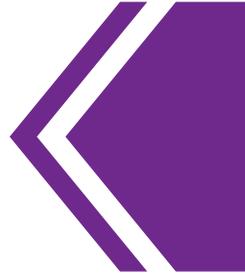


NWU Referencing Guide

NWU REFERENCING GUIDE



NWU Harvard
NWU Faculty of Law House Style
APA

Third edition
Anneke Coetzee

2020

North-West University Library
and Information Service

NWU Referencing guide

NWU Harvard

NWU Faculty of Law House Style

APA

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PREFACE



In its quest to maintain academic integrity, the North-West University adopted three referencing styles for use by students and staff. They are: APA, NWU Harvard style, and the NWU Faculty of Law referencing style. In support of this quest, the Library and Information Service has pleasure in providing support by way of making this guide available to our users.

It is widely believed that new knowledge is built on existing knowledge which is recorded in books, journals and other channels of information. When using such information, a user is expected to give credit to the source by way of citing the originators of such information. Failure to acknowledge the sources which one has consulted may result in academic malpractices such as plagiarism and may be punishable by law.

This guide will help our users with information on how to cite sources of information using any of the three referencing styles adopted by the NWU. It is important for us to mention that in this edition of the guide, updates were made in line with changes in the Harvard citation style. If you are not sure about which style to use, please consult your lecturer. The Library and Information Service also provides training on how to cite sources and how to use this guide. If you are not sure about how to use the guide, please contact your Faculty Librarian.

The LIS would like to acknowledge the immense contribution of Ms Anneke Coetzee to this guide, which includes a revision of the Harvard citation style as already mentioned above. Our appreciation also goes to all the other colleagues who contributed to this guide in one way or the other.

Enjoy!

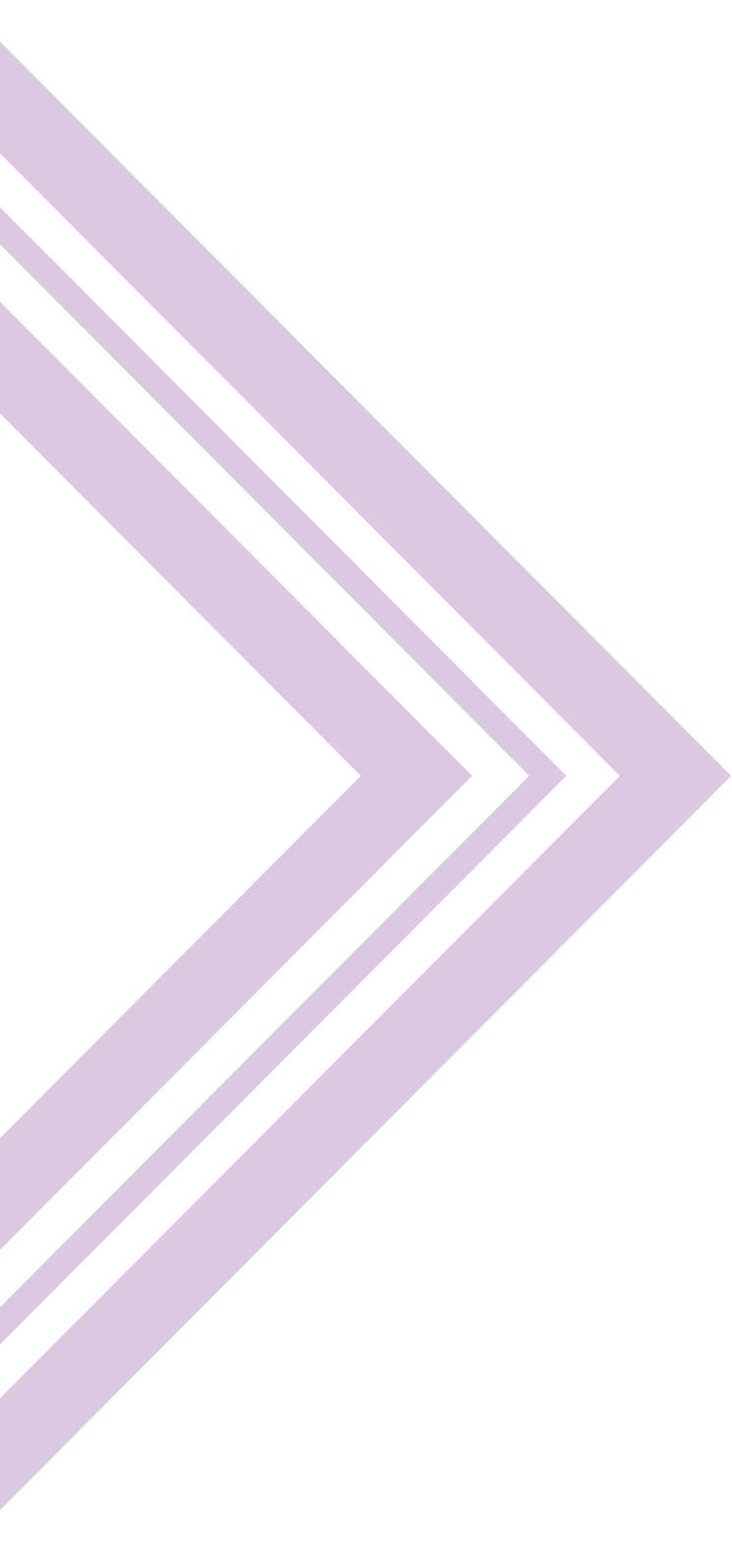
Dr Mathew Moyo

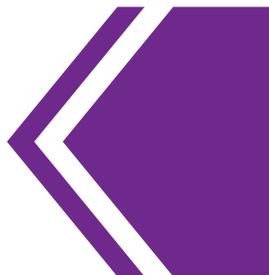


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1 INTRODUCTION

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%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.

Nesselroade, K.P., Jr.

Saejj, 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.I. (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

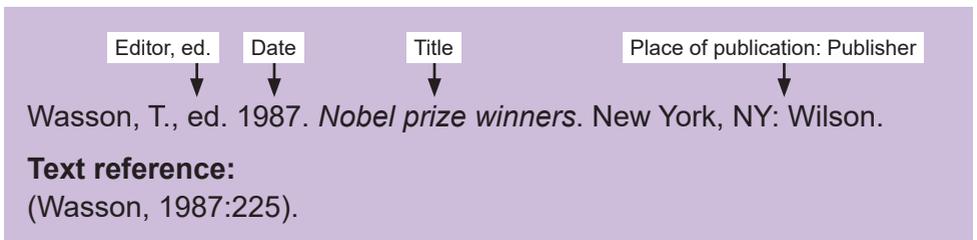
Guidelines as explained in 3.3. above applies to all types of sources.

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)"; Hrsg. 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> Date of access: 6 Mar. 2019.

Text reference:
(Murphy & Van Andel, 2018). ← No page number, article is in HTML format

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).

Place of publication: Publisher

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/compiler(s) 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).

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

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.

Authors: Mthimunye, K.D.T., Pedro, A. & Daniels, F.M. 2018. Date: 2018. Title of article: Predictors of academic performance among second-year nursing students at a university in the Western Cape. Volume (issue number): page numbers of article: 32(1):192-215. Title of journal in italics: *South African Journal of Higher Education*. Text reference: (Mthimunye *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:

(Ndaguba & Hanyane, 2019:9).

Article number

DOI in this format is hyperlinked. No date of access (permanent link)

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 Internationale 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.

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)

Labels: Author (FAO), Date (2019), Title (*Hunger and food insecurity*), Internet address (URL) (<http://www.fao.org/hunger/en/>), Date of access (29 Jun. 2019).

Note: 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

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:
(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.

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:
(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 (@NWUPuk). 2019, 20 Jun. *The “Take back the bult”-project is progressing well with Phase 1 being completed* [Facebook post]. https://www.facebook.com/NWUPuk/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 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 Date of access: 22 Feb. 2019.

Text reference:
(Simple Science Answers, 2013).

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).

Authors of paper (chapter) Date Title of paper Editors of collection

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:

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.

Page number

Court

Volume of reporting

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).

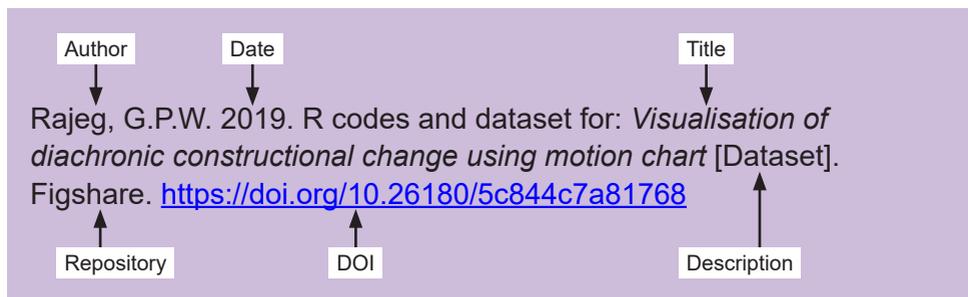
Patent: Country of issue (use abbreviations below) Patent number

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 | |

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.

Author Date Title (do not italicize)

↓ ↓ ↓

Zulu, S. 2014. Sandile Zulu: 1:54 contemporary African art fair, 16-19 October 2014, London. (Unpublished brochure).

Text reference:
(Zulu, 2014).

↑

Unpublished (or similar note)

The diagram illustrates the components of a reference for an unpublished work. It shows the full reference sentence: 'Zulu, S. 2014. Sandile Zulu: 1:54 contemporary African art fair, 16-19 October 2014, London. (Unpublished brochure)'. Above the sentence, three boxes labeled 'Author', 'Date', and 'Title (do not italicize)' have arrows pointing down to their respective parts in the sentence. Below the sentence, a box labeled 'Unpublished (or similar note)' has an arrow pointing up to the '(Unpublished brochure)' part. To the left, the text 'Text reference: (Zulu, 2014)' is shown.

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LIST OF ABBREVIATIONS¹

| | |
|-------|---|
| AHRLJ | African Human Rights Law Journal |
| DEA | Department of Environmental Affairs |
| NEMA | National Environmental Management Act 108 of 1998 |
| SAHRC | South African Human Rights Commission |

¹ Take note that journal titles, case law as well as short titles of legislation should not be italicised for purposes of the List of Abbreviations.

1 WARNING AGAINST PLAGIARISM

NWU Faculty of Law's golden rules for the avoidance of plagiarism:

The Faculty of Law defines plagiarism as:

Intentionally, knowingly or recklessly representing the words or ideas of another as one's own in any academic exercise, including, without limitation, the intentional, knowing, or reckless failure to give attribution when making a direct quotation or when paraphrasing or borrowing facts or information.

(a) Always acknowledge the direct use of someone else's words

- You have to fully cite the source of any direct quotation and identify the quotation by using either quotation marks or by blocking the text (consult the Faculty's reference guide to determine when to use quotation marks and when to block the text). Thus, when you quote or copy words **directly** from the source, you must identify the text as a quotation and provide a citation.
- It must be apparent to the reader which text is your own original words and where you have drawn on someone else's language.
- Failure to give attribution when making direct quotations and to identify the words as a quotation is plagiarism.
- The only instance where you do not need to identify a quotation as such is where you quote from legislation. However, you still need to fully cite the source. For example: In terms of section 9(1) of the Constitution everyone is equal before the law ...

(b) Always acknowledge words you paraphrase from any source

- It is permissible to **paraphrase** only when you have given attribution to the source.
- Even if you have changed a few words or changed the word order of the sentence, you must give proper citation.
- If you are closely following the structure of an author's argument, without proper citation and acknowledgement, it is considered to be plagiarism.
- Cite (reference) any sources "from which language, facts or ideas have been paraphrased..."

- (c) Always acknowledge text you summarize from any source
- It is permissible to **summarise** only when you have given attribution to the source.
 - Even if you have summarized text from a source, you must give proper citation.
 - Cite (reference) any sources "from which language, facts or ideas have been paraphrased or summarized..."
- (d) Always cite the source of any idea which is not your original thought
- If you express the same idea as the source you are using, you need to cite the source fully.
 - Even if you use your own words to convey the ideas of another, you will be guilty of plagiarism if you do not cite or reference the original source.

Please refer to the Policy on Plagiarism and other forms of Academic Dishonesty and Misconduct of June 2011.

For the NWU link for plagiarism, go to: http://www.nwu.ac.za/webfm_send/25355

2 GENERAL

- (a) For any point or reference guideline not provided for in this Standard, the ***Oxford Standard for Citation of Legal Authorities*** (OSCOLA)² should be followed.
- (b) Please note that there are different prescribed front pages for undergraduate assignments, postgraduate assignments, research proposals, LLM dissertations/mini-dissertations, and LLD theses.
- (c) South African English must be used in all submissions. Note that the default language setting on MS Word is American English. You must, for example, use "utilisation" as opposed to "utilization" and "neighbour" as opposed to "neighbor". Where possible, avoid using the passive voice as it may negatively influence the readability of the text.

² University of Oxford 2012 <http://denning.law.ox.ac.uk/published/oscola.shtml>.

- (d) Use **italics** for all words in a language other than the language you are writing in, for example: *inter alia*, *Rechtsstaat*, *etcetera*. This is also applicable for Afrikaans words in English documents. Quotations in a foreign language that are indented and justified (longer than one typed line), need not be typed in italics, but a translation should be provided in a footnote.
- (e) Make use of footnotes and not endnotes.
- (f) An alphabetical **bibliography** must be provided at the end of the text (see page 22 *et sequitur* of this document for an example of a bibliography.)
- (g) Abbreviations used in the text or footnotes, including journal titles must be provided **in a list of abbreviations**. The list of abbreviations must be placed after the table of contents and is numbered as page 1.
- (h) **Use as few abbreviations as possible** in the **text**, for example: "section 12". Use **as many as possible abbreviations** in the **footnotes**, for example "s 12". See also paragraph 3.4 of this document.
- (i) A footnote starts with a capital letter and ends with a full stop.
- (j) Take note that "paragraph" is abbreviated in the footnotes as "para" and "paragraphs" as "paras".
- (k) Use only **acknowledged abbreviations** as they appear in dictionaries as far as possible.
- (l) **Abbreviations** should be used without full stops.
- (m) Refrain from starting footnote with an abbreviation.

3 LAYOUT

- (a) **Margins:** left (2,5 cm), top (2,5 cm), right (2,5 cm), bottom (2,5 cm), footer (2 cm). The paper size is A4.
- (b) Use **font type** Tahoma 12pt (main text and bibliography); Tahoma 10pt (footnotes); Tahoma 11pt (indented quotations, longer than one line).
- (c) **Justify text** with **1.5 line spacing** for the main text and bibliography. **Single spacing** for footnotes and quotations longer than one typed line.

- (d) All **headings** must be placed against the left margin. See Table 1 of this document for specifications regarding the indentation between headings and heading numbers for the various headings.
- (e) **Page numbers** are placed at the bottom of the page, centred and in the same font and size as the text (in other words Tahoma, 12pt).
- (f) Arabic numerals (1, 2, 3, *etcetera*) are used for all page numbers of the actual text as well as the bibliography.
- (g) **Do not leave lines open** before and after paragraphs. Paragraph settings must, however, be set to make provision for a 12pt space after paragraphs. In a Word document click on the "Paragraph" tab; at "Spacing" choose "12pt" at the "After" option.
- (h) The first line of a paragraph should **not** be indented.
- (i) **Footnotes** must be justified at the bottom of each page of the text. References to sources are **not** placed in the main text but in the footnote (for example: Smith, 2005:5).
- (j) **Footnotes margin:** Footnote text must start 0,75 cm from the left margin – therefore a hanging indent of 0,75 cm is used. No lines should be left open between footnotes.
- (k) In the main text, the **footnote marker** should always be **inserted after the punctuation mark** like a full stop or comma. For example: Cyber law is a fast growing subject field.³
- (l) **Cross-reference in footnotes** to paragraph numbers in the text by using "above" or "below", for example: See para 1.3 above. *Ibid*, *supra*, *infra* and *op cit* should not be used in the footnotes.
- (m) In a footnote, a semi-colon is used to **separate sources from each other**, for example: Cornelius *Principles* 33; Van der Berg *Interpretation of Statutes in South Africa* 35.
- (n) When referring to **two or more pages from the same source** in a footnote, only a comma is used, for example: Cornelius *Principles* 33, 67.
- (o) Place a **full stop after each footnote** irrespective of the nature of the source.
- (p) **References to page numbers must always be provided in the following format:** 222-224 and not 222-4 or 222-24. Do not use "p", "pp" or "page" – the numbers itself indicate the page numbers concerned.

³ Kruger *Cyber Law in South Africa* 12.

- (q) **Tables and graphics** must have sequential numbers and suitable headings at the head of the table/graphic, for example: Table 1.

3.1 Headings and numbering of headings

- (a) Main heading: **bold**
- (b) Secondary headings: ***bold and italics***
- (c) Tertiary headings: *italics*
- (d) Subsequent headings: normal font
- (e) Note the use of full stops. **No punctuation marks or full stops** after the last number of a heading number.

Table 1

| Function | Numbering | Description | Example |
|-------------------------|-------------------|--|------------------------------------|
| Main heading | 1 | Bold, Indentation hanging 0,76 cm | 1 Constitutional provisions |
| Secondary heading | <i>1.1</i> | Bold, Italics, Indentation hanging 1,02 cm | <i>1.1 Freedom Charter</i> |
| Tertiary heading | <i>1.1.1</i> | Italics, Indentation hanging 1,27 cm | <i>1.1.1 Right to life</i> |
| Any subsequent headings | 1.1.1.1 | Normal, Indentation hanging 1,52 cm | 1.1.1.1 Vertical application |

3.2 Quotations

- (a) Quotations **longer than one typed line** are indented (0,75 cm on both sides) and are typed in size 11pt and single spaced lines, and justified. Quotation marks are not used (except in the case of point (d) below).

EXAMPLE

Against this background, "parliament" is defined as:

The group of people responsible for making and changing laws and consisting of structures such as the House of Commons, the House of Lords and the King or the Queen (in the United Kingdom context).⁴

According to this definition a parliament is not a building but a group of people with the power to make laws.

- (b) A direct quotation from another source which is not longer than one typed line, must be quoted in the same sentence, for example: Labour law is often viewed as "one of the most complex fields of the law".⁵
- (c) "Straight quotes" are used (as opposed to "smart quotes").
- (d) Single quotation marks ('...') are used for a quotation within a quotation.

EXAMPLE

"The most appropriate form of biodiversity regulation is arguably by means of 'economic instruments'".⁶

- (e) **Punctuation** that is not part of the quoted sentence should be placed outside the quotation marks, for example: He said that John could be "an angry man". If it is part of the quoted sentence, the punctuation should be placed inside the quotation mark, for example: He said: "John is an angry man."
- (f) **Punctuation marks (for example commas and quotation marks)** used in the original sentence must also be placed **within the quotation marks**.
- (g) The reference to the source of the quoted text must be provided in a footnote.
- (h) Should the surname of the quoted author appear in the main text, the footnote reference must appear directly after his/her surname. Do not cite the first names of authors.

⁴ Sebogodi *Government Systems* 100.

⁵ Swanepoel *Labour Law* 2.

⁶ Paterson *Biodiversity Protection* 22.

EXAMPLE

Feris⁷ is of the opinion that there may not be enough resources to adequately address environmental justice issues.

4 THE BASICS OF THE BIBLIOGRAPHY

- (a) The document must be provided with a **bibliography** with sub-headings.
- (b) **Do not place a full stop** after a listed source.
- (c) Sources are alphabetised under the following sub-headings in the order which they appear below:
 - (i) **Literature** – All books, chapters in books compiled by editors, conference contributions, theses, dissertations, journal articles and newspaper articles, arranged in alphabetical order.
 - (ii) **Case law** – All reported and unreported case law.
 - (iii) **Legislation** – All statutes referred to, including the Constitution of the Republic of South Africa, 1996 and statutes of foreign countries.
 - (iv) **International instruments** – including international resolutions, conventions and treaties.
 - (v) **Government publications** – including sources officially published in the Government Gazette such as Government Notices, Proclamations and General Notices.
 - (vi) **Internet sources** – All materials exclusively accessible on the Internet, which do not fall under the list of references above, for example information obtained from websites and blogs.
(Note: scholarly journal articles and e-books accessed via online databases should be included under the sub-heading "Literature".)

⁷ Feris *Environmental Justice* 3.

5 EXAMPLES OF REFERENCES AND ADDITIONAL INFORMATION ON REFERENCES IN FOOTNOTES AND IN THE BIBLIOGRAPHY

5.1 *General*

- (a) The **general rule** in referencing **any** type of sources is: (a) **essential bibliographical information** without which a specific source will not be found readily, must be cited in a consistent manner in footnotes and the bibliography; and (b) **useful additional information** such as publisher information must appear in brackets in the bibliography.
- (b) This general rule **only applies when neither this Standard nor OSCOLA** provides for a rule.

5.2 *Literature*

- (a) **Authors' initials** are omitted in footnote references but must appear in the bibliography.
- (b) When referring to a book, edited book, chapter in a book, thesis, dissertation or a paper in conference proceedings with a **long title**, the title may be **abbreviated in the footnote** but must appear in full in the bibliography.
- (c) All sources under the heading "Literature" in the bibliography must be preceded by the **abbreviated reference** as per the footnote reference.
- (d) A **source's title** (for example titles of books, journal articles, reports) must always be referenced in the footnotes and bibliography in the language in which it has been published. For example in the bibliography: *Wouters J Bronnen van Internationaal Recht* (Intersentia Antwerp 2004). Any additional bibliographical information such as the place of publication must be provided in the bibliography in the language of the text of itself; in this instance, English.

5.2.1 Books

EXAMPLE

Footnote

¹ Grové and Otto *Basic Principles of Consumer Credit Law* 32.

Bibliography (under the heading "Literature")

Grové NJ and Otto JM *Basic Principles of Consumer Credit Law* 2nd ed (Juta Cape Town 2002)

- (a) With books, where **more than one place of publication** is mentioned, the first place name appears in the bibliography.
- (b) In the case of a **co-authored or co-edited book with more than one author**, a maximum of three authors' names are listed.

EXAMPLE

Footnote

¹ Strydom, Le Roux and Dupper *Essential Social Security Law* 15.

Bibliography (under the heading "Literature")

Strydom EML, Le Roux PA and Dupper OC *Essential Social Security Law* 2nd ed (Juta Cape Town 2006)

- (c) In the case of a **co-authored or co-edited book with more than three authors**, only provide the name of the first author or editor followed by *et al* (in italics).

EXAMPLE

Footnote

¹ Botha *et al Constitutional Law in South Africa* 156-157.

Bibliography (under the heading "Literature")

Botha L *et al* (eds) *Constitutional Law in South Africa* 3rd ed (Butterworths Durban 2002)

- (d) Where a **book has been republished under the name of an author other than the original author**, the author(s) of the new edition must be cited with recognition of the original author's name in the title.

EXAMPLE

Footnote

¹ Badenhorst, Mostert and Pienaar *Silberberg and Schoeman's The Law of Property* 6-10.

Bibliography (under the heading "Literature")

Badenhorst P, Mostert H and Pienaar J *Silberberg and Schoeman's The Law of Property* 5th ed (LexisNexis Durban 2006)

- (e) In the bibliography a **book's edition number** should be provided directly after the title of the book. A first edition is not mentioned.

EXAMPLE

Bibliography (under the heading "Literature")

Grogan J *Workplace Law* 8th ed (Juta Cape Town 2005)

- (f) Where **more than one edition of the same book** were used, the footnotes and bibliography should in all instances clearly indicate the edition number.

EXAMPLE

Footnote

¹ Van der Walt and Pienaar *Introduction to Property Law* 2nd ed 124-129.

² Van der Walt and Pienaar *Introduction to Property Law* 5th ed 12-13.

Bibliography (under the heading "Literature")

Van der Walt AJ and Pienaar GJ *Introduction to Property Law* 2nd ed (Juta Cape Town 2001)

Van der Walt AJ and Pienaar GJ *Introduction to Property Law* 5th ed (Juta Cape Town 2006)

5.2.2 Chapters in books compiled by editor(s) (chapters by different authors)

EXAMPLE

Footnote

¹ Brand "The Right to Food" 160-161.

Bibliography (under the heading "Literature")

Brand D "The Right to Food" in Brand D and Heyns C (eds) *Socio-Economic Rights in South Africa* (PULP Pretoria 2005) 153-189

5.2.3 Conference contributions

EXAMPLES

If published in conference proceedings

Footnote

¹ Reickhardt "Legal Liabilities" 4-7.

Bibliography (under the heading "Literature")

Reickhardt M "Legal Liabilities" in Chamber of Mines *Environmentally Responsible Mining in Southern Africa Conference* (25-28 September 2001 Johannesburg) 4-23

If unpublished

Footnote

¹ Reickhardt "Legal Liabilities".

Bibliography (under the heading "Literature")

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

5.2.4 Theses and dissertations

EXAMPLE

Footnote

¹ Robberts *Mining Authorisations in South Africa* 221.

Bibliography (under the heading "Literature")

Robberts K *Environmental and Mining Authorisations in South Africa* (LLM-dissertation University of Pretoria 2011)

5.2.5 Journal articles

EXAMPLE

Footnote

¹ De la Harpe and Van der Walt 2005 *AHRLJ* 71.

Bibliography (under the heading "Literature")

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

- (a) Since the journal title (*African Human Rights Law Journal*) is abbreviated (*AHRLJ*), the abbreviation must be included in the list of abbreviations.
- (b) The reference to a **journal article** in the bibliography must include the first and last page numbers where the article appeared, for example 457-489.

5.2.6 Newspaper articles

EXAMPLE

Footnote

¹ Hartely *Business Day* 4.

Bibliography (under the heading "Literature")

Hartely G "DA Rails at Selebi's Use of Crime Figures" *Business Day* (18 July 2006) 4

- (a) Popular magazines of a non-academic nature (published weekly, monthly or quarterly) are cited in the same way as newspaper articles.
- (b) Newspaper articles only available online, should be cited as an Internet source under the heading "Internet sources". See paragraph 3.7 of this document.

5.2.7 Other literature resources

In this context "other literature resources" refers specifically to documents (PDF) published by an organisation and placed on the Internet. Such a document cannot be an Internet resource and it usually does not contain all the information that would have it classified as a book. The prescribed reference is as follows:

EXAMPLE

Footnote

¹ Food and Agriculture Organisation of the United Nations *Guide on Legislation for the Right to Food* 23.

Bibliography (under the heading "Literature")

Food and Agriculture Organisation of the United Nations *Guide on Legislation for the Right to Food* (2009) available at <http://www.fao.org/3/a-i0815e.pdf> accessed 12 April 2015

5.3 Case law

EXAMPLES

If reported

Footnote

¹ *President of the Republic of South Africa v Hugo* 1997 4 SA 1 (CC) para 15.

Bibliography (under the heading "Case law")

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

If unreported

Footnote

¹ *Free State Cheetahs (Pty) Limited v Mapoe* (O) (unreported) case number 4587/2010 of 29 September 2010 para 4.

Bibliography (under the heading "Case law")

Free State Cheetahs (Pty) Limited v Mapoe (O) (unreported) case number 4587/2010 of 29 September 2010

- (a) The name of a case must be provided in full in the **bibliography**. Non-essential information such as *NO, NNO, and others, and another, amicus curiae* must be left out (in the text, footnotes and the bibliography).
- (b) In **footnote references** to cases the specific page number(s) or paragraph number(s) must be provided, for example: *Bareki v Gencor Ltd* 2006 1 SA 432 (T) 436A-D or para 123. Please see paragraph 1 of this document for the abbreviation of "paragraph" and "paragraphs".
- (c) The full reference must be provided when a court case is referenced for the first time (either in the text or in a footnote). After the first full reference it may be abbreviated in brackets whereafter only the abbreviated form should be used in all footnotes and in the text, for example: *Bareki v Gencor Ltd* 2006 1 SA 432 (T) (hereafter the *Bareki* case).
- (d) The court's abbreviation should be in the same language as the text of the document.

5.4 Legislation

EXAMPLE

Footnote

¹ Section 1 of the *Social Housing Act* 16 of 2008. See also s 26(1) of the *Constitution of the Republic of South Africa*, 1996.

² Sections 1 and 3 of the *Social Housing Act* 16 of 2008. See also ss 26 and 27 of the *Constitution of the Republic of South Africa*, 1996.

Bibliography (under the heading "Legislation")

Social Housing Act 16 of 2008.

- (a) Legislation is referenced without the inclusion of "No." (which indicates the number of the Act) and without any punctuation marks, for example: *National Water Act 36 of 1998*.
- (b) The full reference must be provided when legislation is referenced for the first time (either in the text or in a footnote). After the first full reference it may be abbreviated in brackets whereafter only the abbreviated form should be used in all footnotes and in the text, for example *National Water Act 36 of 1998* (hereafter the *NWA*) or (hereafter the *Water Act*). The abbreviated form must be included in the list of abbreviations.
- (c) A footnote is unnecessary if the full citation to an Act is provided in the text.
- (d) If only the short title is referred to in the text, provide the number and year in the footnote, for example: *Auditing Profession Act*⁸ (in the text) and 26 of 2005 (in the footnote).
- (e) If a single act or statute forms the basis of the discussion it can be abbreviated as "the Act", for example: "Section 31(2) of the *Provision of Safety Act 10 of 2001* (hereafter the Act) states that ... The Act further provides that ..."
- (f) When a footnote starts with the word "section", then "Section" must be written out (see example above). If, however, the word "section" appears further on in the sentence in a footnote, then "section" is abbreviated to "s" and "sections" to "ss" (see example on p75).
- (g) The official reference to the **South African Constitution** is: *Constitution of the Republic of South Africa, 1996*.
- (h) A reference to the **transitional/interim Constitution** is: *Constitution of the Republic of South Africa 200 of 1993*.

5.5 *International law instruments*

- (a) The NWU Faculty of Law House Style prescribes the citation style of the *South African Journal on Human Rights (SAJHR)*⁹ for frequently cited / well-known international law instruments:

⁸ 26 of 2005.

⁹ SAJHR date unknown http://www.wits.ac.za/academic/clm/law/southafricanjournalonhumanrights/11083/house_style.html.

EXAMPLE

Footnote

¹ A 3 of the Universal Declaration of Human Rights (1948).

Bibliography (under the heading "International instruments")

Universal Declaration of Human Rights (1948)

- (b) For less well-known international law instruments, provide the International Legal Materials reference.¹⁰ If the last mentioned is not available, provide the United Nations Treaty Series¹¹ reference, or UN Doc, or OAU Doc reference.

EXAMPLE

Footnote

¹ *United Nations Code of Conduct on Transnational Corporation* (1984) 23 ILM 626.

² *Resolution on an International Development Strategy for the Third UN Development Decade* GA Res 35/56, UN Doc A35/56 (1981) par 156.

Bibliography (under the heading "International instruments")

United Nations Code of Conduct on Transnational Corporation (1984)
23 ILM 626

Resolution on an International Development Strategy for the Third UN Development Decade GA Res 35/56, UN Doc A35/56 (1981)

¹⁰ International Legal Materials available at American Society of International Law date unknown <http://www.asil.org/resources/international-legal-materials>.

¹¹ United Nations date unknown <https://treaties.un.org/>.

5.6 South African government publications

EXAMPLE

Footnote

¹ Reg 3(1)(a) in GN R456 in GG 11456 of 24 April 2006.

² Reg 4(c) in Proc R34 in GG 10345 of 13 December 2005.

³ Item 1(a) in Gen Not 342 in GG 24567 of 24 December 2006.

Bibliography (under the heading "Government publications")

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 (and number)

** Proc – Proclamation (and number)

*** Gen Not – General Notice (and number)

**** GG – Government Gazette (and number)

5.7 Internet sources

5.7.1 General

- (a) Different kinds of sources are published on the Internet. An Internet source is a source that is exclusively available on the Internet, for example websites and blogs. (Published books found on the Internet are still books and should be cited as such. Documents, such as reports, that are available on the Internet, but are not websites or blogs, should be cited as "Other literature resources" see above.)
- (b) Internet addresses must be typed in black and should not be underlined. Please do not make use of hyperlinks when citing an Internet address.
- (c) All scholarly journal articles, books, legislation, case law, international law instruments or any other source that have been accessed *via* an online database should not be cited as Internet sources but as journal articles, case law and so forth.

5.7.2 Notes for citing Internet sources in footnotes

- (a) As a general rule, the following information must be provided in

footnotes: (a) the **author** (company, organisation or institution or the surname of an individual); (b) **date of publication** or creation; and (c) the **Internet address** (URL) from where the source was accessed:

EXAMPLE

Footnote

¹ Clarkson 1998 <http://webjcli.ncl.ac.uk>.

or

² Department of Labour 2009 <http://www.labour.gov/doc/health>.

- (b) **Authors' initials** are omitted in footnote references but must appear in the bibliography.
- (c) When the author's surname or the date of publication or creation is not known it should be indicated as such by means of "**Anon**" and "**date unknown**".

5.7.3 Notes for citing Internet sources in the bibliography

- (a) As a general rule, the following information must be provided in the **bibliography**: (a) the **author** (company, organisation or institution, or the surname and initials of an individual); (b) **date of publication** or creation; (c) the **name of the web-page** or the **title of the document** cited from, or the **title of a posting** on a blog or social network site (in italics); (d) **Internet address** from where the source was accessed; and (e) the **date** on which the source was accessed.

EXAMPLE

Bibliography (under the heading "Internet sources")

Clarkson CMV 1998 *Culpability* <http://webjcli.ncl.ac.uk> accessed 21 May 2009

or

Department of Labour 2009 *Health and Safety Issues* <http://www.labour.gov/doc/health> accessed 25 November 2010

- (b) When the author's surname or the date of publication or creation is not known it should be indicated in the bibliography as such by means of "**Anonymous**" and "**date unknown**".
- (c) In the **bibliography** all Internet sources must be preceded by the **abbreviated reference** as per the footnote reference.

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Management and Law Review 421-435

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Free State Cheetahs (Pty) Limited v Mapoe (O) unreported case number 4587/2010 of 29 September 2010

S v Majosi 1991 2 SASV 532 (A)

S v Masilela 1968 2 SA 558 (A)

Van Eeden v Minister of Safety and Security 2003 1 SA 389 (SCA)

Legislation

Auditing Profession Act 26 of 2005

Constitution of the Republic of South Africa, 1996

National Environmental Management Act 108 of 1998

International instruments

Resolution on an International Development Strategy for the Third UN Development Decade GA Res 35/56, UN Doc A35/56 (1981)

Universal Declaration of Human Rights (1948)

Government publications

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

Internet sources

American Society of International Law date unknown <http://www.asil.org/resources/international-legal-materials>

American Society of International Law date unknown *International Legal Materials* <http://www.asil.org/resources/international-legal-materials> accessed 24 February 2014

Anon 2010 <http://www.watersan/docs/F1368>

Anonymous 2010 *Water and Sanitation: The Outcome of the Phiri Case* <http://www.watersan/docs/F1368> accessed 16 March 2010

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

Clarkson CMV 1998 *Culpability* <http://webjcli.ncl.ac.uk> accessed 21 May 2009

Department of Labour 2009 <http://www.labour.gov/doc/health>

Department of Labour 2009 *Health and Safety Issues* <http://www.labour.gov/doc/health> accessed 25 November 2010

Department of Labour date unknown <http://www.labour.gov/doc/equility>

Department of Labour date unknown *Equality in the Workplace* <http://www.labour.gov/doc/equality> accessed 25 November 2010

SAJHR date unknown http://www.wits.ac.za/academic/clm/law/southafricanjournalonhumanrights/11083/house_style.html

SAJHR date unknown *House Style* http://www.wits.ac.za/academic/clm/law/southafricanjournalonhumanrights/11083/house_style.html accessed 24 February 2014

University of Oxford 2012 <http://denning.law.ox.ac.uk/published/oscola.shtml>

University of Oxford 2012 *OSCOLA* <http://www.law.ox.ac.uk/publications/oscola.php> accessed 10 March 2014

APA STYLE



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1 INTRODUCTION

The guidelines set out in this guide is based on the APA Publication Manual, seventh edition, published in October 2019. It is recommended to use this guide in conjunction with the seventh edition of the APA Publication Manual for full details on APA publishing.

The APA style is an author-date citation style. This implies that a short reference (author and date) is made in the text, with a corresponding entry in the alphabetical reference list, which provides more detail of the source being used. Each text reference must have a corresponding entry in the reference list, and each entry in the reference list must have a text reference.

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 the 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 CITING SOURCES IN THE TEXT

A text reference consists of the author's surname and year when the source was published. A page number is not necessary in the text reference, except when using a direct quotation, or when needed to give the specific place where the information of the source can be located.

2.1 Paraphrasing

A paraphrase gives the idea of another author in your own words. Take care to retain the spirit and argumentation of the original text and do not twist the argument of the original author to your own purposes. Vary the style of citation in your argument.

Text references can be parenthetical or narrative. The parenthetical format is where the author's surname and date are in parenthesis, usually at the end of a sentence. The narrative format is when the author's surname is part of the sentence and only the year is in parenthesis.

At the end of the sentence (parenthetical format):

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

As part of the sentence (narrative format):

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

2.2 Direct quotations

Although it is best to paraphrase sources rather than directly quoting them, it is sometimes necessary to use direct quotations, especially when reproducing an exact definition, or when an author has said something in such a way that you can't describe it in a better way in your own words. When quoting directly, always provide the author, year **and page number** of the quotation.

In the middle of the sentence (note punctuation):

Zimbabwean youths show an interest in farming, but as Makate et al. (2018) conclude they “fail to make meaningful investments in agriculture” (p. 436), contributing to further unemployment amongst the youth in Zimbabwe.

At the end of the sentence (note punctuation):

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, p. 167).

Quotations of 40 words or more are formatted as a block quotation without inverted commas. Start the block quotation on a new line and indent the whole quotation 0.5 inch from the left margin. Double space the entire block quotation.

Example of block quotation with narrative citation (author is part of the sentence)

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)

Example of block quotation with parenthetical citation (citation at the end of the sentence)

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

For direct quotations from sources without page numbers (e.g. webpages and some e-books), use another way of locating the quoted information. Use a way that will best help readers to find the quotation, e.g. paragraph number(s), heading or section names (you might need to abbreviate a long heading), or a combination of paragraph numbers and headings. Compare the following example where the paragraph number is used

People planning for retirement need more than just money—they also “need to stockpile their emotional reserves” to ensure adequate support from family and friends (Chamberlin, 2014, para. 1).

Example where the section name is used in combination with the paragraph number

Music and language are intertwined in the brain such that “people who are better at rhythmic memory skills tend to excel at language skills as well” (DeAngelis, 2018, Musical Forays section, para. 4).

2.3 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.

2.3.1 One author

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

Text:

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

Reference list:

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

2.3.2 Two authors

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

Text:

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

OR

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

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), Article 676. <http://dx.doi.org/10.4102/ve.v34i1.676>

2.3.3 Three or more authors

When a source has three or more authors, mention the first author in the text, followed by “et al.” in every citation (even the first citation). This is followed by the date.

Text:

According to Dikobe et al. (2016) 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.

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 follow:

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.

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

When using more than one publication by the same author(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).

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

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>

2.3.5 Citations to authors with the same surname

When referring to two authors with the same surname but different initials include the initials of the first author in all the in-text citations, even if the publication date differs. This will help to avoid confusion within the text and locate the correct entry in the reference list.

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 (G. van der Walt, 2010).

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 (J. van der Walt, 2010).

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 (Marjon Meyer, 2016).

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

Reference list:

Meyer, Marius. (2016). Human resource development legislation. In M. Meyer (Ed.), *Managing human resource development: A strategic learning approach* (5th ed., pp. 25-60). LexisNexis.

Meyer, Marjon. (2016). Planning and organising training. In M. Meyer (Ed.) *Managing human resource development: A strategic learning approach* (5th ed., pp. 223-251). LexisNexis.

2.3.6 No author indicated

If no author can be identified, use the title in the text reference followed by the year. In the reference list entry, start the entry with the title.

Text:

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

Reference list:

Chamber music. (2009). Retrieved September 30, 2019, from <http://www.classical.com/classical.cfm?music=instrumentInfo§ion=ChamberMusic&title>About%20Music>

2.3.7 Organisation as author

An organisation can also be an author.

An abbreviation of the organisation can be used in the text (see example and table of basic citation styles below), but spell out the full name of the organisation in the reference list. Do not use an abbreviation or acronym of an organisation in the reference list.

Text:

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

OR

Data from Statistics South Africa (Stats SA, 2018) indicated that the consumer price inflation went up from 4,9% in September 2018 to 5,1% in October 2018.

Reference list:

Statistics South Africa. 2018. *Consumer price index: October 2018*. (Statistical release P0141). <http://www.statssa.gov.za/publications/P0141/P0141October2018.pdf>

Basic citation styles

| Author type | Parenthetical citation | Narrative citation |
|--|---|--|
| One author | (Mkhize, 2016) | Mkhize (2016) |
| Two authors | (Semenya & Letsosa, 2013) | Semenya and Letsosa (2013) |
| Three or more authors | (Dikobe et al., 2016) | Dikobe et al. (2016) |
| Group author with abbreviation | | |
| First citation | (World Health Organization [WHO], 2020) | World Health Organization (WHO, 2020) |
| Subsequent citations | (WHO, 2020) | WHO (2020) |
| Group author without abbreviation | (National Institute of Mental Health, 2020) | National Institute of Mental Health (2020) |

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 and always try to find the primary source if possible.

However, it might happen that the primary source is unavailable or in a foreign language and then needs a secondary citation.

If the year of publication of the primary source is known, include it in the text reference. The secondary source gets an entry in the reference list.

Text:

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

Reference list:

Williams, L. (1996). *Freud's theories about dreams*. 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; Black-Hawkins, 2014; Waitoller & Artiles, 2013; Walton, 2016).

If multiple sources are cited in the narrative of a sentence (authors are part of the sentence), they can appear in any order.

According to Walton (2016) and Black-Hawkins (2014) the field of inclusive education has been criticized for inadequate theoretical rigour and conceptual clarity.

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 THE REFERENCE LIST

3.1 General principles

- Start the reference list on a new page. Type the word **References**, centred, 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 the text must have an entry in the reference list and each entry in the reference list must be cited in the text. However, references which cannot be recovered (e.g. personal communication) or because the mention in the text is so broad that readers do not need a reference entry to understand the use (e.g. whole websites, common software and apps) do not need to be included in the reference list.
- Entries in the reference list should appear in alphabetical order by the first 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.

3.2 Alphabetical order of references in the reference list

- Alphabetise by the author's surname.
- Alphabetise letter by letter, remember the principle "nothing precedes something". For example, 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 authors 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).

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 remember it easy, 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, followed by a comma and then initials. Use a space between initials.

Use a comma to separate an author’s initials from additional author names and use an ampersand (&) before the final author’s name

Examples:

Mabaso, T. P. P.

Dikobe, J., Manyedi, E. M., & Sehularo, L. A.

Nesselroade, K. P., Jr.

When there are 21 or more authors, include the first 19 authors’ names, insert an ellipsis (but no ampersand), and then add the final author’s name.

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E.,
Author, F. F., Author, G. G., Author, H. H., Author, I. I., Author, J. J.,
Author, K. K., Author, L. L., Author, M. M., Author, N. N., Author, O. O.,
Author, P. P., Author, Q. Q., Author, R. R., Author, S. S., . . . Author, Z. Z.

► **Remember:** *spell out the full name of an organisation as author in the reference list entry.*

Examples:

World Health Organization
North-West University
National Institute of Mental Health

3.3.2 Date of publication

Enclose the date in parentheses, followed by a period.
(2020).

Sometimes a more specific date is required, depending on the type of source (see examples of source types).
(2020, September 30).

If a work has been accepted for publication but is not yet published, use the term “in press” instead of a year.
(in press).

For an approximate date, use the abbreviation “ca.” (which stands for “circa”) in front of the approximate date.
(ca. 1985).

3.3.3 Title

The title of a cited source falls into two categories:

- works that stand alone (e.g. books, theses and dissertations, reports, articles on websites, social media, etc.)
- works that are part of a greater whole (e.g. journal articles, edited book chapters, etc.)

The title of a work that stands alone (e.g. books or reports) is the “**what**” element of the reference, which is the **title**. *Italicize* the title and use sentence case. A subtitle is preceded by a colon and starts with a capital letter.

Singing and wellbeing: Ancient wisdom, modern proof.

Enclose edition information, volume numbers and report numbers in parentheses after the title. Do not italicize the parenthetical information.

Human development (11th ed.).

Nursing: A concept-based approach to learning (2nd ed., Vol. 1).

If a numbered volume has its own title, the volume number and title are included as part of the main title (not in parentheses).

APA handbook of industrial and organizational psychology: Vol. 1. Building and developing the organization.

The title of a work that are part of a greater whole (e.g. a journal article or chapter in an edited book) is **not typed in italics**. In these instances, the **title of the source** (the “where” element) should be typed in *italics*.

Boshoff, P., Strydom, H., & Botha, K. (2017). Implementation and evaluation of the psycho-social therapeutic programme (PTP) for police officials. *Southern African Journal of Social Work and Social Development*, 29(1), 49-72.

Taylor, J. (2010). Preparing a research proposal. In K. Gerrish, & A.Lacey (Eds.), *The research process in nursing* (6th ed., pp. 93-103). Wiley-Blackwell.

3.3.4 Source

The source indicates where the cited work can be found / retrieved and it varies depending on the reference type.

The source for works that stand alone (e.g. books, theses and dissertations, reports, articles on websites, social media, etc.) is the publisher (for books), address of a website or social media site, plus any applicable DOI or URL.

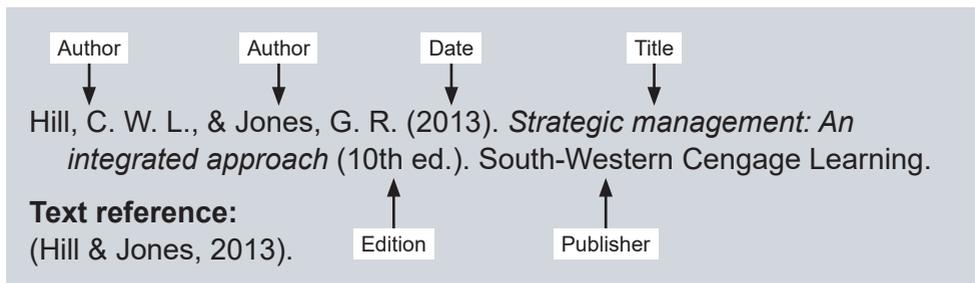
Note: do not include the publisher location in the reference list entry for books.

The source for a work that is part of a greater whole (e.g. journal articles, chapters in edited books), is the title of the journal or title of the edited book (typed in *italics*), plus the specific information of the source and any applicable DOI or URL (see examples on specific reference types).

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

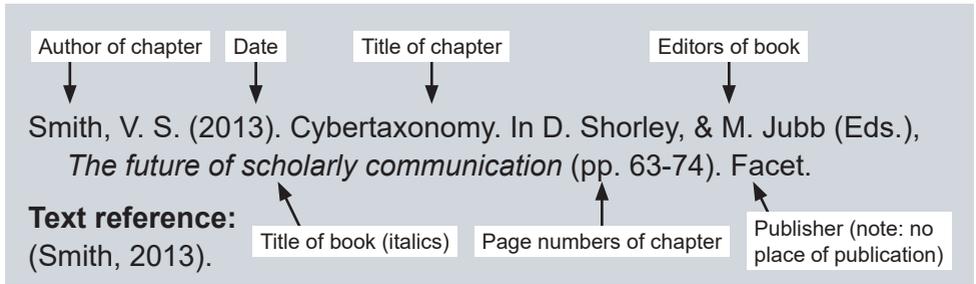


Note: do not include the publisher location in the reference list entry for books.

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.



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, cell phones, e-readers like Kindle, Nook, to name a few).

4.3.1 E-readers

Lewis, C. S. (2009). *Mere Christianity* [Kindle edition]. Retrieved 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, p. 213).

4.3.2 e-Books 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, DOI or stable internet address.

Pridmore, S. (2010). *Suicide and predicament: Life is a predicament*. Bentham eBooks. <http://www.eurekaselect.com/node/53816/suicide-and-predicament-life-is-a-predicament>

Text reference:

(Pridmore, 2010).

Long, M. (2015). *Second language acquisition and task-based language teaching*. Wiley. <http://site.ebrary.com/lib/northwu/Doc?id=10902333>

Text reference:

(Long, 2015).

4.3.3 Chapter in an edited e-book

Chen, C. W. S., & Sun, Y.-W. (2018). Bayesian forecasting for tail risk. In V. Kreinovich, S. Sriboonchitta, & N. Chakpitak (Eds.), *Predictive econometrics* (pp. 122-145). Springer. <http://link.springer.com/10.1007/978-3-319-70942-0>

Text reference:

(Chen & Sun, 2018).

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 S. Gikandi (Ed.), *Encyclopedia of African literature* (pp. 332-336). Routledge.

Text reference:

(Conteh-Morgan, 2003).

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

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.

Peters, P. (2013). *The Cambridge dictionary of English grammar*. 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, p. 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).

VandenBos, G. R. (Ed.). (2015). *APA dictionary of psychology* (2nd ed.). American Psychological Association.

Text reference:

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

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 R. J. Hunter (Ed.), *Dictionary of pastoral care and counselling* (pp. 136-137). Abingdon Press.

Text reference:

(Brokaw, 1990).

4.5.4 Online dictionaries

When an online dictionary is updated over time and not archived, include a retrieval date in the reference list entry.

Merriam-Webster. (n.d.). Culture. In *Merriam-Webster.com dictionary*. Retrieved September 9, 2019, from <https://www.merriam-webster.com/dictionary/culture>

Text reference:

Culture refers to the “customary beliefs, social forms, and material traits of a racial, religious, or social group” (Merriam-Webster, n.d.).

4.5.5 Dictionaries on mobile apps

Merriam-Webster. (n.d.). In *Merriam-Webster dictionary* (Version 4.3.3) [Mobile application]. Retrieved from <http://www.merriam-webster.com/apps>

Text reference:

(Merriam-Webster, n.d.).

4.6 Theses and dissertations

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

4.6.1 Unpublished dissertation or thesis

Saah, P. (2017). *Exploring Mintzberg’s managerial roles of academic leaders at a selected higher education institution in South Africa*. (Unpublished master’s dissertation). North-West University, Mafikeng Campus.

Text reference:

(Saah, 2017).

4.6.2 Thesis or dissertation from an institutional database

Norton, L. M. (2018). *Building critical reflexivity through life story work* (Doctoral thesis). <https://researchspace.ukzn.ac.za/handle/10413/16454>

Text reference:

(Norton, 2018).

4.6.3 Thesis or dissertation from a commercial database e.g. ProQuest

Carroll, A. R. (2018). *Ecosystems, communities, and species: Understanding mammalian response to ancient carbon cycle perturbations* (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (ProQuest document ID 2058145688).

Text reference:

(Carroll, 2018).

4.7 Journal articles

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

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.

Authors

Date

Title of article

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.

Text reference:
(Mthimunye et al., 2018).

Volume (issue number):
page numbers of article

Title of journal and volume number typed in italics

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.

Note: no full stop after the DOI number.

If the journal article has an article number instead of a page range, include the article number instead of the page range.

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), Article e0217242. <https://doi.org/10.1371/journal.pone.0217242>

Text reference:

(Moss et al., 2019).

DOI number

Article number

4.8 Internet and other electronic information sources

Note that scientific journal articles retrieved from the internet should be treated as journal articles discussed in 4.7.1.

4.8.1 Articles or webpages from a website

When the author of the webpage or article and the publisher of the website are the same, omit the publisher name to avoid repetition.

Provide the date as specific as available on the webpage, e.g. if the month and or day is known, include that also in the reference list entry, in the form of (year, month day).

The title of the webpage or article should be typed in *italics*.

National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>

Text reference:

(National Institute of Mental Health, 2018).

When the contents of a page are meant to be updated but are not archived, include a retrieval date in the reference list entry.

Fagan, J. (2019, March 25). *Nursing clinical brain*. OER Commons. Retrieved September 17, 2019, from <https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view>

Text reference:

(Fagan, 2019).

4.8.2 Electronic newsletters

Author

Date

Title of article

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

Text reference:

(National Consumer Commission, 2019).

Title of newsletter, issue number

URL

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, month and day in the reference list, but only the year in the text reference.

Author Exact date Title [Blog post]

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

Text reference:
(Gates, 2019).

URL

The diagram illustrates the components of a blog post reference. Three boxes at the top are labeled 'Author', 'Exact date', and 'Title [Blog post]'. Arrows point from these boxes to the corresponding parts of the reference text: 'Gates, B.', '(2019, May 14)', and '*A critical step to reduce climate change* [Blog post]'. A fourth box labeled 'URL' has an arrow pointing to the blue hyperlink in the reference text.

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, e.g. 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 [Blog comment]

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

Text reference:
(Andy, 2019).

URL of comment

The diagram illustrates the components of a blog comment reference. Three boxes at the top are labeled 'Author', 'Date of comment', and 'Title [Blog comment]'. Arrows point from these boxes to the corresponding parts of the reference text: 'Andy.', '(2019, 12 May)', and 'Re: *Making elections safe* [Blog comment]'. A fourth box labeled 'URL of comment' has an arrow pointing to the blue hyperlink in the reference text.

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 square 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, month and day) of the post.

Give the title or caption of the post. If it is a long post / caption, use the first 20 words of the post. After the title, give in square brackets the type of post, e.g. [Status update], [Tweet] [Instagram post].

Provide the exact URL (click on a post's date stamp) of the status update.

4.8.4.1 Facebook

Author Exact date Title (first 20 words of status update)

↓ ↓ ↓

Trump, D. J. (2019, July 9). *The Green New Deal would be a total disaster. America is currently first in the world for access to clean* [Status update]. Facebook. https://www.facebook.com/DonaldTrump/posts/10162824225755725?__tn__=-R

Text reference:
(Trump, 2019).

Exact URL

4.8.4.2 Twitter

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

Text reference:
(Elsevier, 2019).

4.8.4.3 Instagram

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

Text reference:
(Jansen, 2018).

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

Text reference:
(UNAIDS, 2018).

Video

Robinson, K. (2006, February). *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

Text reference:
(Robinson, 2006).

YouTube video

Simple Science Answers. (2013, August 2). *Pharmacodynamics made simple!* [Video]. YouTube https://www.youtube.com/watch?v=FN_8Y6fzK40

Text reference:
(Simple Science Answers, 2013).

Podcast

Trump, D. (2018, September 25). *President Trump speech at the UN General Assembly* [Podcast]. <https://www.stitcher.com/podcast/ricochet/potus-pod/e/56420033>

Text reference:
(Trump, 2018).

4.8.6 Lecture notes on an LMS (eFundi)

LMS = learning management system, e.g. eFundi.

Franken, A. (2019). Occupational hygiene investigation. Study unit 3 [PowerPoint presentation]. Unpublished lecture notes for BHIG211 on eFundi. eFundi@NWU. Retrieved April 29, 2019, from <http://efundi.nwu.ac.za/portal/>

Text reference:
(Franken, 2019).

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 D. M. Madyira, N. Janse van Rensburg, & A. J. Nel, (Eds.), *Conference proceedings* (pp. 37-43). 8th South African Conference on Computational and Applied Mechanics (SACAM 2012), Johannesburg, South Africa. South African Association for Computational and Applied Mechanics.

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

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>

Text reference:

(Schlünz, & Barnard, 2013).

4.10 Study guides

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

Text reference:

(Van der Walt, 2019).

4.11 Newspaper articles

4.11.1 Newspaper articles in printed format

Author Specific date Title of newspaper article

↓ ↓ ↓

Mahlangu, I. (2018, July 3). SARS to get hard on tax defaulters: Delinquents to face prosecution. *Sowetan*, p. 9.

Text reference:

(Mahlangu, 2018).

↑ ↑

Title of newspaper (italics) Page number of article

4.11.2 Online newspaper articles

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

Nxumalo, L. (2019, July 1). More women are buying property, banking report shows. *Sunday Tribune*. <https://www.iol.co.za/sunday-tribune/news/more-women-are-buying-property-banking-report-shows-28213586>

Text reference:

(Nxumalo, 2019).

If the article is from a news website (e.g., BBC, HuffPost) that does not have an associated daily or weekly newspaper, use the format for a webpage on a website.

Amos, J. (2019, October 25). *Bloodhound takes first drive across the desert*. BBC News. <https://www.bbc.com/news/science-environment-50187798>

Text reference:

(Amos, 2019).

4.12 Acts

4.12.1 South African acts

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) Volume of reporting Collection of law reports

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

Text reference: Court Date Page number

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) Title of notice Exact date

Department of Water and Sanitation (South Africa). (2019, May 10). 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, p. 121.

Text reference: Notice number Government Gazette (italics) Gazette number

(Department of Water and Sanitation, 2019).

President of the Republic of South Africa. (2019, April 4). 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, p. 4-5.

Text reference:

(President of the Republic of South Africa, 2019).

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, August 24). Waste management bylaw (Notice 1393 of 2016). *Provincial Gazette*, 274, p. 209-241.

Text reference:

(City of Tshwane Metropolitan Municipality, 2016).

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:

Life application Bible. (1989). King James version. Tyndale.

Holy Bible. (1995). New international version. Bible Society of South Africa.

4.15.1.1 Bible commentaries

Evans, M. J. (2017). *Judges and Ruth: An introduction and commentary*. InterVarsity Press.

Text reference:
(Evans, 2017).

4.15.2 The Quran

Holy Quran. (ca. 1967) Text, translation and commentary by Abdullah Yusuf Ali. Sartaj.

Text reference:
(Quran, ca. 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. H.G. Bohn.

Text reference:
(Aristotle, 1857).

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

Text reference:
(Homer, 1890).

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

Personal communications such as emails, phone calls, or text messages are cited in the text only, not in the reference list, because readers cannot retrieve personal communications.

Text reference:
(Z. Molefe personal communication, August 8, 2019).

4.18 Musical scores

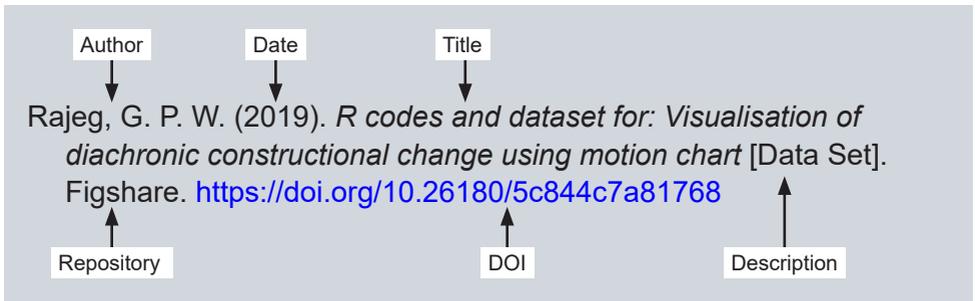
Mozart, W. A. (1900). *Eine kleine Nachtmusik, G Dur, KV 525* [Score]. Breitkopf & Härtel.

Text reference:
(Mozart, 1900).

4.19 Data sets

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 to 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.



4.20 Audiovisual and other media

Indicate the type or medium in square brackets after the title.

CD

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

Text reference:
(Haydn, 2001).

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

Text reference:

(Wolf, 2010).

DVD

Wise, R. (2002). *The sound of music* [DVD]. Produced by Argyle Enterprises. Twentieth Century Fox Home Entertainment.

Text reference:

(Wise, 2010).

5 EXAMPLE REFERENCE LIST

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- 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.

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