Accessed date).
In-text citation example: Soskolane (2016: S12) discusses the importance of proper mentorship and states that humility and excellence are the two most pertinent principles. There are patients who are not aware … (Zavadsky 2015: 17).	**Reference list example:** Soskolane, C.L. 2016. *A pillar of academic and research excellence*. South African Medical Journal, 106(Suppl. 1): S12-S13. Zavadsky, M. 2015. Establishing partnerships between home health and EMS-based MIH-CP programs. *Journal of Emergency Medical Services*, 40(Suppl.): 17-19. Available: http://ems.sinaiem.org/wp-content/uploads/2015/10/MedStar.pdf (Accessed 2 June 2017).

17. Journal article without an author

(*A journal article where the author cannot be identified or chooses to remain anonymous*)

- Where the author is unknown, the title of the work or Anon. could be used, followed by the date of publication.
- Every effort should be made to establish the authorship if you intend to use this work in an academic submission.
- It is recommended that Anon. is used at the end of the in-text reference.

In-text format	**Reference list format**
Anon. (year of publication: page number/s) or (Anon. Year of publication: page number/s)	Anon. Year of publication. Article title: subtitle. *Journal Title*, volume number(issue number): page number/s. or Anon. Year of publication. Article title: subtitle. *Journal Title*, volume number(issue number): page number/s. Available: website address (Accessed date).
In-text citation example: "Responding effectively to language barriers …" (Anon. 2014: 210). The guide highlights issues of authorship, plagiarism and conflict of interest (Anon. 2014: 210).	**Reference list example:** Anon. 2014. EASE guidelines for authors and translators of scientific articles to be published in English. *Acta Informatica Medica,* 22(3): 210-217. Anon. 2014. EASE guidelines for authors and translators of scientific articles to be published in English. *Acta Informatica Medica,* 22(3): 210-217. Available: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4130677/ (Accessed 2 June 2017).

18. Multiple citations for journal articles

(*Citing of multiple sources that support the same idea*)

In-text format	**Reference list format**
Surname (year of publication: page number/s); Surname (year of publication: page number/s) or (Surname year of publication: page number/s; Surname year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(part/issue number): page number/s. or Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(part/issue number): page number/s. Available: website address (Accessed date).
In-text citation example: Aikens *et al.* (2014: 722), Dane and Brummel (2014: 125) and Karakas (2010: 100) support the idea that spirituality and mindfulness can enhance organisational outcomes. Spirituality and mindfulness can enhance organisational outcomes … well-being (Aikens *et al.* 2014: 722; Dane and Brummel 2014: 125; Karakas 2010: 100).	**Reference list example:** Aikens, K., Astin, J., Pelletier, K., Levanovich, K., Baase, C., Park, Y. Y. and Bodnar, C. 2014. Mindfulness goes to work: impact of an online workplace intervention. *Journal of Occupational and Environmental Medicine*, 56(7): 721-731. Dane, E. and Brummel, B. J. 2014. Examining workplace mindfulness and its relations to job performance and turnover intention. *Human Relations*, 67(1): 105-128. Available: http://journals.sagepub.com/doi/abs/10.1177/0018726713487753 (Accessed 31 May 2017). Karakas, F. 2010. Spirituality and performance in organizations: a literature review. *Journal of Business Ethics*, 94(1): 89-106.

19. Journal articles with article ID

- Some online articles have an article ID to identify them.

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname year of publication: page number/s)	Author's Surname, Initials. Year of publication. Article title. *Journal Title*, volume number: article id. Available: website address or DOI (Accessed date).
In-text citation example: According to Wabiri and Taffa (2013: 2) the data … The study revealed a high prevalence of HIV among the poor and women … (Wabiri and Taffa 2013: 7).	**Reference list example:** Wabiri, N. and Taffa, N. 2013. Socio-economic inequality and HIV in South Africa. *BMC Public Health*, 13: 1037. Available: http://www.biomedcentral.com/1471-2458/13/1037 (Accessed 15 October 2015).

20. Journals (reference to more than one publication by same author in the same year)

- When referencing sources which are written by the same author and published in the same year, use letters a, b, c, etc. after the publication year (without a space) to distinguish between them. Each source would require a separate entry in the reference list.

In-text format	**Reference list format**
Surname (year of publication): page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. Article title. *Journal title*, volume number(issue number): page number/s. Available: website address or DOI (Accessed date).
In-text citation example:	**Reference list example:**
Reynolds (2010a: 165) suggested that …	Reynolds, A. J. 2010a. Predicting adult criminal behaviour from juvenile delinquency. *Advances in Life Course Research*, 15: 161-170. Available: https://doi.org/10.1016/j.alcr.2010.10.005 (Accessed 24 August 2015).
Crime was measured through a … (Reynolds 2010b: 1056).	Reynolds, A. J. 2010b. Preschool education, educational attainment and crime prevention. *Children and Youth Services Review*, 32: 1054-1063. Available: http://www.sciencedirect.com/science/article/pii/S0190740909003O4 (Accessed 20 August 2015).

21. Journal without page numbers

- In cases where there are no page numbers, use the paragraph and line number in the in-text citation to assist the reader in finding the exact location.

In-text format	**Reference list format**
Surname (year of publication: paragraph number line number) or (Surname Year of publication: paragraph number line number)	Author's Surname, Initial/s. Year of publication. Article title. *Journal Title*, volume number(issue number). Available: website address or DOI (Accessed date month year).
In-text citation example: Halliday (2016: para. 5 line 1) reports that … The study conceptualises … (Halliday 2016: para. 10 line 1).	**Reference list example:** Halliday, S.V. 2016. User-generated content about brands. *Journal of Business Research*, 69(1). Available: http://www.sciencedirect.com/science/article/pii/S0148296315003185 (Accessed 11 January 2016).

22. Secondary sources

- Secondary referencing is used in a book or journal article where the author cites facts or information cited in research done by someone else. This is regarded as a secondary source as the researcher has not consulted the original source.
- Every attempt should be made to cite from the original source.

In-text format	**Reference list format**
Surname (year of publication cited in Surname year of publication: page number/s) or (Surname Year of publication cited in Surname year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(issue number): page number/s. or Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(issue number): page number/s. Available: website address (Accessed date).
In-text citation example: Wing, Lee and Chen (1994 cited in McKechnie 1998) discusses sleep paralysis … … prevalence of allergy in inner city patients (Gelber *et al.*1993 cited in Manjra 2014: 263) …	**Reference list example:** McKechnie, J. 1998. Incidence and diagnoses of sleep paralysis. *Nursing Times,* 94(22): 50-51. Manjra, A. I. 2014. Cockroach allergy in Durban: review article. *Current Allergy and Clinical Immunology*, 27(4): 263-264. Available: https://www.allergysa.co.za/Content/Journals/December2014/Cockroach.pdf (Accessed 23 May 2017).

23. Newspapers

(*A publication (issued daily or weekly) containing news, articles, advertisements and correspondence*)

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initials. Year of publication. Article title. *Title of Newspaper*, Date of newspaper: page numbers. or Author's Surname, Initial/s. Year of publication. Article title. *Title of Newspaper*, Date of newspaper: page number/s. Available: website address (Accessed date).
In-text citation example: Begley (2012: 11) reports that full-genome sequencing could help decide … The accident has left Durban devastated (Jansen 2015).	**Reference list example:** Begley, S. 2012. Genomes: the future has arrived: a new DNA reader is set to bring genetics into everyday medicine – but how many advantages will this in fact bring? *The Witness*, 23 January: 11. Jansen, L. 2015. Anger as broken down truck kills two. *IOL News*, 24 August. Available: http://www.iol.co.za/news/south-africa/kwazulu-natal/anger-as-broken-down-truck-kills-2-1.1904647#.VdrocHkcTIU (Accessed 24 August 2015).

24. Conference proceedings

(*Conference proceedings are collections of papers presented at conferences, symposiums, workshops, etc*)

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. Title of conference paper/contribution. In: Editor's Surname, Initial/s., ed. *Title of Conference Proceedings*. Venue of conference, City of conference, date of conference. Place of publication: Publisher, page numbers. or Author's Surname, Initial/s. Year of publication. Title of conference paper/contribution. In: Editor's Surname, Initial/s., ed. *Title of Conference Proceedings*. Venue of conference, City of conference, date of conference. Place of publication: Publisher, page numbers. Available: website address or DOI (Accessed date).
In-text citation example:	**Reference list example:**
The need for private sector investment and management in the water sector considers … (Owen 2000: 231). Batchelor and Bengtsen (2013: 1) describe how challenging it is to …	Owen, D. 2000. Liberalization, privatization and the water sector. In: Ward, H. and Brack, D. eds. *Trade, Investment and the Environment: Proceedings of the Royal Institute of International Affairs Conference.* Chatham House, London, October 1998. London: Earthscan, 230-241. Batchelor, D. and Bengtsen, S. S. 2013. Moving targets: the elusiveness of student voice in higher education. In: *SRHE Annual Research Conference 2013*. Celtic Manor Resort, Newport, Wales, 11-13 December 2013. London: Society for Research into Higher Education, 1-3. Available: http://www.srhe.ac.uk/conference2013/ (Accessed 17 August 2015).

25. Papers in conference abstract volumes

(*These include only abstracts of papers presented at a conference*)

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. Title of conference paper/contribution. In: Editor Surname, Initial/s., ed. *Title of Conference Proceedings: sub-title.* Place of conference, date of conference. Place of publication: Publisher, page numbers. or Author's Surname, Initial/s. Year of publication. Title of conference paper/contribution. In: Editor Surname, Initial/s., ed. *Title of Conference Proceedings: sub-title.* Place of conference, date of conference. Place of publication: Publisher, page numbers. Available: website address or DOI (Accessed date).
In-text citation example: Brabazon (2016: 1) suggest that ignorance is the greatest challenge today. Trauth (2015: 15) suggests that the environmental stability of the East African Rift Valley was important for …	**Reference list example:** Brabazon, T. 2016. 3D librarian: information literacy in an accelerated age. In: Špiranec, S., Kurbanoğlu, S., Landová, H., Grassian, E., Mizrachi, D., Roy, L. and Kos, D. *The Fourth European Conference on Information Literacy (ECIL)*. Prague, Czech Republic, 10-13 October 2016. Prague, Czech Republic: Association of Libraries of Czech Universities, 1. Trauth, M. 2015. Episodes of environmental stability versus instability in late Cenozoic lake records of Eastern Africa. In: Rosen, M.R., Cohen, A., Kirby, M., Gierlowski-Kordesch, E., Starratt, S., Valero Garcés, B.L., and Varekamp, J., eds. *Sixth International Limnogeology Congress: Abstract Volume Reno, Nevada, June 15-19 2015: Open-File Report 2015-1092*. Reno, Nevada, June 15-19 2015. Reston, Virginia: U.S. Geological Survey, 15-16. Available: http://pubs.er.usgs.gov/publication/ofr20151092 (Accessed 17 August 2015).

Other Online Sources

26. Internet sources with author/s

- In the absence of a page number, paragraph and line number should be used.
- The date reflected should be either the publication date (where available), the year the site was last updated or copyright date.

In-text format	**Reference list format**
(Surname Year: page number/s) or Surname (year: paragraph number line number)	Author's Surname, Initial/s. Year. *Title*. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
"Chiropractic services should be fully integrated into the health care system" (Manga *et al*. 1993: 3).	Manga, P., Angus, D., Papadopoulos, C. and Swan, W. 1993. *The effectiveness and cost-effectiveness of chiropractic management of low-back pain*. Available: http://backpainsouthend.com/fileupload/Manga_report_summary_5B1_5D.pdf (Accessed 1 February 2016).
Smith (2009: para. 3 line1) states ...	Smith, P. 2009. *Transformation critical to higher education and training*. Available: http://www.engineeringnews.co.za/article/higher-education-under-construction-2009-07-17 (Accessed 10 December 2009).

27. Internet sources without author/s

- Sources that have no author should be evaluated to determine the authenticity or suitability for academic purposes.
- Where the author is unknown, the title of the work or Anon. could be used, followed by the date of publication.
- The date reflected should be either the publication date (where available), the year the site was last updated or copyright date.

In-text format	**Reference list format**
(Anon. year) or *Title* (year: paragraph number line number)	Anon. Year. *Title*. Available: website address (Accessed date). or *Title*. Year. Available: website address (Accessed date).
In-text citation example: The irrigation tunnels in the Harpan and Turpan areas have a history over 2000 years old (Anon. 2014). In the article, *Underground irrigation tunnels* (2014: para. 3 line 1) wells vary in depth depending on their location.	**Reference list example:** Anon. 2014. *Underground irrigation tunnels*. Available: http://arts.cultural-china.com/en/83Arts1392.html (Accessed 23 February 2016). *Underground irrigation tunnels*. 2014. Available: http://arts.cultural-china.com/en/83Arts1392.html (Accessed 23 February 2016).

28. Internet sources without a date

- Sources that have no date should be evaluated to determine the authenticity or suitability for academic purposes.

In-text format (Surname n.d.) or Surname (n.d.)	**Reference list format** Author's Surname, Initial/s. n.d. *Title*. Available: website address (Accessed date).
In-text citation example: "Communities of practice benefit members through focused networking …" (International Facility Management Association n.d). According to Pirragli and Media (n.d) …	**Reference list example:** International Facility Management Association. n.d. *Community of practice benefits*. Available: http://www.ifma.org/membership/membership-benefits/community-of-practice-benefits (Accessed 14 August 2015). Pirragli, W. and Media, D. n.d. *The effects of leadership styles on the organization*. Available: http://smallbusiness.chron.com/effects-leadership-styles-organization-10387.html (Accessed 19 August 2015).

29. Blogs (weblogs) / Wikis

(*A conversational website written by an individual or a group*)

- The date reflected should be either the publication date (where available), the year the site was last updated, or the copyright date.

In-text format	**Reference list format**
Surname/Alias (year: page number/s) or (Surname/Alias Year: page number/s)	Author's Surname, Initial/s or alias. Year of post. Title of the posting. *Title of the website* (type of work). Available: blog address (Accessed date). or Author's Surname, Initial/s or alias. Year of post. Title of the posting. *Title of the website* (type of work). Available: wiki address (Accessed date).
In-text citation example:	**Reference list example:**
According to Frank (2009) …	Frank, R. 2009. The future of environment. *About our country* (blog). Available: http://www.ourcountry.blogger.com (Accessed 22 May 2009).
HelloDoctor (2012) advises that …	HelloDoctor. 2012. *Weekly portions of oily fish can help ward off stroke* (wiki). Available: http://www.hellodoctor.com (Accessed 22 May 2013).
Technofunc (2012) advises that …	Technofunc. 2012. *Leadership skills* (wiki). Available: http://www.technofunc.com/index.php/leadership-skills-2/it-leadership-blogs/22-leadership-skills-wiki (Accessed 14 August 2015).

30. Social networking sites (Facebook, Twitter, Bebo, etc.)

(Online social media used by people to build social networks and interact with each other online)

- The date reflected should be either the publication date (where available), the year the site was last updated, or the copyright date.

In-text format Surname (year) or (Surname Year)	**Reference list format** Author's Surname, Initial/s or Alias. Year of post. *Title of page*. Day month of posted message. Available: website address (Accessed date).
In-text citation example: According to Jones (2009) … Communication is key … (Dr Phil 2009).	**Reference list example:** Jones, S. 2009. *Referencing group*. 5 May. Available: http://www.facebook.com/#!/profile.php?id=1000434 (Accessed 5 May 2009). Dr Phil. 2009. *Rules of engagement.* 20 February. Available: http://www.facebook.com/#!/profile.php?id=10876 (Accessed 20 February 2009).

31. Computer programs

(*A computer program is software which is installed on a computer to perform a particular function*)

- The date reflected should be either the publication date (where available), the year the site was last updated, or the copyright date.

In-text format	**Reference list format**
Surname (year of release) or (Surname Year of release)	Creator's Surname, Initial/s. Year of release. Title of program (type of work). Available: website address (Accessed date).
In-text citation example: MathWorks (2015) … using mathematical functions. This software has revolutionised referencing (Thomson Reuters 2015).	**Reference list example:** MathWorks. 2015. *MATLAB: the language of technical computing* (computer software). Available: http://www.mathworks.com/products/matlab/ (Accessed 28 October 2015). Thomson Reuters. 2015. *EndNote X7.2* (computer software and manual). Available: http://www.endnote.com/ (Accessed 21 July 2015).

Government publications, patents, councils and miscellaneous documents (print and online)

32. Commissions with a chairperson

- In the title of a Commission of Inquiry, the significant words of the title should begin with capital letters.

In-text format	**Reference list format**
(Surname Year of publication: page number/s) or Surname (year of publication: page number/s)	Chairperson's Surname, Initial/s., Chairperson. Year of publication. *Title of Inquiry*. Place of publication: Publisher. or Chairperson's Surname, Initial/s., Chairperson. Year of publication. *Title of Inquiry*. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example: In the *Commission of Inquiry into Racism* (Grey 2009: 78), it was stated … Seriti (2011) announced the terms of reference …	**Reference list example:** Grey, D. S., Chairperson. 2009. *Commission of Inquiry into Racism*. Pretoria: Government Printer. Seriti, W., Chairperson. 2011. *The Commission of Enquiry into Allegations of Fraud, Corruption, Impropriety or Irregularity in the Strategic Defence Procurement Packages (SDPP).* Pretoria: Department of Justice and Constitutional Development. Available: http://www.armscomm.org.za/index.html. (Accessed 16 November 2015).

33. Councils (as issuing bodies)

(*Councils are advisory or administrative bodies that are formally constituted and which meet regularly in order to manage the affairs of a city, municipality etc.*)

In-text format	**Reference list format**
Council name (year of publication: page number/s) or (Council name Year of publication: page number/s)	Name of Council. Year of publication. *Title*. Place of publication: Publisher. or Name of Council. Year of publication. *Title*. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example: The South African Council for Educators (2016: 11) mentioned that the fluidity and complexity of the educational environment … As reported (South African Medical Research Council 2015: 20) the president is responsible for the Council's performance …	**Reference list example:** South African Council for Educators. 2016. *Annual Report 2015/2016*. Centurion: SACE. South African Medical Research Council. 2015. *Annual Report 2014-2015*. Cape Town: South African Medical Research Council. Available: http://www.mrc.ac.za/annualreport/index.html#p=18 (Accessed 28 October 2015).

34. Government reports

(*Government departments produce reports, many of which are available to the public through the Government Printing Office*)

In-text format (Country, Department year of publication: page number/s) or Country, Department. (year of publication: page number/s)	**Reference list format** Country, Department. Year of publication. *Title*. Place of Publication: Publisher. or Country, Department. Year of publication. *Title*. Place of Publication: Publisher. Available: website address (Accessed date).
In-text citation example: According to the latest figures shown in the report of South Africa, Department of Health (2008: 11) … … as stated at the forum (South Africa, Department of Government Communication and Information System 2014: 11).	**Reference list example:** South Africa, Department of Health. 2008. *Nursing Strategy for South Africa*. Pretoria: Government Printer. South Africa, Department of Government Communication and Information System. 2014. *Annual Report to Citizens 2013/14*. Pretoria: Department of Government Communication and Information System. Available: http://www.gcis.gov.za/content/resource-centre/reports/annual-reports (Accessed 28 October 2015).

35. Government Gazettes

(*Government publications which publish legislation, public and legal notices*)

In-text format	**Reference list format**
Country, Department (year of publication: page number/s) or (Country, Department year of publication: page number/s)	Country, Department. Year of publication. *Title*. Government Gazette number: Day Month. Place of publication: Publisher. or Country, Department. Year of publication. *Title.* Government Gazette number: Day Month. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
The South African Department of Basic Education (2014: 4) suggested that visual impairment is one of the barriers that may require differentiated assessment and accommodation. The National List of Invasive Terrestrial and Fresh-water Plant Species has 379 species (South Africa, Department of Environmental Affairs 2014: 4). The South African Department of Environmental Affairs and Tourism (2014: 8) determined the pricing strategy …	South Africa, Department of Basic Education. 2014. *National Education Policy Act, 1996 (Act No. 27 of 1996): Approval of the Amendments to the Policy Document, National Policy Pertaining to the Conduct, Administration and Management of Examination and Assessment for the National Senior Certificate*. Government Gazette 37652: 16 May. Cape Town: Government Printer. South Africa, Department of Environmental Affairs. 2014. *National Environmental Management: Biodiversity Act 10 of 2004 Alien and Invasive Species Lists.* Government Gazette 37886: 1 August. Pretoria: Government Printer. South Africa, Department of Environmental Affairs and Tourism. 2014. *National Environmental Management Waste Amendment Act, 26 of 2014.* Government Gazette 37714: 2 June. Cape Town: Department of Environmental Affairs and Tourism. Available: http://cer.org.za/wp-content/uploads/2010/03/Waste-Amenment-Act-2014.pdf (Accessed 28 October 2015).

36. Green papers

(*Green papers are tentative government reports and consultation documents of policy proposals for debate and discussion*)

In-text format	**Reference list format**
(Country, Department year of publication: page number/s) or Country, Department (year of publication: page number/s)	Country, Department. Year of publication. *Title*. Place of Publication: Publisher. or Country, Department. Year of publication. *Title*. Place of Publication: Publisher. Available: website address (Accessed date).
In-text citation example: "The word environment embraces the conditions and / or influences under which any individual or thing exists, lives or develops" (South Africa, Department of Environmental Affairs 1996: 5). The South African National Planning Commission (2009: 11) reported in the Green Paper that the national strategic plan will define high level outcomes and impacts.	**Reference list example:** South Africa, Department of Environmental Affairs. 1996. *Green Paper on Environmental Policy for South Africa.* Pretoria: Government Printer. South Africa, National Planning Commission. 2009. *Green Paper: National Strategic Planning*. Pretoria: The Presidency. Available: http://www.parliament.gov.za/content/gp_nsp.pdf (Accessed 10 November 2015).

37. White papers (in Government Gazette)

(*These are issued by the government as statements of policy, and may propose legislative changes*)

In-text format	**Reference list format**
(Country, Department. year of publication: page number/s) or Country, Department (year of publication: page number/s)	Country, Department. Year of publication. *Title*. Government Gazette number: Day Month. Place of Publication: Publisher. or Country, Department. Year of publication. *Title*. Government Gazette number: Day Month. Place of Publication: Publisher. Available: website address (Accessed date).
In-text citation example: As reported in the white paper (South Africa, Department of Public Service and Administration 1998: 11) the objectives are … The South African Department of Education (2004: 10) reported in the white paper that …	**Reference list example:** South Africa, Department of Public Service and Administration. 1998. *The White Paper on Affirmative Action in the Public Service.* Government Gazette 18800: 23 April. Pretoria: Government Printer. South Africa, Department of Education. 2004. *White Paper on e-Education*. Government Gazette 26734: 26 August. Pretoria: Department of Education. Available: http://www.education.gov.za/LinkClick.aspx?fileticket=%2BfGxKN%2FCtg0%3D&tabid=883&mid=3386 (Accessed 10 November 2015).

38. White papers (not in Government Gazette)

(*A white paper is an authoritative report that informs readers concisely about a complex issue*)

In-text format	**Reference list format**
Country, Department (year of publication: page number/s) or (Country, Department year of publication: page number/s)	Country, Department. Year of publication. Title. Place of Publication: Publisher. or Country, Department. Year of publication. Title. Available: website address (Accessed date).
In-text citation example: The South African Department of Higher Education and Training (2013: 24) states in the white paper that funding is … … in the renewable energy industry (South Africa, Department of Minerals and Energy 2003: 12).	**Reference list example:** South Africa, Department of Higher Education and Training. 2013. *White Paper for Post-school Education and Training: Building an Expanded, Effective and Integrated Post-school System*. Pretoria: Department of Higher Education and Training. South Africa, Department of Minerals and Energy. 2003. *White Paper on Renewable Energy*. Pretoria, South Africa: Department of Minerals and Energy. Available: https://unfccc.int/files/meetings/seminar/application/pdf/sem_sup1_south_africa.pdf (Accessed 29 November 2015).

39. Laws or Acts

(*Law is a broad term that includes Acts, Notifications, Government Orders etc. and an Act is a specific term used for a set of rules and regulations passed by Parliament*)

In-text format	**Reference list format**
Country, Department (year of publication: page number/s) or (Country, Department year of publication: page number/s)	Country, Department. Year. *Title of Act.* Place of publication: Publisher. or Country, Department. Year. *Title of Act.* Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example: According to the South African Department of Higher Education and Training (1997: 31) … Healthy means free from illness or occupational injuries (South Africa, Department of Labour 2004: 4).	**Reference list example:** South Africa, Department of Higher Education and Training. 1997. *Higher Education Act 101 of 1997*. Pretoria: Government Printer. South Africa, Department of Labour. 1993. *Occupational Health and Safety Act 85 of 1993*. Pretoria: Department of Labour. Available: http://www.labour.gov.za/DOL/downloads/legislation/acts/occupational-health-and-safety/amendments/Amended%20Act%20-%20Occupational%20Health%20and%20Safety.pdf (Accessed 16 November 2015).

40. Law cases

(*A law case is a dispute between opposing parties resolved by a court of law*)

In-text format	**Reference list format**
(Name v Name date) or Name v Name (date)	Name v Name. Year of publication (Volume) Source Beginning page (Court abbreviation). or Name v Name. Year of publication (Volume) Source Beginning page (Court abbreviation). Available: website address (Accessed date).
In-text citation example: In the recent case of Royal Sechaba Holdings (Pty) Ltd v Coote and Another (2014), the defence noted … When compared to similar circumstances … (Alves v LOM Business Solutions (Pty) Ltd 2011).	**Reference list example:** Royal Sechaba Holdings (Pty) Ltd v Coote and Another. 2014 (3) All SA 431 (SCA). Alves v LOM Business Solutions (Pty) Ltd and Another. 2011(4) All SA 490 (GSJ). Available: http://www.mylexisnexis.co.za/index.aspx (Accessed 13 September 2015).

41. Tax cases

(*A tax case is related to* tax*-related disputes and issues*)

In-text format	**Reference list format**
Name v Name (date) or (Name v Name date)	Name v Name. Year of publication (Volume) Source Beginning page (Court abbreviation). or Name v Name. Year of publication (Volume) Source Beginning page (Court abbreviation). Available: website address (Accessed date).
In-text citation example: According to Commissioner for South African Revenue Service v Wooltru Property Holdings (Pty) Ltd (2008) it was noted … As set out in a previous case … (Rates Action Group v City of Cape Town 2005).	**Reference list example:** Commissioner for South African Revenue Service v Wooltru Property Holdings (Pty) Ltd. 2008 (70) SATC 223 (SCA). Rates Action Group v City of Cape Town. 2005 (68) SATC 1 (SCA). Available: http://www.mylexisnexis.co.za/Index.aspx# (Accessed 20 August 2015).

42. Patents

(*A patent is a licence giving an exclusive right to an inventor to manufacture, use or sell an invention for a set period*)

In-text format	**Reference list format**
(Surname Year of publication) or Surname (year of publication)	Name of author/inventor. Year of publication. *Title of Patent.* Country of patent Patent number. or Name of author/inventor. Year of publication. *Title of patent***.** Country of patent Patent number. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
"the impact force engages the encapsulated spheres at three inter-dependent phases" (Kanny and Mwangi 2009: 7).	Kanny, K. and Mwangi, F. 2009. *An Impact Energy Absorbing System.* South Africa P43652ZA00.
The automatic lacing system provides a set of straps that automatically opens and closes (Beers, Friton and Hatfield 2014).	Beers, T. A., Friton, M. R. and Hatfield, T. L. 2014. *Automatic Lacing System*. US 876844 B2. Available: https://www.google.ch/patents/US8769844 (Accessed 1 March 2016).
Klippenstein (2016) states that the plunger and syringe have locking elements …	Klippenstein, J. 2016. *Single-use Pneumatic Safety Syringe providing Gas-driven Needle Retraction.* US 20160045676. Available: http://appft.uspto.gov/netacgi/nph-Parser?Sect1=PTO2&Sect2=HITOFF&p=1&u=%2Fnetahtml%2FPTO%2Fsearch-bool.html&r=1&f=G&l=50&co1=AND&d=PG01&s1=%22safety+syringe%22.TTL.&OS=TTL/"safety+syringe"&RS=TTL/"safety+syringe" (Accessed 1 March 2016).

43. Standards

(*Documents that provide requirements, specifications and guidelines created, approved and monitored by organisations or an authoritative agency eg. ISO or SANS.*)

In-text format	**Reference list format**
(Corporate author Year of publication: page number/s) or Corporate author (year of publication: page number/s)	Corporate author. Year of publication. *Title*, number. Place of publication: Publisher. or Corporate author. Year of publication. *Title*, number. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
Measures recommended for the storage and preparation of raw materials (South African Bureau of Standards 2014: 10). According to the South African Bureau of Standards (2011: 14) grouts are available in various colours.	South African Bureau of Standards. 2014. *The Handling of Chilled and Frozen Foods*, SANS 10156: 2014. Pretoria: South African Bureau of Standards. South African Bureau of Standards. 2011. *The Design and Installation of Ceramic Tiling*, SANS 10107: 2011. Pretoria: SABS Standards Division. Available: ftp://libresources/SANS%20-%20SABS/SANS-SABS%20COLLECTION-FEB_2015/SANS10107.pdf (Accessed 12 June 2015).

Cartographic materials, images, artwork, video recordings

44. Cartographic material / Maps

(*Spatial data presented graphically in the form of maps, atlases, globes, and three-dimensional maps and terrain models*)

In-text format	**Reference list format**
Responsible body (year of publication) or (Responsible body Year of publication)	Responsible body. Year of publication. *Title of map*, Series (if relevant), Scale. Place of publication: Publisher. or Responsible body. Image date. *Title of map*, co-ordinates, elevation. Available: website address (Accessed date).
In-text citation example: According to the Department of Minerals and Resources Map 2000, the coal mines in South Africa … The Bat Centre is located on the waterfront (Google Earth 7.1. 2010).	**Reference list example:** Department of Minerals and Resources. 2000. *Coal mines*. South Africa geological series, sheet 8134, 1:100 000. Pretoria, South Africa: Chamber of Mines of South Africa. Google Earth 7.1. 2010. *The Bat Centre,* 29°51'43.04S, 31^{0}01'50.33E, Elevation 35ft. Available: http://www.google.com/earth/index.html (Accessed 12 February 2016).

45. Artwork (images, paintings or photographs)

- If dimensions are available, include after format.

In-text format	**Reference list format**
(Surname Year of publication: page number/s) or Surname (year of publication: page number/s)	Author's Surname, Initial/s or Corporate author. Year of publication. *Title* (type of work). Place of Publication: Publisher. or Originator's Surname, Initial/s. Year of publication. Title of the work (type of work). In: Author/Editor of book. Year. *Title*. Place of publication: Publisher. or Author's Surname, Initial/s or Corporate author. Year of publication. *Title* (type of work). Available: website address (Accessed date).
In-text citation example: When viewing the photograph by Liebovitz (2002: 89) … The Masolino painting (1427) illustrates … The image illustrates the nature of fragility … (Bennet 2012).	**Reference list example:** Liebovitz, A. 2002. *Dancers* (photographs). Washington, DC: Smithsonian Institution Press. Masolino, T. 1427. The temptation of Adam and Eve (painting). In: Brucwmitford, M. 1996. *The illustrated book of signs and symbols.* London: Dorling Kindersley. Bennett, L. 2012. *Nature of fragility: double spread stem ring, silver and wood* (image). Available: http://www.laurabennettjewellery.co.uk/page10.htm (Accessed 3 February 2016).

46. Artwork (sculptures or carvings)

- Indicate dimensions where available.

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	*Title* (format). Year of publication. Dimensions, location. or Originator's Surname, Initial/s. Year of publication. *Title* (type of work), dimensions, location.
In-text citation example: The sculpture communicates the idea that education was about listening and doing (Botha 1994). Botha's art (1994) expresses strong …	**Reference list example:** Botha, A.1994. *For those who will not hear* (sculpture), 90x90 cm, DUT Art Gallery, Durban.

47. Artwork (unknown creator or date)

- Note for carvings and sculptures: Indicate dimension where available.

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	*Title* (format). Year of publication. Dimensions, location. or Anon. Year of publication. *Title* (type of work). Place of publication: Publisher. or Anon. Year of publication. *Title of image* (type of work). Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
A good example of the technique is represented in the photograph by Anon. (n.d.).	Anon. n.d. *African sunset* (image). Johannesburg: Nelida Publishing.
The *Wooden portrait bust* (n.d) is an important representation of our history.	*Wooden portrait busts* (carving). n.d. Market Square, Johannesburg.
The image depicts … (Anon 1921).	Anon. 1921. *A cowherd and cattle* (image). Available: http://camio.oclc.org (Accessed 10 January 2015).

48. TV programme / broadcast

- When citing information from TV programmes or broadcasts, preference should be given to the character's real name and not the stage name.

In-text format	**Reference list format**
(Programme title year of production) or Programme title (year of production)	Title of programme (type of work). Year of production. Channel, date of transmission, time of broadcast. or Title of programme (type of work). Year of production. Channel, date of transmission. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
The cultural uniqueness is captured … (*Art + soul: a journey into the world of aboriginal art* 2010).	*Art + soul: a journey into the world of aboriginal art* (TV programme). 2010. Australian Broadcasting Corporation, Sydney, 4 October, 15h00.
The MasterChef Australia (2016) programme revealed that the recipes for the patisseries were …	*MasterChef Australia* (TV programme). 2016. M-Net, 12 February 2016, 18h30.
Sir Alan Sugar (*The Apprentice* 2008) exemplifies …	*The Apprentice* (broadcast). 2008. SABC 1, 14 June. Available: http://www.sabc.co.za/iplayer (Accessed 14 June 2008).

49. Film / Video recordings

(*A story or event recorded by a camera as a set of moving images*)

In-text format	**Reference list format**
Title of film (year of production) or (Title of Film year of production)	*Title of Film: subtitle* (type of work). Year of production. Directed by Director's name, Place of production: Production company.
In-text citation example: The animation of the Ents (*Lord of the rings: the two towers* 2003) is a good example of … As depicted in the *Lord of the rings: the two towers* (2003), the balance has been tilted against the hobbits.	**Reference list example:** *Lord of the rings: the two towers* (film). 2003. Directed by Peter Jackson. New York: Newline Productions Inc.

50. Online video (YouTube, Vimeo)

- When citing information from online videos, preference should be given to the character's real name and not the stage name.

In-text format	**Reference list format**
Surname (year of publication) or (Surname Year of publication)	*Title*: *subtitle* Year of publication. *Video title*, Series title {if relevant} (type of work). Available: website address (Accessed date). or Screen name of contributor. Year of publication. *Video title*, Series title {if relevant} (type of work). Available: website address (Accessed date).
In-text citation example	**Reference list example:**
Models posing in the street in *Fashion tales: Melbourne* (2009) are edgy and interesting. "Learning is the creation of a relationship …" (Robbins 2009).	*Fashion tales: Melbourne* (online video). 2009. Available: http://www.youtube.com/watch?v=sLWfRzgo__4&NR=1 (Accessed 3 June 2010). Robbins, T. 2009. *Strategies are the secret to learning - how to make learning easy* (online video). Available: https://youtu.be/gFhEZhOQjCM (Accessed 12 February 2016).

51. Live performances

- Live performances include dances and plays.

In-text format	**Reference list format**
Surname (year of performance) or (Surname Year of performance)	Dance: Composer/Choreographer. Year of premiere. *Title: subtitle.* Company {optional}. (Location. Date seen). Play: Author's surname, initial/s. Year of performance. *Title: subtitle. D*irected by Company/Surname, Initials {optional}. (Location. Date seen).
In-text citation example:	**Reference list example:**
Ashton (1994) captured the excitement of this wonderful story.	Ashton, F. 1994. C*inderella.* (Royal Opera House, London. 13 January 2004).
The impressive performance of Sarafina (Ngema 1987) was a great success.	Ngema, M. 1987. *Sarafina*. (The Market Theatre, Johannesburg. 16 June 1987).
Priestly (2009) illustrated the varied role of detectives …	Priestley, J. B. 2009. *An inspector calls.* Directed by Daldry, S. Arts Theatre. (Cambridge. 11 May).

Other sources (print and online)

52. Presentations, posters, policy documents

- The title of an unpublished work is not written in italics.

In-text format (Surname/Corporate author Year of publication: page number/s) or Surname/Corporate author (year of publication: page number/s)	**Reference list format** Corporate author/Surname, Initials. Year or n.d. Title: subtitle (type of work). Person/organisation responsible if different author.
In-text citation example: Something urgent needs to be done … (Durban University of Technology 2009: 25). Thomas (n.d.) indicates the relationship …	**Reference list example:** Durban University of Technology. 2009. Waste management (policy document). Thomas, D. n.d. Information literacy at DUT (poster). Durban University of Technology.

53. Lecture notes and study/learner/subject guides

- This would include platforms like Blackboard and Moodle.
- If format is not evident in the title of the work, then include format in brackets immediately after the title.
- Course codes need to be capitalised.

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Lecturer's Surname, Initial/s. Year. Title: subtitle (type of work). Title of Course (COURSE CODE). Name of issuing body, date received. or Lecturer's Surname, Initial/s. Year. Title: subtitle (type of work). Title of Course (COURSE CODE). Name of issuing body. Available: website address (Accessed date).
In-text citation example:	**Reference list example:**
"The learner needs to show evidence …" (Singh 2013: 3).	Singh, C. 2013. Study guide 2013 (study guide). Foundational Concepts in Psychology (FCPY101). Department of Community Health Studies, Faculty of Health Sciences, Durban University of Technology, 28 February 2013.
Rajkoomar (2015) purports that …	Rajkoomar, M. 2015. The research process (lecture notes). Research Methodology (RMGD102). Department of Information and Corporate Management, Library and Information Studies programme, Durban University of Technology. Available: https://thinklearnzone.dut.ac.za/ (Accessed 2 September 2015).

54. Meeting minutes

(*Documents that describe the meeting and may include a list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues*)

In-text format	**Reference list format**
Committee name (year of publication: page number/s) or (Committee name Year of publication: page number/s)	Name of Committee. Year of publication. Title: subtitle. Organisation, City, Country. or Name of Committee. Year of publication. Title: subtitle. Organisation, City, Country. Available: website address (Accessed date).
In-text citation example: According to the Information Services Team (2013) minutes, General Education module will commence… The members (Library Committee 2015: 6) had a discussion regarding …	**Reference list example:** Information Services Team. 2013. Minutes of the Information Services Team meeting 22 August 2013. Durban University of Technology, Durban, South Africa. Library Committee. 2015. Minutes of the Library Committee meeting 28 August 2015. Durban University of Technology, Durban, South Africa. Available: http://staffportal.dut.ac.za (Accessed: 12 February 2016).

55. Theses and Dissertations

- The title of an unpublished work is not written in italics.

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year. Title: subtitle. Degree, Name of Institution. or Author's Surname, Initial/s. Year. Title: subtitle. Degree, Name of Institution. Available: website address (Accessed date).
In-text citation example: The induction programme should … (Kempen 2010: 103) Shacksnovis (2005: 11) argues …	**Reference list example:** Kempen, M. E. 2010. Guidelines for an effective induction programme at a special school in Gauteng. M.Ed., University of South Africa. Shacksnovis, R. 2005. The relative effectiveness of myofascial manipulation versus ischaemic compression in the treatment of myofascial trigger points of the upper trapezius muscle. M.Tech., Durban University of Technology. Available: http://ir.dut.ac.za/handle/10321/167 (Accessed 28 October 2015).

56. Pamphlets / Brochures

(*A small leaflet or booklet or flyer that contains advertising or informational material*)

In-text format	**Reference list format**
Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year. Title: subtitle (type of work). Place: Institution / Organisation.
In-text citation example:	**Reference list example:**
Resources are accessible using mobile devices (DUT Library 2015).	DUT Library. 2015. Postgraduates guide to the library (brochure). Durban: Durban University of Technology Library.

57. Datasets

In-text format	**Reference list format**
(Surname year of publication, cited in Surname year of publication: page number/s) or Surname (year of publication cited in Surname year of publication: page number/s)	Corporate Author/Author's Surname, Initial/s. Year. *Title*: *subtitle* (dataset). Place: Distributor. or Corporate Author/Author's Surname, Initial/s. Year of publication. *Title*: *subtitle* (dataset). Place of publication: Publisher. Available: website address or DOI (Accessed date).
In-text citation example:	**Reference list example:**
The dynamics of the labour market in South Africa have changed (Statistics South Africa 2013).	Statistics South Africa. 2013. Labour market dynamics in South Africa, 2011 (dataset). Pretoria: South African Data Archive, National Research Foundation. Available: http://hdl.handle.net/10956/177 (Accessed 13 March 2017).
The OECD (2017) presents data on attitudes towards violence.	OECD. 2017. Violence against women (indicator). Available: http://dx.doi.org/10.1787/f1eb4876-en (Accessed on 13 March 2017).
Public expenditure on education in South Africa from 2000 to 2013 indicates … (African Development Bank Group 2016).	African Development Bank Group. 2016. African economic outlook (dataset). Available: http://dataportal.opendataforafrica.org/eradvjg/african-economic-outlook-2016 (Accessed 13 March 2017).

58. Preprints

In-text format	**Reference list format**
(Surname Year of publication: page number/s) or Surname (year of publication: page number/s)	Author's Surname, Initial/s. Year. Article title (format). Available: website address or DOI (Accessed date).
In-text citation example: The case study method was employed for this research and personal interviews were conducted with the CEO of the Lubbe Construction (Pty) Ltd (Windapo 2017: 5). Windapo (2017: 1) presents the narratives of a successful entrepreneur, Mr Sam Lubbe.	**Reference list example:** Windapo, A. 2017. The role of entrepreneurial strategies and innovation in the sustainable growth and success of a South African construction company (preprint). Available: https://www.preprints.org/manuscript/201707.0094/v1 (Accessed 1 August 2017).

59. Personal communications (telephone conversation, interviews and e-mail)

- Personal communications are noted in the in-text reference but are not included in the reference list.
- It is important to get permission from the person referred to in the in-text reference, to use this information.

In-text format … communication method on date, Name of person	**Reference list format** No entries in the Reference list
In-text citation example: In an e-mail communication on 10 June 1995, the Director of Siemens, Wren indicated that … In a telephone conversation on 17 July 2011, the Kwazulu-Natal Director of Nursing, Petty highlighted … Evidence given by the Director of Nursing, Petty (1999, pers. comm. 17 July). When interviewed on 12 December 2009, Gouden (DUT student) stated that …	

Useful websites

For additional information please consult the following useful sites:

- http://libguides.dut.ac.za/c.php?g=392076
- http://21cif.com/dut/
- http://library.dut.ac.za/wp-content/uploads/Tutorials/plagiarism_tutorial/index.html
- https://learn.solent.ac.uk/mod/book/view.php?id=116225&chapterid=15144
- http://awelu.srv.lu.se/sources-and-referencing/introduction/
- http://ebookcentral.proquest.com/lib/durbanut-ebooks/reader.action?docID=557102
- http://libguides.dut.ac.za/c.php?g=392075&p=2663267

Example of a reference list

Beers, T. A., Friton, M. R. and Hatfield, T. L. 2014. *Automatic lacing system*. US 876844 B2. Available: https://www.google.ch/patents/US8769844 (Accessed 1 March 2016).

Chisholm, C. U., Harris, M. S. G., Northwood, D. O. and Johrendt, J. L. 2009. The characterisation of work-based learning by consideration of the theories of experiential learning. *European Journal of Education*, 44(3) Part 1: 319-337. Available: http://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=7bae4517-08e6-469b-9c4d-513c1a9909b1%40sessionmgr110&vid=1&hid=124 (Accessed 2 December 2015).

De Villiers, S. J. A. 2009. *Cook and enjoy*. Cape Town: Human & Rousseau.

Kempen, M. E. 2010. Guidelines for an effective induction programme at a special school in Gauteng. M.Ed., University of South Africa.

Library Committee. 2015. Minutes of the Library Committee meeting 28 August 2015. Durban University of Technology, Durban, South Africa. Available http://staffportal.dut.ac.za (Accessed: 12 February 2016).

Robbins, T. 2009. *Strategies are the secret to learning - how to make learning easy*. Available: https://youtu.be/gFhEZhOQjCM (Accessed 12 February 2016).

Thomas, D. n.d. Information literacy at DUT (poster). Durban University of Technology.

Wabiri, N. and Taffa, N. 2013. Socio-economic inequality and HIV in South Africa. *BMC Public Health*, 13: 1037. Available: http://www.biomedcentral.com/1471-2458/13/1037 (Accessed 15 October 2015).