Quick Guide to Referencing Techniques
(Abridged Harvard Method)

Referencing Techniques
Any document containing information from other documents or information sources, or mention of these, must acknowledge or describe these sources in detail.

Plagiarism: *Oxford South African concise dictionary* (2010:899) defines it as "the practice of taking someone else's work or ideas and passing them as one's own".

Copyright: *Oxford South African concise dictionary* (2010:258) defines copyright as "the exclusive legal right, given to the originator ….. to print, publish, perform, film, or record literary, artistic, or musical material".

Referencing of sources within the text/assignment:
Under the Harvard referencing system, a brief citation to a source is given in parentheses within the text.

Compiling a bibliography:
A bibliography is a list of publications and other information sources referred to in the text. It should be arranged **alphabetically** under a "References," "Bibliography," or "Works cited" heading at the end, according to the first component of the description (for example the author).

For further information on referencing, and plagiarism, visit the University of Pretoria Library webpage at: http://www.library.up.ac.za/

1. BOOKS: The particulars of every entry for a book in the list of sources (bibliography) must be stated in the following order:

Book	Encyclopedia	e-Book
• Author(s) (surname and initials, separated by a comma) • Year of publication • Title (in italics, bold type or underlined) • Edition (except the first) • Place of publication • Publisher	• Author(s) (surname and initials, separated by a comma) • Year of publication • Title of the article • Title (in italics, bold type or underlined) • Edition (except the first) • Place of publication • Publisher • Volume • Page(s)	• Author(s) (surname and initials, separated by a comma) • Year of publication • Title (in italics, bold type or underlined) • Edition (except the first) • Place of publication • Publisher • URL • Date accessed

Description	Text referencing	Compiling a bibliography
One author	Wessels (2015:68) therefore indicates …	Wessels, M. 2015. *Facilitating language learning in the foundation phase.* Cape Town: Oxford University Press.
Two authors	(Kersey & Masterson 2013:434)	Kersey, K.C. & Masterson, M.L. 2013. *101 Principles for positive guidance with young children.* New Jersey: Pearson Education.
3 or more authors	(Grové et al. 2012:694)	Grové, S., Manenzhe, J., Proctor, A., Tobin, B. & Weldon, G. 2012. *Via Afrika history. Grade 11, Learner's book.* Cape Town: Via Africa.
Editor	(Keywords in… 1992:465)	Keller, E.F. (ed.) *1992. Keywords in evolutionary biology.* Harvard: University Press.
Authors and an editor	(Petersen & Osman 2015:23)	Petersen, N. & Osman, R. 2015. The teacher as a caring professional. In *Becoming a teacher.* Edited by S. Gravett, J.J. de Beer & E. du Plessis. 2nd ed. Cape Town: Pearson, pp.21-43.
Dictionaries	(Oxford South… 2010:486)	*Oxford South African concise dictionary.* 2nd ed. 2010. Cape Town: Oxford University Press.
Thesis	(Nieuwenhuizen 2012:973)	Nieuwenhuizen, E. 2012. *The transition of individuals within a township from Grade R through to Grade 2.* MEd thesis. Pretoria: Universiteit van Pretoria.
Government Publications	(South Africa 2016:35)	South Africa. Department of Education. 2016. *Regulations pertaining the national curriculum statement grades R-12.* Pretoria: The Department of Education.
Translations	(Downham 2007:587)	Downham, J. 2007 *Before I die.* Translated by L. du Plessis. London: David Fickling Books.
Encyclopedia	(Encyclopedia of the social… 2009:618)	Provenzo, E.F. (ed.) 2009. Class Size. *Encyclopaedia of the social and cultural foundations of education*, vol.1, pp.137-139.
E-Book	Mocombe & Tomlin (2013:115) explains …	Mocombe, P.C. & Tomlin, C. 2013. *Routledge Research in Education: Language, Literacy, and Pedagogy in Postindustrial Societies : The Case of Black Academic Underachievement*. New York: Routledge. [Online] Available from: http://site.ebrary.com.uplib.idm.oclc.org/lib/pretoria/reader.action?docID=10650295&ppg=7 [Accessed 16 February 2017]
	(Dhawan 2005:63)	Dhawan, M.L. (ed.) 2005. *Philosophy of education.* Delhi: Gyan Publishing House [Online] Available from: https://books.google.co.za/books/about/Philosophy_of_Education.html?id=Y4ah63XuFMIC&redir_esc=y. [Accessed 15 February 2017]

2. <u>JOURNAL / NEWSPAPER ARTICLES:</u> The particulars of an article from a journal or newspaper must be stated in the following order:

e-Format (Journal article)	Paper copy (Journal article)	Paper copy (Newspaper)	e-Format (Newspaper)
• Author(s) (surname and initials, separated by a comma) • Year of publication • Title of the article • The Journal's name (italics, bold, or underlined; it may be abbreviated in line with ISO-standard ISO 4) • Month/season, date • Volume • Number • Page(s) on which the article appears • URL • Date accessed	• Author(s) (surname and initials, separated by a comma) • Year of publication • Title of the article • The Journal's name (italics, bold, or underlined; it may be abbreviated in line with ISO-standard ISO 4) • Month/season, date • Volume • Number • Page(s) on which the article appears	• Author(s)/ Title of the article. (Do not use a news-agency, e.g. Reuters) • Year • Title of the article • Title of the newspaper (in bold, underline or italics) • Edition date • Page(s) on which the article appears	• Author(s)/ Title of the article. (Do not use a news-agency, e.g. Reuters) • Year • Title of the article • Title of the newspaper (in bold, underline or italics) • Edition date • Page(s) on which the article appears • URL • Date accessed.

Description	Text referencing	Compiling a bibliography
Journal article (e-format)	(Brown & Trevino 2014:587)	Brown, M.E. & Trevino, L.K. 2014. Do Role Models Matter? An Investigation of Role Modeling as an Antecedent of Perceived Ethical Leadership. *Journal of Business Ethics,* vol.122, no.4, pp. 587-598. [Online] Available from: http://search.proquest.com.uplib.idm.oclc.org/docview/1544311076?OpenUrlRefId=info:xri/sid:wcdiscovery&accountid=14717 [Accessed 19 January 2017].
	(Ramalho et al. 2010:520)	Ramalho, R., Helffrich, G., Schmidt, D.N. & Vance, D. 2010. Tracers of uplift and subsidence in the Cape Verde archipelago. *Journal of the Geological Society.* vol. 167, no.3, pp.519–538. [Online] Available from: doi:10.1144/0016-76492009-056 [Accessed: 14 January 2016]
Journal article (paper format)	According to Lebowitz (2016:451) the …	Lebowitz, R.B. 2016. Rethinking readiness in early childhood education. *Harvard Educational Review,* vol.86, no.3, pp.449-460.
Newspaper article Paper copy	(Kruger 2017:9)	Kruger, H. 2017. Dis nie 'n rede vir slegte skoolpunte nie. *Beeld,* 14 February, p.9.
Newspaper article E-format	(Nkosi 2017)	Nkosi, N. 2017. Schools focus on teenage suicide. *Pretoria News.* 23 February. [Online] Available from: http://www.pressreader.com/south-africa/pretoria-news/textview. [Accessed 23 February 2017].
	(Matric pass rate… 2017:3)	Matric pass rate results- 'superficial'? 2017. *Business Day.* 6 January, p.3. [Online] Available from: http://reference.sabinet.co.za.uplib.idm.oclc.org/webx/access/samedia//2017/01/BUSIN20170106/BUSIN201701063_413.pdf [Accessed 23 February 2017].

3. STUDY GUIDES:

Description	Text referencing	Compiling a bibliography
Author not included	(Mathematics and applied… 2017:3)	*Mathematics and applied mathematics WTW 133.* 2017. Pretoria: Faculty of Natural and Agricultural Sciences University of Pretoria
Study guide downloaded	(Baloyi 2017)	Baloyi, J. 2017. *Study guide for RMT 212 Computer Science.* Pretoria: Department of Computer Science University of Pretoria. [Online] Available from: https://clickup.up.ac.za/webapps/blackboard/execute/content/file?cmd=view&mode=designer&content_id=_996869_1&course_id=_108861_1 [Accessed 20 February 2017].

4. WORLD WIDE WEB ADDRESSES:

Description	Text referencing	Compiling a bibliography
Article	(Preventing teen suicide 2017)	Preventing teen suicide. 2017. *WebMD.* [Online]. Available from: http://teens.webmd.com/preventing-teen-suicide?page=3. [Accessed 20 February 2017].
Blog	(Tan 2016)	Tan, B. 2016. Teen's suicide: Let our children never walk alone. [Blog] *The middle ground.* [Online] Available from: http://themiddleground.sg/2016/02/02/untitled-4/ [Accessed 20 February 2017].

5. ELECTRONIC MAIL:

Text referencing	Compiling a bibliography
(Thomson 2017)	Thomson, Barry. *"Virtual Reality."* Personal e-mail (25 January 2017).

Bibliography:

Oxford South African concise dictionary. 2nd ed. 2010. Cape Town: Oxford University Press.

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