REFERENCE TECHNIQUES: APA STYLE

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with the help of Catrin Ver Loren van Themaat for the Law examples

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With special thanks and gratitude to Pieter and Stienie Koekemoer and to Smook van Niekerk.
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</table>
1 What is referencing?

Referencing is a way to demonstrate that you have extended your reading, learning and comprehension by using relevant and up to date sources.

**Primary sources** refer to material the author has written, like all the works written by Shakespeare.

**Secondary sources** are written as interpretations, criticism, research, etc. about a subject or an author. An interpretation of Shakespeare’s tragedies will be categorised as secondary material on his tragedies. The tragedies themselves will be the primary sources.

1.1 What are the reasons for referencing?

Reasons for referencing include:

- To let the reader know whose ideas the writer are using.
- To give recognition to the original author of the text, opinion, idea, fact, image, etc.
- To enable your reader to check your information.
- Sources confirm the completeness of the research.
- Quotations and references lend authority to the argument, view, etc.
- The source list can be consulted by the reader to verify information in the text.
- The sources can be used by the reader as additional sources to a topic.

The list has to be complete so that any reader can trace or find the sources referred to avoid what previous generations of students have named an ‘anthology of quotations’ in essays, research, etc. Own interpretations and ideas and conclusions are very important too.

By giving credit to each source used, the reader sees what the author has been borrowed from other authors and what is the author’s own ideas and interpretations. The credits can include facts, ideas, opinions, images, etc. If the sources are not acknowledged, the writer is plagiarising which is a criminal offence. Students can even be expelled. **Plagiarism is also known as ‘letter theft’**.

1.2 Terminology

A **citation** is a reference to a document. It should include all the bibliographic details needed to trace the document.

**Footnotes** are listed at the bottom of the page on which a reference or citation occurs in the text. A number is placed in the text to indicate the cited work and again at the bottom of the page in
front of the footnote. Footnotes are used when only a small number of references need to be made.

A reference list is the list of citations (material cited) in a written work. It shows the authority on which statements in the text are based, shows how well acquainted (how widely read) you are with the subject, and is a starting point for anyone else wanting to find out about the subject.

A bibliography is a list of documents (books, articles, and papers) read, analysed or consulted for a specific essay or assignment. All these references are not necessarily included in the list of references. If you have quoted from a source, the source must be included in your bibliography.

2 Tips on writing and referencing

2.1 Collecting information

Broad and deep research is the essential basis of any essay. Visit a library!

2.2 Using the Internet

Use the internet – but with care and discrimination.

Where possible, identify the author or corporate author.

2.3 Writing

A well-thought-out structure forms the basis of every good essay.

You need a solid introduction pertaining to the subject.

You need a tight, powerful conclusion that is the logical consequence of everything that has gone before.

You need to organise your material so that it flows from one area, sub-section or argument to the next in a logical order.

Keep checking that you are remaining on track throughout the essay. Do not wander off the subject.

A good student not only has good ideas to write about, but can also write about them well.

Do not use superfluous words, phrases or sentences.

Construct your sentences carefully. Check your spelling and your grammar.

2.4 General tips

Don’t cheat. Plagiarism – using other people’s words and ideas without acknowledging where you got them from – is regarded as an enormous sin. Ensure that your references are
perfect and that your in-text citations give the author, the date and the page number(s) from which the quote or the idea comes.

Try a fresh, original approach. Argue your case with your own point of view. Try to avoid formulas, clichés and the obvious approaches.

Illustrate your points with up-to-date examples.

Don’t fill an essay with irrelevant historical detail.

Check spelling and punctuation.

Ensure your essay is the required length.

Bring your subject to life!

Keep the bibliographic details of your source in the original language of source. If it is in German all the details will be in German. This means that you do not need to translate place names or terms like ‘Herausgeber’ to English. Use place names, etc. as given in the original language.

### 2.5 Punctuation

“If the quotation forms part of a comprehensive argument, the punctuation is part of that argument and is placed outside the bracket or inverted comma” (Van der Walt, 2006, 7).

In Van der Walt’s document on quoting sources (2006, 7) she states that “xxxxxxxxxxxxx”.

Van der Walt says in her document “never quote simply to avoid translation problems” (2006, 7).

“Never quote simply to avoid translation problems” (Van der Walt, 2006, 7).

### 2.6 Alphabetising names (how to list the authors in alphabetical order)

Alphabetise letter by letter remembering that ‘nothing precedes something’.

Rohr, J.B. precedes Rohring, A.K.

Prefixes like M, Mc and Mac must be alphabetised as they are and not as Mac. MacArthur will precede McAllister and MacNeil will be followed by M’Carthy.

Surnames which include articles or prepositions are alphabetised as they are used. De la Rey, De Vries, Le Roux and Van der Walt are some South African examples.

According to the APA style every source in your reading list which continues over two or more rows, must be indented. The second row will start after 3 spaces on the fourth.

### 2.7 Several works by the same author

Arrange according to the year of publication. The earliest is listed first.

If you have different works by the same author which share a publication date, arrange it alphabetically according to the title.

Use lower case letters – a, b, c, and also on – after the year and list in parentheses:


Botha, J. (2001b). *Die Suid-Afrikaanse*

### 2.8 Non-roman characters

Titles in non-roman characters (Greek, Arabic, Russian, etc.) may be transliterated (written in our alphabet).

### 2.9 Commonly used abbreviations

#### 2.9.1 English abbreviations

A list of frequently used English abbreviations follows.

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<tr>
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<th>Abbreviation</th>
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<tr>
<td>Chapter</td>
<td>chap.</td>
</tr>
<tr>
<td>Column</td>
<td>col.</td>
</tr>
<tr>
<td>Columns</td>
<td>cols.</td>
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<tr>
<td>Edition</td>
<td>ed. /edn</td>
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<tr>
<td>Second Edition</td>
<td>2nd edition</td>
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</tr>
<tr>
<td>Editor</td>
<td>ed</td>
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<tr>
<td>Editors</td>
<td>eds.</td>
</tr>
<tr>
<td>No date</td>
<td>n.d.</td>
</tr>
<tr>
<td>No place, no publisher, no page</td>
<td>n.p.</td>
</tr>
<tr>
<td>Number</td>
<td>no./No.</td>
</tr>
<tr>
<td>Page</td>
<td>p.</td>
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<td>Pages</td>
<td>pp.</td>
</tr>
<tr>
<td>Paragraph</td>
<td>para. /par.</td>
</tr>
<tr>
<td>Part</td>
<td>pt. /pt</td>
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</tbody>
</table>
### 2.9.2 Afrikaans abbreviations

Frequently used Afrikaans abbreviations are listed below.

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<th>Word(s)</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redakteur</td>
<td>Red.</td>
</tr>
<tr>
<td>Sonder jaar</td>
<td>[s.j.] Du Toit, P. [s.j.]</td>
</tr>
<tr>
<td>Sonder Plek</td>
<td>[s.p.]</td>
</tr>
<tr>
<td>Sonder uitgewer</td>
<td>[s.u.]</td>
</tr>
<tr>
<td>Uitgawe</td>
<td>3de uitgawe</td>
</tr>
<tr>
<td>Hersiene uitgawe</td>
<td>Hersiene uitgawe</td>
</tr>
<tr>
<td>Vertaler</td>
<td>Vert.</td>
</tr>
</tbody>
</table>

### 2.9.3 German abbreviations

<table>
<thead>
<tr>
<th>Word(s)</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
<td>Bd</td>
</tr>
<tr>
<td>Ausgabe</td>
<td>3. Auflage</td>
</tr>
<tr>
<td>Herausgeber</td>
<td>Hrsg</td>
</tr>
</tbody>
</table>
### 2.9.4 Latin abbreviations: dates and copyright

<table>
<thead>
<tr>
<th>Concept</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>And others – used where there are too many authors to list</td>
<td>et al. (et alii)</td>
</tr>
<tr>
<td>Under the word (as in a dictionary or an encyclopedia in which a specific word or entry was consulted)</td>
<td>sv (sub verbo)</td>
</tr>
<tr>
<td>In the same work</td>
<td>ibid. (ibidem)</td>
</tr>
<tr>
<td>Signifies the same work as the one cited immediately before, but a different page</td>
<td></td>
</tr>
<tr>
<td>The same</td>
<td>id. (idem)</td>
</tr>
<tr>
<td>The item cited is by the author of the item cited immediately before</td>
<td></td>
</tr>
</tbody>
</table>

*Loc cit* – *loco citato* (in the place cited) is used after the name of the author if the source has been cited previously and is referred to once more. If the new reference refers to the same page or volume and page as was used in the previous reference, use ‘*loc cit*’. Schenk, *loc cit*... This refers to the work of Schenk last cited, and to its very same page (and or volume).

| In the work cited                                                      | op. cit. (*opere citato*) |
|                                                                     |                           |
| Refers the reader back to the author’s previously cited work, but to a different page. *Op cit* is used as follows: Poggenpoel, *op cit*, p. 114. It means that a reference has been made to Poggenpoel’s work in full a few references earlier. |                           |

| Without name (publisher)                                            | [s.n]. (*sine nomine*) Square brackets as this information is not printed in the item itself |
|                                                                     |                                           |
| Without place                                                        | [s.l.] (*sine loco*) Square brackets as this information is not printed in the item itself |
|                                                                     |                                           |
| Without year                                                         | [s.a] (*sine anno*)                       |

### 2.9.5 More abbreviations

| If no year is indicated use                                          | [n.d.]                                   |
|                                                                     |                                           |
| Johnson, L. [n.d.]                                                  |                                           |

If you know that a web site is updated regularly, but you cannot see a publication date, put the date in square brackets.

| National Research Foundation. [2012].                                |                                           |

If you are not quite sure of the date, but can guess it, you may use ‘*ca.*’ *circa* in front of the date to indicate that the work was more or less published in that year based on information found. It is not in italics, but placed in square brackets.

| Heidegger, M. [ca.1915].                                           |                                           |

If there is only a copyright date use that date with a ‘*c*’ before it.

| Jones, P. (c2008) or ©2010                                        |                                           |
2.9.6 “Revised” and “enlarged edition” in the major European languages

<table>
<thead>
<tr>
<th>Word(s)</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afrikaans</td>
<td>Hersiene uitgawe</td>
</tr>
<tr>
<td>English</td>
<td>revised (and enlarged) edition</td>
</tr>
<tr>
<td>German</td>
<td>verbesserte und erweiterte Auflage</td>
</tr>
<tr>
<td>French: Revised edition</td>
<td>Edition corrigé</td>
</tr>
<tr>
<td>Spanish</td>
<td>edition revisada y aumentada</td>
</tr>
<tr>
<td>Third edition</td>
<td></td>
</tr>
<tr>
<td>Afrikaans</td>
<td>3de uitgawe</td>
</tr>
<tr>
<td>English</td>
<td>3rd edition or 3rd ed.</td>
</tr>
<tr>
<td>German</td>
<td>3. Auflage or 3. Aufl.</td>
</tr>
<tr>
<td>French</td>
<td>3ième edition</td>
</tr>
<tr>
<td>Spanish</td>
<td>3. édition</td>
</tr>
</tbody>
</table>

In the case of reprints use the first publication date and **not** that of the later reprints.

2.10 Anonymous works (not signed ‘Anonymous’)

In an anonymous work where the title is longer than ten words, the title may be shortened in-text to about five words. The omission is indicated by three ellipsis points.

*Neem uit die verlede wat goed is en bou daarop vir ’n gelukkige lewe.* (1967). Johannesburg: Perskor.

In-text is should be referred to as (Neem uit die verlede…1967, 5) …

When an author publishes his/her own work, use the word ‘Author’ as the name of the publisher.

Anonymous works are alphabetised by the first significant word in the title. The title and not the author is used. Omit articles such as ‘an, a, the’.

2.11 Parentheses (Round brackets)

According to the rules of the APA, the date is placed in parentheses (2011) as is the issue number (1) – when pagination does not run through - and to indicate that a work had been edited by some-one: Van Schalkwyk, R. (Ed.).

In-text references are also placed in parenthesis: Shakespeare is England’s best dramatist (Shaw, 2015, 5).
2.12 Square brackets

In the APA referencing style the description of an item is important except when a book, newspaper or journal article are used. After the title the description of CD-ROM, DVD, etc. should follow in square brackets) with the full stop following it: *The sound and the fury* [DVD]. Another description would be: [Brochure].

2.13 Double names

When maiden names are kept and the married surname is added, then use the married name. Rosalie Liguori Reynolds will be Reynolds, R. L., but if it written as Liguori-Reynolds then it becomes Liguori-Reynolds, R. Sara Blomstrand Stål will be placed under Stål, S. B.

2.14 Surnames starting with prefixes (Van der, Le, Du, etc.)

Afrikaans and French surnames with prefixes like Le, Van, Du, etc. are entered under the prefix. Van der Linden, Van Deventer, Le Roux, Du Toit, etc.

In German surnames with prefixes like Von, the surname is entered with the initial. The prefix follows. A. Von Maltitz becomes Maltitz, A von; Ludwig Von Beethoven and Johann Wolfgang Von Goethe become Beethoven, Ludwig von or Goethe, J. W. von.

2.15 Corporate bodies, organisations, etc.

The names of corporate bodies are written out in full in the alphabetical list of references. The abbreviated form of it may be used in the text.

British Broadcasting Corporation will be used for the full reference, but the BBC will be used in-text.

University of Johannesburg will be used for the full reference, but the UJ will be used in-text.

South African Bureau of Standards will be used, but the in-text reference is SABS.

The articles are omitted in front of the name of an organisation, corporation, corporate bodies, etc.

National Atlantic Treaty Organization becomes NATO in in-text references.

United Nations becomes in-text UN and United States of America becomes USA in in-text references.

Certain subordinate bodies or departments or units function under countries. Give the country name followed by a full stop and then the department, unit or body.

South Africa. Department of Education.
2.16 Date

At the UJ the date of publication is placed in parentheses (round brackets). At Unisa and the University of the North West this is not the case.

Refer to the style sheet of your department.

Be consistent.

2.17 Place (Location)

Indicate the town or city where the publisher is situated.

Oxford: Oxford University Press.

If a book gives two or more places of publication, use the first one.
Indiana University press: Bloomington and Indianapolis will be referenced as: Bloomington: Indiana University press.

If London, New York and Melbourne are indicated as cities in which the publisher is situated, choose only the first city mentioned. In this example it will be London.

If a place name is unknown, add the country as well, i.e. Okahandja, Namibia: Herero Press.

The province or state can also be specified, i.e. Wartburg, KwaZulu-Natal, South Africa.

2.18 Publisher

Publisher names can be shortened by omitting 'Publishers. Ltd.', '& Co.', '& Sons' after the name of the publisher.

John Wiley & Sons becomes Wiley.
Sir Isaac Pitman & Sons becomes Pitman.

2.19 Digital object identifier: (DOI)

The DOI scheme is administered by the International DOI foundation.

The correct format for citing or creating a link to a document using its DOI should really be: doi:http://dx.doi.org/10.1016/j.bbr.2011.03.031

APA only uses the number itself. They omit the http://dx.doi.org preceding the number.


(There is no full stop after the DOI.)
2.20 Capitalisation (Using uppercase)

Most of the departments of the UJ prefer to use capitalisation sparingly in titles. Capitalise only the first word in the title, proper names, places and German nouns.

APA prefers to capitalize the word after a colon in the title: Psychology: An introduction…

2.21 Secondary citations (To be avoided!)

Use the original source. It marks a true researcher.

According to Theron (quoted by Haasbroek, 2008, 17) libraries are…

(Fictitious example.)

2.22 Indentations (Title is indented in the second and third lines)

APA indents.

2.23 Sample paragraph and reference list: Harvard method¹

Many researchers have investigated the use of technology in Higher Education (Blake, 1998; Davis, 1987:45; Johnson, n.d.; Tyson, Burke & Jacobs, 1994). According to Blake (1998:234; 1999a:12; 1999b:4), new technologies such as CD-ROMs, the Internet, and mobile technologies hold great promise for the future of education, but other researchers (Johnson, n.d.; Education Trust, 2000) caution that the use of technology in educational settings should be studied in greater depth to evaluate its effectiveness. A longitudinal study by Tyson et al. (1994) showed that technology can enrich education, if used by a skilled teacher.

The Internet offers some useful resources on this topic, including Johannesburg University’s EdTech (http://www.joburg.ac.za/EdTech/), which provides information relevant to the South African context. Other resources include brochures by the Education Trust (e.g. 1999), and a toolkit on using technology in the classroom by Mellers (1998).

Reference list (Harvard)


Tyson, T., Burke, R.L. & Jacobs, G.M. (1994). *Preliminary findings regarding the use of computers in secondary schools.* Paper presented at the meeting of the South African Association for Teachers: Bloemfontein, South Africa.¹

### 3 Basic in-text referencing

APA states clearly states that they prefer the researcher to only insert the page number when using a direct quotation.

At UJ we prefer the page number. Why?

With the problem of plagiarism, it makes it much easier for the reader to find the correct place in a document if the page number is given. The writer or researcher then also does not have to fear an accusation of plagiarism.

If a document is referred to in its entirety, the page number can be omitted.

It is clear that Shakespeare knew his mythology (Baker, 2013).

Baker (2013: 151) comes to the conclusion that Shakespeare had an excellent knowledge of mythology.

#### 3.1 Internet/web sources

The date of access is no longer obligatory in Harvard style. If you are requested to provide it in your department, you will have to add it.

If you can, rather use the PDF format than the HTML format. The PDF has page numbers.

If there is no page number to be seen, like in an HTML document, count the paragraphs within in each heading. Use the surname, the date, the heading and lastly para. x in text.

---

¹ Please note that most of the sources used in this example and in the document as such, are completely fictional, and were only created to illustrate the reference techniques discussed in this publication.
(Jones, 2000: ¶5).

(Jones, 2000: Conclusion, para.2).

“It is clear that light is essential in all human dwellings” (Erickson, 2017: Introduction, para. 1).

3.2 In-text referencing where the author of the source is known

Azar and Martin (1999) found that… (As part of the sentence) thus Cox (1966, 52) refers to the modern urbanite as…

Islamic art is of the most beautiful art in the world” (Shekari, 2015: 5).

In-text refer to Anonymous ONLY if the author has published under ‘Anonymous’.

3.3 In-text referencing where author is unknown or anonymous

Use the title if no author is indicated and also no ‘anonymous’ is mentioned.

If the title consists of more than ten words, shorten it to five or less.

From the article (Aids orphans in KwaZulu-Natal, 2011: 5) it is clear that…

The full title was: “Aids orphans in KwaZulu-Natal during the tsunami of 2007”.

(Fictitious example).

3.4 In-text referencing to more than one source

In-text reference to more than one author should be arranged alphabetically.

More recent studies (Bartlett, 1992; James, 1998) show that…

The researchers (Bartlett, 1992, Brown, 1876 and James, 1998) refer to this as…

4 General forms for reference lists

4.1 Non-periodical literature

Non-periodicals include items published separately: Books, reports, brochures, certain monographs, manuals, dissertations, theses and also audio-visual media.

4.2 Printed book

Author, A. A. (1994). Title of work. Place of publication/Location: Publisher.

4.3 E-book (Electronic book) no digital object identifier (DOI) but with URL

No publisher or place of publication/location is used for e-books unless mentioned as in the example above.

4.4 E-book with DOI from e-book database

4.5 Chapter in printed book

4.6 Chapter in E-Book (electronic book) with Digital Object Identifier (DOI)

4.7 Periodicals
Periodicals include items published on a regular basis: Journals, magazines, scholarly newsletters, online newsletters, etc.

The name of the database used, is not stated if the article has a DOI (digital object identifier).
The date of access is no longer given for electronic articles.
In APA the volume number is, like the journal title, in italics.

If there is no DOI, you are obliged to state from which database an article was obtained.

If your department wishes that you state the date when you had found and used the article, add the date after the URL of the database:
(Retrieved 8 April 2012).

4.8 Page numbering
The page numbers include the beginning and the end page numbers of the article.

If the article is on one page only, use only the page number.

If the article is published on consecutive pages use the beginning and the last page number with a hyphen in between: 1-10.

If an article runs over discontinuous pages state every page number: 1, 3, 6.

4.9 Periodical/Journal/Magazine article in print

(Fictitious example.)


4.10 Online journal article with DOI (Digital Object Identifier)

Please note that after the page numbers there is a full stop. After the full stop the digital object identifier is abbreviated, starting with a small letter d. A Colon follows after the doi: and then the number. This is like the ID of the document.


4.11 Online journal article retrieved online from a web site


Please note that there is never a full stop after the URL or web address.

5 Specific examples

5.1 A book with only one author (in print)


In-text

The punishment of a criminal depends upon…. (Rose, 1977, 111).

5.2 In-Text referencing a book on an e-reader like Kindle with/without pages

Use the page numbers in the electronic book, e.g. (Clarke, 2015, 14).
Use the chapter with its number and add the paragraph number (abbreviate to 'para.'), e.g. (Kim 2000, chapter 1, para.5).

In a text without any page numbers, quote from a specific panel. Use the chapter number and/or panel numbers, e.g. (Spiegelman, 2011, chapter 2, panel 3).

As anyone can re-size pages, it can become difficult as panels may vary from reader to reader. At the bottom of the screen page you should see both the page number and the total number of pages (sometimes indicated as locations). Use the ratio of these two numbers, e.g. (Martin, 2003, 83/10893).

5.3 A book by two or three authors (in print)


(Fictitious example.)

In-text

When quoting a book with two authors in the text, ‘&’. This means use the way the authors are indicated on the title page.

In order to avoid possible communication problems all procedures should be explained to the patient (Gardner & Sheldon, 1967, 55).

The problems encountered by first year students are … (Lunney & Eklund, 1967, 123).

5.4 Up to six authors and more


In-text

Up to six authors: All the relevant names have be used in the references to the work.

It has been proven that … (Meyer, Anderson, Bohning, Fratanna, Smith, Cock and Damons (1973, 455).

More than 6 authors

5.5 In-text referencing of more than 7 authors

In referring to a work by up to seven authors all the relevant names have to be furnished in the first reference to the work:

…the traditionalist personality (Riesman, Denney, Jacobs, Moore, de Broize, Bucwa, Glazer, Geldenhuys and Killian 2011, 40) restrains herself from doing…

(Fictitious example.)

In the second (2nd) and following in-text references to this work only the first author’s name is given, and the abbreviation ‘et al’ is used after the name of the first author:

…and the father exhibits behaviours like those of typical dictators or bullies (Riesman et al., 2007, 40).

If a book by more multiple authors has been read on the internet or from a commercial e-book database, please add the DOI (Digital object identifier) or the web site address on which it was found.

5.6 Work with an editorial board

In reference works with an editorial board, use the name of the overall or lead editor followed by ‘et al’.


In text

According to Koch et al., (2000-2008) Islamic art is...

5.7 Reference to more than one publication of same author in the same year


The titles follow each other alphabetically.

In text

In his later works (Johnson, 1994b, 56) argued…
5.8 **Different authors with the same surname**

When you refer to publications by different authors with the same surname, use their initials in the reference:

According to B. Smith (1989) and F. Smith (1997) …

In the reference list give each book’s details just as always.

Alphabetise according to initials.

5.9 **A book with an institution, organisation or association as author**

Where reference is made to the work by a body (institution, organisation, association, etc.) and where no specific author is responsible for the work, the official name of the body is used as author. You can also use the name of the body as part of the sentence.


*In text*

It has long been evident that the intellectual potential of the Afrikaners on the Witwatersrand had been underutilised (Rand Afrikaans University, 1970, 48) thus the Rand Afrikaans University (1970, 30) concluded that …

5.10 **A book with (an) editor(s)**


In reference works with an **editorial board**, use the name of the overall or lead editor followed by ‘et al.


(Fictitious example,)
5.11 A chapter in a book (not edited)


5.12 Part/chapter of an edited book


Die lewe is altyd die moeite werd. (2008). In K. de Bruin (red.), Carpe diem! Kaapstad: Sonlig.

(Fictitious example.)

In text:

According to die Lewe is altyd die moeite werd (2008, 17)

5.13 Part of a Series

Author, A. (Date). Title. Location: Publisher. (Series; volume number).


Or, with only a number: (Librarians of note; no. 2).

(Fictitious title.)

5.14 Medieval authors and texts

Most Medieval authors do not have surnames. Walther von Der Vogelweide, Wernher der Gartenaere, Hildegard von Bingen, Marie de France and Dante Alighieri are examples of such medieval writers. Use the names they are known by.


If of Medieval works, such as *Beowulf*, *Everyman*, *Van den vos Reynaerde*, *Beatrijs*, *The book of Kells*, the original author is unknown, use the title in the place of the author. The editor or translator of the text must also be mentioned.


If medieval authors have surnames, use them.


### 5.15 Anonymous work

*Only* when a work (any publication) is signed with Anonymous, use Anonymous as the author.

Cite the work in-text as ‘Anonymous’. If *not* signed ‘Anonymous’, then use the title.


A recent article (Anonymous, 1993) stated that…

### 5.16 When author does not indicate himself/herself as ‘Anonymous’ use the title

In the case of articles in newspapers or magazines where no author is named, the *article title* is used instead of Anonymous.

Use full title for the reference list:


In-Text
A recent article (War over, 1991) stated that...

(No page number is used in this in-text reference as the article as a whole is being spoken of.)

For in-text referencing, shorten the title to about five words. Put the shortened title between parentheses/ quotation marks.

(“Aids orphans...” 2006, 5).

5.17 Anonymous article from online database


In-text

Shorten the title.

If the title consists of more than ten words, shorten it in the in-text reference to five words followed by an ellipsis (three points).

Place the shortened title in quotation marks.

“Mobile phone addiction”… requires (2011, 16)...

It is clear that one can speak about ‘mobile addiction’ when one walks through universities and observes how students... (“Mobile phone addiction”, 2011, 15.)

(Fictitious title.)

5.18 A work with a foreign title

Use the foreign title, but translate it. If, however, you are a language student of a specific foreign language and are writing in that language, you need not translate the title(s) used for that essay/dissertation/ thesis or article.


5.19 Translated work


In text

Cite the original publication and also the date of the translation: A recent study (Luria, 1967/1968, 23) …
5.20 Second, further or revised editions


5.21 Date of publication unknown


5.22 E-Book(s)


Author, A. (Date). *Title of work.* Retrieved from xxx database: web address/ URL


5.23 Chapter in an e-book


doi:xxxxxxxx

If you find no page numbers, the chapter or entry title is sufficient.

5.24 Book on e-book database


E-Book with digital object identifier (DOI)

Do not specify the place of publication or the publisher for electronic books if there is a DOI (digital object identifier).

5.25 Government publications


In-text

When referring to a government publication, the date is sufficient for in-text referencing:

According to the South African Bill of Rights (1996)...


Mention at the beginning that in the text the references to South Africa will be abbreviated to SA

Education is in the process of transformation (SA Department of Education, 1995)...

Provide all numbers, sections, chapters or volume numbers available in parentheses or round brackets.


In-Text:
The idea of Batho Pele (1997) stems from…

5.26 Dictionary with no author:


If there is no author, use the title.

5.27 Dictionary with author


If an entry has no byline (author), place the title in the author position.

5.28 Entry in reference work without author or editor


In-text

Woordeboek van die Afrikaanse taal 1956, sv. ‘aap’.

*Sv.* comes from the Latin *sub verbo* and means ‘under the word’

5.29 Entry in reference work with author or editor


5.30 Encyclopaedia without an editor


In text:
When citing in-text refer to (Kindlers Literatur Lexikon, 1974) or Kindlers Literatur Lexikon, vol 1, 12).

5.31 Encyclopaedia with an editor

In text:
When citing in-text refer to (Koch, 2000-2008) or (Koch, vol 11, 1111).

5.32 Entry without an author in an encyclopaedia
If an entry has no author, place the title in the author position.
Place information about the edition, volume numbers & the entry page range in brackets following the title.
Location: Publisher.

5.33 Report
References to research reports are like those of a book.

Annual report

In text:
According to the SABC (2016)...
“Radio Sonder Grense (RSG) is a contemporary radio station that represents the modern Afrikaans speaking audience” (SABC, 2016:10).

5.34 Unpublished manuscript submitted for publication
The title of the journal or the name of the publisher is not given.
Author, A. (Year). Title of manuscript [Manuscript submitted for publication].
5.35 Unpublished manuscript


5.36 Manuscript in preparation

Author, A. (Year). *Title of manuscript* [Manuscript in preparation].


5.37 Unpublished raw data

Use square brackets to indicate that the title is a description of the content, not yet a definite title. Do not italicise title.

Author, A. (Date). [Title] [Unpublished raw data].


5.38 Published Dissertation or thesis

In American English a dissertation refers to a doctoral study. In Commonwealth countries, (as in South Africa), ‘dissertation’ refers to a master’s study. In these countries a doctoral study is called a thesis.


5.39 Dissertation or thesis available from a commercial database

5.39  Dissertation or thesis available from institutional database


5.40  Unpublished dissertation or thesis


5.41  Dissertation Abstracts International


5.42  Dissertation or Thesis on Internet

5.43 **Newspaper/Magazine article on various pages**

Should the article be published on various pages, please state them all in the reference list.

Author, (Year, Month Day). Title of article. *Newspaper or magazine title*, 1-7, 9, 11.


5.44 **Newspaper article with author**

If a magazine or newsletter does not use volume numbers, include the month, season, or other designation with the year, for example (April 1994).


5.45 **Anonymous newspaper/magazine article**

Use the title for Anonymous articles.


*(Fictitious example.)*

In-text shorten the title and place it in quotation marks: Statistics kept over the last century, have shown that the weather in Johannesburg has changed (“Weather in Johannesburg…” 2012, 1).

Use the title for newspaper articles without an author. (Do this when the author does not identify him- or herself as ‘anonymous’.)


*(Fictitious example.)*

5.46 **Editorial**


5.47 **Letter to editor in online newspaper**

5.48 Newspaper in an archive or in a personal collection:
(Article does exist, but rest is fictitious.)


5.49 Press Release
(Fictitious example).

If retrieved from a website replace publisher information with the name of the website from which it was retrieved, and add the URL.

5.50 Journal/ Magazine article with issue number
Only indicate the issue number after the volume number if each issue begins with page 1.

5.51 Journal article in press


In text:
Phillips (in press) or (Phillips, in press)

5.52 Journal (periodical or magazine article) in print

Muller, T. (2010, August). Valley of the whales: An Egyptian desert, once an ocean, holds the secret to one of the evolution’s most remarkable transformations. *National Geographic*, 218(2), 118-137.
5.53 Print journal article with up to six authors

Up to six authors, use all the authors – also for in-text referencing.


(Fictitious example).

5.54 Print journal article with more than six authors

After the sixth author’s name and initial, use et al. to indicate the remaining authors of the article.

Orom, U. A., Derrien, T., Beringer, M., Gumireddy, K., Gardini, A., Bussotti, G. & Shiekhattar, R. will become:


5.55 Electronic copy of a journal article retrieved from database or Internet without DOI: Add the URL

Use the URL of the web site on which the article was found.

Internet example


Database example:

Give database title or name and the URL.


http://0-web.ebscohost.ujlink.uj.ac.za
**5.56 Online journal article with DOI**

If an online article has been assigned a digital object identifier (DOI), it has to be included in the reference.

Please ensure that you use the complete doi and that it is correct. Copy and paste would help as these numbers can sometimes be extremely long.

It follows after the page number(s). Word automatically changes the small letter to a capital letter.

Please change back to a small letter. doi:xxxxxx No full stop after the last number of the doi.

If there is a doi, the name and URL of the database need not to be added.


**5.57 Article in an Internet-only journal**

Finding the web page of an online (open access) journal (article):

If the article from a print journal is also Online, use Google. Type in the title or name of the journal. Find its home page and look at the latest copy or the Archive in order to find older issues.

5.58 Non-English journal article

Use the original title, as well as an English translation of the title in brackets.

This does not apply to Afrikaans articles in South Africa as Afrikaans is one of the official languages which most South Africans understand. Should you be enrolled in a foreign university and using Afrikaans articles, then of course, you will have to translate the article title.


Augmenter oder Reducer? [Intensity Dependence in event related EEG potentials: Are impulsive individuals augmenters or reducers?]. Zeitschrift für Differentielle und Diagnostische Psychologie, 21, 208-217.


doi:10.1016/S0214-4603(10)70119-4

5.59 Review (in journal, magazine or newspaper): Book, film, theatre


(Fictitious example.)

5.60 Special issue or section in a journal


An article from a special issue will be treated like any normal article.


5.61 Monograph as part of a journal

Use Monograph in square brackets as a description of form.

For a monograph with an issue number or a supplement number, include this number in parentheses (round brackets) after the volume number, for example 70(2, Serial No.555).


5.62 Abstract of a journal article

Although the full text of an article should be used, abstracts can serve as sources and can be included in the reference list.


5.63 Peer Commentary of journal article or Paper submitted for publication

Journal article


Paper:

5.64 ERIC documents

5.65 Online newsletter article no author
AMBER alerts for abducted children now available on Facebook. (2011 January/February).

5.66 In-house publication or circular
Company name. (Year, Month day). Title [Circular]. Retrieved from URL
University of Klerksdorp. Library training [Circular 2017/01/09] Retrieved from https://intranet.uk.ac.za/Lists/Circulars

(Fictitious example).
Surname, Initial(s). (Year, Month day). Title [Circular with number]. Retrieved from URL

5.67 Booklet, brochure, pamphlet or leaflet

5.68 **Study guide/ Lecture notes**


(Fictitious example.)


(Fictitious example.)

5.69 **Speech**


(Fictitious example.)

5.70 **Conference proceedings without author or title**


5.71 **Conference proceedings with title, but without an author**


5.72 **Conference proceedings with author/ editor**


5.73 **Unpublished paper presented at a meeting**

5.74 **Publication of limited circulation**

For a publication of limited circulation, provide, in parentheses (round brackets), immediately after the title, a name and address from which the publication can be obtained.


5.75 **Web site of an organisation**

Treat like a book or an article, but add the URL or web address. Use the last update of the website as date of publication.


**In Text**

The structure of the ANC, as depicted on their website, (c2017) clearly shows

5.76 **Using the website address (URL) in-text (Seldom used)**

The only time a web address can be used within a text, is when the web site is under discussion in the text. It could be the web site of an organisation, institution, business, school, etc.

To cite an entire Web site (but not a specific document on the site), simply give the site’s URL.

Rainbow MOO is a virtual space designed especially for teachers and their elementary-school students ([http://it.uwp.edu/rainbow](http://it.uwp.edu/rainbow)).

5.77 **Referencing a html document (no page numbers as in PDF) in-text**

When a specific part of an electronic source has to be quoted and no page number can be found, use the paragraph number if available, preceded by the ¶ symbol or the abbreviation para.

If these are absent, cite the heading and the number of the paragraph following it:

(Jones, 2000:¶5)

(Jones, 2000: Conclusion, para.7)

5.78 **Internet site with Author**

(The date of access is no longer important.)

**Holmes (1998) states that…**

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### 5.79 Internet document without author

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### 5.80 Wikis
"Wikis are collaborative websites where multiple authors can add to, or edit, the information presented. The authors are usually unidentified and the information on wikis can be unreliable.

For these reasons, it is a good idea to exercise caution when referencing wikis for academic assignments”. (University of Bedfordshire, [2017]).

**Please note:**

At most universities, and, especially at the UJ, *Wikipedia* is not considered academically robust enough to use as a source. Use it only to understand a topic better before starting with your research. If you have to reference a wiki:

Title of the article. (Year of posting or last update). Title of web site if available. Retrieved from: URL.


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### 5.81 Personal electronic communication (E-Mail) (Titles not in italics)
APA sees *personal communication* as not having ‘scholarly relevance’ (APA, 2001, 214).

**If not in an archive**, then personal communication is difficult to retrieve. It is seen and data which cannot be recovered. It can only be cited in text.

Personal communication has nowadays changed into electronic communication (e.g., e-mail, or messages from non-archived discussion groups or electronic bulletin boards).

An email from one person to another, should be cited as personal communication. If an archive is maintained, a message can be retrieved. If there is no archive, cite as personal communication and in-text only.

(V. Cross, personal communication, April 4, 2016).
Cross claims that… (personal communication, April 4, 2016).

**What follows is not the true APA style**, but, if your supervisor/lecturer has agreed with your putting private correspondence in the reference list, it could comply with the rest of the APA style.

Another option is to separate personal communication from the other references and can be put in a separate list for ‘Personal Communication’ can be drawn up and placed after or before the list of items used in the study.

In an e-mail, there is normally a subject. (Unlike in personal hand-written letters).

In no correspondence the heading or title of the correspondence will be in italics.

**Format:**

Name of sender, Initial(s). (sender’s e-mail address) (Month day, year). Subject of message.
E-mail to recipient (recipient’s e-mail address).

Geldenhuys, D. (dg@univ.ac.za) (Maart 6, 2017). Databasisse vir Geesteswetenskappe. E-pos aan J. Jacobs. (jj@yahoo.com)

Ronald, D. J. (rond@google.com) (April 4, 2016). RE: Internet Problems. E-mail to Cross, V. (vcross@univ.ac.za)

(Fictitious examples.)

5.82 **Newsgroups, online forums, electronic mailing lists (archived)**


(Fictitious example).

5.83 **Message posted to a mailing list (archived)**

Author, Initials. (Year, Month day). Subject of the message. Retrieved from mailing list: URL


Electronic mailing list, archived at http://archive.lislink.com

5.84 **Blog post/web log**

If you cannot determine the author’s name, then use the author’s e-mail address as the main entry. When deciding where in your Reference List to insert such a source, treat the first letter of the email address as though it were capitalised.
Name, Initial(s). (Year, Month day). Title of blog entry. Title of blog [Online]. Retrieved from URL.


(Fictitious example.)


In-Text

Irm583 (1996) already stated that…

According to Van der Westhuizen (2011) …

5.85 Blog comment


In the above, fictitious example, the author has adopted a nickname or screen name for comments on the blog.

5.86 Video blog post

Name. (Year, Month day). Title [Video file]. Retrieved from http://xxxxxx

5.87 Twitter (Tweet(s))

With the President of the USA relying on his Tweets to communicate with the/his people, Tweets have gained more ‘status’ – especially in disciplines like Political studies, Economy, etc. Important Tweets are also quoted or reprinted in some newspapers.

Example:

@handle. (Year, Month day posted). Full text of tweet [Twitter post]. Retrieved from: URL

@Zwelinzima1. (2011, January 11). People don’t eat history they want an improvement in in their lives and they want a secure future for their children. The Citizen, 4.

@RSGKompas. (2017, Januarie 11). @Graigo gesels met Isabé Botes oor die matriekuitslae en tweedekans geleenthede vir die klas van 2016. [Twitter]. Herwin vanaf: https://twitter.com/RSGKompas?ref_src=twsrc%5Etfw
5.88 **Tumblr**

Username. (Year, Month day). First few words [Tumblr blog]. Retrieved from: URL


5.89 **Personal communication (See E-mails as well)**

Personal communication in the past and in some contemporary cases may be handwritten or typed. **Letters and memos** come to mind. If not in an archive, then personal communication is difficult to retrieve.

APA sees personal communication as not having ‘scholarly relevance’ (APA, 2001, 214).

APA wants it to be used only in-text and not as part of the reading list (Bibliography or Reference list).

(V. Cross, personal communication, April 4, 2016).

**Only if** your lecturer, department or supervisor thinks it is necessary to include an e-mail, include a letter or a memo in the reference list. (Refer also to the heading: E-mails)

In no correspondence, the heading or title of the correspondence will be in italics as is the case with other items.

Personal letters which are not part of an archive will be retrieved with difficulty. This is the reason why the owner of the letter should be mentioned.

In hand-written correspondence with friends, acquaintances and family members there is usually no heading or title.

**Personal letters**


(Fictitious examples)

**Business letters**

In business communication, such as a business letter there will be a heading or title.


(Fictitious examples.)

5.90 Archival documents and collections, e.g. letters

Author, A. (Year, Month Day). Title of material [Description of material]. Name of collection Call number, Box number, File name or number, etc.). Name of Repository, Location.

Use square brackets when the information does not appear on the document. Use question marks to indicate uncertainty or omissions (names, dates, etc.).

Author, A. A. (Year, Month Date). [Letter to First name initial. Surname]. Name of Archive (Call number, Box number, Folder xxx). Location.


(Fictitious examples.)

5.91 Archive source with information not stated in document, but of which the information is relatively certain


5.92 Interview: transcribed or recorded


(Fictitious examples.)
5.93 Telephone or Skype conversation

The same criteria used for personal communication should apply to conversation which are not available as a Podcast, a CD or even as a DVD. Find out what your lecturer / studyleader wants.

If your research contains telephonic or Skype interviews with different people, you will have recorded the conversations in some retrievable way. Maybe on a CD.

Name of caller, Initial(s). (Year, Month date). Telephone conversation with Name of person called, Initials.


(Fictitious examples.)

5.94 Second Life

First of all, identify the speaker and the recipient(s). Use the avatar name displayed. Treat similar to a telephone or a Skype conversation.

Real name, Initial(s). [Screen name]. (Year, month day). Second life conversation with Name, Initial(s).

Speaker, Initial(s). ( Month day, year). Second life conversation/message with Name, Initial(s).


5.95 Software, Computer program, Mobile app

The names of software, programs or languages area not italicized.

Developer, if known. [Computer software]. (Year). Title. (Version number). Place of publication: Publisher.


(APA 2001, 280)

Mobile app
5.96 Clinical guidelines

If it is in print format with an author, treat it as a normal book.


If it is in the format of an electronic book, reference it like an electronic book.


If an organisation or association is stated as the author, use it.

Organisation. (Year). Title [Number of guidance, if available]. Retrieved from web address/URL.


5.97 Maps

The creator of the map could be a cartographer, a surveyor, a copier, an engraver, a compiler or a company.

Name, Initial(s). (Year). *Title* [Map]. Scale. Place of publication: Publisher.


Name (Cartographer), Initial(s). (Year). *Title* [Map]. Scale. Retrieved from http://www.xxx


Google Earth. (2016). *Corner Fourth Avenue and Seventh Street, Melville, Johannesburg*. Retrieved from https://www.gosur.com/satellite/?q=Google%20Earth&satellite-image=google-earth&gclid=CO217q6Bv9ECFRMW0wodhyAE0A

(Google Earth is for consulting only. Copyright has to be cleared with them, should you want to use it in your publication.)
5.98 Radio Broadcast

Programme


Without much information:

*Title.* (Year, month day). Place: Radio station.

*Verdi – the person.* (2016, October 15). Auckland Park, Johannesburg: Classic FM.

(Fictitious examples.)

Radio Series

For an episode from radio series, use the same format as for a chapter in a book. The surnames and initial(s) of both the script writer and director are used in the author position and use the name and initial(s) of the producer in the editor position.


In-text

Kolmanskop is depicted as a lively small town. (Benning and Rautenbach, 2017) …

(Fictitious example.)

5.99 Podcast

Name. (Producer). (Year, Month Date). *Title* [Audio podcast]. Retrieved from [http://www.xxxxxxxxx](http://www.xxxxxxxxx)

Or:

Author. (Year, Month date). *Title* [Audio podcast]. Retrieved from URL


5.100 Video recording (medium before DVD)


REFERENCE TECHNIQUES: HARVARD style


Add the web site address (URL) if retrieved from the Internet.

5.101 Speech broadcasted on Television
Surname of speaker, Initial(s). (Year, Month day). *Title of speech* [Television broadcast]. Place: TV Channel.


5.102 Single episode from television series
For an episode from a television or radio series, use the same format as for a chapter in a book, but list the script writer and director in the author position and the producer in the editor position.


When little information is available the following will be acceptable:

*Title*. (Year, Month day). [Television Broadcast]. Place: Name of TV channel.


(Fictitious example.)

5.103 Television programme sold by producer(s)

(Address is fictitious).

5.104 Advertisement
Television advertisement
Company/Product. (Year, Month day). *Description or title of advert* [Television advertisement/commercial]. Place: TV station.

Radio Advertisement

Company/Product. (Year, Month day). Description or title of advert [Radio advertisement]. Place: Radio station.


Advertisement in magazine, journal or newspaper


Advertisement on Internet/You Tube


5.105 Discography/ Music

Music is published as scores or recorded (LPs, tape cassettes, CDs, MP3s, iPods, on Internet, as iTunes, etc.).

All the recordings used and listened to, have to be listed in a separate discography.

The composers, title, date of issue, principal artists and the issue number have to be given.

Collections or anonymous works are listed by their collective title.

If a recording consists of works by more than one composer and has no collective title, name the first composer and the first work. Other works in this kind of recording have to be referred to as in a dictionary entry.

Notes refer to the notes in the cover/booklet/brochure of the CD.


5.106 Titles of Music

**Titles of musical works:** (operas, operettas, musicals, oratorios, cantatas, etc. should be italics:

Bach's *Christmas Oratorio*

Beethoven's *Fidelio*

Wagner's opera *Lohengrin*

Lehár's operetta *Die lustige Witwe*

**Titles of songs:**

Titles of individual songs in larger works like musicals, operas, operettas, etc. should appear in single quotation marks:

The ‘Hallelujah’ chorus from the Messiah of Handel

‘Memory’ from Andrew Lloyd Webber’s *Cats* …

‘Winter’ from Vivaldi’s *Four Seasons*

Writer, A. (Copyright year). ‘Title of song’ [Recorded by B.B. Artist if different from writer]. On *Title of album* [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Date of recording if different from song copyright date).

**Song written by the artist:**

Artist name, Initial(s). (Year). ‘Title of song’ On *Title of album* [Audio Cassette/CD/ Vinyl Record]. Place of publication: Distributor.


**In-text citation:**

‘Ring of fire’ (Cash, 2002, disc 1, track 15) is his best…

**CD without an artist:**


**CD with an artist**


### 5.107 Music Scores

If works are identified by the form in which they were written and if they have a number form or a key, both the number and key are capitalised, but not italicised. They are not placed in quotation marks.

Scarlatti's Sonata P87

Bach's 'Nun komm, der heiden Heiland', BWV 659

Handel's Trumpet Concerto in D Major

Apply the normal referencing rules for books, articles, and internet sites, etc. for material which deal with music.

Composer, Initial(s). (Year of composition). Title (number given). Edited from the composer's notes by Initial(s). Surname, & Initial(s) Surname. (Year). Place of publication: Publisher.


### 5.108 Live Concert

Composer, Initial(s). (Year, Month Date). Title of concert. Performed by Initial(s). Surname and conducted by Initial(s). Surname. Venue: Location.

If later available on CD treat like a normal CD.

### 5.109 iTunes

Artist, Initial(s). (Year). Title of recording. Name of download site. Retrieved from URL


In text

(Artist, Year) displays great…
If it is an iTunes lecture and nobody will be able to retrieve it again, only cite it in text. Give the initials as well as the name and date.


5.110 Theatre performance (Ballet, Opera, Play)

APA does not acknowledge that a live performance is recoverable. It can only be cited in-text.

When Basson, M. directed *Romeo and Juliet* at CAPEC in 2016, it was…

(Fictitious example).

**Newly choreographed ballet:**

APA cites this only in-text. A live performance is, in APA’s thinking, unrecoverable data. It is not cited in the reference list. In-text provide the name and date of performance and other information relevant.

The Phyllis Oxemham School of Ballet stunned the audience on 23 September 1969 with Oxemham’s choreography of *Amakeia* in the Melville primary school in Johannesburg. It is the first attempt…

(Partly Fictitious example).

5.111 Authored play on stage

See 5.110. It is also seen by APA as unrecoverable data.

5.112 Film/Motion picture/DVD


5.113 YouTube

5.114 Instagram
Surname, Initial(s) / username handle. (Year, Month day). First few words [Instagram]. Retrieved from URL


5.115 Microfiche/Microfilm
Although there are outdated formats, they are still available in libraries.


If it is a Microfilm, put Microfilm in square brackets after the title followed with a full stop.

5.116 Legal Materials
At the University of Johannesburg, the Law Faculty has its own reference techniques based on the TSAR style (the style used in the Tydskrif vir Suid-Afrikaanse reg).

If, however, you are using the APA style, you also have to use its style for legal materials.

5.117 Court decisions
Name v. Name, Volume Source Page (Court Date).

In-text citation:

Name v. Name (2011)

5.118 Text Citations of Legal Materials Court Decisions
Name v Name, Volume Source Page (Court Date)

Ndabeni v Minister of Law and Order3 SA 500 (D, 1984)

In-text citation (Court Decision): Ndabeni v Minister of Law and Order (1984)

5.119 Unreported decisions
Many unreported cases can be obtained on the Internet (SAFLII) http://www.saflii.org/za/cases/ZAGPHC/

B and Another v Creecy NO and Others (2009/52850) [2010] ZAGPJHC 8 (10 March 2010)
ZA = South Africa, GP = Gauteng Division
5.120 **Name v Name, Docket number (Court, Date of decision)**

E.g. B and Another v Creecy NO and Others, 2009/52850 (ZAGPJHC 10 March 2010)

5.121 **Name of Act, Volume Source section number (year)**


5.122 **Official name of act and year**

The National Credit Act 34 of 2005

Children's Act 38 of 2005

5.123 **Legislative Materials**

Format for Bills: Title, Source, Bill Number (Year)


**Text Citation:**

Name Number (Year)

Protection from Harassment Bill 1 (2010)

5.124 **Patents**


(Fictitious example.) The patent was issued to Romero in 2011.

**Patent number:**

The patent number is the unique code of identification of a patent. This code is sometimes preceded by a “D” which denotes that this a design patent. The patent number in both the reference and the citation would be something like: D567, 892

5.125 **Standards**

Corporate author. (Year). *Title*. Location: Publisher.


West Conshohocken, Penn.: ASTM. (Section 8, Plastics).


(In this example the date is in square brackets because it is not stated in the publication.) Standards South Africa. (2007). *Requirements for a hazard analysis and critical control point (HACCP) system*. 2nd edition. Pretoria: Standards South Africa. (SANS 10330:2007).

### 5.126 Sacred texts

Sacred scriptures such as Bible, Bybel, Koran and Talmud are normally entered under their title. Specific versions, editions, translations, etc. must be given.


**In-Text:**

(Bible. I Romans 4:7) or (I Romans 4:7).

### 5.127 Art

*Art* includes many mediums, such as oil paint, acrylic, porcelain, glass, clay, marble, bronze, textiles, etc.

The forms are as varied – drawings, paintings, sculptures, furniture, landscape design, architecture, jewellery, etc.

### 5.128 When the art work is original (not illustrated)

If there is no illustration of an art work, the full empirical data of the artwork referred to, should be given in a footnote or in an endnote when it is first mentioned. In subsequent or following
references to it in the text the **artist, title and date** should be given. Empirical data consist of:

**Number of figure** (if applicable) - The author uses these in sequence in the text, the lists or in the notes. The reference must also include the **name and surname of the artist, Title of artwork, the Date, Alternative title, Medium, Size of the work** - cm. by height and then by width. The base of a sculpture is included in the measurement of the height. The **signature and date on the work** are also important, the **name of the collection** (Private person, name of gallery or museum and the city where it can be found). If an institution owns the work of art it will have a catalogue number which should be included. The **source** must be given in round brackets or in parentheses. The page number and the figure number in the source must also be given. If the empirical data was compiled from different sources, give all the sources consulted.

Rembrandt’s *The Jewish bride* (1667) is a mysterious painting because…


The Pietà by Michelangelo (1498-1499) (fig 1) is the only sculpture that Michelangelo ever signed…

5.129 **Art work illustrated**

**List of illustrations:**

**Fig**


5.130 **Exhibition catalogue**


5.131 **Photograph/ Image**

Photographs or images have copyright and permission for use must be obtained.

If retrieved from a book, a journal or the internet, state the type of material

Photographs in a collection
Photographs of Photographer name. (ca. 1975). *Name of collection* (Box xxx, Folder “Title”). Archive Name, Place.


(Fictitious example.)

**Photograph in private possession**

Brockhaus, B. Pietà of Michelangelo Buonarotti in St. Peter’s, Vatican City, Italy. [Photograph].

Reproduced by permission of the photographer, Golden Swan, 245 Linking Road, Parkmore, Johannesburg, 2196.

(Fictitious examples.)

**Image on the Internet**

[Boy and girl standing at a well in Cordoba] [Online image]. Retrieved from http://www.publicdomainpictures.net

(Fictitious example: URL incomplete)

**If the focus is on the Image in a book or journal article**


(Fictitious examples.)

5.132 **Image/ Table**

**Image or table with author**


(Fictitious examples.)

**In-text reference to image**

Girardeau uses the image “Bridge of tranquillity” (2008: 80) to underline that…
The image (Bridge of tranquillity, 2007) shows...

(Fictitious examples.)

5.133 Cartoons – book format, newspapers, etc.

Comics or graphic novels

Treat like a normal book. Author, Initial(s). (Year). Title. Place: Publisher.


Comic strip

Author. (Year, Month day). Title of strip. Title of comic. *Newspaper title*: Page number.


6 Evaluating Internet resources

(Source: http://owl.english.purdue.edu/handouts/research/r_evalsource4.html)

Internet sources can be very timely and very useful, but they should not be your sole source of information because there are also books, journals, government publications, brochures, newspapers, etc. to read, and knowledgeable people to interview. Evaluating Internet sources is particularly difficult because anyone can put up anything he or she wants to on the Internet. There is no way to monitor what is there and no fact checking is possible, though there are some site ratings you can check. See Hope Tillman’s "Evaluating Quality on the Net" (http://www.tiac.net/users/hope/findqual.html). Scroll down to the last part of her essay for a discussion of some sites that review and rate Web sites.

Be sure to document what you find on the Internet in such a way that others can locate what you found. This is most easily done when you access the data. Include the date you accessed the material since it can be changed or updated later on. Be sure to browse around on the Web site to be sure you know who the author is, what the sponsoring organization is, and so on. This will enable you to cite the source fully and will help you to evaluate it properly before including it in your paper.

6.1 Authorship

- Is there an author or organization clearly indicated? If there is an author, go back to the questions listed above about authors and ask yourself how reputable this person is. Can
the author be contacted? (If an e-mail address is given, you can contact that person or look up the address by using the "finger" command.)

- What can you find out about the author?

- If there is no information on the site, use a search engine or search Usenet. You may find the author’s homepage or other documents which mention this person. You can also look up the person on the Internet Directory of Published Writers (http://www.writers.net). If the person is associated with a university, look at the university Web site.

- If there is an organization sponsoring the page, what can you learn about the organization and who they are?

(You can search the site by following links to its home page or going back to a previous level on the site by eliminating the last part of the address, after a "/" mark or a period. Another way to find the organization is to go to the View menu at the top of your Web browser and open the Document Information window where the owner of the document is listed.)

- Does the organization take responsibility for what is on the site? Does it monitor or review what is on the site? Look at the address for the site. Does it end in .edu indicating that it’s an educational institution? If it ends with .gov it should be fairly objective government-sponsored material. Addresses with .org are usually non-profit organizations that are advocacy groups. (The Sierra Club is an example of an advocacy group. Their postings will conform to their goals of environmental preservation. Information posted by advocacy groups may be accurate but not entirely objective.) If the site has a .com address, it’s most likely promoting or selling something.

6.2 Accuracy of information

- Is there documentation to indicate the source of the information? There may be a link to the original source of the information.

- Can you tell how well researched the information is?

- Are criteria for including information offered?

- Is there a bibliography or links to other useful sites? Has the author considered information on those sites or considered viewpoints represented there?

- Is the information current? When was it last updated? (You can check at the bottom for a "last revised" date and/or notice if there are numerous dead links on the site.)

- Is there any indication of bias on the site?
• Does the site have any credentials such as being rated by a reputable rating group? If you see a high rating, is that because of the soundness of the content or the quality of the design? (An attractive page is not a reason for accepting its information as reliable.)

6.3 Goals of the site

• What is the purpose of the site? To provide information? To advertise? To persuade?

• Are the goals of the site clearly indicated?

• Who is the intended audience?

• Is there a lot of flash and colour and gimmicks to attract attention? Is that masking a lack of sound information or a blatant attempt to get you to do or to buy something?

6.4 Access

How did you find the site? Were there links from reputable sites? From ads? If you found the site through a search engine, that means only that the site has the words in the topic you are researching prominently placed or used with great frequency. If you found the site by browsing through a subject directory that may mean that someone at that site has registered it with that directory.

7 List of sources


