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Source list
The importance of research is that it is about finding out and understanding things. Knowledge-hungry learners research their own subject disciplines in order to understand them better and find ways to improve their knowledge. The objective of this manual is to help learners develop the skills to do this. Conducting research is the main way in which learners develop these skills.

This manual is divided into two parts. The first part provides guidelines for the planning and writing of assignments in order to establish uniformity in the form and standard of assignments.

The second part provides guidelines in the use of references in the text and the compilation of a source list at the end of an assignment. The Harvard method and Numerical method of referencing are explained.

The aim of this manual is to give support to the development of the research culture at Central University of Technology, Free State and to encourage learners and future researchers to become well organized and interested in the process of research.
### Outcomes

After studying this manual, you should be able to:

- Interpret the information task
- Plan the assignment
- Select relevant information
- Evaluate the information
- Synthesize the information (bring together what belongs together)
- Know how to use the Harvard or Numerical methods of citing or referencing
- Understand how to use information legally
- Know what plagiarism is and how to avoid it
- Know the concept of “fair dealing”
Part 1: Planning of assignments

1.1 Structure and discourse

The overall structure of an assignment can be compared to the structure of a tree. It consists of a base, a trunk, branches and leaves.

- The base and trunk represent the title/theme of the assignment (main heading).
- The large branches represent the headings that divide the title/theme of the assignment into subheadings.
- The large branches then divide into smaller branches that represent subheadings.
- The smaller branches culminate in twigs and leaves, which represent paragraphs and sentences.

Paragraphs are the building blocks of an assignment. Paragraphs must therefore be organised into a logical, natural and balanced argument.

1.2 Writing style and language editing

An academic writing style is required in the writing of an assignment.

The following guidelines apply:

- An assignment must never be a summary of sources that were consulted.
- The correct punctuation and spelling are very important.
- The assignment must have a good selection of the right words, as well as good sentence construction and a logical construction of paragraphs.
- Translations must not be done word for word.
- Only acknowledged abbreviations may be used.
- Avoid the use of figurative language in the formulation of sentences.
- Use standard technical terms and technical language.
Part 2: Steps in writing assignments

Step 1: Know exactly what is expected
The key word in the title of the assignment usually indicates what is expected of the student. It also indicates exactly what must be done with the assignment. Questions that should be asked with regard to the theme are:
• What do I want to achieve with the assignment?
• What is the main idea?
• What is the aim of this study?
• What are the boundaries of the topic of the assignment?

Step 2: Collection of information sources
It is important to consult the best sources and not only the first few that you encounter. Take note of the age of the source. Always read from the most general to the most specific - one should therefore begin with articles in encyclopedias and entries in technical dictionaries.

The following steps can be taken to locate sources of information:
• Consult the CUT’s online library catalogue, TECHWIZ http://www.cut.ac.za/web/academics/library/homepage
• Consult prepared reference works.
• Consult bibliographies.
• Consult journal indexes and journals containing abstracts.
• Consult electronic databases:
  o Obtain access to CUT’s full text databases via http://www.cut.ac.za/
  o Click on Quick links — Library — Information Search.

Note: Access to these databases is FREE OF CHARGE for registered CUT students. For remote access contact the Information Librarians.

Step 3: Evaluation of information
The following questions should be answered:
• Is the material relevant to the topic?
• Is the author objective in his/her perspective?
• Does the material consist of facts or mere speculation?
• Are conclusions logical?
Very Important: Compare subject material.
The following aspects are of importance:

• Know exactly what information is required.
• Compile a plan for the structure of the assignment, as well as a list of information sources that will eventually be used.
• Know what the length of the assignment is.

The procedure according to which the assignment is undertaken will differ from learner to learner. Learners can work systematically from the beginning to the end of the assignment, or work on one section and then go over to another section. What is of importance, however, is that the total picture of the assignment should always be kept in mind.

• Eliminate details not relevant to the topic.
• Relevant details which are retained must be studied again and interpreted so that true insight into the topic can be gained.
• This critical evaluation of facts includes the following:
  o determining the significance of facts interpretation of details, that is, an analysis and the drawing of conclusions so that the meaning can be exposed
  o comparison of details
  o emphasis of certain facts or aspects

Always remember to refer to the author whose ideas/opinions you mention

Remember to write down the references of all information sources as soon as possible to eliminate future frustration. In the case of books, the following particulars are required: surname and initials of the author, date of publication, title of book, place of publication and publisher.

In the case of articles, the following particulars are required: surname and initials of author of article, title of article, title of magazine, date of publication, volume number, and page numbers.

In the case of a chapter from a book (editorial works), the following particulars are required: surname and initials of author of chapter, title of book, surnames and initials of editors, date of publication, place of publication, publisher, page numbers of chapter.

While writing the assignment, two or more information sources should be used when dealing with a single subheading. These information sources should then be integrated and the statements and opinions should be compared and combined with the learner’s own opinions, in order to constitute meaningful paragraphs.

Only when the assignment has been completed should you decide on the type of introduction that would be suitable for the rest of the assignment.

The following guidelines are of importance:
  o a general overview of the subject field
  o a problem statement, which is addressed in the assignment
  o a reference to a popular opinion on the subject

In the conclusion, the subject can be summarised or a proper conclusion can be formed, based on the information gathered from the information sources. A good idea is to read a few conclusions from professional academic articles.
Step 5: Composition of the assignment

A well-structured assignment consists of the following components:
- Title page
- List of contents
- Text
- Conclusion
- Appendixes
- Maps, tables, graphs (if any)
- Source list

Title page
The title page is set out as follows, and contains the following particulars:
- Title of assignment
- Student number
- Initials and surname of learner
- Diploma or degree, and year
- Subject code
- Date
- Name of lecturer

E.g. The cause and treatment of heart diseases

C.U.T. Student
20081234
PIM 100
25 September 2008
Dr. de Klerk

The list of contents
The list of contents provides an outline of what is contained in the assignment. The reader of the assignment must see clearly what is being discussed and on which pages the information appears. Correct page numbers are important.

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<tr>
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</tr>
<tr>
<td>Bibliography</td>
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Text
The text of the assignment consists of the chapters or sections and subsections mentioned in the list of contents. The facts gathered beforehand are given in the text in clear sentences.
Consistency in the numbering of these sections is very important.

EXAMPLE

<table>
<thead>
<tr>
<th>X</th>
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<tbody>
<tr>
<td>4. Journals as information sources</td>
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</tr>
<tr>
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</tr>
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Conclusion
The conclusion is a meaningful summary of what has been discovered, as well as an evaluation of research conducted. The conclusion must therefore reflect in one paragraph the content of the research that was conducted.

EXAMPLE

According to the literature studied, heart diseases are caused by various factors. Eating habits, lifestyle and heredity are the major causes of heart disease. A healthy lifestyle, exercise and a diet containing fruits and vegetables and sufficient water are some of the treatments a person with heart disease can follow. An annual check-up at the doctor may save people from undergoing surgery in the long run.

Appendix
An appendix is any extra information that makes a contribution towards the substantiation of facts in the text of the assignment. Any type of information can be contained in an appendix, including, for example, graphs, photographs, sketches, drawn plans, etc. In the text, the references to appendixes must be indicated very clearly in brackets. E.g . . . As seen in the marketing model (see appendix A).
Source list / Bibliography

A bibliography/source list is a list of all publications to which reference is made in the text of the assignment and other sources which really contributed to your insight. The difference between a bibliography and a source list is:

- **Bibliography** is a list of sources you read in preparation for writing an assignment whether the sources are cited in the assignment or not.
- **Source list/Reference list** is the sources you have read and referred to in the assignment.

In this list the complete bibliographic particulars of sources are provided. These sources are arranged **alphabetically according to the authors**, and the bibliography is placed at the end of the assignment.

**EXAMPLE OF SOURCE LIST**

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>BERRY, R.</td>
<td>The research project: how to write it. 3rd ed.</td>
<td>Routledge.</td>
</tr>
<tr>
<td>DU PLESSIS, P.G.</td>
<td>Planning and writing assignments.</td>
<td>Pretoria: Acacia. (Be a Winner series).</td>
</tr>
</tbody>
</table>

**Step 6: Technical revision of the assignment**

- The assignment must be neatly written or typed.
- All writing or typing must be done on separate A4 pages. Writing or typing should appear on one side of the page only.
- Pages must be numbered.
- Pages must be securely attached to one another, whether by means of stapling or binding.
3.1 Purpose and conclusion
The purpose of the assignment must be given in the introduction of the assignment. The conclusion must be related to the introduction and the purpose of the assignment.
- The biggest mistake that learners make is to write down conclusions that are not directly related to the facts that were given in the assignment.
- Learners have to ensure that the initial purpose, the information given and the conclusions of the assignment forms a unit.

3.2 Documentation
Mistakes in the actual writing of the assignment include the following:
- The omission of dates in references.
- The omission of the names of authors whose views were discussed.
- No/Incorrect references in the text.
- Laziness - learners do not take the trouble of finding out the correct method of referencing.
- Dishonesty - a number of source references are included in the bibliography, while only a few have been consulted.
- Direct quotes from authors are used by learners as their own views (Plagiarism).
- Lack of own writing style. Using the same writing style of authors found in the sources that were consulted.
- Insufficient information sources are used, for example outdated sources, unilateral sources, and unilateral authority in the contents of sources.
- Plagiarism (taking someone else’s ideas from books etc. without acknowledging that person).

3.3 Form and flow
The assignment must be seen as a whole and must be planned. The following mistakes are common:
- The natural form of the topic is not always clear.
- Only one source of information is used throughout the assignment to back up facts.
- The headings are not clear.
- The assignment is divided into sections and chapters that are difficult to follow and create confusion for the reader.
- The assignment consists of separate components that are not logically organised.

3.4 Presentation
The following errors often occur in the presentation of assignments:
- Assignments are handed in without meeting the set requirements, e.g. the correct format is not used.
- Assignments are not linguistically revised (proof-read) and contain spelling and grammatical errors when submitted.
- Attention is not given to the visual technique of presentation, for example page layout, margins, spaces between headings and sentences, underlining where applicable.
- Accuracy is not maintained.
Part 4: Purpose of citing, referencing and the source lists

4.1 What is meant by referencing / citing?

Accurate acknowledgement of the sources used in preparation of your assignment is called *citing* or *referencing*. Referencing means that you give credit to the various sources you have used when writing your assignment. References are cited in the text itself where you referred to a specific source. It is called *in-text referencing*. All the in-text references are also cited at the end of your assignment in the bibliography or source list. References form thus an integral part of an assignment and ensure that plagiarism is avoided.

4.2 Why should you give references?

- Grant recognition to the author whose particulars or information is used.
- Specify what you have borrowed (facts, opinions, quotations etc.).
- Provide support for claims in the assignment.
- Confirm completeness of the study.
- Proof that authoritative sources were used.
- Enable the lecturer to consult the original sources.
- Serves as an additional source list.
- Proof that your research is up to date.
- Emphasize the originality of your work.

4.3 When is a reference not needed?

It is not necessary to cite:
- Facts considered as common knowledge, e.g. Nelson Mandela was the first president of the democratic South Africa.
- When a fact is found in at least 5 sources and one is quite certain that one’s readers already knew it, it is likely that it will be common knowledge. Whenever in doubt, it is safer to over-cite than to skimp.
- One’s own experiences or research results.

4.4 When do you need to reference?

References should be made:
- Whenever you make a specific reference to other peoples work, viewpoints or conclusions.
- Whenever somebody else’s work has been critical in developing your own ideas.
- When information such as statistics, etc. is used.
- When quotations are taken directly from the source.
Part 5: Plagiarism

Plagiarism occurs when you use someone else’s words or ideas and pass them off as your own. It means stealing someone else’s words or ideas. Plagiarism is one of the most serious offences in the academic world. You may even face expulsion from your course or the CUT.

5.1 What is plagiarism?

• Copying directly from a text, word-for-word without acknowledging the original author & source.
• Using an attractive phrase or sentence you have found in another source without acknowledging the original author & source.
• Download text from the internet without acknowledging the original author & source.
• Giving incorrect information about the source of a quotation/paraphrase.
• Paraphrasing words of text so closely by only changing some of the words, or the sentence structure without acknowledging the original author or source.
• Using statistics from another source/person without acknowledging the original source, or presenting false data.
• Copying another learner’s assignment or notes without acknowledging the specific learners.
• Copying or paraphrasing from work you have published elsewhere without a citation.
• Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
• Downloading or copying pictures, diagrams, tables, photographs etc. without acknowledging the original author & source.
• Paying another person to write your assignment.

5.2 Types of plagiarism

Plagiarism is not a black and white issue, therefore it is important to recognize the various forms of plagiarism towards prevention.

Ghost-writing plagiarism occurs when somebody else (a ghost-writer) is writing or doing the assignment on your behalf, whether you pay such a person or not. This is not acceptable in higher education.

Patchwork plagiarism occurs when one uses text from various sources and put it together in one document, replaces some of the words with synonyms, or insert and /or delete some words without giving credit to the original sources.

Complete plagiarism occurs where a learner turns in another’s work, word-for-word, as his/her own. This also refers to direct translations from another language. Plagiarism can not be avoided even if the original source is acknowledged.

Near-complete plagiarism occurs when a substantial portion of the original text is copied without acknowledging the author by using inverted commas and a reference citation.

Self-plagiarism occurs when learners reuse his/her previous written assignments and present it as new and original. To prevent self-plagiarism one has to rewrite the duplicate sections and cite the first assignment in the source list of the second assignment.
5.3 How to avoid plagiarism

When doing an assignment it is acceptable to apply, analyse, criticize, summarize and quote other people’s work as long as you are citing the original sources and presenting a list of references at the end of your assignment. A citation informs the reader that certain material in the work came from another source and it gives the readers the necessary information to find that source again. Such a reference includes:

- Information about the author, the title of the work, the name and location of the publisher, the publication date and the page numbers of the material you borrowed from.

Referencing and citing will emphasize the originality of your own work.

You can avoid plagiarism by always remember to cite quotations, summaries and paraphrases.

**Quotations**

Quotations are words or sentences that you copied directly from an original source. Quotations should always be placed in quotation marks (""") with an in-text reference and cited in the source list. If quotations are not placed in quotation marks, it is plagiarism, whether you have referred to the original text or not. Don’t use too many quotations, as quotations are meant to support what you say and not substitute for it.

**Paraphrasing**

Paraphrasing means to express the words or ideas of an author into your own words. A paraphrase must be followed by an in-text reference and cited in the source list. When you make use of paraphrasing ensure that you use your own words and change the sentence structure completely. Paraphrasing does not mean changing words here and there; omitting sentences or scrambles the sentence structure while changing a few words to synonyms in someone else’s sentence.

**Summaries**

A summary is a shortened version of the original words and ideas of the original author in your own words. You must give credit to the original source by using an in-text reference which is also listed in the source list.
Copyright implies that an information source may not be copied to save you from purchasing that source. The copyright law protects the authors from loss of royalties owed to them in cases where the user does not purchase the book. A practical example of this is when a learner does not purchase a textbook, but rather makes photocopies of it with the aim of saving money – this copying is illegal. Copyright warnings are usually printed on the back of the title page of a book. An exception is made for “fair dealing”.

Works protected under the Provisions of the Copyright Act are:

- Literary works
- Musical works
- Artistic works
- Sound recordings
- Cinematographic films
- Sound & TV Broadcasts
- Programme carrying signals
- Published editions
- Computer programmes

For our purpose, in writing an assignment we are focusing on the concept “Literary works”. The question is what is meant by literary works?

Literary works are, irrespective of the quality of the work, one of the following:

- novels, works of fiction and poetry;
- textbooks;
- dramatic works, stage directions, film scripts and broadcasting texts;
- manuals, dissertations, historical works, biographies, essays and articles;
- encyclopedias and dictionaries;
- letters, reports and memoranda;
- lectures, addresses and sermons;
- written tables and compositions
- Examination question papers;
- Minutes
- Policies;

If you want to make photocopies of literary works, the Act on Copyright makes provision for photocopying under the concept of Fair Dealing. Any fair dealing with a literary or artistic work does not infringe copyright when it is:

- For the purposes of research or private study by, or the personal or private use of, the person using the work;
- For the purposes of criticism or review of that work or of another work; or
- For the purposes of reporting current events in a newspaper, magazine etc. or by means of broadcasting.
- The question arises usually how much may a person copy of a book or a literary work? The answer is that this is a question of fact, which will depend on the circumstances of each case.
- In cases of all works mentioned, fair dealing must be accompanied by appropriate acknowledgement; the source of the work must be mentioned, as well as the author.

If you use a work without proper and appropriate acknowledgement, you can be found guilty of plagiarism.
According to this author-date method, references are made in the text, and the source is fully recorded in the source list. Only those sources which are referred to in the text must be included in the source list. In the source list complete bibliographic particulars of the sources are given. These sources are listed alphabetically according to the author or the title.

Referencing in the text
Referencing and citing are to be used within research projects:
- For direct quotations.
- To validate ideas and opinions.
- For paraphrasing or indirect quotations.

The Harvard system uses:
- Author’s surname
- Year of publication
- Page reference

The order is: bracket Author’s surname comma space year colon page/s close bracket.

Example:
Suicide is the third greatest cause of unnatural death in South Africa (Smith, 1989:45).
According to Smith (1989:45) suicide is the third greatest cause of unnatural death in South Africa.

Direct citations:
Smith (1989:45) contends that “suicide is the third greatest cause of unnatural death in South Africa”.
“Suicide is the third greatest cause of unnatural death in South Africa.” (Smith, 1989:45.)

Referencing in the source list
In the source list complete bibliographic particulars of the sources are given. These sources are listed alphabetically according to the author or the title. Under no circumstances may a source be recorded in the source list if it has not been referred to in the text. Entries in the source list vary depending on the kind of source you are referring to. The different methods are explained in detail in the next chapters.
### 7.1 BOOKS

The information needed to cite a book is found on the title page and the reverse side of the title page. This information includes the following elements:

- Title of the book
- Author’s details
- Year of publication
- Edition
- Publisher
- Places of publication

The order is:

<table>
<thead>
<tr>
<th><strong>In-text reference:</strong></th>
<th><strong>Example:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Author’s surname, Year:page/s)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Source list:</strong></th>
<th><strong>Example:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author’s SURNAME, Initials. Year of publication. <em>Title of book.</em> Place of publication: Publisher.</td>
<td></td>
</tr>
</tbody>
</table>

#### 7.1.1 Author(s)

The author(s) is the person(s) or institution who is responsible for the intellectual and artistic content of a book or article. The author can also be a corporate body, e.g. an organisation. The author’s surname is in uppercase.

##### 7.1.1.1 One Author

<table>
<thead>
<tr>
<th><strong>In-text reference:</strong></th>
<th><strong>Example:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The initials of first names of the authors are not used in the text, except where there is more than one other with the same surname</td>
<td></td>
</tr>
<tr>
<td>When the <strong>author’s name makes up part of the sentence</strong>, only the year of publication and the page number are placed in round brackets.</td>
<td></td>
</tr>
<tr>
<td><strong>Summarising an author’s opinion</strong> no page references needed. You refer to the entire book/article</td>
<td></td>
</tr>
</tbody>
</table>

- … can occur in various instances (Huskisson, 1976:89).

According to Huskisson (1976:90) diabetes can appear…

David Birdson (1990) made a strong plea…

<table>
<thead>
<tr>
<th><strong>Source list:</strong></th>
<th><strong>Example:</strong></th>
</tr>
</thead>
</table>
### 7.1.1.2 Two Authors

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- If a book has been written by two authors, both are mentioned OR - The &amp;-sign is used in brackets but in the full sentence the word 'and' is used.</td>
<td>Edwards and Redfern (1992:112) saw the quantitative… OR A comparison of the qualitative data is also informative (Edwards &amp; Redfern, 1985:112).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source list:</th>
<th>Example:</th>
</tr>
</thead>
</table>

### 7.1.1.3 Three and more authors

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- In the case of three and more authors, mentions the first author only, followed by the abbreviation ‘et al.’ <em>Et al</em> must be in italics.</td>
<td>Variables can be discreet or continuous (Redelinghuys <em>et al.</em>, 1985:213).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source list:</th>
<th>Example</th>
</tr>
</thead>
</table>

### 7.1.1.4 Two authors with the same surname

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- If sources by two authors with the same surname, published in the same year are used, their initials are also included in the text reference to distinguish between them.</td>
<td>J. Huskisson (1976:10) and D. Huskisson (1976:45) allege that diabetes…</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source list</th>
<th>Example:</th>
</tr>
</thead>
</table>
### 7.1.1.5 Authors who have written more than one book in the same year

**In-text reference:**
- The works of authors who have written more than one book in the same year are differentiated from each other by placing a small letter in the text after the date. This letter is repeated in the date in the source list.

**Example:**
Many teenagers follow quick diets (Huskisson, 1986a:45; Huskisson, 1986b:30).

**Source list**

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
</table>

### 7.1.1.6 Different publications from the same author

**In-text reference:**
- When you refer to different publications from the same author, arrange them in chronological order – oldest first.

**Example:**
Dwyer (1997:19-20; 1999:43) claimed that...

**Source list**

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
</table>
### 7.1.1.7 Editor(s)

**In-text reference:**
- In the case of an editor, the name of the editor and year of publication are placed in round brackets in the text.
- The abbreviation ed. for editor is used.

*Note: ed. is not included in the text reference.*

**Example:**
The most important long-term outcome of instruction may be the learner’s increased capabilities to learn more easily and effectively in the future (Codagen, 1979:67).

**Source list:**
- Use the abbreviation ed. for editor or eds. for more than one editor, after the initials of the editor.

**Example:**

### 7.1.1.8 Institute /society as author

A university or society can also be an author, for example the yearbook of a university/society, where the university or a society is the author.

**In-text reference:**
- An abbreviation of the institution or society may be used in the text, with the full name in the source list.

**Example:**
Recent theories expose the link. (CUT, 2007:30).

**Source list**
- When the publisher and the author are one and the same, the publisher is omitted.

**Example:**

### 7.1.1.9 No Author indicated

**In-text reference:**
- If you cannot identify an author, the source is entered under its title.

**Example:**
The worst form of plagiarism is to do it intentionally (Plagiarism in higher education, 1996:3).

**Source list**
- If you cannot identify an author, the source is entered under its title.

**Example**
### 7.1.2 Secondary sources

**In-text reference:**  
- Secondary sources refer to an author (primary source) read about in another publication (secondary source). Both sources must be quoted in your text.

**Example:**  
The atmospheric temperature does seem to be rising, according to trends discovered by Kuhn. (cited in Harvey, 1981:16).

**OR**  
The atmospheric temperature does seem to be rising. (Kuhn cited in Harvey, 1981:16).

**Source List:**  
- In the source list there will only be a reference for Harvey and not for Kuhn.  
- If you can’t locate the primary source it is not allowed to cite the primary source as if you have used it.

**Example:**  

### 7.1.3 Date of publication

This is the date of publication as it appears on the title page, on the reverse side of the title page, or in any other place in the publication. If a date cannot be determined, the abbreviation [s.a.] (sine anno – with out year) is used in square brackets. Always try to determine a date.

**In-Text reference:**  
- Date can be determine  
- No date can be determine  
- When one or the other date is correct:  
- The probable date:

**Example:**  
(Celliers, 2008).

Bridging courses are studied by student… (Kotler, s.a.:80)

2002 or 2003

2008?

**Source List:**  

KOTLER, J.M. [s.a]. *Organisational behaviour*. Cape Town: Kagiso

### 7.1.4 Title

Provide the full title as it appears on the title page. A subtitle is separated from the title by means of a colon. You don’t refer to the title in the text reference. Titles of books are typed in italics, or underlined when written by hand.

<table>
<thead>
<tr>
<th>Source List</th>
<th>Example:</th>
</tr>
</thead>
</table>

### 7.1.5 Edition or print

Print and first editions of sources are not mentioned, only 2nd, 3rd, etc. The following abbreviation is used: ed. The edition is not mentioned in the text reference.

<table>
<thead>
<tr>
<th>Source List:</th>
<th>Example:</th>
</tr>
</thead>
</table>

### 7.1.6 Place of publication

If there is more than one place of publication, only the first one is mentioned.

<table>
<thead>
<tr>
<th>Source List:</th>
<th>Example:</th>
</tr>
</thead>
</table>

If the place of publication cannot be established, the abbreviation [s.l.] (sine loco) in square brackets is used.

<table>
<thead>
<tr>
<th>Source list:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREENSTEIN, M. 2000. Electronic commerce: security, risk management and control. [s.l.]: XYZ.</td>
<td></td>
</tr>
</tbody>
</table>

### 7.1.7 Publisher

The initials of the publisher are not included, e.g. S.L. van Schaik.

<table>
<thead>
<tr>
<th>Source List:</th>
<th>Example:</th>
</tr>
</thead>
</table>

If the publisher and the author are the same person, the publisher is not included.
If the publisher of a source cannot be determined, the abbreviation [s.n.], (sine nomine) in square brackets is used.

**Source list:**

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>KOTLER, K. 1989. <em>Consumer behaviour</em>. Britain: [s.n.]</td>
</tr>
</tbody>
</table>

### 7.1.8 Series

If the source being used is one of a series of sources, the name of the series is written between round brackets and is placed at the end of the description.

**Source list:**

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
</table>

### 7.1.9 More than one volume

If the source being used consists of more than one volume, the number of volumes should be mentioned.

**In-text reference:**

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>The OED (1934-1978) covers the English language…</td>
</tr>
</tbody>
</table>

**Source list:**

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
</table>

### 7.1.10 Contribution in a book

A contribution in a book comprises a number of chapters written by different authors. These books usually have an editor who is responsible for collecting the different chapters and put it together in one book. In such a case the author of the chapter you used must be cited.

Cite the following elements:
Contributing author’s SURNAME, INITIALS. Year of publication. Title of contribution. Followed by *In*: Surname, INITIALS. of author or editor of publication followed by ed. or eds. if relevant. Title of book. Place of publication: Publisher, Page number(s) of contribution.

**In-text reference:**

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>“a statistical translation model is a mathematical model for the process of human-language translation” (Bantz, 1995:115).</td>
</tr>
</tbody>
</table>

**Source list**

- Refer to the author of the chapter followed by an “in” reference which refers to the book.

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
</table>
## 7.2 CONFERENCE PAPERS

Elements to cite:
Contributing author’s SURNAME, INITIALS. Year of publication. Title of contribution. Followed by In: SURNAME, INITIALS. Of editor of conference proceedings (if applicable) followed by ed. or eds. Title of conference proceedings including date and place of conference. Place of publication: Publisher, Page numbers of contribution.

<table>
<thead>
<tr>
<th>In-text reference</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Electronic mail is the new way to communicate over distance (Silver, 1991:44).1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source List</th>
<th>Example:</th>
</tr>
</thead>
</table>

OR


## 7.3 PUBLICATIONS FROM A CORPORATE BODY

Elements to cite: NAME OF ISSUING BODY, Year of publication. Title of publication. Place of publication: Publisher, Report Number (where relevant).

<table>
<thead>
<tr>
<th>In-text reference</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(UNESCO, 1993:13).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source list</th>
<th>Example:</th>
</tr>
</thead>
</table>
### 7.4 DICTIONARIES

Elements to cite:

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example: According to the Shorter Oxford Dictionary (1993:120) the meaning of linguistic is…</th>
</tr>
</thead>
</table>

#### 7.4.1 Dictionary on CD


### 7.5 ENCYCLOPAEDIA

Elements to cite:
Author SURNAME, INITIALS. Year of publication. Article title. In: Title of encyclopaedia, vol., page numbers.
It is unnecessary to cite the place of publication and publisher of a well known encyclopedia.

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example: Nuclear energy is energy in the nucleus (core) of an atom (Lessing, 1985:1023).</th>
</tr>
</thead>
</table>

#### 7.5.1 Encyclopaedia on CD

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example: According to Stam and Stam (1994) libraries were…</th>
</tr>
</thead>
</table>
### 7.6 PATENTS

Elements to cite:
ORIGINATOR(Author), Year of publication. *Title of patent*. Series designation.
The originator’s details must be in capital letters.

<table>
<thead>
<tr>
<th>In-text reference</th>
<th>The system is an indication of… (Morris, 1981:25).</th>
</tr>
</thead>
</table>

### 7.7 THESES AND DISSERTATIONS

Elements to cite:
Author’s SURNAME, INITIALS. Year of publication. Designation (and type). Place of publication: Name of institution to which it was submitted.

<table>
<thead>
<tr>
<th>In-text reference</th>
<th>Example: Agutter (1995:11) researched the…</th>
</tr>
</thead>
</table>

### 7.8 STUDY GUIDES

#### 7.8.1 Study guide with an author

<table>
<thead>
<tr>
<th>In-text reference</th>
<th>Example: Kok (2008:15) stated the security problems occur…</th>
</tr>
</thead>
</table>

#### 7.8.2 Study guide without an author:

<table>
<thead>
<tr>
<th>In-text reference</th>
<th>Example: These particulars refer to… (CUT, 2005:6)</th>
</tr>
</thead>
</table>
### 7.9. PERSONAL COMMUNICATIONS

#### 7.9.1 INTERVIEW

Elements to cite:
NAME OF PERSON interviewed. Date. Description of interview with day, month and year.

<table>
<thead>
<tr>
<th>In-Text reference:</th>
<th>Example: According to a communication by Ms D. Smuts (1987) diabetes is…</th>
</tr>
</thead>
</table>

#### 7.9.2 Letters

In text reference: Preller (2000) expressed his satisfaction with…


#### 7.10 NEWSPAPER ARTICLE

Elements to cite:
Author’s SURNAME, INITIALS. Year of publication. Title of article. Title of newspaper, day & Month of publication. Page number of contribution.

<table>
<thead>
<tr>
<th>In text reference:</th>
<th>According to Paton (1998:7) aids in the workplace…</th>
</tr>
</thead>
</table>
7.11 GOVERNMENT PUBLICATIONS

7.11.1 Departments

If you refer to material from a government department and you know who the author is, then treat the document like a book. If you do not know who the author is, then the department is assumed to be the author.

Elements to cite:
OFFICIAL NAME OF COUNTRY. Name of department. Date of publication. Title of document. Place of publication: Publisher.

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country abbreviation. Department name, Year: Page/s</td>
<td>The national Department of Education is responsible for education across the country as a whole (SA. Department of Education, 2000: 13).</td>
</tr>
</tbody>
</table>

Source List

Example


7.11.2 Acts

Elements to cite:

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Country. Act name Date: page/s)</td>
<td>(SA. Atomic energy 1982:14)</td>
</tr>
</tbody>
</table>

Source list:

Example:


7.11.3 Reference to an article in an act

<table>
<thead>
<tr>
<th>In text reference:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages were determined by the government (SA. Labour relations act 1995, art. 38A).</td>
<td></td>
</tr>
</tbody>
</table>

Source List:

Example:

### 7.11.4 Government Gazettes

Elements to cite:
OFFICIAL NAME OF COUNTRY. Date of publication. Title of government gazette. (Proclamation number). Government Gazette, no:vol, month day. (Regulation gazette number).

<table>
<thead>
<tr>
<th>In-text reference</th>
<th>Example:</th>
</tr>
</thead>
</table>

| Source list: |
| Example: |

### 7.11.5 White papers

#### 7.11.5.1 White papers Published separately

Elements to cite:
OFFICIAL NAME OF COUNTRY. Department. Date of publication. Title of white paper. Place of publication: Publisher.

| In-text reference: |
| Example: |

| Source List |
| Example: |

#### 7.11.5.2 White paper published in the Government Gazette:

Elements to cite:
OFFICIAL NAME OF COUNTRY. Department. Date of publication. Title of white paper. Government Gazette: no, month day. Place of publication: Publisher

| In-text reference: |
| Example: |
| (Country. White paper’s name, Date: page/s) | (SA. White paper on safety and security, 1998:15) |

| Source List: |
| Example: |
### 7.11.6 Green Papers

Elements to cite:
OFFICIAL NAME OF COUNTRY. Department. Date of publication. Title of green paper. 
Place of publication: Publisher.

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Country. Green paper's name, Date: page/s)</td>
<td>(SA. Green paper on safety and security, 1998:15)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source List:</th>
<th>Example:</th>
</tr>
</thead>
</table>

### 7.11.7 Bills

Elements to cite:
OFFICIAL NAME OF COUNTRY. Department. Date of publication. Title of bill. Place of publication: Publisher.

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Country. Bill name, Date: page/s)</td>
<td>(South Africa. Anti-terrorism bill, 2002: 5)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source list:</th>
<th>Example:</th>
</tr>
</thead>
</table>
**7.12 JOURNAL ARTICLES**

Elements to cite:
Author’s SURNAME. INITIALS. Year of publication. Title of article. *Title of journal*, volume number and (part number), page numbers of contribution, Month of publication.

Only the title/name of the Journal is underlined or typed in italics.

**7.12.1 Author known**

**In-text reference:** Granger (1989:2) explains the current situation.

**Source list:**

**Example:**


**7.12.2 Author Unknown**

If you can not identify an author, the source is entered under its title.

**In-text reference:**

- If you can not identify an author, the source is entered under its title.

**Example:**

The social circumstances conducive to the spreading of HIV/AIDS are illustrated (*The HIV/AIDS dilemma*, 1995:5).

**Source list:**

**Example:**


**7.12.3 Date of publication**

This is the year which appears on the specific volume of the journal.

**7.12.4 Title of the article**

Supply the full title of the article. A sub-title is separated from the title by a colon.

**7.12.5 Title of the journal**

Write out the complete name of the journal. Rather not use abbreviations as it can be confusing. The title of the journal should be underline or to type in italics.

**7.12.6 Volume, number (issue) pages and month and season**

The volume, number and issue information is usually found on the bottom page of the article. After the title of the journal, followed by a comma the sequence will be as follows:

Vol(nr):pages of the article, the date and month, e.g. Season 40(3):45-49, 3 Sep., Summer.
### 7.13 AUDIOVISUAL MEDIA

Elements to cite:
TITLE. Year (for films the preferred date is the year of release in the country of production). (Material designation). Subsidiary originator. (optional, but director is preferred.) Surname. Production details – place: organization.

<table>
<thead>
<tr>
<th>7.13.1 Sound recordings</th>
<th>Example</th>
<th>In-text reference</th>
<th>Source List</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7.13.2 Video’s</th>
<th>Example</th>
<th>In-text reference</th>
<th>Source list</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7.13.3 Film or DVD</th>
<th>Example</th>
<th>In-text reference</th>
<th>Source list</th>
</tr>
</thead>
</table>
7.13.4 Programmes and series

The number and title of the episode should normally be given, as well as the series title, the transmitting organisation and channel, and the full date and time of transmission.

<table>
<thead>
<tr>
<th>In-text reference:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(News at ten, 1996).</td>
</tr>
</tbody>
</table>

|                    | *note: time of program are cited without a colon between 22 and 00 |

7.13.5 Contributions in a television programme

Individual items within a programme should be cited as contributors.

<table>
<thead>
<tr>
<th>In text reference:</th>
<th>Blair (1997) indicated that the current situation…</th>
</tr>
</thead>
</table>
7.14 ELECTRONIC MATERIAL

No standard method for citing electronic sources of information has yet been agreed upon. The recommendations in this document follow the practices most likely to be adopted on the basis of the Harvard method of referencing, and are intended as a guide for those needing to cite electronic sources of information.

Referencing in the text

Follow the “author - date” procedure as prescribed by the Harvard method for use during normal citing of information sources. 

Note that the date in the reference is the date created or revised rather than the date retrieved and you only need to provide the year.

Referencing in the Source list.

Referencing of electronic material in the source list depends on the electronic format of the source. 
This will be discussed in detail.

7.14.1 Electronic material in Electronic full text databases

7.14.1.1 Journal articles in electronic full text databases

Ebscohost, and Proquest are examples of database providers of electronic full text databases. It is important not to refer to Ebscohost or Proquest but to the specific database in which you find the article. 
The full text articles will usually be in either HTML-format or PDF-format. The HTML-format differs from the print version as it does not indicate any page numbers. The PDF format is a copy of the original article and will have page numbers.

HTML articles

HTML articles will be cited in the text without page numbers.

HTML articles will be cited in the source list as follows:


PDF format articles

PDF-format articles must be quoted with the page numbers in the text and source list. 
Because the PDF-format does not differ from the original article you don’t need to indicate the access date.

PDF format articles will be cited in the source list as follows:

### 7.14.1.2 E-Books in electronic full text databases

If the electronic version does not differ from the printed edition, there is no need to indicate the date of access.

**Example:**


If the electronic version does not have page number it should be cite as follows:

**Example:**


### 7.14.1.3 Newspaper articles in electronic full text databases

**In-text reference:**

Businesses in Australia have improved their … (Gotteiisen, 2004).

Gottleibsen (2004:3) stated that …

**Source list:**

**Example:**


### 7.14.1.4 Government publications in electronic full text databases

**In-text reference:**

(SA, Labour relations act, 1995).

**Source list:**

- Only the name of the database is needed in the reference.
- If no page numbers are available, the date of access must be indicated.

**Example:**


### 7.14.2 INTERNET / WORLD WIDE WEB

Elements to cite:
AUTHOR/EDITOR. Year. (When information was created or revised) Title. Edition. Place of publication: Publisher (if ascertainable). URL/www address Date of access.

<table>
<thead>
<tr>
<th>In-text reference</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You do not need to refer if you consider… (Holland, 1996).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source list</th>
<th>Example:</th>
</tr>
</thead>
</table>

### 7.14.2.1 Electronic journals on the internet

For articles that are retrieved from the internet (and not via an electronic database) use the same reference method as for printed articles and add an indication that it is an electronic journal from the internet by providing the URL and date of access.

Elements to cite:
AUTHOR. (Year). Title. *Journal Title*, volume (number): pages. URL. Date of access.

<table>
<thead>
<tr>
<th>In-text reference</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Korb, 1995:11).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source list</th>
<th>Example:</th>
</tr>
</thead>
</table>

### 7.14.2.2 Internet documents on the internet

When making use of documents retrieved from the internet try to establish the creator of the document.

Elements to cite:
AUTHOR. Year –when information was created or revised. Title. URL Date of access.

<table>
<thead>
<tr>
<th>In text reference</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When searching on the internet, be on the lookout for… (Open Text Corporation, 1997).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source list</th>
<th>Example:</th>
</tr>
</thead>
</table>
If no responsible author/institution/company can be found, begin the reference with the title of the document.

### In text reference:

**Example:**
Edited directories on the web are ... (DMOZ Open Directory Project, 1998-2005).

### Source list:

**Example:**

### 7.14.2.3 E-Books on the internet

The URL and date of access must always be indicated.


If no date of publication is indicated use the abbreviation s.a.

**GERMOV, J. [s.a.] Get great marks for your essays.** [Link](http://books.google.co.za/books?id=mZQ1pM5vmgC&pg=PPI=getgeatmarksforyouressay) Date of access: 8 Nov. 2008.

If no responsible author/institution/company can be found, begin the reference with the title of the document.


### 7.14.2.4 Electronic theses on the internet

**In-text reference:**

**Example:**
(Rosenberg, 2001).

**Source list:**

**Example:**
### 7.14.2.5 Newspaper articles on the internet

**In-text reference:**
(De Vries, 2008).

**Source list:**

### 7.14.2.6 Government publications on the internet

**In-text reference:**
(Statistics SA: 2005)

**Source list:**

### 7.15 Electronic mail (e-mail)

Elements to cite:
SENDER (Sender’s e-mail address) (Day Month Year). Subject of Message. E-mail to Recipient (Recipient’s e-mail address).

**In-text reference:**

**Source list:**
LOWMAN, D ([deborah_lowman@pbsinc.com](mailto:deborah_lowman@pbsinc.com)) 4 Apr 1996. ProCite and Internet Refere. E-mail to: Cross, P. ([pcross@bournemouth.ac.uk](mailto:pcross@bournemouth.ac.uk)).

### 7.16 Discussion groups

Elements to cite:
SENDER. (Sender’s e-mail address if available) Date. Title/heading/subject of message. E-mail address of the newsgroup.

**In-text reference:**
The course includes the following… (Brack, 1995).

**Source list:**
BRACK, E.V. ([ebrack@cut.ac.za](mailto:ebrack@cut.ac.za)) 2 May 1995. Computing short courses. Discussion group: [mailbase@mailbase.ac.uk](mailto:mailbase@mailbase.ac.uk)
The numerical method of referencing is the prescribed method for the engineering faculty. In this chapter the numerical referencing method is discussed in some detail. Even though a very specific system is described, several variations are in general use. However, for consistency, emphasis is placed on a particular subset of the numerical referencing system. Particular care must be accorded to the use of punctuation when using this system. Consult your lecturer for specific guidelines regarding the exact referencing format.

### 8.1 IN-TEXT REFERENCING

This method requires that the list of references used in a document must first be arranged alphabetically and numbered before any literary references can be documented in-text. Alternatively the references are sorted and numbered in the same sequence in which they are referred to in the document. If any reference source is referred to more than once, it appears only once in the source list and the same numerical value are used repeatedly.

### 8.2 GENERAL STRUCTURE

Since a primary purpose of referencing is to afford the reader easy access to the source that is being referred to, the reference should contain the following information:

- The number in square brackets that refers to the source in the source list; and
- The page number of the source wherever possible.

Although the inclusion of the page number of the source document to which the author is referring is preferred, it is quite common not to include it; especially in articles it is omitted.

### 8.3 PLACEMENT OF THE REFERENCE

The reference is incorporated between square brackets (e.g. [2, p. 74]) in the text of the assignment. Such references are mostly, but not exclusively, placed at the end of a sentence.

### 8.4 MORE THAN ONE REFERENCE IN TEXT

Separate citation numbers with commas and without spaces if more than one reference is made.

**Example:**

[2,5,6] or [19-22].

### 8.5 DIRECT CITATIONS

Direct citations (that is, the author’s own words) should be used only if the original is so well stated that putting it in your own words would be detrimental to the final effect. Never use direct quotations simply to avoid translation problems.

**Example:**

“The growth of libraries meant the growth of library staff” [2, p. 74].

*This refers to page 74 of the second source in the list of References*
8.6 PUNCTUATION

The following aspects with regard to referencing and punctuation must be adhered to:

- The full stop is always placed after the brackets if the reference occurs at the end of a sentence, e.g. [1, p. 60].
- No punctuation is used if the reference occurs within the sentence, unless this is required grammatically. E.g. According to Jordaan [4, p. 72] the method is still…
- No punctuation is used within brackets when only the number of the source in a list of references is mentioned, e.g. … [7]. However this practice is strongly discouraged and, if possible, the page number should be indicated.
- A comma separates the number of the source and the number of the page within the brackets, e.g. … [6, p. 80].
- For reference to more than one page, the abbreviation “pp” is used, e.g. [6, pp. 80-89]. There is a space between the full stop after the p. or pp. and the actual page number(s) referred to.

8.7 SOURCE LIST

The source list (list of references) is a comprehensive list with complete bibliographical details of all publications that have been cited in the writing of the assignment. It is different from a Bibliography which is a complete listing of all publications on a specific topic. This list is normally arranged alphabetically according to authors. Due to the resultant case of accessing the details of a particular reference, a single alphabetical list of references are preferred right at the end of the document.

An example of a Source List:

8.8 BOOKS

Every book is an independent unit that must be bibliographically described so as to retain its own identity for subsequent tracking down and usage. The list of references must be compiled according to specific prescriptions.
8.8.1 Components of the bibliographic description

The different components of a reference depend on the nature of the publication. Normally it appears in the following sequence:

- Surname and Initials of author
- Title of book (and extension of title if applicable) - underlined or in italics
- Edition if more than one edition was published.
- Place of publication
- Publisher
- Year/date of publication.
- The punctuation follows a fixed pattern, so that every component is clearly separated by means of prescribed punctuation symbols

Example:

8.8.2 Capital letters in the title of a publication

The use of capital letters is limited to the initial letter of the first word as well as each descriptive word in the title of the book, and where such usage is grammatically required. Small letters are used for conjunctive words (e.g. “and”, “or”, “of”).

Example:
Applications of Digital Techniques: An Introduction.

8.8.3 Language used in the description

The description is usually provided in the language of the publication. Any additional information included by the learner himself must be in the language of the text.

8.8.4 Determination of authorship

The names of all the authors must be listed. An author can also be an institution, for example, The Yearbook of the Central University of Technology, of which the University is the author.

8.8.5 Title

The title page of the book provides the official title. The wording of the title must be recorded exactly as it stands. The punctuation and the use of capital letters of the title page, however, are not necessarily followed.
8.8.6 Components and punctuation

- Official title: i.e., the main title of a publication
- The subtitle of the title, i.e. explanatory titles, extension of the official title, etc.
- A full stop is placed after the title.
- A subtitle is preceded by a colon (:) and concluded with a full stop.

Example:

8.8.7 Edition

The first edition is not mentioned, nor the subsequent reprints or impressions. Statements about editions can be abbreviated as follows (note the punctuation):

Example:
2nd ed. 3rd ed.
4th ed. 2de dr. /uitg. (Afrikaans)

8.8.8 Place of Publication

Give the place of publication in the language of the source. Only mention the place (City). NOT only the country or the state. If there is more than one place of publication, only the first one is mentioned.

Example:

States of the United State of America may be used in abbreviated form after the city e.g. Mass. For Massachusetts— if stated at the title page of the book.

Example:

If the place of publication cannot be established, the abbreviation [s.l.] (sine loco) in squire brackets is used.

Example:
8.8.9 Publisher

A colon (:) is inserted between the name of the city where the book was published and the name of the publisher. The initials of the publisher are omitted (e.g. J.L. van Schaik becomes Van Schaik). If the publisher and the author/institution are the same person, the publisher is omitted. A comma is inserted between the name of the publisher and the date. A full stop is placed after the date.

**Example:**

If the publisher of a source cannot be determined, the abbreviation [s.n.] (sine nomine) in square brackets is used.

**Example:**

8.8.10 Series

If the source being used is one of a series it will probably appear on the title page or on the reverse side of the title page. A series is only important if it gives indication of the authoritativeness of the source. The name of the series and the series number are mentioned at the end of the reference and is placed between square brackets.

**Example:**
[Machine at work].
[Bibliographies; no. 7].

8.9 UNPUBLISHED THESES/DISSERTATIONS

Unpublished theses or dissertations can also be referred to. Such sources should be identified as unpublished research reports.

**Example:**

8.10 PERSONAL INTERVIEWS OR CORRESPONDENCE

References can also be made to interviews held with experts in a particular field of study. In such a case, the name of the interviewee and date of the interview should be provided.

**Example:**
Coetzer, H. *Interview with the author on 31 June 2005, Cape Town*. 
8.11 JOURNAL ARTICLES

References to periodicals and newspapers take the form of analytical references. The following bibliographical information is required:

- The **author(s)**
- The **title** of the article
- The **name of the periodical/journal** in which the article appeared (underlined)
- **Publication date**
- The **year of the volume**
- The **number of the volume**
- The **pages of the volume** in which the article appeared
- The **day and month** or **indication of the semester** of the journal

The prescribed principles concerning punctuation and capital letters are also valid here. The place of publication must only be supplied if two journals both have exactly the same name. In such a case, the place of publication must precede the volume number, etc.

**Example:**


8.12 INTERNET (World Wide Web)

In the case of internet sources all the bibliographic information is often not available. Referencing in the text is exactly the same as with books, e.g. (Smith, 2002). A typical reference in this regard is often as follows:

**Example:**


8.13 ELECTRONIC JOURNALS

References for electronic journals are the same as for printed journals, except that there must be an indication that it is an electronic journal and where it can be obtained.

**Example:**


PU vir CHO (Potchefstroomse Universiteit vir Christelike Hoër Onderwys). 1998. Handleiding vir bibliografiese styl. Potchefstroom: PU vir CHO (D225/97)

VAN BILJON, E.L. [s.a.]. Handleiding vir voorgraadse studente by die skryf van werkstukke [s.l. : s.n.]