GUIDELINES FOR THE PREPARATION OF REPORTS AND ASSIGNMENTS IN THE DEPARTMENT OF GEOGRAPHY, ENVIRONMENTAL MANAGEMENT & ENERGY STUDIES

Compiled by the Geography, Environmental management and Energy Studies Department

Supported by all departmental staff

*Referencing guidelines prepared with assistance from the University of Johannesburg
Referencing Technique: Harvard Style

January 2016
# Table of Contents

1. Introduction ........................................................................................................................................... 1

2. Technical Aspects ................................................................................................................................... 1

  2.1. General Technical Aspects .................................................................................................................... 1

    2.1.1. Font selection: .................................................................................................................................... 1

    2.1.2. Headings and Sub-headings: ............................................................................................................... 1

    2.1.3. Paragraph settings: ........................................................................................................................... 2

    2.1.4. Page layout: ....................................................................................................................................... 2

    2.1.5. Page breaks: ....................................................................................................................................... 2

    2.1.6. Page numbering: ............................................................................................................................... 3

    2.1.7. Spelling and Language: ..................................................................................................................... 3

  2.2. Structure and Content of the Text ......................................................................................................... 3

    2.2.1. Title Page and Plagiarism Declaration .............................................................................................. 3

    2.2.2. Preliminary Pages ............................................................................................................................. 4

    2.2.3. Main Body of Assignment and Writing Style ...................................................................................... 4

    2.2.4. Figures and Tables ............................................................................................................................. 5

    2.2.5. The Use of Numbers and Units of Measure ..................................................................................... 5

  2.3. Final Rounding Off ............................................................................................................................... 6

3. Referencing ................................................................................................................................................ 7

  3.1. The use of references ............................................................................................................................ 7

  3.2. In-text referencing/Citations ................................................................................................................ 8

  3.3. Reference list ......................................................................................................................................... 9
1. Introduction

Each student in this department is required to submit a number of written assignments (or ‘seminars’) per semester course at undergraduate and postgraduate levels. At undergraduate level, these assignments count significantly towards your semester mark. One of the outcomes for all your undergraduate modules is that: “You must specifically be able to convey your knowledge in the form of a written assignment.” These Guidelines regulate the format of those assignments. All assignments that you submit to the Department must comply with these guidelines. If you do not follow these guidelines, you will may be penalised (i.e. marks will be deducted). These Guidelines also apply to postgraduate assignments, research reports, theses, etc.

2. Technical Aspects

The following section discusses technical aspects, i.e. How you assignment should look.

2.1. General Technical Aspects

2.1.1. Font selection:

- All typing must be in “Arial”. Use 11 pt or 12 pt for the main text of your document.
- Larger fonts and/or a combination of BOLD and italics may be used to differentiate different levels of headings

2.1.2. Headings and Sub-headings:

- Heading position: Align headings against the left hand margin. Do not place headings and sub-headings in the centre.
- Heading numbering: The Metric system should be used when numbering your different sections and subsections, e.g. 1. INTRODUCTION; 1.1. Background; 1.1.1. Research problem, etc. Avoid using A., B. C….. Do not number beyond the third or fourth level. For these lower order sections use Roman numerals (i), (ii), (iii)…
• Use a decreasing hierarchy of emphasis for the sequence of sections and subsections, e.g.

1. Introduction

2. Data Gathering

2.1. Weather Data

2.1.1. Temperature

(i) Minimum

• HINT: Use the convenient Styles option under the ‘Home’ tab to automatically format your headings. To do this you will need to modify each style (e.g. Heading 1, Heading 2, Normal, etc.) to your chosen heading and sub-heading emphasis hierarchy. To modify the Styles, right click on the specific Style you wish to modify.

• Do not allow a heading of a section/subsection to occur as the very last line of a page, and then start with the following text at the top of the following page. This can be controlled by adding a page break between the previous section’s last paragraph and the new heading/subheading.

2.1.3. Paragraph settings:

• Text should be justified - distributed between the page margins evenly. Justified text gives your assignment a polished look.

• The main text should have 1.5 line spacing, with a space after each paragraph. This can be set by assigning these properties under the ‘Home’ tab or by modifying the paragraph style Normal.

2.1.4. Page layout:

• Design your page based on A4 size paper.

• Set the margins as 2.5 cm Left, Top and Bottom. Set the right margin at 2.5 cm, or 3 cm if you wish to leave extra space for a binding margin.

2.1.5. Page breaks:

• To jump to a new page, enter a page break. Avoid using the enter key as a space bar to create a string of paragraph marks (back to front “P”), because as soon as you add or delete a few words, you page spacing will jump around.

• Add a continuous section break between your preliminary pages and your main text.
2.1.6. *Page numbering:*

- Page numbers for the main text are in Arabic numerals (1, 2, 3 …), etc.
- Preliminary pages (excluding the Title Page) are numbered in Roman figures [i, ii, iii…].
- To correctly add your preliminary page numbers (i, ii, iii) and your main text page numbers (1, 2, 3) you will have need to add a continuous page break between these two sections.

2.1.7. *Spelling and Language:*

- When writing in English, use the British spelling, not the American spelling, e.g. use metre and not meter; behaviour, not behaviour; labour, not labor, centre, not center.
- Computer ‘language selection’ on your word processor must be set accordingly in MSWord to “English United Kingdom”.
- Always use correct, appropriate language. Consult a dictionary or thesaurus frequently if you are not ‘good at languages’. Consider consulting a language expert to edit your document if your command of English is not up to standard. Also try the spell and language checks on your PC (remember to set it to “English United Kingdom” beforehand!). It is frustrating for the reader (and the evaluator) to have to read a document containing spelling errors and poor language usage.

2.2. *Structure and Content of the Text*

2.1.1. *Title Page and Plagiarism Declaration*

- The title must be written clearly in large letters at the top of the page, followed by:
  - The name of the author (in smaller lettering)
  - His/her student number
  - Course name
  - Date of submission
  - Name of the lecturer or supervisor(s).
- Do not add photo’s /pictures /coloured edges etc. to this page.
- The title page is not numbered.
- The plagiarism declaration should come after the title page. The official departmental plagiarism declaration can be found at the end of this document and on ULink.
2.1.2. Preliminary Pages

- Preliminary pages refer to those pages that appear before the main body of your assignment.
- Each assignment must have a “Table of Contents” (not to be entitled “Index”). The Table of Contents (ToC) must contain main headings and subheadings as well as the number of the page on which the relevant heading begins.
- Do not enter a dotted line from the heading to the page number – simply added an automatic ToC.
  - HINT: To add an automatic ToC, your headings and sub-headings should be formatted using different Styles as selected on the Home tab in Word. The option to add an automatic ToC can be found under the ‘Reference’ tab.
- The type and size of the font in the Table of Contents must be identical to the type and size of the font used in the body of the assignment text (or the ‘Normal’ Style setting)
- You may include a “List of Figures” and/or “List of Tables”, including the page numbers, after the Table of Contents. This is required only if the document has numerous figures and tables, and is appropriate for dissertations and theses. This option can also be found under the ‘Reference’ tab.

2.2.3. Main Body of Assignment and Writing Style

- You have read extensively on the topic, and have compiled notes on what each author wrote – and now it is time to start with your own work. Everyone has their own, unique writing style. We can only give you some general guidance on the conventions of assignment writing.
- Generally within the Department of Geography, Environmental Management and Energy Studies we have two different writing styles. The writing style is dependent on the subject and topic.
  - Within Physical Geography subjects, e.g. Pedology, Biogeography, Geomorphology, Environmental Management, GIS, etc., one would employ a scientific writing style using scientifically objective statements throughout
  - Within Human Geography subjects, e.g. Urban Geography, Tourism Geography, Population Geography, etc., one would employ a more journalistic style of writing.
  - The above guidelines are a generalisation. Please consult your lecturer if you are unsure of the writing style required for your specific assignment.
• Every assignment has an **Introduction** and a **Conclusion**. The Introduction introduces the reader to the topic, and the Conclusion briefly summarises the most important conclusions or results that were reached.
• Exclamation marks (!) and question marks (?) are very seldom used.
• Substantiate your factual information by using scientific references. The correct usage of these is discussed under 3. Referencing Techniques.

2.2.4. **Figures and Tables**

• It serves no purpose to include figures/tables/diagrams in your document without referring to them in your text.
• Figures and tables should be an integral part of the argument that the author is developing i.e. the figures or tables should illustrate a point being made, or present evidence to support a claim made in the text.
• Any photograph or diagram or map is also referred to as a figure.
• Every figure and table should be explicitly referred in the text, numbered consecutively in the order of first reference.
• Use simple numbering 1, 2, 3 … except in a dissertation where you the numbering may include the chapter number (e.g. Fig. or Table 2.1, 2.2…).
• Figures and tables should appear at the next convenient place **after** the first mention.
• Refer to figures as follows (Figure 5) or (Table 2). Avoid using phrases such as: “See Figure 5.” or “Table 5 below.” If you have followed the convention, the intelligent reader will know where to look for the illustration referred to.
• Every figure and table must have its own caption. E.g. ‘Figure 1: Rivers in South Africa.’ or ‘Table 1: Population of Gauteng.’ Please adhere to the punctuation shown – colon after the number, full stop at the end.
  
  o **A table caption always appears above the table.**
  
  o **A figure caption always appears below the figure.**
• If the table or figure is your own work and from material you have collected, you should acknowledge this by stating that the author is the source. The source is written in the caption, e.g. Stream patterns in the Melville Koppies (Source: Author)
• If the figure or table is not your own work you need to provide the source in the caption. E.g. Figure 1: Rivers in South Africa (Source: Harmse, 2015).
  
  o Do not forget to put this in-text source in your reference list.

2.2.5. **The Use of Numbers and Units of Measure**

• Always write out the numbers zero to ten, but not 11 to infinity, except when these start a new sentence, e.g. ‘Between seven and nine babies are born per minute, while 315
die every day.’ and ‘Forty-four people saw the...’ However, always use digits for figures and tables (e.g. ‘Figure 21’ or ‘Table 12’).

- Standard International metric measurement units should be used throughout. Pay attention to correct use of the SI system units e.g. 15 Ha of soil and not 15 ha; 500 mm of rain and not 50 cm of rain; there are 6 orders of magnitude difference between 1 MG and 1 mg.

- Imperial measurements and weights (mass) must be converted to SI units, e.g. 1 inch = 25.4 mm, 3.3 feet = 1 metre, 1 mile = 1.6 km, 1°C = 5/9 (°F - 32), where C = Celsius and F = Fahrenheit, 2.2 pounds = 1 kg, 1 pound = 454 g. Write 0.5 and not 1/2, 0.33 and not 1/3, etc. Use the ISO ‘thousand million’ and not the American ‘billion’.

- Do not use the symbols of elements or molecules as part of your text, e.g. ‘Water is scarce...’ is correct but ‘H2O is scarce...’ is incorrect. ‘Iron-rich soil...’ is correct, but ‘Fe-rich soil...’ is incorrect.

- All graph axes must be labelled with the appropriate quantity and units e.g. “Vehicle speed (m/s)”.

- All tables must have units in the column headings as appropriate, or in the caption.

2.3. Final Rounding Off

This section deals with the final rounding-off of your assignment for evaluation:

The excellent and perfect typing and printing of an assignment on a good-quality word processor and printer (preferably a Laser or Inkjet printer) is a prerequisite. It is a fact that the lecturer who evaluates your assignment will be impressed with a neatly typed text, devoid of typing errors. This could earn you additional marks (Remember: ‘First impressions are lasting!’). If you do not have your own computer/printer, use one of the numerous computers and printers made available for use by students at UJ and in our Department.

A document that is full of typographical errors can be extremely frustrating to mark, so a typed document is no guarantee for good marks. Similarly, a good document of poor print quality immediately creates a negative impression.

The contents as well as a typed document containing no errors count tremendously towards the marks, which is why a typed document must be proofread and the errors corrected before submission.

Always use paper that is at least 80 g/m² thick (standard photocopy grade). Thinner paper will result in difficulty reading the assignment as the printing on the next page will show through.
Figures/diagrams/photographs/tables must be edited properly. High quality scanned or digitally printed figures/tables/photographs/photocopies are acceptable. English titles may be retained, but you must allocate your own serial figure or table number to the figure/table (e.g. Figure 14.6 from a textbook may become your own Figure 3).

A scientist always remains impersonal when writing a scientific report, e.g. ‘This author has found that...’, or ‘According to this researcher, the....’, or ‘The authors are of the opinion that...’ Although it often leads to an awkward style, the convention for scientific writing is still to avoid use of the first person, thus do not write: ‘I think that...', or ‘We are of the opinion that ...’, etc.

Remember: CONSISTANCY IS KEY!

You must remain consistent throughout the report in using terms referring to figures/tables/diagrams, spacing between paragraphs, referencing, etc. For example, do not write about ‘The nature of erosion’ on page 1, and ‘The characteristics of erosion’ on page 2; do not write ‘Refer to figure 1’ on page 1, but ‘See Fig. 2’ on page 2. Consistency in using terms/units/punctuation in a scientific report is very important because if you are inconsistent in your writing, your research procedures may also be inconsistent, and your results will be under suspicion.

3. Referencing

3.1. The use of references

Statements, ideas or facts drawn from the published works of other authors and incorporated in your text must be acknowledged properly. This is called ‘referencing’. 

Why do we have to reference?

- To let the reader know whose ideas you are using.
- To acknowledge someone else’s work.
- To enable your reader to check your information.

Generally, you should make use of recently published literature in your referencing, preferably postdating the year 2005.

There are many referencing styles in use. The first requirement after selecting a certain style, is that each document is consistent in the use of that referencing style, i.e. irrespective of where you obtained your information, the reference has to be adjusted to conform to the style
selected. In the Department of Geography, Environmental Management and Energy Studies, one method is preferred, the adjusted Harvard method, which is widely used in the humanities and some sciences, particularly human geography.

Referencing is two-fold; it includes both in-text referencing and a reference list. Each component is as important to the other.

### 3.2. In-text referencing/Citations

In-text referencing or citations are short references within your text that correspond to the full reference provided in your reference list.

<table>
<thead>
<tr>
<th>Source</th>
<th>Explanation</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One author</strong></td>
<td>In general, when accepted, established facts are quoted from another author’s work, only the author’s surname and the year of publication are cited in text.</td>
<td>During later years the idea of the parallel retreat of mountain slopes was developed (King, 1953).</td>
</tr>
<tr>
<td><strong>Two authors (published together)</strong></td>
<td>If two authors publish work together both author’s surnames are provided in-text.</td>
<td>Rocks move down slope (Marsh and Dozier, 2005)</td>
</tr>
<tr>
<td><strong>Three or more authors (published together)</strong></td>
<td>If three or more authors publish work together, the Latin <em>et al.</em> is used. Only the first author’s surname is provided. <em>Et al.</em> should always be in italics. “<em>et al.</em>” stands for the Latin “et alia” which means “and others”.</td>
<td>Rainfall over the Kruger Park increased by 100 mm per year (Yarmouth <em>et al.</em>, 2003)</td>
</tr>
<tr>
<td><strong>Direct quotes from source</strong></td>
<td>If you give a direct quotation for another author(s)’s work, the page number is cited with the author’s surname and the year of publication.</td>
<td>“The human population is increasing at an alarming rate” (Pounds, 2004, p.12).</td>
</tr>
<tr>
<td><strong>Author with two or more sources published in the same year</strong></td>
<td>If a particular author publish two or more works in the same year, the letters “a”, “b” … are added after the year. These letters are also used in the reference list to distinguish between the two sources.</td>
<td>The earth is already overpopulated (Botha, 2006a), yet every year more and more babies are born (Botha, 2006b).</td>
</tr>
</tbody>
</table>
### 3.3. Reference list

At the end of your report, place a list of all the sources that you consulted in preparing your report. This is known as ‘Reference List’, ‘Source List’ or ‘Consulted Literature’. Avoid the term ‘Bibliography’ because a bibliography very often refers to a list of all possible sources that deal with a particular subject, which you most probably do not have!

References must be listed alphabetically according to the surnames of the authors. The surname of the first author should be given as the first word of a reference item, followed the author’s initials. Do not use figures or symbols such as ‘1’, ‘2’, ‘A’, ‘B’, bullets, etc. that precede the author’s surnames.

The following table illustrates examples of how to reference different sources using the Harvard method of referencing. Please pay very close attention to the punctuation and emphasis (italics or underlined) of specific parts of the reference.

<p>| Referring to the works of more than one author simultaneously | If you refer to the works of more than one author simultaneously, either their names can be arranged alphabetically, or the dates of their works chronologically. You must be CONSISTENT throughout your text. | Glaciers are powerful erosional agents (Davies, 2005; Strahler, 2004). OR Glaciers are powerful erosional agents (Strahler, 2004; Davies, 2005). |
| Referring to an author(s) in-text | If you are referring to an author in-text, only the year (and page number if necessary) are provided. | During later year, King (1953) developed his idea of the parallel retreat of mountain slopes. OR King (1953, p.2) was of the opinion that “XYZ”. |
| Referring to an organisation in-text | If you are referring to an organisation, you need not write out the whole organisation name for each citation, you can state the abbreviated organisation name. The full name and the abbreviated name must both appear in the reference list. | The Vaal Dam has high levels of eutrophication (DEAT, 2009). (Ref List: DEAT (Department of Environmental Affairs and Tourism), 2009:…)) |</p>
<table>
<thead>
<tr>
<th>Source</th>
<th>General Form</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Source</td>
<td>Reference</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Book with an institution, organisation or association as author</td>
<td>Organisation Name. Year: Title of Work. Location: Publisher. JSE (Johannesburg Stock Exchange). 2011: <em>Background and Selection Criteria</em>. Johannesburg: JSE.</td>
<td></td>
</tr>
<tr>
<td>Type of Source</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>Communication</td>
<td>Author, A.A. Day Month Year. His/Her position and institution. Type of communication, to name of person who the communication was to.</td>
<td>Meyer, D. 22 June 2015. Dean of Science, University of Johannesburg. Email to Clayton, A.F.</td>
</tr>
</tbody>
</table>
1. I understand what plagiarism is and am aware of the University’s policy in this regard.

2. I know that plagiarism is wrong. Plagiarism is to present someone else’s ideas as my own. I know that I would plagiarise if I do not give credit to my sources, or if I lift sentences or paragraphs from a book, article or internet source without proper citation. Even if I only change the wording slightly, I still plagiarise when using someone else’s words without proper citation. I have written my own sentences and paragraphs throughout my essay and I have credited all ideas I have gained from other people’s work.

3. Where material written by other people has been used (either from a printed source or from the internet), this has been carefully acknowledged and referenced. I have used the Harvard convention for citation and referencing. Every significant contribution to and quotation in this essay from the work of other people has been acknowledged through citation and reference.

4. I declare that this assignment is my own original work.

5. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.

Signature

Date