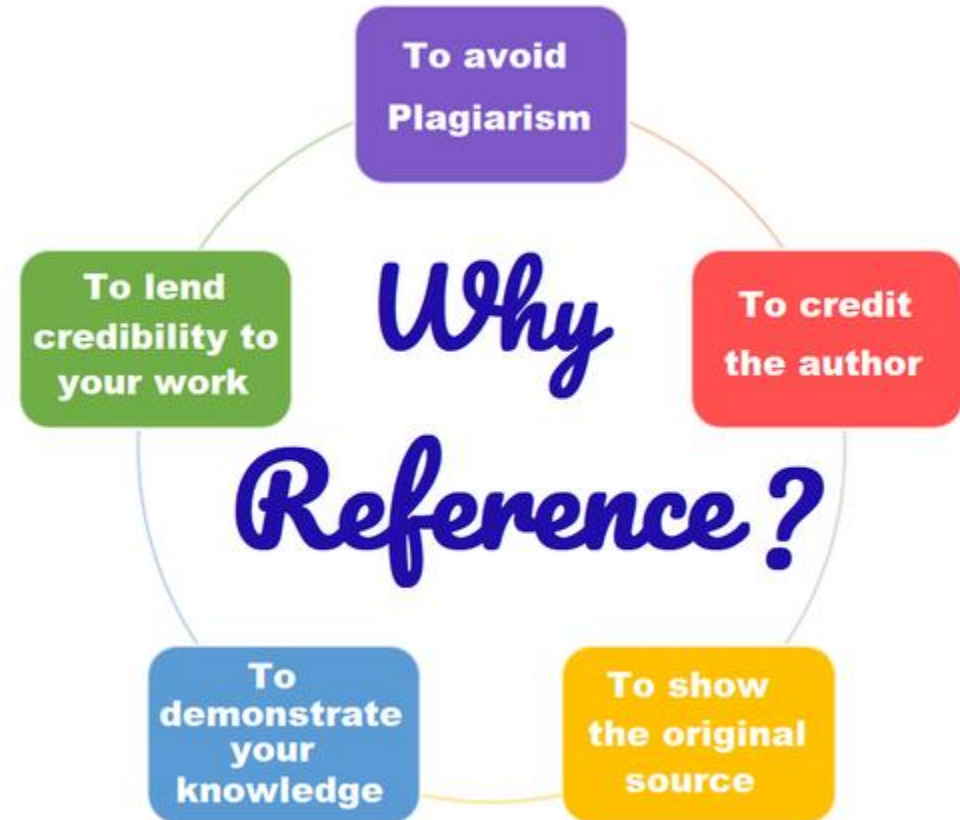


# ***REFERENCING***

## THE BASICS



# ***HOW TO REFERENCE AN EBOOK***

## **REFERENCING LIST:**

Cox, A. 2008. The short story. Newcastle: Cambridge Scholars Publishing. [eBook]. Available on EBSCOhost at:  
<http://search.ebscohost.com.ezproxy.iielearn.ac.za/login.aspx?direct=true&db=e000xww&AN=539843&site=ehost-live>  
[Accessed 31 October 2017].

## **INTEXT REFERENCING:**

### **FRONT OF SENTENCE USE**

Cox (2008:112)

### **END OF SENTENCE USE**

(Cox, 2008:112).



# ***HOW TO REFERENCE A ONE AUTHER TEXTBOOK***

## REFERENCING LIST:

Hüther, G. 2006. The compassionate brain: How empathy creates intelligence. Boston: Trumpeter.

- Author surname - (comma)
- Initials - full-stop between initials and (full stop)
- Year - (no brackets) (full stop)
- Name of book – italics and (full stop)
- Edition number - in numerical form and lowercase ed (full stop)
- Place of publication - (city, not country) (colon)
- Publisher name - (full stop).



***HOW TO  
REFERENCE  
A  
ONE AUTHER  
TEXTBOOK***

**INTEXT REFERENCING:**

**FRONT OF SENTENCE USE**

Hüther (2006:6)

**END OF SENTENCE USE**

(Hüther, 2006:6).



# **HOW TO REFERENCE A TWO AUTHOR TEXTBOOK**

## REFERENCING LIST:

Botha, T. and Vrba, M. 2021. *Contemporary Management Principles*. 2nd ed. Cape Town: Juta.

- Author - surnames, initials (joined by 'and', not '&') (full stops between initials)
- Year - (no brackets) (full stop)
- Name of book – in italics (full stop)
- Edition number - lowercase ed (full stop)
- Place of publication - (city, not country) (colon)
- Publisher name - (full stop)



***HOW TO  
REFERENCE  
A  
TWO AUTHER  
TEXTBOOK***

**INTEXT REFERENCING:**

**FRONT OF SENTENCE USE**

Botha and Vrba (2021: 96)

**END OF SENTENCE USE**

(Botha & Vrba, 2021: 103-104).



# ***HOW TO REFERENCE A THREE OR MORE AUTHOR TEXTBOOK***

## REFERENCING LIST:

Botha, J., Driver, S., Etsebeth, V., Govindjee, A., Holness, D., Katzew, J., Newman, S.P., Pillay, K., Schoeman, H.C., Shirk, A., Singh, P.P., Tait, M. **and** Wagenaar, T. 2020.

Commercial Law: Fresh Perspectives. 3rd ed. Cape Town: Maskew miller learning.

Author - surnames, initials (joined by 'and', not '&') (full stop after last set of initials)

- Year - (no brackets) (full stop);
- Name of book – in italics (full stop)
- Edition number – In numerical form and lowercase ed (full stop)
- Place of publication - (city, not country) (colon)
- Publisher name - (full stop).



# ***HOW TO REFERENCE A THREE OR MORE AUTHOR TEXTBOOK***

## **INTEXT REFERENCING:**

### **FRONT OF SENTENCE (1<sup>ST</sup> TIME) USE**

Botha, Driver, Etsebeth, Govindjee, Holness, Katzew, Newman,  
Pillay, Schoeman, Shirk, Singh and Wagenaar (2020: 100)

### **FRONT OF SENTENCE (2<sup>ND</sup> TIME) USE**

Botha *et al.* (2020: 100)

### **END OF SENTENCE USE**

(Botha *et al.*, 2020: 100).



# ***HOW TO REFERENCE A JOURNAL ARTICLE***

## REFERENCING LIST:

Spaull, N. 2013. Poverty and privilege: Primary school inequality in South Africa. *International Journal of Educational Development*, 33(2): 436-447.

Author surname - initials (full stop)

- Year - no brackets and full stop
  - Title of article - full stop
  - Name of Journal - comma
- Volume and issue number in round brackets - no space and (colon)
- Page numbers of the article - (full stop).



***HOW TO  
REFERENCE  
A  
JOURNAL  
ARTICLE***

**INTEXT REFERENCING:**

**FRONT OF SENTENCE USE**

Spaull (2013:438)

**END OF SENTENCE USE**

(Spaull, 2013:438).



***HOW TO  
REFERENCE  
A  
JOURNAL  
ARTICLE  
ONLINE***

REFERENCING LIST:

Barker, R. 2009. A qualitative thematic analysis of Facebook profiles. *Journal of Qualitative Research*, 42(1): 7–14. [Online]. Available at: <http://pps.sagepub.com/content/7/3/203.short> [Accessed 22 July 2021].



***HOW TO  
REFERENCE  
A  
JOURNAL  
ARTICLE  
ONLINE***

**INTEXT REFERENCING:**

**FRONT OF SENTENCE USE**

Barker (2009:7)

**END OF SENTENCE USE**

(Barker, 2009:7).



# ***HOW TO REFERENCE A WEBSITE***

## REFERENCING LIST:

Newman, M. 2022. 6 Common Remedies for Breach of Contract in Business, 11 October 2022. [Online]. Available at: <https://millerlawpc.com/6-remedies-breach-of-contract/> [3 October 2023].



# ***HOW TO REFERENCE A WEBSITE***

INTEXT REFERENCING:

FRONT OF SENTENCE USE

Newman (2022)

END OF SENTENCE USE

(Newman, 2022).



***HOW TO  
REFERENCE  
RESEARCH  
MATTERS  
TEXTBOOK  
!!!!!!!***

REFERENCING LIST:

Du Plooy-Cilliers, F., Davis, C. and Bezuidenhout, R. 2021.  
*Research Matters*. 2nd ed. Claremont: Juta and Company  
Ltd.

**THREE AUTHER TEXTBOOK – THREE AUTHER RULES  
APPLY!**



***HOW TO  
REFERENCE  
RESEARCH  
MATTERS  
TEXTBOOK  
!!!!!!!!!!***

**INTEXT REFERENCING:**

**FRONT OF SENTENCE (1<sup>st</sup> TIME) USE**

Du Plooy-Cilliers, Davis and Bezuidenhout (2021: 1)

**FRONT OF SENTENCE (2<sup>nd</sup> TIME) USE**

Du Plooy-Cilliers *et al.* (2021: 1)

**END OF SENTENCE USE**

(Du Plooy-Cilliers *et al.*, 2021: 1).