



NWU

Referencing guide

NWU REFERENCING GUIDE

NWU Harvard
Reference style of the
Faculty of Law
APA

Library Services, Potchefstroom Campus

2012

North-West University
Potchefstroom

NWU Referencing guide

NWU Harvard, Reference style of the Faculty of Law and APA

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North-West University, Potchefstroom Campus

Potchefstroom

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Graphic design by Susan van Biljon (Graphikos)

Printed and bound by Platinum Press, Potchefstroom

ISBN 978-0-620-52202-1

PREFACE

The Potchefstroom Campus of the North-West University is serious about developing its research profile. The Library is enthusiastic in assisting this

- by providing information sources of the highest quality, by assisting staff and students to use it effectively, and
- by establishing and providing tools that facilitate the research process.

One of the latter is this reference guide concerned with different bibliographic styles and which is a substantial revision of the **Verwysings** and **Quoting Sources** revised in 2006. In this guide some aspects received specific attention:

- The presentation is more user-friendly not only as far as typography is concerned but also with regard to guidelines for references to electronic sources.
- We looked into the use of the Harvard style elsewhere, and specifically at other South African universities. The adapted rule about the use of small and not capital letters for author entries is based on this.
- There are also short explanations of the APA-style (based on the American Psychological Association's **Publication Manual** 6th edition) and a Reference Style for Law is also included (in consultation with the Faculty of Law on the Potchefstroom Campus).

Because we know how important these guidelines are not only for staff but specifically for students in the different stages of their studies, it is a privilege for the Library to offer them this guide. Especially Anneke Coetzee and Louise Vos of our Information Services deserve praise for the hard work that went into this publication. The final decision about styles and standards is an academic one but the Library is proud to offer this guide as a contribution.

Tom Larney
Director Library Services

11 November 2011



NWU REFERENCING GUIDE

HARVARD 1

LAW 37

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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 report or academic writing, without a reference or quoting it in inverted commas, it implies that it is your own work or idea. If this is not the case however, you commit plagiarism – a very serious transgression in academic circles. By using precise textual references and entries in your reference list, plagiarism is prevented.

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 his or her information.
- 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.

TEXT REFERENCES 2

2.1– 2.5

A text reference consists of the author's surname, the date and page number(s) of the original source of information. A complete reference must appear in the reference list. Text references can be made in either one of two ways:

As part of the sentence:

According to Salatin (2009:195) the most unnatural characteristic of the food industry is the notion that all food items should be available everywhere at all times.

At the end of the sentence:

Text:

The notion that all food items should be available everywhere at all times, is the most unnatural characteristic of the food industry (Salatin, 2009:195).

Reference list:

Salatin, J. 2009. Declare your independence. (In Weber, K., ed. Food, Inc.: how industrial food is making us sicker, fatter, and poorer – and what you can do about it. New York, NY: Public Affairs. p. 183-196).

2.1 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.

Visser (1983:12) contends that "there must be a conclusion for all sentences".

They pass the remark that "few such cases exist" (De Beer, 1986:3).

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.

"It was anciently believed that a baby born with teeth already formed would 'bite the world' and was made for villainy." (Smith, 1977:70).

Visser (1983:12) asserts: "There must be a conclusion for all sentences."

2.2 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.

By comparing the view of Jones (1986:15) with that of Smith (1994:147), it ...

This argument is supported by Cogan (1989:156).

According to King (1995:21) it is ...

Mayer (1990:10) maintains that ...

It is preferable to place the reference at the end of the sentence if the author is an institution.

South Africa's unemployment rate in 2010 was 24% (StatsSA, 2010).

2.3 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 follows:

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 are indicated in the source list. In this case it is Williams.

2.4 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.

A recession is expected (Crade, 1995:89; Leeds & Smith, 1996:8; Vance, 1994:6).

2.5 Authors

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

2.5.1 One author

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

Text:

South Africans feel they have been cut off from their past and that their identity is that of fragmentation and substitution (Duvenhage, 2009:23).

Reference list:

Duvenhage, P. 2009. The ambivalent face of globalization. *Discourse: unforeseen consequences of globalization*, 37(1):18-23.

2.5.2 Two authors

Text:

Gardner and Shelton (1967:40) refer to the problem of communication with paralysed patients who also suffer ...

Text:

All procedures must be explained to the patient (Gardner & Shelton, 1967:74).

Note the difference between the two examples in the text: **&** is used in the brackets but **and** is used in the full sentence.

Reference list:

Gardner, E.K. & Shelton, B. 1967. The intensive therapy unit and the nurse. London: Faber and Faber.

2.5.3 More than two authors

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

Text:

According to Meyer *et al.* (1973:74) photosynthesis is ...

Reference list:

Meyer, B.S., Anderson, D.P., Bohning, R.H. & Fratanna, D.G. 1973. Introduction to plant physiology. New York: Van Nostrand.

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

Bruning, McGrew & Cooper, 2006, as well as Bruning, DeMiglio & Embry, 2006, will both abbreviate to Bruning *et al.*, 2006.

Text:

(Bruning, McGrew *et al.*, 2006:26) and (Bruning, DeMiglio *et al.*, 2006:35)

Reference list:

Bruning, S.D., DeMiglio, P.A. & Embry, K. 2006. Mutual benefits as outcome indicator: factors influencing perception of benefit in organization-public relationships. *Public relations review*, 32(1):33-40.

Bruning, S.D., McGrew, S. & Cooper, M. 2006. Town-gown relationships: exploring university-community engagement from the perspective of community members. *Public relations review*, 32(2):125-130.

2.5.4 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.

Text:

Packaging serves a dual role from a logistics perspective (Pienaar, 2010a:230).

Text:

Because of their fixed right of way, access to pipelines is limited (Pienaar, 2010b:109).

Reference list:

Pienaar, W.J. 2010a. Logistics aspects of petroleum pipeline operations. *Journal of transport and supply chain management*, 4(1):224-242.

Pienaar, W.J. 2010b. Efficiency and effectiveness aspects of petroleum pipeline operations: pipes, pumps and valves. *IMIESA*, 35(10):105-106, 109, 111.

2.5.5 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 is 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?: notes. *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.

2.5.6 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 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%20Chamber%20Music> Date of access: 29 Sep. 2010.

2.5.7 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 university emphasises that infringement of copyright is unethical, dishonest and contrary to the ethos of the university as a value-driven institution (NWU, 2010:32).

Reference list:

NWU (North-West University). 2010. Manual for postgraduate studies. <http://www.nwu.ac.za/sites/default/files/files/library/documents/manualpostgrad.pdf> Date of access: 10 Oct. 2011.

3.1 General principles

- All sources referred to in the text must be included in one alphabetical list (according to first authors).
- Use the term “reference list” to refer to sources which were directly used. 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.
- Start the reference list on a new page.
- Do not number entries or use “bullets” in the reference list.
- Use 1.5 spacing and leave open a line 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).
- Leave two spaces after each element of the entry. Compare the following examples where ** represents two spaces.

Book:

Bester, H.**2006.**How to cope with AD/HD: a South African guide for parents, teachers & therapists.**Cape Town: Human & Rousseau.

Journal:

Malan, C.W.**1998.**Development communication as part of culture.***Communicare*, 17(1):49-78.

- All entries must have a full stop at the end.
- Do not use a full stop after a URL (internet address). The URL must not be a hyperlink.

- Make the necessary cross-references in the reference list to lead the reader from the source in the text reference to the correct entry in the reference list (the reference list and text reference must correlate). See the example of a reference list in this guide.

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 one author
- Sources with co-authors

Compare the entry for Deci, E.L. in the example of a 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” are arranged alphabetically according to the word.

Mac Lean, W.

Mc Donald, B.

McArthur, K.

REFERENCES TO SPECIFIC SOURCES IN THE REFERENCE LIST

4.1– 4.21

4

4.1 Books

Author	Date	Title	Edition	City / Town of publisher	Publisher
Koller, J.M.	2007.	Asian philosophies.	5th ed.	Upper Saddle River, NJ:	Pearson Prentice Hall.

4.1.1 Editor(s)

Use the abbreviations *ed. / eds.* – editor(s); *red. / reds.* – redakteur(s); *Hrsg.* – Herausgeber in italics in the language of the source. It is placed after the surname and initials and is preceded by a comma.

Glatzeder, B.M., Goel, V. & Von Müller, A., *eds.* 2010. Towards a theory of thinking: building blocks for a conceptual framework. Heidelberg: Springer.

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.

The text reference will be (Shakespeare, explained by Dowden, 1940).

4.1.2 Date of publication

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

1982 or 1983	When one or the other date is correct
1993?	The probable date
s.a.	(sine anno - without date) Year absolutely unknown - use only in highly exceptional cases

Except for literary or classical works it is not necessary to mention reprints as the text has not changed. Give the original date.

For literary works it may be informative to give the date of the reprint.

Dickens, C. 1903 printing. The adventures of Oliver Twist. London: Richards.

The text reference will be (Dickens, 1903).

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 MMXI is 2011.

4.1.3 Title

Use the complete 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.

Pillay, S.S. 2011. Your brain and business: the neuroscience of great leaders. Upper Saddle River, NJ: FT Press.

4.1.4 Edition

The first edition is not mentioned. Use the following abbreviations:

Engels	2nd ed. / 3rd ed. / 4th ed.
Afrikaans	2de uitg. / 8ste uitg.
Duits	2. Aufl.
Nederlands	3de dr.

Creswell, J.W. 2012. Educational research: planning, conducting, and evaluating quantitative and qualitative research. 4th ed. Boston: Pearson.

4.1.5 Place of publication

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

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

Use the following table:

Alabama	Ala./AL	Montana	Mont./MT
Alaska	Ak./AK	Nebraska	Nebr./NE
Arizona	Ariz./AZ	Nevada	Nev./NV
Arkansas	Ark./AR	New Hampshire	N.H./NH
California	Calif./CA	New Jersey	N.J./NJ
Colorado	Colo./CO	New Mexico	N.Mex./NM
Connecticut	Conn./CT	New York	N.Y./NY
Delaware	Del./DE	North Carolina	N.C./NC
Distr. of Columbia	D.C./DC	North Dakota	N.D./ND
Florida	Fla./FL	Ohio	Oh./OH
Georgia	Ga./GA	Oklahoma	Okla./OK
Hawaii	Hi./HI	Oregon	Oreg./OR
Idaho	Id./ID	Pennsylvania	Pa./PA
Illinois	Ill./IL	Rhode Island	R.I./RI
Indiana	Ind./IN	South Carolina	S.C./SC
Iowa	Ia./IA	South Dakota	S.D./SD
Kansas	Kans./KS	Tennessee	Tenn./TN
Kentucky	Ky./KY	Texas	Tex./TX
Louisiana	La./LA	Utah	Ut./UT
Maine	Me./ME	Vermont	Vt./VT
Maryland	Md./MD	Virginia	Va./VA
Massachusetts	Mass./MA	Washington	Wash./WA
Michigan	Mich./MI	West Virginia	W.Va./WV
Minnesota	Minn./MN	Wisconsin	Wis./WI
Mississippi	Miss./MS	Wyoming	Wyo./WY
Missouri	Mo./MO		

4.1.6 Publisher

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 one and the same person or institution, the name of the publisher is omitted and only the town or city is named.

Unnecessary words such as “Inc.,” “Co.,” “Publishing” and “Sons” are omitted.

Harrison, J.S. 2003. Strategic management of resources and relationships: concepts and cases. New York, NY: Wiley.

American Psychiatric Association. 1994. Diagnostic and statistical manual of mental disorders: DSM-IV. 4th ed. Washington, DC.

Author is the same as publisher and not mentioned again

4.1.7 Series

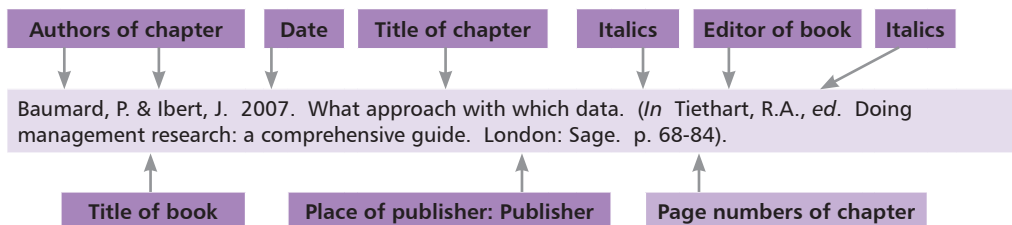
If the publication is part of a series, the series and number are placed in brackets at the end of the reference.

Farmer, P. 2010. Partner to the poor: a Paul Farmer reader. Berkeley: University of California Press. (California series in public anthropology, 23).

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 quoted, the author of the chapter must be used as the author of the quoted source. The information of the collected work is placed in brackets and the page numbers of the chapter are added.



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.

Text:

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

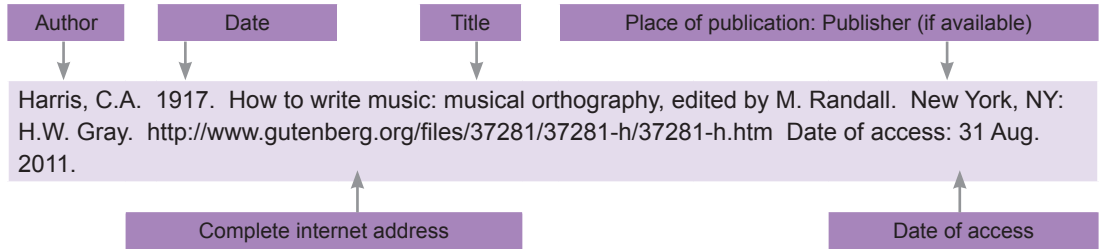
Reference list:

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

4.3 Electronic books (e-books)

If an e-book is a PDF-version of the original printed book and the page numbers are the same, give the bibliographic information similar to that of the printed book. There is no need to indicate the database.

Books retrieved from the internet in HTML-format (without page numbers):



4.3.1 E-book readers ("kindle")

E-books downloaded on e-book readers like the kindle, doesn't have page numbers, but location numbers. In the text use paragraph numbers, or use chapter and section numbers.

Text:

Within every person is a gold mine from which he can extract everything he needs to live a joyous and abundant life (Murphy, 2010:par. 1).

Reference list:

Murphy, J. 2010. The power of your subconscious mind [Kindle ed.]. Available: <http://www.amazon.com>

4.4 Encyclopedias

4.4.1 Article with an author (signed article)

Some encyclopedias display only the author's initials. A list of contributors (authors) can usually be found in the first or the last part of the set.

For references to Encyclopaedia Britannica, add the section in brackets e.g. (*In* The new encyclopaedia Britannica (Macropaedia), 8:853-857).

Text:

Hieroglyphs are similar to art forms (Brunner, 1984:853).

Reference list:

Brunner, H. 1984. Hieroglyphic writing. (*In* World book encyclopedia, 3:213-215).

4.4.2 Anonymous article

First ascertain whether the author is mentioned at the beginning or end of the article. If there is no indication of an author, use Anon. (author unknown).

Text:

The biggest stalagmite in the Sudwala cave ... (Anon., 1974:341).

Reference list:

Anon. 1974. Sudwala caves. (*In* Standard encyclopaedia of Southern Africa, 10:340-341).

4.4.3 Electronic encyclopedias

Article with author:

Lever-Tracy, C. 2008. Global warming. (*In* Encyclopedia of the social sciences. http://www.encyclopedia.com/topic/global_warming.aspx Date of access: 31 Aug. 2011).

Wikipedia:

Wikipedia. 2011. Geographic information system. <http://en.wikipedia.org/wiki/GIS> Date of access: 31 Aug. 2011.

Note: Wikipedia is not a scientific source.

4.5 Dictionaries

When a dictionary is consulted purely to clarify unintelligible 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.

Use the dictionary's title in the text reference, and begin the entry in the reference list with the title of the dictionary.

Text:

Motor learning is the process of acquiring and perfecting motor skills and movements, either through simple acts or complex sequences of movements (APA dictionary of psychology, 2007:596).

Reference list:

APA dictionary of psychology. 2007. Washington, DC: American Psychological Association.

Text:

The Oxford advanced learner's dictionary of current English (2006:632) defines globalization as "the fact that different cultures and economic systems around the world are becoming connected and similar to each other because of the influence of large multinational companies and of improved communication".

Note punctuation - full stop outside quotation marks

Reference list:

Oxford advanced learner's dictionary of current English. 2006. 7th ed. Oxford: Oxford University Press.

4.5.1 Electronic dictionaries

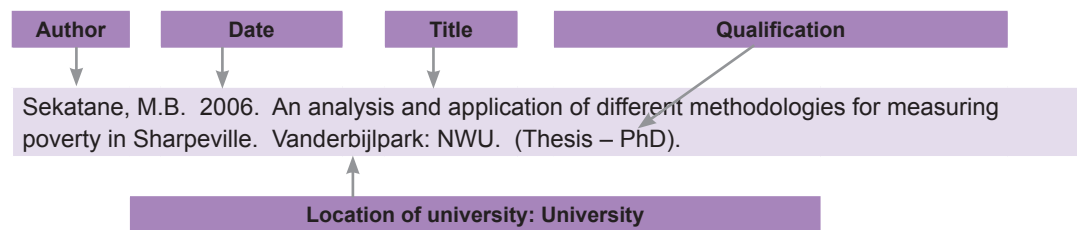
Merriam-Webster's Medical Dictionary. 2007. Antibiotics. <http://dictionary.reference.com/browse/antibiotics> Date of access: 31 Aug. 2011.

4.6 Theses and dissertations

Use recognised abbreviations for universities and degrees. Full stops are optional in abbreviations. According to the NWU manual for postgraduate study, the following terms are used:

Afrikaans	English
Skripsie	Mini-dissertation
Verhandeling	Dissertation
Proefskrif	Thesis

For international theses and dissertations use the terms on the title page.



Acott, H. 2006. The professional services business sector's response to the HIV/AIDS epidemic. Pretoria: UP. (Dissertation – MBA).

Roberts, T.L. 2010. Soil-based tests for nitrogen fertilizer recommendations in Arkansas rice production. Fayetteville, AR: University of Arkansas. (Dissertation – PhD).

4.7 Conference publications

Refer to conference proceedings published in a collection, in the same way as a chapter in a collected work.

Text:

Present-day physics is indeterministic (Putman, 1979:128).

Reference list:

Putman, H.W. 1979. The place of facts in a world of values. (In Huff, D. & Prewett, O., eds. The nature of the physical universe: 1976 Nobel Conference organized by Gustavus College, St. Peter, Minnesota. New York, NY: Wiley. p. 113-140).

4.7.1 Conference presentations not formally published

Brinson, K.H., Jr. & Miller, J. 1995. Invitational theory and total quality management: implications for professional practice and educational reform. Paper presented at the Annual Meeting of the Northeastern Educational Research Association, Ellenville, NY, 25 October. <http://www.eric.ed.gov/PDFS/ED393204.pdf> Date of access: 1 Nov. 2008.

Give internet address if available

4.8 Study guides

Venter, C. 2011. Psychometry. Potchefstroom: NWU, Potchefstroom Campus. (Study guide PSYC 671).

4.9 The Bible and other religious writings

4.9.1 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:

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.

4.9.2 The Quran

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

4.10 Classical works

Calvin, J. 1952-1967. Opera selecta, ediderunt P. Barth, G. Niesen. 4 vols. München: Kaiser.

Cicero, M.T. 1875. The academic questions, Treatise De finibus, and Tusculan disputations of M.T. Cicero. Literally translated by C.D. Yonge. London: Bell. (Bohn's classical library).

4.11 Translations

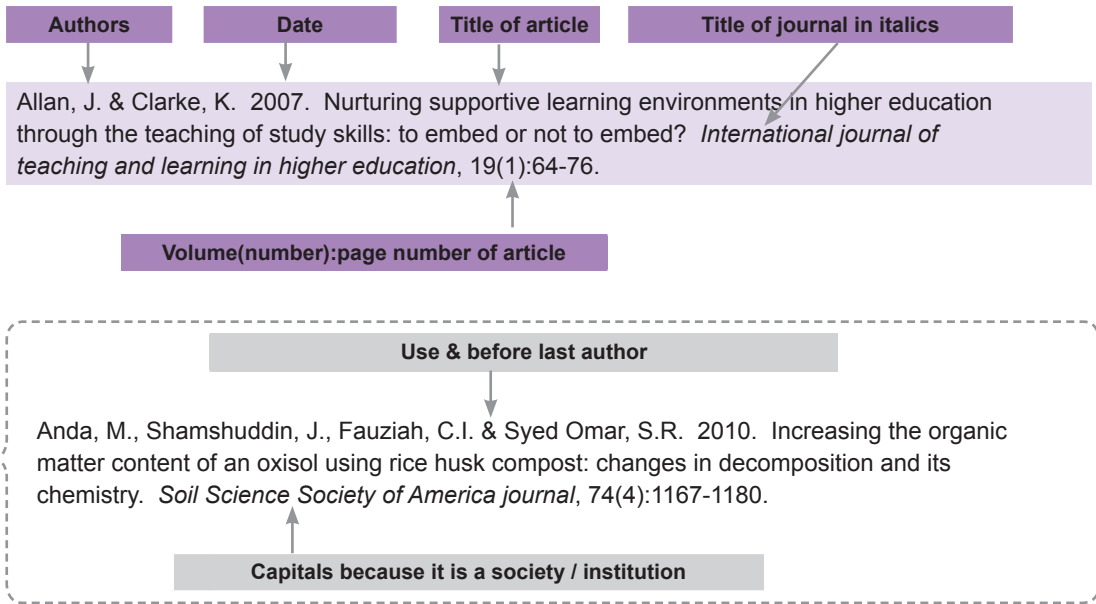
Hitler, A. 1961. Mein Kampf. Translated from the German by John Ayles. London: McGraw-Hill.

4.12 Journal articles

All the authors of a journal article must be mentioned in the reference list.

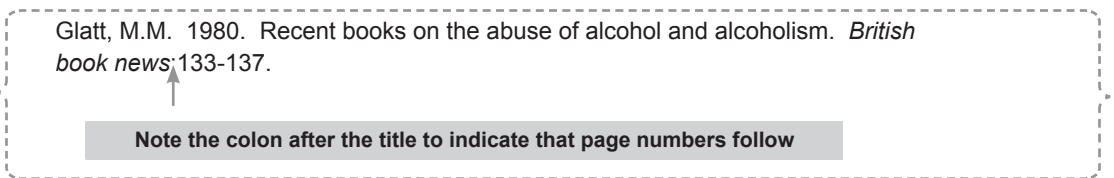
The journal title must be written in full and in italics – do not use journal abbreviations. Only the first letter of the first word, proper names and German nouns in the title are written in capital letters.

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



4.12.1 Journal articles without volume or issue

This seldom occurs. An entry will look like this:



4.12.2 Unpublished journal articles ("in press")

Journal articles already accepted by a journal but which have not yet been published formally in a specific issue are entered like this:



De Klerk, B.J., De Wet, F.J. & Pieterse, H.J.C. 2012? Die noodsaak daarvan om metateoretiese vertrekpunte in prakties-teologiese wetenskapsbeskouing en –beoefening te verreken. *In die Skriflig* (Ter perse).

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

4.12.3 Electronic journal articles

If an electronic article is a PDF-version of the original printed article and the page numbers are the same, give the bibliographic information similar to that of the printed article. There is no need to indicate the database.

Use the following format for journal articles retrieved from the internet in HTML-format (without page numbers):

Text:

No page numbers

According to Bordonaro (2008) matters surrounding plagiarism are potential causes of great confusion for international students.

Reference list:

Bordonaro, K. 2008. Exploring the connections between information literacy and writing for international students. *Journal of information literacy*, 2(2). <http://jil.lboro.ac.uk/ojs/index.php/JIL/article/view/RA-V2-I2-2008-1/165> Date of access: 5 Sep. 2011.

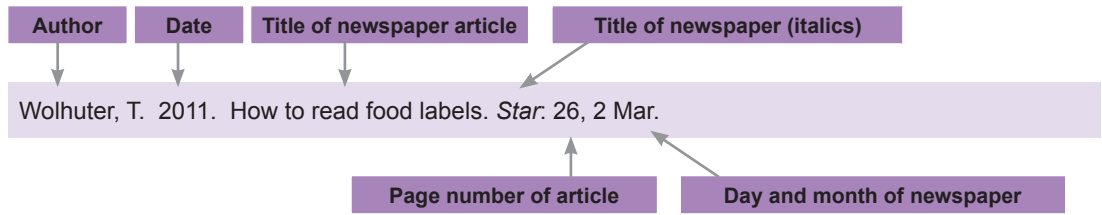
4.12.4 Abstracts of journal articles

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. The following format is used:

Pasek, J., Opara, J., Pasek, T., Kwiatek, S. & Sierón, A. 2010. The contemporary look on physiotherapy in Parkinson's disease – some chosen questions. *Aktualnosci neurologiczne*, 10(2):94-99. (Abstract).

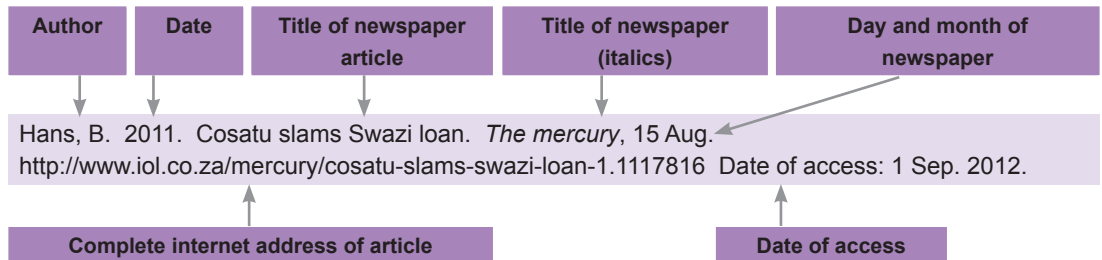
4.13 Newspaper articles

4.13.1 Newspaper articles in printed format



4.13.2 Electronic newspaper articles

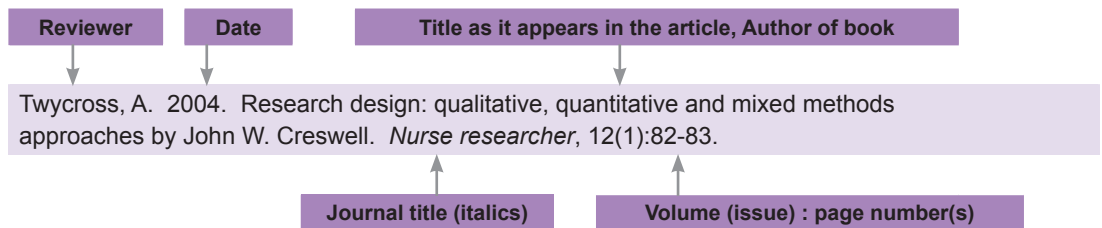
Use the following format for newspaper articles in HTML-format:



If an electronic newspaper article is a PDF-version of the original printed article and the page numbers are the same, give the bibliographic information similar to that of the printed article. There is no need to indicate the database.

4.14 Book reviews

Books are usually reviewed in journals or newspapers.



Greig, R. 2006. Adolescent cuts the empire down to size: Spud, by John van de Ruit. *Sunday independent*:18, 25 Jun.

4.15 Government publications

4.15.1 Acts

As acts are available from a variety of printed and electronic sources, information about the publisher is unnecessary.

Country	Date	Act's name Number of year
South Africa.	1993.	Trade Marks Act 194 of 1993.

When referring to an act in your text, it is necessary to make a cross reference in the reference list from the act's name to "South Africa" to lead the reader to the correct entry in your reference list. If referring to several acts in your text, make a general cross reference in your reference list from "Acts" to "South Africa".

Text:

The Labour Relations Act (66 of 1995) regulates the organisational rights of trade unions.

Reference list:

Labour Relations Act **see** South Africa.

OR

Acts **see** South Africa.

South Africa. 1995. Labour Relations Act 66 of 1995.

Cite the Constitution as follows:

Text:

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

Reference list:

Constitution **see** South Africa.

South Africa. 1996. Constitution of the Republic of South Africa 1996.

4.15.2 Law Reports

Text:

In the case of *Motala v University of Natal* (1995), it is evident that ...

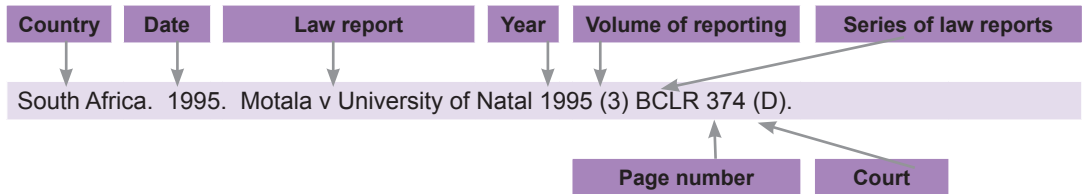
OR

....information on the internet must be carefully evaluated (*Motala v University of Natal*, 1995).

Reference list:

Make a general cross reference in your reference list from “Law reports” to “South Africa”

Law reports **see** South Africa.



4.15.3 Commissions of inquiry

The authors of government publications are usually government departments or commissions. An abbreviated form can be used in the text with a clear cross reference to the correct form in the reference list.

Text:

In its fourth interim report it appears that the Commission of Inquiry into Certain Organisations (1974:56) is convinced ...

Reference list:

Commission of Inquiry into Certain Organisations **see** South Africa. Commission of Inquiry into Certain Organisations.

South Africa. Commission of Inquiry into Certain Organisations. 1974. Fourth interim report. Pretoria: Government Printer. (RP33/1974)

Give the RP-no if applicable as it helps to find the government publication easily

4.15.4 Departments

Text:

In 2008, the average learner-educator ratio in ordinary schools was 30.5:1 (Department of Education, 2010:8).

Reference list:

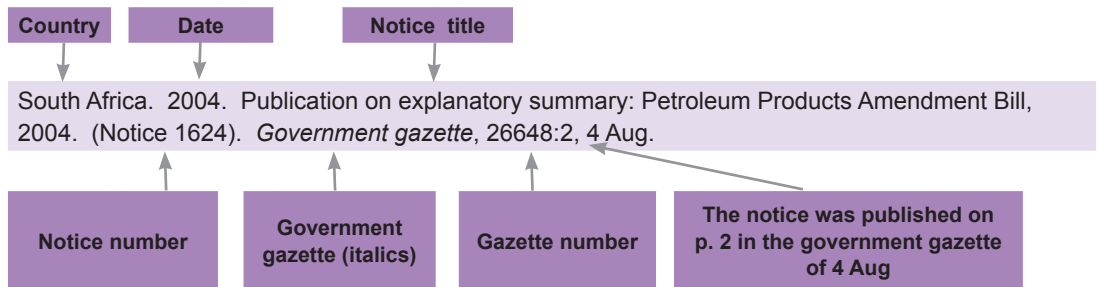
Department of Education **see** South Africa. Department of Education.

South Africa. Department of Education. 2010. Education statistics in South Africa 2008. Pretoria.

Author is the same as publisher, no need to mention it again

4.15.5 Government gazette

Several types of government documents are published in the government gazette, like notices, regulations, bills, proclamations etc.



South Africa. 2011. Petroleum Products Act 1977 (Act no. 120 of 1977): regulations in respect of the single maximum national retail price for illuminating paraffin. (Government notice no. R560). *Government gazette*, 34434, 5 Jul.

South Africa. 2005. Genetically Modified Organisms Amendment Bill. (B34 2005). *Government gazette*, 27913, 26 Aug.

South Africa. 2009. Commencement of the National Environmental Management: Protected Areas Amendment Act, 2009 (Act no. 15 of 2009). (Proclamation no. 69). *Government gazette*, 32660:3, 23 Oct.

4.15.6 Provincial gazette

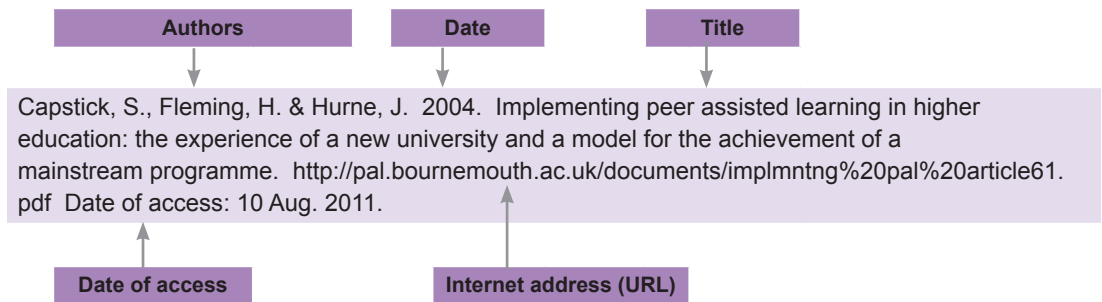
As is the case with the government gazette, provincial government documents like notices and ordinances, are published in the provincial gazette.

Mpumalanga (South Africa). 2011. Open season: ordinary game. (Notice 1 of 2011).
Provincial gazette, 1910:3-8, 14 Mar.

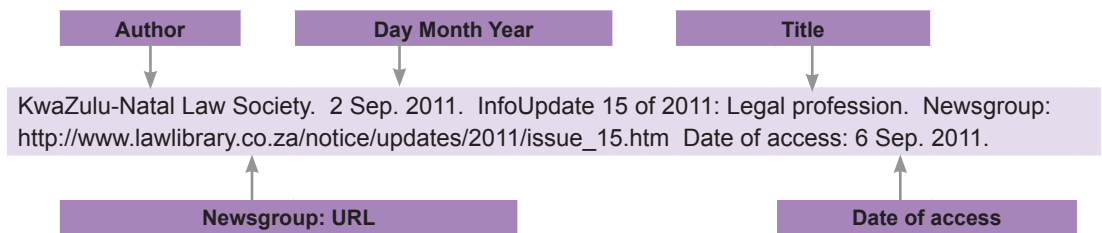
4.16 Internet and other electronic information sources

4.16.1 Internet articles

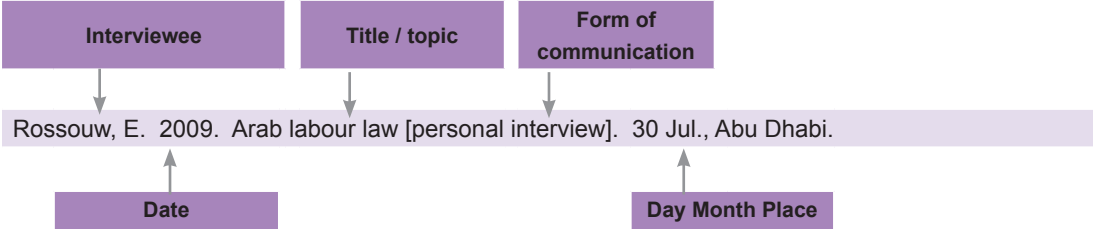
The specific internet address (URL) must be given for information retrieved from the internet. The address of the home page is insufficient. The reader must have easy access to the article.



4.16.2 Electronic newsletters



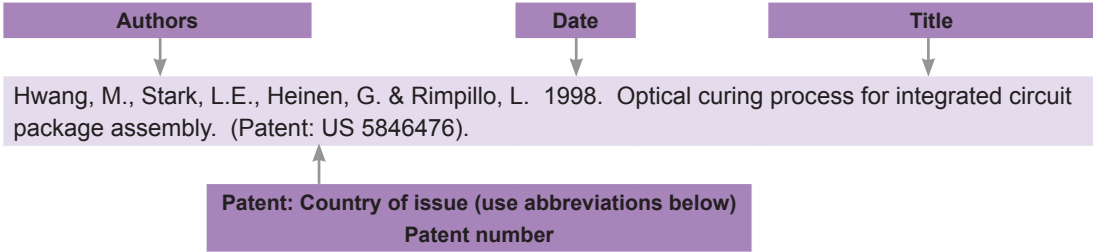
4.17 Personal correspondence (interviews, letters, e-mail)



Smith, R. 2010. Genealogical research of the Smith family [correspondence]. 26 Feb., Potchefstroom.

Basson, C. 2008. Databasisstatistieke [e-pos]. 1 Apr. 2008.

4.18 Patents

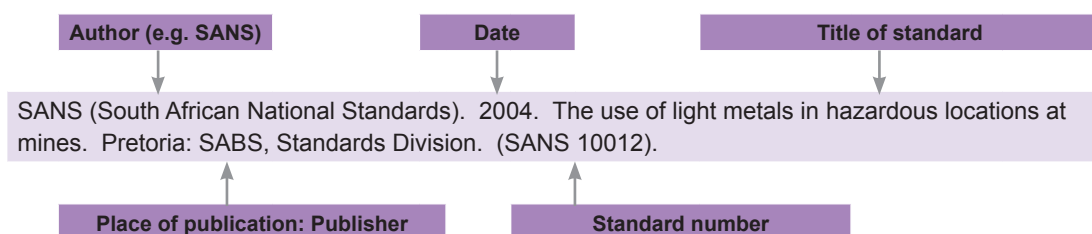


Land codes:

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 – Luxembourg	US – United 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



4.20 Audiovisual and other media

This section includes films, CD's / music recordings, videos / DVD's, radio and television broadcasts and podcasts.

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

CD

Maltin, L. 1995. Leonard Maltin review: Jurassic Park. (*In* Microsoft Cinemania '95.) [CD].

Sinatra, F. 2003. The best of Frank Sinatra, directed by Alex Stordahl. New York: Legacy. [CD].

DVD

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

PowerPoint

Kunka, J.L. 2005. Understanding writing: the rhetorical situation. A workshop brought to you by the Purdue University Writing Lab. <http://owl.english.purdue.edu/workshops/pp/2> Date of access: 23 Nov. 2005. [PowerPoint presentation].

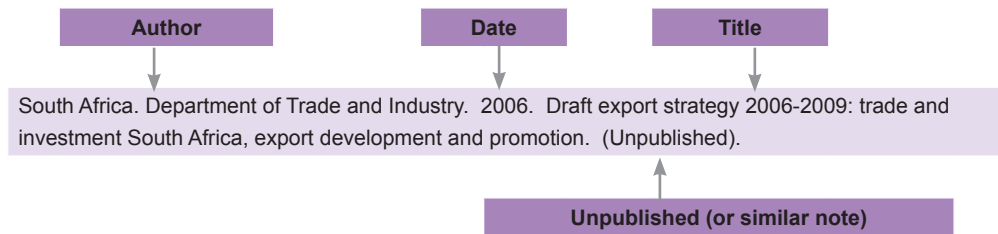
Podcast

RSG (Radio Sonder Grense). 30 Aug. 2011. Ons en die ekonomie. <http://www/rsg.co.za/potgooi-soek.asp> Datum van gebruik: 5 Sep. 2011. [Webafslaa].

Obama, B. 18 Jan. 2006. Honest leadership and open government. <http://obamaspeeches.com/044-Remarks-Honest-Leadership-and-Open-Government-Obama-Podcast.htm> Date of access: 6 Apr. 2011. [Podcast].

4.21 Unpublished work

This includes manuscripts not formally published.



EXAMPLE OF A REFERENCE LIST 5

Reference list

Acts **see** South Africa.

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

APA dictionary of psychology. 2007. Washington, DC: American Psychological Association.

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

Brinson, K.H., Jr. & Miller, J. 1995. Invitational theory and total quality management: implications for professional practice and educational reform. Paper presented at the Annual Meeting of the Northeastern Educational Research Association, Ellenville, NY, 25 October. <http://www.eric.ed.gov/PDFS/ED393204.pdf> Date of access: 1 Nov. 2008.

Bruning, S.D., McGrew, S. & Cooper, M. 2006. Town-gown relationships: exploring university-community engagement from the perspective of community members. *Public relations review*, 32(2):125-130.

Capstick, S., Fleming, H. & Hurne, J. 2004. Implementing peer assisted learning in higher education: the experience of a new university and a model for the achievement of a mainstream programme. <http://pal.bournemouth.ac.uk/documents/implmntng%20pal%20article61.pdf> Date of access: 10 Aug. 2011.

De Klerk, B.J., De Wet, F.J. & Pieterse, H.J.C. 2012? Die noodsaak daarvan om metateoretiese vertrekpunte in prakties-teologiese wetenskapsbeskouing en –beoefening te verreken. *In die Skriflig*, (Ter perse).

Deci, E.L. 1980. The psychology of self-determination. Lexington, MA: Lexington Books.

Deci, E.L. & Ryan, R.M. 2000. The what and why of goal pursuits: human needs and the self-determination of behavior. *Psychological inquiry*, 11(4):227-268.

Deci, E.L., Eghrari, H., Patric, B.C. & Leone, D.R. 1994. Facilitating internalization: the self-determination theory perspective. *Journal of personality*, 62(1):119-142.

Department of Education. **see** South Africa. Department of Education.

Departement van Onderwys. **kyk** South Africa. Department of Education.

Duvenhage, P. 2009. The ambivalent face of globalization. *Discourse: unforeseen consequences of globalization*, 37(1):18-23.

Fransman, W. 2005. Verwyder net eers die struikelblokke vir swart Afrikaanse skrywers. *Litnet*, 14 Okt. http://www.oulitnet.co.za/indaba/willem_fransman.asp Datum van gebruik: 10 Aug. 2006.

Gardner, E.K. & Shelton, B. 1967. The intensive therapy unit and the nurse. London: Faber and Faber.

Gentner, D. & Colhoun, J. 2010. Analogical processes in human thinking and learning. (In Glatzeder, B.M., Goel, V. & Von Müller, A., eds. Towards a theory of thinking: building blocks for a conceptual framework. Heidelberg: Springer. p. 35-48).

Hwang, M., Stark, L.E., Heinen, G. & Rimpillo, L. 1998. Optical curing process for integrated circuit package assembly. (Patent: US 5846476).

KwaZulu-Natal Law Society. 2 Sep. 2011. InfoUpdate 15 of 2011: Legal profession. Newsgroup: http://www.lawlibrary.co.za/notice/updates/2011/issue_15.htm Date of access: 6 Sep. 2011.

Mac Cormac, E.R. 1985. A cognitive theory of metaphor. Cambridge, MA: MIT Press.

Mc Clintock, M. 2002. The production and stability of creatine-containing sports supplements. Potchefstroom: PU for CHE. (Dissertation – MSc).

McArthur, R. 2011. Many are called, yet few are chosen: are neuropsychiatric clinical trials letting us down? *Drug discovery today*, 16(5-6):173-175.

Mpumalanga (South Africa). 2011. Open season: ordinary game. (Notice 1 of 2011). *Provincial gazette*, 1910:3-8, 14 Mar.

NWU (North-West University). 2010. Manual for postgraduate studies. <http://www.nwu.ac.za/sites/default/files/files/library/documents/manualpostgrad.pdf> Date of access: 10 Oct. 2011.

Oxford advanced learner's dictionary of current English. 2006. 7th ed. Oxford: Oxford University Press.

Pienaar, W.J. 2010a. Logistics aspects of petroleum pipeline operations. *Journal of transport and supply chain management*, 4(1):224-242.

Pienaar, W.J. 2010b. Efficiency and effectiveness aspects of petroleum pipeline operations: pipes, pumps and valves. *IMIESA*, 35(10):105-106, 109, 111.

Rossouw, E. 2009. Arab labour law [personal interview]. 30 Jul., Abu Dhabi.

Salatin, J. 2009. Declare your independence. (In Weber, K., ed. Food, Inc.: how industrial food is making us sicker, fatter, and poorer – and what you can do about it. New York, NY: Public Affairs. p. 183-196).

- SANS (South African National Standards). 2004. The use of light metals in hazardous locations at mines. Pretoria: SABS, Standards Division. (SANS 10012).
- Sekatane, M.B. 2006. An analysis and application of different methodologies for measuring poverty in Sharpeville. Vanderbijlpark: NWU. (Thesis – PhD).
- South Africa. 1993. Trade Marks Act 194 of 1993.
- South Africa. 1995. *Motala v University of Natal* 1995 (3) BCLR 374 (D).
- South Africa. 2009. Commencement of the National Environmental Management: Protected Areas Amendment Act, 2009 (Act no. 15 of 2009). (Proclamation no. 69). *Government gazette*, 32660:3, 23 Oct.
- South Africa. Commission of Inquiry into Certain Organisations. 1974. Fourth interim report. Pretoria: Government Printer. (RP33/1974).
- South Africa. Department of Education. 2010. Education statistics in South Africa 2008. Pretoria.
- South Africa. Department of Trade and Industry. 2006. Draft export strategy 2006-2009: trade and investment South Africa, export development and promotion. (Unpublished).
- Venter, C. 2011. Psychometry. Potchefstroom: NWU, Potchefstroom Campus. (Study guide PSYC 671).
- Wikipedia. 2011. Geographic information system. <http://en.wikipedia.org/wiki/GIS> Date of access: 31 Aug. 2011.
- Wise, R. 2002. The sound of music, produced by Argyle Enterprises. Beverley Hills, CA: Twentieth Century Fox Home Entertainment. [DVD].
- Wolhuter, T. 2011. How to read food labels. *Star*: 26, 2 Mar.

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GENERAL GUIDELINES FOR STUDENTS 1

1.1– 1.2

Subject to change.

See the PER-style on the NWU web page for the updated reference style and citation standard: <http://www.nwu.ac.za/content/style>

- All assignments and dissertations must be prepared in Microsoft Word.
- Use font type Arial 12pt.
- Justify text with 1.5 line spacing.
- All headings must start against the left margin.
- Leave one line open before and after quotations and between consecutive paragraphs.
- Tables and other graphics must be accompanied by headings, which must be numbered (e.g. Table 1) and must be uniform throughout.

1.1 Numbering of pages

- Number pages at the bottom centre of the page using Arabic numerals, e.g. 1, 2, 3, etc.
- Start numbering on the first page with text, after the front page. This is usually the page with the list of abbreviations.
- Page numbers must be in the same font as the text, namely Arial 12pt.

1.2 Headings

Note the use of full stops. No full stop after the last number of heading numbers.

Function	Numbering	Description	Example
Main heading	1	Bold	1 Constitutional provisions
Subordinate heading	1.1	<i>Bold + Italics</i>	1.1 Freedom Charter
Subsequent subordinate heading	1.1.1	<i>Italics</i>	1.1.1 <i>Right to life</i>
Any subsequent heading	1.1.1.1 (etc)	No bold or italics	1.1.1.1 Horizontal application

1.3 Language

- **British English** is the norm when using English.
- **Italics** for all words in a language other than the language of the assignment / dissertation, e.g. *inter alia*, *Rechtsstaat*, etc. This is also applicable for Afrikaans words in English assignments / dissertations. **Note that long quotations in a foreign language that are indented and justified, need not be typed in italics.**
- **Italics** for the titles of law journals, the titles of legislation and the names of court cases (see the style of reference examples).
- Only the first word of a heading in the text is capitalised except when normal language rules determine capital letters. However, in the titles of books referred to (for example in footnotes), all words except articles (the, a, an) and conjunctions (e.g. and, or) must be capitalised, e.g. The Important Book and not The important book.
- Use dictionaries and text books to check the use of small and capital letters - e.g. appeal, government, state and functionary, **but** Magistrate's Court, High Court of Appeal, the Constitutional Court and the Minister of Labour are written in capital letters.
- Use **capital letters** when referring to **a specific act, constitution, court or functionary**, e.g. the "Namibian Constitution" or the "Constitution of Australia". This rule also applies to the above examples.
- Use **small letters** when referring in general to a constitution or an act as legal source, e.g. "countries' constitutions usually contain a list of enforceable rights ..." or "there are various constitutions regulating the law of property ..." This rule also applies to the above examples.
- Note that "constitutional" is written in small letters except at the beginning of a sentence.
- The **official prescribed** method for referring to the new Constitution of South Africa is: *Constitution of the Republic of South Africa*, 1996.
- Avoid the use of personal pronouns such as "me" and "I".
- Avoid the use of the **passive form** as far as possible.
- If complete sentences are written in brackets the full stop is also placed within the brackets.
- If only a part of a sentence is placed within brackets, the full stop of the main sentence, which must be read with the content of the brackets, is placed outside the brackets:

Pete and his little sister are blind. (A dog bit both of them in the eye.)

but ...

Pete and his little sister are blind (as a result of a dog's bite).

1.4 Use of abbreviations

- A list of abbreviations must be included, unframed, on a separate page directly after the list of contents.
- Include only abbreviations that are not self-evident or unknown abbreviations that have been used in the assignment / dissertation.
- This list includes acronyms and abbreviated journal titles. The person assessing the assignment / dissertation must be able to trace an abbreviation unknown to him / her.
- Use as far as possible only acknowledged abbreviations as they appear in dictionaries.
- Well known, self-evident abbreviations need not be listed.
- Abbreviations such as **LAWSA** ("The Law of South Africa"), **DEA** (Department of Environmental Affairs) and **UN** (United Nations) must however be listed.
- Use **as few** abbreviations **as possible** in the text, for example "section 12", and **as many as possible** in the footnotes, for example "s 12".
- Abbreviations are used without full stops (with the exception of e.g.)
- Abbreviations at the start of sentences or footnotes are capitalised.

Example:

LIST OF ABBREVIATIONS

DBSA	Development Bank of South Africa
DEA	Department of Environmental Affairs
ECHR	European Court of Human Rights
EU	European Union
SAHRC	South African Human Rights Commission

1.5 Use of quotations (from other sources)

- A direct quotation from another source which is not longer than one typed line, must be quoted in the same sentence, e.g. Swanepoel's view is that: "Labour law is one of the most complex fields of the law."
- A line must be left open before and after a direct quotation from another source if the quotation is longer than one typed line (like a paragraph).

- Remember: no direct quotation can convey a message by itself if it is not placed within **context** and if the relevance of the quotation is not explained.
- The **footnote reference is always placed after the punctuation mark**.

Example:

There are thousands of acts that complicate sales transactions.²

or

While strict control is exercised over purchase transactions in South Africa,³ corruption is still on the increase in transactions that involve organs of state.⁴

² See De Wit *Kooptransaksies* 299.

³ See De Wit *Kooptransaksies* 299-350.

⁴ See Raubenheimer *Corruption in SA* 12.

GENERAL GUIDELINES WITH REGARD TO FOOTNOTES AND THE LIST OF REFERENCES

2.1– 2.2

2

2.1 Footnotes

- Footnotes **appear at the bottom of each page** of the text. **No** references to sources are given in the text itself (e.g. Smith, 2005:5). **No** end notes at the end of the assignment / dissertation.
- Footnotes at the bottom of the page must not be in superscript – in other words the footnote number must be in a direct line with the source. See the footnotes of this document as an example. Use the font function in MS Word to make the necessary corrections.
- No full stop after the footnote number in the footnotes at the bottom of the text. (This is usually the default option in MS Word.)
- No open lines between footnotes. Use single spacing for footnotes.
- Footnotes must be justified as in the case of the main text.
- Font size for footnotes: 10pt Arial. (Usually the default size in MS Word.)
- Margin: 0.75 cm hanging indent is used.
- A footnote is included when an author's name is mentioned or when a statement is made.

Example:

Paterson⁵ says ...

It is calculated that eighteen percent of all people suffer from serious attention deficit.⁶

The Constitution⁷ states clearly that discrimination based on religious conviction is forbidden.

- All page references must be given in the following format: 222-224 and not 222-4 or 222-24. **Do not use 'p' or 'page' – only the numbers indicate the relevant page numbers.**
- Titles of books are shortened in **footnotes** if the title is longer than one typed line.

5 Here the source must be inserted (for example a book as per the example of references in footnotes):
Paterson *Biodiversity Protection* 22.

6 See definition of attention deficit, Wielandt *Psychological Hindrances* 18.

7 S 9 of the *Constitution of the Republic of South Africa*, 1996.

Footnote:

Cornelius *Principles* 33. (normally shortened by including the first meaningful noun).

Reference list:

Cornelius SJ *Principles of the Interpretation of Contracts in South Africa* (LexisNexis Durban 2002)

- A semi-colon is used to separate more than one source from each other, e.g.⁸ (see footnote 8 below as example).
- In the case of two references from the same source only a comma is used, e.g.⁹ (see footnote 9 below as example).
- Place a **full stop after each footnote** irrespective of the type of source.
- **Very important:** words like *ibid*, *supra* or *infra* **may not** be used in the footnotes. Cross-reference in the footnotes to **paragraph numbers** "above" or "below" in the text e.g. "See par 1.3 above".

2.2 Reference list

- A list of references must be included at the end of the text.
- Sources are alphabetised according to authors' surnames under the following headings:
 - **Literature** – All books, journal articles, chapters in books, reports, conference contributions, newspaper articles, dissertations etc.
 - **Case law** – All law reports referred to.
 - **Legislation** – All statutes referred to (includes the Constitution although the Constitution is not regarded as a normal statute).
 - **International instruments** – All resolutions, conventions, treaties etc (note that international reports, books etc written by international authors appear in the list of literature. The international instruments include only official international agreements and other international legal instruments).
 - **Internet sources** – Articles and literature found on a website.
- A line is left open between two sources.
- Sources are listed in single line spacing, still in Arial 12pt.
- **No full stops** after sources in the reference list (only after footnotes in the text).

8 Cornelius *Principles* 33; Van der Berg *Interpretation of Statutes in South Africa* 35.

9 Cornelius *Principles* 33, 67.

EXAMPLES OF REFERENCES IN FOOTNOTES AND THE REFERENCE LIST 3

Book

Footnote:

Grové and Otto *Basic Principles of Consumer Credit Law* 32.

Reference list:

Grové NJ and Otto JM *Basic Principles of Consumer Credit Law* (Juta Cape Town 2002)

Books compiled by editors (chapters by different authors)

Footnote:

Van der Merwe "Sectional Titles" 3-14.

Reference list:

Van der Merwe CG "Sectional Titles" in Joubert WA and Faris JA (eds) *The Law of South Africa* (Butterworths Durban 2000) 123-265

Conference contributions

Footnote:

Reickhardt "Legal Liabilities" 2B-3.

Reference list:

Reickhardt M "Legal Liabilities" (Unpublished contribution delivered at the Chamber of Mines' Conference *Environmentally Responsible Mining in Southern Africa* 25-28 September 2001 Johannesburg) 2B-1 - 2B-7

Thesis or dissertation

Footnote:

Wessels *Mining Authorisations in South Africa* 221.

Reference list:

Wessels J *Environmental and Mining Authorisations in South Africa* (LLM-dissertation NWU 2005)

Journal article

Footnote:

De la Harpe and Van der Walt 2005 *AHRLJ* 71.

Reference list:

De la Harpe S and Van der Walt T "The Right to Pre-trial Silence as Part of the Right to a Free and Fair Trial – An Overview" 2005 *AHRLJ* 70-90

Note: Because the journal title is abbreviated (*AHRLJ*), the abbreviation must be included in the list of abbreviations.

Newspaper article

Footnote:

Hartely *Business Day* 4.

Reference list:

Hartely G "DA rails at Selebi's use of crime figures" *Business Day* 18 July 2006 4

Note: Magazines (published weekly) are cited as newspaper articles.

Legislation (separate list in reference list)

Footnote:

A footnote is unnecessary if the full citation to an Act is provided in the text. If only the name of the Act is provided in the text (e.g. *Auditing Profession Act*), give the number and year in the footnote, e.g.:

26 of 2005.

Reference list:

Auditing Profession Act 26 of 2005

When reference to a particular section or sections of an Act is made in a footnote:

S 1 *Auditing Profession Act 26 of 2005*.

or

Ss 1 and 3 *Auditing Profession Act 26 of 2005*.

If only one Act is discussed or if it is clear from the discussion in the text which Act is referred to, refer in the footnote only to the sections discussed and do not repeat the name of the Act. Capital S (for 'section') only at the **beginning of the footnote**, or a sentence in the footnote. Or, for example, in the footnote: The Court referred to s 1 of the *Auditing Profession Act 26 of 2005*.

Government publications

References in the reference list and footnote are the same.

GN R456 in GG 11456 of 24 April 2006

Proc R34 in GG 10345 of 13 December 2005

Gen Not 342 in GG 24567 of 24 December 2006

* GN – Government Notice

** Proc – Proclamation

*** Gen Not – General Notice

**** GG – Government Gazette

Internet (separate list in reference list)

Footnote:

Clarkson 1998 <http://webjcli.ncl.ac.uk>

Reference list:

Clarkson CMV 1998 *Corporate culpability* <http://webjcli.ncl.ac.uk/1998/issue2/clarkson2.html> accessed 21 May 2009

and

Footnote:

International Organization for Migration 2010 http://publications.iom.int/bookstore/free/WMR_2010_ENGLISH.pdf

Reference list:

International Organization for Migration 2010 *World Migration Report 2010 The Future of Migration: Building Capacities for Change* http://publications.iom.int/bookstore/free/WMR_2010_ENGLISH.pdf accessed 4 November 2011

Case law (separate list in reference list)

Footnote:

President of the Republic of South Africa v Hugo 1997 4 SA 1 (KH) par [15].

Reference list:

President of the Republic of South Africa v Hugo 1997 4 SA 1 (KH)

4.1 Front page – Individual assignment

KW VAN DER MERWE (Katryn) *(initials, surname and name)*

123466781 *(student number)*

JURI 122 *(module code)*

Assignment 3 *(assignment number)*

Lecturer: Prof TM Raubenheimer *(name of the module's lecturer)*

30 April 2012

Take note:

No pictures or photos on front page unless it is required for a certain assignment.

No plastic folders or bags are permitted.

The front page does not have a page number.

4.2 Front page – LLB Final year dissertation

Negligence and Consensus: A Legal Perspective on the Position of Medical Practitioners

(title of dissertation)

Dissertation submitted for partial fulfilment of the requirements for the degree *Baccalaureus Legum* at the North West University (Potchefstroom Campus)

by

Cornelia Aletta Bekker

12762520

(Note: the front page does not have a page number)

Study Supervisor: Miss Adelita Fourie *(name of study supervisor)*

October 2012 *(submission date)*

4.3 Example – Index

INDEX *(on separate A4 page, without a border)*

List of abbreviations	1
1. Introduction	2
2. The legal position in South Africa	4
3. The legal position in the Gauteng Province	8
4. Gaps in national and provincial legislation	14
5. Summary, conclusion and recommendations	19
Reference list	23

Take note:

- The index is drafted after the assignment / dissertation has been completed.
- The index is inserted between the front page of the assignment / dissertation and the first page of the content.
- The page(s) with the index must be numbered in the centre of the page below using a small Roman numeral ('i' and 'ii'). The ordinary page numbers (1, 2, 3 etc) start with the first page of the text–paragraph or the introduction. All earlier pages should be numbered using Roman numerals.

4.4 Example – Reference list

Alexander and Martins 1996 *Management and Law Review*

Alexander CR and Martins MA "Origins of Corporate Crime" 1996 *Management and Law Review* 421-435

Badahla 2001 *SA Journal of Psychology and Law*

Badahla K "Organisational Psychology and Workplace Control: the Instrumentality of Corporate Culture" 2001 *SA Journal of Psychology and Law* 43-49

Bekker *et al Corporate Culture and Law*

Bekker R *et al Corporate Culture and Law* (Human Resource Development Press London 2011)

Fisse 1982-1983 *S Cal L Rev*

Fisse B "Reconstructing Corporate Criminal Law: Deterrence, Retribution, Fault, and Sanctions" 1982-1983 *S Cal L Rev* 1141-1246

Fisse and Braithwaite 1988 *Sydney L Rev*

Fisse B and Braithwaite J "The Allocation of Responsibility for Corporate Crime: Individualism, Collectivism and Accountability" 1988 *Sydney L Rev* 467-513

Fisse and French (eds) *Corrigible Corporations and Unruly Law*

Fisse B and French PA (eds) *Corrigible Corporations and Unruly Law* (Trinity University Press San Antonio 1986)

Snyman *Criminal Law*

Snyman CR *Criminal Law* 5th ed (LexisNexis Butterworths Durban 2006)

Universal Declaration of Human Rights (1948)

Universal Declaration of Human Rights accepted by the General Assembly of the United Nations (10 December 1948)

Register of case law

Free State Cheetahs (Pty) Limited v Mapoe (Unpublished Judgement with Case number 4587/2010 delivered on 29 September 2010 in the Orange Free State Provincial Division of the High Court)

S v Majosi 1991 2 SASV 532 (A)

S v Masilela 1968 2 SA 558 (A)

Van Eeden v Minister of Safety and Security (Women's Legal Centre Trust as amicus curiae)
2003 1 SA 389 (HHA)

Register of internet sources

Clarkson 1998 <http://webjcli.ncl.ac.uk>

Clarkson CMV 1998 *Corporate culpability* <http://webjcli.ncl.ac.uk/1998/issue2/clarkson2.html>
accessed 21 May 2009

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APA (AMERICAN PSYCHOLOGICAL ASSOCIATION) CITATION AND REFERENCE STYLE

The APA method was developed by the American Psychological Association and works more or less according to the same principles as the Harvard method, in the sense that the author and year of publication form the core of the reference style.

For further explanation of APA practices associated with writing research papers and citing sources, consult the **Publication manual of the American Psychological Association (2010, 6th ed.)**

- **Line Spacing**

Everything is double-spaced.

- **Margins**

Leave 2.54 cm (1 in.) margins on all sides of every page.

- **Alignment**

Lines are left-aligned. Do not justify lines.

- **Paragraphs**

Indent the first line of every paragraph. For consistency, use the tab key, which should be set at five to seven spaces. Type the remaining lines of the manuscript to a uniform left-hand margin, except for the abstract, blocked quotations, titles and headings.

- **Page Numbers and Running Head**

After the manuscript pages have been arranged in the correct order, number them consecutively, beginning with the title page. The running head is on the left and the page number on the top right of the page. Use the automatic function of your word-processor to generate this.

- **Headings**

Use several levels of heading to separate different parts of your paper. The heading style recommended by APA consists of five possible formatting arrangements, according to the number of levels of subordination. Regardless of the number of levels of subheading within a section, the heading structure for all sections follows the same top-down progression.

- **Format for Five Levels of Heading**

Level of Heading	Format
1	Centered, Boldface, Title Case
2	Flush Left, Boldface, Title Case
3	Indented, boldface, lower case paragraph heading with a period.
4	<i>Indented, boldface, italicized, lower case paragraph ending with a period.</i>
5	<i>Indented, italicized, lower case paragraph heading ending with a period.</i>

- **Example of a Table**

Table 1

Proportion of Errors in Younger and Older Groups

Level of difficulty	Younger			Older		
	n	M (SD)	95% CI	n	M (SD)	95% CI
Low	12	.05 (.08)	[.02, .11]	8	.14 (.15)	[.08, .22]
Moderate	15	.05 (.07)	[.02, .10]	12	.17 (.15)	[.08, .28]
High	16	.11 (.10)	[.07, .17]	14	.26 (.21)	[.15, .30]

Note. CI = confidence interval

TEXTUAL CITATIONS AND REFERENCE LIST 2

2.1 – 2.2

2.1 Prevent 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 report or academic writing, without a reference or quoting it in inverted commas, it implies that it is your own work or idea. If this is not the case however, you commit plagiarism – a very serious transgression in academic circles. By using precise textual references and entries in your reference list, plagiarism is prevented.

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.

2.2 Purpose of textual citations 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 his or her information.
- 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.

CITING SOURCES IN THE TEXT 3

3.1 – 3.6

A text reference consists of the author's surname and the date of the original source of information. A complete reference must appear in the reference list at the end of the text.

Creswell (2009) explains that this strategy of mixed methods ...

Consistency is regarded as one of the methods to undertake qualitative research (Neuman & Kreuger, 2003).

Page numbers are not necessary in the text reference, **except** when using a **direct quotation**.

3.1 Direct quotations

In the middle of the sentence (note punctuation):

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

At the end of the sentence (note punctuation):

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).

Display a quotation of 40 or more words in a freestanding block of typewritten lines and omit the quotation marks.

Miele (1993) found the following:

The placebo effect, which had been verified in previous studies, disappeared when behavior were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect (p. 255).

3.1.1 Direct quotations from online sources without page numbers

Online documents often do not provide page numbers. If the document does not give page numbers but gives paragraph numbers, include them using the abbreviation *para.*

{ (para. 4). }

If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it, to direct the reader to the location of the quoted material.

{ (Discussion section, para. 1). }

3.2 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 Williams 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. Use secondary sources therefore sparingly.

If it is necessary to use secondary information, due to unavailability of the original source, it can be cited in the text as follows:

Text:
According to Freud (as cited in Williams, 1996), dreams are ...
Reference list:
Williams, L. (1996). Freud's theories about dreams. London: Batsford.

Make an entry for **Williams** in the reference list.

3.3 Citations to more than one source

Order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear in the reference list. Separate citations by semicolons.

{ Several studies (Crade, 1995; Leeds & Smith, 1996; Vance, 1994) concluded ... }

Arrange two or more works by the same author within the same parentheses by year of publication. Give the authors' surname once, followed by the dates. Place in-press citations last.

{ Past research (Gogel, 1990, 2006, in press) showed that ... }

3.4 More than one citation to the same author(s) in the same year

When using more than one publication by the same author 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.

A total of 24 adolescents were selected by means of accidental sampling (Strydom, 2005a).

This is to give all participants equal access to an empowering opportunity, as Strydom (2005b) indicates.

3.5 No author indicated

If there is no author, move the title to the author position, and alphabetise the entry by the first significant word in the title.

Begin the entry with the word *Anonymous* spelled out only if the work is signed “Anonymous,” and alphabetise the entry as if Anonymous were a true name.

(Anonymous, 1998)

Use the term Anonymous in the reference list in the author position.

3.6 Basic citation styles

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
Two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
Three to five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
Six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

THE REFERENCE LIST 4

4.1 – 4.2

4.1 General principles

- Start the reference list on a new page. Type the word **References**, centered, at the top of the page.
- The reference list is **double-spaced** both between and within entries; entries have a **hanging indent**.
- Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text. However, references to classical works such as the Bible and the Qur'an, and references to personal communications are cited only in the text.
- Entries in a reference list should appear in alphabetical order by the author's surname, or by the first significant word in the title, if there is no author. Words such as "The", "An" or "A" at the beginning of the title should be ignored, but not omitted, when alphabetising the reference list.

4.2 Alphabetical order of references in the reference list

- Alphabetise by the author's surname.
- Alphabetise letter by letter, remember the principle "nothing precedes something". The surname Le Roux precedes Leaky.
- Alphabetise the prefixes M', Mc, and Mac literally, not as if they were all spelled Mac. Disregard the apostrophe: MacArthur precedes McAllister, and MacNeil precedes M'Carthy.
- Arrange works by different authors with the same surname alphabetically according to the first initial.
- Entries by the same author(s) are arranged by year of publication, the earliest first.
- One-author entries precede multiple-author entries beginning with the same surname.
- References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author or, if the second author is the same, the surname of the third author (compare the entries of Deci in the example reference list in this guide).

REFERENCES TO SPECIFIC SOURCES IN THE REFERENCE LIST

5.1 – 5.12

5

5.1 Books

Capitalise the first word in the title, the first word in the subtitle and all proper nouns. The title is typed in *italics*.

Provide the location (city and state / province) where the publisher is located. If the publisher is a university and the name of the state or province is included in the university name, do not repeat the name in the publisher location.

Keeler, R. (2008). *Natural playscapes: Creating outdoor play environments for the soul*. Redmond, WA: Exchange Press.

Organisation as author

If the publisher is the same as the author, do not mention the name of the author in the publisher position. Instead use “Author” as publisher.

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

Two to seven authors

In the reference list, use the surnames and initials of all the authors up to and including seven authors.

Adovasio, J. M., Soffer, O., & Page, J. (2007). *The invisible sex: Uncovering the roles of women in prehistory*. New York, NY: Smithsonian Books.

For an example of seven and more authors, see example at **5.5 (Journal article with DOI, more than seven authors)**.

No author indicated

If there is no author, move the title to the author position, and alphabetise the entry by the first significant word in the title.

Begin the entry with the word *Anonymous* spelled out only if the work is signed “Anonymous,” and alphabetise the entry as if Anonymous were a true name.

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Oneworld.

Editor(s)

Hunt, R. R., & Ellis, H. C. (Eds.). (1999). *Fundamentals of cognitive psychology*. Toronto, ON: McGraw-Hill College.

Second or subsequent edition

Kirszner, L., & Mandell, S. (2000). *The pocket Holt handbook* (5th ed.). Fort Worth, TX: Harcourt Brace College Publishers.

5.2 Chapter in a book compiled by editors

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 quoted, the author of the chapter is used as the author of the quoted source, followed by the information of the collected work.

Note: the title of the collected work is in *italics*.

Gurman, A. S. (1981). Family therapy. In M. N. Blum (Ed.), *Handbook of family therapy* (pp. 742-775). New York, NY: Springer.

5.3 Electronic books

Electronic version of printed book

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

Electronic-only book

Gettman, D. (n.d.). *The twinkle theory*. Retrieved from <http://www.onlineoriginals.com/showitem.asp?itemID=244>

5.4 Reference books

Article in an encyclopedia (with author)

Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopaedia Britannica.

Article in an encyclopedia (no author)

Chinook. (2004). In K. Barber (Ed.), *Canadian Oxford dictionary* (p. 250). Don Mills, ON: Oxford University Press.

Online reference work

If the online version refers to a print edition, include the edition number after the title.

Reiki. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/reiki>

5.5 Journal articles

The title of the journal and the volume number are typed in *italics*.

If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number.

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal*, 8(1), 73-82.

Publishers have started to assign a Digital Object Identifier (DOI) to journal articles and other types of documents. A DOI is a unique alpha-numeric code given to individual online works. The DOI usually appears at the top of the article or in the database record for the article.

APA suggests that when DOIs are available, you include them for both print and electronic sources at the end of your reference.

Journal article with DOI

Fomby, P., & Cherlin, A. J. (2007). Family instability and child well-being. *American Sociological Review*, 72, 181-204. doi: 10.1177/000312240707200203

Journal article with DOI, more than seven authors

Include the first six authors' names, then insert an ellipse (three dots), and add the last authors' name. For references with up to seven authors, include all authors' names in the reference list.

Ironson, G., Balbin, E., Stuelzle, R., Fletcher, M. A., O'Cleirigh, C., Laurenceau, J. P., ... Solomon, G. (2005). Dispositional optimism and the mechanisms by which it predicts slower disease progression in HIV: Proactive behavior, avoidant coping, and depression. *International Journal of Behavioral Medicine*, 12, 86-97. doi: 10.1207/s15327558ijbm1202_6

Journal article without DOI

Carr, D., & Boerner, K. (2009). Do spousal discrepancies in marital quality assessments affect psychological adjustment to widowhood? *Journal of Marriage and the Family*, 71, 495-509.

If there is no DOI assigned and the reference was retrieved online, give the internet address (URL) of the journal home page. No retrieval date is needed.

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

5.5.1 Abstract of journal article

Although it is preferable to cite the full text of an article, abstracts can be used due to the unavailability of the full article. The entry in the reference list must give a clear indication that the abstract, and not the full article, was used.

Woolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning [Abstract]. *Society for Neuroscience Abstracts*, 17, 480.

Lassen, S. R., Steele, M. M., & Sailor, W. (2006). The relationship of school-wide positive behavior support to academic achievement in an urban middle school. *Psychology in the Schools*, 43, 701-712. Abstract retrieved from <http://www.interscience.wiley.com>

5.5.2 In-press article posted in a preprint archive

The exact URL (internet address) is used because the article have been accepted for publication but have not yet been published.

Check the article's publication detail again before handing in your final document and change the reference accordingly if necessary.

Briscoe, R. (in press). Egocentric spatial representation in action and perception. *Philosophy and Phenomenological Research*. Retrieved from <http://cogprints.org/5780/1/ECSRAP.F07.pdf>

5.6 Newspaper articles

Provide the year and the exact date of publication (month and day), separated by a comma and enclosed in parentheses.

When an article appears on non-consecutive pages, provide all the page numbers and separate the numbers with a comma.

Newspaper article (with author)

Wolhuter, T. (2011, March 2). How to read food labels. *The Star*, p. 26.

Newspaper article (no author)

New drugs from old plants. (2010, November 11). *Mail and Guardian*, p. 7.

Online newspaper article

Provide the URL of the home page of the newspaper.

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

5.7 Doctoral theses and master's dissertations

Different countries use the terms dissertation and thesis differently. Use the term as it appears on the title page.

Unpublished dissertation or thesis

Sekatane, M. B. (2006). *An analysis and application of different methodologies for measuring poverty in Sharpeville* (Unpublished doctoral thesis). North-West University, Vanderbijlpark.

Master's thesis or dissertation from a commercial database

McNiel, D. S. (2006). *Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother* (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1434728).

Doctoral thesis or dissertation from an institutional database

Ferreira, J. L. (2010). *Practical wisdom as executive virtue for positive psychology: A pastoral-theological evaluation* (Doctoral thesis). Retrieved from <http://dspace.nwu.ac.za/>

5.8 Conference publications

Refer to conference proceedings published in a collection in the same manner as a chapter in a collected work.

Putman, H. W. (1979). The place of facts in a world of values. In D. Huff, & O. Prewett (Eds.), *The nature of the physical universe: 1976 Nobel Conference organized by Gustavus College, St. Peter, Minnesota* (pp. 113-140). New York, NY: Wiley.

Conference presentation not formally published

Provide the year and month, separated by a comma, enclosed in parentheses.

Brinson, K. H., Jr., & Miller, J. (1995, October). *Invitational theory and total quality management: Implications for professional practice and educational reform*. Paper presented at the Annual Meeting of the Northeastern Educational Research Association, Ellenville, NY.

5.9 Government documents

The entry element for government publications is the name of the country.

5.9.1 Acts

If referring in text to a South African act, make a cross-reference in the reference list from the act to South Africa.

Trade Marks Act 194 of 1993 **see** South Africa. (1993).

South Africa. (1993). *Trade Marks Act 194 of 1993*. Pretoria: Government Printer.

Online acts

South Africa. (1993). *Human Rights Commission Act 54 of 1994*. Retrieved November 16, 1994 from <http://www.star.hsrc.ac.za/nche.html>

5.9.2 Law reports

Greyvenstein v. Clayton. (1998). 1 All SA 156 (E)

5.9.3 Commissions of Inquiry

When referring in text to a commission of inquiry, make a cross-reference in the reference list from the commission's name to South Africa.

Commission of Inquiry into Health Services **see** South Africa. Commission of Inquiry into Health Services.

South Africa. Commission of Inquiry into Health Services. (1984). *First interim report*. Pretoria: Government Printer. (RP59/1986).

5.9.4 Departments

Departments, printed format

When the issuing agency or publisher is the same as the author, use “Author” as the publisher name.

South Africa. Department of Health. (2003). *Guidelines for the prevention of malaria in South Africa*. Pretoria: Author.

Departments, online

South Africa. Department of Social Development. (2009). *Strategic plan 2010-2015*. (RP225/2009). Retrieved from http://www.dsd.gov.za/index.php?option=com_docman&task=cat_view&gid=26&Itemid=39

5.9.5 Government gazette

South Africa. Independent Communications Authority of South Africa. (2009, July 31). Notice on the Authority’s intention to hold public hearings on the review of the national radio frequency plan. (Notice 1027 of 2009). *Government Gazette*, 32468, pp. 3-5.

5.10 Websites

At a minimum, a reference of an internet source should provide a document title or description, the date of publication or update (when available) and the URL that leads to the entry page of the document. Wherever possible, identify the author(s) of the document.

Do not put a full stop after the URL.

Reddick, A., & Boucher, C. (2002). *Tracking the dual digital divide*. Retrieved from http://www.hrsdc.gc.ca/en/hip/lld/olt/Skills_Development/OLTResarch/tracking_dual_digital_divide.shtml

Website (no date)

Canadian Council on Social Development. (n.d.). *A profile of health in Canada: The health of Canadians*. Retrieved from <http://www.ccsd.ca/factsheets/health/index.htm>

Website (document)

City of New Westminster. Department of Planning. (2000). *Official community plan update, May 2000*. Retrieved from http://www.newwestcity.ca/cityhall/dev_services/publications/04OCP/pdf/ocp%20update%20may%202000.pdf

Website (blog entries)

PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php

5.11 Audiovisual media

Films

In the author position, use the name of the film's producer and / or director and the year of its release.

Bender, C., Cronenberg, C., Spink, J. C. (Producers), & Cronenberg, D. (Director). (2005). *A history of violence* [Motion picture]. United States: New Line Productions.

Video

American Psychological Association. (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos/>

Films (YouTube)

Baker, N. (2007, February 7). *March of the librarians* [Video file]. Retrieved from <http://www.youtube.com/watch?v=Td92210NoDQ>

Music

Mitchell, J. (1974). Jericho. On *Miles of Aisles* [CD]. New York, NY: Asylum.

Music (recording by artist other than composer)

Mitchell, J. (1974). Jericho [Recorded by K.D. Lang]. On *Hymns from the 49th Parallel* [CD]. Toronto, ON: Nonesuch. (2004)

Audio podcast

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio*. [Audio podcast]. Retrieved from <http://shrinkrapradio.com/>

PowerPoint presentation

Roberts, J. (2007, March 17). *Cultural traditions of Ukrainian Canadians*. PowerPoint presentation at a HIST 2209 lecture at Douglas College, New Westminster, BC.

PowerPoint presentation (online)

Hertzman, C. (2008). *Aboriginal ECD in BC* [PowerPoint Slides]. Retrieved from http://www.earlylearning.ubc.ca/presentations_general.htm#clyde

Map (online)

Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens_2000.pdf

5.12 Personal communications

Personal interviews, e-mail messages, letters, memos, telephone conversations etc. do not provide recoverable data and are not included in the reference list. Cite personal communications in text only, including as exact a date as possible.

E. Rossouw (personal communication, July 30, 2009) stated that ...

SAMPLE REFERENCE LIST 6

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978-0-620-52201-4

ISBN 978-0-620-52201-4