

## Introduction

Carefully read the introductory section of the manual which provides general instructions and a number of examples on the rules to be followed when referencing/citing sources in the text and bibliography. This is followed by an alphabetical list of examples on how to cite the different sources.

Read the instructions on how to cite sources in the text and bibliography first to ensure that entries are correctly transcribed. The accurate recording of sources is very important because if the entry in the bibliography is incorrect and incomplete, the citation in the text will also be wrong and this will make it impossible to trace the source of information.

Work from the contents page of this manual and follow the rules for the specific source to be cited. In some cases it may be necessary to combine different examples when citing material like videos, corporate authors, lecture notes, internal documents etc.

The Harvard style is recommended as the standard for all references. The guidelines presented here are in line with the conventions followed by most technical and academic publishers in South Africa (Butcher 1996). This method of reference meets the requirements of numerous professional fields and constitutes an internationally acceptable style. Deviations from it to meet the requirements of professional journals should only be made under the guidance of the promoter/supervisor/study or project leader.

Guidelines and examples are furnished. If source references are provided that are not specifically dealt with, the supervisor/promoter as well as the subject librarians at the Gold Fields Library should be consulted.

It is normal practice for a reference/citation of the source to include the surname of the author, the year in which the work was published and the page or pages in the text of the thesis/dissertation/project report. An alphabetical list of bibliographical details must be provided at the end of the thesis/dissertation/project reports, to enable the reader to access the actual source of information. Students are required to consult and use the latest/newest sources.

Students should:

- Immediately record the full details of the source consulted.
- Use databases to obtain complete information on bibliographical details.
- Be consistent when referring to sources throughout the document.
- Pay careful attention to brackets, colons, commas, semicolons and full stops, i.e. technical editing.
- Study this document in detail and follow the guidelines carefully.
- Obtain and study *POSTGRADUATE GUIDELINES: 2004*, ISBN 0-9584744-1-9

Note: It is of **essential** to apply a **consistent** method throughout the text and bibliography.

## Plagiarism and copyright

To plagiarise means: "to take somebody else's ideas or words and use them as if they were one's own" (*Oxford Advanced Learner's Dictionary* 1995:880). Another author's work must always be acknowledged.

Reference to the original author must always be made when quoting, paraphrasing or discussing any literature, from whatever source. This not only protects the researcher from plagiarism, it also

provides the reader with an opportunity to delve deeper into the matter by referring to the original works quoted or commented upon.

The Copyright Act applied in the educational context states that the following must be borne in mind when photocopying material:

- Never copy more than a reasonable portion of a work, i.e. not more than 10% of a book or one article in a single periodical/journal. The Act (98 of 1978) stipulates that photocopying is permitted only if "not more than one copy of a reasonable portion of the work is made, having regard to the totality and meaning of the work".
- Students may make only **one** copy for private research or study purposes.

Failure to do so will constitute an infringement of the Copyright Act (Act 98 of 1978) for which heavy fines or terms of imprisonment can be imposed.

## Typing format for bibliography

The format for justification of the bibliography must be set on the **left**. Do not use full justification as this affects the spacing in the bibliography (Lotter 2002:10). **Note:** The typing format of the text in the thesis/dissertation/project report is full justification (consult *Postgraduate Guidelines*, 2004).

Do not hyphenate words at the end of sentences.

## General rules for textual references

**Note:** Specific examples are provided alphabetically under **Entries in Bibliography**.

### WHEN TO CITE A REFERENCE IN THE TEXT

Every sentence/phrase/concept in the thesis/dissertation must have a basis in reality/truth. This means that every statement must either:

- follow logically from the preceding statement,
- be fully supported by the data presented in the thesis/dissertation, or
- be supported by data/conclusions/theories/etc which are reported in other works.

It is in the last bullet that references must be used. The reader can then refer to the original works to evaluate the validity of the data/conclusions on which the arguments rests in the thesis/dissertation

### USE OF A COMMA IN TEXTUAL REFERENCES

According to Pearson Editorial CC (2004) South African usage specifies that when citing a source/reference in the text there is **no comma** between the authors surname and the date of publication. The consistency rule applies throughout the text. **Note:** A different rule applies for the bibliography.

***Text:***

It was found that the two sides of the membrane differ chemically (Henderson 1978:228).

***Bibliography:***

BURGER, M. 1992. *Reference techniques*. Pretoria: University of South AFRICA.

## QUOTATIONS

The use of direct quotations from sources are **discouraged** and are only to be used when it is considered essential to use the exact words of the author to convey accurate information. Quotations must be kept to a minimum. When the exact words of the original author/source are quoted, place them in double quotes " " (Lotter 2002:6).

### Full stop inside brackets

When a quotation forms part of the sentence with the **reference/source** at the **beginning** or **middle** of the sentence, the full stop that indicates the end of the sentence, is placed **inside** the quotation marks.

Swart (1989:4) explains that it is the objective of an academic library "to meet the education needs and research needs of the lecturers and students."

In his book on capital letters, Visser (1983:12) asserts that "there must be a conclusion for all sentences."

**Note:** The words in the inverted commas are the exact words of the author.

Otherwise, a full stop is not used inside the bracket or inverted commas.

### Full stop after quotation marks and source/reference

If the **reference/source** is placed at the **end** of the sentence, the full stop is placed **after** the bracket.

"An academic library must also provide in the education needs and research needs of the lecturers and students" (Swart 1989:4).

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

### Mark of omission...

**Definition:** This refers to the three (3) periods ... which indicate that part of a quotation have been left out.

When not use an entire quotation, at the **start**, **middle** or **end** of the sentence the...(mark of omission) is used with no space before or after (Lotter 2002:6).

### Example

Swart (1989:4) points out that an academic library "supports the objectives of the academic institution of which it forms part...An academic library must also provide in the education needs and research needs of its special user group."

### Examples of how to vary the use of references in the text

Students should vary the way in which references/sources are cited. Lotter (2002:4) provides the following examples of how the same information can be referred to in different ways:

According to Swart (1989:4) the objective of an academic library is to provide in the education and research needs of its users.

The objective of an academic library is to provide in the education and research needs of its users (Swart 1989:4).

Swart (1989:4) explains that it is the objective of an academic library "to meet the education needs and research needs of the lecturers and students."

Swart (1989:4) states the following: "An academic library must also provide in the education needs and research needs of its special user group."

Swart (1989:4) points out the following objective of the academic library: "...to provide in the education needs and research needs of its special user group."

"An academic library must also provide in the education needs and research needs of its special user group" (Swart 1989:4).

Swart (1989:4) points out that an academic library "supports the objectives of the academic institution in which it forms part...An academic library must also provide in the education needs and research needs of its special user group."

The university library is an academic library. The objectives of an academic library are directly related to the objectives of a university. The academic library therefore also has a definite education function (Swart 1989:4).

## General rules for compiling the bibliography

- A reference is the source in the text from which information was obtained.
- It is the act of formally recognizing the source of information.
- **Primary versus secondary sources:** Always consult the primary source i.e. the recognised expert even if the source is an old one. A secondary source is when the author/s refers back to the original source and should only be used if the original source is unavailable. The use of secondary sources is not accepted. As information may not be accurate mistakes can occur (See point 29).
- All sources referred to in the text of the thesis/dissertation/project report must be included in the bibliography. The reference list must balance: i.e. all references cited in the text must be in the reference list and all references in the reference list must appear in the text. Other publications that have made a substantial contribution to the author's insight can be included under a separate heading but the student must avoid trying to pad the bibliography in order to make a good impression.
- The difference between a source list and a bibliography: a **source list** is used at the end of a chapter and contains only those references cited in the specific chapter; a **bibliography** contains details of every source referred to in the whole text of the thesis/dissertation/project report and is placed at the end.
- To ensure swift and easy reference from the text to the bibliography, all sources must be included in one integrated **alphabetical** list.
- The list is **not numbered**.
- **One line** is left open between entries.
- Type the bibliography in **1½ line spacing** (the same as the text).

- An entry consists of a number of areas divided by a **comma** and a **full stop** and **one space**. The author/s surname and initial/s, the year in which the source was published, the title and its publication information (city or town where publisher has its office as well as the name of the publisher). **Note:** The order of an entry is always the same. Accurate and complete bibliographical information for every source is essential so that the source can easily be traced.

- Entries in the bibliography must contain a **full record of the source**, for example:

LOTTER, C. 2002. *Citation Guide for use in writing assignments, dissertations and theses*. Technikon Pretoria.

HANSON, R.C. & MEDINNUS, G.R. 1974. *Child psychology: behaviour and development*. 3<sup>rd</sup> ed. New York: Wiley.

- List the **surnames and initials** of the authors in CAPITAL LETTERS. This makes them more conspicuous and facilitates searching. Surnames are listed before initials. Only initials are used even if the full names are available. Leave out the initials in the text. Do not use titles i.e. Ms, Mr, Prof, Dr etc.
- When the author is **unknown** the full title of the book or article is typed in capital letters (upper case). The term **anonymous** is **not used** when the name of the author is not available, the title of the book or article is used (See Anonymous).
- If **more than one publication** by the same author is used, place the works in chronological order: from old to new i.e. 2000, 2001, 2002, 2003.
- A first **edition** is not indicated. In the case of more than one edition only the latest edition is supplied.
- Only the **year** of publication is provided. When more than one date is supplied, cite the year in which the specific edition appeared. If no date provided use the abbreviation **S.a.**
- When **more than one work** by an author in the **same year** are used, list them **alphabetically by title** and distinguish them by adding lower-case letters after the dates, for example 1997a. 1997b. 1997c.
- The **Title** is cited exactly as in the source. A **subtitle** is preceded by a colon and followed by a space. **Note:** The subtitle does not start with a capital letter e.g. VENTER, A.L. S.a. *The winds of change: the story of South Africa*. Pretoria: HAUM.
- Standard English language rules (British) are followed regarding the use of capital letters i.e. a capital letter is used after a full stop. The first letter of proper names and words which form part of the names of organisations are typed in capital letters e.g. A guide to using Microsoft Windows Professional XP. If a title has a subtitle, the subtitle is always typed in lower case e.g. Mastering Excell: an introductory guide.
- When cite a corporate author as the source, the name is typed in capital letters (upper case) e.g. COUNCIL FOR GEOSCIENCE or VAAL UNIVERSITY OF TECHNOLOGY. When the corporate author has a department/centre/bureau, this is typed in lower case e.g. VAAL UNIVERSITY OF TECHNOLOGY. Department of Information and Communication Technology.
- Take careful note of the use of punctuation and spacing in the bibliography. Never use two or more spaces after punctuation or anywhere else. Use the TAB or INDENT function to achieve correct alignment or bigger spaces.

- Capital letters (upper case) are used for abbreviations and acronyms e.g. SASOL, ESKOM, NRF, ISCOR etc.
- Only the following abbreviations are accepted:
 

& for and	:	between the names of two authors e.g. VISSER, I.P. & DU TOIT, C.J.
comp(s).	:	compiler/compiler
ed(s).	:	editor/editors or edition
S.a.	:	no date indicated in the source (Latin <i>sine anno</i> )
S.l.	:	no place of publication (town/city) indicated in the source
s.n.	:	no publisher indicated in the source
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> etc	:	number of editions. No full stop after <sup>st, nd, rd</sup>
no.	:	number
vol.	:	volume
par.	:	paragraph
col.	:	column
- When and where not to use ***Italics*** (See Examples in Bibliography):

The **title of the book**;

When the source is a Journal/periodical, the **name the Journal** is typed in Italics not the title of the article;

If the **source has not been commercially published, the title is not typed in italics** e.g. internal documents, minutes of meetings, lecturer notes, dissertations, project reports, theses, etc.

## ENTRIES IN BIBLIOGRAPHY

In the following examples the titles of **published works** are typed in *Italics*. **Note:** Titles of works that have not been published commercially e.g. lecturer notes, minutes of meetings, internal documents, policies, memorandums etc. are **not typed in italics**.

### 1. ANONYMOUS

When reference/citation to a source of which the author or editor is not mentioned or unknown the word anonymous is **not** used.

**Text:** Only the year and page number are cited

The following criteria are listed in Introduction to online information systems (1984:78).

**Bibliography:** The full title of the book or article is used

AN INTRODUCTION TO ONLINE INFORMATION SYSTEMS. 1984. London: Batsford.

### 2. ARTISTS AND ARTISTIC WORKS

#### 2.1 Artists

The first time an artist is referred to in the text, his/her full names should be provided, as well as the dates of birth and death, for example:

René Magritte (1898-1967)...

Thereafter it is sufficient to use the artist's surname, *not first name* (unless an artist is known by his/her first name, such as Rembrandt van Rijn, who is referred to as Rembrandt).

If a living artist is discussed, his/her birth date should be given, for example:

Valerie Jaudon (b. 1945).

## 2.2 Artworks

When referring to a work of art in the text, the following procedure is followed: the name of the artistic work is given in italics, followed by the figure number in brackets, for example:

This is noticeable in *The persistence of memory* (fig. 5).

The abbreviation "fig." may be used in brackets, but the word "figure" should be written in full elsewhere in a sentence. It is not necessary to refer to the figure number every time a particular artistic work is mentioned, but when the same figure is discussed in different chapters or sections, the figure number should be repeated in the new section for ease of reference.

Figures may be grouped into an annexure at the end of the thesis/dissertation (if the student wishes to integrate the figures into the text and not place them at the end of the thesis/dissertation, this must be clarified within the department).

A list of figures should be provided as part of the front matter – after the table of contents, just before the introductory chapter. The list of figures is presented as follows:

### LIST OF FIGURES

*See Annexure A*

#### Figure 1

MAGRITTE, Renè. 1937. *The red model*. Oil on canvas 183 x136 cm, Rotterdam, Museum Boymans-van Beuningen (Meuris 1994:35).

### Explanatory notes:

SURNAME OF ARTIST IN CAPITALS, given name of artist in lower case. Date of artistic work. *Title of artistic work in italics*. Dimensions in centimetres, Present location (provide city and/or country), Gallery or name of collection (Source from which the reproduction of the artistic work was copied).

In the title of the artistic work, use lower case throughout, except for the first word and proper names, which start with a capital (see the example above).

If the date, dimensions, medium or present location of the artistic work is unknown, this must be indicated by stating in the appropriate position in the reference:

Date (or dimensions, or medium, or present location) unknown.

However, this should be regarded as a last option, and extensive searches must be undertaken to gather as much of the required information as possible. If an approximate date is provided by the source, use *circa* as follows: c. 1290; or, when referring to ancient art, approx. 5000 BC.

If this method of compiling a list of artistic works is followed, do not repeat all this information on the page where the figure itself appears (in the annexure). On the page

where the artistic work is reproduced, give only the following information underneath the figure:

### Figure and number

SURNAME OF ARTIST, given name of artist. Date of artistic work. *Title of artistic work.*

#### **Example:**

#### **Figure 5**

ERNST, Max. 1924. *Two children are threatened by a nightingale.*

Artistic works as such are therefore not included as elements of the bibliography; however, the sources from where the artistic works were reproduced for the thesis/dissertation (such as catalogues or books) must appear in the usual format in the bibliography.

### 3. ARTEFACTS

The name of the artist/technologist/innovator/researcher. Year. Description of the artefact. Town: Institution.

#### **Text:**

Ceramic stoneware glazed with metal attachments as in artefact of Tasker (2002).

#### **Bibliography:**

JOOSTE, J. 1999. Radial Filament Winding Machine. Vanderbijlpark: Vaal Triangle Technikon.

TASKER, A.R. 2002. Communion Vessel I. Vanderbijlpark: Vaal Triangle Technikon.

### 4. AUTHOR

#### **Text:**

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

OR

Rose (1977:70) remarked that in ancient times it was believed....

- Surname, Initials. Date. *Title of book.* Place: Publisher.
- Only the author/s surname/s is given and not the initial(s).
- Date and page number must be stated (use s.a. if the date is unknown).

#### **Bibliography:**

ROSE, L. 1977. *Crime and punishment.* London: Batsford.

CASEY, A.F. 1993. *The steric factor in medicinal chemistry: dissymmetric probes of pharmacological receptors.* New York: Plenum Press.

**References to different works of an author are listed chronologically** (Lotter 2003:8).

Swart repeatedly (1978:65-66, 1984:43, 1989:4) refers to the...



## References to multiple works by different authors are listed chronologically (Lotter:8-9).

Swart and Venter (1989:4), Van Dyk (1994:13014) and Koen (1995:25)...

### 4.1 Authors (two)

#### **Text:**

Gardner and Shelton (1967:40) refer to the problem of communicating with paralysed patients who also suffer from aphasia. (**Note:** This source is old but is still the primary reference).

According to Swart and Venter (1989:4) statistics show the opposite to be true.

Statistics show the opposite to be true (Swart & Venter 1989:4).

All procedures must be explained to the patient (Gardner & Shelton 1967:40).

**Note:** The ampersand (&) is only used inside brackets; elsewhere in the sentence the word "and" is used.

#### **Bibliography:**

GARDNER, E.K. & SHELTON, B. 1967. *The intensive therapy unit and the nurse*. London: Faber & Faber.

WELMAN, J.C. & KRUGER, S.J. 2001. *Research methodology for the Business and Administrative Sciences*. 2<sup>nd</sup> ed. Oxford: University Press.

### 4.2 Authors (more than two)

When there are three or more authors or editors and their contributions cannot be distinguished, the abbreviation *et al.* is used in the text (preferably typed in italics for readability, although this is not essential). The abbreviation stands for *et alii* (meaning "and others"), therefore a full stop is placed after *al.* All the co-workers must be mentioned in the bibliography. **Note:** The **first time** a source is cited in the text **all** the authors are listed i.e. Swart, Venter and Bouwer (1984:2). In all following references *et al.* (*Italics*) is used.

#### **Text: (Second time use more than two authors in the text)**

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

#### **Bibliography:**

MEYER, B.S., ANDERSON, D.P., BOHNING, R.H. & FRATANNA, D.G. 1973. *Introduction to plant physiology*. New York: Van Nostrand.

DRIVER, J.R., JOHNSON, R.L., ANLEY, J., FLOWERS, J.L. & DRESCHER, D. 1996. *Education in crisis*. London: Bringley.

**Note:** A **comma** is placed after the full stop of the initials of the authors before the next surname **except** for the last author's initials before the **&** and before the **date**.

### 4.3 Author/editor unknown

COMMUNICATION in practice. 1990. 2<sup>nd</sup> ed. Johannesburg: Perscor.

#### 4.4 Author/editor/translator

DE WET, F.J. 1980. *Research Methodology*. Edited by W.A. Prinsloo. Durban: Butterworth.

SHANE, W. & WALPOLE, D.S. 1990. *Body language*. Translated by U. Mey. Pretoria: Haum.

#### 4.5 Editor/compiler

This is when the whole document or the introduction is referred to.

McELROY, A.R. (ed.). 1984. *Communication aspects of information organisation*. London: Library Association.

### 5. BIBLE

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

#### **Text:**

The words in Psalm 23:6 "...goodness and mercy shall follow me" (Bible 1989) are translated in the New International Version (Bible 1995) as "...goodness and love will follow me."

#### **Bibliography:**

BIBLE. 1989. *Life application Bible: King James Version*. Wheaton, Ill.: Tyndale.

BIBLE. 1995. *The Holy Bible: New International Version*. Cape Town: Bible Society of South Africa.

### 6. BOOKS

The bibliographical information is required in the following order and with the following punctuation:

Author(s) or editor(s), initial (s). Publication date. Title. Edition or print (if other than first edition or print). Place/city of publication: Publisher. (Series title and number, if any).

#### **Typical example:**

BRINK, A.P. 1973. *The poetry of Breyten Breytenbach*. 2nd ed. Pretoria: Academica. (Block books series, 15).

CASEY, A.F. 1993. *The steric factor in medicinal chemistry: dissymmetric probes of pharmacological receptors*. New York: Plenum Press.

#### 6.1 Author(s) or editor(s)

- The author is the individual/individuals or the body/bodies (institute, organisation, society, state department, etc.) responsible for the creation of a publication or other work.
- If more than one work by an author were published in the same year, a distinction can be made by placing an **a**, **b**, **c** etc. after the year, for example:

**Text:**

According to Venter (1996a:46) information on the Internet must be carefully evaluated.

**Bibliography:**

VENTER, H. 1996a. *Introduction to the Internet*. Cape Town: Tafelberg.

VENTER, H. 1996b. Evaluating information on the Internet. *Journal for Computer Science*, 2(4):14-18, Apr.

- When referring to two authors with the same surname with different initials who published in the same year, their initials must be used when referring to them in the text to distinguish between them.

**Text:**

Research shows that teenagers are... (Jones, T. 1990:9).

**Bibliography:**

JONES, S. 1990. *Adolescence*. New York: Wiley.

JONES, T. 1990. Sibling rivalry. *Journal of Child Psychology*, 5(2):12-16.

- The abbreviation **ed.** (for *editor*) or **red.** (for *redakteur*) is used, depending on the language in which you are writing, and is preceded by a comma. **Hrsg.** indicates the editor (*Herausgeber*) of a German work.

ed./eds – editor(s), Hrsg. – Herausgeber, red./reds. – redakteur(s)

**Example:**

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

**Note:** You must include the page numbers when referring to a specific author's contribution or chapter in a collected work. The title of the contribution is not italicised, nor placed in inverted commas. *In* should be *italic*. Indicate the first and last pages of the chapter; **p. is used to refer to a single page. The decision to use pp. or p. is optional but the consistency rule applies i.e. if use once must use throughout.** First check with the supervisor/promoter whether this is a requirement.

## 6.2 Date of publication

This is the date of the edition as it appears in the publication, usually on the reverse of the title page, known as the imprint page. When two or more dates appear, this indicates more than one edition or impression (reprint). Only the date of the most **recent edition** must be furnished. It is compulsory to state the edition number (other than the first) in the reference. However, it is not necessary to give the date of an impression or reprint. In such cases, give the date of the first publication of that edition.

If the publication has no date, a serious effort must be made to trace it. An approximate date may be given:

1892 or 93            when one or the other date is correct

1892?	the probable date
c. 1892	the approximate date
189-	when the decade is known, but not the year
s.a. or n.d.	when the year and decade are absolutely unknown (= <i>sine anno</i> or no date)

Use **s.a.** or **n.d.** only in highly exceptional cases.

### 6.3 Title

The complete title is furnished, as it appears on the title page of the publication. Only the first word, proper names, other words that always take an initial capital and German nouns start with a capital letter. All other words start with lower case. Titles of books and other publications are italicised. A subtitle is separated by a colon, followed by lower case:

MORRIS, C. 1988. *Psychology: an introduction*. New York: Wiley.

**Examples:**                    *An introduction to psychology.*  
                                       *Sociology: a reader.*  
                                       *AIDS: the scourge of Africa.*

### 6.4 Edition

The first edition is not mentioned; nor subsequent reprints or impressions. Statements about editions should appear in the language in which you are writing and can be abbreviated as follows (please note punctuation):

2nd ed. (English)  
 2e uitg. (Afrikaans)

JOHNSON, R.C. & MEDINNUS, G.R. 1974. *Child psychology: behaviour and development*.  
 3rd ed. New York: Wiley.

### 6.5 Place of publication

The place of publication is given in the language in which you are writing. Mention only the first place (town or city) appearing on the title page, not two or more. Do not give only the country or the state. If no place can be traced, the abbreviation s.l. (*sine loco*) may be used.

### 6.6 States of the USA

The name of a state of the United States of America may appear in abbreviated form after the town or city, for example Mass. for "Massachusetts".

Boston, Mass.: Houghton Mifflin.

**Boston** = city; **Mass.** = state; **Houghton Mifflin** = publisher.

Some common academic publishers and their usual place of publication are:

Homewood, Ill.: Irwin	Englewood Cliffs, N.J.: Prentice-Hall
Orlando, Fla.: Academic Press	Reading, Mass.: Addison-Wesley
Grand Rapids, Mich.: Eerdmans	Ithaca, N.Y.: Cornell University Press

**But:** New York: Wiley            New York = **city** – usually the **state** (N.Y.) is not added in this instance.

- Note that there are two ways to abbreviate states: the more “traditional” way (for example **Calif.** for California) and the postal code or two-letter abbreviation without a full stop (CA). Select one format and use it consistently.

### 6.6.1 Abbreviations of American states

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

### 6.7 Publisher

- A colon separates the place of publication and publisher, for example: New York: Wiley.
- If the author and publisher are one and the same person or institution, the name of the publisher is omitted.
- If no publisher is mentioned, the abbreviation s.n. (*sine nomino*) may be used.
- Initials are usually omitted, for example J.L. van Schaik becomes Van Schaik. Initials are sometimes included when it is necessary to distinguish, for example:

London: J.A. Allen  
 London: W.H. Allen

- Words that are not essential for identification purposes should be omitted, for example: and Co., and Sons, Inc., (Pty) Ltd, Uitgewers, Publishers. Use the following:

Daamen (for Daamen’s Uitgeversmaatschappij)  
 Fink (for Wilhelm Fink Verlag)  
 Heffer (for Heffer and Sons)  
 McGraw-Hill  
 Oxford University Press  
 Penguin (for Penguin Books Ltd)  
 Prentice-Hall  
 Wiley (for John Wiley & Sons, Inc.)  
 Wilson (for H.W. Wilson Company)

- It is sometimes necessary to add Company/Press:

ASPY, D.N. 1974. *Toward a technology of humanizing education*. Champaign, Ill.: Research Press.

- The following is another example that cannot be abbreviated:

The Presbyterian and Reformed Publishing Company.

## 6.8 Number of pages of a book (optional)

The total number of pages is usually not stated, although doing so would make the bibliography more complete. The page count must either be given consistently for every book mentioned in the bibliography, or not at all.

### ***Bibliography:***

GARDNER, E.K. & SHELTON, B. 1967. *The intensive therapy unit and the nurse*. London: Faber & Faber.

**Note:** This refers to the whole book

### 6.8.1 Reference to more than one page (Lotter 2002:8)

#### **Text:**

Swart (1989:4, 59-60) points out that...

### 6.8.2 Paragraphs and columns (where no pages numbers available) (Lotter 2002:8)

#### **Text:**

Republic of South Africa, Department of Finance (1999:par. B19.9) provides the following statistics...

(Note: par B19.9 is the paragraph number)

Republic of South Africa, Department of Finance (1999:col. 19.9) provides the following statistics...

(Note: col. 19.9 is the column number)

## 6.9 A chapter in a collected work

### **Text:**

Swart (1989:14-18) points out that...

Massimo (1970:57-66)...

### ***Bibliography:***

MASSIMO, J.L. 1970. Psychology and the gymnast. In George, G., ed. *The magic of gymnastics*. Santa Monica, Calif.: Sundby Publications. 31-33.

CHACRABARTI, C.I. 1986. Atomic spectrometry and its applications in the exploration, mining and processing of materials. In Butler, L.R.P. *Analytical chemistry in the exploration,*

*mining and processing of materials*. Oxford: Blackwell Scientific Publications. 57-66.

**Note:** The **inclusive page numbers** of the chapter **must** be given. This is necessary for Interlibrary Loans.

### 6.10 Book as part of a series

When it is necessary for identification purposes, the series title and number can be placed between round brackets at the end of the reference.

#### ***Bibliography:***

VAN WYK, J.H. 1996. *Labour ethics: a theological-ethical study*. Potchefstroom: PU for CHE. (Institute for Reformational Studies. Study pamphlet no. 346).

BASSET, R.E. & SMYTHE, M. 1979. *Communication and instruction*. 3<sup>rd</sup> ed. New York: McGraw-Hill. (Communication guides, no. 1).

### 6.11 Books and Sets of more than one volume

If a source consists of more than one volume, the number of volumes should be mentioned.

#### ***Text:***

The WAT (1950-1994) covers Afrikaans words from A to Z.

#### ***Bibliography:***

WAT (*Woordeboek van die Afrikaanse taal*). 1950-1994. 9 vols. Pretoria: Government Printer.

WATSON, E. & VARTY, W. 1987. *World focus, vol. 1: Southern Africa*. London: McGraw-Hill. (volume has its own title)

WATSON, E. & VARTY, W. 1987. *World focus, vol. 1*. London: McGraw-Hill. (volume does not have its own title)

### 6.12 Books/Papers and Reports on CD-ROM

#### ***Bibliography:***

GRAY, J.M. & COURTENAY, G. 1988. *Youth cohort study*. [CD-ROM]. Colchester: ESRC Data Archive (distributor).

## 7. BROCHURES, PAMPHLETS, MANUALS, SOFTWARE PROGRAMMES AND SPECIFICATIONS

Brochures, pamphlets, manuals, software programmes and specifications are numbered Annexure 1, 2, 3 or Annexure A, B, C, etc. Take care to be consistent. Annexures are placed at the back of the document, while a "List of Annexures" is inserted after the "Table of Contents". Note that **annexures are not listed** in the bibliography.

#### ***Text:***

The specifications of the instrument used in the experiment are...(Annexure A).

## 8. CHAPTER OR CONTRIBUTION IN A COLLECTED WORK

A collected work comprises a number of chapters, each written by a different author(s). When a chapter from this type of collected work is quoted, the **author of the chapter** must be used as the author of the quoted "source" – followed by the date of the collected work, the title of the chapter and the "In" reference.

### ***Text:***

"Generally speaking, dedicated gymnasts are an interesting, if not odd lot of highly involved, somewhat self-centred, and at times masochistic individuals, who would be a psychiatrist's delight!" (Massimo 1970:31).

### ***Bibliography:***

MASSIMO, J.L. 1970. Psychology and the gymnast. *In* George, G., ed. *The magic of gymnasts*. Santa Monica, Calif.: Sundby Publications. 31-33.

- The page numbers of Massimo's contribution **must** be included. The decision to use pp. is optional but the **consistency rule applies** i.e. if use once must use throughout.
- The abbreviation ed. (eds) **or** red. (reds.) is used for an editor or compiler, **depending on the language in which you are writing**. It is preceded by a comma and is not underlined or typed in italics.

## 9. CONTRIBUTION AT A CONFERENCE OR SYMPOSIUM

Refer to a specific contribution by using the author's surname, initials, and the title of his/her presentation. Then provide an "In" reference and give details of the manuscript as a whole.

When referring to the manuscript as a whole, use the name(s) of the editor(s) where possible. If no editor(s) is mentioned, record the source under the name of the organisation that arranged the conference/symposium, or the name of the conference. Use the information given on the title page of the book or the record of proceedings.

### 9.1 Conference proceedings

A conference is treated as a corporate author. The number, date and location of the conference is added. This is applicable if the publication as a whole is referred to. **Note:** If reference is made to an individual contribution in the conference proceedings the rule for an individual contribution to a collected work is used (See: 9.4 Society as an Author).

### ***Bibliography:***

CONFERENCE OF BRITISH TEACHERS OF MARKETING AT ADVANCED LEVEL, 3<sup>rd</sup>, 1986, Harrogate. 1987. *Proceedings*. Lancaster: University of Lancaster Press.

### 9.2 Corporate author (organisation)

Ignore the 'a' and 'the' before the name of the corporate author.

### ***Bibliography:***

PERKIN ELMER. 1985. *Analytical methods for atomic absorption spectrometry*. Norwalk: Perkin Elmer Corporation.



VAAL UNIVERSITY OF TECHNOLOGY (Formerly VAAL TRIANGLE TECHNIKON). 2003. Disciplinary Code and Grievance Policy. Internal document.

**Note:** Title is not in Italics in the above document because it is unpublished

### 9.3 Corporate author (with a subsection)

TECHNIKON PRETORIA. Directorate of Strategic Information and planning. 1999. Pocket statistics. Unpublished.

VAAL UNIVERSITY OF TECHNOLOGY. Institutional Research Department, Research Directorate. 2003. Graduate Survey Report. Unpublished.

**Note:** The subsection typed in small letters before the date.

### 9.4 Society as author

**Text:**

Cronje (1961:73) contends that integration is the keystone to the whole learning process.

**Bibliography:**

CRONJE, F.J.C. 1961. A modern didactic view of the learning process. *In* South African Society for the Promotion of Education. *A few modern pedagogical principles for education*. Papers read at the Third Annual Congress of SASPE held in Pretoria on 29 and 30 September 1961. Pretoria, pp. 65-74.

*In = italics*; pp. if used = the first and last pages of the **contribution**.

### 9.5 Editors

**Text:**

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

**Bibliography:**

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

*In = italics*; pp. if used = the first and last pages of the **chapter**.

## 10. DATABASES – BIBLIOGRAPHIC

When refer to full-text or abstract bibliographic databases available online or on CD-ROM.

**Bibliography:**

REDMAN, G.M. 1997. LPN-BSN: education for the reformed healthcare system. *Journal of nursing education*. [Online]. 36(3):121-127. CINAHL, Ovid Technologies Inc. Accessed: 28/5/1998.

**Note:** If database is in CD-ROM format replace [Online] with [CD-ROM].

## Bibliographical databases on-line or on CD-ROM

These databases merely **refer** to sources such as journal articles, theses or other material. Some databases contain summaries (abstracts) of journal articles, research reports, theses etc. These summaries may contain useful reviews. In most cases it is acceptable to use this type of information in scientific documents, on condition that no false impression is created of the original source having been consulted. This remains, however, secondary information; if possible the original source must be obtained. Students must get permission from their lecturer, supervisor or promoter to use this type of information.

AUTHOR. Year. *Title*. Other relevant information (for example the title and other details of a journal). (Abstract/reference "*Ir*": sufficient information to find it in the database).

### **Text:**

It appears that the most recent research on the prevention of heart diseases is done in the USA on roughage in nutrition (Charleston 1993).

### **Bibliography:**

CHARLESTON, H. 1993. Fibre can prevent arterial disease. *Journal of Dietary Science*, 19(3):56-69, Jul. (Abstract in the MEDLINE database, reference number 93350931).

## 11. DICTIONARIES

A dictionary consulted purely to clarify or translate unfamiliar words does not have to be included in the bibliography. If, however, definitions or explanations of words are quoted, the source dictionary must be cited. This also applies in the case of contradictory explanations of terms.

### 11.1 HAT

#### **Text:**

\n Inwoner van die Fidji-eilande word \n Fidjiaan genoem (HAT 1984:218).

#### **Bibliography:**

HAT (Odendal, F.F., ed.) 1984. *Verklarende handwoordeboek van die Afrikaanse taal*. Johannesburg: Perskor.

Use **ed.** when you are preparing a document in English; **red.** in Afrikaans.

### 11.2 Multi-volume sets

In the case of a large, comprehensive dictionary (usually several volumes) such as the OED (*Oxford English Dictionary*), the title is used instead of an editor's name because there are usually several editors. For convenience, abbreviations may be used in the text.

#### **Text:**

According to the OED (1978, 1:125) the meaning of *adorn* is: "To add lustre to."

#### **Bibliography:**

OED (*Oxford English Dictionary*). 1978. *Adorn*. Oxford: Clarendon Press.

### 11.3 Dictionary on CD-ROM

**Text:**

According to the OED (1987) a *literator* is a “teacher of ABC”.

**Bibliography:**

OED (*Oxford English Dictionary*). 1987. Literator. (CD-ROM).

## 12. ELECTRONIC INFORMATION SOURCES

These “novel” information sources create new problems because of their differing formats and contents. The variety of sources makes it impossible to cover all cases and therefore only general guidelines can be given.

- One of the functions of a bibliography is to furnish the reader with the full bibliographical particulars of the sources used by the researcher. It is therefore essential to present enough accurate information so that the sources can be traced. That is the reason why both the **source** and the **address** are essential. Try to integrate references to these sources of information into the framework of the recommended Harvard style. Specifically attempt to identify an author (person or institution) because this simplifies referencing in the text.
- When the author is not given the item is treated as an anonymous work i.e. the title is provided as the heading of the entry.
- The availability/address (Uniform Resource Locator) replaces the place of publication and the name of the publisher. Provide the address of the particular page you are referring to, even if it is long. Pay careful attention to spelling, capitalization, punctuation and spacing in Internet addresses as a single error will prevent the source from being traced. Break a URL that continues onto a second line after a slash or before a period. **Do not** break after a hyphen and do **not insert a hyphen** at the break.
- Use the particular page referencing/citing from as the page number in the entry.
- As internet sources are updated continuously the address of the site visited, the exact date (year, month, day) when it was accessed, must be provided and a hard copy kept of the document.
- Use can be made of < and > to delineate the start and end of the URL.
- In the case of unpublished source the title is not typed in italics.
- Electronic books, journals and newspapers are regarded as published sources, i.e. author/s, date, title, etc.
- When there is no date use the site update or revision date.
- A date is often missing. Use the revision date or the update of the site (sometimes found at the end of the document). If the item does not have a date use **S.a.**
- Where the format is available on the Internet it is placed in square brackets [] directly **after the title** .

## 12.1 EXAMPLES: (Lotter 2002:29-32)

### 12.1.1 Books, reports, papers, articles (not journal articles).

None of the following examples are regarded as published and therefore their titles are not typed in *Italics*. **Note:** If a book has also been published in print form the Internet address is not given.

HARTER, S.P. & KIM, H.J. 1996. Electronic journals and scholarly communication: a citation and reference study. Paper delivered at the ASIS Midyear Meeting, San Diego, Calif., USA, 20-22 May 1996. [Online]. Available at: < <http://ezinfo.ucs.indiana.edu/~harter/harter-asis96midtxt.html> >. Accessed: 08/07/1997.

JAMES, J.S. S.a. Thalidomide and HIV: background. [Online]. Available at: <<http://www.aids.org/immunet/atn.nsf/page/ZQX17901.html>>. Accessed 06/02/2002.

ALIIANCE FOR SERVICE-LEARNING IN EDUCATION REFORM. 1995. Standards of quality for school-based and community-based service-learning. [Online]. Available at: <<http://www.quest.edu/content/Resources/ServiceLearningArticles/slarticle3.htm>>. Accessed: 12/11/1998.

ACTION research; evolving professional practice through collaborative inquiry. [Online]. 1995. Available at: <<http://www.info.csd.org:70/WWW/resources/arc>>. Accessed: 5/6/1998.

### 12.1.2 Individual contribution in a collected work

BENAMATI, J. & LEDERER, A.L. 1999. An empirical study of IT management and rapid IT change. *In* Proceedings of the 1999 ACM SIGCPR Conference on Computer Personnel Research, April 8-10, 1999, New Orleans, LA, USA. [Online]. Available at: <<http://www.acm.org/pubs/articles/prceedings/cpr/299513/p144-benamati/p144-benamati.pdf>>. Accessed: 14/6/1999.

### 12.1.3 Individual contribution/article in an encyclopaedia

**Note:** a colon is placed after *In* because the source is an encyclopedia.

DANIEL, R.T. 1995. The history of Western music. *In: Britannica online: Macropaedi*. [Online]. Available at: <<http://www.eb.com:180/cgi-bin/g:DocF=macro/5004/45/0.html>>. Accessed: 12/02/1998.

LIBRARY (computer science). 2000. *In: Microsoft Encarta online encyclopaedia 2000*. [Online]. Available at: <<http://encarta.msm.com>>. Accessed: 11/09/2000.

### 12.1.4 Journal articles

KLING, J., VAN DAMME, R.F., MURDOCK, S. & NIX, J.B. 2000. Redeeming thalidomide: clinical trials for this notorious drug suggests uses against cancer and autoimmune diseases. *Modern drug discovery*. [Online]ws. 3(5):35-36, 39. Available at: <<http://pubs.acs.org/hotatrd/mdd/O/jun/mddkling.html>>. Accessed: 06/02/2002.

UK job agency predicts massive skills shortage. 1997. *Newsbytes*. [Online]. November 4. Available at: <<http://www.newsbytes.com>>. Accessed: 3/2/1998.

### 12.1.5 Newspaper reports/articles

MARKOFF, J.J. 1996. Voluntary rules proposed to help insure privacy for Internet users. *New York times*. [Online]. June 5. Available at: <<http://www.nytimes.com/library/cyber/week/y05dat.html>>. Accessed: 05/06/1996.

PREMIER'S office stung by mass resignations. 2000. *City press*. [Online]. September 5. Available at: <<http://news24.co.za/City-Press/City-Press-News/0,1885,186-187-906142.html>>. Accessed: 06/09/2000.

### 12.1.6 World Wide Web (home page)

ROBERTSON, R.E. 1997. March 4. Home page. [Online]. University of Michigan. Available at: <<http://msewww.engin.umcg.edu/mse/Robertson.html>>. Assessed: 14/08/1998.

**Note:** Only to be used when there is untitled information.

### 12.1.7 Newsgroups/bulletin boards

JAPAN sends confusing signal on US chip dispute. [Online]. 1996. June 3. Available at: <<http://news.clari.world.asia.japan.biz>>. Assessed: 07/06/1996.

## 12.2 Electronic mail (E-mail)

SENDER. (sender's E-mail address). Year. Title/heading/subject of the message. [E-mail to:] Receiver. (receiver's E-mail address). Day Month.

### **Text:**

The statistics of the PU and RAU libraries... (Swanepoel 1996).

### **Bibliography:**

SWANEPOEL, C.B. ([cbs@info.rau.ac.za](mailto:cbs@info.rau.ac.za)). 1996. Discussion of library statistics. [E-mail to:] Van der Walt, E.J. ([fpbejvdw@puknet.puk.ac.za](mailto:fpbejvdw@puknet.puk.ac.za)). 30 July.

### 12.2.1 Personal E-mail messages

Sender. Date (Year month day). Subject of message. [Format]. Personal E-mail from sender <sender's E-mail address>.

### **Bibliography:**

GORDON. W.E. 1999. March 10. Subject: NQF Work Group. [Online]. Personal E-mail from Ms W.F. Gordon, Department of Library and Information Studies, M.L. Sultan Technikon. <[GORDONW@wpogate.mlsultan.ac.za](mailto:GORDONW@wpogate.mlsultan.ac.za)>.

## 12.3 Compact discs (CD-ROM)

### **Text:**

Maltin (1995) states that the special effects in the film *Jurassic Park* are the best in the history of the film industry.

### **Bibliography:**

MALTIN, L. 1995. Leonard Maltin review: *Jurassic Park*. In Microsoft Cinemania '95. [CD-ROM].

## 12.4 Discussion groups

SENDER. (sender's e-mail address if available) Year. Title/heading/subject of message. E-mail address of the newsgroup. Day Month.

### **Text:**

According to Drabenstott (1996) strategic planning must be included in the curriculum.

### **Bibliography:**

DRABENSTOTT, K.M. ([karen.drabenstott@umich.edu](mailto:karen.drabenstott@umich.edu)) 1996. Strategic planning. [Discussion group:] [cristal-ed@sil.s.umich.edu](mailto:cristal-ed@sil.s.umich.edu) 9 Oct.

## 12.5 Electronic journals

Give the reference as for a printed journal, **plus** an indication that this is an electronic journal and where it can be obtained.

AUTHOR. Year. Heading of the article. *Title of the journal*, volume number: pages. [Online]. Available at: <Internet address>. Date accessed.

### **Bibliography:**

NUNES, J.M.B. & FOWELL, S.P. 1996. Hypermedia as an experiential learning tool: a theoretical model. *Information Research: an Electronic Journal*, 2(1). [Online]. Available at: <<http://www.shef.ac.uk/~is/lecturer/ircont.html>>. Accessed: 14/10/1999.

## 12.6 Internet (World Wide Web)

In scientific treatises, it is important to ascertain who is responsible for the intellectual or artistic contents of the information to which you are referring (i.e. authorship). Authorship is the researcher's proof of reliability and authority and it simplifies citation. The author may be a person or persons, or group of persons as is the case with societies or institutions. When authorship is not easily ascertainable, the following clues may help to establish the responsible entity:

- Look at the bottom of the "page" or screen for the name(s) of the author(s).
- Who created the home page? If it is an individual's home page, which is a subdivision of an institution's home page, was the former authorised by the mother institution? For example, some educational institutions allow their students to compile their own home pages but disclaim any responsibility for the student's work.
- If responsibility can still not be ascertained, go back on the "address" (URL) and look for clues.

AUTHOR. Year. Title/heading/subject. [Online]. Available at: <Internet address>. Date accessed.

- Do not use any punctuation after the address – it may be confusing. Use the < at the start of the address and the > followed by a full stop at the end.

### **Text:**

In his inaugural speech President Mandela (1994) used the following famous words: "Let there be justice for all. Let there be peace for all".

### ***Bibliography:***

MANDELA, N. 1994. Statement of the president of the African National Congress, Nelson Mandela, at his inauguration as president of the Republic of South Africa, Union Buildings, Pretoria, 10 May 1994. [Online]. Available at: <<http://www.anc.org.za:80/ancdocs/speeches/inaugpta.html>>. Accessed: 10/10/1996.

## **13. ENCYCLOPAEDIAS**

### **13.1 Author known**

#### ***Text:***

Hieroglyphics indicate an extraordinary similarity to art forms (Brunner 1984:853).

#### ***Bibliography:***

BRUNNER, H. 1984. Hieroglyphic writing. *In: The new Encyclopaedia Britannica (Macropaedia)*, 8:853-857.

Note: This is the only time a **colon** : is placed after the *In*

- A number of encyclopaedias provide only the author's initials with each article. The full name is only found in either the first or the last part of the set.
- It is unnecessary to give the place or publisher's name of a well-known encyclopaedia.

### **13.2 Author unknown ( See Anonymous).**

### **13.3 An article from an encyclopaedia on CD-ROM**

Note that the author(s) are usually named at the end of an article.

#### ***Bibliography:***

STAM, D.H. & STAM, D.C. 1994. Libraries of the Middle Ages. *In* Microsoft Encarta '95. [CD-ROM].

## **14. GAZETTES**

### **14.1 Government Gazette**

#### ***Text:***

The requirement in this case is that the licence be withdrawn (RSA 1977:149).

#### ***Bibliography:***

RSA **see** REPUBLIC OF SOUTH AFRICA.

REPUBLIC OF SOUTH AFRICA. 1977. The duty of the court to pass judgement on the suspension or revocation of a driver's licence. (Proclamation No. R. 327, 1977). *Government Gazette*, 5804:149, 18 Nov. (Regulation Gazette No. 2561).

REPUBLIC OF SOUTH AFRICA. 1997. South African Qualifications Authority: draft regulations governing the activities of National Standards Bodies (NSBs) (Notice 764 of 1997). *Government Gazette*, 383(17970), 9 May:33-59. (SAQA 12/P).

## 14.2 Provincial gazettes

### **Text:**

The boundaries of Pampierstad do not include the Vaalharts Settlement (North West 1995:58).

### **Bibliography:**

NORTH WEST (Republic of South Africa). 1995. The determination of jurisdiction areas of transitional authorities: Pampierstad Local Council. *North West provincial gazette extraordinary*, 5086:58-59, 1 March.

MPUMALANGA PROVINCE. Department of Local Government. Traffic Control and Traffic safety. 1999. *Annual report*. Nelspruit: The Department.

## 15. GOVERNMENT PUBLICATIONS

Tracing government publications is often difficult and therefore complete and correct details must be given. Because the "authors" of government publications are often the lengthy titles of departments or commissions, preference is given to an abbreviated form that can be used in the text. Then a clear cross-reference ("**see** . . .") must be made to the "correct" and complete form in the bibliography.

### 15.1 Constitution

#### **Text:**

In terms of Article 32(1) of the Constitution (1996) everyone has the right of access to government information.

#### **Bibliography:**

CONSTITUTION **see** REPUBLIC OF SOUTH AFRICA. 1996.

REPUBLIC OF SOUTH AFRICA. 1996. Constitution of the Republic of South Africa as adopted by the Constitutional Assembly on 8 May 1996 and as amended on 11 October 1996 (B34B-96). (ISBN: 0-260-20716-7).

The ISBN (International Standard Book Number) is useful in this case because it indicates the specific edition of the Constitution.

### 15.2 Commissions of Inquiry: No chairperson

#### **Text:**

In its fourth interim report it appears that the Commission of Inquiry into Certain Organisations (1974:56) is convinced that individuals and organisations encourage weapons boycotts against South Africa.



***Bibliography:***

COMMISSION of Inquiry into Certain Organisations *see* REPUBLIC OF SOUTH AFRICA. Commission of Inquiry into Certain Organisations.

REPUBLIC OF SOUTH AFRICA. Commission of Inquiry into Certain Organisations. 1974. Fourth Interim Report. Pretoria: Government Printer (RP 33/1974).

In this case it is important to furnish the number (RP...) of the government publication because it facilitates retrieval.

**15.3 Commissions of Inquiry: Chairperson**

***Text:***

According to the Commission of Inquiry (Katz 1994:7) the tax system . . .

***Bibliography:***

KATZ, M.M., chair. 1994. Interim report of the Commission of Inquiry into Certain Aspects of the Tax Structure of South Africa. Pretoria: Government Printer.

**15.4 Councils, National Commissions and Semi-government Institutions**

**15.4.1 Council for Geoscience**

***Text:***

The Council for Geoscience (1994:3) is the successor of the Geological Survey of South Africa.

***Bibliography:***

COUNCIL FOR GEOSCIENCE. 1994. Annual report, 1 November 1993 to 31 March 1994. Pretoria.

**15.4.2 National Commission on Higher Education**

***Text:***

The aim of the commission is to cover all aspects...(NCHE 1995).

***Bibliography:***

NCHE (National Commission on Higher Education, South Africa). 1995. The South African Commission on Higher Education home page. [Online]. <<http://star.hsrc.ac.za/nche.html>>. Accessed: 16/11/1996.

**More examples**

HSRC (Human Sciences Research Council). 1994. Annual report. Pretoria.

CSS (Central Statistical Service). 1996. Population statistics. Pretoria.

### 15.4.3 South African Reserve Bank

***Text:***

According to the South African Reserve Bank (1994:24) the generic term....

***Bibliography:***

SOUTH AFRICAN RESERVE BANK. Department of Bank Supervision. 1994. Annual report. Pretoria.

### 15.5 Departments

***Text:***

The production of the platinum group of metals remained unchanged (Department of Mineral and Energy Affairs 1995:14).

***Bibliography:***

DEPARTMENT of Mineral and Energy Affairs *see* REPUBLIC OF SOUTH AFRICA. Department of Mineral and Energy Affairs.

REPUBLIC OF SOUTH AFRICA. Department of Mineral and Energy Affairs. 1995. Annual report. Pretoria: Government Printer.

When annual reports for a number of successive years are used, they can be dealt with as one item in the source list.

REPUBLIC OF SOUTH AFRICA. Department of Agricultural Technical Services. 1974-1977. Annual reports. Pretoria: Government Printer. 1 July 1974 – 30 June 1975 (RP 43/1976); 1 July 1975 – 30 June 1976 (RP 48/1977); 1 July 1976 – 30 June 1977 (RP 42/1978).

### 15.6 Hansard

***Text:***

In the Senate on 19 June 1996 Senator J.L. Mahlangu said that Parliament was no longer sovereign (Hansard 1996, col. 2386).

***Bibliography:***

HANSARD *see* REPUBLIC OF SOUTH AFRICA. Senate.

REPUBLIC OF SOUTH AFRICA. Senate. 1996. Debates of the Senate. Third session, First Parliament, 18 to 21 Jun. Cape Town: Government Printer.

Because Hansard is divided into columns and not pages, reference is made are used to the column in which the information appears. It is unnecessary to give details about the number of columns or volumes because Hansard is normally printed in more than one form.

### 15.7 Provinces

***Text:***

A Valuation Appeal Board was constituted (Gauteng 1996).

***Bibliography:***

GAUTENG (Republic of South Africa). 1996. Constitution of a Valuation Appeal Board. *In* Gauteng Province ordinances. Land and townships. Local authorities rating. Doornfontein: Lex Patria. Premier's notice, P.N. 9.

**16. INTERNAL DOCUMENTS**

An internal document is used by staff of an organisation in the execution of their tasks. These documents are often photocopied documents or policies. If the name of the organisation is known it is treated as an internal document.

***Bibliography:***

VAAL UNIVERSITY OF TECHNOLOGY (Formerly Vaal Triangle Technikon). 2002. Skills development policy. Internal document.

**17. INSTITUTION, ORGANISATION OR SOCIETY AS AUTHOR**

- An abbreviation may be used in the text, with complete details given in the bibliography.
- For first use type the name in full and give the abbreviation in brackets. Thereafter use only the abbreviation. Provide the year and page number.
- When the publisher and author (for example UCT) are the same, the publisher is usually omitted.

***Text:***

"By virtue of the nature of library work, background knowledge of an almost encyclopaedic nature is the librarian's ideal" (UCT 1970:30).

This is also the case in other countries (Republic of South Africa, Department of Finance 1999:145).

**Note:** There is a **comma** between Africa and Department in the **text** but in the **bibliography** there is a **full stop**

***Bibliography:***

UCT (University of Cape Town). 1970. *Where does university education lead to? A practical manual for counselling teachers*. Cape Town.

REPUBLIC OF SOUTH AFRICA. Department of Finance. 1999. Annual Report. Pretoria: Government Printers.

**18. JOURNAL ARTICLES**

The following bibliographical information is required in respect of journal articles: author(s), publication date, title of the article, name of the journal in which the article was published, the number of the volume, the pages of the volume that the article takes up, and the day, month or semester of the relevant journal.

### 18.1 Author(s) known

#### **Text:**

Drinking among college students is on the...(Rabow 1995:54).

#### **Bibliography:**

RABOW, J. 1995. Drinking among college students. *Journal of Alcohol and Drug Education*, 40(3):52-64, May.

Only the title of the journal is typed in *italics*.

### 18.2 Author(s) unknown

Refer to Rules for Textual References.

"Today the doctor still prescribes medicine, but the mortar and pestle of the pharmacist gather dust" (1978:3).

#### **Bibliography:**

MUST PHARMACISTS ONLY COUNT TABLETS? 1978. *South African Medical Journal*, 53(1):3, 7 Jan.

### 18.3 Date of publication (year)

This is the year appearing on the particular volume of the journal.

### 18.4 Title of article

The full title of the article must be given. The title is not italicised or placed in inverted commas. Only the first word and proper names as well as German nouns begin with a capital letter. A subtitle is separated from the title by means of a colon, followed by lower case.

### 18.5 Title of journal

Type the name of the journal in italics. Do not use abbreviations. For the sake of clarity it is customary to use an initial capital for all main words, although the style of lower case throughout, as for the article title, is also acceptable. However, it is imperative to be consistent in the chosen style.

#### **Examples:**

*Journal of Industrial Psychology* **or** *Journal of industrial psychology*

*Journal of the American Psychological Society* (capital letters for the name of the society compulsory)

*Journal of Modern Australian History* **or** *Journal of modern Australian history*

### 18.6 Volume, number, page(s), month/day/season

After the name of the journal, details of the specific edition of the journal in which the relevant article appears, follow in the sequence given below:

- volume in Arabic figures (i.e. 1, 2, 3, 4)

- the number of the edition between round brackets (parentheses)
- the pages of the article cited, preceded by an unspaced colon
- the date (month) – necessary when no issue number is available.

The month may be abbreviated according to recognised abbreviations and must appear in the language in which you are writing.

RABOW, J. 1995. Drinking among school students. *Journal of Alcohol and Drug Education*, 40(6):52-64, Aug.

When the publication day and month are available, they are given in this sequence:

WALKER, J.S. 1995. The origins of the Cold War in United States history textbooks. *Journal of American History*, 54(10):7-11, 12 Oct.

When only a season or semester is indicated, this may be given in the language of the journal and is not abbreviated:

KERN, L. 1996. Functional analysis and intervention for breath holding. *Journal of Applied Behaviour Analysis*, 28(3):339-340, Summer.

### 18.7 Journal without volume or number

- This seldom occurs. If the journal or volume is numbered in any way, this **must** be furnished.
- A colon, not a comma, is placed after the title of the journal and this indicates that the page numbers follow.

**Text:**

"The drinking problem in Scotland has always been relatively more serious than in England" (Glatt 1980:135).

**Bibliography:**

GLATT, M.M. 1980. Recent books on the abuse of alcohol and alcoholism. *British Book News*: 133-137, March.

### 19. LAWS

If reference is made to several laws, insert a single "**see**" reference in the bibliography (as shown in the following example), and give the full particulars under "Republic of South Africa ...".

**Text:**

The Atomic Corporation was established in terms of the Atomic Energy Act (92/1982).

**Bibliography:**

LAWS **see** REPUBLIC OF SOUTH AFRICA.  
 REPUBLIC OF SOUTH AFRICA. 1982. Atomic Energy Act, No. 92 of 1982. Pretoria: Government Printer.

## 20. LETTERS AND INTERVIEWS

Sometimes letters or personal communications are used for reference, which have not been published in any form. (Material included in an organised archive collection is not covered here. These sources have their own special rules and uses). Furnish the following details:

- Name of person/author
- Year
- Designation of person and name of organisation
- Title or nature of material (if applicable)
- Place of origin
- Notes on physical nature of the material, its scope (where applicable) or where it is available
- Date of letter or interview

### 20.1 Interviews (face to face, telephone)

***Text:***

According to Van der Merwe (1979), mampoer was already being distilled in the Marico area as early as 1841.

***Bibliography:***

VAN DER MERWE, J.J. 1979. Verbal communication with the author. Zeerust (Cassette recording in possession of the author).

BAILES, N. 1998. Interview with Mr Nigel Bailes, Sales Manager, Barcode Systems Africa, 20 October.

### 20.2 Letters

***Text:***

Viljoen (1953) expressed his utter dissatisfaction about this.

***Bibliography:***

VILJOEN, C.S. 1953. Letter to the Town Clerk of Potchefstroom, 1 June. Pretoria (Original copy in records of Town Council of Potchefstroom).

## 21. MICRO-MATERIAL

The present-day trend is to make theses and dissertations, in particular, available in microfiche format.

The bibliographical style here should be to keep the reference in the same form as for the original, with the new format indicated between brackets.

***Bibliography:***

MOOLMAN, L.A. du T. 1978. The managerial role of the school principal. M.Ed. Dissertation. Johannesburg: RAU (Microfiche).

## 22. NEWSPAPER ARTICLES/REPORTS

### **Text:**

This special use of the word is described by Terblanche (1963:7) as an anglicism.

### **Bibliography:**

TERBLANCHE, H.J. 1963. Anglicismes. *The Star*, p. 7, 13 Aug.

- The article appeared on page 7 of *The Star*, dated 13 August 1963.
- It is sufficient to indicate the page using the p. and the day on which the newspaper was published.

## 23. PAPERS

### 23.1 Green

#### **Text:**

The workload of women in rural areas can be lightened by the use of technology...(RSA 1996:89).

#### **Bibliography:**

RSA *see* REPUBLIC OF SOUTH AFRICA.

REPUBLIC OF SOUTH AFRICA. Department of Arts, Culture, Science and Technology. 1996. *South Africa's Green Paper on sciences and technology: preparing for the 21st century*. Pretoria.

### 23.2 White : Published separately

#### **Text:**

According to the White Paper on tourism (RSA 1996:48) the government . . .

#### **Bibliography:**

RSA *see* REPUBLIC OF SOUTH AFRICA.

REPUBLIC OF SOUTH AFRICA. Department of Environment Affairs and Tourism. 1996. *The development and promotion of tourism in South Africa*. Pretoria: Government Printer. (WPB-1996).

### 23.3 White: Published in the *Government Gazette*

#### **Text:**

According to the White Paper (RSA 1995:21) higher education . . .

#### **Bibliography:**

RSA *see* REPUBLIC OF SOUTH AFRICA.

REPUBLIC OF SOUTH AFRICA. Department of Education. 1995. White Paper on education and training. (WPJ-1995). *Government Gazette* 16312, 15 March.

## 24. PATENTS

Patents are entered under the name/s of the inventors/s. If applicable the name of patentee (company/organization i.e. patent holder) and the number of the patent is added.

### ***Bibliography:***

SCHWARZER, R., KATSKOV, D.I., McCRINDLE, R.I. & MARAIS, P.J.J.G. 1995. *Furnace assemble*. Patentee Technikon Pretoria, (SA patent 94/7624).

**Note:** If the patent is registered in the name of the company (patentee) and the name(s) of the inventor(s) are not known, it is entered under the name of the company.

TECHNIKON PRETORIA. 1995. *Furnace assemble*. (SA patent 94/7624).

**Note:** Where the inventor/s are the holders of the patent

MARSON, S.L., WA.D, S.A., ZPP, C.M. & DODDS, D.R. 1991. *Method for membrane reactor resolution of stereoisomers*. (US patent 5,007,217).

## 25. PHOTOSTAT COPIES

If the original source from which the photocopy is known, the particulars are given. If date unknown use the **S.a.** entry.

### ***Bibliography:***

GUNDERSON, G.L. 1970. Nation-building and the administrative state: the case of Botswana. Ph.D. Dissertation. Berkeley: University of California (Photostat copy – University Microfilms International).

PICKWORTH, G. 1998. How students learn: deep and surface learning. Learning Strategies Workshop, MENDUSA, 18 September. Photostat copy.

WHITE, C.J. S.a. Research design. Photostat copy.

## 26. PUBLICATION IN A SERIES

Indicate the series only when it contributes to the authority or identification of the source. Place it in brackets at the end of the reference.

### ***Text:***

According to Van Wyk (1996:11) labour is not only directed to God and the self, but also to your neighbour

### ***Bibliography:***

VAN WYK, J.H. 1996. Labour ethics: a theological-ethical study. Potchefstroom: PU for CHE (Institute for Reformational Studies. Study pamphlet no. 346, 32 pp.).

REPUBLIC OF SOUTH AFRICA. Department of Education. Higher Education Group. 1997. *General policy for technikon instructed programmes*. Pretoria: The Department. (Report 150:97/010).



## 27. RADIO AND TELEVISION PROGRAMMES

Entry consists of: The Station. Date (year). Title of programme (*Italics*). [Format i.e. TV or Radio]. Day and month.

### ***Bibliography:***

M-NET. 2000. *Carte blanche*. [TV programme]. 5 November.

## 28. REPORTS, LECTURES AND PAPERS (Unpublished)

### ***Text:***

Viljoen (1980:5) suggests that the lecturer should consider the library and its professional personnel as colleagues in literature training.

### ***Bibliography:***

VILJOEN, A.J. 1980. Literature training as a component of the lecturing task. (Paper delivered as part of the course in tertiary education for new lecturers at PU for CHE on 12 May 1980). Potchefstroom (Unpublished).

This form is only used when the report/lecture/paper has not been published. When a report/lecture/paper is included in a collected work, the instructions for a contribution at a conference or symposium should be followed (see point 9).

## 29. SECONDARY SOURCES

The use of secondary sources is generally not seen as scientifically acceptable and may be resorted to only when the original (primary) source is completely unobtainable. Note that **only** the source actually referred to is included in the bibliography.

### 29.1 Original source unknown

#### ***Text:***

Butterfield (as quoted by Johnson and Medinnus 1974:133) found that...

De Beer as cited by Swart (1989:4) defines the Internet as a large network of...

De Beer as quoted by Swart (1989:4) defines the Internet as: "A large network of..."

"Indexing is an art rather than a skill" (Rowley as quoted by Braid (1996:6).

**Note:** The entry in the bibliography is under the author of the book e.g. the book is by JOHNSON & MEDINNUS and contains a quotation of Butterfield – the entry in the bibliography will be under JOHNSON R.C. & MEDINNUS, G.R.

#### ***Bibliography:***

JOHNSON, R.C. & MEDINNUS, G.R. 1974. *Child psychology: behavior and development*. 3rd ed. New York: Wiley.

## 29.2 Original source known but unobtainable

### **Text:**

Siegel (1920: *Plato and Socrates* as quoted by Du Plessis 1923:19) is of the opinion that Aristotle is entirely based on Plato.

### **Bibliography:**

DU PLESSIS, L.J. 1923. Socrates: a problem? The question of source in respect of his doctrine. M.A. Dissertation. Potchefstroom: UNISA.

## 30. STUDY GUIDES (Published)

### 30.1 Author indicated

#### **Text:**

Cilliers (1986:96) states that users of psychedelic substances claim that their motives are religious and self-analytical.

#### **Bibliography:**

CILLIERS, S. 1986. Psychiatric nursing (VPE 420). Potchefstroom: PU for CHE (Notes S92/86).

LOTTER, C. 1999. *Information Retrieval III: study guide*. Technikon Pretoria.

#### **When the notes are not published:**

VAN WYK, M.J. 1989. *Educational management. Module 710: core notes B.Ed. lectures*. Unpublished.

### 30.2 Without an indication of the author

#### **Text:**

The Afrikaans poet D.J. Opperman was the central figure of the forties (PU for CHE 1983:18).

#### **Bibliography:**

PU for CHE (Potchefstroom University for Christian Higher Education). 1983. *Studiegids Afrikaans-Nederlands 1 (AFN 100)*. Potchefstroom (S86/83).

UNIVERSITY OF SOUTH AFRICA. 1989. *Education management. Module 710: core notes B.Ed. lectures*. Pretoria. University of South Africa.

**Note:** Use the name of the institution.

## 31. TRANSLATIONS

### Example 1

**Text:**

According to Calvin (1937:15) "behoort ons dankbaarheidslewe so te wees..."

**Bibliography:**

CALVIN, J. 1937. De catechismus van Calvijn. Uit het Fransch vertaald door J.J. Buskes. Baarn: Bosch & Keuning.

### Example 2

**Text:**

According to Miermont (1995:70) a "dysfunctional family is characterised by..."

**Bibliography:**

MIERMONT, J. 1995. *A dictionary of family therapy*. Translated by Chris Turner. Oxford: Blackwell.

### 31.1 Translator, original author unknown

**Text: (See Anonymous)**

The following criteria are listed in Introduction to online information systems (1984:78).

**Bibliography:**

THE TEACHER'S GUIDE TO CLASSROOM MANAGEMENT. 1990. Translated by G. Jones. London: Bodley Head.

## 32. THESES, DISSERTATIONS AND MINI-DISSERTATIONS

Theses/Dissertations are treated as a book if published. In the case of unpublished Theses/Dissertations the following particulars are provided: name of qualification, name of educational institution, place where the institution is located (if the name of the place forms part of the name of the institution, the place name is left out, for example University of Pretoria)

**Note:** If unpublished only the name of the awarding institution is given. In the case of unpublished sources, where no place of publication or publisher is involved, this information is left out.

**Text:**

Du Plessis (1986:5) researched the...

### ***Bibliography:***

DU PLESSIS, J. 1986. Stability of emulsions in parenthetical nutritional mixtures. M.Sc. Dissertation. Potchefstroom: PU for CHE.

MARAIS, P.J.J.G. 1998. The filter furnace as an alternative atomizer for electrothermal atomic absorption spectrometry. D.Tech. thesis. Technikon Pretoria.

Note: The title of the unpublished theses are not typed in Italics.  
The place is left out in the 2<sup>nd</sup> example because Technikon Pretoria is in Pretoria.

- Use the terms Mini-dissertation, Thesis, Dissertation etc. as they are mentioned in the publication.
- The following abbreviations may be used:  
BTech., DBA., DPhil., DTech., LL.D., LL.M., MA., MSc., MTech., PhD.
- Recognised abbreviations of South African universities, for example PU for CHE, RAU, UOFS, UNISA and UPE, are typed without full stops.

### **33. VIDEOS**

The entry contains the name of the author, the year, title (in italics), format, place of publication: name of publisher/manufacturer/distributor. If the author is unknown the entry starts with the title of the video.

### ***Bibliography:***

CHARLTON, C.L. 1997. *Management for change in organisations*. [Video]. Johannesburg: Vidcom Educational.

When no author, place of publication and publisher is known:

ONLINE searching. [Video]. 1995. S.l.:s.n.

## EXAMPLE OF A BIBLIOGRAPHY

ASPY, D.N. 1974. *Toward a technology of humanizing education*. Champaign, Ill.: Research Press.

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BIBLE. 1995. *The Holy Bible: New International Version*. Cape Town: Bible Society of South Africa.

BRINK, A.P. 1973. *The poetry of Breyten Breytenbach*. 2nd ed. Pretoria: Academica. (Block books series, 15).

BRUNNER, H. 1984. Hieroglyphic writing. *In: The new Encyclopaedia Britannica (Macropaedia)* 8:853-857.

BURGER, M. 1992. *Reference techniques*. Pretoria: University of South Africa.

BUTCHER, J. 1996. *Copy-editing: the Cambridge handbook for editors, authors, publishers*. 3<sup>rd</sup> ed. Cambridge: Cambridge University Press.

CALVIN, J. 1937. De catechismus van Calvijn. Uit het Fransch vertaald door J.J. Buskes. Baarn: Bosch & Keuning.

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CILLIERS, S. 1986. Psychiatric nursing (VPE 420). Potchefstroom: PU for CHE (Notes S92/86).

COMMISSION of Inquiry into Certain Organisations **see** REPUBLIC OF SOUTH AFRICA. Commission of Inquiry into Certain Organisations.

CONSTITUTION **see** REPUBLIC OF SOUTH AFRICA. 1996.

COUNCIL FOR GEOSCIENCE. 1994. Annual report, 1 November 1993 to 31 March 1994. Pretoria.

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CRONJE, F.J.C. 1961. A modern didactic view of the learning process. *In* South African Society for the Promotion of Education. A few modern pedagogic principles for education: papers read at the Third Annual Congress of SASPE held in Pretoria on 29 and 30 September 1961. Pretoria. pp. 65-74.

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DU PLESSIS, J. 1986. Stability of emulsions in parenteral nutritional mixtures. M.Sc. Dissertation. Potchefstroom: PU for CHE.

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GLATT, M.M. 1980. Recent books on the abuse of alcohol and alcoholism. *British Book News*: 133-137, March.

GUFFEY, M.E. 1998, August 22. APA style electronic formats. [Online]. Available at: <<http://www.westwords.com/guffey/apa.html>>. Accessed: 12/03/1999.

GUNDERSON, G.L. 1970. Nation-building and the administrative state: the case of Botswana. Ph.D. Dissertation. Berkeley: University of California (Photostat copy – University Microfilms International).

HANSARD *see* REPUBLIC OF SOUTH AFRICA. Senate.

HAT (Odendal, F.F., ed.) 1984. *Verklarende handwoordeboek van die Afrikaanse taal*. Johannesburg: Perskor.

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ROSE, L. 1977. *Crime and punishment*. London: Batsford.

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