Eduvos Guide to Referencing (Harvard Referencing Method)

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Commonly Used Abbreviations

English Abbreviations	
Appendix	app.
Chapter	ch.
Choreographer	chor.
Column	col.
Columns	cols.
Director	dir.
Editor	ed.
Editors	eds.
Edition	ed.
Editions	eds.
Figure(s)	fig.; figs.
Minute	min.
Number	no.
Numbers	nos.
No date	n.d.
No place, no publisher, no page	n.p.
Page	p.
Pages	pp.
Paragraph	para.
Revised	rev.
Reprinted	rpt.
Second	sec.
Supplement	Suppl.
Technical Report	Tech.Rep.
Translated, translator	trans.
Volume	vol.
Volumes	vols.
Written	writ.

Latin Abbreviations	
And others (used when there are too many authors to list)	*et al.*
Circa (about, approximately in time)	c.
In the same work (indicates the same work, but a different page)	Ibid.
The same (item referred to is by the same author of the item cited immediately before)	id.
In the work cited (refers the reader to the author's previously cited work, but a different page)	op. cit.
So written (of an error in the original)	(sic)
Without place (no place of publication)	s.l.

Please note:

Page numbers for quotations and paraphrasing: page number (2000: 5), non-consecutive pages (2000: 6; 2000: 19) and page range/consecutive page numbers (2000: 5 - 10). You must include page numbers when quoting and when paraphrasing specific ideas, explanations, and images from a source.

Place additions or changes to a direct quotation in square brackets [ ].

Use '*et al.*' for in-text references to sources that have three or more authors.

Ways of Citing

Author prominent: Gives prominence to the author by using the author's surname as part of the sentence with the date and the page number in parentheses. This format can be used for both paraphrase and quotations.

Information prominent: Gives prominence to the information, with all of the required referencing details in parentheses at the end of the citation. This format can be used for both paraphrase and quotations.

Introduction

All academic work builds on the ideas, research, and/or discoveries of previous scientists and scholars. It is standard academic practice to acknowledge the use of another writer's ideas and research findings by means of accurate references. These references show the reader(s) of academic (scientific) texts and manuscripts exactly where the quote, idea, or fact can be found, that is to say, they direct (lead) the reader to the original source(s) of information.

Colleges and universities can choose from several different referencing systems, with variations within each. These include the Modern Language Association of America (MLA), the American Psychological Association (APA) and the Harvard Referencing System. The referencing technique applied at Eduvos is based on the **Harvard referencing method.**

In order to address all the academic practices and processes involved in proper referencing, we have structured the *Eduvos Guide to Referencing* as follows:

Unit 1:   Academic Integrity

Unit 2:   The Eduvos Policy on Plagiarism, Intellectual Property, and Copyright

Unit 3:   Referencing

Unit 4:   Comprehensive Guide to the Harvard Referencing Method

Glossary

Bibliography

Unit 1: Academic Integrity

1.1 Introduction

A university or a college is a place of higher learning where critical thinking is taught and learnt, and where students and academics are expected to contribute to the process of creating, sharing, exchanging, and evaluating new knowledge. Such institutions should also lead by example where **ethics** are concerned and strive to build learning cultures that support honest research and teaching.

The term *ethics* refers to recognised rules of conduct for the actions or behaviour of an individual or of a particular group or culture.
In the context of higher education, the term *ethics* usually refers to the concept of **academic integrity**.

Academic integrity, which is one of the fundamental values on which the academic community is built, focuses on **respect for knowledge** and **respect for the ideas of others**.

In essence, academic integrity ensures that writers and/or researchers **receive merit and proper recognition** for their work. Academic integrity exists when students and academics seek to acquire knowledge honestly and fairly, with mutual respect and trust, and accept responsibility for their actions and the consequences of those actions.

Without academic integrity, there can be no trust or reliance on the effectiveness, accuracy, or value of a university's teaching, learning, or research. Therefore, it is essential for you to understand the nature and importance of academic integrity and how to practise it responsibly on your campuses.

We can define **academic integrity** as a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility (International Center for Academic Integrity, 2021).

Academic integrity is vital to any university community for a number of reasons. Students receive credit for completing assignments because they are supposed to learn from those assignments

and most students do so honestly. Anyone who submits work that is not his/her own, who cheats on a test, or who copies an assignment or a paper is not learning and is receiving credit dishonestly. This person is, in effect, stealing from others.

Students who use someone else's work or ideas without recognising this work or these ideas, or who otherwise perform dishonestly in a course, are cheating; in effect, they are lying. This type of dishonesty not only threatens the integrity of the individual student, but also that of the entire academic community. Consequently, it is crucial for students do their own work. Studying the following fundamental values should make it easier to understand the concept of academic integrity.

1.2 Fundamental Values of Academic Integrity

Academic integrity is usually characterised by the fundamental values of honesty, trust, fairness, respect, and responsibility.

1.2.1 Honesty

Academic honesty is crucial to the integrity of a college or university. Honesty is the foundation of academic integrity, and the quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, and research.

Keep the following in mind in terms of honesty as a value of academic integrity:

- Lying is always a violation of the principle of honesty. Lying in all matters concerning your academic communications, including examinations, assignments, projects, etc., is regarded as academic misconduct.
- Theft of **intellectual property** – that is to say, stealing an idea, a creation, an invention, a literary or artistic work, or works that are protected under copyright laws, is a criminal offence.

See Section 2.2 for more information on intellectual property.

1.2.2 Trust

An academic institution has to foster a climate of mutual trust in order to stimulate the free exchange of ideas and reach its full potential.

Since people respond to consistent honesty with trust, this is one way of promoting trust. Other ways include:

- Setting clear and consistent academic standards that support honest and objective research
- Setting clear guidelines for assignments and the evaluation of students' work
- Students preparing work that is honest and thoughtful
- Keep the following in mind in terms of trust as a value of academic integrity

Plagiarism, which refers to representing someone else's work as your own, is regarded as academic misconduct even if it is unintentional. The receipt of any kind of unacknowledged (unrecognised) assistance may result in a different grade assessment and is a violation of trust.

Ghost-writing, which involves writing an examination in someone else's place or composing an essay or writing up a report and submitting it in someone else's name, constitutes academic misconduct and carries consequences similar to those of plagiarism.

See Section 2.1 for more information on plagiarism.

It is only with trust in an academic community that individual researchers can share information and ideas without fear that their work will be stolen.

1.2.3 Fairness

In order to ensure academic fairness, all interactions among students, academics and administrators should be grounded on clear standards, practices, and procedures. In order to promote fairness, all actions that produce an unfair advantage may be penalised as academic misconduct.

Consider the following in terms of fairness as a value of academic integrity:

- Having prior access to an examination, whether bought, stolen or freely offered, places the student at an unfair advantage and is academically unfair.
- It is academic misconduct to facilitate unfair advantage through actions such as posting assignment solutions to discussion boards, letting a fellow student sneak a peek at your answers during an examination or giving fellow students copies of your past assignments.

- The use of unauthorised aids in examinations (e.g. cheat sheets or unauthorised calculators) results in an unfair advantage to the user and qualifies as academic misconduct.

1.2.4 Respect

Respect is not a skill or a body of knowledge; rather, it is an attitude, an approach, and an action that describes a connection to someone or something. The term *respect* refers to "recognizing and believing in the importance and value of another human being and communicating that recognition through our behavior" (Hansel, 2009). In the academic community, respect is of crucial importance because learning is acknowledged as a participatory process, and a wide range of opinions and ideas should be respected.

Students show respect by:
- Attending all their classes
- Being on time for classes and appointments
- Paying attention in class and listening to other students' point(s) of view
- Contributing to discussions and debates
- Meeting academic deadlines (due dates) at all times

Academics (lecturing staff members) show respect by:
- Taking students' ideas seriously
- Providing comprehensive and honest feedback on students' work
- Valuing students' goals and aspirations
- Recognising students as individuals

Consider the following in terms of respect as a value of academic integrity:
- Inappropriate and disrespectful behaviour undermines the culture of academic integrity.
- Disruptive or threatening behaviour is disrespectful and should carry penalties.
- Students with academic integrity respect the work of others and in no way obstruct or interfere with another's work.

1.2.5 Responsibility

A successful academic community demands personal accountability from all its members. "Every member of an academic community […] is responsible for safeguarding the integrity of its scholarship, teaching and research" (International Center for Academic Integrity, 2021: 9).

The student's responsibilities in terms of academic integrity include the following:

- Completing your assignments according to the expectations of each lecturer or instructor.
- Learning and demonstrating your individual level of competence through each assignment so that the lecturer can evaluate and certify your knowledge and abilities.
- Ensuring that you are honest, transparent, and accountable in all your student activities.

Keep the following in mind in terms of responsibility as a value of academic integrity:

- Students have a responsibility to conform to standards of acceptable behaviour in the academic community, and actions that fall below these standards are subject to disciplinary measures. Such actions include plagiarism, cheating, and unauthorised collaboration with others.
- Students have a responsibility to report any suspected academic offence to their lecturers or academic authorities.
- It is the student's obligation to communicate with his or her instructor to clarify expectations and requirements relating to an academic task, wherever questions arise.

1.3 Basic Rules of Academic Integrity

You may find the following basic rules of academic integrity helpful (Northwestern University. Office of the Provost, 2022: 5):

1. **Know your rights**

    Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.

2. **Acknowledge your sources at all times**

    Whenever you use words or ideas that are not your own in an information task such an academic assignment, use quotation marks where appropriate, cite your source in a text

reference, and back it up at the end of the assignment with a bibliography (i.e. a list of sources consulted).

Unit 4, provides comprehensive examples of how to compile a bibliography according to the Harvard referencing method.

3. Protect your work

In examinations, do not allow your neighbours to see what you have written. You are the only one who should receive credit for what you know.

4. Avoid suspicion

Do not put yourself in a position where you can be suspected of having copied another person's work or of having used unauthorised notes in an examination. Even the appearance of dishonesty may undermine your lecturer's confidence in your work.

5. Do your own work

The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education and may lead to serious charges against you.

6. Never falsify a record

Academic records are regularly audited and students whose grades have been altered put their entire academic career at risk.

7. Never fabricate data and/or research results

Many professional careers have ended in disgrace as a result of the fabrication of research results, even years after the fabrication first took place.

When you study the foregoing information, it should become clear that academic integrity means being honest in academic work and learning the conventions of scholarship. One of the focus areas of academic integrity and honesty is the absence of academic cheating and plagiarism. In Unit 2, we will focus on the concepts of plagiarism, intellectual property, and copyright.

Unit 2: Eduvos Policy on Plagiarism, Intellectual Property, and Copyright

2.1 Introduction

All new knowledge is built on previous knowledge. When writing assignments, journal articles, and research reports, for example, it is standard practice to give an overview of the current knowledge about a topic and to provide evidence to support the points that you make. These ideas form the foundation of your own arguments and you can integrate them into your own work by:

Quoting: Using the exact words of another

Paraphrasing: Using the ideas of another in your own words

Summarising: Using the main points of another

Translating: Translating the original text and summarising or paraphrasing it

The ability to relate your own work to existing knowledge is a skill that every student needs to master. This is done by acknowledging all the information sources in the text of your assignments and by providing a list of these sources at the end of the assignment in the form of a bibliography, in the Harvard referencing method that is used at Eduvos.

All source material (i.e. newspapers, journals articles, books, etc.), reference material (such as dictionaries and encyclopaedias) and online material (such as information from websites, electronic journals, or online newspapers) must be properly acknowledged when cited, quoted, or otherwise used in academic writing. If this is not done correctly, it may give the impression that you are trying to pass off the work of another person as your own and you may be accused of committing **plagiarism**, which is a serious offence.

2.2 Plagiarism

Plagiarism essentially involves the practice of taking scientist's or researcher's work and presenting it as one's own.

Definition

According to the *Merriam-Webster Online Dictionary* (2011), to plagiarise means to:

- Steal and pass off (the ideas or words of another) as one's own.
- Use (another's production) without crediting the source.
- Commit literary theft.

Present as new and original an idea or product derived from an existing source.

People often think of plagiarism as copying another's work or borrowing someone else's original ideas; and, unfortunately, terms like **copying** and **borrowing** may disguise the seriousness of the offence. Plagiarism is an act of fraud; it involves stealing someone else's ideas or work and lying about it.

If you enter the term 'plagiarism' in a search engine on the World Wide Web (WWW), you will find nearly 100 000 links, which is an indication of the fact that plagiarism, a theft of words, is a serious matter for writers, lawyers, law-enforcement agencies, publishers, and teachers.

2.2.1 Reasons for Plagiarising

In general, students normally plagiarise for the following reasons:

- Lack of research skills
- Problems evaluating internet sources
- Confusion between plagiarism and paraphrasing
- Careless note-taking
- Confusion about how to cite sources properly
- External factors (e.g. pressure from family or peers, attitudes towards school, etc.)
- Internal factors (e.g. poor time management, lack of organisational skills, etc.)
- Culturally based attitudes towards plagiarism

2.2.2 Types (Forms) of Plagiarism

The following forms of plagiarism often occur at colleges and universities:

- Using or submitting someone else's work, including ideas, research, statements, images, and statistical data as your own, without crediting the actual author(s) or researcher(s).
- Downloading an assignment from an online source and submitting it as your own work.

- Buying, stealing, or borrowing an assignment from another student and submitting it as your own work.
- Using the words and/or significant ideas from someone else and presenting them as your own.
- Copying, cutting, and pasting text from an electronic source and submitting it as your own work.
- Copying a section of a book or an article and submitting it as your own work.
- Putting someone else's ideas into your own words and not giving credit to the original source.
- Copying words or ideas from someone else without giving credit.
- Using a direct quotation from an information source and failing to use quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit to the original author(s) or researcher(s).
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

None of these reasons for plagiarism are acceptable in any way. Plagiarism is not only an unethical practice, but it is also extremely dishonest. If you are guilty of plagiarism, you run the risk of being expelled from university. It is your responsibility to determine exactly what your university's plagiarism policy entails and to adhere to it at all times.

2.2.3 Cyber Plagiarism (Digital Plagiarism)

Nothing makes research easier than the internet, and nothing makes plagiarism easier either. There are thousands of legitimate articles available on the WWW and a large number of online sites that offer pre-written papers for free. Plagiarising online information has resulted in the coining of the term 'cyber plagiarism'.

Definition

Cyber plagiarism is the use and/or copying and pasting of ideas and information from online sources on the internet without properly acknowledging the original source.

When you visit a particular web page, you may find that it is often difficult to identify the source of the original material because there are no citations of sources, which gives the impression that

the writing has been mechanically produced without any human input. This makes it easier to plagiarise, as it is an even more anonymous source than a book. It may even be assumed that students who plagiarise from the internet are not even aware that they are actually plagiarising a real person's ideas because they feel no connection between the writer and the content on the screen.

If you study the foregoing information, you will see that plagiarism occurs when you do not acknowledge the source of the information that you have used in your assignment. Examples include copying directly from a text word-for-word, using text downloaded from the internet, paraphrasing the words of a text very closely, and downloading or copying pictures, photographs, or diagrams without acknowledging your sources.

In conclusion: if you wonder if someone's ideas can actually be stolen, the answer is 'Yes'. If original ideas are recorded in some way (e.g., in a book or a computer file), it is considered **intellectual property** and is protected by copyright laws, just like original inventions.

2.3 Intellectual Property

By law, intellectual property is regarded as expressions of ideas and knowledge.

Definition

Intellectual property refers to a legal monopoly over artistic and commercial creations of the mind: inventions, literary and artistic works and symbols, names and brand names, images, logos, designs and manuscripts, for example, for which a set of exclusive rights are recognised (World Intellectual Property Organisation).

Similar to any other property, you have the right to **own** and protect the creations of your mind. If you have intellectual property over any of your work or ideas, others need to have your permission before using it, and, if they do not obtain permission, you can take legal action against such persons.

When you write a book, paint a picture, compose a piece of music, write a computer programme, or create a film, you automatically have **copyright** on your work.

2.4 Copyright

Definition

Copyright is a form of protection for intellectual property that gives the author or creator of an original work exclusive rights in terms of the publication, distribution, and adaptation of the work.

Copyright safeguards all types of artistic expressions, including original writing(s) or manuscripts, melodies, films, videos, sound recordings, broadcasts, paintings, etc. The ownership that copyright law grants come with several exclusive rights for the owner or creator. These include the right to:

- Reproduce the work.
- Prepare derivative works.
- Distribute copies.
- Perform the work.
- Display the work publicly.

In terms of the **South African Copyright Act (No. 98 of 1978),** as last amended by Copyright Amendment Act 2002, the following works, if original, are eligible for copyright protection:

- Literary works (e.g. novels, poems, textbooks, letters, reports, lectures, speeches)
- Musical works
- Artistic works (e.g. paintings, sculptures, drawings, photographs)
- Cinematograph films
- Sound recordings
- Broadcasts (i.e. electromagnetic transmissions intended for reception by the public)
- Programme-carrying signals (a programme signal which passes through a satellite)
- Published editions of books (usually the first print of a literary or musical work)
- Computer programmes (computer software, i.e. instructions directing the operation of a computer)

Copyright is an **automatic right**, which means that the author or creator does not need to apply for it. The authorship of copyrighted works is frequently disputed; therefore, the South African

Copyright Act also provides the following guidelines on who will be considered authors of copyrighted works:

Published Editions	The Publisher of the Edition
Literary, musical, or artistic works	The person who first makes or creates the work
Photographs	The person responsible for the composition of the photograph
Sound recordings	The person who made arrangements for the making of the recording
Films	The person who made arrangements for the making of the film
Broadcasts	The first broadcaster
Program-carrying signals	The first person emitting the signal to a satellite
Computer programs	The person who exercised control over the making of the program

'Intellectual property' is the umbrella term for related intellectual creations and their protection. As such, **intellectual property** refers to patents, trademarks, trade secrets, copyright and design rights, as well as the licensing of these rights.

Copyright, in contrast, refers to the area within intellectual property that protects creative works of the mind. In other words, *copyright* refers to the protection of specific rights regarding a specific group of intellectual property creations, whereas intellectual property is an overarching term that includes copyright.

Most cases of plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism. In the next section, we will look into the actions that can be taken to avoid plagiarism and respect intellectual property.

2.5 Preventing Plagiarism and Respecting Intellectual Property

The following actions can be taken to avoid plagiarism:

- Plan your work well in advance and manage your time effectively.

- Read information attentively and make notes as you go along. Once you are sure that you understand the information, start writing in your own words. Use your own words at all times or use your own words whenever possible.

- Never use text from other people's work as if it is your own and never copy, or copy and paste, content directly from printed or electronic information sources.

- If you have read and/or used content from different information sources on the same idea, concept, or topic, ensure that you refer to all the authors responsible for the different sources.

- Quote information from original sources only when absolutely necessary.

- Record all the bibliographic details for each information source that you consult while you are working on an information task. This will help you to compile a bibliography at the end of the task.

- Always indicate your quotations clearly and compile a proper text reference for each quotation.

- Do not allow other students to copy your work.

Eduvos does not condone plagiarism and has a **zero-tolerance policy on plagiarism** in any of its study material or any work submitted by students. Plagiarism and the violation of the Copyright Act can be avoided by proper **referencing.**

Definition

Referencing is a system used in the academic community to indicate where ideas, theories, quotes, facts, and any other evidence and information used to support your assignments can be found. (Staffordshire University, n.d.).

There are two places in your assignments where you will need to acknowledge when you have used someone else's ideas or theories to support your research:

1. **In the body of an assignment (in-text citations)**
   This is when you refer to known theories and ideas to support your own work in the body of your assignment or other information task.

2.   In a bibliography at the end of an assignment

This is where you link the citations in the body of your assignment to a bibliography, which is a list of all the resources that you have used.

Referencing is important in the academic community for the following reasons:

- Referencing makes it possible to avoid plagiarism, which is a form of academic theft.
- Referencing your work ensures that you give appropriate credit to the information sources and authors you have used to support your research.
- Referencing the sources that you have used for your assignment demonstrates the evidence and research that you have undertaken to complete and support your ideas.
- Referenced work enables the reader to consult independently the same materials that you have used.

The policies of Eduvos demand that any quotations or ideas from information sources used by a Eduvos staff member or student must be properly referenced using the Eduvos standard referencing method, which is based on the Harvard referencing method. The subsequent unit will discuss the format and structure of information sources.

Unit 3: Referencing

3.1 Introduction

Apart from formulating your arguments and structuring the information content, one of the most important elements of academic writing is the use of references and referencing techniques to quote and acknowledge information sources – both in the text and at the end of the information task. In other words, when you have completed all the steps and tasks involved in the information task and you are rewriting your assignment in its final version, you have to make sure that you have acknowledged all the information sources that you have consulted.

There are two related topics in terms of referencing: the use of references in the text and the technique and standards for compiling a bibliography at the end of an academic assignment. In this unit, we will focus on referencing (the use of **bibliographic** references in the text).

The term **bibliographic** refers to information about published items such as books and journals, and usually covers information on the following basic elements: author(s), title(s), publication information, and URLs.

Before we discuss the actual techniques of referencing, it is important that you understand **why** referencing is so important in academic writing. We will therefore begin by outlining the purpose and function(s) of referencing.

3.2 Purpose and Functions of Referencing

Information sources are usually quoted and acknowledged for the following reasons: Information sources can be used either as ways to illustrate and support your ideas or as points of departure if you have different perspectives from those of a particular author. By referencing information sources, you are acknowledging that you have used information, viewpoints, arguments, or research findings of specific authors or researchers whom you have identified. In other words, you use the arguments and research results of other scientists to support your ideas and, in this way, references give strength to your arguments and provide evidence for your statements. By

using a range of information sources, you can indicate the main trends in, and different schools of thought on, a particular topic.

Quotations and references indicate that you have been able to locate (find) and use relevant information sources on the topic of a given academic task (e.g. an assignment).

Behrens, Olën, and Machet (1999: 197–198) outline the main purpose and function of references and bibliographies as follows:

- Using references in your assignment text and full bibliographic entries at the end of your assignment enables the reader or assessor to identify the specific information sources to which you refer and to verify the information that you have cited or quoted.
- A bibliography at the end of your academic assignment or research article enables the reader or assessor to determine which information sources you have consulted. By scanning the entries in the bibliography, the assessor can immediately determine whether you, as the student, have actually consulted the latest information sources, representative of the field of study, in the information task.
- Proper referencing is also a reflection of the type of researcher that you are. For example, if you have taken the trouble to compile complete and accurate entries for your bibliography, then your image as a reliable researcher is reinforced.

"For all of these reasons, it is very important to learn the skills for reference techniques and to practise them from very early in your academic career" (Behrens *et al.*, 1999: 198).

If you acknowledge an information source in the text of an information task, you can quote the author directly, or you can paraphrase the author's ideas and views. In the following two sections, we will consider direct quotations and paraphrases as methods of acknowledging information sources.

Note
It does not really matter which one of these two methods you choose in order to acknowledge the information source(s) that you have consulted. The important thing to remember is that you have to make it clear that it is another author's ideas and *not* your own.

3.3 Direct Quotations as Referencing Techniques

You may quote directly from an information source by repeating the author's exact words and placing them in inverted commas. Accuracy is extremely important in direct quotations and you have to copy the quoted information exactly as it is printed in the original source.

Try to use direct quotations sparingly. Use the exact words of an author only when:

- The author has a style that is difficult to paraphrase.
- The author's particular words, and not just his or her ideas, are important.
- You are quoting from legislation.

A direct quotation must always be accompanied by a bibliographic in-text reference that acknowledges the original source of information.

The in-text reference usually includes the following elements:

- The surname of the author
- The year of publication
- The page(s) on which the particular piece of information appears (if available)

The following examples illustrate the use of direct quotations in an information task. You will notice that the bibliographic reference may appear at the beginning of a sentence, at the end of a sentence, or even in the middle of a sentence, depending on how the sentence is structured.

Examples

- Orna and Stevens (1995: 177) are of the opinion that the "…final responsibility for researchers is to be the editor of their own work; you can't rely on anyone else being able or willing to cast a critical and meticulous eye over the presentation of what you have produced".

- "When we write, we always write for a particular audience or readers. We write in order to communicate and to say something to the particular person or people who will read what we write" (Behrens, Olën, and Machet, 1999: 218).

- In their argument against human exploitation of nature, Rosman and Rubel (1998: 153) state: "Technology is that part of culture by means of which people directly exploit their environment".

Plagiarism is a serious offence in the academic world. Sheila Cameron (2008: 185) goes as far as calling it "…dishonesty of the worst kind: it is stealing other people's thoughts and ideas".

Please study the punctuation in the foregoing examples attentively. Applying the correct punctuation in referencing is extremely important.

3.4 Paraphrases as Referencing Techniques

A **paraphrase** can essentially be regarded as the expression of the meaning of a piece of information in different words. In other words, if you summarise the views or perspectives of a particular author in your own words, without altering the author's meaning, you have written a paraphrase.

Even if you make use of a paraphrase to acknowledge the views of a particular author, you still have to include a bibliographic reference with the paraphrase in order to indicate that it is another person's work and not your own. Similar to the references for direct quotations, such a reference usually includes the following **bibliographic elements:**

- The author's surname
- The year of publication
- The page(s) on which the particular piece of information appears (if available)

Study the following examples and make sure that you understand how to use paraphrases and how to acknowledge other information sources and authors.

Examples

Lannon (1994: 1) compares narrative writing, such as fiction, to technical writing and indicates that narrative writing appeals to the reader's imagination, whereas technical writing appeals to the reader's understanding.

Kebede (1995: 40) is of the opinion that traditional African music is, to a large extent, integrated with cultural activities and that music is often performed to celebrate a specific deity.

The characters in the fairy tales of several cultures are usually not powerful beings, but rather animals, plants and human beings whose intelligence saves them in the end. It is important for children to identify with these fairy tale heroes because it gives them confidence, reassurance and comfort (Bettelheim, 1975: 38).

3.5 In-text Referencing

In academic writing, references should appear in two places:

- In the text itself as an **in-text reference**
- In the list of references at the end of the document, that is to say in the **bibliography**

An in-text reference generally consists of the following **three bibliographic elements:**

- Surname(s) of the author(s) of the information source
- Year in which the text was published
- Page number(s) on which the information appears (if applicable)

When referring to information sources in a scientific text such as an assignment, it is essential to use the correct structure, format, and punctuation at all times. Therefore, you should pay particular attention to the format and punctuation in each type of in-text reference.

In the following sections, we will outline the different types of in-text references that may be found in academic (scientific) texts.

3.5.1 Direct in-text References

A direct in-text reference usually appears early in a sentence in the scientific text or information task and is recorded as follows:

- In Wood (2001: 121), the preposition 'between' is discussed.
- Dessler (2011: 9) is of the opinion that both workers and companies have to work harder and smarter than they did without globalisation.

- Lepak and Gowen (2010: 32) point out that small businesses comprise a major portion of the US economy.
- According to Pratchett *et al.* (2009: 67 – 69), there are a number of factors that influence both the rate and enjoyment of learning.

Note
In the last example, which refers to a text written by more than three authors, not all the names of the authors appear. The name of the first author is mentioned, followed by the Latin abbreviation *et al.*, which means 'and others'. Please note that *et al.* is used in in-text references *only*; in the bibliography, the names of all the authors must be listed.

3.5.2 Indirect in-text References

The indirect in-text reference normally appears at the end of a sentence. The indirect in-text reference should be formatted as follows:

- Prepositions used with the verb 'infatuated' are 'with' and 'by' (Wood, 1983: 309).
- Workers and companies have to work harder and smarter than they did without globalisation (Dessler, 2011: 9).
- "The reality is that small businesses comprise a major portion of the US economy" (Lepak and Gowen, 2010: 32).
- There are a number of factors that influence both the rate and enjoyment of learning (Pratchett *et al.*, 2009: 67 – 69).

3.5.3 In-text References to E-Books with Alternative Page Numbering

E-books may be based on different digital formats and applications such as e-pub and e-PDF, resulting in alternative use of page numbering. In the following sections, we will outline the in-text referencing style for these texts.

E-PDF Format

E-books based on the e-PDF format typically contain page numbers similar to those of books in printed format and in-text referencing should be done as shown in Unit 4.

E-pub Format

E-books based on the e-pub format function in a flexible manner with page numbers based on pages in chapters, which adapt to the portrait or landscape view of the tablet or other device. This makes citing of page numbers potentially inaccurate. (The situation may change in future when a solution has been developed.) In those cases, chapter numbers, section numbers, and paragraphs are used in the in-text references, for example:

- It is argued that management is a dynamic process (Musengi, 2013: 14).

If there are no page numbers available in an e-text, but the text does contain numbered sections, these are used in the referencing, for example:

- Kotler (2005: Section 5.3) argues that marketing…

If the sections are not numbered, the 'title' of the section can be used in the in-text reference, as in the following examples:

- …philosophy includes the idea that historical thinking is a Western perspective (Holt, 1997: Introduction)
- Kotler (2005: Chapter 3, Consumer Behaviour) argues that marketing…

If more specific references are required, paragraphs may also be used, for example:

- Kotler (2005: Section 5.3, para. 4) argues that marketing…
- …philosophy includes the idea that historical thinking is a Western perspective (Holt, 1997: Introduction, Paragraph 2).

In those cases where none of the above options are practical, chapter numbers must be used in the in-text reference, as in the following example:

- Sithole compared the different types of organisation to evaluate them (2010: Chapter 3).

If none of the foregoing options are feasible, the abbreviation n.p. for 'no page number available' should be used, for example:

- Sooklal (2014: n.p.) agreed that this is the last option …

As previously indicated, it is **not** enough to acknowledge the information that you have consulted in in-text references. Every in-text reference must have an accompanying entry in the bibliography at the end of the text. In Unit 4, we focus on the correct methods of structuring entries in a bibliography.

Unit 4: Comprehensive Guide to the Harvard Referencing Method

For ease of reference, click on the links below for a specific referencing method.

Books – Print and online

- One author

- Two authors

- Three or more authors

- Different authors with the same surname, different years

- Different authors, same surname, same year

- Same author, same year

- Single editor

- Author / Editor unknown

- Organisation, institution or association as author

- Date of publication unknown

- Chapter in an edited book

- Edited book translated into English

- Citing a source within a source

- Book in a series

- Edited volume in a multivolume set

- Sacred book

- Book in a foreign language

- Book reviews

Books – Electronic (with exception to the above)

- E-book accessed via e-book reader

Journals – Print and online

- Journals with volume and part/issue number

- Article from a database (i.e., ProQuest)

- Journal article without an author

- Journals: special issues (supplementary issue)

Periodicals – Print and online

- Annual Report
- Report from an institution
- Newspapers and Magazines

Other Online Sources

- Internet sources with author/s
- Internet sources without author/s
- Internet sources without a date
- Organisation, institution or association as author
- Blog posts
- Social networking sites (Facebook, Twitter and Instagram)
- Computer Programmes

Government publications, patents, councils and miscellaneous documents

- Commissions with a chairperson
- Government Gazette
- Government Green paper
- White papers (in Government Gazette)
- White papers (not in Government Gazette)
- Laws or Acts
- Law cases
- Patents – database & electronic
- Standards
- SA Bureau of Statistics – print
- Hansard: published parliamentary proceedings
- Government documents with one or more authors
- Government documents, department as author – online

Conferences

- Conference paper

Theses/Dissertations

- Thesis

- Dissertation/Thesis abstract

- Published Dissertation/Thesis

- Unpublished Dissertation/Thesis

Cartographic materials, images, artwork, video recordings

- Online Videos (YouTube/TikTok/Vimeo/etc.)

- Cartographic material / Maps

- Artwork (images, paintings or photographs)

- TV programme / broadcast

- Film

Other Sources

- Encyclopaedia and Dictionaries

- Tables, Illustrations, and Diagrams

- Presentations, posters, policy documents, pamphlets, brochures

- Lecture notes and study/learner/subject guides

- Meeting minutes

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

Books – Print and online (Editions are only noted from the 2nd edition onwards)

*Website links are examples only and will not link to the correct article/book.

One author			
Ways of Referencing	**Quotations** **Author Prominent**	Buell (1995: 185) states that "at times, Blake goes so far as to imagine a complete interchangeability between animal and human."	
	Quotations **Information Prominent**	In terms of imagery, "at times Blake goes so far as to imagine a complete interchangeability between animal and human" (Buell, 1995: 185).	
	Paraphrasing **Author Prominent**	Buell (1995: 15) claims that the poet, William Blake, might have gone as far as to conflate the animal with the human.	
	Paraphrasing **Information Prominent**	It is possible to say that Blake's work may at times conflate the human with the non-human (Buell, 1995: 15).	
	Bibliography Format (Print)	Author's surname, Initial/s. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher.	
	Bibliography Example (Print)	Buell, L. 1995. *The Environmental Imagination*. MA: Harvard University Press.	
	Bibliography Format (Electronic)	Author's surname, Initial/s. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].	
	Bibliography Example (Electronic)	Buell, L. 1995. *The Environmental Imagination*. MA: Harvard University. [Online] Available at: https://www.researchgate.net/publication/302978440_The_Environmental_Imagination [Accessed: 31 January 2023]	

Two authors		
Ways of Referencing	**Quotations** **Author Prominent**	Brady and Hayes (2014: 21) have indicated that celebrity culture "is continuously developing".
	Quotations **Information Prominent**	The development of celebrity culture is problematic because of "the impact it has had on teenagers" (Brady and Hayes, 2014: 21).
	Paraphrasing **Author Prominent**	Brady and Hayes (2014) examine celebrity culture from multiple perspectives.
	Paraphrasing **Information Prominent**	Celebrity culture is examined from multiple perspectives (Brady and Hayes, 2014).
	Bibliography Format **(Print)**	Author's Surname, Initial/s. and Author's Surname, Initial/s. Year of publication. *Title: subtitle*. Edition. Place of publication: Publisher. *(All authors have to be cited and should be listed in the order that they appear)*
	Bibliography Example **(Print)**	Brady, S. and Hayes, T. 2014. *Exploring Celebrity*. New York: New York University Press.
	Bibliography Format **(Electronic)**	Author's Surname, Initial/s. and Author's Surname, Initial/s. Year of publication. *Title: subtitle*. Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date]. *(All authors have to be cited and should be listed in the order that they appear)*
	Bibliography Example **(Electronic)**	Brady, S. and Hayes, T. 2014. *Exploring Celebrity*. New York: New York University Press. [Online] Available at: https://www.academia.edu/17178459/Exploring_Celebrity [Accessed: 31 January 2023].

Three or more authors		
(Use 'et al.' in the in-text reference and list all authors in the reference list.)		
Ways of Referencing	**Quotations** **Author Prominent**	Brent *et al.* (2011: 36) argue that "historical context is one of the most important factors to consider."
	Quotations **Information Prominent**	"When beginning to study a text, historical context is one of the most important factors to consider" (Brent et al., 2011: 36).
	Paraphrasing **Author Prominent**	Brent *et al.* (2011) discuss the importance of foregrounding historical context.
	Paraphrasing **Information Prominent**	It is necessary to consider the historical circumstances surrounding the production of a text (Brent *et al.,* 2011).
	Bibliography Format (Print)	Author's Surname, Initial/s., Author's Surname, Initial/s. and Author's Surname, Initial/s. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher. *(All authors have to be cited and should be listed in the order that they appear)*
	Bibliography Example (Print)	Brent, J., Matthews, M. and Young, S. 2011. *Reading Texts.* London: Pearson.
	Bibliography Format (Electronic)	Author's Surname, Initial/s., Author's Surname, Initial/s. and Author's Surname, Initial/s. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date]. *(All authors have to be cited and should be listed in the order that they appear)*
	Bibliography Example (Electronic)	Brent, J., Matthews, M. and Young, S. 2011. *Reading Texts.* London: Pearson. [Online] Available at: http://site.ebrary.com/lib/durbanut/reader.action?docID=10671141&ppg=585 [Accessed: 31 January 2023].

Different authors with the same surname, different years		
Ways of Referencing	**Quotations** **Author Prominent**	McKibben (1999: 58) argues that while "the idea of wildness can survive the normal destruction of nature", McKibben (1994: 70) claims that it is "unlikely to withstand the onslaught of toxic pollution".
	Quotations **Information Prominent**	Although "the idea of wildness can survive the normal destruction of nature" (McKibben, 1999: 58), it is "unlikely to withstand the onslaught of toxic pollution" (McKibben, 1994: 70).
	Paraphrasing **Author Prominent**	McKibben (1990) argues that natural environments no longer exist, while McKibben (1994) claims that philosophers need to work towards a new definition of "natural".
	Paraphrasing **Information Prominent**	It has been argued that natural environments no longer exist (McKibben, 1990) and that philosophers should work towards a new definition of "natural" (McKibben, 1994).
	Bibliography Format (Print)	Author's surname, Initial/s. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher.
	Bibliography Example (Print)	McKibben, B. 1990. *The End of Nature.* New York: Anchor Books. McKibben, M. 1994. *Apology for Bad Dreams.* New York: Random House. *(Order alphabetically by next available item in reference. (e.g. initial))*
	Bibliography Format (Electronic)	Author's surname, Initial/s. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	McKibben, B. 1990. *The End of Nature.* New York: Anchor Books. [Online] Available at: https://cmc.marmot.org/Record/.b49462982 [Accessed: 30 January 2023]. McKibben, M. 1994. *Apology for Bad Dreams.* New York: Random House. [Online] Available at: http://site.ebrary.com/lib/durbanut/reader.action?docID=10671141&ppg=585 [Accessed: 31 January 2023]. *(Order alphabetically by next available item in reference. (e.g. initial))*

Different authors, same surname, same year		
Ways of Referencing	**Quotations** **Author Prominent**	For Deon Harris (2003: 34), "globalisation, and a greater awareness of world view, has perpetuated the need for this shift", whereas Gregory Harris (2003: 67) demonstrates that "newer political tropes deprive democracy of the order it needs to enable citizenship."
	Quotations **Information Prominent**	A new global mindset "will change the way in which we think about boundaries" (Deon Harris, 2003: 37), but may be contradicted by those who would seek to "solidify those boundaries in order to preserve a cultural integrity" (Gregory Harris, 2003: 68).
	Paraphrasing **Author Prominent**	Deon Harris (2003) looks at new generation thinkers while Gregory Harris (2003) articulates a need to re-examine older models of governance.
	Paraphrasing **Information Prominent**	Certain critics (Deon Harris, 2003) are supportive of a model of governance that fundamentally rejects views adopted from the Victorian age while others (Gregory Harris, 2003) claim that older forms of government are more stable.
	Bibliography Format (Print)	Author's surname, Initial/s. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher.
	Bibliography Example (Print)	Harris, D. 2003. New World, New Way. Chicago: Random House. Harris, G. 2003. Ancient Blood, New Mutiny. Brisbane: Granger Hill. *(Order alphabetically by next available item in reference. (e.g. initial))*
	Bibliography Format (Electronic)	Author's surname, Initial/s. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Harris, D. 2003. New World, New Way. Chicago: Random House. [Online] Available at: https://www.lib.uchicago.edu/e/scrc/findingaids/view.php?eadid=ICU.SPCL.HARRISCD [Accessed: 31 January 2023]. Harris, G. 2003. Ancient Blood, New Mutiny. Brisbane: Granger Hill. [Online] Available at: http://site.ebrary.com/lib/durbanut/reader.action?docID=10671141&ppg=585 [Accessed: 31 January 2023]. *(Order alphabetically by next available item in reference. (e.g. initial))*

Same author, same year		
(To cite multiple works by the same author in the same year, use lower-case letters after the publication date in your in-text citations. This applies to any type of source including books, journal articles, tweets etc.)		
Ways of Referencing	**Quotations** **Author Prominent**	According to Wilmot (2020b: 15) "high-density, city centre housing is not the answer."
	Quotations **Information Prominent**	"Collective societal action begins in our homes, in our schools and in individual lives." (Wilmot, 2020a: 56)
	Paraphrasing **Author Prominent**	Wilmot (2020a) conducted intense research work with community organisations on homelessness. Wilmot (2020b) came to the conclusion that high-density, city centre housing was not the answer.
	Paraphrasing **Information Prominent**	Research has focused on whether high-density housing, in city centres, is one answer to mitigate against homelessness (Wilmot 2020a; 2020b).
	Bibliography Format (Print)	Author's surname, Initial/s. Year of publication a/b/c. *Title: subtitle.* Edition. Place of publication: Publisher.
	Bibliography Example (Print)	Wilmot, M. 2020a. *Inclusion: When will we have a Home for Life?* Dublin: Pearson. Wilmot, M. 2020b. *Solutions and Barriers to Homelessness.* Dublin: Pearson.
	Bibliography Format (Electronic)	Author's surname, Initial/s. Year of publication a/b/c. *Title: subtitle.* Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Wilmot, M. 2020a. *Inclusion: When will we have a Home for Life?* Dublin: Pearson. [Online] Available at: http://site.ebrary.com/lib/durbanut/reader.action?docID=58723659&ppg=365 [Accessed: 31 January 2023]. Wilmot, M. 2020b. *Solutions and Barriers to Homelessness.* Dublin: Pearson. [Online] Available at: http://site.ebrary.com/lib/durbanut/reader.action?docID=95368423&ppg=125 [Accessed: 31 January 2023].

Single editor		
(A person responsible for the writing, compilation, and revision of content)		
Ways of Referencing	**Quotations** **Author Prominent**	Beauchamp (2000: 12) argues that "the goal of a philosophy is to generate a science."
	Quotations **Information Prominent**	"It seems odd today to say that the goal of a philosophy is to generate a science, but this ambition is fundamental in Hume's philosophy" (Beauchamp, 2000: 12).
	Paraphrasing **Author Prominent**	In his introduction, Beauchamp (2000) discusses the history of Hume's *Enquiry.*
	Paraphrasing **Information Prominent**	The historical trajectory of Hume's *Enquiry* is also important (Beauchamp, 2000).
	Bibliography Format **(Print)**	Editor's Surname, Initial/s. ed./eds. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher.
	Bibliography Example **(Print)**	Beauchamp, T.L. ed. 2000. *David Hume: An Enquiry concerning Human Understanding*. Oxford: Clarendon Edition.
	Bibliography Format **(Electronic)**	Editor's Surname, Initial/s. ed./eds. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	Beauchamp, T.L. ed. 2000. *David Hume: An Enquiry concerning Human Understanding*. Oxford: Clarendon Edition. [Online] Available at: https://fitelson.org/confirmation/hume_enquiry.pdf [Accessed: 31 January 2023].

Author / Editor unknown

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

Ways of Referencing	Quotations Author Prominent	The word 'ballast' is defined in the Concise Oxford English dictionary (2011, p. 101) as "a heavy substance, such as gravel or lead, placed in the bilge of a ship to ensure its stability".
	Quotations Information Prominent	"The moon orbits the Earth in an elliptical orbit in 27 days and 8 hours" (Children's illustrated treasury of knowledge: Earth, 2016: 5).
	Paraphrasing Author Prominent	As an example when comparing linear equations (Anon. 2013) showed …
	Paraphrasing Information Prominent	A linear equation is an algebraic equation in which each term is either … (*Engineering mathematics* 2013: 102)
	Bibliography Format (Print)	Anon. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher. **OR** *Title: subtitle.* Year of publication. Edition. Place of publication: Publisher.
	Bibliography Example (Print)	Anon. 2013. *Engineering mathematics.* 7th ed. Basingstoke: Palgrave Macmillan. **OR** *Concise Oxford English dictionary.* 2011. 12th ed. New York: Oxford University Press
	Bibliography Format (Electronic)	Anon. Year of publication. *Title: subtitle.* Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date]. **OR** *Title: subtitle.* Year of publication. Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Anon. 2020. *Early New High German.* [Online] Available at: http://www.kwela.com/Books/17582 [Accessed: 19 October 2020]. **OR** *Early New High German.* 2020. [Online] Available at: http://www.kwela.com/Books/17582 [Accessed: 19 October 2020].

Organisation, institution or association as author

- *An organisation, responsible body or group of persons (associations, institutions, companies) that are the entity responsible for a particular piece of work, e.g. World Health Organisation.*
- *If you have two or more in-text citations for a single source then include the acronym in square brackets for the first citation. For the subsequent in-text citations only use the acronym.*

Ways of Referencing	**Quotations Author Prominent**	WHO (2010: 176) argues that "the lack of access to basic healthcare impacts upon the economic self-sufficiency of developing countries."
	Quotations Information Prominent	The health of the people contributing to the economic well-being of a developing country "is of primary concern in lessening the gap between global superpowers and their less-developed counterparts" (WHO, 2010: 178).
	Paraphrasing Author Prominent	The World Health Organisation (2010) demonstrates that there is a significant gap with regards to access to basic healthcare facilities between the developing and developed countries.
	Paraphrasing Information Prominent	The gap with regards to access to basic healthcare facilities between developing and developed countries is a key concern (World Health Organisation [WHO], 2010).
	Bibliography Format (Print)	Name of organisation/institution/association. Year of publication. *Title: subtitle*. Edition. Place of publication: Publisher.
	Bibliography Example (Print)	World Health Organisation (WHO). 2010. *Basic Healthcare Report 2010: Concerns within, and Impact upon, the Global Community*. London: Oxford University Press. *Insert the organisation's acronym in round brackets only if you have used it in your in-text citation.*
	Bibliography Format (Electronic)	Name of organisation/institution/association. Year of publication. *Title: subtitle*. Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	World Health Organisation (WHO). 2010. *Basic Healthcare Report 2010: Concerns within, and Impact upon, the Global Community*. London: Oxford University Press. [Online] Available at: https://www.who.int/publications-detail-redirect/9789241564021 [Accessed: 31 January 2023]. *Insert the organisation's acronym in round brackets only if you have used it in your in-text citation.*

Date of publication unknown		
Ways of Referencing	**Quotations** **Author Prominent**	Wright (n.d.: 84) claims that the success of businesses depends on "the style of management used".
	Quotations **Information Prominent**	If there is to be improvement in office morale, a "team-building strategy must be put in place" (Wright, n.d.: 100).
	Paraphrasing **Author Prominent**	Wright (n.d.) suggests that many corporate businesses are developing at a rapid pace.
	Paraphrasing **Information Prominent**	Many corporate businesses are developing at a rapid pace (Wright, n.d.).
	Bibliography Format **(Print)**	Author's Surname, Initial/s. n.d. *Title: subtitle.* Edition. Place of publication: Publisher.
	Bibliography Example **(Print)**	Wright, P. n.d. *21st Century Business: The Way Forward.* Johannesburg: Johannesburg Management Publishers.
	Bibliography Format **(Electronic)**	Author's Surname, Initial/s. n.d. *Title: subtitle.* Edition. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	Wright, P. n.d. *21st Century Business: The Way Forward.* Johannesburg: Johannesburg Management Publishers. [Online] Available at: https://www.ecosystempartners.ch/post/21st-century-business-the-way-forward [Accessed: 31 January 2023].

Chapter in an edited book		
(A chapter or section is part of a book and may have its own author/s.)		
Ways of Referencing	**Quotations** **Author Prominent**	Edwards (2012: 320) has stated that *Lord of the Files* is "the most revolutionary addition" to the YA genre.
	Quotations **Information Prominent**	*Lord of the Flies* has had "a significant impact on the way novels such as *The Hunger Games* and *Divergent* have been written" (Edwards, 2012: 320).
	Paraphrasing **Author Prominent**	For Edwards (2012), Katniss Everdeen cannot be considered a feminist icon.
	Paraphrasing **Information Prominent**	*The Hunger Games* trilogy is not necessarily a ground-breaking addition to the YA literature genre (Edwards, 2012).
	Bibliography Format (Print)	Author's Surname, Initial/s. Year of publication. Chapter title: subtitle. In: Surname, Initial/s. ed. *Title of book: subtitle.* Place of publication: Publisher, page numbers.
	Bibliography Example (Print)	Edwards, B. 2012. Considering current YA literature. In Ross, P. ed. *New Approaches to Contemporary Fiction*. North Carolina: McFarland Press, 58 – 77.
	Bibliography Format (Electronic)	Author's Surname, Initial/s. Year of publication. Chapter title: subtitle. In: Surname, Initial/s. ed. *Title of book: subtitle.* Place of publication: Publisher, page numbers. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Edwards, B. 2012. Considering current YA literature. In Ross, P. ed. *New Approaches to Contemporary Fiction*. North Carolina: McFarland Press, 58 – 77. [Online] Available at: http://site.ebrary.com/lib/durbanut/docDetail.action?docID=10080864 [Accessed: 30 January 2023].

Edited book translated into English		
Ways of Referencing	**Quotations** **Author Prominent**	Burke (1996: xi) contends that "Merleau-Ponty views the self as primarily an entity that is of space."
	Quotations **Information Prominent**	"One cannot deny Merleau-Ponty's relevance to existential psychology" (Burke, 1996: xi).
	Paraphrasing **Author Prominent**	Burke (1996) discusses Merleau-Ponty's existential psychological enquiry.
	Paraphrasing **Information Prominent**	Merleau-Ponty is concerned with the existential rootedness of the subject (Burke, 1996).
	Bibliography Format (Print)	Author's Surname, Initial/s. Year of publication. *Title: subtitle*. Translated from original Language by Surname, Initial/s of Translator. Place of publication: Publisher.
	Bibliography Example (Print)	Burke, J. ed. 1996. *The Lives of Others in Merleau-Ponty's Psychology*. Translated from French by Holt, P. Evanston: North Western University Press.
	Bibliography Format (Electronic)	Author's Surname, Initial/s. Year of publication. *Title: subtitle*. Translated from original Language by Surname, Initial/s of Translator. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Burke, J. ed. 1996. *The Lives of Others in Merleau-Ponty's Psychology*. Translated from French by Holt, P. Evanston: North Western University Press. [Online] Available at: https://www.goodreads.com/book/show/4250.lives-of-others-in-merleau-pontys-psychology [Accessed: 30 January 2023].

Book in a foreign language		
When writing in the English language and you are referring to sources which are written in other languages, give the source title exactly as it appears in the original language or give an English translation of it in round brackets.		
Ways of Referencing	**Quotations** **Author Prominent**	Kristeva (1984: 23) introduces the concept of 'jouissance' (enjoyment [my translation]) in relation to language.
	Quotations **Information Prominent**	'Jouissance' (Enjoyment [my translation]) has been introduced in relation to language (Kristeva 1984: 23).
	Paraphrasing **Author Prominent**	Kristeva (1984) considers language to be an essential tool in understanding society.
	Paraphrasing **Information Prominent**	Freudian theory provides a unique lens through which to consider the evolution of language (Kristeva, 1984).
	Bibliography Format (Print)	Author's Surname, Initial/s. Year of publication. *Title* (Translated title). Place of publication: Publisher.
	Bibliography Example (Print)	Kristeva, J. 1984. *La 38evolution du language poétique* (Revolution in poetic language). New York: Columbia University Press.
	Bibliography Format (Electronic)	Author's Surname, Initial/s. Year of publication. *Title* (Translated title). Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Kristeva, J. 1984. *La 38evolution du language poétique* (Revolution in poetic language). New York: Columbia University Press. [Online] Available at: https://www.columbiapress.com/la-revolution-du-language-poetique [Accessed: 30 January 2023].

Citing a source within a source

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

Ways of Referencing	**Quotations** **Author Prominent**	Sithole (1998 cited in Andrews, 2011: 32) claims that "the absence of Nelson Mandela from politics has 'left a void in the political system'".
	Quotations **Information Prominent**	The future of South Africa "depends on 'the direction that its leadership takes'" (Khumalo, 2003 cited in Andrews, 2011: 64).
	Paraphrasing **Author Prominent**	Connors (2009 cited in Andrews, 2011: 42) provides an analysis of statistics that indicate a drastic decrease in the popularity of the ANC. *(Include author and year of publication for both sources.)*
	Paraphrasing **Information Prominent**	The rise of the DA has proven to be an increasing threat to the ANC (Bryce, 2008 cited in Andrews, 2011: 84).
	Bibliography Format **(Print)**	Author's Surname, Initial/s. Year of publication. Chapter title: subtitle. In: Surname, Initial/s. ed. *Title of book: subtitle.* Place of publication: Publisher.
	Bibliography Example **(Print)**	Andrews, K. 2011. Reconsidering South African politics. In Robertson, D. ed. *The State of World Politics.* Rochester: University of Rochester Press.
	Bibliography Format **(Electronic)**	Author's Surname, Initial/s. Year of publication. Chapter title: subtitle. In: Surname, Initial/s. ed. *Title of book: subtitle.* Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	Andrews, K. 2011. Reconsidering South African politics. In Robertson, D. ed. *The State of World Politics.* Rochester: University of Rochester Press. [Online] Available at: https://books.google.co.za/books?id=-gxrBwACQBFJ [Accessed: 30 January 2023].

Book in a series		
Ways of Referencing	**Quotations** **Author Prominent**	Ellis and Gerighty (2008: 17) provide aviation professionals with exercises such as "You are a controller. Give advice to the pilot."
	Quotations **Information Prominent**	Pilots are asked "what items do you normally hear in an ATIS broadcast?" (Ellis and Gerighty, 2008: 18).
	Paraphrasing **Author Prominent**	Ellis and Gerighty (2008) offer specialist English communication skills for professionals involved in aviation.
	Paraphrasing **Information Prominent**	Minor incidents can sometimes develop into major disasters on a long-haul flight (Ellis and Gerighty, 2008).
	Bibliography Format **(Print)**	Author's surname, Initial/s. Year of publication. *Title: subtitle.* Series Name. Place of publication: Publisher.
	Bibliography Example **(Print)**	Ellis, S. and Gerighty, T. 2008. *English for Aviation.* Express series. Oxford: Oxford University Press.
	Bibliography Format **(Electronic)**	Author's surname, Initial/s. Year of publication. *Title: subtitle.* Series Name. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	Ellis, S. and Gerighty, T. 2008. *English for Aviation.* Express series. Oxford: Oxford University Press. [Online] Available at: https://www.goodreads.com/book/show/8658.english_for_aviation [Accessed: 30 January 2023].

Edited volume in a multivolume set		
Ways of Referencing	**Quotations** **Author Prominent**	Green and Culliney (2006: 13) find it "difficult to believe that few work opportunities exist in African cities".
	Quotations **Information Prominent**	"It is difficult to believe that few work opportunities exist in African cities" (Green and Culliney, 2006: 13).
	Paraphrasing **Author Prominent**	Green and Culliney (2006) believe that there are many opportunities for immigrants.
	Paraphrasing **Information Prominent**	New research suggests that there are many opportunities for immigrants (Green and Culliney, 2006).
	Bibliography Format **(Print)**	Author's surname, Initial/s. Year of publication. *Title: subtitle.* Volume Number. Title of Volume. Place of publication: Publisher.
	Bibliography Example **(Print)**	Green, V. and Culliney, L. eds. 2006. *Johannesburg.* Vol. 4. South African Cities. Pretoria: BK Publishers.
	Bibliography Format **(Electronic)**	Author's surname, Initial/s. Year of publication. *Title: subtitle.* Volume Number. Title of Volume. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	Green, V. and Culliney, L. eds. 2006. *Johannesburg.* Vol. 4. South African Cities. Pretoria: BK Publishers. [Online] Available at: https://www.bkpub.co.za/book/south-african-cities-4-johannesburg [Accessed: 30 January 2023].

Sacred book			
Ways of Referencing	**Quotations** **Author Prominent**	Much like earlier versions of the Bible, the New International version opens with the assertion that "In the beginning God created the heavens and the earth" (1978:3).
	Quotations **Information Prominent**	"In the beginning God created the heavens and the earth" (*The Bible*, 1978: 3).
	Paraphrasing **Author Prominent**	The new international version of the English Bible (1978) tries to clarify Biblical scripture for modern readers.
	Paraphrasing **Information Prominent**	An attempt is made to clarify Biblical scripture for modern readers in the New International Version of the English Bible (1978).
	Bibliography Format (Print)	*Name of religious text.* Year of publication. Book version. Place of publication: Publisher.
	Bibliography Example (Print)	*The Bible*. 1978. New international version. London: Hodder and Stoughton.
	Bibliography Format (Electronic)	*Name of religious text.* Year of publication. Book version. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	*The Bible*. 1978. New international version. London: Hodder and Stoughton. [Online] Available at: https://www.bible.com/versions/niv-new-international-version [Accessed: 30 January 2023].

Book reviews		
An analysis or summary of a book published in a newspaper or journal.		
Ways of Referencing	**Quotations** **Author Prominent**	Hickman (2013: 144) states that such representation "dehumanises such children, elevating them to a new form of archetype within a postcolonial world."
	Quotations **Information Prominent**	"This new archetype effectively disables the reader's ability to draw on empathy for this child" (Ntseane, 2012: 197).
	Paraphrasing **Author Prominent**	Hickman (2013: 144) emphasised that there are…
	Paraphrasing **Information Prominent**	This book presents a postcolonial indigenous research paradigm (Ntseane, 2012: 195).
	Bibliography Format (Print)	Reviewer's Surname, Initial/s. Review date. Title of book being reviewed by Author(s) of book, reviewed in *Title of Journal/Newspaper containing the review*, volume(issue): page numbers.
	Bibliography Example (Print)	Hickman, L. 2013. The resilient nurse: empowering your practice by McAllister, M and Lowe, J. B. eds., reviewed in *Contemporary Nurse*, 45(1): 144.
	Bibliography Format (Electronic)	Reviewer's Surname, Initial/s. Review date. Title of book being reviewed by Author(s) of book, reviewed in *Title of Journal/Newspaper containing the review*, volume(issue): page numbers. Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Ntseane, D. M. 2012. Indigenous research methodologies by Chilisa, B, reviewed in *Journal of Social Development in Africa*, 27(1): 195-197. [Online] Available at: http://search.proquest.com/docview/1268825111?accountid=15862 [Accessed: 20 October 2015].

Books – Electronic (with exception to the above)

E-book accessed via e-book reader		
Ways of Referencing	**Quotations** **Author Prominent**	Suggestions made by theorists such as Holt (1997: n.p.) would lead us to believe that "historical thinking is a Western perspective."
	Quotations **Information Prominent**	New concepts in the realm of philosophy include the idea that "historical thinking is a Western perspective" (Holt, 1997: n.p.).
	Paraphrasing **Author Prominent**	Holt (1997) states that what many consider to be historical thinking is a Western perspective.
	Paraphrasing **Information Prominent**	Recent evidence suggests that what many consider to be historical thinking is merely a Western perspective (Holt, 1997).
	Bibliography Format	Author's Surname, Initial/s. Year of publication. *Title* (Translated title). E-book. Place of publication: Publisher. Available at: website address [Downloaded: Date downloaded].
	Bibliography Example	Holt, D. 1997. *Management Principles and Practices*. E-book. Prentice-Hall. Available at: https://amazonkindle/book3850/management_principle_practices [Downloaded: 31 January 2023].

Journals – Print and online

Journals with volume and part/issue number		
(If no volume or part/issue number is available, use any other descriptor e.g., Summer, First quarter, February)		
Ways of Referencing	**Quotations** **Author Prominent**	Peters (2012: 25) claims that "the retail industry has experienced numerous setbacks due to the declining economy."
	Quotations **Information Prominent**	The retail industry needs to focus on "attracting a more diverse range of consumers" (Peters, 2012: 27).
	Paraphrasing **Author Prominent**	Peters (2012) has stated that future technological developments in the South African service industry need to be more carefully monitored.
	Paraphrasing **Information Prominent**	The South African service industry has improved in recent years (Peters, 2012).
	Bibliography Format (Print)	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(part/issue number): page number/s.
	Bibliography Example (Print)	Peters, S. 2012. Understanding service. *Economy Studies*, 26(3): 25–55.
	Bibliography Format (Electronic)	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(part/issue number): page number/s. [Online] Available at: website address or DOI [Accessed: access date]
	Bibliography Example (Electronic)	Peters, S. 2012. Understanding service. *Economy Studies*, 26(3): 25–55. [Online] Available at: https://doi.org/10.1108/RSR-05-2013-0035 [Accessed: 31 January 2023]
	Bibliography Format (Without volume/part)	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, other descriptor: page number/s.
	Bibliography Example (Without volume/part)	Peters, S. 2012. Understanding service. *Economy Studies*, Summer: 25–55.

Article from a database (i.e., ProQuest)		
(No URL or view date required.)		
Ways of Referencing	**Quotations Author Prominent**	Warkentin (2006: 87) focuses on transgenic animals, claiming that there "is no moral consideration for the animals involved."
	Quotations Information Prominent	One of the most common arguments against bioengineering is that there "is no moral consideration for the animals involved" (Warkentin, 2006: 87).
	Paraphrasing Author Prominent	Warkentin (2006) claims that there is little moral consideration for the animal subjects when it comes to bioengineering.
	Paraphrasing Information Prominent	The experiences of animal subjects, when it comes to bioengineering, is of little consideration (Warkentin, 2006: 87).
	Bibliography Format (Electronic)	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(part/issue number): page number/s. [Online] Available at: database name
	Bibliography Example (Electronic)	Warkentin, T. 2006. Disintegrating animals. *Canadian Literary Studies*, 3(8): 82–102. [Online] Available at ProQuest.

Journal article without an author

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

Ways of Referencing	**Quotations** **Author Prominent**	It is observed that "the foundation children receive in primary school is essential to their progress in high school" (John Hopper on new theories in education, 2013: 56).
	Quotations **Information Prominent**	The syllabus in high schools is becoming more diverse in order to "provide students with more opportunities to pursue" (John Hopper on new theories in education, 2013: 58).
	Paraphrasing **Author Prominent**	The review of Hopper's essay (John Hopper on new theories in education, 2013) claims that public schools still offer a valuable education.
	Paraphrasing **Information Prominent**	Public schools still offer a valuable education (John Hopper on new theories in education, 2013: 58).
	Bibliography Format (Print)	Article title: subtitle. Year of publication. *Journal Title*, volume number(issue number): page number/s.
	Bibliography Example (Print)	John Hopper on new theories in education. 2013. *Education in the 21st Century Review*, 33(4): 54–65.
	Bibliography Format (Electronic)	Article title: subtitle. Year of publication. *Journal Title*, volume number(issue number): page number/s. [Online] Available at: website address or DOI [Accessed: access date]
	Bibliography Example (Electronic)	John Hopper on new theories in education. 2013. *Education in the 21st Century Review*, 33(4): 54–65. [Online] Available at: https://www.ncbi.nlm.nih.gov/pmc/articles/PLC8134697 [Accessed: 1 February 2023]

Journals: special issues (supplementary issue)		
A special issue usually publishes papers on a specific theme, or relating to an event, or from a specific group of authors.		
Ways of Referencing	**Quotations** **Author Prominent**	Soskolane (2016: 12) states that "in reality, many scientists, especially those who have achieved a level of economic security as well as of academic prestige and responsibility, may not choose to jeopardise their status and/or put at risk their research programmes."
	Quotations **Information Prominent**	"Many examples exist where science has been misused to deceive and mislead" (Soskolane, 2016: 13).
	Paraphrasing **Author Prominent**	Soskolane (2016: 12) discusses the importance of proper mentorship and states that humility and excellence are the two most pertinent principles.
	Paraphrasing **Information Prominent**	There are patients who are not aware of the programs available (Zavadsky 2015: 17).
	Bibliography Format **(Print)**	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(Suppl): page number/s.
	Bibliography Example **(Print)**	Soskolane, C.L. 2016. A pillar of academic and research excellence. *South African Medical Journal*, 106(Suppl. 1): 12-13.
	Bibliography Format **(Electronic)**	Author's Surname, Initial/s. Year of publication. Article title: subtitle. *Journal Title*, volume number(Suppl): page number/s. [Online] Available at: website address or DOI [Accessed: access date]
	Bibliography Example **(Electronic)**	Zavadsky, M. 2015. Establishing partnerships between home health and EMS-based MIH-CP programs. *Journal of Emergency Medical Services*, 40(Suppl.): 17-19. [Online] Available: http://ems.sinaiem.org/wp-content/uploads/2015/11/MedStar.pdf [Accessed: 1 February 2023].

Periodicals – Print and online

Annual Report		
Written accounts of something that has been investigated or reported.		
Ways of Referencing	**Quotations** **Author Prominent**	Implats Sustainable Development Report (2014: 17) announced Khotso Mokhele as the "the lead non-executive director of African Oxygen".
	Quotations **Information Prominent**	"Khotso Mokhele is the lead non-executive director of African Oxygen" (Implats Sustainable Development Report, 2014: 17).
	Paraphrasing **Author Prominent**	Implats Sustainable Development Report (2014: 17) stated that Khotso Mokhele was appointed non-executive director of African Oxygen.
	Paraphrasing **Information Prominent**	Earlier in the year, Khotso Mokhele was appointed non-executive director of African Oxygen (Implats Sustainable Development Report, 2014).
	Bibliography Format (Print)	Author's Surname, Initial/s / Organisation. Year of publication. *Title: Subtitle*. Series Number. Place of publication: Publisher, page number/s
	Bibliography Example (Print)	Implats Sustainable Development. 2014. *Annual report*. Johannesburg: Implats, Seriti. 17-32.
	Bibliography Format (Electronic)	Author's Surname, Initial/s / Organisation. Year of publication. *Title: Subtitle*. Series Number. Place of publication: Publisher, page number/s. [Online] Available at: website address [Accessed: access date]
	Bibliography Example (Electronic)	Implats Sustainable Development. 2014. *Annual report*. Johannesburg: Implats, Seriti. 17-32. [Online] Available at: https://www.implats.co.za/pdf/annual-reports/sustainable-development-report/2014/implats-sd-2014.pdf [Accessed: 1 February 2023]

Report from an institution		
Ways of Referencing	**Quotations** **Author Prominent**	The South Africa Department of National Treasury (2015: 1) reports that "The global financial crisis that began during 2008 has had far-reaching consequences for South Africa, most notably a sharp fall in employment from which the economy has yet to fully recover."
	Quotations **Information Prominent**	"The global financial crisis that began during 2008 has had far-reaching consequences for South Africa, most notably a sharp fall in employment from which the economy has yet to fully recover" (Department of National Treasury, South Africa, 2015: 1).
	Paraphrasing **Author Prominent**	The South Africa Department of National Treasury (2015) reports that the worldwide economic catastrophe that started in 2008 has led to high unemployment rates in South Africa.
	Paraphrasing **Information Prominent**	The report examines the negative impact of the worldwide economic crisis (Department of National Treasury, South Africa, 2015).
	Bibliography Format **(Print)**	Department, Country. Year of publication. *Title.* Place of Publication: Publisher.
	Bibliography Example **(Print)**	Department of National Treasury, South Africa. 2015. *Intergovernmental fiscal reviews (IGFR) – 2015 – Provincial budgets and expenditure review: 2010/11 – 2016/17.* Johannesburg: Department of National Treasury
	Bibliography Format **(Electronic)**	Department, Country. Year of publication. Title. Place of Publication: Publisher. [Online] Available at: website address [Accessed: access date]
	Bibliography Example **(Electronic)**	Department of National Treasury, South Africa. 2015. *Intergovernmental fiscal reviews (IGFR) – 2015 – Provincial budgets and expenditure review: 2010/11 – 2016/17.* [Online] Available at: http://www.treasury.gov.za/publications/igfr/2015/prov/default.aspx [Accessed: 21 May 2017].

Newspapers and Magazines		
(A publication (issued daily, weekly, or monthly) containing news, articles, advertisements and correspondence)		
Ways of Referencing	**Quotations** **Author Prominent**	Jansen (2015) reports that "Netcare 911 paramedics arrived they found the car wedged under the truck."
	Quotations **Information Prominent**	"The Transport Department [is] pledging to look into why traffic authorities did not move the vehicle when it was clearly a hazard" (Jansen, 2015).
	Paraphrasing **Author Prominent**	Begley (2012: 11) reports that full-genome sequencing could help to detect single nucleotide variants, insertions/deletions, copy number changes, and large structural variants.
	Paraphrasing **Information Prominent**	The accident has left Durban devastated (Jansen, 2015).
	Bibliography Format **(Print)**	Author's Surname, Initials. Year of publication. Article title. *Title of Newspaper*/Magazine, Date of newspaper/magazine: page numbers.
	Bibliography Example **(Print)**	Begley, S. 2012. Genomes: the future has arrived: a new DNA reader is set to bring genetics into everyday medicine – but how many advantages will this in fact bring? *The Witness*, 23 January 2012: 11.
	Bibliography Format **(Electronic)**	Author's Surname, Initials. Year of publication. Article title. *Title of Newspaper*/Magazine, Date of newspaper/magazine. [Online] Available at: website address [Accessed: access date]
	Bibliography Example **(Electronic)**	Jansen, L. 2015. Anger as broken down truck kills two. *IOL News*, 24 August 2015. [Online] Available at: https://www.iol.co.za/news/south-africa/kwazulu-natal/anger-as-broken-down-truck-kills-2-1904647#.VdrocHkcTIU [Accessed: 1 February 2023]

Other Online Sources

Internet sources with author/s		
• *When using a direct quote, in the absence of a page number, paragraph and line number should be used.*		
• *The date reflected should be either the publication date (where available), the year the site was last updated or copyright date*		
Ways of Referencing	**Quotations** **Author Prominent**	Segev (2014: para. 3) writes that "Microsoft wants much more collaborative, hands-on involvement from customers to shape the new platform."
	Quotations **Information Prominent**	"The ideal customer to have is one that helps build their own product to buy from you" (Segev, 2014: para. 7).
	Paraphrasing **Author Prominent**	Segev (2014) notes that customers will assist with the development of Windows 10.
	Paraphrasing **Information Prominent**	The team at Microsoft are looking to improve Windows 10 with the help of their customers (Segev, 2014).
	Bibliography Format	Author's Surname, Initial/s. Year. Title. *Website Name,* Date of publication. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example	Segev, L. 2014. Microsoft will crowdsource Windows 10. *Mail & Guardian*, 14 October 2014. [Online] Available at: http://mg.co.za/article/2014-10-03-microsoft-will-crowdsource-windows-10 [Accessed: 15 July 2017].

Internet sources without author/s

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

Ways of Referencing	**Quotations** **Author Prominent**	According to *Underground irrigation tunnels* (2014: para. 7) "the Karez Well System is an important ancient irrigation system that is still used in Turpan, Xinjiang, in Northwest China."
	Quotations **Information Prominent**	"A lot of water is released as the snow melts on the mountains and the locals had to think of a way to bring it down" as stated by Anon (2014: para. 14).
	Paraphrasing **Author Prominent**	In the article, *Underground irrigation tunnels* (2014) wells vary in depth depending on their location.
	Paraphrasing **Information Prominent**	The irrigation tunnels in the Harpan and Turpan areas have a history over 2000 years old (Anon. 2014).
	Bibliography Format	Anon. Year. Title. *Website Name,* Date of publication. [Online] Available at: website address [Accessed: Accessed date]. **OR** Title of work. Year. *Website Name,* Date of publication. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example	Anon. 2014. Underground irrigation tunnels. *Arts and Culture China*, 3 March 2014. [Online] Available at: http://arts.cultural-china.com/en/83Arts1352.html [Accessed: 1 February 2023]. **OR** Underground irrigation tunnels. 2014. *Arts and Culture China*, 3 March 2014. [Online] Available at: http://arts.cultural-china.com/en/83Arts1352.html [Accessed: 1 February 2023].

Internet sources without a date		
Sources that have no date should be evaluated to determine the authenticity or suitability for academic purposes.		
Ways of Referencing	**Quotations** **Author Prominent**	According to Pirragli and Media (n.d: para. 8) "the reason is that without guidance from company leaders, employees tend to become confused about company goals."
	Quotations **Information Prominent**	"Leaders in this style have so much authority, employees may view them as controlling and uncompromising, which can dent morale." (Pirragli and Media, n.d: para. 4)
	Paraphrasing **Author Prominent**	As mentioned by Pirragli and Media (n.d.) choosing the correct leadership style can have an influence whether your small succeed or fail.
	Paraphrasing **Information Prominent**	Choosing the correct leadership style to create a corporate culture can influence the business and its performance according to Pirragli and Media (n.d).
	Bibliography Format	Author's Surname, Initial/s. n.d. Title. *Website Name*. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example	Pirragli, W. and Media, D. n.d. The effects of leadership styles on the organization. *Chron.* Available: http://smallbusiness.chron.com/effects-leadership-styles-organization_10427.html [Accessed: 19 August 2015].

Organisation, institution or association as author		
(Always use the full name of the organisation, institution, or association for first citation. Thereafter, the acronym may be used.)		
Ways of Referencing	**Quotations** **Author Prominent**	The World Wide Fund for Nature (2014: para. 2) claims that "climate change is already affecting people everywhere."
	Quotations **Information Prominent**	"It tells us that climate change is already affecting people everywhere" (WWF, 2014: para. 2).
	Paraphrasing **Author Prominent**	The WWF (2014) has provided evidence that people are being effected by climate change globally.
	Paraphrasing **Information Prominent**	Sufficient evidence has been provided that, globally, people are being effected by climate change (World Wide Fund [WWF], 2014). *(In the case of the first citation, include full name of organisation and the acronym in square brackets.)*
	Bibliography Format	Organisation, Institution or Association name. Year. Title. *Website Name,* Date of publication. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example	World Wide Fund for Nature (WWF). 2014. No more debates on climate science, over to leaders. *World Wide Fund for Nature*, 02 November 2014. [Online] Available at: http://www.wwf.org.za/?12601/IPCC-response [Accessed: 15 July 2017].

Blog posts

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

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

Ways of Referencing	**Quotations** **Author Prominent**	Edwards (2012: para. 12) reports that the high school curriculum "needs to be closer to the standard of tertiary education".
	Quotations **Information Prominent**	The high school curriculum needs to "prepare students adequately for the demands of a tertiary education" (Edwards 2012: para. 12).
	Paraphrasing **Author Prominent**	Edwards (2012) suggests that high school education does not adequately prepare students for university life.
	Paraphrasing **Information Prominent**	High school education does not adequately prepare students for university life (Edwards, 2012).
	Bibliography Format	Author's Surname, Initial/s or alias. Year of post. Title of the posting. *Title of the website*. Type of work. Day month of posted message. [Online] Available at: blog address [Accessed: Accessed date]
	Bibliography Example	Edwards, M. 2012. The Downfall of South African High School Education. *EduPress Blog*. Web log post. 23 June. [Online] Available at: http://blogs.edupress.za/edu/2012/05/-downfall-of-southAfrican-High-65&5556-school-education [Accessed: 24 August 2012].

Social networking sites (Facebook, Twitter and Instagram)		
(Online social media used by people to build social networks and interact with each other online)		
• *The date reflected should be either the publication date (where available), the year the site was last updated, or the copyright date.*		
Ways of Referencing	**Quotations** **Author Prominent**	McGrath (2014: para. 2) linked the film's Twitter account to the actors' accounts to "encourage followers of the actors to also follow the film's Twitter feed."
	Quotations **Information Prominent**	"Access to actors humanises or puts a face to the film which enhances the viewer's experience in that it becomes more personal for them" (McGrath, 2014: para. 4).
	Paraphrasing **Author Prominent**	McGrath (2014) used various social media platforms such as Twitter to enhance the viewer's experience of the film, *Lotus.*
	Paraphrasing **Information Prominent**	The use of Twitter as part of a social media strategy allowed for greater interest in the film prior to its release (McGrath, 2014).
	Bibliography Format	Author's Surname, Initial/s or Alias. Year of post. *Title of post.* [Twitter] Day month of tweet. Available at: website address [Accessed: Accessed date] **OR** Author's Surname, Initial/s or Alias. Year page/post published. *Title of page.* [Facebook] Day month of post. Available at: website address [Accessed: Accessed date] **OR** Author's Surname, Initial/s or Alias. Year of post. *Title of page.* [Instagram] Day month of post. Available at: website address [Accessed: Accessed date]
	Bibliography Example	McGrath, H. 2014. *Twitter update.* [Twitter] 12 October. Available at: https://twitter.com/lotus [Accessed: 13 October 2014].

Computer Programmes		
(A computer program is software which is installed on a computer to perform a particular function)		
• *The date reflected should be either the publication date (where available), the year the site was last updated, or the copyright date.*		
Ways of Referencing	**Quotations** **Author Prominent**	MathWorks (2015) explains that "MATLAB® combines a desktop environment tuned for iterative analysis and design processes with a programming language that expresses matrix and array mathematics directly."
	Quotations **Information Prominent**	"There's no need to rewrite your code or learn big data programming and out-of-memory techniques. (MathWorks, 2015)
	Paraphrasing **Author Prominent**	MathWorks (2015) mentions that the functionality of MATLAB® is to create scripts, functions and classes.
	Paraphrasing **Information Prominent**	Various external language interfaces can be used such as Python, C/C++, Fortran, Java and other languages (MathWorks, 2015)
	Bibliography Format	Creator's Surname, Initial/s. Year of release. *Title of program*. Type of work. Available at: website address [Accessed: Accessed date].
	Bibliography Example	MathWorks. 2015. *MATLAB: the language of technical computing*. Computer software. Available at: https://www.mathworks.com/products/matlab.html [Accessed: 1 February 2023]

Government publications, patents, councils and miscellaneous documents – print and online

Commissions with a chairperson		
(In the title of a Commission of Inquiry, the significant words of the title should begin with capital letters.)		
Ways of Referencing	**Quotations** **Author Prominent**	Seriti (2011: 389) indicated that "the SAAF also bought the Wasp from the United Kingdom as its shipborne helicopter for anti-submarine operations, as well as the French Super Frelon as its heavy lift helicopter."
	Quotations **Information Prominent**	"In addition there was an exercise in investigating affordability, which included a macro-economic modelling analysis as well as analysis of the major NIP projects proposals" as reported by Seriti (2011: 607)
	Paraphrasing **Author Prominent**	In the *Commission of Inquiry into Racism* (Grey 2009: 78), it was stated that racism is not primarily a personal characteristic but rather a manifestation of century-old shared ideology.
	Paraphrasing **Information Prominent**	The analysis of racism and racial discrimination and questions about the legal and constitutional implications thereof is presented. (Seriti, 2011: 3)
	Bibliography Format (Print)	Chairperson's Surname, Initial/s., Chairperson. Year of publication. *Title of Inquiry*. Place of publication: Publisher.
	Bibliography Example (Print)	Grey, D. S., Chairperson. 2009. *Commission of Inquiry into Racism*. Pretoria: Government Printer.
	Bibliography Format (Electronic)	Chairperson's Surname, Initial/s., Chairperson. Year of publication. *Title of Inquiry*. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Seriti, W., Chairperson. 2011. *The Commission of Inquiry into Allegations of Fraud, Corruption, Impropriety or Irregularity in the Strategic Defence Procurement Packages (SDPP)*. Pretoria: Department of Justice and Constitutional Development. [Online] Available at: http://www.armscomm.org.za/index.html [Accessed: 16 November 2015].

Government Gazette		
(Government publications which publish legislation, public and legal notices.)		
Ways of Referencing	**Quotations** **Author Prominent**	The South African Department of Environmental Affairs and Tourism (2014: 8) determined the pricing strategy "was unreasonable and had to be reviewed."
	Quotations **Information Prominent**	Changes were made to the definition of '*business waste'* to include "wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing" as per the Department of Environmental Affairs and Tourism (2014: 34)
	Paraphrasing **Author Prominent**	The South African Department of Basic Education (2014: 4) suggested that visual impairment is one of the barriers that may require differentiated assessment and accommodation.
	Paraphrasing **Information Prominent**	The National List of Invasive Terrestrial and Fresh-water Plant Species has 379 species (South Africa, Department of Environmental Affairs 2014: 4).
	Bibliography Format **(Print)**	Department, Country. Year of publication. *Title*. Government Gazette number: Day Month. Place of publication: Publisher.
	Bibliography Example **(Print)**	Department of Basic Education, South Africa. 2014. *National Education Policy Act, 1996 (Act No. 27 of 1996): Approval of the Amendments to the Policy Document, National Policy Pertaining to the Conduct, Administration and Management of Examination and Assessment for the National Senior Certificate.* Government Gazette 37652: 16 May. Cape Town: Government Printer.
	Bibliography Format **(Electronic)**	Department, Country. Year of publication. *Title*. Government Gazette number: Day Month. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	Department of Environmental Affairs and Tourism, South Africa. 2014. *National Environmental Management Waste Amendment Act, 26 of 2014.* Government Gazette 37714: 2 June. Cape Town: Department of Environmental Affairs and Tourism. [Online] Available at: http://cer.org.za/wp-content/uploads/2010/04/Waste_Amenment-Act-2014.pdf [Accessed: 1 February 2023].

Government Green paper		
(Green papers are tentative government reports and consultation documents of policy proposals for debate and discussion)		
Ways of Referencing	**Quotations** **Author Prominent**	The Presidency (2010: n.p.) has stated that the NPC has been put in place to "reduce poverty and roll back the extreme inequalities of the apartheid era."
	Quotations **Information Prominent**	In order to assist other governmental programmes, the NPC has been put in place to "reduce poverty and roll back the extreme inequalities of the apartheid era" (The Presidency, 2010: n.p.).
	Paraphrasing **Author Prominent**	The Presidency green paper (2010) puts forward ways that may help to address the economic inequalities present in South Africa.
	Paraphrasing **Information Prominent**	The green paper puts forward ways that may help to address the economic inequalities present in South Africa (The Presidency, 2010: n.p.).
	Bibliography Format **(Print)**	Department, Country. Year of publication. *Title.* Place of Publication: Publisher
	Bibliography Example **(Print)**	Department of Environmental Affairs, South Africa. 1996. *Green Paper on Environmental Policy for South Africa.* Pretoria: Government Printer
	Bibliography Format **(Electronic)**	Department, Country. Year of publication. *Title.* Place of Publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	The Presidency: Republic of South Africa. 2010. *Green Paper on National Planning Commission.* [Online] Available at: http://www.thepresidency.gov.za/pebble.asp?relid=1821 [Accessed: 6 November 2014]. *(In place of the author, cite the governmental department.)*

White papers (in Government Gazette)		
(These are issued by the government as statements of policy, and may propose legislative changes)		
(Use full name of organisation in first citation. Thereafter, use acronym for second and subsequent citations.)		
Ways of Referencing	**Quotations** **Author Prominent**	The South African Department of Education (2004: 10) reported in the white paper that "GET and FET institutions will have to develop into learning organisations consisting of a community of both teachers and learners"
	Quotations **Information Prominent**	"Information technology (IT) is a term used to describe the items of equipment (hardware) and computer programmes (software) that allow us to access, retrieve, store, organise, manipulate and present information by electronic means" as defined by The South African Department of Education (2004: 15).
	Paraphrasing **Author Prominent**	As reported in the white paper (Department of Public Service and Administration 1998: 11) the objectives is to provide modern technologies to schools in order to enhance the quality of learning and teaching.
	Paraphrasing **Information Prominent**	As defined by The South African Department of Education (2004: 15), online learning refers more specifically to the use of the internet and associated web-based applications as the delivery medium for the learning experience.
	Bibliography Format **(Print)**	Department, Country. Year of publication. *Title*. Government Gazette number: Day Month. Place of Publication: Publisher
	Bibliography Example **(Print)**	Department of Public Service and Administration, South Africa. 1998. *The White Paper on Affirmative Action in the Public Service*. Government Gazette 18800: 23 April. Pretoria: Government Printer
	Bibliography Format **(Electronic)**	Department, Country. Year of publication. *Title*. Government Gazette number: Day Month. Place of Publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	Department of Education, South Africa. 2004. *White Paper on e-Education*. Government Gazette 26734: 26 August. Pretoria: Department of Education. [Online] Available at: http://www.education.gov.za/LinkClick.aspx?fileticket=%2BfGxKN%2FCtg0%3D&ta bid=883&mid=3386 [Accessed: 3 February 2023]

White papers (not in Government Gazette)		
(A white paper is an authoritative report that informs readers concisely about a complex issue)		
(Use full name of organisation in first citation. Thereafter, use acronym for second and subsequent citations.)		
Ways of Referencing	**Quotations** **Author Prominent**	The Scottish Government (2013: 3) argue that "with independence we can make Scotland the fairer and more successful country."
	Quotations **Information Prominent**	TSG have identified 25 March 2016 as "a realistic independence day" for "the new powers of independence to be completed" (The Scottish Government, 2013: 71).
	Paraphrasing **Author Prominent**	The Scottish Government (2013: 3) expressed the view that Scottish independence would allow the country to make greater economic progress.
	Paraphrasing **Information Prominent**	The benefits of Scottish independence were communicated to the public (The Scottish Government [TSG], 2013). *(For two or more in-text citations to a source, include the acronym in square brackets inside the round brackets for the first citation. Thereafter only use the acronym.)*
	Bibliography Format **(Print)**	Department, Country. Year of publication. *Title.* Place of Publication: Publisher.
	Bibliography Example **(Print)**	Department of Higher Education and Training, South Africa. 2013. *White Paper for Post-school Education and Training: Building an Expanded, Effective and Integrated Post-school System*. Pretoria: Department of Higher Education and Training
	Bibliography Format **(Electronic)**	Department, Country. Year of publication. *Title.* Place of Publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	The Scottish Government (TSG). 2013. *Scotland's Future: Your Guide to an Independent Scotland*. [Online] Available at: http://www.scotland.gov.uk/resource/0043/00439021.pdf [Accessed: 15 July 2017].

Laws or Acts		
(Law is a broad term that includes Acts, Notifications, Government Orders etc. and an Act is a specific term used for a set of rules and regulations passed by Parliament)		
Ways of Referencing	**Quotations Author Prominent**	According to the South African Department of Higher Education and Training (1997: 31) the intention is "to provide for the registration of private higher education institutions; to provide for quality assurance and quality promotion in higher education; to provide for transitional arrangements and the repeal of certain laws; and. to provide for matters connected therewith."
	Quotations Information Prominent	"Grade 12 means the highest grade in which education is provided by a school" as defined by the South African Department of Higher Education and Training (1997: 8)
	Paraphrasing Author Prominent	According to The Department of Labour (2004: 12), the Council may establish one or more technical committees.
	Paraphrasing Information Prominent	Healthy means free from illness or occupational injuries (South Africa, Department of Labour 2004: 4)
	Bibliography Format (Print)	Department, Country. Year. *Title of Act*. Place of publication: Publisher.
	Bibliography Example (Print)	Department of Higher Education and Training, South Africa. 1997. *Higher Education Act 101 of 1997*. Pretoria: Government Printer.
	Bibliography Format (Electronic)	Department, Country. Year. *Title of Act*. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Department of Labour, South Africa. 1993. *Occupational Health and Safety Act 85 of 1993*. Pretoria: Department of Labour. Available: http://www.labour.gov.za/DOL/downloads/legislation/acts/occupational-health-and-safety/amendments/Amended%20Act%20-%20Occupational%20Health%20and%20Safety.pdf (Accessed 16 November 2015).

Law cases		
(A law case is a dispute between opposing parties resolved by a court of law)		
Ways of Referencing	**Quotations** **Author Prominent**	In the recent case of Royal Sechaba Holdings (Pty) Ltd v Coote and Another (2014), the defence noted "that the payments made to Jones were incorrectly calculated on gross profit, rather than net profit, as provided for in the Addendum."
	Quotations **Information Prominent**	"The respondents were not 'in law identified' with either Jones or Royal Sechaba and neither did they 'derive title' from these parties" as identified in Royal Sechaba Holdings (Pty) Ltd v Coote and Another (2014).
	Paraphrasing **Author Prominent**	In the case of Alves v LOM Business Solutions (Pty) Ltd (2011) the plaintiff has alleged that the defendants were negligent in preparing the transcript for his appeal hearing resulting in his having to spend a further, unnecessary period of incarceration.
	Paraphrasing **Information Prominent**	When compared to similar circumstances where the accused spends ample time, with their legal team, to compose a transcript for an appeal, the plaintiff alleged that the defendant was negligent, resulting in a prolonged period of incarceration (Alves v LOM Business Solutions (Pty) Ltd, 2011).
	Bibliography Format (Print)	Name v Name. Year of publication (Volume) Source Beginning page (Court abbreviation).
	Bibliography Example (Print)	Royal Sechaba Holdings (Pty) Ltd v Coote and Another. 2014 (3) All SA 431 (SCA).
	Bibliography Format (Electronic)	Name v Name. Year of publication (Volume) Source Beginning page (Court abbreviation). [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Alves v LOM Business Solutions (Pty) Ltd and Another. 2011(4) All SA 490 (GSJ). Available: http://www.mylexisnexis.co.za/index.aspx (Accessed 13 September 2015)

Patents – database and electronic

- *A patent is a licence giving an exclusive right to an inventor to manufacture, use or sell an invention for a set period.*
- *Identifying elements such as patent numbers should be included.*
- *If no individual author is available, a corporate author can be used in-text.*

Ways of Referencing	Quotations Author Prominent	Watson (1972) claimed that the "toothpaste was the first of its kind".
	Quotations Information Prominent	"The toothpaste was the first of its kind" (Watson, 1972).
	Paraphrasing Author Prominent	Watson (1972) stated that it was difficult to get the patent.
	Paraphrasing Information Prominent	It was reported that the patent had been difficult to get (Watson, 1972).
	Bibliography Format (Print)	Name of author/inventor. Year of publication. *Title of Patent.* Country of patent Patent number.
	Bibliography Example (Print)	Kanny, K. and Mwangi, F. 2009. *An Impact Energy Absorbing System.* South Africa P43652ZA00.
	Bibliography Format (Electronic)	Name of author/inventor. Year of publication. *Title of Patent.* Country of patent Patent number. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	Watson, Z. 1972. *Visually clear toothpaste containing a synthetic precipitated hydrated silica.* US Patent 3864470, filed 6 January 1972. [Online] Available at: www.google.co.za/patents/US3864470 [Accessed: 15 July 2017].

Standards (Documents that provide requirements, specifications and guidelines created, approved and monitored by organisations or an authoritative agency e.g. ISO or SANS.)		
Ways of Referencing	**Quotations Author Prominent**	The South African Bureau of Standards (2001: 4) demonstrates that "typical grades of structural steel are 'S275J2' or 'S355K2W.'"
	Quotations Information Prominent	"The yield strength of structural steel is noted as being between 275 and 355 newtons per square metre" (South African Bureau of Standards 2001: 4).
	Paraphrasing Author Prominent	The South African Bureau of Standards (2001) specifies the accepted quality standards for structural steel.
	Paraphrasing Information Prominent	Measures recommended for the storage and preparation of raw materials (South African Bureau of Standards 2014: 10).
	Bibliography Format (Print)	Corporate author. Year of publication. *Title,* number. Place of publication: Publisher.
	Bibliography Example (Print)	South African Bureau of Standards. 2014. *The Handling of Chilled and Frozen Foods*, SANS 10156: 2014. Pretoria: South African Bureau of Standards.
	Bibliography Format (Electronic)	Corporate author. Year of publication. *Title,* number. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example (Electronic)	South African Bureau of Standards. 2001. *Structural Steel,* SABS 5460-2001. Pretoria: South African Bureau of Standards. [Online] Available at: https://www.sabs.co.za/standardss/sabs5460-2001 [Accessed: 12 September 2004].

SA Bureau of Statistics – print		
(Use full name of organisation in first citation. Thereafter, use acronym for second and subsequent citations.)		
Ways of Referencing	**Quotations** **Author Prominent**	Statistics South Africa (2013: 18) states that "prices for homes in South Africa are escalating at a rapid rate."
	Quotations **Information Prominent**	At present, many townships are developing "in close proximity to suburban areas" (Stats SA, 2013: 26).
	Paraphrasing **Author Prominent**	Statistics South Africa (2013) has noted that emigration to South Africa has increased.
	Paraphrasing **Information Prominent**	Emigration to South Africa has increased (Statistics South Africa [Stats SA], 2013). *(If you have two or more in-text citations, include the acronym in square brackets inside the round brackets for the first citation. For subsequent in-text citations use only the acronym.)*
	Bibliography Format	Corporate author. Year of publication. *Title*. Place of publication: Publisher. Catalogue no:
	Bibliography Example	Statistics South Africa. 2013. *2011 – 2012 South African Housing Developments*. Pretoria: Statistics South Africa. Catalogue no: 5302.4.

Hansard: published parliamentary proceedings		
(Always referenced as if in print even if viewed online.)		
Ways of Referencing	**Quotations** **Author Prominent**	According to discussions held in the Parliament of the Republic of South Africa (2014: 4), the "administrative system will strive to deliver all developmental objectives."
	Quotations **Information Prominent**	"The administrative system will strive to deliver all developmental objectives" (Parliament of the Republic of South Africa, 2014: 4).
	Paraphrasing **Author Prominent**	The Parliament of the Republic of South Africa (2014: 4) recently pointed out that the administrative system will attempt to achieve the identified objectives necessary for furthering development in the country.
	Paraphrasing **Information Prominent**	It was pointed out that the administrative system will attempt to achieve the identified objectives necessary for furthering development in the country (Parliament of the Republic of South Africa, 2014: 4).
	Bibliography Format	Corporate author. Year of publication. *Title,* Volume Number (if available)
	Bibliography Example	Parliament of the Republic of South Africa. 2014. *Proceedings of Extended Public Committee: Official Hansard*, 1 – 85.

Government documents with one or more authors		
Ways of Referencing	**Quotations** **Author Prominent**	Dugdale and Jama (2012: 6) argue that "Parents are the most important reading role models for their children."
	Quotations **Information Prominent**	"Labour law experts agree that the current challenges in the regulatory environment have arisen disproportionately since the 1990s" (Dunne, Smith, and Webber, 2014: 2).
	Paraphrasing **Author Prominent**	Dunne, Smith, and Webber (2014) state that there has been an increase in challenges in the regulatory environment.
	Paraphrasing **Information Prominent**	The report showed that young people in the United Kingdom have lost interest in reading (Dugdale and Jama, 2012).
	Bibliography Format **(Print)**	Author's Surname, Initial/s. and Author's Surname, Initial/s. Year of publication. *Title.* Type of document. Place of publication: Publisher
	Bibliography Example **(Print)**	Dugdale, G. and Jama, D. 2012. *Literacy: State of the Nation*. Report. London: National Literacy Trust. *(Insert report, research report etc. if it does not appear in title.)*
	Bibliography Format **(Electronic)**	Author's Surname, Initial/s. and Author's Surname, Initial/s. Year of publication. *Title.* Type of document. [Online] Available at: website address [Accessed: access date]
	Bibliography Example **(Electronic)**	Dunne, A., Smith, X., and Webber, C. 2014. *Educators: Scarce and Critical Skills*. Research project commissioned by the Department of Labour South Africa. [Online] Available at: http://www.labour.gov.za [Accessed: 15 July 2017]. *(Insert report, research report, discussion paper, working paper, occasional paper, fact sheet, white/ green paper, media release etc. if it does not appear in the title.)*

Government documents, department as author – online		
Ways of Referencing	**Quotations** **Author Prominent**	The Parliament of the Republic of South Africa, Portfolio Committee on Basic Education (2012: 32) says that the high school curriculum is "experiencing many promising developments."
	Quotations **Information Prominent**	A significant number of schools are currently "being built in rural areas" (Parliament of the Republic of South Africa, Portfolio Committee on Basic Education, 2012: 86).
	Paraphrasing **Author Prominent**	The Parliament of the Republic of South Africa, Portfolio Committee on Basic Education (2012: 86) has observed that the matric pass rate has remained steady since 2009.
	Paraphrasing **Information Prominent**	The classrooms in rural areas are often in poor condition (Parliament of Republic of South Africa, Portfolio Committee on Basic Education, 2012: 86).
	Bibliography Format	Name of Department. Year of publication. *Title: subtitle*. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example	The Parliament of the Republic of South Africa, Portfolio Committee on Basic Education. 2012. *South African State of Education Report 2012*. [Online] Available at: http://www.parliament.gov.za [Accessed: 15 July 2017].

Conferences

Conference paper		
Ways of Referencing	**Quotations** **Author Prominent**	Berry (2012: 79) states that "education is the key to changing consumer behaviour."
	Quotations **Information Prominent**	"Such a paradigm schism implies that the concept of good vs. evil has both sides viewing the other as the villain before viewing them as human" (Ambrose, 2003: 15).
	Paraphrasing **Author Prominent**	Berry (2012) believes that change can be achieved by educating the consumer.
	Paraphrasing **Information Prominent**	The majority of responses are noted as negative, even hostile, with little to no consideration of other perspectives or religious motivations (Ambrose, 2003).
	Bibliography Format **(Print)**	Author(s) Last Name, Initials. Year. Title of paper, Paper presented at Title of conference: subtitle. Location and date of conference. Place of publication: Publisher, Pages numbers.
	Bibliography Example **(Print)**	Berry, H. 2012. Energy Behavioural Outreach Campaigns. Paper presented at the *30th West Coast Energy Management Congress,* 4 – 6 May. New York: Harrisburg, Curran Associates, 78 – 86.
	Bibliography Format **(Electronic)**	Author(s) Last Name, Initials. Year. Title of paper, Paper presented at *Title of conference: subtitle*. Location and date of conference. Place of publication: Publisher, Pages numbers. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	Ambrose, H. 2003. Fundamentalism and fundamental flaws in Western perception. Paper presented at *The International Home Philosophies Conference*, 12 – 14 September, Madrid. [Online] Available at: http://ihpc.org.sp/papers/2476.pdf [Accessed: 14 November 2014].

Theses/Dissertations

Thesis			
Ways of Referencing	**Quotations** **Author Prominent**	Logan (2013: 12) claims that "pollution is getting increasingly worse."	
	Quotations **Information Prominent**	It seems that "there are stages of development, from the involvement of a single state, to regional organisation, to a global or international institution" (Kumalo, 2014: 2).	
	Paraphrasing **Author Prominent**	Kumalo's (2014) thesis considers local, regional and global actors in the interstate peacekeeping efforts.	
	Paraphrasing **Information Prominent**	The current solutions to stop global warming are ineffective (Logan, 2013).	
	Bibliography Format (Print)	Author's Surname, Initial/s. Year. *Title: subtitle.* Degree, Name of Institution.	
	Bibliography Example (Print)	Logan, P. 2013. *Threats to Environmental Growth in the 21st Century.* Doctoral thesis, University of Johannesburg, Johannesburg. *(Insert Master's thesis/dissertation, Honour's dissertation, or Doctoral thesis where applicable.)*	
	Bibliography Format (Electronic)	Author's Surname, Initial/s. Year. *Title: subtitle.* Degree, Name of Institution. [Online] Available at: website address [Accessed: Accessed date].	
	Bibliography Example (Electronic)	Kumalo, L. 2014. *The Multiple Transformations of Peacekeeping and its Actors: An Analysis of Burundi and Somalia.* Master's thesis, University of the Witwatersrand, Johannesburg. [Online] Available at: http://wiredspace.wits.ac.za/handle/10539/15735 [Accessed: 15 July 2017].	

Dissertation/Thesis abstract			
Ways of Referencing	**Quotations** **Author Prominent**	Blackhouse (2009: iii) notes that "there is little South African-based empirical research into what makes people undertake PhDs".	
	Quotations **Information Prominent**	"By examining the evolution of the PhD in greater depth, it becomes clear that it has undergone continuous change" (Blackhouse, 2009:iii).	
	Paraphrasing **Author Prominent**	In her abstract, Blackhouse (2009) notes that little research has been done into what individuals hope to gain, and do gain, from studying a PhD.	
	Paraphrasing **Information Prominent**	The main research question addressed in the abstract considers what outcomes PhD research methods are meant to address (Blackhouse, 2009).	
	Bibliography Format (Print)	Author's Surname, Initial/s. Year. *Title: subtitle.* Abstract. Degree, Name of Institution.	
	Bibliography Example (Print)	Blackhouse, JP. 2009. *Doctoral Education in South Africa: Models, Pedagogies and Student Experiences.* Abstract. Doctoral thesis, University of the Witwatersrand, Johannesburg.	
	Bibliography Format (Electronic)	Author's Surname, Initial/s. Year. *Title: subtitle.* Abstract. Degree, Name of Institution. [Online] Available at: website address [Accessed: Accessed date].	
	Bibliography Example (Electronic)	Blackhouse, JP. 2009. *Doctoral Education in South Africa: Models, Pedagogies and Student Experiences.* Abstract. Doctoral thesis, University of the Witwatersrand, Johannesburg. [Online] Available at: http://wiredspace.wits.ac.za/handle/32569/25937 [Accessed: 15 July 2017].	

Published Dissertation/Thesis

Ways of Referencing	**Quotations** **Author Prominent**	McDonald (2012: 36) also notes that "incidents of clinical depression that remain undiagnosed are of concern in determining the accuracy of the influence of an urban environment on psyche."
	Quotations **Information Prominent**	With high-profile celebrities highlighting the need for a more effective diagnosis of clinical depression to prevent suicide, "it has become ever more necessary to alleviate the social stigma associated with the disease" (McDonald, 2012: 40).
	Paraphrasing **Author Prominent**	McDonald (2012) highlights the proportional rise of diagnosed clinical depression as being aligned with the rise of the middle class in highly urbanised areas in America.
	Paraphrasing **Information Prominent**	The link between clinical depression and high rates of suicide in urban areas is also noteworthy (McDonald, 2012).
	Bibliography Format **(Print)**	Author's Surname, Initial/s. Year. *Title: subtitle.* Degree. Place of publication: Publisher
	Bibliography Example **(Print)**	McDonald, J. 2012. *Supportive Strategies for the Diagnosis of Clinical Depression in Urbanised Areas.* Master's thesis. Arizona: Arizona State University Press.
	Bibliography Format **(Electronic)**	Author's Surname, Initial/s. Year. *Title: subtitle.* Degree. Place of publication: Publisher. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	McDonald, J. 2012. *Supportive Strategies for the Diagnosis of Clinical Depression in Urbanised Areas.* Master's thesis. Arizona: Arizona State University Press. [Online] Available at: https://keep.lib.asu.edu/items/18586628 [Accessed: 09 February 2023].

Unpublished Dissertation/Thesis		
Ways of Referencing	**Quotations** **Author Prominent**	Kane (2014: 42) states that "international security has been affected by the rise of terrorist groups".
	Quotations **Information Prominent**	There are growing concerns that "international security has been affected by the rise of terrorist groups" (Kane, 2014: 42).
	Paraphrasing **Author Prominent**	Kane (2014) claims that there are a number of different terrorist organisations operating throughout the world.
	Paraphrasing **Information Prominent**	There are a number of different terrorist organisations operating throughout the world (Kane, 2014).
	Bibliography Format **(Print)**	Author's Surname, Initial/s. Year. *Title: subtitle.* Degree statement, Name of Institution.
	Bibliography Example **(Print)**	Kane, P. 2014. *The Impact of Terrorism on International Security*. Unpublished doctoral thesis, University of Johannesburg, Johannesburg.
	Bibliography Format **(Electronic)**	Author's Surname, Initial/s. Year. *Title: subtitle.* Degree statement, Name of Institution. [Online] Available at: website address [Accessed: Accessed date].
	Bibliography Example **(Electronic)**	Kane, P. 2014. *The Impact of Terrorism on International Security*. Unpublished doctoral thesis, University of Johannesburg, Johannesburg. [Online] Available at: http://uj.ac.za/handle/29649870/516437 [Accessed: 09 February 2023].

Cartographic materials, images, artwork, video recordings

Online Videos (YouTube/TikTok/Vimeo/etc.)		
(When citing information from online videos, preference should be given to the character's real name and not the stage name.)		
Ways of Referencing	**Quotations** **Author Prominent**	Avoid using this format as the user who uploaded the video may not be the author.
	Quotations **Information Prominent**	During the interview Tyler Perry stated that his own religious beliefs are "reflected in the Madea films" (Perryfan, 2013: sec. 00:42).
	Paraphrasing **Author Prominent**	Avoid using this format as the user who uploaded the video may not be the author.
	Paraphrasing **Information Prominent**	Tyler Perry believes that his films represent black culture in America in an authentic way (Perryfan, 2013).
	Bibliography Format	Screen name of contributor. Year of publication. *Video title*. Type of work (i.e. Video/Clip/Short Video). [Online] Available at: website address [Accessed: Accessed date]
	Bibliography Example	Perryfan. 2013. *Tyler Perry on being black and religious in America*. Video. [Online] Available at: http://www.youtube.com/watch?v=p_sh65ftrpg8&feature=youtu.be [Accessed: 15 January 2014].

Cartographic material / Maps		
(Spatial data presented graphically in the form of maps, atlases, globes, and three-dimensional maps and terrain models.)		
Ways of Referencing	**Paraphrasing Author Prominent**	According to the Department of Minerals and Resources Map 2000, the coal mines in South Africa are all located close to informal settlements.
	Paraphrasing Information Prominent	The Bat Centre is located on the waterfront (Google Earth 7.1. 2010).
	Bibliography Format (Print)	Responsible body. Year of publication. *Title of map,* Series (if relevant), Scale. Place of publication: Publisher.
	Bibliography Example (Print)	Department of Minerals and Resources. 2000. *Coal mines.* South Africa geological series, sheet 8134, 1:100 000. Pretoria, South Africa: Chamber of Mines of South Africa.
	Bibliography Format (Electronic)	Responsible body. Image date*. Title of map*, co-ordinates, elevation. [Online] Available at: website address [Accessed: Accessed date]
	Bibliography Example (Electronic)	Google Earth 7.1. 2010. *The Bat Centre*, 29o 51'43.04S, 310 01'50.33E, Elevation 35ft. [Online] Available at: http://www.google.com/earth/index.html [Accessed: 12 February 2016].

Artwork (images, paintings or photographs)		
Ways of Referencing	**Paraphrasing** **Author Prominent**	When viewing the photograph by Liebovitz (2002: 89) …
	Paraphrasing **Information Prominent**	The image illustrates the nature of fragility … (Bennet 2012)
	Bibliography Format **(Print)**	Author's Surname, Initial/s or Corporate author. Year of publication. *Title* (type of work). Place of Publication: Publisher. OR Originator's Surname, Initial/s. Year of publication. Title of the work (type of work). In: Author/Editor of book. Year. *Title.* Place of publication: Publisher.
	Bibliography Example **(Print)**	Liebovitz, A. 2002. *Dancers* (photographs). Washington, DC: Smithsonian Institution Press. **OR** Masolino, T. 1427. The temptation of Adam and Eve (painting). In: Brucwmitford, M. 1996. *The illustrated book of signs and symbols.* London: Dorling Kindersley.
	Bibliography Format **(Electronic)**	Author's Surname, Initial/s or Corporate author. Year of publication. *Title* (type of work). [Online] Available at: website address [Accessed: Accessed date]
	Bibliography Example **(Electronic)**	Bennett, L. 2012. *Nature of fragility: double spread stem ring, silver and wood* (image). [Online] Available at: http://www.laurabennettjewellery.co.uk/page10.htm [Accessed: 3 February 2016].

TV programme / broadcast		
(When citing information from TV programmes or broadcasts, preference should be given to the character's real name and not the stage name.)		
Ways of Referencing	**Quotations** **Author Prominent**	Sir Alan Sugar (*The Apprentice*, 2008) exemplifies …
	Quotations **Information Prominent**	"It's the frailty of genius, John. It needs an audience" (*Sherlock*, 2010).
	Paraphrasing **Author Prominent**	*The MasterChef Australia* (2016) programme revealed that the recipes for the patisseries were …
	Paraphrasing **Information Prominent**	The first season finale "The Great Game" introduces the archenemy character of James Moriarty (*Sherlock*, 2010).
	Bibliography Format **(TV Programme)**	*Title of programme* (type of work). Year of production. Channel, date of transmission, time of broadcast.
	Bibliography Example **(TV Programme)**	*MasterChef Australia* (TV programme). 2016. M-Net, 12 February 2016, 18h30.
	Bibliography Format **(Broadcast)**	*Title of programme* (type of work). Year of production. Channel, date of transmission, time of broadcast. [Online] Available at: website address [Accessed: Accessed date]
	Bibliography Example **(Broadcast)**	*The Apprentice* (broadcast). 2008. SABC 1, 14 June. [Online] Available at: http://www.sabc.co.za/iplayer [Accessed: 14 June 2008]

Film		
(A story or event recorded by a camera as a set of moving images)		
Ways of Referencing	**Quotations** **Author Prominent**	The animation of the Ents (*Lord of the Rings: The Two Towers,* 2003) is a good example of …
	Quotations **Information Prominent**	Don Vito Corleone stated that "great men are not born great, they grow great" (*The Godfather*, 1972).
	Paraphrasing **Author Prominent**	As depicted in the *Lord of the Rings: The Two Towers* (2003), the balance has been tilted against the hobbits.
	Paraphrasing **Information Prominent**	The movie takes place in 1940s New York City (*The Godfather*, 1972).
	Bibliography Format	*Title of Film: subtitle* (type of work). Year of production. Directed by Director's name, Place of production: Production company.
	Bibliography Example	*Lord of the Rings: The Two Towers* (film). 2003. Directed by Peter Jackson. New York: Newline Productions Inc.

Other Sources

Encyclopaedia and Dictionaries		
Ways of Referencing	**Quotations** **Author Prominent**	According to Murphy (2002, p. 253) 'Byzantine' is defined as "A term used to describe the art associated with the eastern Roman empire, which commenced with the emperor Constantine's foundation of his capital, Constantinople, on the site of the small town of Byzantion 324–30".
	Quotations **Information Prominent**	Byzantine is defined as "A term used to describe the art associated with the eastern Roman empire, which commenced with the emperor Constantine's foundation of his capital, Constantinople, on the site of the small town of Byzantion 324–30." (Murphy, 2002, p. 253).
	Paraphrasing **Author Prominent**	Brandon (2008) describes how Margaret Bulkley disguises herself as a man to become the surgeon James Barry.
	Paraphrasing **Information Prominent**	Margaret Bulkley disguises herself as a man to become the surgeon James Barry (Brandon, 2008).
	Bibliography Format **(Print)**	Author's Surname, Initial/s or Corporate author. Year of publication. Entry title in *Title*. Place of publication: Publisher. Series and Volume (if available).
	Bibliography Example **(Print)**	Murphy, A.J. 2002. Byzantine in Pearsall and Trumble (eds) Oxford English Reference Dictionary. 2nd edition. Oxford. Oxford University Press.
	Bibliography Format **(Electronic)**	Author's Surname, Initial/s or Corporate author. Year of publication. Entry title in *Title*. [Online] Available at: website address [Accessed: Accessed date]
	Bibliography Example **(Electronic)**	Brandon, S. 2008. Barry, James (c. 1799–1865) in Oxford Dictionary of National Biography. [Online] Available at: https://www.oxforddnb.com/view/10.1093/ref:odnb/9780198614128.001.0001/odnb-9780198614128-e-1563 [Accessed: 22 July 2020].

Tables, Illustrations, and Diagrams		
Ways of Referencing	**Paraphrasing Author Prominent**	Maslow's (1942) Hierarchy of Needs Diagram is still used today to illustrates the different social and economic needs of people.
	Paraphrasing Information Prominent	The public transport systems of Eastern Europe have traditionally been heavily invested in (Rhineheart, 2016, p 145).
	Bibliography Format (Print)	Author's Surname, Initial/s. Year of publication. Title of book. Place of publication: Publishing company, Page of illustration/diagram/table, illus./fig./table.
	Bibliography Example (Print)	Rhineheart, A. 2016. Transport systems of Eastern Europe. Berlin: Muirfield Publishing., p. 145, illus.
	Bibliography Format (Electronic)	Author's Surname, Initial/s. Year of publication. Title of book (illus./fig./table.). [Online] Available at: website address [Accessed: Accessed date]
	Bibliography Example (Electronic)	Headford, M. 2015. Brexit and the Euro (Table). [Online] Available at: www.brexitandtheuroarticle.com [Accessed: 1 September 2016]

Presentations, posters, policy documents, pamphlets, brochures		
(The title of an unpublished work is not written in italics.)		
Ways of Referencing	**Quotations** **Author Prominent**	Thomas (n.d.) describes information literacy as "the ability to find, use, process, and understand information found from different sources".
	Quotations **Information Prominent**	"Digital information literacy has become integral in tertiary education" (Thomas, n.d.).
	Paraphrasing **Author Prominent**	Thomas (n.d.) indicates the relationship between information literacy and lifelong learning.
	Paraphrasing **Information Prominent**	Something urgent needs to be done about the accumulative amount of single-use and non-recyclable plastics (Eduvos, 2022: 25).
	Bibliography Format	Corporate author/Surname, Initials. Year or n.d. *Title: subtitle* (type of work). Person/organisation responsible if different author.
	Bibliography Example	Eduvos. 2022. *Waste management* (policy document). OR Thomas, D. n.d. Information literacy at Eduvos (poster). Eduvos.

Lecture notes and study/learner/subject guides

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

Ways of Referencing	**Quotations** **Author Prominent**	Professor James Frank (n.d.) takes a comparative approach to economic stability and capitalism in his Business Management seminar, stating "each cannot survive without the other, it is both a symbiotic and mutually destructive relationship".
	Quotations **Information Prominent**	"The learner needs to show evidence whenever arguing a particular point" (Singh, 2013: 3).
	Paraphrasing **Author Prominent**	Rajkoomar (2015) proposes that the best form of research done with a small number of people is quantitative research.
	Paraphrasing **Information Prominent**	Single-subject research is a proponent of quantitative research, and looks at an intimate number of subjects (Rajkoomar, 2015).
	Bibliography Format **(Print)**	Lecturer's Surname, Initial/s. Year. Title: subtitle (type of work). Title of Course (COURSE CODE). Name of issuing body, date received.
	Bibliography Example **(Print)**	Singh, C. 2013. Study guide 2013 (study guide). Foundational Concepts in Psychology (FCPY101). Department of Community Health Studies, Faculty of Health Sciences, Durban University of Technology, 28 February 2013.
	Bibliography Format **(Electronic)**	Lecturer's Surname, Initial/s. Year. Title: subtitle (type of work). Title of Course (COURSE CODE). Name of issuing body, date received. [Online] Available at: website address [Accessed: Accessed date]
	Bibliography Example **(Electronic)**	Rajkoomar, M. 2015. The research process (lecture notes). Research Methodology (RMGD102). Department of Information and Corporate Management, Library and Information Studies programme, Durban University of Technology. [Online] Available at: https://thinklearnzone.dut.ac.za/ [Accessed: 2 September 2015].

Meeting minutes		
(Documents that describe the meeting and may include a list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues)		
Ways of Referencing	**Quotations** **Author Prominent**	The members (Library Committee 2022: 6) had a discussion regarding "the lack of basic communication practices amongst library officials".
	Quotations **Information Prominent**	"More needs to be done to help students address difficult referencing and research problems" (Library Committee 2022: 4).
	Paraphrasing **Author Prominent**	According to the Information Services Team (2021) minutes, General Education module will commence on the 2nd of March 2023.
	Paraphrasing **Information Prominent**	MLM modules allows for new intake every Monday (Information Technology Department, 2022).
	Bibliography Format (Print)	Name of Committee. Year of publication. Title: subtitle. Organisation, City, Country.
	Bibliography Example (Print)	Information Services Team. 2021. Minutes of the Information Services Team meeting 22 August 2021. Eduvos, Midrand, South Africa
	Bibliography Format (Electronic)	Name of Committee. Year of publication. Title: subtitle. Organisation, City, Country. [Online] Available at: website address [Accessed: Accessed date]
	Bibliography Example (Electronic)	Library Committee. 2022. Minutes of the Library Committee meeting 28 August 2022. Eduvos, Midrand, South Africa. [Online] Available at: http://staffportal.eduvos.ac.za [Accessed: 12 February 2016].

Personal communications (telephone conversation, interviews and e-mail)		
• *Personal communications are noted in the in-text reference but are not included in the reference list.*		
• *It is important to get permission from the person referred to in the in-text reference, to use this information.*		
Ways of Referencing	**Quotations** **Author Prominent**	In an e-mail communication on 10 June 1995, the Director of Siemens, Wren indicated that …
	Quotations **Information Prominent**	"Many security companies are almost unaffordable" observes Ross (2014).
	Paraphrasing **Author Prominent**	In a telephone conversation on 17 July 2011, the Kwazulu-Natal Director of Nursing, Petty highlighted …
	Paraphrasing **Information Prominent**	Evidence given by the Director of Nursing, Petty (1999, pers. comm. 17 July).
	Bibliography Format (Print)	No entries in the Reference list
	Bibliography Example (Print)	
	Bibliography Format (Electronic)	
	Bibliography Example (Electronic)	

Glossary

Academic Integrity	A commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility
Bibliography	An alphabetical list of consulted information sources (books, articles, web pages, etc.), which appears at the end of any piece of academic writing
Copyright	A form of protection for intellectual property that gives the author or creator of an original work exclusive rights in terms of the publication, distribution and adaptation of the work
Cyber-plagiarism	The use of the WWW to copy and paste information from online sources into word-processed research papers or assignments
In-text Referencing	References in an academic text (such as an assignment) to known theories and ideas to support a researcher's or a student's own work
Intellectual Property	A legal monopoly over artistic and commercial creations of the mind, for example inventions, literary and artistic works and symbols, names and brand names, images, logos, designs, and manuscripts
Plagiarism	The practice of using another person's ideas, statements, graphics, pictures, etc., giving the impression that it is your work and not crediting the actual (original) authors
Referencing	A system used in the academic community to indicate where information, ideas, theories, quotations, facts, and any other evidence, which has been used to undertake an academic task, can be found

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