

ada
school of
advertising

referencing guide

HARVARD

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1 INTRODUCTION

1.1 Plagiarism

Plagiarism is the reproduction of somebody else's work or ideas, presenting it as your own without giving recognition to that person. This represents academic or intellectual theft. When you write a sentence in your academic report or writing, without a reference or quoting it in inverted commas, it implies that it is your own work or idea. However, if this is not the case, you have committed plagiarism – a very serious transgression in academic circles. Even when you translate a sentence or part of another author's work, or if you describe it in your own words (paraphrase), you still have to give credit to that author through an in-text reference and entry in the reference list for that source.

Plagiarism can be prevented by using precise textual references and entries in your reference list.

Academic report writing therefore requires that all consulted sources must be indicated in the text and that complete details must be given in the reference list.

1.2 Purpose of textual references and reference list

- It gives recognition to the original author whose ideas or facts have been used.
- The author provides proof of the source of information used.
- References to the sources prove the comprehensiveness of the research.
- References to recognised sources lend authority to the author's views.
- References prove the origin of the author's views.
- The reference list can be used by the reader to verify the correct interpretation of and reference to a source.
- The reference list serves as an additional source of information that can be consulted for more information on the subject.

2 TEXT REFERENCES

A text reference consists of the author's surname, the date and page number(s) where the information referred to was found.

Exception: An article found on a web page which is in HTML-format, does not have page numbers. In such a case the text reference will only have the author's surname and the date.

Always make a corresponding entry in the reference list which contains all the information about the source in order to locate the source easily. Refer to chapter 4 of this guide for more information about the reference list.

Text references can be made in either one of two ways: As part of the sentence:

According to Healy (2011:17) patients need to know that they can trust and rely on health care practitioners to take care of their problems.

At the end of the sentence:

Patients need to know that they can trust and rely on health care practitioners to take care of their problems (Healy, 2011:17).

Example of in-text reference to an internet source:

South Sudan has been facing severe food deficits for many years due to a decrease in local food production which resulted in poor food stocks from previous harvests and high prices for staple food (FAO, 2018).

2.1 Authors

The author is the person responsible for the intellectual content of a source. An author can also be an institution or organisation, for example in the case of a yearbook of a university or a report by a government department.

2.1.1 One author

In the text, give the author's surname, date of publication and page number.

Text:

During 2016, mathematics clinics were enthusiastically attended by school learners during most school holidays (Mkhize, 2016:18).

Reference list:

Mkhize, D. 2016. Fix the pipeline! *Civil Engineering*, 11:17-19.

2.1.2 Two authors

Note the difference between the two examples in the text: when the authors are part of the sentence, use and, but when the citation is in brackets at the end of the sentence, use & between the authors.

Text:

Semenya and Letsosa (2013:8) contend that witchcraft is a threat to the community.

OR

Witchcraft is a threat to the community (Semenya & Letsosa, 2013:8).

Reference list:

Semenya, D.K. & Letsosa, R. 2013. Effects and impact of witchcraft on Sotho Reformed churches and the Biblical view of witchcraft. *Verbum et Ecclesia*, 34(1), art. 676. <http://dx.doi.org/10.4102/ve.v34i1.676>

2.1.3 Three to seven authors

When a source has three or up to seven authors the first author is mentioned in the text, followed by *et al.* in italics (note the full stop only at the end of *et al.* as it is an abbreviation for *et alii*, meaning *and others*). This is followed by the date and page number. Mention the rest of the authors or contributors in the reference list.

Text:

According to Dikobe *et al.* (2016:185) the mental health of professional nurses is negatively affected when caring for psychiatric patients with dual diagnosis.

Reference list:

Dikobe, J., Manyedi, E.M. & Sehularo, L.A. 2016. Experiences of professional nurses in caring for psychiatric patients with dual diagnosis. *Africa Journal of Nursing and Midwifery*, 18(1):183-197.

2.1.4 More than seven authors

If there are more than seven authors, mention the first author in the text, followed by *et al.* List the first six authors in the reference list, followed by a comma, an ellipsis (three full stops) and then the last authors' surname and initials.

Text:

According to Monyeki *et al.* (2002:37) overweight in South African adolescents is a big concern and suggests that physical activity programmes in schools are needed to reduce relatively high body fatness and improve cardiorespiratory fitness in these children.

Reference list:

Monyeki, K.D., Toriola, A.L., De Ridder, J.H., Kemper, H.C.G., Steyn, N.P., Nthangeni, M.E., ... Van Lenthe, F.J. 2002. Stability of somatotypes in 4 to 10 year-old rural South African girls. *Annals of Human Biology*, 29(1):37-49.

Exception: When two different sources by the same first author and year are used and they shorten to the same form in the text, give the second author (or more authors if necessary to ensure distinction) followed by *et al.*

(Schutte, Huisman, Schutte, Van Rooyen, Malan, & Malan, 2007), as well as (Schutte, Huisman, Schutte, Malan, Van Rooyen, Malan, & Schwarz, 2007), will both shorten in the text to Schutte *et al.*, 2007.

Use as follows:

Text:

.... (Schutte, Huisman, Schutte, Van Rooyen *et al.*, 2007).

.... (Schutte, Huisman, Schutte, Malan *et al.*, 2007).

Reference list:

Schutte, A.E., Huisman, H., Schutte, R., Malan, L., Van Rooyen, J., Malan, N. & Schwarz, P. 2007. Differences and similarities regarding adiponectin investigated in African and Caucasian women. *European Journal of Endocrinology*, 157(2):181-188.

Schutte, A.E., Huisman, H.W., Schutte, R., Van Rooyen, J.M., Malan, L. & Malan, N.T. 2007. Aging influences the level and functions of fasting plasma ghrelin levels: the POWIRS-study. *Regulatory Peptides*, 139(1-3):65-71.

2.1.5 More than one reference to the same author(s) in the same year When using more than one publication by the same author(s) published in the same year, distinguish it by adding a, b or c after the date in the text, as well as in the reference list. Order these entries in the reference list alphabetical according to the titles.

Text:

Problems in life like the absent father in a family should be assisted by pastoral theology together with other disciplines such as psychology, sociology, counselling and education (Freeks, 2017a:180).

Because of the dilemma that families experience with the discipline of teenagers it is important that fathers must maintain discipline at home (Freeks, 2017b:6).

Reference list:

Freeks, F.E. 2017a. A pastoral-theological view on the fundamental role of the father in variance with contemporary family structures and its adverse challenges for fatherhood: a literature review. *Journal for Christian Scholarship*, 53(3-4):177-192.

Freeks, F.E. 2017b. Responses of adolescents regarding the indispensable role of the Christian father as mentor within the family: a qualitative study. *In die Skriflig / In Luce Verbi*, 51(1), art. 2255. <http://dx.doi.org/10.4102/ids.v51i1.2255>

2.1.6 Two authors with the same surname in the same year When referring to two authors with the same surname who published in the same year, the initials of the authors must be used in the text to distinguish between the two.

Text:

The foundation of a multi-racial and multi-cultural democracy is, in Mauritius as in South Africa, the promotion and protection of basic human rights (Van der Walt, G., 2010:716).

The question whether South Africa's Constitution survives as a promise of an inclusive and post-apartheid constitutionalism, or dies an early death lies in the hands of two competing retroactive discourses (Van der Walt, J., 2010:103).

Reference list:

Van der Walt, G. 2010. The United Nations convention on the rights of the child – has the bridge been crossed between theory and practice: Mauritius and South Africa? *Obiter*, 31(3):715-724.

Van der Walt, J. 2010. Vertical sovereignty, horizontal constitutionalism, subterranean capitalism: a case of competing retroactivities. *South African Journal on Human Rights*, 26(1):102-129.

It can also happen that you refer to two different authors with the same surname and initials who published in the same year. It is then necessary to use the authors' first names in the text reference and the entry in the reference list to distinguish between the two authors.

Text:

Planning and proper administration are of the utmost importance to make a success of training programmes in an organisation (Meyer, Marjon, 2016:224).

For an organisation to stay in line with the skills development legislation is to appoint a skills development facilitator (Meyer, Marius, 2016:56).

Reference list:

Meyer, Marius. 2016. Human resource development legislation.

In: Meyer, Marius, ed. *Managing human resource development: a strategic learning approach*. 5th ed. Durban: LexisNexis. pp. 25-60.

Meyer, Marjon. 2016. Planning and organising training. In: Meyer, Marius, ed. *Managing human resource development: a strategic learning approach*. 5th ed. Durban: LexisNexis. pp. 223-251.

2.1.7 Anonymous author / No author indicated

Anonymous information is not very scientific and should be avoided as far as possible. It is normally the case when information from the internet is used or in the case of newspaper articles where the author is unknown.

Try to establish an author – often there is an institution or some kind of organisation involved which can be used as the author. If no author can be identified at all, the abbreviation Anon. (anonymous) is used.

Text:

Several innovative musical developments took place at the turn of the sixteenth and seventeenth centuries (Anon., 2009).

Reference list:

Anon. 2009. *Chamber music*. [http://www.classicol.com/classical.cfm?music=instrumentInfo§ion=ChamberMusic&title>About%20 Music](http://www.classicol.com/classical.cfm?music=instrumentInfo§ion=ChamberMusic&title>About%20Music)
Date of access: 29 Sep. 2010.

2.1.8 Organisation as author

An organisation can also be an author. The organisation's abbreviation or acronym can be used in the text. Begin the entry in the reference list with the abbreviation / acronym, followed by the full name of the organisation in brackets.

Text:

The consumer price inflation went up from 4,9% in September 2018 to 5,1% in October 2018 (Stats SA, 2018).

Reference list:

Stats SA (Statistics South Africa). 2018. *Consumer price index: October 2018*. (Statistical release P0141). <http://www.statssa.gov.za/publications/P0141/P0141October2018.pdf> Date of access: 22 Nov. 2018.

Government Department as author

Text:

It is an urgent need to make sure that every child in South Africa receives quality education (Department of Basic Education, 2019).

Reference list:

Department of Basic Education (South Africa). 2019. *Action plan to 2019: towards the realisation of Schooling 2030*. <https://www.education.gov.za/Curriculum/ActionPlanto2019.aspx> Date of access: 3 Jun. 2019.

2.2 Direct quotations

Direct quotations should be used functionally. Do not use quotations in order to avoid difficulties with translation. If the quotation forms part of a comprehensive argument, the punctuation is part of that argument and is placed outside the brackets or inverted commas.

Zimbabwean youths show an interest in farming, but as Makate *et al.* (2018:436) conclude they “fail to make meaningful investments in agriculture”.

Maori researchers’ dissatisfaction with mainstream researchers has led to an increased desire and capacity for “by Maori, for Maori, with Maori research” (Cram *et al.*, 2004:167).

When a sentence between brackets or inverted commas starts with a capital letter, it indicates that this sentence is used independently and therefore requires a full stop inside the bracket or inverted comma. Begin the new sentence with a capital letter after the bracket or inverted comma.

“The narrow focus on language and culture as barriers to uptake of services has not only hindered a wider theoretical understanding of the problems, but also has had the effect of perpetuating ineffective health promotion practice.” (Chiu, 2003:167) Several researchers conducted studies on ...

When a direct quotation is longer than 50 words, indent and justify / block the quotation, without inverted commas. Recommended indentation is 1cm to the left and right margins.

With the emphasis placed globally on human rights the following excerpt of Segone (2006) captures the importance of public policies which should be in place:

Within a human rights approach, evaluation should focus on the most vulnerable populations to determine whether public policies are designed to ensure that all people enjoy their rights as citizens, whether disparities are eliminated and equity enhanced, and whether democratic approaches have been adopted that include everyone in decision-making processes that affect their interests. (p.12)

2.3 Indirect quotations / paraphrasing

When you give an author's ideas in your own words, you have to take care that the spirit and argumentation of the original are retained. Do not use and twist a citation to your own purposes. Also, vary the style of citation in your argument.

Citation at the end of sentence:

It is the responsibility of government to ensure that solid waste is being effectively managed by all sectors of society (Naidoo, 2009:4).

If the author is an institution, it is preferable to place the text reference at the end of the sentence:

South Africans generated approximately 108 million tonnes of waste in 2011 (Department of Environmental Affairs, 2012).

Citation where author(s) is part of the sentence:

According to Phetoe (2012:12) the children of people living with HIV are being stigmatised because of their association with their parents.

By comparing the view of Himonga (2017:101) with that of Glazewski and Plit (2015:191), it ...

2.4 Secondary sources

A secondary source is, for example, when an author writes about Freud's view of psychoanalysis without reading Freud's own work. Making use of the work of other authors like Smith, Jones or White who wrote about Freud, asks for a secondary citation. It is, however, possible that these authors interpreted Freud incorrectly, causing you to work unscientifically and unethically. Keep secondary citations therefore to the minimum as it is "second-hand" information.

If you are forced to use secondary information because the primary source is unavailable or written in a foreign language, it can be cited in the text as follow:

Text:

According to Freud (cited by Williams, 1996:10), dreams are ...

Reference list:

Williams, L. 1996. *Freud's theories about dreams*. London: Batsford.

Only sources you have handled get an entry in the reference list. In this case it is Williams.

2.5 Text references to more than one source

When referring to more than one source when a statement is made, arrange the references alphabetically according to the first author, in the same order they will appear in the reference list. Use a semi-colon after each reference.

The field of inclusive education has been criticized for inadequate theoretical rigour and conceptual clarity (Allan, 2014:512; Black- Hawkins, 2014:449; Waitoller & Artiles, 2013:319; Walton, 2016:7).

3 THE REFERENCE LIST

3.1 General principles

- Start the reference list on a new page.
- All sources referred to in the text must be included in one alphabetical list (according to first author).
- Use the term Reference list as heading. A bibliography refers to a more substantial list covering the subject.
- Complete bibliographical information for every source is essential so that the source can be traced easily.
- The language of the source and not that of the document (research paper or thesis), is used in the reference list.
- Do not number entries or use “bullets” in the reference list.
- Use 1.5 spacing and leave a line open between entries or use 18 pt paragraph spacing after each entry.

- The reference list must be left aligned and not justified (“justify” creates block format and this leaves unnecessary open spaces especially when typing internet addresses).
- The titles of published sources are typed in italics. Do not italicise the titles of unpublished material.
- All entries must have a full stop at the end except when a permanent internet link or DOI is at the end of the entry.
- Do not use a full stop after a URL (internet address). The URL must be hyperlinked.

3.2 Alphabetical arrangement

Arrange the entries in alphabetical order according to the first author. Remember the principle of “nothing before something”. A surname such as Le Roux is placed before Leaky. Arrange sources by the same author as follows:

- Chronologically from old to new
- Sources with single author
- Sources with co-authors

Compare the entry for Deci, E.L. in the example reference list in this guide. Arrange works by different authors with the same surname alphabetically according to the first initial. Surnames starting with “Mc” or “Mac”

Mac Lean, W. Mc
Donald, B.
McArthur, K.

3.3 Elements of a reference entry

Each entry in the reference list has four elements:

Author(s)

Date of publication

Title and edition

Source

To make it easy to remember, think of the four “W’s”: Who –

Author(s)

When – Date

What – Title

Where – Source or publishing information for books

3.3.1 Authors

Authors are typed in inverted form, surname first and then initials.

Examples:

Mabaso, T.P.P. Nesselrode, K.P.,

Jr. Saeed, S.P.

Van Aarde, M.N.

3.3.2 Date of publication

Only the most recent date or copyright date must be given. If you cannot determine a date, an approximate date must be given:

2015 or 2016	When one or the other date is correct.
1997?	The probable date.
s.a.	sine anno – without date. When the year is absolutely unknown – use only in highly exceptional cases.

Except for literary or classical works do not mention reprints as the content has not changed.

For literary works it may be informative to give the date of the reprint together with the original date (if available).

Dickens, C. 1892, 1903 printing. *The adventures of Oliver Twist*.

London: Richards.

Text reference:

(Dickens, 1892, 1903 printing).

Dates with Roman numerals must be changed to Arabic numerals. See the table below:

Symbol	Value
I	1
V	5
X	10

L	50
C	100
D	500
M	1000

When symbols with lower value are placed before those with higher value, they are subtracted from the higher value. When symbols with lower value are placed after those with higher value, they are added to the higher value. MMIX is therefore 2009 and MMXIX is 2019.

3.3.3 Title and edition

3.3.3.1 Title

The title of the source is typed in *italics*.

Use the complete wording of the title as it appears on the title page of the publication. Capital letters are used according to the language rules of the specific language. A subtitle is preceded by a colon and starts with a small letter.

Norton, K. 2016. *Singing and wellbeing: ancient wisdom, modern proof*.
New York, NY: Routledge.

Text reference:

(Norton, 2016:63-65, 68).

For multi volume books (sets) where each volume has an individual title, give the title as follow:

Donne, J. 2008. The poems of John Donne. Vol. 2, *Religion poems, wedding celebrations, verse epistles to patronesses, commemorations and anniversaries*, edited by R. Robbins. New York: Longman.

Text reference:

(Donne, edited by Robbins, 2008:103).

When a title is in a foreign language, give the title in that language, followed by the translated title in square brackets [].

Mathis, M. & Briand, S. 2019. Le changement climatique, les épidémies et l'importance de la médecine des voyages [Climate change, epidemics and the importance of travel and tropical medicine]. *Revue Medicale Suisse*, 15(649):898-900.

Text reference:

(Mathis & Briand, 2019:898).

3.3.3.2 Edition (books)

Always mention the edition of a book. The first edition is not mentioned. Use the following example abbreviations:

English	2nd ed. / 3rd ed. / 4th ed.
Afrikaans	2de uitg. / 8ste uitg.
German	2. Aufl.
Dutch	3de dr.

Widmaier, E.P., Raff, H. & Strang, K.T. 2016. *Vander's human physiology: the mechanisms of body function*. 14th ed. New York, NY: McGraw-Hill Education.

Text reference:

(Widmaier et al., 2016:168).

3.3.4 Publishing information (books)

3.3.4.1 Place of publication

Give only the town or city of publication, not the country. If more than one place is mentioned on the book, give the one mentioned first in the language as it appears on the title page. If no place can be traced, use S.l. (sine loco – without place).

Optional: The name of a state in the US may be used in abbreviated form after the city. Be consistent in applying this rule throughout your reference list if you choose to do so. Use the following table:

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

3.3.4.2 Publisher

Give the name of the publisher in the shortest possible form. Omit unnecessary words such as “Inc.”, “Co.”, “Publishing” and “Sons”.

If more than one publisher is mentioned, give the one mentioned first.

If no publisher is mentioned, the abbreviation s.n. (sine nomine – without publisher) is used.

If the author and publisher are the same person or institution, the name of the publisher is omitted and only the town or city is given.

Turban, E., Volonino, L. & Wood, G.R. 2015. *Information technology for management: digital strategies for insight, action and sustainable performance*. Hoboken, NJ: Wiley.

Text reference:
(Turban et al., 2015:97).

Abbreviation of the
US State New Jersey

American Psychological Association. 2010. *Publication manual of the American Psychological Association*. 6th ed. Washington, DC.

Text reference:
(American Psychological Association, 2010:255).

Author is the same as publisher and
not mentioned again

3.3.4.3 Series (optional)

If a book is part of a well-known series, the title and number of the series are placed in brackets at the end of the reference. For certain subject areas, e.g. Theology the series in which a book is published gives authority to the publication.

Wilson, L. 2018. *Proverbs: an introduction and commentary*. Downers Grove, IL: InterVarsity Press. (Tyndale Old Testament commentaries, 17).

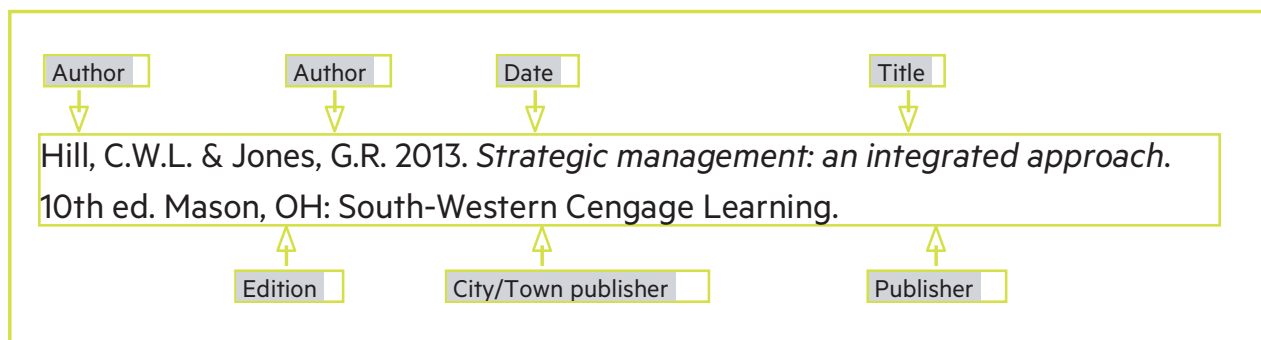
Text reference:
(Wilson, 2018:33).

Series title and number

4 REFERENCES TO SPECIFIC SOURCES IN THE REFERENCE LIST

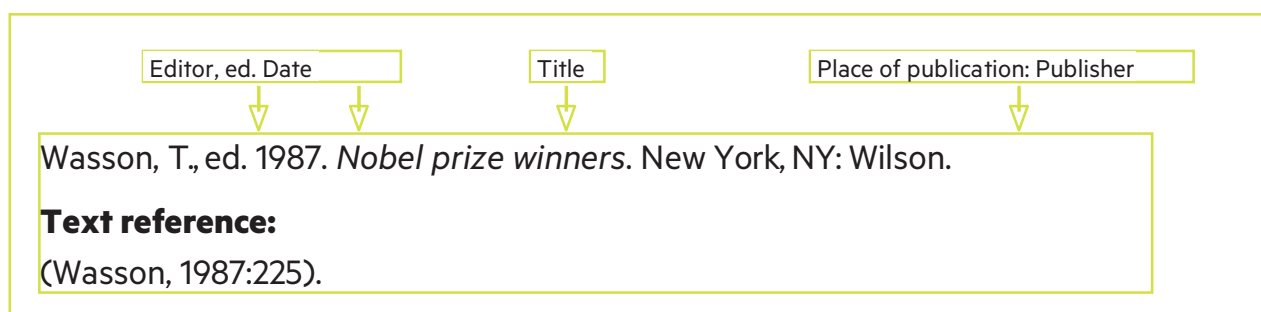
Guidelines as explained in 3.3. above applies to all types of sources.

4.1 Books



4.1.1 Books with editors

Usually books with editors is a collective work where each chapter is written by a different author(s) (see 4.2). In such a case, the author of the chapter should be cited. But there are some kinds of books that have editors that doesn't fall into this category, e.g. some dictionaries, and then the editor is cited in text. In the reference list, use the abbreviations ed. / eds. for editor(s); red. / reds. for "redakteur(s)"; Hrsrg. for Herausgeber in the language of the source.



Literary texts containing the text as well as notes written by someone else are entered in the reference list as follows:

Shakespeare, W. 1940. *The tragedy of Romeo and Juliet*, edited by E. Dowden. London: Methuen.

Text reference:

(Shakespeare, explained by Dowden, 1940).

4.1.2 Translations

Larsson, S. 2008. *The girl with the dragon tattoo*. Translated from the Swedish by Reg Keeland. New York, NY: Alfred A. Knopf.

Text reference:

(Larsson, 2008:199-200).

4.2 Chapter in a collected work

A collected work comprises a number of chapters, each written by a different author(s) and compiled by an editor(s).

When a chapter in a collected work is used, the author of the chapter must be cited. The information of the book (collected work) is mentioned after that, and also the page numbers of the chapter.

Author of chapter Date Title of chapter Editors of book

Smith, V.S. 2013. Cybertaxonomy. In: Shorley, D. & Jubb, M., eds. *The future of scholarly communication*. London: Facet. pp. 63-74.

Text reference:
(Smith, 2013:69). *Title of book (italics)*

Place of publisher:
Publisher

Page numbers of chapter

4.2.1 Collected works with different dates

When a collection is published with contributions with different dates and by different authors, the original date of the contribution is used in the text reference and the publication date of the collected work is added in the reference list.

Jakobson, R. 1959. On linguistic aspects of translation. In: Venuti, L., ed. 2004. *The translation studies reader*. 2nd ed. New York, NY: Routledge. pp. 138-143.

Text reference:

Jakobson (1959:139) explains that synonyms are not, as a rule, complete equivalents.

4.3 Electronic books (e-books)

E-books are available in various formats (e.g. HTML, Epub, Adobe Digital Editions) and can be read on a variety of devices (PCs, cellphones, e-readers like Kindle, Nook, to name a few).

4.3.1 E-readers

E-books downloaded on e-readers like the Kindle, doesn't always have page numbers, but location numbers. In the text use page numbers if available. When using older versions of the Kindle / e-reader use paragraph numbers, or chapter and section numbers. Later versions of Kindle, Kindle 3G do show page numbers.

Lewis, C.S. 2009. *Mere Christianity* [Kindle edition]. HarperOne. Available from Amazon.com.

Text reference:

“The only things we can keep are things we freely give to God. What we try to keep for ourselves is just what we are sure to lose.” (Lewis, 2009:213).

4.3.2 eBooks from online libraries

When an e-book is accessed from an online library like E-book Central, Bentham Science, Dawson, Springer eBook Collection, etc. give the following elements in the entry of the reference list: author(s), date, title of the book, publisher information (if available), DOI or stable internet address.

If the e-book is in PDF format, with page numbers, include the page number in the text reference. If there aren't page numbers, you can use the paragraph number, or chapter number with paragraph number e.g. ch. 3, par. 15.

Pridmore, S. 2010. *Suicide and predicament: life is a predicament*. Available from Bentham e-books: <http://www.eurekaselect.com/node/53816/suicide-and-predicament-life-is-a-predicament> Date of access: 21 Nov. 2018.

Text reference:

(Pridmore, 2010:34).

Long, M. 2015. *Second language acquisition and task-based language teaching*. West Sussex: Wiley. Available from Ebook Central:
<http://site.ebrary.com/lib/northwu/Doc?id=10902333> Date of access: 19 Sep. 2018.

Text reference:

(Long, 2015:89).

4.3.3 Chapter in an edited ebook

Chen, C.W.S. & Sun, Y-W. 2018. Bayesian forecasting for tail risk. In: Kreinovich, V., Sriboonchitta, S. & Chakpitak, N., eds. *Predictive econometrics*. Cham, Switzerland: Springer. pp. 122-145. Available from Springer eBook Collection: <http://link.springer.com/10.1007/978-3-319-70942-0> Date of access: 3 Dec. 2018.

Text reference:

(Chen & Sun, 2018:133).

4.4 Encyclopedias

4.4.1 Printed encyclopedias

Usually encyclopedias are edited and compiled by editors, with contributors writing the different articles. The entry in the reference list will look like that of a chapter in a collected work (see 4.2).

Conteh-Morgan, J. 2003. Modern drama. In: Gikandi, S., ed. *Encyclopedia of African literature*. London: Routledge. pp. 332-336.

Text reference:

(Conteh-Morgan, 2003:332).

4.4.2 Online encyclopedias

Murphy, J. B., & Van Andel, T. H. (2018). Plate tectonics. In *Britannica academic*.
<https://academic-eb-com.nwulib.nwu.ac.za/levels/collegiate/article/plate-tectonics/108555>

Text reference:

(Murphy & Van Andel, 2018).

4.5 Dictionaries

When a dictionary is consulted purely to clarify the meaning of words or to translate words, it does not have to be included in the reference list. If, however, definitions or explanations of words are quoted, the dictionary must be indicated. This also applies where contradictory explanations of terms are involved.

4.5.1 Dictionaries with an author(s)

When the dictionary has an author or authors (thus not editor(s) or compiler(s)), the text reference and entry in the reference list are handled the same as a book with an author (see 4.1).

Peters, P. 2013. *The Cambridge dictionary of English grammar*.
Cambridge: Cambridge University Press.

Text:

The term morpheme refers to “the minimal unit of linguistic meaning, a form to which a meaning may be attached” (Peters, 2013:151).

4.5.2 Dictionaries with an editor(s) or compiler(s)

Use the editor’s surname in the text reference, the same way as a text reference for a book. In the reference list entry, after the surname(s) of the editor(s) or compiler(s) qualify it with the appropriate abbreviation for editor(s) or compiler(s), e.g. ed. / eds. or comp. / comps.

Editor of the dictionary Date Title Edition

VandenBos, G.R., ed. 2015. *APA dictionary of psychology*. 2nd ed.
Washington, DC: American Psychological Association.

Text reference:

The APA dictionary of psychology defines obsessive-compulsive disorder (OCD) as ... (VandenBos, 2015:313).

Danker, F.W., ed. 2000. *A Greek-English lexicon of the New Testament and other early Christian literature*. 3rd ed. Chicago, IL: University of Chicago Press.

Text reference:

(Danker, 2000:933).

4.5.3 Dictionaries with an editor(s) or compiler(s), each entry written by different author(s)

Treat this the same as collected works (see 4.2) or encyclopedias (4.4.1).

Brokaw, D. 1990. Character and personality. In: Hunter, R.J., ed. *Dictionary of pastoral care and counseling*. Nashville, TN: Abingdon Press. pp. 136-137.

Text reference:

(Brokaw, 1990:136).

4.5.4 Online dictionaries

The same rule applies for dictionaries with authors or editors/compilers as mentioned in 4.5.1 and 4.5.2.

Give the precise internet address (URL) of the dictionary as well as the date of access.

Authors of the dictionary

Date

Title of dictionary (italics)

Butterfield, A. & Szymanski, J. 2018. *Dictionary of electronics and electrical engineering*. 5th ed. <https://www.oxfordreference.com/view/10.1093/acref/9780198725725.001.0001/acref-9780198725725>

Date of access: 8 Dec. 2018.

Date of access

Precise URL where the word is found in the dictionary

Text reference:

The dictionary of electronics and electrical engineering defines a drone as an aircraft that is unmanned and controlled over a radio link which is used for surveying, military applications or used as hobbies by people who love gadgets (Butterfield & Szymanski, 2018).

Merriam-Webster Inc. 2019. *Merriam-Webster dictionary*.

<https://www.merriam-webster.com/dictionary/palimpsest> Date of access:

7 Jan. 2019.

Text reference:

The term palimpsest is defined by the Merriam-Webster online dictionary as “writing material used one or more times after earlier writing has been erased” (Merriam-Webster, Inc., 2019).

4.5.5 Dictionaries on mobile apps

Merriam-Webster Inc. 2019. *Merriam-Webster dictionary* (Version 4.3.3) [Mobile application].

Text reference:

Nanotechnology is the science of working with atoms and molecules to build microscopic devices (Merriam-Webster Inc., 2019).

4.6 Theses and dissertations

Use recognised abbreviations for universities and degrees. According to the NWU manual for master’s and doctoral studies, the following terms are used:

English	Afrikaans
Mini-dissertation	Skripsie
Dissertation	Verhandeling
Thesis	Proefskrif

For international theses and dissertations use the terms on the title page. Full stops are optional in the abbreviations for qualifications, eg: M.Sc. or MSc (Magister Scientiae), Ph.D. or PhD (Philosophiae Doctor).

Author Date

Title

Ndaba, B. 2019. *Novel biochemical and catalytic microwave-assisted methods for the synthesis of biobutanol*. Potchefstroom: North-West University. (Thesis – PhD).

Qualification

Location of university:
Name of University

Text reference:

(Ndaba, 2019:53).

Saah, P. 2017. *Exploring Mintzberg's managerial roles of academic leaders at a selected higher education institution in South Africa*.

Mafikeng: North-West University. (Mini-dissertation – MBA).

Text reference:

(Saah, 2017:103).

Doctoral theses and master's dissertations are widely available on institutional repositories. Include the permanent link (“handle”) to the thesis / dissertation in the reference list.

Note: when giving a permanent link, a date of access is not necessary.

Jackson, S. 2018. *Transracial adoption in South Africa: challenges faced by adoptive parents*. Stellenbosch: University of Stellenbosch. (Thesis – MA).

<http://hdl.handle.net/10019.1/105010>

Text reference:

(Jackson, 2018:36).

Permanent link

International theses / dissertations accessed from a commercial database e.g. ProQuest:

Carroll, A.R. 2018. *Ecosystems, communities, and species: understanding mammalian response to ancient carbon cycle perturbations*. Ann Arbor, MI: University of New Hampshire. (Dissertation – PhD).

<http://nwulib.nwu.ac.za/login?url=https://search-proquest-com.nwulib.nwu.ac.za/docview/2058145688?accountid=12865> Date of access: 13 Apr. 2019.

Text reference:

(Carroll, 2018:59).

4.7 Journal articles

The title of the journal is written in full and in *italics*. Do not use journal abbreviations. The journal title is typed in uppercase and lowercase letters.

When the journal title has a parallel title in two languages, give both if needed (e.g. *In die Skriflig / In Luce Verbi*).

Use Arabic numerals for the volume and issue numbers of the journal. Volume and issue numbers must be indicated if available. Check for complete information in relevant databases.

The diagram illustrates the components of a journal article reference. It shows a sample reference: "Mthimunye, K.D.T., Pedro, A. & Daniels, F.M. 2018. Predictors of academic performance among second-year nursing students at a university in the Western Cape. *South African Journal of Higher Education*, 32(1):192-215." Arrows point from labels to the corresponding parts of the reference: "Authors" points to the author names, "Date" points to the year 2018, "Title of article" points to the article title, "Volume (issue number):" points to "32(1)", "page numbers of article" points to "192-215", and "Title of journal in italics" points to the journal title. Below the reference, the text "Text reference: (Mthimune et al., 2018:200)." is shown.

Text reference:
(Mthimune et al., 2018:200).

4.7.1 Online journal articles

Journal articles published online are assigned a DOI number (digital object identifier).

A DOI is a unique alphanumeric number assigned to online sources (not only journal articles) to identify it and provide persistent links to its location on the internet.

When a DOI is available for a source, include it in the entry of the reference list. The DOI can usually be found on the first page of the online journal article, or it can be found on the database where the journal is indexed.

Initially DOI numbers were given in a number format that started with doi:10.xxxx/xxxxxxxxxxxx. Since 2017 CrossRef (a registration agency) changed the format of the DOI to the form of a URL which resolves into a working link. Give the DOI in the format found on the source.

A DOI is a permanent link, no need for access date.

Note: no full stop after the DOI number

Schreurs, B., De Cuyper, N., Van Emmerik, I.J.H., Notelaers, G. & De Witte, H. 2011. Job demands and resources and their associations with early retirement intentions through recovery need and work enjoyment. *South African Journal of Industrial Psychology*, 37(2), art. #859. doi:10.4102/sajip.v37i2.859

Text reference:

(Schreurs *et al.*, 2011:2). Article number DOI number No full stop

Many online journals don't have continuous page numbering across all the issues. Each article has an article number (eg. Art. #859) and each article starts with page 1 if it is downloadable in PDF format. In the text reference give the page number of the PDF-version of the article, even if each article starts with p. 1. If the journal is only in HTML format with no page numbers, then the text reference won't have a page number.

Ndaguba, E.A. & Hanyane, B. 2019. Stakeholder model for community economic development in alleviating poverty in municipalities in South Africa. *Journal of Public Affairs*, 19(1), e1858. <https://doi-org.nwulib.nwu.ac.za/10.1002/pa.1858>

Text reference:

(Ndaquba & Hanvane. 2019:9). Article number hyperlinked. No date of access (permanent link)

DOI in this format is

Moss, F.C., Neuwirth, M., Harasim, D. & Rohrmeier, M. 2019. Statistical characteristics of tonal harmony: a corpus study of Beethoven's string quartets. *Plos One*, 14(6), e0217242. <https://doi.org/10.1371/journal.pone.0217242>

Text reference:

(Moss *et al.*, 2019).

4.7.2 Journal articles "in press"

Online journals publish articles on their web page that was provisionally accepted by the editorial team but not yet formally published in a specific issue of the journal. It can be cited as follows:

Probable date



Harwood, C., Thrower, S., Slater, M.J., Didymus, F. & Frearson, L. 2019? Advancing our understanding of psychological stress and coping among parents in organized youth sport. *Frontiers in Psychology* (Provisionally accepted). doi: 10.3389/fpsyg.2019.01600

Text reference:

(Harwood *et al.*, 2019?).

Note: Check the article's publication status again before handing in your final assignment / research report and supply the complete reference if available.

4.7.3 Abstracts of journal articles

It can happen that a journal article is written in a foreign language but has an abstract in English, or that only the abstract of a complete article is available. It is acceptable to use this information, but the reference must give a clear indication that the original source was not used. Reference it as follow:

This example is in French and the title is translated into English, thus the title in brackets:

Giesen, K.G. 2018. [Transhumanism as the dominant ideology of the fourth industrial revolution] [Abstract]. *Journal International De Bioethique Et D'ethique Des Sciences*, 29(3):189-203. doi: 10.3917/ jibes.293.0189

Text reference:

(Giesen, 2018).

No page number

4.8 Internet and other electronic information sources

4.8.1 Articles from the world wide web

Note that scientific journal articles retrieved from the internet should be treated as journal articles discussed in 4.7.1. Reports of organizations, working papers, white papers, commissions of inquiry etc. found on the internet can be treated as internet sources.

The specific internet address (URL) must be given for information retrieved from the internet. The URL is hyperlinked. No fullstop after the URL.

Also add the date when the information was retrieved (date of access). Remember, the date of access is not needed for permalinks or DOI numbers. Before submitting your assignment or research paper, make sure all URLs are still valid.

Author Date

FAO (Food and Agriculture Organization of the United Nations). 2019. *Hunger and food insecurity*. <http://www.fao.org/hunger/en/> Date of access: 29 Jun. 2019.

Text reference: (FAO, 2019)

Title Internet address (URL) Date of access

No page number, internet article in HTML format

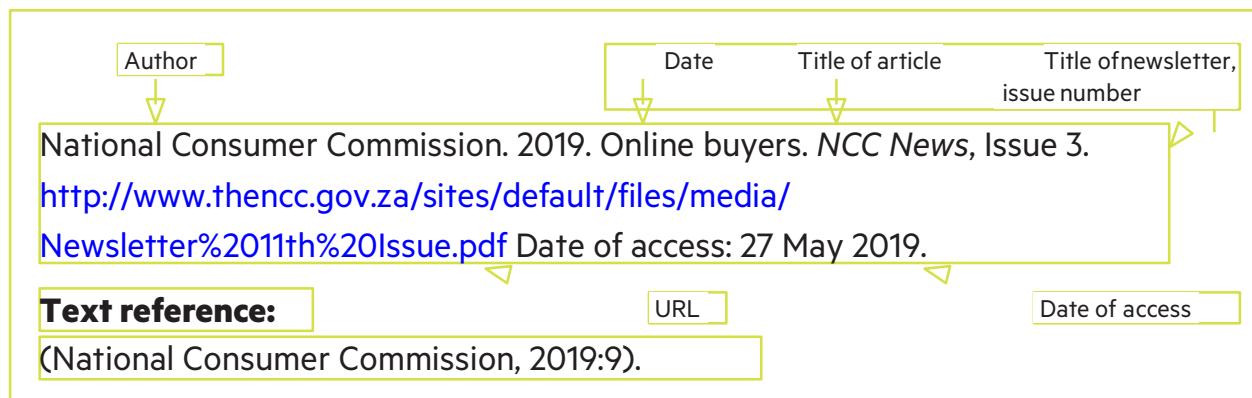
Commission of Inquiry on State Capture. 2018. *Legal team opening address*. https://www.sastatecapture.org.za/site/files/documents/2/LEGAL_TEAM_OPENING_ADDRESS.pdf Date of access: 4 Jul. 2019.

Text reference: (Commission of Inquiry on State Capture, 2018:4).

Abrego, L., Amado, M.A., Gursoy, T., Nicholls, G.P. & Perez-Saiz, H. 2019. *The African continental free trade agreement: welfare gains estimates from a general equilibrium model*. (IMF working paper, WP/19/124). <https://www.imf.org/~media/Files/Publications/WP/2019/WPIEA2019124.ashx> Date of access: 11 Jun. 2019.

Text reference: (Abrego *et al.*, 2019:5).

4.8.2 Electronic newsletters



Author

Date

Title of article

Title of newsletter, issue number

National Consumer Commission. 2019. Online buyers. *NCC News*, Issue 3.
<http://www.thencc.gov.za/sites/default/files/media/Newsletter%2011th%20Issue.pdf> Date of access: 27 May 2019.

Text reference:

URL

Date of access

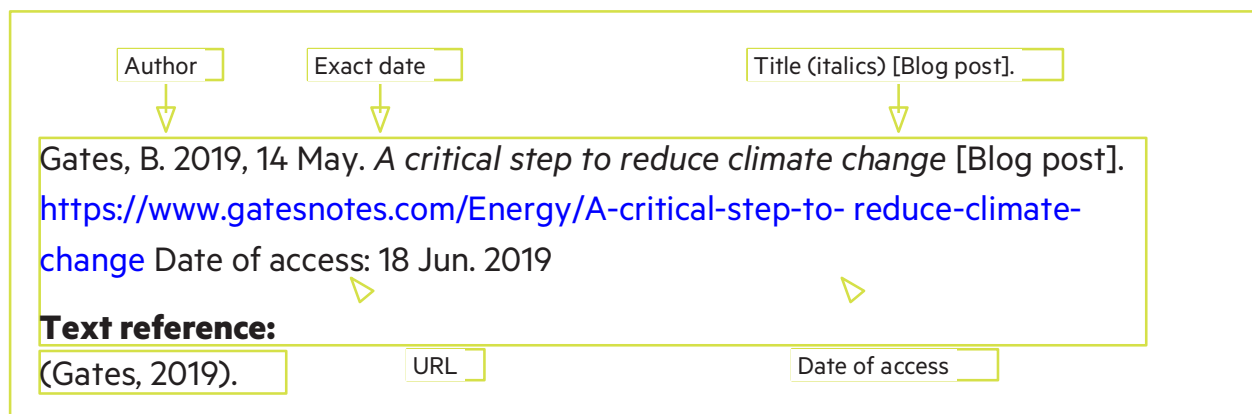
(National Consumer Commission, 2019:9).

4.8.3 Blogs

Blog posts can be used as sources of information but you have to make sure it is scientific and reliable.

The author of a blog post can be a person or persons but it can also be an organisation or company, or even a group author.

If possible give the exact date, e.g. year, day and month in the reference list, but only the year in the text reference.



Author

Exact date

Title (italics) [Blog post].

Gates, B. 2019, 14 May. *A critical step to reduce climate change* [Blog post].
<https://www.gatesnotes.com/Energy/A-critical-step-to-reduce-climate-change> Date of access: 18 Jun. 2019

Text reference:

URL

Date of access

(Gates, 2019).

4.8.3.1 Blog comments

Determining the author of a blog or comment is sometimes difficult. Use the name of the individual who commented on the blog post or the screen name (it can sometimes be something weird that doesn't look like a name, eg. Cu4t).

The date should be the date when the comment was published (not that of the blog post).

For the title, type the word “Re: “ in front of the title of the blog post.
Use the URL of the comment.

Author Date of comment Title (italics) [Blog comment]

↓ ↓ ↓

Andy. 2019, 12 May. Re: *Making elections safe* [Blog comment].
<https://rjlipton.wordpress.com/2019/05/10/making-elections-safe/#comment-101492> Date of access: 1 Jul. 2019.

Text reference:

(Andy, 2019). URL of comment Date of access

4.8.4 Social media

Nowadays posts from social media are also used as information sources. For an individual’s name, use the surname, followed by his / her initials. Give the screen name in brackets if available. If only the screen name is available, use that form of name. For an organisation, use the name as found on the page. Give the exact date (year, day and month) of the post.

Give the title or caption of the post. If it is a long caption, use the first 40 words of the post followed by the ellipsis (...). After the title, give in square brackets the type of post, e.g. [Facebook post], [Tweet], [Instagram post]. Provide the exact URL (click on a post’s date stamp) of the status update as well as the date of access.

4.8.4.1 Facebook

Author Exact date Title (first 40 words of status update)

↓ ↓ ↓

Trump, D.J. (@DonaldTrump). 2019, 9 Jul. *The Green New Deal would be a total disaster. America is currently first in the world for access to clean drinking water and is undergoing an economic boom. We have both a clean environment and a strong economy!* [Facebook status update].
https://www.facebook.com/DonaldTrump/posts/10162824225755725?tn_=-R
 Date of access: 9 Jul. 2019.

Text reference:

(Trump. 2019). Exact URL Date of access

NWU-Pukke (@NWUPukke). 2019, 20 Jun. *The “Take back the bult”-project is progressing well with Phase 1 being completed* [Facebook post]. https://www.facebook.com/NWUPukke/posts/10156654042903823?_tn_=-R Date of access: 21 Jun. 2019.

Text reference:

(NWU-Pukke, 2019).

4.8.4.2 Twitter

Elsevier (@ElsevierConnect). 2019, 9 Jul. *3 tips on preparing a literature review* [Tweet]. <https://twitter.com/ElsevierConnect/status/1148577631354458113> Date of access: 10 Jul. 2019.

Text reference:

(Elsevier, 2019).

4.8.4.3 Instagram

Jansen, J. (j djansen007). 2018, 25 May. *“Recognising your own brokenness is part of owning your story”* [Instagram post]. <https://www.instagram.com/p/BjMUgzajXwg/> Date of access: 3 Jun. 2018.

Text reference:

(Jansen, 2018).

4.8.4.4 Photographs, images and videorecordings on social media

Stats SA (@StatsSA). 2019, 12 Feb. *Quarterly labour force survey (QLFS), 4th quarter 2018* [Video clip]. <https://www.facebook.com/StatsSA/videos/371408283412031/> Date of access: 25 Mar. 2019.

Text reference:

(Stats SA, 2019).

Statswork. 2019, 27 Jun. *How is a meta-analysis performed?* [Infographic]. <https://www.instagram.com/p/BzM02KWJ6NJ/> Date of access: 8 Jul. 2019.

Text reference:

(Statswork, 2019).

4.8.5 Audiovisual and other media on the internet

PowerPoint

UNAIDS. 2018. *Global AIDS update 2018* [PowerPoint]. [https://www.unaids.org › media_asset › 2018-global-aids-update-slides- part1](https://www.unaids.org/media_asset/2018-global-aids-update-slides-part1) Date of access: 31 Jul. 2019.

Text reference:

(UNAIDS, 2018).

Video

Robinson, K. 2006. *Do schools kill creativity?* [Video]. Talk presented at an official TED conference. https://www.ted.com/talks/ken_robinson_says_schools_kill_creativity?utm_campaign=tedsread&utm_medium=referral&utm_source=tedcomshare Date of access: 15 Apr. 2019.

Text reference:

(Robinson, 2006).

YouTube video

Simple Science Answers. 2013, 2 Aug. *Pharmacodynamics made simple!* [YouTube video]. [https://www.youtube.com/ watch?v=FN_8Y6fzK40](https://www.youtube.com/watch?v=FN_8Y6fzK40) Date of access: 22 Feb. 2019.

Text reference:

(Simple Science Answers, 2013).

Podcast

Trump, D. 2018, 25 Sep. *President Trump speech at the UN General Assembly* [Podcast]. <https://www.stitcher.com/podcast/ricochet/potus-pod/e/56420033> Date of access: 18 Nov. 2019.

Text reference:

(Trump, 2018).

Map

Author: Dr Kenneth Kaunda District Municipality. 2019. *Map* [Map]. <https://municipalities.co.za/map/140/dr-kenneth-kaunda-district-municipality> Date of access: 15 Jul. 2019.

Text reference: Source: Dr Kenneth Kaunda District Municipality, 2019.

Date of access: 15 Jul. 2019.

URL: <https://municipalities.co.za/map/140/dr-kenneth-kaunda-district-municipality>

4.8.6 Lecture notes on an LMS

LMS = learning management system.

Franken, A. 2019. Occupational hygiene investigation. Study unit 3 [PowerPoint presentation]. Unpublished lecture notes on eFundi, BHIG211. Potchefstroom: NWU.

Text reference: (Franken, 2019).

Note: title is not in italics because it is unpublished

4.9 Conference publications

4.9.1 Conference proceedings published as a collection

Refer to conference proceedings published in hard copy in a collection in the same way as a chapter in a collected work (see 4.2).

John, S., Pedro, J. & Nyandoro, O.T.C. 2012. Development of a model- based wheel slip control using feedback linearization. In: Madyira, D.M., Janse van Rensburg, N. & Nel, A.J., eds. *Conference proceedings*. 8th South African Conference on Computational and Applied Mechanics (SACAM 2012), Johannesburg, South Africa. Pretoria: South African Association for Computational and Applied Mechanics. pp. 37-43.

Text reference:
(John et al., 2012:38).

Note on the conference name, where and when the conference was held

Page numbers of chapter

Place of publication:
Publisher

4.9.2 Conference papers published online

Many organisations publish their conference presentations on their web pages.

Schlünz, G.I. & Barnard, E. 2013. *A discourse model of affect for text- to-speech synthesis*. Paper delivered at the 24th annual Symposium of the Pattern Recognition Association of South Africa, Pretoria. <http://www.prasa.org/proceedings/2013/prasa2013-14.pdf> Date of access: 15 Mar. 2019.

Text reference:
(Schlünz & Barnard, 2013).

4.10 Study guides

Van der Walt, J.L. 2019. *Understanding the natural and technological world*. Faculty of Natural and Agricultural Sciences. Potchefstroom: North-West University. (Study guide, WVNS 211 EC / WVTS 211 EC).

Text reference:
(Van der Walt, 2019:4).

4.11 Newspaper articles

4.11.1 Newspaper articles in printed format

Author Date Title of newspaper article

Mahlangu, I. 2018. SARS to get hard on tax defaulters: delinquents to face prosecution. *Sowetan*, 3 Jul., p. 9. ← Page number of article

Text reference: (Mahlangu, 2018:9). Title of newspaper (italics) Day and month of newspaper

4.11.2 Electronic newspaper articles

Use the following format for newspaper articles in HTML-format:

Nxumalo, L. 2019. More women are buying property, banking report shows. *Sunday Tribune*, 30 Jun. <https://www.iol.co.za/sunday-tribune/news/more-women-are-buying-property-banking-report-shows-28213586> Date of access: 1 Jul. 2019.

Text reference: (Nxumalo, 2019). No page number – newspaper article in HTML format

4.12 Acts

4.12.1 South African acts

As acts are available from a variety of printed and online sources, information about the publisher is unnecessary. Give the official name of the act in the text reference and in the reference list.

Short title of act (italics) Number and year

Social Housing Act 16 of 2008.

Text reference: The Social Housing Act 16 of 2008 stipulates that

Constitution of South Africa:

Constitution of the Republic of South Africa 1996.

Text reference:

In terms of Section 26 of the *Constitution of South Africa (1996)* everyone has the right to have access to adequate housing.

4.12.2 International acts

Name of the act (italics)

Volume and name of the code where act appears (U.S.C. = United States Code)

Civil Rights Act of 1991 42 U.S.C. § 2000e-2.

Text reference:

(Civil Rights Act of 1991).

Section of code

4.13 Law reports

Title of the case (italics)

Date Collection of law reports

Watson and another v Renasa Insurance Company Limited 2019 2 All SA 280 (WCC).

Text reference:

Page number Court

Volume of reporting

The case *Watson and another v Renasa Insurance Company Limited* (2019) demonstrates to which extraordinary lengths the defendant insurance company has gone to avoid payment to its insured.

4.14 Government publications

4.14.1 Government Gazette

National Government publishes the Government Gazette to communicate messages of national importance to the general public. Several types of government documents are published in the Government Gazette, like notices, regulations, bills, proclamations etc.

Name of Department (Author)	Gazette number	Date	Title of notice
-----------------------------	----------------	------	-----------------

Department of Water and Sanitation (South Africa). 2019. National Water Act, 1998 (Act no. 36 of 1998): proposed classes of water resource and resource quality objectives for the Berg catchment.
(Notice 655). *Government Gazette*, 42451:121, 10 May.

Text reference: (Department of Water and Sanitation, 2019:121).

The notice was published on p. 121 in the *Government Gazette* of 10 May.

President of the Republic of South Africa. 2019. National Prosecuting Authority Act (32/1998): establishment of an Investigating Directorate in the Office of the National Director of Public Prosecutions. (Proclamation no. 20 of 2019). *Government Gazette*, 42383:4-5, 4 Apr.

Text reference:
(President of the Republic of South Africa, 2019:4).

4.14.2 Provincial Gazette

As is the case with the Government Gazette, provincial government documents like notices and ordinances, are published in the Provincial Gazette.

City of Tshwane Metropolitan Municipality. 2016. Waste management bylaw. (Notice 1393 of 2016). *Provincial Gazette*, 274:209-241, 24 Aug.

Text reference:
(City of Tshwane Metropolitan Municipality, 2016:210).

4.15 The Bible and other religious writings

4.15.1 The Bible

When it is considered essential for the Bible to be included in the reference list (for example when various translations are compared) it is done as follows. Use the wording as it appears on the title page.

Text reference:

The words in Psalms 23:6 “... goodness and mercy shall follow me” (Bible, 1989) are translated in the New international version (Bible, 1995) with: “... goodness and love will follow me.”

Reference list:

Bible. 1989. *Life application Bible*. King James version. Wheaton, IL: Tyndale.

Bible. 1995. *The Holy Bible*. New international version. Cape Town: Bible Society of South Africa.

4.15.1.1 Bible commentaries

Evans, M.J. 2017. *Judges and Ruth: an introduction and commentary*. Downers Grove, IL: InterVarsity Press. (Tyndale Old Testament commentaries, 7).

Text reference:

(Evans, 2017:96).

4.15.2 The Quran

Quran. 1967? *Holy Quran*. Text, translation and commentary by Abdullah Yusuf Ali. Durban: Sartaj.

Text reference:

(Quran, 1967?).

4.16 Classical works

Aristotle. 1857. *The metaphysics of Aristotle*. Literally translated from the Greek, with notes, analysis, questions and index by the Rev. John M'Mahon. London: H.G. Bohn. (Bohn's classical library, v. 8).

Text reference:

(Aristotle, 1857:21).

Homer. 1890. *Illiad, Books 1-12*. Introduction, a brief Homeric grammar and notes by D.B. Monro. 3rd ed., rev. Oxford: Clarendon Press.

Text reference:

(Homer, 1890:101).

4.17 Personal correspondence (interviews, letters, e-mail) The author is the interviewee. Do not italicise the title, as it is not a formally published document. Includes private correspondence via a social media platform.

Interviewee

Date

Title / topic of interview (no italics)

Coutinho, A. 2013. The requirement for an explosives engineering degree in the South African explosives industry, Department of Mineral Resources [Personal interview]. 7 Oct., Pretoria.

Text reference:

(Coutinho, 2013).

Form of communication

Day Month, Place

Molefe, Z. 2018. Research data management [e-mail correspondence]. 1 Apr.

Text reference:

(Molefe, 2018).

4.18 Patents

Give the name of the inventor(s), the date of the invention, the title of the patent / invention and the patent number. If found on the internet, give the URL and date of access.

Inventors

Date

Title

Jungerman, R.L. & King, R. 2013. *Solar monitor for solar device*. (Patent: US 8610425). <http://www.freepatentsonline.com/8610425.html> Date of access: 26 Jun. 2019.

Text reference:

(Jungerman & King, 2013).

Patent: Country of issue (use abbreviations below) Patent number

URL and Date of access

Country codes of patents:

AP – African Regional Industrial Property Organization	FI - Finland	MX – Mexico
AR – Argentina	FR – France	NL – Netherlands
AT – Austria	GB – United Kingdom	NO – Norway
AU – Australia	GC – Gulf Cooperation Council	NZ – New Zealand
BE – Belgium	GR – Greece	PH – Philippines
BG – Bulgaria	HK – Hong Kong	PL – Poland
BR – Brazil	HR – Croatia	PT – Portugal
CA – Canada	HU – Hungary	RO – Romania
CH – Switzerland	IE – Ireland	RU – Russia
CN – China, People’s Republic of	IL – Israel	SE – Sweden
CR – Costa Rica	IN – India	SG – Singapore
CS – Czechoslovakia	IP – Web publication	SI – Slovenia
CZ – Czech Republic	IT – Italy	SK – Slovakia
DD – German Democratic Republic	JP – Japan	SU – USSR
DE – Germany	KR – Korea, Republic of	TR – Turkey
DK – Denmark	LT - Lithuania	TW – Taiwan
EE – Estonia	LU – Luxemborg	US – Unite States
EG – Egypt	LV – Latvia	WO – WIPO (World Intellectual Property Organization)
EP – EPO (European Patent Office)	MC – Monaco	ZA – South Africa
ES – Spain	MD – Moldova	

4.19 Standards

Author (e.g. SANS) Date Title of standard

SANS (South African National Standards). 1997. *Mechanical vibration and shock: evaluation of human exposure to whole-body vibration, Part 1: General requirements*. Pretoria: SABS Standards Division. (SANS 2631-1).

Text reference:
(SANS, 1997:5).

Place of publication: Publisher Number of standard

Author Date Title of standard

ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers). 2010. *Ventilation for acceptable indoor air quality*. Atlanta, GA. (ANSI/ASHRAE standard 62.1-2010).

Text reference:
(ASHRAE, 2010:11).

Place of standard. Note: Publisher omitted, as it is the same as the author Number of standard

4.20 Musical scores

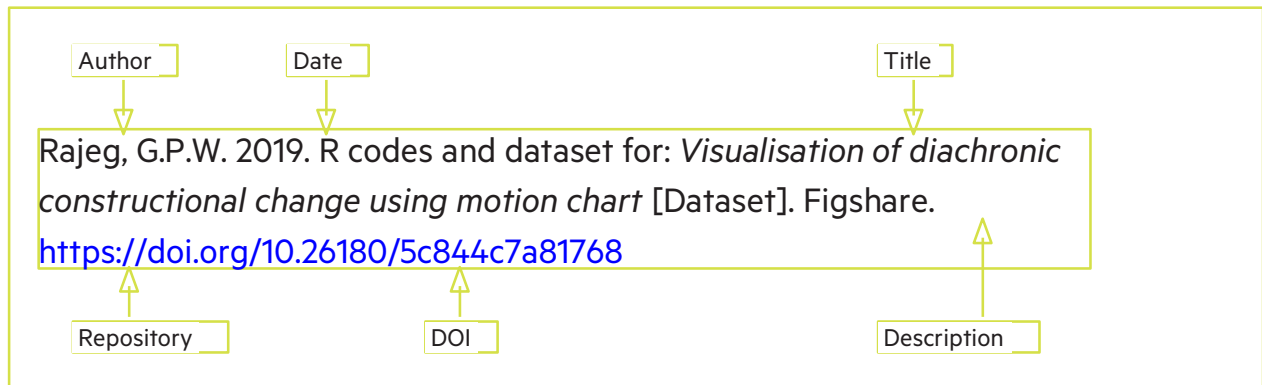
Mozart, W.A. 1900. *Eine kleine Nachtmusik*, G Dur, KV 525 [Score].
Leipzig: Breitkopf & Härtel.

Text reference:
(Mozart, 1900).

4.21 Datasets

A dataset is a collection of data organised in a certain structure for processing by statistical software. Datasets are stored in repositories, websites or can be published as accompanying material with a journal article, thesis, etc. Because of the possibility for data to be re-used by other researchers it is necessary to cite datasets. A citation to a dataset must have the following elements:

Author, Date, Title (in italics), Description (e.g. dataset), Publisher or repository, DOI, URL or permanent link.



4.22 Audiovisual and other media

Indicate the type or medium in square brackets at the end of the entry.

CD

Haydn, J. 2001. *Piano concertos*. Producer: Georges Kadar, performed by Franz Liszt Chamber Orchestra. New York, NY: Sony Classical. [CD].

Text reference:

(Haydn, 2001).

Wolf, H. 2010. Vier mignon Lieder aus Gedichte von J.W. von Goethe. In: Grieg, E., Wolf, H., Rachmaninoff, S., Wilding, J. & De Villiers, P. *Songs*. Performed by Mark Nixon, Erica Eloff, King's Piano Trio. London: Bel Canto Records. [CD].

Text reference:

(Wolf, 2010).

DVD

Wise, R. 2002. *The sound of music*. Produced by Argyle Enterprises. Beverley Hills, CA: Twentieth Century Fox Home Entertainment. [DVD].

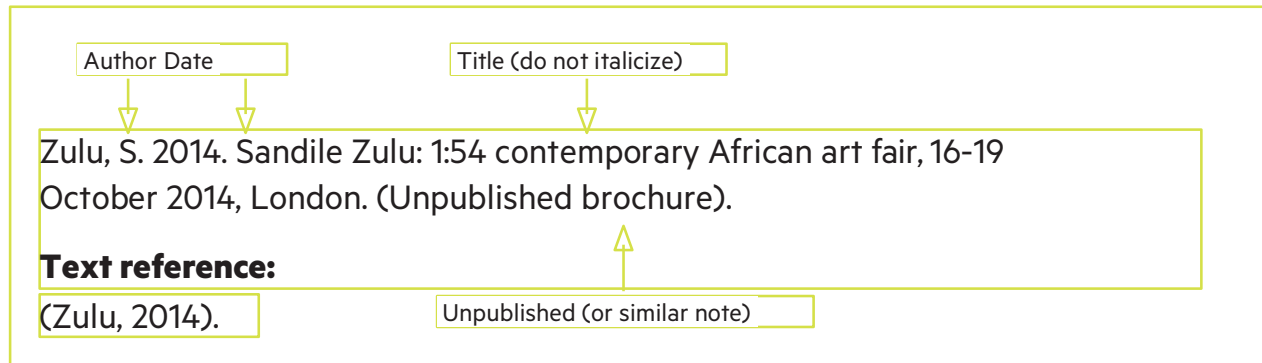
Text reference:

(Wise, 2010).

4.23 Unpublished work

This includes manuscripts not formally published, programmes, brochures etc.

Note: Do not italicize the titles of unpublished works.



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<https://www.imf.org/~media/Files/Publications/WP/2019/WPIEA2019124.ashx> Date of access: 11 Jun. 2019.

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