

## Harvard - Anglia Style Reference Guide – Adapted for The IIE

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

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

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

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

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

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

<sup>2</sup> Guide to the Harvard Anglia style of referencing. Version 6.1.2. 2019.

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Source	In-text Paraphrased	In-text Direct Quote	Reference List
Book (one author)	<p>Hüther (2006) argues that psychological and social decisions are of central importance to human brain development.</p> <p>Psychological and social decisions are of central importance to human brain development (Hüther, 2006).</p>	<p>According to Hüther (2006, p.6), "... the most important decisions a human being can make in the course of his life are psychosocial in nature."</p> <p>"... [T]he most important decisions a human being can make in the course of his life are psychosocial in nature" (Hüther, 2006, p.6).</p> <p><b>Please Note:</b> Page numbers: preceded with p. for a single page and pp. for a range of pages.</p>	<p>Hüther, G., 2006. <i>The compassionate brain: How empathy creates intelligence</i>. Boston: Trumpeter.</p> <ul style="list-style-type: none"> <li>• Author surname (comma);</li> <li>• Initials (full-stop between initials) (full stop);</li> <li>• Year (no brackets) (full stop);</li> <li>• <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop);</li> <li>• Place of publication (city, not country) (colon);</li> <li>• Publisher name (full stop).</li> </ul>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Two or three authors for a work	<p>During the mid-nineties, research undertaken in Luton (Slater and Jones, 1996) showed that ...</p> <p>Strunk and White (2023) argue that overwriting should be avoided since it makes understanding and engaging with texts difficult for readers.</p> <p>Further research (Green, Harris and Dunne, 1969) showed...</p> <p><b>Please note:</b> When there are two or three authors for a work, they should all be listed (in the order in which their names appear in the original publication), with the name listed last preceded by an and.</p>	<p>Strunk and White (2023, p.72) argue that “[r]ich, ornate prose is hard to digest ...”</p> <p>It is best to steer clear of overwriting since “[r]ich, ornate prose is hard to digest” (Strunk and White, 2023, p.72).</p> <p>On the topic of professional writing and referencing, Cormack and Brown (1994, p.32) have stated...“When writing for a professional readership, writers invariably make reference to already published works...”</p>	<p>Strunk, W. and White, E.B., 2023. <i>The elements of style</i>. 4<sup>th</sup> ed. Massachusetts: Allan and Bacon.</p> <p>Green, D., Harris, K.L. and Dunne, D.H., 1969. <i>Research methods</i>. 4<sup>th</sup> ed. Cambridge: Cambridge University Press.</p> <ul style="list-style-type: none"> <li>• Author surnames, initials (joined by ‘and’, not ‘&amp;’) (full stops between initials);</li> <li>• Year (no brackets) (full stop);</li> <li>• <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop);</li> <li>• Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop);</li> <li>• Place of publication (city, not country) (colon);</li> <li>• Publisher name (full stop).</li> </ul>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Four or more authors for a work	<p>Green, et al. (2014) found that the majority ...</p> <p>Recent research (Green, et al., 2014) has found that the majority of ...</p> <p><b>Note:</b> Where there are several authors (four or more), only the first author should be used, followed by et al. meaning and others.</p>	<p>Green, et al. (2014, p.3) suggest that “if the work involves creating or collecting data, ... then statistics will typically be involved in some way.”</p> <p>“[I]f the work involves creating or collecting data, ... then statistics will typically be involved in some way” (Green, et al., 2014, p.3).</p>	<p>Green, G., Pecar, B., Santana, L. and Burke, A., 2014. <i>Statistics for the social sciences using Excel®: A first course for South African students</i>. Cape Town: Oxford University Press Southern Africa.</p> <ul style="list-style-type: none"> <li>• Author surnames, initials (joined by ‘and’, not ‘&amp;’) (full stop after last set of initials);</li> <li>• Year (no brackets) (full stop);</li> <li>• <i>Name of book</i> (italics) (no unnecessary capitalisation in title sentence case) (full stop);</li> <li>• Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop);</li> <li>• Place of publication (<u>city</u>, not country) (colon);</li> <li>• Publisher name (full stop).</li> </ul> <p><b>Please note:</b> Note that et al. is used for in-text citations but not as part of a reference list. The phrase et al. should also always be followed with a full stop regardless of its position in a sentence.</p>



Source	In-text Paraphrased	In-text Direct Quote	Reference List
Books (same author, multiple publications)	<p>Different years ...</p> <p><b>Note:</b> When the same author has more than one text but in different years, then arrange these chronologically.</p> <p>An expert in the field of teaching and learning, Smith (2011; 2015) has repeatedly argued</p>	<p>Smith (2011, p.7; 2015, p.3) has repeatedly argued that schools could be more successfully transformed if we approach them “the wrong way around.”</p> <p><b>Please note:</b> If multiple publications from the same author make the same point and they were published in different years, then references should be cited in chronological order (from most oldest to recent).</p>	<p>Smith, R.G., 2011. <i>Turning school policy on its head</i>. Sandton: Fairbooks.</p> <p>Smith, R.G., 2015a. <i>Approaching pedagogy the ‘wrong’ way around</i>. Pretoria: Inventa Press.</p> <p>Smith, R.G., 2015b. <i>Changing policy paradigms</i>. 2nd ed. Cape Town: Education House.</p> <ul style="list-style-type: none"> <li>• Author surnames, initials (joined by ‘and’, not ‘&amp;’) (full stop after last set of initials);</li> <li>• Year (no brackets) (full stop);</li> <li>• <i>Name of book</i> (italics) (no unnecessary capitalisation in title sentence case) (full stop);</li> <li>• Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop);</li> <li>• Place of publication (<u>city</u>, not country) (colon);</li> <li>• Publisher name (full stop).</li> </ul>
	<p>Same (and different) year ...</p> <p><b>Please note:</b> When the same author has more than one text in the same year, use the letters a, b, c to distinguish between them and then arrange the titles alphabetically in your reference list.</p> <p>Teaching and learning expert Robert Smith (2011; 2015a; 2015b) has repeatedly stated ...</p>	<p>Teaching and learning expert Robert Smith (2011, p.16; 2015a, p.21; 2015b, pp.45–46) has long held that ...</p>	

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

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

Source	In-text Paraphrased	In-text Direct Quote	Reference List
eBook (online database/ Website)	<p>Cox (2008) proposes that ...</p> <p>Short stories can be considered an innovative literary form (Cox, 2008).</p> <p><b>Please note:</b> In-text references for eBooks should follow the same format as those for books, based on the number of authors/ editors).</p>	<p>Cox (2008, p.x) argues that “[f]or the writer, formal distinctions are fluid and the short story will find its own length.”</p> <p>“If reading and writing a novel means dwelling in a haunted house, then the equivalent in the short story is the overnight stay in the spooky hotel room from which we may never recover” (Cox, 2008, p.xiv).</p> <p><b>Please note:</b> In-text references for eBooks should follow the same format as those for books, based on the number of authors/editors).</p> <p>If you include a quotation from an e-book without page numbers, use the section heading or chapter heading as a guide to locating your quotation, if available.</p>	<p>Cox, A., 2008. <i>The short story</i>. [e-book] Newcastle: Cambridge Scholars Publishing. Available through the Independent Institute of Education website. Available at: &lt;<a href="https://research-ebSCO-com.ezproxy.iielearn.ac.za/linkprocessor/plink?id=982d70ec-2962-34d9-9524-8125c88d66af">https://research-ebSCO-com.ezproxy.iielearn.ac.za/linkprocessor/plink?id=982d70ec-2962-34d9-9524-8125c88d66af</a>&gt; [Accessed 31 October 2017].</p> <p><b>Please note:</b> As shown above, the reference list for eBooks combines the format for books (based on the number of authors/editors) with the format for websites.</p> <p>Make sure that you have cited the permalink/persistent link to any eBooks, etc., and not any temporary ‘session’ URLs you may have been working with. Session URLs, which are used during most database searches, such as those conducted on EBSCOhost, expire as soon as you have finished working and so will not assist your reader in following your source’s citation. See Special note 3. Citing URLs for further details.</p>
Open access e-books freely available over the	MacCannell (2007) proposed that ... It is essential that students understand the continuous nature of research	MacCannell (2013, p.108) argues that “[r]esearch as a process is determined and redetermined by the	MacCannell, D. eds., 2013. <i>The Tourist: A New Theory of the Leisure Class</i> . [e-book] Wallingford: ABS

internet, such as through Google books	decisions (MacCannell, 2013).	choices you make on a continuous basis.”  “Research as a process is determined and redetermined by the choices you make on a continuous basis” (MacCannell, 2013, p.108).	Publishers. Available at: Google Books < <a href="https://www.google.co.za/books/editon/The_Tourist/56kwDwAAQBAJ?hl=en&amp;gbpv=1&amp;dq=Leisure+and+the+tourist&amp;printsec=frontcover">https://www.google.co.za/books/editon/The_Tourist/56kwDwAAQBAJ?hl=en&amp;gbpv=1&amp;dq=Leisure+and+the+tourist&amp;printsec=frontcover</a> > [Accessed 9 June 2008].
Pdf documents	Bank of England (2008) found out that...	Technology and online resources have become primary sources of knowledge globally (Bank of England, 2008, p.28).	Bank of England, 2008. Inflation Report. [pdf] [s.l.]: Bank of England. Available at: < <a href="https://www.bankofengland.co.uk/-/media/boe/files/inflation-report/2008/november-2008.pdf">https://www.bankofengland.co.uk/-/media/boe/files/inflation-report/2008/november-2008.pdf</a> > [Accessed 20 April 2009].  Department of Health, 2008. Health inequalities: progress and next steps. [pdf] London: Department of Health. Available at: < <a href="https://www.choiceforum.org/docs/in-equalities.pdf">https://www.choiceforum.org/docs/in-equalities.pdf</a> > [Accessed 9 June 2008].

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

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Journal article	Spaull (2013) argues that a bimodal ...	According to Spaull (2013, p.438), South Africa is dealing with "... an ongoing crisis" in education.	<p>Spaull, N., 2013. Poverty and privilege: Primary school inequality in South Africa. <i>International Journal of Educational Development</i>, 33(2), pp.436-447.</p> <ul style="list-style-type: none"> <li>• Author surname/s, initials (full stop);</li> <li>• Year (no brackets) (full stop);</li> <li>• Title of article (sentence case) (full stop);</li> <li>• <i>Name of Journal</i> (title case) (comma),</li> <li>• Volume number is followed by the issue number which is in round brackets (no space) (colon);</li> <li>• Page numbers of the article (full stop).</li> </ul> <p><b>Please note:</b> The title of the publication (journal) must appear in italics, and not the title of the article.</p>
Journal article obtained from an online database/website	<p>Barker (2009) believes that a realistic researcher designs simple projects.</p> <p><b>Please note:</b> Remember to use DOIs as far as possible in the references list for journal articles! (see Section 3 Under Special Notes on Referencing for more detail)</p>	According to Barker (2009, p.7), "choosing a simple design for research makes it more realistic."	<p>Barker, R., 2009. A qualitative thematic analysis of Facebook profiles. <i>Journal of Qualitative Research</i>, [e-journal] 42(1), pp.7–14. Available at: &lt;<a href="https://journals.sagepub.com/doi/10.1177/1745691612442904">https://journals.sagepub.com/doi/10.1177/1745691612442904</a>&gt; [Accessed 22 July 2023].</p>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Newspaper or magazine article (printed and online)	<p>Du Preez (2014) surmises that ...</p> <p>Gcoyi (2015) argues that we should reject the current consideration of foreign policy as an exclusive tool for making economic gains.</p>	<p>Du Preez (2014) surmises that “politically, the president has played his cards well – even if his social cards have him heading for a fold.”</p> <p>“[W]e should disabuse ourselves of the notion that foreign policy exists only for the pursuit of economic ends” (Gcoyi, 2015).</p>	<p>Du Preez, S.P., 2014. Smarter than he looks. <i>Politics Today</i>, 4 October. p.4.</p> <p><b>Please note:</b> (In the page reference. p.4b - “4” indicates that the article is on the fourth page of the newspaper, columns of print on a page are labelled left to right alphabetically, so in this example, “b” indicates that this is the second column of newsprint across the page from left to right.)</p> <p>Gcoyi, T., 2015. Diplomatic missions are a critical component of foreign policy implementation. <i>Daily Maverick</i>, [online] 18 November. Available at: &lt;<a href="https://www.dailymaverick.co.za/opinionista/2015-11-18-diplomatic-missions-are-a-critical-component-of-foreign-policy-implementation/">https://www.dailymaverick.co.za/opinionista/2015-11-18-diplomatic-missions-are-a-critical-component-of-foreign-policy-implementation/</a>&gt; [Accessed 19 November 2015].</p> <p>An example of corporate authorship is where the newspaper article authorship is not stated.</p> <p>The Times, 2005. Corporate manslaughter: responses from the legal profession [editorial comments], <i>The Times</i>, 8 Sep. p.4b.</p>
Website	<p>In one year alone, air-pollution related diseases were responsible for millions of death (World Health Organisation, 2015).</p> <p><b>Please note:</b> Please do NOT include the web address (URL) in the in-text citation. As with any reference, your in-text</p>	<p>According to the World Health Organisation (2015), “[i]n 2012 ... 7 million people died from air pollution related diseases, making it the world’s largest single environmental health risk.”</p>	<p>World Health Organisation, 2015. <i>WHO calls on countries to protect health from climate change</i>. [online] Available at: &lt;<a href="https://www.who.int/news/item/17-11-2015-who-calls-on-countries-to-protect-health-from-climate-change">https://www.who.int/news/item/17-11-2015-who-calls-on-countries-to-protect-health-from-climate-change</a>&gt; [Accessed 20 November 2015].</p> <p>Foundation for Economic Education (FEE), 2014. <i>England’s Whetstone named FEE’s first “Blinking Lights” award recipient</i>. [online] Available at:</p>




	<p>citation requires the same first two points of reference you would include in your reference list: usually the 'author', and the date of publication.</p>	<p><a href="https://fee.org/resources/englands-whetstone-named-fees-first-blinking-lights-award-recipient/">https://fee.org/resources/englands-whetstone-named-fees-first-blinking-lights-award-recipient/</a> [Accessed 16 July 2014].</p> <p><b>Please note:</b> The same guidelines that are used to refer to authors of books, chapters, and articles in journals are used to indicate the author(s) of Internet articles. The first date refers to the year in which the website was most recently updated (usually found at the bottom of the web page). Where possible, provide the full date of publication of the article – this may not, however, always be available.</p>
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Source	In-text Paraphrased	In-text Direct Quote	Reference List
YouTube/TEDx-type videos		The principle research states, “The need for sustainable development...” (Department for Environment, Food and Rural Affairs, 2007).	<p>Department for Environment, Food and Rural Affairs, 2007. <i>Sustainable development: the bigger picture</i>. [video online] Available at: &lt;<a href="https://www.youtube.com/watch?v=keZmq56ahdM">https://www.youtube.com/watch?v=keZmq56ahdM</a>&gt; [Accessed 23 June 2012].</p> <p>The Stig, 2009. Track Day Challenge, <i>Top Gear: The Stig revealed</i>. [video online] Available at: &lt;<a href="https://www.youtube.com/watch?v=oRAuXHcAUiA">https://www.youtube.com/watch?v=oRAuXHcAUiA</a>&gt; [Accessed 23 June 2009].</p>

Blog article	<p>Geezer (2009) argues that the Chinese government appears to understand the value of gold for future planning in ways that other governments do not.</p> <p><b>Please note:</b> Try to avoid citing blog articles if you are looking for credible evidence – they are, generally, of a more subjective nature and should be treated as such. Respected journalists/political analysts/thought leaders in various areas should be used as far as possible if you wish to use a blog for citing purposes.</p>	Geezer (2009) asserts that “... the Chinese authorities understand the importance of gold as an investment and as a backing for future currency”.	<p>Geezer, D. 2009. Conservationists are not making themselves heard. <i>Guardian.co.uk Science blog</i>, [blog] 18 June. Available at: &lt;<a href="https://www.theguardian.com/science/blog/2009/jun/18/conservation-extinction-open-ground">https://www.theguardian.com/science/blog/2009/jun/18/conservation-extinction-open-ground</a>&gt; [Accessed 23 June 2009].</p> <ul style="list-style-type: none"> <li>• Author, Initials.</li> <li>• Year.</li> <li>• Title of the individual blog entry.</li> <li>• <i>Blog title</i>,</li> <li>• [medium]</li> <li>• Blog posting date.</li> <li>• Available at: include website address/URL (Uniform Resource Locator) [Accessed date].</li> </ul>
Source	In-text Paraphrased	In-text Direct Quote	Reference List
Card and board games	On describing the game, Horton (2019) argues that it highlights important qualities of collaboration, retaliation, diplomacy and conspiracy.		<p>Horton, M., 2019. <i>We're doomed! the game of global panic</i> [board game]. Hillside, NY: Breaking Games.</p> <ul style="list-style-type: none"> <li>• Author/publisher if no author information;</li> <li>• Year of publication;</li> <li>• <i>Title of the game</i> followed by [board game];</li> <li>• Place of publication;</li> <li>• Publisher.</li> </ul>

Computer Online video games	This is a fun-filled game for ninjas, shooters, builders and explorers (Sony, 2017).		<p>Sony, 2017. <i>Fortnite Battle Royale</i> [online digital game] PS4. Poland: Gearbox. Available at: <a href="https://www.playstation.com/en-za/games/fortnite/">https://www.playstation.com/en-za/games/fortnite/</a> [Accessed 23 March 2025].</p> <ul style="list-style-type: none"> <li>• Author/publisher if no author information;</li> <li>• Year of publication;</li> <li>• <i>Title of the game</i> followed by [the format, e.g. Online Digital Game] and console type;</li> <li>• Place of publication;</li> <li>• Publisher.</li> <li>• Available at: include website address/URL (Uniform Resource Locator) [Accessed date].</li> </ul>
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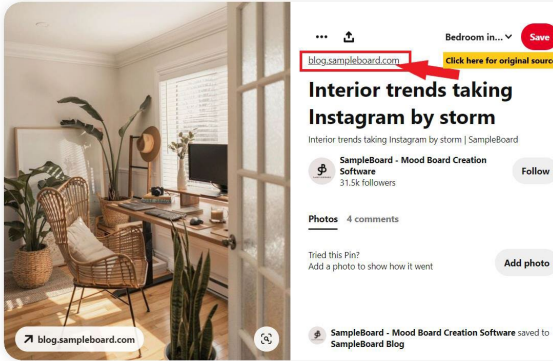
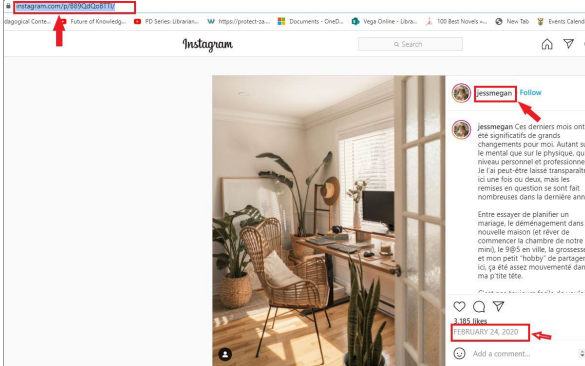
Source	In-text Paraphrased	In-text Direct Quote	Reference List
Artworks/Images/figures	<p><b>Please note:</b> The caption of the figure should state where you obtained the figure, the medium, the measurements, and the collection (where relevant). The caption is typed not in bold text, in single spacing, and both the figure and caption are centre-aligned. When you replicate an image from a source, add a citation below the image to acknowledge the source. Also, remember to number the figure.</p> <p>Picasso's (1907) work, <i>Les demoiselles d'Avignon</i> (see Figure 1), is perhaps one of the most iconic examples of ...</p> <p>As evident in Figure 1, Picasso used the muted tones and different viewpoints characteristic of Cubism since the early 20th century...</p>	<p>Gardener (2012) points out the "Picasso's (1907) <i>Les demoiselles d'Avignon</i> (Figure 1) is a seminal work in the history of 20th century art."</p>  <p>Figure 1: Picasso, P. 1907. <i>Les demoiselles d'Avignon</i>. Oil on canvas. 243.9 x 233.9cm. Museum of Modern Art, New York. (Gardener, 2012, p. 372)</p> <ul style="list-style-type: none"> <li>• Author surname (comma);</li> <li>• Initials (punctuation between initials) (full stop);</li> <li>• Year (no brackets) (full stop);</li> <li>• <i>Title of artwork</i> (full stop);</li> <li>• Medium/media (full stop);</li> <li>• Measurements (full stop);</li> <li>• Location of artwork/image (full stop);</li> <li>• Citation below image to acknowledge the</li> </ul>	<p><u>In the Reference List:</u> Gardener, A., 2012. <i>Art Through the Ages</i>. London: Thames and Hudson.</p> <ul style="list-style-type: none"> <li>• Author surname (comma);</li> <li>• Initials (full stop);</li> <li>• Year (no brackets) (full stop);</li> <li>• <i>Title</i> (full stop);</li> <li>• City of publication (colon);</li> <li>• Publisher (full stop).</li> </ul> <p><u>In the List of Figures:</u> Figure 1: Picasso, P., 1907. <i>Les demoiselles d'Avignon</i>. Oil on canvas. 243.9 x 233.9cm. Museum of Modern Art, New York.</p> <ul style="list-style-type: none"> <li>• Figure number (colon);</li> <li>• Artist/Creator surname (comma);</li> <li>• Initials (punctuation between initials) (full stop);</li> <li>• Year (no brackets) (full stop);</li> <li>• <i>Title of artwork/image/figure</i> (full stop);</li> <li>• Medium/media (full stop);</li> <li>• Measurements (full stop);</li> <li>• Location of artwork/image (full stop).</li> </ul>

		source.	
		<b>Please note:</b> The caption is typed in single spacing, and both the figure and caption is centre-aligned. Remember to number the figure.	
Photographs	<p>(O'Malley, 2010, p.55)</p> <p><b>Please note:</b> Include the page number in your in-text citation. The full reference would be the reference to the book or journal article you found the image in.</p>		<p>O'Malley, M., 2010. <i>The wisdom of bees</i>. London: Portfolio.</p> <p>Artist/Photographer's name (if known), Year of production. <i>Title of image</i>. [type of medium] Collection Details as available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).</p> <p>Beaton, C., 1956. <i>Marilyn Monroe</i>. [photograph] (Marilyn Monroe's own private collection).</p> <p>Beaton, C., 1944. <i>China 1944: A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu</i>. [photograph] (London, Imperial War Museum Collection).</p> <p><b>Electronic image:</b> Artist/Photographer's name, Year of production. <i>Title of image</i>. [type of medium] Available at: include web site address/URL(Uniform Resource 51</p>

			<p>Locator) and additional details of access, such as the routing from the homepage of the source. [Accessed date].</p> <p>Dean, R., 2008. <i>Tales from Topographic Oceans</i>. [electronic print] Available at: &lt;<a href="https://youtu.be/ZVnqY8dXbwo">https://youtu.be/ZVnqY8dXbwo</a>&gt;</p> <p>[Accessed 18 June 2008].</p> <p><b>Please note:</b> When using an image from a book or journal article, an in-text reference should be included and a full reference included at the end of the piece of work. Look for the name of the image creator – either beneath the image, in the text, or in a list of figures, or copyright statement. If there is no author or artist given for the image, it is fair to assume the image was created by the author(s) of the book or journal article.</p>
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Source	In-text Paraphrased	In-text Direct Quote	Reference List
Online images/figures	<p><b>Please note:</b> When referring to the figure or image, include the figure number. The title of the figure should be in italics when referred to in-text.</p> <p>In Khoklov and Khutsan's (s.a.) image, <i>The Art of the Face – Optical Illusion nr. 13</i>, it is evident that ...</p>	<div data-bbox="1133 229 1469 679" data-label="Image"> </div> <p>Figure 1: Khokhlov, A. and Kutsan, V. [s.a.]. <i>The Art of Face - Optical Illusion nr. 13</i>. (Nova Entertainment, 2015)</p> <ul style="list-style-type: none"> <li>• Author surname (comma) and initials (full stop) (if available);</li> <li>• Year (no brackets) (full stop) (if available – if not, use [s.a.]);</li> <li>• <i>Title of image/figure</i> (full stop);</li> <li>• Add a citation below the image to acknowledge the source.</li> </ul> <p><b>Please Note:</b> If no author/artist is evident, use the title first, then the date, then the source. The caption is typed in single spacing, and the figure and caption are center-aligned. Number the figure.</p>	<p>In the Reference list: Nova Entertainment, 2015. <i>15 faces turned into amazing optical illusions</i>. [electronic print]. Available at: &lt;<a href="http://www.smoothfm.com.au/entertainment/15-faces-face-paintingopticalillusions#sthash.b7V3MKES.dpu">http://www.smoothfm.com.au/entertainment/15-faces-face-paintingopticalillusions#sthash.b7V3MKES.dpu</a>&gt; [Accessed 18 June 2015].</p> <p>In the List of Figures: Figure 1: Khokhlov, A. and Kutsan, V. [s.a.]. <i>The Art of Face – Optical Illusion nr. 13</i>.</p>



Source	In-text Paraphrased	In-text Direct Quote	Reference List
Pinterest images	<p>Please note that images on Pinterest are images pinned and are mostly linked or saved from other websites. When using an image from Pinterest to reference, rather use the link where it was saved from (original link).</p>  <p><b>Original source of the above</b></p>  <p><b>Example referencing</b></p>		<p>Jessmegan, 2020. <i>Sustainable interior design for your study room</i>. [image online]. Available at: &lt;<a href="https://www.instagram.com/p/B89QdQoBTTI/">https://www.instagram.com/p/B89QdQoBTTI/</a>&gt; [Accessed 05 April 2021].</p>



**Figure 2:** Jessmegan. 2021. *Sustainable interior design for your study room* (Jessmegan, 2021).

**Intext citation example:**

In Figure 2, Jessmegan (2021) image demonstrates an example of sustainable interior designs for a study room.

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

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

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

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Interviews and personal communication	According to political science experts, there are a total of 23 different forms of government (Leon, 2013).	<p>Leon (2013) claims that there are 23 different forms of government.'</p> <p><b>Please note:</b> For the reference list, you need the full name of the person with whom the interview was held, his/her position and affiliation, and the date/s of the interview/s. You also need to indicate what format the personal communication assumed [Personal interview] [Telephonic conversation] [Email conversation] [Forum message]</p>	<p>Leon, S., 2013. <i>Political analyst, Institute for Security Studies</i>. Interviewed by John Boyd. [radio] Power FM, 10 June 2013, 08:30.</p> <ul style="list-style-type: none"> <li>• Author surname, initials (full stop);</li> <li>• Year (no brackets) (full stop);</li> <li>• Title or occupation of interviewee (full stop);</li> <li>• Interviewed by name (first name and surname).</li> <li>• [Type of medium/format]/ [Telephonic conversation]/ [Email conversation]/[Forum message] (full stop);</li> <li>• Date of interview (full stop).</li> <li>• Time of interview (full stop).</li> </ul>
Conference proceedings	Professional public relations are becoming increasingly important in both the public and private sectors (Anderson, 2011).	Anderson (2011) sees "...professional public relations becoming increasingly important in both the public and private sector."	<p>Anderson, A.A., 2011. Public Relations challenges in emerging countries. <i>Public Relations Possibilities Conference</i>. New York, United States of America, 19–23 September 2011. New York, NY: United Nations.</p> <p>United Nations Department of Economic and Social Affairs (UNDESA), 2005. <i>6th Global forum on reinventing government: towards participatory and transparent governance</i>. Seoul, Republic of Korea, 24–27 May 2005. New York: United Nations.</p>

			<ul style="list-style-type: none"><li>• Author surname, initials (full stop);</li><li>• Year (no brackets) (full stop);</li><li>• Title of conference paper (no italics) (sentence case) (full stop);</li><li>• <i>Conference title</i> (italics) (sentence case) (full stop);</li><li>• Date of conference (full stop);</li><li>• Place of conference (colon);</li><li>• Conference organisers (full stop).</li></ul>
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Source	In-text Paraphrased	In-text Direct Quote	Reference List
Dissertations and theses (unpublished work)	<p>Siewierski (2015) argues that ...</p> <p><b>Please note:</b> Dissertations and theses follow the same conventions as for the author(s) of books, with the exception that the title of the dissertation or thesis, <u>if unpublished</u>, is not typed in italics.</p>	<p>Siewierski (2015, p.3) found that "... a massive 76% of sampled teachers in this study ... rejected outright the use of unprotected strikes to achieve union goals."</p>	<p>Siewierski, C.L., 2015. What teachers think about teacher unions: a stratified probability survey of central Gauteng teachers. MEd dissertation. University of the Witwatersrand.</p> <ul style="list-style-type: none"> <li>• Author surname (comma);</li> <li>• Initials (punctuation between initials) (full stop);</li> <li>• Year (no brackets) (full stop);</li> <li>• Title of dissertation (full stop);</li> <li>• Unpublished dissertation qualification name (full stop);</li> <li>• University or tertiary institution from which the dissertation was obtained.</li> </ul> <p><b>Required elements for an e-version are:</b>  Author, Initials., Year of publication. Title of dissertation. Level. Official name of University. Available at &lt;url&gt; [Accessed on date].</p> <p>Kingwill, A., 2023. <i>The Impact of Data Analysis on Solar Power: A Study on how data analytics improves an Individual's solar solution in South Africa</i>. PDA. Independent Institute of Education.  Available at:  &lt;<a href="https://iiespace.iie.ac.za/server/api/core/bits/treams/b0b37630-b447-4b97-b210-97c45476d81b/content">https://iiespace.iie.ac.za/server/api/core/bits/treams/b0b37630-b447-4b97-b210-97c45476d81b/content</a>&gt; [Accessed 07 February 2025].</p>



Source	In-text Paraphrased	In-text Direct Quote	Reference List
<b>Government Publications</b>			
<p>Organisation as author</p>	<p>According to the Department of Basic Education (2013), early childhood learning is ...</p> <p>Early childhood learning is an essential component of the education process (Department of Basic Education, 2013)</p> <p><b>Please note:</b> If the work is by a recognised organisation and has no personal author then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, government departments etc. such as Department of the Environment or Royal College of Nursing.</p> <p>It is acceptable to use standard abbreviations for these bodies, e.g. RCN, in your text, providing that the full name is given at the <b>first citing</b> with the abbreviation in brackets:</p> <p>First citation:</p> <p>... following major pioneering research in 2006 undertaken by the</p>	<p>According to the Department of Basic Education (2013, p.2), ensuring that "... children are provided with the correct level and kind of learning at the early stages of learning is vital" to their long-term academic success.</p> <p>Ensuring that "... children are provided with the correct level and kind of learning at the early stages of learning is vital" to their long-term academic success (DBE, 2013. p.2).</p>	<p>Department of Basic Education, 2013. <i>Dinaledi schools and the adopt-a-school programme</i>. Pretoria: Department of Basic Education.</p> <ul style="list-style-type: none"> <li>Name of government organisation (comma);</li> <li>Year (no brackets) (full stop);</li> <li><i>Title of document</i> (sentence case) (full stop);</li> <li>Place of publication (colon);</li> <li>Publisher (full stop).</li> </ul> <p><b>Please note:</b> Government publications are usually freely available via government portals on the Web – if you access the title from this space, simply use the normal website referencing format to indicate the URL and date accessed etc.</p> <p>Note that the full name is the preferred format in the reference list.</p>

	<p>Royal College of Nursing (RCN) it has been shown that ...</p> <p>Second citation:</p> <p>More recently the RCN (2012) has issued guidelines for ...</p>		
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Source	In-text Paraphrased	In-text Direct Quote	Reference List
Acts/Bills/White and Green Papers of Parliament	<p>According to the Department of Higher Education and Training (2013), a focus on social ...</p> <p>If you need to refer to a specific section and paragraph, include the section, paragraph number and subsection.</p> <p><i>Finance Act 2007. s.45(9)(b).</i></p> <p><b>Please note:</b> Government publications include items such as government gazettes, Acts and Laws and Green or White Papers. The authors are often government departments. If documents do not have page numbers, refer to the relevant section of the Act or Paper. Citing these is also more appropriate when referring to legal documents like the Constitution.</p>	<p>“Despite very significant growth, South Africa still has a post-school education and training system that does not offer sufficient places to the many youth and adults seeking education and training” (Department of Higher Education and Training, 2013, p.2).</p>	<p><u>For White/ Green Papers:</u> Department of Education, 2013. <i>White paper for post-school education and training: Building an expanded, effective and integrated post-school system</i> [white Paper]. Pretoria: Department of Higher Education and Training.</p> <p><b>Acts of Parliament</b></p> <p>Short title (with keywords capitalized) which includes the year followed by the chapter number in brackets. Place of publication: Publisher.</p> <p><i>Higher Education Act 2004. (c.8).</i> London: HMSO.</p> <p><i>For Acts prior to 1963, the regal year and parliamentary session are included:</i></p> <p><i>Road Transport Lighting Act 1957. (5 and 6 Eliz. 2, c.51).</i> London: HMSO.</p> <ul style="list-style-type: none"> <li>• Name of department/author (full stop);</li> <li>• Year (no brackets) (full stop);</li> <li>• <i>Name of Act or Bill</i> (full stop);</li> <li>• Place of publication (full stop);</li> <li>• Publisher (full stop).</li> </ul>

			<p><u>For Acts/Bills:</u> <i>Labour Relations Amendment Bill, No. 77D of 2001</i>, 2001. Cape Town: Government Printers.</p> <ul style="list-style-type: none"><li>• <i>Name of Act or Bill</i> (full stop);</li><li>• Year (no brackets) (full stop);</li><li>• Chapter (or paper) (full stop);</li><li>• Place of publication (full stop);</li><li>• Publisher (full stop).</li></ul> <p><u>Note:</u> Government documents are freely available online through a government portal – where these are the source you should also include the relevant URL and ‘accessed’ information as per usual website reference.</p>
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Source	In-text Paraphrased	In-text Direct Quote	Reference List
Dictionaries and online dictionaries	According to the <i>Oxford English Dictionary</i> (2010), etymology can be defined as ...	Etymology can be defined as “a chronological account of the birth and development of a word” (Oxford, p.234).	<p>Oxford, 2010. <i>Oxford English Dictionary</i>. Oxford: Clarendon.</p> <ul style="list-style-type: none"> <li>• Dictionary publisher</li> <li>• Year (no brackets) (full stop);</li> <li>• <i>Name of Dictionary</i> (title case) (full stop);</li> <li>• Place of publication (city, not country) (colon);</li> <li>• Publisher name (full stop).</li> </ul> <p>Chambers, 2010. <i>Chambers paperback dictionary thesaurus</i>. London: Chambers Harpers Publishers Ltd.</p> <p>Encyclopaedia Britannica, 2012. <i>Encyclopædia Britannica Online</i>. [online] London: Encyclopædia Britannica (UK). Available through: &lt;<a href="https://www.britannica.com/sports/Super-Bowl">https://www.britannica.com/sports/Super-Bowl</a>&gt; &gt; [Accessed 12 June 2011].</p> <ul style="list-style-type: none"> <li>• Dictionary publisher</li> <li>• Year of publication (full stop).</li> <li>• Name of Online Dictionary (title case) (full stop);</li> <li>• [Type of medium] (comma);</li> <li>• Place of publication</li> <li>• Publisher.</li> <li>• Available through: URL keywords capitalised), need to be active!);</li> <li>• [Date, month and year of access] (full stop).</li> </ul>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Module Outlines/Guides/ Arc material/ lecture notes	The IIE (2014) argues that a change in leadership in a democracy can have an effect on education.	The IIE (2014, p.64) posits that "... a change in leadership in a democracy can significantly impact on education."	<p>The Independent Institute of Education (IIE), 2014. Leadership in education [EDML8419 Module Outline]. The Independent Institute of Education: Unpublished.</p> <p>The Independent Institute of Education, 2025. Digital and academic literacies [DIAL5111]. nt. [online via internal VLE] The Independent Institute of Education. Available at: &lt;<a href="#">LU1: Digital Literacy Skills - DIAL5111: Digital and Academic Literacies</a>&gt; [Accessed Date 07 February 2025].</p> <ul style="list-style-type: none"> <li>• Lecturer/Author, Initials.,</li> <li>• Year.</li> <li>• Title of item,</li> <li>• Module Code</li> <li>• Module Title.</li> <li>• [online via internal Virtual Learning Environment (VLE)], HE Institution.</li> </ul> <p>Available at: web address if available over the internet, otherwise indicate if available through WebCT, SharePoint or other virtual learning environment address.</p> <ul style="list-style-type: none"> <li>• [Accessed date].</li> </ul>

<p>Source integration (multiple sources)</p>	<p>Elmore (2009) and Rincón-Gallardo (2007) both claim that celebrities' names and pictures are often used in the pre-promotion of special events.</p> <p>Celebrities' names and pictures are often used in the pre-promotion of special events (Ferraz, 2005; Simon, 2007).</p>	<p><b><u>Please note:</u></b> When we make use of source integration, we cannot make use of direct quotes.</p> <p><b><u>Please note:</u></b> When we use source integration in brackets, the sources are ordered from oldest and then in alphabetical order and separated by a semi-colon.</p>	<p>Ferraz, C., 2005. <i>The use of celebrities in public relations</i>. London: Penguin.</p> <p>Simon, S.S., 2007. <i>The role of celebrities in corporate communication</i>. New York: Norton.</p>
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Source	In-text Paraphrased	In-text Direct Quote	Reference List
<p>Secondary referencing</p> <p><b><u>Please note:</u></b> Secondary referencing is a very common requirement - most reputable authors use other reputable authors to support their claims. Pay close attention to how this is done. You need to indicate both references!</p>	<p>Barber and Mourshed (2007, cited in Spaul, 2013) suggest that teachers are the key to good education.</p> <p>The quality of teachers determines the quality of the education system itself (Barber and Mourshed, 2007, cited in Spaul, 2013).</p> <p>(Brown, 1966 cited in Bassett, 1986, p.142)</p>	<p>Barber and Mourshed (2007, p.41, cited in Spaul, 2013, p.24) argue that “the quality of an education system cannot exceed the quality of its teachers.”</p> <p>“[T]he quality of an education system cannot exceed the quality of its teachers” (Barber and Mourshed, 2007: p.41, cited in Spaul, 2013, p.24).</p> <p>Research recently carried out in the Greater Manchester area by Brown (1966 cited in Bassett, 1986, p.142) found that ...</p>	<p>Barber, M. and Mourshed, M., 2007. How the world’s best-performing school systems come out on top. New York, NY: McKinsey and Company. Cited in: Spaul, N., 2013. <i>South Africa’s education crisis: The quality of education in South Africa 1994-2011</i>. Parktown: Centre for Development and Enterprise.</p> <ul style="list-style-type: none"> <li>• Author cited and details of source from which secondary reference is cited (as above).</li> <li>• Cited in: Author(s) and source in which the secondary reference appears.</li> </ul> <p><b><u>Please note:</u></b> This is technically just two references connected with ‘Cited in’ – as such, use the format for referencing that is relevant for your particular needs (you might, for example, need to cite an online reference and a journal article, or two journal articles etc.).</p> <p><b>The reference list at the end of your document should only contain works that you have read.</b></p>



Source	In-text Paraphrased	In-text Direct Quote	Reference List
Own photographs	<p>The photograph depicts ambience in one of the South African malls (Scott, 2021).</p> <p><b>Please note:</b> In theory there is no need to reference the photo that one has taken themselves, however, the photo still needs to be added as a figure and provide a caption. The photo will need to be included in the body of the essay and referred to accordingly. If a photo is shared with other peers to use in their work, they will have to cite it accordingly.</p>		<ul style="list-style-type: none"> <li>• Student name (surname and initial/s);</li> <li>• Year when photograph was taken (in round brackets);</li> <li>• Title of photograph (description of photograph);</li> <li>• [Personal Collection];</li> <li>• Unpublished.</li> </ul> <p>Scott, A., 2021. <i>An image depicting ambience in one of South African malls</i>. [photograph] (Personal Collection). Unpublished.</p>
Own drawings	<p>Figure 2 drawing is a personal sketch illustrating visual affinity diagram... (Michael, 2021).</p> <p>Add the caption beneath the drawing. Since the drawing will not have a title, you will need to provide a caption describing the drawing.</p> <p>Figure 2: a drawing illustrating visual affinity diagram (Michael, 2021).</p>		<p>Michael, B., 2021. Visual affinity diagram. [Personal drawing]. Durban: Unpublished.</p> <ul style="list-style-type: none"> <li>• Author;</li> <li>• Year;</li> <li>• Description of the drawing;</li> <li>• [Personal drawing];</li> <li>• Place;</li> <li>• Unpublished.</li> </ul>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Information from diary/personal journal	<p>Bundy (1916-1919) kept a diary of his experiences in the war.</p> <p>His experiences of the war were recorded in a diary (Bundy, 1916-1919).</p>		<p>Bundy, A.E., 1916-1919. Diary of Major A. E. Bundy. [diary-online] Available at: War diaries from the Imperial War Museum: the Great War. Available at: <a href="http://www.britishonlinearchives.co.uk">www.britishonlinearchives.co.uk</a> [Accessed 20 January 2017]. p.371.</p> <ul style="list-style-type: none"> <li>• Author Surname, Initial/s;</li> <li>• Year/s;</li> <li>• Title or description of diary. [Diary-online];</li> <li>• Available at:</li> <li>• Name of database or website followed by URL;</li> <li>• (Accessed date);</li> <li>• Reference number, if applicable.</li> </ul>
Scripts or manuscripts	In the mock poem manuscript, Colvil (ca.1680) demonstrates...		<ul style="list-style-type: none"> <li>• Author;</li> <li>• Year;</li> <li>• Title;</li> <li>• At: Place: holding institution, department (if applicable);</li> <li>• Identifier (if applicable).</li> </ul> <p>Colvil, S., ca.1680. <i>The mock poem, I-II</i>. [Manuscript]. At: Leeds: Leeds University Library, Brotherton Collection. MS Lt 1.</p> <p>ca. is an abbreviation of "circa", meaning "approximately".</p> <p><b>Please note:</b> You may find that this is used in dates for old manuscripts.</p>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Pamphlets	The pamphlet (Royal College of Physicians, 2008) ...		<p>Royal College of Physicians, British Geriatrics Society, British Pain Society, 2008. <i>The assessment of pain in younger people: local guidelines</i>. London: RCP.</p> <ul style="list-style-type: none"> <li>• Author/editor;</li> <li>• Year of publication;</li> <li>• Title (in italics);</li> <li>• Edition (only include the edition number if it is not the first edition);</li> <li>• Place of publication: publisher;</li> <li>• Series and volume number (where relevant).</li> </ul>
Instagram post	Design thinking comic (2021) has an interesting collection of comics that may appeal to designers.		<p>Design Thinking Comic, 2012. <i>Customer Focus Group</i> [Instagram]. 11 November. Available at: &lt;<a href="#">Instagram</a>&gt; [Accessed 11 November 2010].</p> <ul style="list-style-type: none"> <li>• Surname, Initial(s)/organisation/username handle;</li> <li>• Year;</li> <li>• Title or first few words [Instagram];</li> <li>• Day/Month post</li> <li>• Available at: URL;</li> <li>• [Date accessed].</li> </ul> <p><b>Please note:</b> If the post does not have a title, use the text of the post as a title. If a post is longer than 20 words, write the first 20 words and then insert [...] to indicate that extra words have been omitted.</p>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Facebook post	@helmafashionsa (2020) showcases vibrant African print textiles.		<p>@helmafashionsa, 2020. <i>South African fashion and design</i>. [Facebook]. May 7. Available at: &lt;<a href="https://web.facebook.com/helmafashionsa/?rdc=1&amp;rdr">https://web.facebook.com/helmafashionsa/?rdc=1&amp;rdr</a>&gt;[Accessed 22 July 2021].</p> <ul style="list-style-type: none"> <li>• Surname, Initial(s)/organisation/username handle;</li> <li>• Year;</li> <li>• Title or first few words of the post. [Facebook];</li> <li>• Day/Month post</li> <li>• Available at: URL;</li> <li>• [Date accessed].</li> </ul>
X post	Pixels Graphic Design (2025) showcases a collection of inspirational and motivational quotes.		<p>Pixels Graphic Design, 2025. <i>Inspirational quote for life</i> [...]. [X]. June 14. Available at: &lt;<a href="https://x.com/ThePixelsGD">https://x.com/ThePixelsGD</a>&gt; [Accessed 07 February 2025].</p> <ul style="list-style-type: none"> <li>• Surname, Initial(s)/organisation/username handle;</li> <li>• Year;</li> <li>• Title or first few words of the post. [X];</li> <li>• Date of the post in full;</li> <li>• Available at: URL;</li> <li>• [Date accessed].</li> </ul>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
TikTok post	Deliveroo (2021) demonstrates...		<p>Deliveroo, 2021. <i>Anyone else at the door before they even get a chance to knock?</i> [TikTok]. 8 April. Available at: &lt;<a href="https://www.tiktok.com/foryou?is_copy_url=1&amp;is_from_webapp=v1&amp;item_id=6948830183537331462#/@deliveroo/video/6948830183537331462">https://www.tiktok.com/foryou?is_copy_url=1&amp;is_from_webapp=v1&amp;item_id=6948830183537331462#/@deliveroo/video/6948830183537331462</a>&gt; [Accessed 22 July 2021].</p> <ul style="list-style-type: none"> <li>• Author;</li> <li>• Year that the TikTok was published;</li> <li>• Title;</li> <li>• Date of TikTok;</li> <li>• Available at: URL;</li> <li>• [Date accessed].</li> </ul>
Code snippets/computer program from the Internet	<p>Smith (2021) demonstrates how...</p> <p><b>Please note:</b> If there is a group of people responsible for the code or programme, use the main person in place of an author. Where the corporate author is responsible for the work, use the name of the corporate. Where the name of the author has not been provided, use the name of the programme/code in place of an author.</p>		<p>Smith, J., 2011. <i>Graphics Drawer source code</i> (Version 2.0) [Source code]. Available at: &lt;<a href="http://www.graphicsdrawer.com">http://www.graphicsdrawer.com</a>&gt; [Accessed 10 May 2021].</p> <ul style="list-style-type: none"> <li>• Author(s) name (Individual or corporation);</li> <li>• Date;</li> <li>• Title of program/source code;</li> <li>• Code version;</li> <li>• Type (e.g. computer program, source code);</li> <li>• Available at: Web address or publisher (e.g. program publisher, URL);</li> <li>• [Date accessed].</li> </ul>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
App	Skyscape (2021) includes functions....		<p>Skyscape, 2010. <i>Skyscape medical resources</i>. Version 1.9.11. [app]. Available at: &lt;<a href="https://www.skyscape.com/index/home.aspx">https://www.skyscape.com/index/home.aspx</a>&gt; [Accessed 22 July 2021].</p> <p>OR</p> <p>Skyscape, 2010. <i>Skyscape medical resources</i>. Version 1.9.11. [App]. Available from Google Play [Accessed 22 July 2021].</p> <ul style="list-style-type: none"> <li>• Authorship/ Originator/s,</li> <li>• Year. (Use year accessed if the release date is not available)</li> <li>• Title of app. (in italics) Version number/ mobile app type (if known). [App]</li> <li>• Available at: URL</li> <li>• [Date accessed].</li> </ul>
Sound Clip/music	In collaboration with acapella choir Korus, RangeR (2018) released a nice blend of jazz, house and soul that is appealing to South African fans.		<p>Range, R., 2018. <i>Bazokonwaba</i>. [sound recording]. Available at: &lt;<a href="https://soundcloud.com/waellas-choice/ranger-feat-korus-bazokonwaba?in=waellas-choice/sets/portable-presents-ranger">https://soundcloud.com/waellas-choice/ranger-feat-korus-bazokonwaba?in=waellas-choice/sets/portable-presents-ranger</a>&gt;[Accessed 22 July 2021].</p> <p>Tippett, M., 1993. <i>Symphony no.4</i>. [sound recording] Performed by the Bournemouth Symphony Orchestra conducted by Richard Hickox. Colchester: Chandos Records.</p>

			<p>Lennon, J. and McCartney, P., 1966. <i>Yellow submarine</i> (Remastered 2009). [sound recording] Performed by The Beatles on the album Revolver,. Hayes: EMI.</p> <p>Mercer, J. and Bloom, R., 1963. <i>Fools rush in.</i> (reissued 2002.) [sound recording] Performed by Rick Nelson on the album Rick Nelson Greatest hits. US: Capitol Records, Inc.</p> <p>Gallagher, N., 1994. <i>Live forever.</i> Oasis. Definitely maybe. [CD]. Manchester: Creation Records.</p> <ul style="list-style-type: none"> <li>• Surname name, Initials (of originator/Composer,</li> <li>• Year;</li> <li>• Title;</li> <li>• [Medium/Sound recording];</li> <li>• Name of recording artist.</li> <li>• Place of recording: Label</li> <li>• Available at: URL;</li> <li>• [Date accessed].</li> </ul>
CD			<p>Oasis, 1994. <i>Definitely maybe.</i> [CD] Manchester: Creation Records.</p> <ul style="list-style-type: none"> <li>• Surname name, Initials (of originator/Composer,</li> <li>• Year.</li> <li>• Title <i>of recording.</i> [CD]</li> <li>• Place of distribution (if known):</li> <li>• Distribution company.</li> </ul>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Radio	According to the latest research (The Sun, 2015) ...		<p>The Sun, 2015. <i>BBC Radio 4</i>, 1 January. Available at: &lt;<a href="http://www.bbc.co.uk/programmes/b048n1fb#auto">http://www.bbc.co.uk/programmes/b048n1fb#auto</a>&gt; [Accessed 22 July 2021].</p> <ul style="list-style-type: none"> <li>• Title of programme;</li> <li>• Year of original transmission;</li> <li>• Radio station/Name of channels;</li> <li>• Date and time of transmission;</li> <li>• Available at: URL;</li> <li>• [Accessed date].</li> </ul>
Podcast	It was clear that George Osborne was well out of his depth (Yesterday in Parliament, 2015) ...		<p>Yesterday in Parliament, 2015. [podcast]. 18 June. Available at: &lt;<a href="http://www.bbc.co.uk/programmes/p02tys33">http://www.bbc.co.uk/programmes/p02tys33</a>&gt; [Accessed 22 July 2021].</p> <ul style="list-style-type: none"> <li>• Broadcaster/Author/presenter/title if anon;</li> <li>• Year that the site was published/last updated (in round brackets);</li> <li>• Title of podcast/programme (in italics);</li> <li>• Series title</li> <li>• [Podcast];</li> <li>• Day/month of posted message/transmission;</li> <li>• Available at: URL;</li> <li>• [Accessed date].</li> </ul>



## Special notes on referencing

### 1. *Quoting errors*

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

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

### 2. *Publisher names and locations*

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

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

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

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

### 3. *Citing URLs*

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



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

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

### 4. *More about the ‘year’ reference*

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

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

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

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

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

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

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

## 6. ***Reference list or Bibliography***

The **reference list** should include details for everything that you cite in your assignment. It should be in alphabetical order by author with all the different types of material in one sequence.

**Bibliography** is a list of relevant items that you have used to help you prepare for the assignment, but which are **not necessarily cited** in your text, e.g. general background reading to familiarise yourself with the topic.

A reference list is always required when you cite other people's work within your assignment.

The terms reference list and bibliography are sometimes used interchangeably. Make sure that you know what is required from you before you complete your assignment.