

# REFERENCE STYLES

## 1. HAVARD STYLE REFERENCE STYLE: EXAMPLES

### 1.1 BOOKS: EXAMPLES

#### Books

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>Single author</b></p>	<p><b>Components:</b></p> <p>Author(s). Year. <i>Title: subtitle</i>. Place: Publisher.</p> <p><b>Example:</b></p> <p>Netscher, P. 2014. <i>Successful construction project management: the practical guide</i>. Subiaco: Panet.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>· Both title and subtitle of a book must be in italics</li> <li>· The subtitle: a colon after the title, space and then the subtitle</li> <li>· Place of publisher needs to be a name of a city and not a country</li> </ul>	<p><b>Example:</b></p> <p>... (Netscher, 2014:93).</p> <p>As proved by Netscher (2014:68-69) ...</p>

<p><b>Two authors</b></p>	<p><b>Components:</b></p> <p>Author(s). Year. <i>Title: subtitle</i>. Place: Publisher.</p> <p><b>Example:</b></p> <p>Desha, C. &amp; Hargroves, K. 2014. <i>Higher education and sustainable development: a model for curriculum renewal</i>. London: Routledge.</p> <p><b>Notes:</b></p> <p>Use commas to separate authors: use an ampersand (&amp;) before the last author.</p>	<p><b>Example:</b></p> <p>Desha and Hargroves (2014: 67) stress ...</p> <p>... (Desha &amp; Hargroves, 2014:101-102).</p> <p><b>Notes:</b></p> <p>When a work has two authors, use the word "and" between authors' names within the text. Use the symbol &amp; in the parentheses. Cite both authors every time the reference occurs.</p>
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<p><b>Three or more authors</b></p>	<p><b>Components:</b></p> <p>Authors. Year. <i>Title: subtitle</i>. Place: Publisher.</p> <p><b>Example:</b></p> <p>Cicmil, S., Cooke-Davies, T., Crawford, L. &amp; Richardson, K. 2017. <i>Exploring the complexity of projects: implications of complexity theory for project management practice</i>. Newton Square, PA: Project Management Institute.</p> <p><b>Notes:</b></p> <p>Use commas to separate authors: use an ampersand (&amp;) before the last author.</p> <p>For locations in USA, you should always list the city and the state using the two letter postal abbreviation without periods, e.g. Hoboken, NJ</p>	<p><b>Example:</b></p> <p>Cicmil, Cooke-Davies, Crawford and Richardson (2017:202) state that ...</p> <p>Cicmil et al. (2017:250) illustrate ...</p> <p><b>Notes:</b></p> <p>When a work has three or more authors, cite all authors the first time the reference occurs, but in subsequent citations only use the first author's last name followed by "et al."</p>
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<p><b>Edition other than first</b></p>	<p><b>Components:</b></p> <p>Author(s). Year. <i>Title: subtitle</i>. Edition. Place: Publisher.</p> <p>Shuker, R. 2016. <i>Understanding popular music culture</i>. 5th rev. ed. London, England: Routledge.</p> <p><b>Notes:</b></p> <p>The title ends with a full stop before the edition statement</p>	<p><b>Example:</b></p> <p>According to Shuker (2016:69) ...</p> <p>... (Shuker, 2016:89).</p>
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<p><b>No author(s)/editor(s)</b></p>	<p><b>Components:</b></p> <p><i>Title: subtitle</i>. Year. Place: Publisher.</p> <p><i>Social policy: an introduction</i>. 2015. Maidenhead: Oxford University Press.</p> <p><b>Notes:</b></p> <p>The title moves to the author position before the date of the publication.</p>	<p><b>Example:</b></p> <p>... (<i>Social policy</i>, 2015:55-56).</p> <p><b>Notes:</b></p> <p>Avoid using the title of the reference at the beginning of the sentence.</p> <p>Use a few words of the title (in italics), or the whole title if it is short.</p>
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<p><b>Editor(s)</b></p>	<p><b>Components:</b></p> <p>Name of editor(s). (ed(s)). Year. <i>Title: subtitle</i>. Place: Publisher.</p> <p><b>Example:</b></p> <p>Bothma, J.P. &amp; Du Toit, J.G. (eds.). 2016. <i>Game ranch management</i>. Pretoria: Van Schaik.</p> <p><b>Notes:</b></p> <p>Identify the editor(s) by the abbreviation ed. or eds. in brackets after the last editor's name.</p>	<p><b>Example:</b></p> <p>Bothma and Du Toit (2016: 301) argued that ...</p> <p>... (Bothma &amp; Du Toit, 2016:316).</p>
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<p><b>Chapter authors in edited books</b></p>	<p><b>Components:</b></p> <p>Authors. Year. Title: subtitle of the chapter. In editors of book (eds.), <i>Title of book</i>. Place: Publisher. Page reference</p> <p><b>Example:</b></p> <p>Zalasiewicz, J. &amp; Williams, M. 2015. Climate change through Earth's history. In T.M. Letcher (ed.), <i>Climate change: observed impacts on planet earth</i>. Amsterdam: Elsevier. pp.3-13</p> <p><b>Notes:</b></p> <p>In the above example, you have consulted a chapter of the book <i>Climate change: observed impacts on planet earth</i>, edited by T. M. Fletcher.</p> <p>The chapter you consulted for your assignment/research is Climate change through Earth's history, by the authors J. Zalasiewicz, J. and M. Williams.</p> <p>In the reference list you should include details of both the chapter author(s) and the editor(s) of the entire work.</p> <p>The title of the book is italicized, not the title of the chapter.</p> <p>Identify the editor(s) by the abbreviation ed. or eds. in brackets.</p> <p>Name(s) of editor(s) of the book is not in inverted format but initials first then followed by the surname.</p>	<p><b>Example:</b></p> <p>Zalasiewicz and Williams (2015:10-11) state ...</p> <p>... (Zalasiewicz &amp; Williams, 2015:12).</p> <p><b>Notes:</b></p> <p>References to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else, should be cited within your text using the name of the contributory author not the editor of the whole work.</p>
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<p><b>Corporate author(s)</b></p>	<p><b>Components:</b></p> <p>Corporate author. Year. <i>Title: subtitle</i>. Place: Publisher.</p> <p><b>Example:</b></p> <p>Project Management Institute. 2017. <i>A guide to the project management body of knowledge</i>. [s.l.]: Author</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>· When an organization "writes" a book it is known as the corporate author.</li> <li>· If you cannot locate publisher location, replace this missing info with "[s.l.]"</li> <li>· When the corporate author and publisher are identical, use the word "Author" as the name of the publisher.</li> </ul>	<p><b>Example:</b></p> <p>... (Project Management Institute, 2017:103-105).</p> <p><b>Notes:</b></p> <p>When using the name of an organization, avoid putting it at the beginning of the sentence.</p>
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## 1.2 E-BOOKS: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>E-Book from the internet</b></p>	<p><b>Components:</b></p> <p>Author. Year. <i>Title of book</i> [E-reader version, if applicable]. doi/Available: URL [Date of access].</p> <p><b>Examples:</b></p> <p>Romm, J. 2015. <i>Climate change: what everyone needs to know</i> [Kindle version]. Available: <a href="http://www.amazon.com">http://www.amazon.com</a> [6 April 2018].</p> <p>Schama, S. 2014. <i>The story of the Jews: finding the words 1000 BC – 1492 AD</i> [Nook Book version]. Available: <a href="https://www.barnesandnoble.com">https://www.barnesandnoble.com</a> [27 April 2018].</p> <p><b>Notes:</b></p> <p>Use the DOI if it is available. If no DOI, use the URL.</p> <p>For references to ebook readers, include the type of e-book reader version in brackets after the title.</p> <p>Italicize the title, but not the e-book version if included.</p>	<p><b>Examples:</b></p> <p>Romm (2015:122) states that ...</p> <p>... (Romm, 2015:152).</p> <p>Schama (2014:44-45) concluded ...</p> <p>... (Schama, 2014:59).</p>

<p><b>E-Book from an online library</b></p>	<p><b>Components:</b></p> <p>Author. Year. <i>Title of book</i>. doi/Available: URL [Date of access].</p> <p><b>Examples:</b></p> <p>Patterson, N. 2017. <i>Patterson's guide to reloading basics: practical ammo reloading guide for shooters</i>. Available: <a href="http://www.overdrive.com">http://www.overdrive.com</a> [7 May 2018]</p> <p>Mulvihill, P.R. &amp; Ali, S.H. 2016. <i>Environmental management: critical thinking and emerging practices</i>. Available: <a href="https://www.ebscohost.com/ebooks">https://www.ebscohost.com/ebooks</a> [15 September 2018].</p> <p><b>Notes:</b></p> <p>Provide the home page of the online library (Google Books, NetLibrary, ebrary, EbscoHost ebooks, etc.) rather than the full URL. Books are easily available by search on home page, and some sites require log-in credentials.</p>	<p><b>Examples:</b></p> <p>Patterson (2017:13) argued ...</p> <p>... (Patterson, 2017:21-22).</p> <p>Mulvihill and Ali (2016:31) recommended ...</p> <p>... (Mulvihill &amp; Ali, 2016:50).</p>
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<p><b>Chapter in edited e-book</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title: subtitle of chapter. In editors of book (eds.), <i>Title of book</i> [E-reader version, if applicable]. doi/ Available: URL [Date of access]. Page reference.</p> <p><b>Example</b></p> <p>Manson, P. &amp; Lanier, A. 2015. Managing the virtual landscape of Oregon's territorial sea. In D.J. Wright (ed.), <i>Ocean solutions earth solutions</i>. Available: <a href="http://ebookcentral.proquest.com">http://ebookcentral.proquest.com</a> [26 March 2018]. pp. 287-314.</p>	<p><b>Examples:</b></p> <p>According to Manson and Lanier (2015:302) ...</p> <p>... (Manson &amp; Lanier, 2015:306-307).</p>
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### 1.3 FIRMS (MOTION PICTURES): EXAMPLE

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>Film (Motion Picture)</b></p>	<p><b>Components:</b></p> <p>Name of producer (Producer) &amp; Name of director (Director).            Year. <i>Title of motion picture</i> [Motion picture]. Country of Origin: Studio.</p> <p><b>Example:</b></p> <p>Burton, T. (Producer) &amp; Selick, H. (Director). 1993. <i>The nightmare before Christmas</i> [Motion picture]. United States: Touchstone.</p> <p><b>Notes:</b></p> <p>List the primary contributors in the author position, and use parentheses to identify their contribution.</p>	<p><b>Example:</b></p> <p>... (Burton &amp; Selick, 1993).</p> <p>In this film Burton and Selick (1993) demonstrated ...</p>
<p><b>Online Film (Motion picture)</b></p>	<p><b>Components:</b></p> <p>Name of producer (Producer) &amp; Name of Director (Director).            Year. <i>Title of motion picture</i> [Medium: DVD, video file, etc.]. Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Kohler, W., Davidson, K., Knopfler, W. &amp; DiCaprio, L. (Producers) &amp; Ladkani, R., Davidson, K. (Directors). 2016. <i>The ivory game</i> [Video file]. Available: <a href="http://www.netflix.com">http://www.netflix.com</a> [8July 2017].</p> <p><b>Notes:</b></p> <p>List the primary contributors in the author position, and use parentheses to identify their contribution.</p> <p>Provide the URL for the site from which you acquired the content. If the content is behind a log-in screen or a paywall (e.g., Netflix), or if the content is easily available by search, provide the home page URL of the site to avoid nonworking URLs.</p>	<p><b>Example:</b></p> <p>... (Kohler, Davidson, Knopfler, DiCaprio, Ladkani &amp; Davidson, 2016).</p> <p>In this film Kohler et al. (2016) proved ...</p> <p><b>Notes:</b></p> <p>When a motion picture has three or more primary contributors, cite all the contributors the first time the reference occurs, but in subsequent citations only use the first contributor's last name followed by "et al."</p>



## 1.4 GOVERNMENT PUBLICATION: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>Government publication</b></p>	<p><b>Components:</b></p> <p>Name of the country. Full name of government department. Year. <i>Title</i> (Report series and number if available). Place: Publisher.</p> <p><b>Example:</b></p> <p>South Africa. Department of Home Affairs. 2006. <i>Annual report (RP53/2006)</i>. Pretoria: Government printer.</p> <p><b>Notes:</b></p> <p>Publisher will be the official printer/publisher for the government of that country, e.g.</p> <ul style="list-style-type: none"> <li>· South Africa: Government Printer</li> <li>· UK: Her Majesty's Stationery Office (HMSO)</li> <li>· USA: US Government Printing Office</li> </ul>	<p><b>Example:</b></p> <p>... (South Africa. Department of Home Affairs, 2006:12-20).</p> <p><b>Notes:</b></p> <p>When using the name of an organization avoid putting it at the beginning of a sentence.</p>
<p><b>Government publication (online)</b></p>	<p><b>Components:</b></p> <p>Name of the country. Full name of government department. Year. <i>Title</i> (Report series and number if available). doi/Available: URL [Date of access].</p> <p><b>Examples:</b></p> <p>U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. 2003. <i>Managing asthma: a guide for schools</i> (NIH Publication No. 02-2650). Available: <a href="http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf">http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf</a> [5 December 2017].</p>	<p><b>Example:</b></p> <p>... (U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung and Blood Institute, 2003:50).</p> <p><b>Notes:</b></p> <p>When using the name of an organization avoid putting it at the beginning of a sentence.</p>

## 1.5 IMAGES: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>Images/Tables/Figures from a book</b></p>	<p><b>Components:</b></p> <p>Author(s). Year. <i>Title: subtitle</i>. Place: Publisher.</p> <p><b>Example:</b></p> <p>Schmitz, K.S. 2017. <i>Physical chemistry</i>. Amsterdam: Elsevier.</p>	<p><b>Example:</b></p>  <p>Figure 1. Warfarin (Schmitz, 2017:139).</p>
<p><b>Images/Tables/Figures from a journal</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title of article. <i>Title of journal</i>, volume of journal(issue): page reference. doi/ Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Tzalmona, R. 2011. Traces of the Atlantik wall or The Ruins that were Built to Last. <i>Third Text</i>, 25(6):75-86. doi: <a href="https://doi.org/10.1080/09528822.2011.624351">https://doi.org/10.1080/09528822.2011.624351</a></p>	<p><b>Example:</b></p>  <p>Figure 2. Atlantic Wall (Tzalmona, 2011:78).</p>
<p><b>Images/Tables/Figures from a website</b></p>	<p><b>Components:</b></p> <p>Author. Year. <i>Title of document</i> [Format if necessary].</p> <p>Available: URL [Date of access].</p> <p><b>Example:</b></p> <p><i>Project management trends to transform your business</i>. 2016. Available: <a href="https://www.seartec.co.za/project-management-trends">https://www.seartec.co.za/project-management-trends</a> [21 June 2018].</p> <p><b>Notes:</b></p> <p>When no author can be identified, the title moves to the author position before the date of the publication.</p> <p>Note that images from clip art packages from common software programs like Microsoft Word or PowerPoint do not need reference list entries or citations. Describe in text where the images came from because these programs are so well-known that citations are not necessary.</p>	<p><b>Example:</b></p>  <p>Figure 3. Project management process (Project management trends, 2016).</p> <p><b>Notes:</b></p> <p>When a work has no identified author, cite in text the first few words of the title of the article.</p>

## 1.6 JOURNAL ARTICLES: EXAMPLES

TYPE	REFERENCE	IN-TEXT CITATION
<p><b>Article from a print journal (no DOI)</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title of article. <i>Title of journal</i>, volume of journal(number of issue):page reference.</p> <p><b>Example:</b></p> <p>Hart, I., Jacobs, P., Ramoroka, K., Mhlula, A. &amp; Letty, B. 2015. Innovation and the development nexus: prospects from rural enterprises in South Africa. <i>Africanus Journal of Development Studies</i>, 45(1):1-9.</p>	<p><b>Example:</b></p> <p>Hart, Jacobs, Ramoroka, Mhlula and Letty (2015:6) argue ...</p> <p>... (Hart et al., 2015:8).</p> <p><b>Notes:</b></p> <p>When a work has three or more authors, cite all authors the first time the reference occurs, but in subsequent citations only use the first author's last name followed by "et al."</p>

<p><b>Article from a print journal (with DOI)</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title of article. <i>Title of journal</i>, volume of journal(number of issue);page reference. doi</p> <p><b>Example:</b></p> <p>Oehl, B., Schaffer, L.M. &amp; Bernauer, T. 2017. How to measure public demand for policies when there is no appropriate survey data? <i>Journal of public policy</i>, 37(2):173-204. doi: 10.1017/s0143814X16000155</p>	<p><b>Example:</b></p> <p>... (Oehl, Schaffer &amp; Bernauer, 2017:200-201).</p> <p>Oehl et al. (2017:202) state ...</p> <p><b>Notes:</b></p> <p>When a work has three or more authors, cite all authors the first time the reference occurs, but in subsequent citations only use the first author's last name followed by "et al."</p>
<p><b>Article from a journal in a database (no DOI)</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title of article. <i>Title of journal</i>, volume of journal(number of issue);page reference. Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Hughes, J.N. 2010. Identifying quality in preschool education: progress and challenge. <i>School psychology review</i>, 39(1):48-53. Available: <a href="http://naspjournals.org">http://naspjournals.org</a> [7 Augustus 2018].</p> <p><b>Notes:</b></p> <p>If no DOI is assigned, give the URL of the journal.</p> <p>In general, it is not necessary to include database information as journal coverage in a particular database may change over time and may be only accessible to subscribers.</p>	<p><b>Example:</b></p> <p>... (Hughes, 2010:49).</p> <p>Hughes (2010:50-51) illustrates ...</p>

<p><b>Article from a journal in a database (with DOI)</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title of article. <i>Title of journal</i>, volume of journal(number of issue):page reference. doi</p> <p><b>Example:</b></p> <p>Edwin, A., Anand, V. &amp; Prasanna, K. 2017. Sustainable development through functionally graded materials: an overview. <i>Rasayan Journal of Chemistry</i>, 10(1):149-152. doi: 10.7324/RJC.2017.1011578</p> <p><b>Notes:</b></p> <p>In general, it is not necessary to include database information as journal coverage in a particular database may change over time and may be only accessible to subscribers.</p>	<p><b>Example:</b></p> <p>Edwin, Anand and Prasanna (2017:150) believe ...</p> <p>... (Edwin et al., 2017:152).</p> <p><b>Notes:</b></p> <p>When a work has three or more authors, cite all authors the first time the reference occurs, but in subsequent citations only use the first author's last name followed by "et al."</p>
<p><b>Journal article from the internet available to anyone</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title of article. <i>Title of journal</i>, volume of journal(number of issue):page reference. doi/Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Supiot, A. 2010. A legal perspective on the economic crisis of 2008. <i>International Labour Review</i>, 149(2):151-162. Available: <a href="http://www.ilo.org/public/english/revue/">http://www.ilo.org/public/english/revue/</a> [26 July 2018].</p> <p><b>Notes:</b></p> <p>If no DOI is assigned, give the URL of the journal.</p>	<p><b>Example:</b></p> <p>According to Supiot (2010:156).</p> <p>... (Supiot, 2010:158-159).</p>

<p><b>Advance online publication of online journal article</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title of article. <i>Title of journal, volume of journal</i> (if available). Advance online publication. doi/Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Von Ledebur, S.C. 2018. Optimizing knowledge transfer by new employees in companies. <i>Knowledge Management Research &amp; Practice</i>. Advance online publication. doi: 10.1057/palgrave.kmrp.8500141</p> <p><b>Notes:</b></p> <p>If you are citing an advance release version of an article, insert "Advance online publication" before the retrieval statement.</p> <p>This advance online publication has not yet been given volume, issue, or page numbers (which would be assigned at the time of publication).</p> <p>If no DOI is assigned to the online content, include the URL for the journal or magazine in the reference. Do not include the name of the database. Use this format: Available: <a href="http://xxxxxxx">http://xxxxxxx</a> [Date of access].</p>	<p><b>Examples:</b></p> <p>Von Ledebur (2018) states ...</p> <p>... (Von Ledebur, 2018).</p> <p><b>Notes:</b></p> <p>This advance online publication has not yet been given page numbers</p>
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## 1.7 LECTURE NOTES/HANDOUTS: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>Lecture notes/handouts not posted on the internet</b></p>	<p>Cite the following only as personal communication without a reference list entry:</p> <ul style="list-style-type: none"> <li>· Lecture notes that are only available from the teacher, via course management software (such as Moodle, Blackboard).</li> <li>· Notes taken during a lecture or material that was handed out in class but is not posted elsewhere (e.g., on the instructor's public website).</li> </ul> <p><b>Notes:</b></p> <p>Part of the purpose of a reference list is to lead your reader back to the source. The above listed sources are not recoverable by other researchers and can only be cited as personal communication in the text.</p>	<p><b>Example:</b></p> <p>In a lecture on 8th February 2018 V. Simpson outlined ...</p> <p><b>Notes:</b></p> <p>Cite personal communications in text only; include initials as well as the surname of the person involved, and give as precise a date as possible.</p>

<p><b>Lecture notes/handouts posted on internet</b></p>	<p><b>Components:</b></p> <p>Author. Year. <i>Title</i> [Lecture notes/PowerPoint slides]. Available: URL [Date of access].</p> <p><b>Examples:</b></p> <p>Brieger, W. 2015. <i>Lecture 3: recruitment and involvement of trainees</i> [Lecture notes]. Available from Johns Hopkins Bloomberg School of Public Health OpenCourseWare website:  <a href="http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm">http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm</a> [3 June 2018].</p> <p><b>Notes:</b></p> <p>When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. Lecture notes).</p> <p>Identify the name of the website to which the information was posted when that information is not evident from the URL or author name.</p>	<p><b>Example:</b></p> <p>... (Brieger, 2015).</p> <p>As stated by Brieger (2015) ...</p>
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## 1.8 MAGAZINE ARTICLES: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>Magazine article ( print)</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title of article. <i>Title of journal</i>, day and month, volume of journal(number of issue);page reference.</p> <p><b>Example:</b></p> <p>Hefer, S. 2009. Get fit and feel great: young Drum. <i>Drum</i>, 9 May, 15(877):78-81.</p> <p><b>Notes:</b></p> <p>Provide a more specific date for magazine articles after the magazine title (the month, for monthly magazines; the month and day for weekly magazines).</p>	<p><b>Example:</b></p> <p>Hefer (2009:79) recommends ...</p> <p>... (Hefer, 2009:81).</p>
<p><b>Magazine article (online)</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title. <i>Title of journal</i>, day and month, volume of journal(number of issue);page reference (if available). doi/Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>John, T. 2017. France's golden boy loses his luster. <i>Time</i>, 4 September, 190(9). Available: <a href="http://time.com/magazine">http://time.com/magazine</a> [10 September 2018].</p> <p><b>Notes:</b></p> <p>Provide a more specific date for magazine articles after the magazine title followed by a comma (the month, for monthly magazines; the month and day for weekly magazines).</p> <p>This online resource does not have page numbers for articles.</p> <p>If no DOI is assigned and you retrieved it online, include the URL of the magazine and the date accessed.</p>	<p><b>Example:</b></p> <p>According to John (2017).</p> <p>... (John, 2017).</p> <p><b>Notes:</b></p> <p>This online resource does not have page numbers for articles.</p>



## 1.9 NEWSPAPER ARTICLES: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>Newspaper article (print)</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title of article. <i>Title of newspaper</i>, day and month;page reference.</p> <p><b>Example:</b></p> <p>Wilson, G. 2017. Two men slain, one critical in vigilante attacks. <i>The Herald</i>, 22 August:1, 3.</p> <p><b>Notes:</b></p> <p>The day and month is included after the newspaper title.</p> <p>Title of the newspaper is italicized. If the newspaper's name starts with "The," include it in italics.</p> <p>If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g. 1, 3, 5).</p>	<p><b>Example:</b></p> <p>Wilson (2017:1) said ...</p> <p>... (Wilson, 2017:3).</p>
<p><b>Newspaper article (online)</b></p>	<p><b>Components:</b></p> <p>Author. Year. Title of article. <i>Title of newspaper</i>, date and month. Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Meyer, D &amp; Hyman, A. 2017. Fees must fall movement vows UCT shutdown. <i>HeraldLive</i>, 4 September. Available: <a href="http://www.heraldlive.co.za/news/2017/09/04/fees-must-fall-movement-vows-uct-shutdown/">http://www.heraldlive.co.za/news/2017/09/04/fees-must-fall-movement-vows-uct-shutdown/</a> [5 September 2018].</p> <p><b>Notes:</b></p> <p>The day and month is included after the newspaper title.</p>	<p><b>Example:</b></p> <p>Meyer and Hyman (2017) conclude that ...</p> <p>... (Meyer &amp; Hyman, 2017).</p> <p><b>Notes:</b></p> <p>This online resource does not have page numbers for articles.</p>

## 1.10 PERSONAL COMMUNICATON: EXAMPLES

TYPE	IN-TEXT CITATION
<p><b>Personal communication</b></p>	<p><b>Notes:</b></p> <p>Personal communication may be:</p> <ul style="list-style-type: none"> <li>· private letters</li> <li>· memos</li> <li>· electronic communications, e.g. email</li> <li>· personal interviews</li> <li>· telephone conversations</li> <li>· social media postings where it will be unable to access the content (e.g., because of friends-only privacy settings or because the exchange occurred in a private message)</li> <li>· Lecture notes that are only available from the teacher, via course management software (such as Moodle, Blackboard).</li> <li>· Notes taken during a lecture or material that was handed out in class but is not posted elsewhere (e.g., on the instructor's public website).</li> </ul> <p>Where personal communications do not provide recoverable data, it must not be included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.</p> <p>When referencing a personal communication you should:</p> <ul style="list-style-type: none"> <li>· Ask permission of the author/speaker/sender before quoting them</li> <li>· Provide the communicator's initials &amp; surname and the type of communication in the text</li> <li>· Provide the exact date of the communication</li> </ul>
	<p><b>Examples:</b></p> <p>In an email on 23rd July 2017 J. Brown stated that ...</p> <p>In a conversation on 25th March 2018 B. Jones confirmed that ...</p> <p>In a lecture on 8th February 2018 V. Simpson outlined ...</p>

## 1.11 POWERPOINT SLIDES: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>PowerPoint Slides (Online)</b></p>	<p><b>Components:</b></p> <p>Author. Year. <i>Title of presentation</i> [Lecture notes or PowerPoint slides]. Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Kunka, J.L. 2018. <i>Conquering the comma</i> [PowerPoint slides]. Available: <a href="http://owl.english.purdue.edu/workshops/pp/index.html#presentations">http://owl.english.purdue.edu/workshops/pp/index.html#presentations</a> [15 March 2018].</p> <p><b>Notes:</b></p> <p>When PowerPoint slides/lecture notes are available only from the teacher, via course management software (such as Moodle, Blackboard), or from someone who took notes during a lecture, cite this as a personal communication.</p> <p>The same approach would apply to notes taken during a lecture or material that was handed out in class but is not posted elsewhere (e.g., on the instructor's public website).</p>	<p><b>Example:</b></p> <p>... (Kunka, 2018:slide 2).</p> <p>According to Kunka (2018:slide 5) ...</p> <p><b>Notes:</b></p> <p>Give the slide number in place of page number.</p>

## 1.12 PROCEEDINGS FROM CONFERENCE/SYMPOSIA: EXAMPLE

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>Conference proceedings published in book format</b></p>	<p><b>Full proceedings</b></p> <p><b>Components</b></p> <p>Author/Editor. Year. <i>Title of conference/symposium: subtitle of conference/symposium.</i> Location and date of conference. Place of publisher: Publisher.</p> <p><b>Example:</b></p> <p>Jones, T. (ed.). 2015. <i>Small firms: adding the spark; the 23<sup>rd</sup> ISBA national small firms policy and research conference.</i> Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs.</p> <p><b>Paper from proceedings</b></p> <p><b>Components</b></p> <p>Author. Year. Title: subtitle of the conference paper. In editors of conference proceedings (eds.), <i>Full title of conference.</i> Location and date of conference. Place of publisher: Publisher. Page reference.</p> <p><b>Example:</b></p> <p>Cook, D. 2015. Developing franchised business in Scotland. In T. Jones (ed.), <i>Small firms: adding the spark; the 23<sup>rd</sup> ISBA national small firms policy and research conference.</i> Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs. pp. 22-23.</p>	<p><b>Example:</b></p> <p>The conference (Jones, 2015:102) ...</p> <p><b>Example:</b></p> <p>In his expert analysis Cook (2015:46) ...</p> <p>... (Cook, 2015:48-49).</p> <p><b>Notes:</b></p> <p>References to author(s) of a paper that appears as a part of conference proceedings published in book format, edited by someone else, should be cited within your text using the name of the author(s) of the paper and not the editor of the whole published proceedings.</p>
	<p><b>Notes:</b></p> <p>To cite a paper from conference proceedings published in book format, use the same format as for a book chapter.</p>	

## 1.13 REVIEWS: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>Review of a book</b></p>	<p><b>Components:</b></p> <p>Author of the review. Year. Title of review (if there is one) [Review of the book <i>Title of book been reviewed</i>, by Author Initial(s). Surname]. <i>Journal Title</i>, volume(number of issue);page reference. doi/Available: URL [Date of access].</p> <p><b>Examples:</b></p> <p>Hall, A. 2012. [Review of the book <i>Child psychology and psychiatry: frameworks for practice</i>, by D. Skuse, H. Bruce, L. Dowdney &amp; D. Mrazek]. <i>Child and Adolescent Mental Health</i>, 17(2):126.</p> <p>Schatz, B.R. 2000. Learning by text or context? [Review of the book <i>The social life of information</i>, by J.S. Brown &amp; P. Duguid]. <i>Science</i>, 290:1304. doi: 10.1126/science.290.5495.1304</p> <p>Boyd, W. 2010. Man as an island [Review of the book <i>William Golding</i>, by J. Carey]. Available: <a href="http://www.nytimes.com/goldingreview">http://www.nytimes.com/goldingreview</a> [1 July 2018].</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>· If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and content, not a title.</li> <li>· Identify the type of medium being reviewed in brackets (book, motion picture, television program, etc.).</li> <li>· If the reviewed item is a book, include the author names (initials followed by surname) after the title of the book, separated by a comma.</li> </ul>	<p><b>Examples:</b></p> <p>... (Hall, 2012:126).</p> <p>Hall (2012:126) states that ...</p> <p>... (Schatz, 2000:1304).</p> <p>According to Schatz (2000:1304) ...</p> <p>According to Boyd (2010) ...</p> <p>... (Boyd, 2010).</p> <p><b>Notes:</b></p> <p>The last example is an online resource and no page numbers are available).</p>
<p><b>Review of a film/DVD</b></p>	<p><b>Components:</b></p> <p>Author of the review. Year. Review title (if there is one) [Review of the film/DVD <i>Film/DVD title, produced by producer's name, year of release</i>]. <i>Journal Title</i>, volume(number of issue);page reference. doi/Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Axelman, A. &amp; Shapiro, J.L. 2007. Does this solution warrant the problem? [Review of the DVD <i>Brief therapy with adolescents</i>, produced by the American Psychological Association, 2007]. <i>PsycCRITIQUES</i> 52(51):62-65. doi: 10.1037/a009036</p> <p><b>Notes:</b></p> <p>If the reviewed item is a film, DVD, or other media, include the year of release after the title and author of the work, separated by a comma.</p>	<p><b>Example:</b></p> <p>Axelman and Shapiro (2007:63) state ...</p> <p>... (Axelman &amp; Shapiro, 2007:64).</p>

## 1.14 SECONDARY SOURCE: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
Secondary Source	<p><b>Example:</b></p> <p>Roberts, M., Jones, R.L. &amp; Munroe, N. 2014. Children and cognition and the development of language. <i>Psychological Reports</i>, 19(7):412-419.</p> <p><b>Notes:</b></p> <p>Give the secondary source in the reference list if you are unable to read the primary source. The secondary source can be a book, journal article or any other type of information source.</p>	<p><b>Example:</b></p> <p>In Warkington's study (as cited in Roberts, Jones &amp; Munroe, 2014:413) ...</p> <p><b>Notes:</b></p> <p>If you are unable to read the primary sources you can only cite them (as in the above example).</p>

## 1.15 SOCIAL MEDIA: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
Facebook page	<p><b>Components:</b></p> <p>Author. Year. <i>Title of page</i> [Facebook]. Day and month of post. Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Ngomso, D. 2017. <i>SA Concerned Consumer Group</i> [Facebook]. 13 January. Available: <a href="https://www.facebook.com/groups/6814981679260616">https://www.facebook.com/groups/6814981679260616</a> [15 January 2017].</p>	<p><b>Examples:</b></p> <p>... (Ngomso, 2017).</p> <p>Ngomso (2017) said ...</p>
Twitter	<p><b>Components:</b></p> <p>Author. Year. <i>Full text of tweet</i> [Twitter]. Day and month of post. Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Blake, S. 2017. <i>Energising development with Jatropha curcas? Biofuel reflections from Mali in @PracticalAction briefing paper</i> [Twitter]. 27 March. Available: <a href="https://twitter.com/SBlake">https://twitter.com/SBlake</a> [28 March 2017].</p> <p><b>Notes:</b></p> <p>The full text of the tweet is in italics.</p>	<p><b>Examples:</b></p> <p>Blake (2017) ...</p> <p>... (Blake, 2017).</p>

<b>Blog entry</b>	<p><b>Components:</b></p> <p>Author. Year. Title of blog entry. <i>Title of blog</i>. [Blog]. Day and month of blog entry. Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Buesseler, K. 2018. This twilight zone is dark, watery, and yes, also full of intrigue. <i>Earth right now</i> [Blog]. 21 Aug. Available: <a href="https://climate.nasa.gov/blog/2788/this-twilight-zone-is-dark-watery-and-yes-also-full-of-intrigue/">https://climate.nasa.gov/blog/2788/this-twilight-zone-is-dark-watery-and-yes-also-full-of-intrigue/</a> [29 Aug 2018].</p> <p><b>Notes:</b></p> <p>The title of the blog is in italics and not the title of the blog entry.</p>	<b>Examples:</b>
		<p>Buesseler (2018) agreed ...</p> <p>... (Buesseler, 2018).</p>

## 1.16 TELEVISION PROGRAMMES: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
<b>Individual television broadcast</b>	<p><b>Components:</b></p> <p>Name of producer (Producer). Year, month, day. <i>Title</i> [Programme type]. Place: Network, Studio or Distributor.</p> <p><b>Example:</b></p> <p>Smith, K.G. (Producer). 2009, October 1. <i>Every day news</i> [Television broadcast]. New York, NY: West Broadcasting.</p> <p><b>Notes:</b></p> <p>List the primary contributors in the author position, and use parentheses to identify their contribution.</p>	<p><b>Example:</b></p> <p>... (Smith, 2009).</p> <p>In this news report Smith (2009) ...</p>
<b>Television series</b>	<p><b>Components:</b></p> <p>Name of producer (Producer). Year. <i>Title</i> [Programme type]. Place: Studio or Distributor.</p> <p><b>Example:</b></p> <p>Engel, R. (Producer). 2004. <i>Oliver</i> [Television series]. New York: KLC.</p>	<p><b>Example:</b></p> <p>... (Engel, 2004).</p> <p>With this series Engel (2004) proved ...</p>

<p><b>Television series (online)</b></p>	<p><b>Components:</b></p> <p>Name of producer (Producer). Year. <i>Title</i> [Programme type].</p> <p>Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Grazer, B. (Producer), Howard, R. (Producer), Hurwitz, M. (Producer &amp; Creator) &amp; Nevins, D. (Producer). 2003–2006. <i>Arrested development</i> [Television series]. Available: <a href="http://www.hulu.com/arrested-development">http://www.hulu.com/arrested-development</a> [12 July 2018].</p> <p><b>Notes:</b></p> <p>List the primary contributors in the author position, and use parentheses to identify their contribution.</p>	<p><b>Example:</b></p> <p>... (Grazer, Howard, Hurwitz &amp; Nevins, 2003-2006).</p> <p>In this series Grazer et al. (2003-2006) proved ...</p> <p><b>Notes:</b></p> <p>When a television series has three or more contributors, cite all the contributors the first time the reference occurs; in subsequent citations, include only the surname of the first contributor followed by et al.</p>
<p><b>Single episode from a television series</b></p>	<p><b>Components:</b></p> <p>Name of writer (Writer) &amp; Name of Director (Director). Year. Title of television series episode/webisode [Television series episode/webisode]. In Name of Executive Producer [Executive Producer], <i>Series Title</i>. Place: Network, Studio or Distributor.</p> <p><b>Example:</b></p> <p>Egan, D. (Writer) &amp; Alexander, J. (Director). 2005. Failure to communicate [Television series episode]. In D. Shore (Executive producer), <i>House</i>. New York, NY: Fox Broadcasting.</p>	<p><b>Example:</b></p> <p>In this episode Egan and Alexander, (2005) ...</p> <p>... (Egan &amp; Alexander, 2005).</p> <p><b>Notes:</b></p> <p>References to the contributors of the specific episode should be cited within your text using the name of the contributors of only the specific episode and not the producer of the whole series.</p>



<p><b>Single episode from a television series (online)</b></p>	<p>Name of writer (Writer) &amp; Name of Director (Director). Year. Title of television series episode/webisode [Television series episode/webisode]. In Name of Executive Producer [Executive Producer], <i>Series Title</i>. Available: URL [Date of access].</p> <p>Thompson, B. (Writer), Weddle, D. (Writer) &amp; Rose, W. (Director). 2006. Webisode 1 [Television series webisode]. In D. Eick &amp; R.D. Moore (Executive Producers), <i>Battlestar Galactica: the resistance</i>. Available: <a href="http://video.syfy.com/sr/webisode-1/v31166">http://video.syfy.com/sr/webisode-1/v31166</a> [27 October 2018].</p> <p><b>Notes:</b></p> <p>For an episode from a television series, use the same format as for a chapter in a book, but list the script writer and director in the author position and the producer in the editor position.</p>	<p><b>Example:</b></p> <p>In this episode Thompson, Weddle &amp; Rose (2006) ...</p> <p>... (Thompson et al., 2006).</p> <p><b>Notes:</b></p> <p>When a television series episode has three or more contributors, cite all the authors the first time the reference occurs; in subsequent citations, include only the surname of the first contributor followed by et al.</p>
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## 1.17 THESE/DISSERTATIONS: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATION
<p><b>Theses/ Dissertations (print)</b></p>	<p><b>Components:</b></p> <p>Author. Year. <i>Title: subtitle</i>. Degree statement, Degree-awarding body.</p> <p><b>Examples:</b></p> <p>Davis, L. 2006. <i>British travelers and the rediscovery of Sicily: 16<sup>th</sup>-19<sup>th</sup> century</i>. PhD Thesis, Southampton Solent University.</p> <p>Boshoff, R. 2018. <i>An adaptive internet management model for higher education institutions in South Africa</i>. Thesis (D.B.A.), Nelson Mandela University.</p>	<p><b>Examples:</b></p> <p>... (Davis, 2006:72)</p> <p>Boshoff (2018:16) stated ...</p>
<p><b>Theses/ Dissertations viewed online</b></p>	<p><b>Components:</b></p> <p>Author. Year. <i>Title: subtitle</i>. Degree statement, Degree-awarding body. Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Parsons, J.D. 2014. <i>Nutrition in contemporary diet</i>. PhD thesis, Durham University. Available: <a href="http://etheses.dur.ac.uk/846">http://etheses.dur.ac.uk/846</a> [3 June 2019].</p>	<p><b>Examples:</b></p> <p>... (Parsons, 2014:64).</p> <p>Parsons (2014:17) state ...</p> <p><b>Notes:</b></p> <p>When a work has three or more authors, cite all authors the first time the reference occurs, but in subsequent citations only use the first author's last name followed by "et al."</p>

## 1.18 VIDEOS: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATIONS
Video	<p><b>Components:</b></p> <p>Name of director (Director) &amp; Name of producer (Producer). Year of distribution. <i>Title</i> [Medium]. Place of distribution: distributor.</p> <p><b>Example:</b></p> <p>Brownke, S. (Director) &amp; Thompson, V. (Producer). 2011. <i>The manager as coach</i> [DVD]. Brighton &amp; Hove: Supernova Learning Solutions.</p> <p><b>Notes:</b></p> <p>List the primary contributors in the author position and use parentheses to identify their contribution.</p>	<p><b>Example:</b></p> <p>In this video Brownke and Thompson (2011) ...  ... (Brownke &amp; Thompson, 2011).</p>
Video (online)	<p><b>Components:</b></p> <p>Author and/or [Screen name]. Year. <i>Title</i> [Medium]. doi/Available: URL [Date of access].</p> <p><b>Example:</b></p> <p>Rees, M. [TED]. 2008. <i>Sir Martin Rees: earth in its final century?</i> [Video file]. Available: <a href="https://www.youtube.com/watch?v=3qF26MbYgOA">https://www.youtube.com/watch?v=3qF26MbYgOA</a><a href="https://www.youtube.com/watch?v=3qF26MbYgOA">https://www.youtube.com/watch?v=3qF26MbYgOA</a> [6 March 2018].</p> <p><b>Notes:</b></p> <p>For retrievability purposes, the person who posted the video is credited as the author. If the person's real name and user name are both available, provide the real name followed by the user name inside brackets. Otherwise, when the real name is not available, include only the user name, without brackets.</p>	<p><b>Example:</b></p> <p>... (Rees, 2008).</p> <p>According to Rees (2008) the following ...</p>

## 1.19 WEBSITE: EXAMPLES

TYPE	REFERENCE LIST	IN-TEXT CITATIONS
Websites	<p><b>Components:</b></p> <p>Author. Year. <i>Title of web document/site</i>. Available: URL [Date of access].</p> <p><b>Examples:</b></p> <p>Segal, N. &amp; Cloete, B. 2012. <i>Celebrating climate change: how might "green" growth facilitate or hinder SA's developmental objectives?</i> Available: <a href="http://www.sagreenfund.org.za/wordpress/wp-content/uploads/2015/04/Combating-Climate-Change.pdf">http://www.sagreenfund.org.za/wordpress/wp-content/uploads/2015/04/Combating-Climate-Change.pdf</a> [28 September 2018].</p> <p>British Psychological Association. [n.d.]. <i>Career options in psychology</i>. Available: <a href="https://www.bps.org.uk/public/become-psychologist/career-options-psychology">https://www.bps.org.uk/public/become-psychologist/career-options-psychology</a> [14 February 2018].</p> <p><b>Notes:</b></p> <p>The basic reference template for any information you get off a website is made up of four pieces: author, date, title [with a description of format in brackets, if necessary], and source (the URL) with date accessed.</p>	<p><b>Examples:</b></p> <p>Segal and Cloete (2012) state that ...</p> <p>... (Segal &amp; cloete, 2012).</p> <p>... (British Psychological Association, n.d.).</p> <p>According to the British Psychological Association (n.d.) ...</p>