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Referencing methods

A guide to using the author-date system

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Introduction

The aims of referencing

In academic writing, it is vital to acknowledge the contribution of the authors you have consulted or quoted. If you do not do so and you use their words or ideas as if they were your own, you could be accused of plagiarising. Some institutions fail or expel students who plagiarise.

If you always give the full bibliographic or other details of the information sources you have cited, quoted or paraphrased, your readers will be able to:

·   distinguish between your ideas and findings and those of other people

·   find information sources you have cited as easily and quickly as possible.

To make it easier for your readers to find the sources that you have referred to, details of the sources are presented in a specific order and punctuated in a standardised way.

Abbreviations and acronyms used

comp.	compiler
comps	compilers
DOI	Digital Object Identifier
ed.	editor
eds	editors
n	note
no.	number
p.	page
pp.	pages
par.	paragraph
sec.	section
URL	Uniform Resource Locator
vol.	volume

The purpose of this guide

This guide has been prepared to help students of all Information Studies programmes use a standardised method when citing or referring to the work of other people in their essays, seminar papers, reports, theses, dissertations or other texts.

It covers printed and online works as well as unpublished information sources.

The guide is not comprehensive and recommends only one a version of the author-date (or Harvard) method that has been customised to meet the requirements of the Information Studies programmes. Students may consult lecturers or find more detail about the author-date referencing method in the following book:

The Chicago manual of style. 2003. 15th ed. Chicago, Ill.: University of Chicago Press.

> This is the standard reference work on the use of the author-date style of referencing.
> There is an introduction to the author-date method in section **16 Documentation I: Basic patterns** in sub-sections 16.90 to 16.120.
> The following section **17 Documentation II: Specific content**, gives more detail on how to cite and refer to printed, online and other electronic works as well as unpublished information sources.
> The book is shelved at R 808.02 CHI in the Reference Collection of the Main Library of the University of KwaZulu-Natal in Pietermaritzburg.

Other books that cover the author-date and other referencing methods are:

Memering, Dean. 1989. *The Prentice Hall guide to research writing*. 2nd ed. Englewood Cliffs, N.J.: Prentice Hall.

> Details of a version of the author-date referencing style used by the American Psychological Association (APA) can be found in Chapter 5.
> The book is shelved at R 808.02 MEM in the Reference Collection of the Main Library of the University of KwaZulu-Natal in Pietermaritzburg.

Butcher, J., C. Drake and M. Leach. 2006. *Butcher's copy-editing: the Cambridge handbook for editors, copy-editors and proofreaders.* 4th ed. Cambridge, Cambs.: Cambridge University Press.

> Information about the author-date and other referencing systems can be found in Chapter 10.
> The book is shelved at R 808.02 BUT in the Reference Collection of the Main Library of the University of KwaZulu-Natal in Pietermaritzburg.

Those who plan to publish a paper should follow the citation method preferred by the journal to which they intend to submit their work. This can usually be found under a heading such as "Notes for contributors".

Terminology used in this guide

The terms **referencing**, **citation methods, documentation** (and variations of them) all refer to the process of indicating to readers what works by other people have been referred to in a text and how the details of these works are set out.

author(s) – refers also to editors and compilers, and to named groups that are responsible for works, as well as those who have been interviewed or with whom a student has had personal communications.

paraphrase – a restatement in different words of another person's words or ideas; a reference is always given to the author or speaker of the original words or ideas.

periodical – a journal, magazine or newspaper, whether printed or online.

personal communication – a conversation, telephone conversation, letter, e-mail or interview with or from another person whom you quote or paraphrase in your work; pers. comm. is the abbreviation.

quote or **quotation** – the exact words written or spoken by a person, usually given in inverted commas; a reference is always given to the author or speaker.

source (or **work**) – any printed, electronic or verbal information that a student refers to; it may be a published book, chapter in a book, article in a journal, magazine or newspaper, an audio-visual item, a microform (film or fiche), an online publication or it may be unpublished, such as a thesis or dissertation, lecture notes, a seminar paper, a paper delivered at a conference or a personal communication. Apart from printed, audio-visual, microform or online documents, a source may also refer to an interview or other personal communication. The latter would include letters, e-mails and conversations.

text – is used in this booklet to refer to the student's essay, seminar paper, report or other written work.

The author-date referencing system

The two components of the author-date system

In this method, brief references to the sources that are being quoted or cited are inserted directly into the text at appropriate places. The reader can then look up further details about the sources in an alphabetically arranged list of works cited which is placed at the end of the text.

There are thus two main components of the author-date method:

- a detailed list of works cited

- brief references to these works in the text

Examples of entries in the list of works cited

Elander, J., K. Harrington, L. Norton, H. Robinson and P. Reddy. 2006. Complex skills and academic writing: a review of evidence about the types of learning required to meet core assessment criteria. *Assessment and Evaluation in Higher Education* 31(1): 71-90.

Moon, J.A. 2004. *A handbook of reflexive and experiential learning: theory and practice.* London: Routledge Falmer.

Reigeluth, C. 1999. What is instructional-design theory and how is it changing? In Reigeluth, C.M., ed. *Instructional-design theories and models.* Mahwah, N.J.: Lawrence Erlbaum, vol. 2: 3-30.

The entries in the list of works cited are arranged alphabetically by the surnames of the author(s). The first example above is the correct form of entry for a journal article (for details see p. 10), the second example is the correct form of entry for a book (for details see pp. 6-8) and the third example is the correct form of entry for a chapter in an edited book (for details see p. 9).

Examples of references in the text

Lecture timetables are often cramped and the sophisticated use of language, particularly written language, as well as the language of the different discourses they encounter is problematic for students (Moon 2004: 11-12; Elander and others 2006: 79). … Instead of formative assessment that supports learning and 'how' learners learn rather than merely testing what they have learned, predominantly end-product summative standardised assessment is practised … (Reigeluth 1999 vol. 2: 11-18).

As can be seen from these examples of references in a text, the important elements of a text reference in the correct order are: the surname of the author(s); the year in which the information source appeared and the page(s) or other locations where the specific information can be found. If the whole source is being referred to, page numbers are not given.

The list of works cited

This appears at the end of a text and serves two purposes:

· it enables the reader to look up specific details about a source referred to in a text reference as easily and quickly as possible

· it provides sufficient detail about each source to enable a reader to find the work in a library, order photocopies of pages, obtain it through a bookseller or other supplier or visit the site on the Internet.

The heading for the list of sources of references in the text should be "List of works cited". If necessary, another list called "Further reading" may be added in which works that have been consulted but not cited are included.

Where a source is available in more than one format, for example, a journal article that appears in a printed journal and in an online database, always refer to the format you have actually used.

Never part with any published or unpublished source that you intend to quote or cite, until you have recorded all the details required for the list of works cited.

These details are outlined in the "Summary of entry formats in the list of works cited" on pages 26-27.

The format of entries in the list of works cited

There are different formats for the entry of:

books

chapters in books

articles in different kinds of periodicals

unpublished works (including personal communications)

other physical formats (such as microforms, CD-ROMs, DVDs)

online sources of information

The order of the elements and punctuation within each format remains consistent as this helps the reader to differentiate between them.

Books

Each entry for a book in the list of works cited should contain all the following elements in the order given below:

> surname(s) and initial(s) of the author(s)
> year of publication
> title: followed by any additional title information
> edition (if other than the first edition)
> place of publication
> name of the publisher
> URL and date accessed for a book consulted online

This information should be taken from the title page and the back of the title page of a book and should be punctuated as follows:

> Surname(s), Initial(s). Year of publication. *Title: additional title information.* Edition (if other than the first). Place of publication: Publisher.

> Shera, J.H. 1976. *Introduction to library science: basic elements of service.* 2nd ed. Littleton, Colo.: Libraries Unlimited.

The second and subsequent lines of each entry are indented to help highlight the author's name and to differentiate between entries.

Author(s)

one author

A comma and a space follow the surname and precede the initial(s). A full stop follows each initial:

> Smith, A.R.

two authors

The names of the two authors are connected by the word "and". The surname and initial(s) of the second and subsequent authors are not inverted:

> Smith, A.R. and E.K. Nsibande.

three or more authors

The names of the authors are separated by a comma and those of the penultimate and last authors by the word "and":

> Smith, A.R., C.E. Pillay and E.K. Nsibande.
> Smith, A.R., C.E. Pillay, E.K. Nsibande and C.R. Dunne.

editor(s) or compiler(s)

The abbreviations "ed." or "comp." (or the plural forms "eds" or "comps") are used when a work has been edited or compiled. A comma followed by a space is placed after the name of the last editor or compiler and a full stop is placed at the end of the name element of the citation:

> Smith, K.P., ed.
> Smith, K.P. and D. Larkan, eds.
> Jones, D.S., comp.
> Jones, D.S. and J.L. James, comps.

corporate body or other named group as author

If no individual author or authors appear in the publication, use the name of the government department, association, institution, corporation, committee or any other named group that is the author of a work. Capitalize the first letter of significant words in the name of the group:

> National Education Policy Initiative.

If the reference in the text has used an abbreviated form of the group author's name, for example, "NEPI" instead of "National Education Policy Investigation", then the list of works cited should contain a see reference to direct the reader to the full entry:

Text reference: NEPI.
Entry in list of works cited: NEPI. See National Education Policy Investigation.

title entry instead of author

This is possible where a book is better known by its title or, in the case of periodical articles if no individual or group author(s) are given. It takes the place of the author's name in the list of works cited and is not repeated after the year of publication.

The title is in italics if it is the title of the publication and followed by a full stop and space:

> *The Chicago manual of style.*

Year of publication

This is followed by a full stop and a space:

> 2003.

Where no publication year is given, the abbreviation N.d. (no date) can be used instead of a year:

> N.d.

If the publication year is known although not stated in the book, the year can be placed in square brackets:

[2003].

Title and additional title information

Only the first letter of the title and of any proper nouns are capitalized. The title is italicised. Additional title information is preceded by a colon and a space:

Electronic style: a guide to citing electronic information.

Edition

The edition is only stated if it is not the first. The following are examples of abbreviations that may be used:

2nd ed.
4th ed.
Rev. ed.

Place of publication

If more than one place is given, use the one that appears first, followed by a colon and a space. The names of less well-known places in the United States of America (US) may be followed by the name of the state in which they are located or its abbreviation. The names of less well-known places in the United Kingdom (UK) may be followed by the name of the county in which they are located or its abbreviation. Look the book up in the UKZN Library catalogue (OPAC) if you want to find out the abbreviations to use. If in doubt, spell the place in full. South African place names do not need to be followed by the name of the province:

Cape Town:
Chicago, Ill.:
Chicago, Illinois:
Cambridge, Mass.: (for Cambridge in the state of Massachusetts in the USA)
Cambridge, Cambs.: (for Cambridge in the county of Cambridgeshire in the UK)

Do not use the name of the country after a place name.

Name of the publisher

If there is more than one publisher, only use the one that appears first, followed by a full stop:

Oxford University Press.

Abbreviations such as 'Ltd.', 'Inc.', 'Co.' are usually omitted from the names of publishers but the word 'Press' should always be included.

Chapters or entries in edited or compiled books including encyclopaedias and published conference papers

This format is used if a book is a collection of chapters by different authors with an editor or compiler. It can also be used for entries in encyclopedias if the authors of entries are named and for published collections of conference papers:

> Surname(s), Initial(s). Year of publication. Title of chapter or article. In Surname(s), Initial(s) of editor(s) or compiler(s), ed(s) or comp(s). *Title of book*. Edition (if other than the first). Place of publication: Publisher, inclusive page numbers of the chapter or entry.

> Anderson, F. 1970. Carnegie Corporation of New York. In Kent, A. and H. Lancour, eds. *Encyclopedia of library and information science*. New York, Dekker, vol. 4: 200-207.
> Dick, A.L. 2007. The development of South African libraries in the nineteenth and twentieth centuries: cultural and political influences. In Bothma, T., P. Underwood and P. Ngulube, eds. *Libraries for the future: progress and development of South African libraries, 73rd IFLA General Conference and Council, 19th - 23rd August.* Pretoria, LIASA, pp.13-24.
> Lor, P.J. 1998. A distant mirror: the story of libraries in South Africa. In Graubard, S.R. and P. LeClerc, eds. 1998. *Books, bricks and bytes: libraries in the twenty-first century.* New Brunswick, N.J.: Transaction, pp. 235-265.

In the list above, the first reference is an entry in an encyclopedia in which the author and the editors are named, the second reference is an item in a collection of published conference papers with editors and the third reference is a chapter in an edited book.

For more details of author(s), year of publication, title and additional title information, place of publication and publisher, see the section on Books starting on p. 6 above.

> **Online books and chapters in online books**
> For additional elements needed for references to books or chapters in books consulted online, see pages 16-17.

Articles in periodicals

Journal articles

Each entry for a journal article in the list of works cited should contain the following elements arranged in the order given:

> surname(s) and initial(s) of the author(s)
> year of publication
> title of the article
> name of the journal
> volume number with part number or month in brackets
> inclusive page numbers of the article
> URL and date accessed for a journal article consulted online

The entry should be punctuated in the following way:

> Surname(s), Initial(s). Year of publication. Title of article. *Name of journal* volume or issue number (part number or month): inclusive page numbers.

> Findlay, C. 2002. Future proof: ensuring the long-term accessibility of technology-dependent records. *Records Management Journal* 12(3): 87-93.

For details on author surname(s), initial(s) and year of publication, see the section on Books starting on p. 6 above.

The title of the article is not underlined and is followed by a full stop and a space.

The name of the journal is italicised and is followed by a space. Significant words have capital letters.

The volume number of the journal is followed by a colon. If a part number is available, it is given in round brackets before the colon without spaces. Where there is no volume or part number, an abbreviation of a month (or months) is used:

> Jan. Feb. Mar. Apr. May Jun. Jul. Aug. Sep. Oct. Nov. Dec.

The first and last page numbers of an article follow the colon and a space and are separated by a hyphen and followed by a full stop. If the article is continued on later pages, all relevant page numbers are given separated by commas:

> 14 (Jan.-Mar.): 32-33, 73-79, 85.

If a journal has an issue number instead of a volume number, use the abbreviation 'no.' to distinguish it from a volume number:

> *Innovation: Journal of Appropriate Librarianship and Information Work in Southern Africa* no. 38: 78-93.

Articles and reports in magazines and newspapers

These are similar to entries for journal articles but only the day of the month and the month are given even when a volume number and part number exist. A colon and space precede the page number (or inclusive page numbers). Additional page numbers are separated by commas.

> Surname(s), Initial(s). Year of publication. Title of article. *Name of magazine or newspaper* day and month: page number(s).

> Kgosana, C. 2010. R2bn school library crisis: group says lack of facilities at heart of literacy, numeracy failures. *The Star* 29 Mar.: 1.

Where no author is given for a newspaper or magazine article, the full title of the article is given instead of an author.

> New library opens its doors in Georgetown. 1996. *Natal Witness* 6 Sep.: 3.

Articles and reports in online journals, magazines and newspapers
For additional elements needed for references to journal, magazine and newspaper articles consulted online, see page 17.

Book reviews in periodicals

These are similar to entries for journal articles and newspaper or magazine articles:

> Surname of reviewer, Initial(s). Year of publication. Title of review (if there is one). *Title of book* with edition statement if necessary and followed by the author's names in the order given. *Name of periodical*, volume number (part number or month) or date (if applicable), inclusive page numbers.

> Stilwell, C. 2009. Book review. *Publishing, books and reading in Sub-Saharan Africa: a critical bibliography* 3rd rev. ed. by Hans M. Zell. *Innovation: Journal of Appropriate Librarianship and Information Work in Southern Africa* no. 38: 118-121.

In the example above, the words "Book review" are part of the title. Where it is not clear that a reference is to a book review, add the words "Review of" in square brackets before the title of the book. Square brackets indicate that you have provided the words they contain:

> Whitehead, M. 2010. [Review of] *Getaway guide: Garden Route* [by] B. Naude-Moseley and S. Moseley. *Getaway* May: 104.

For details of the reviewer's surname and initial(s) and the year of publication, see the section on Books starting on p. 6 above.

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Book reviews in online periodicals
For additional elements needed for references to book reviews consulted in online periodicals, see page 17.

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Unpublished works

Unpublished works include those that do not have complete publication details such as author, title, date, place of publication or name of publisher. Many of these are referred to in a similar way to books, but the titles of unpublished works are never italicised.

Theses and dissertations

These are generally treated as unpublished works so titles are not italicised. Details of the degree awarded and the university granting it must be included:

Surname, Initial(s). Year of publication. Title: additional title information. Description of work. Location of university: Name of university.

Soyizwapi, L. 2005. Use of electronic databases by postgraduate students in the Faculty of Science and Agriculture at the University of KwaZulu-Natal, Pietermaritzburg. MIS thesis. Pietermaritzburg: University of KwaZulu-Natal.

Abbreviations may be used for the description of the work:

MA thesis
MIS thesis
PhD diss.

The description of the work is followed by a full stop. The location of the university and the name of the university are separated by a colon and a space.

<div style="border:1px solid black;">

Online theses and dissertations
For additional elements needed for references to theses and dissertations consulted online, see page 18.

</div>

Seminar papers, lecture notes and course materials

The description of the work is given at the end of the entry:

> Surname, Initial(s). Year of publication. Title: additional title information. Location of university: Name of university, Name of the School, Department, Unit or Programme. Description of the work.

> Zuma, T. 2008. Is the school/community library a viable model for South Africa? Pietermaritzburg: University of KwaZulu-Natal, Information Studies Programmes. Unpublished PGDIS seminar paper.

The physical description of the material is followed by a full stop.

> Unpublished seminar paper
> Unpublished lecture notes.
> Course handout.

If the location and name of the issuing body are known but do not appear on the material, this information may be put into square brackets:

> [Pietermaritzburg: University of KwaZulu-Natal, Information Studies Programmes.]

Online seminar papers and course materials
For additional elements needed for references to seminar papers and course material consulted online, see page 18.

Papers, speeches and posters presented at conferences

It is important to distinguish between published and unpublished conference papers.

Published conference papers are entered according to the type of publication in which they appear, such as an edited or compiled book (see p. 9), or a journal (see p. 10).

Unpublished conference papers, speeches and posters are entered as follows:

> Surname(s), Initial(s). Year. Title: additional title information. Details of occasion at which the paper, speech or poster was given.

> Hoskins, R. 2007. ICTs as an information and library management tool. Keynote address delivered at the 5th ELITS KZN [Education Library Information Technology Services KwaZulu-Natal] Provincial Conference held in Port Shepstone, 08-10 August.

The description of the occasion should be a complete sentence beginning, "Paper read (or poster presented) at ..." and should include the following information:

description of the occasion (for example, "42nd Annual Conference of ... ",
     Annual general meeting of ... ")
name of the society or group
subject of a conference (when applicable)
place at which the event was held
inclusive dates of the conference or meeting.

The initial letters of significant words should be capitalised. Commas are used where necessary to separate different types of information.

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Online unpublished conference papers, speeches and posters
For additional elements needed for references to unpublished conference papers and posters consulted online, see page 18.

</div>

Promotional and information booklets, leaflets, etc.

These are often produced without a named author(s), date, place of publication or publisher. Provide as much information as possible, using square brackets if you insert information:

> Author. Year. Title: additional title information. Location of the issuing body: Name of issuing body. Description of material.

> Family Literacy Project. N.d. Literacy begins here: making reading a shared pleasure and a valuable skill. Printed leaflet.

<div style="border:1px solid black; padding:10px;">

Websites of organizations and individuals
For additional elements needed for references to information from websites consulted, see page 19.

</div>

Interviews

Information about an interview begins with the name of the person who was interviewed, not the interviewer:

> Surname of person interviewed, Initial(s). Year interviewed. Interviewed by initial(s) and surname of interviewer. Place where interview occurred, further details of date (day and month).

> Msimang, H.S. 1973. Interviewed by J. Davies. Pietermaritzburg, 23 Mar.

If a transcript of the interview is available, add a sentence giving information about the location of the transcript:

14

Msimang, H.S. 1973. Interviewed by J. Davies. Pietermaritzburg, 23 Mar. Transcript in Alan Paton Centre and Struggle Archives, University of KwaZulu-Natal, Pietermaritzburg.

Personal communications

Personal communications include conversations (whether face-to-face, over the telephone or on chat lines) that the writer has had with others as well as letters (including e-mails) that have been received. Details are entered as follows:

Surname of person with whom communicated, Initial(s). Year. Description of communication. Further details of date (day, month).

MacKenzie, A. 2005. E-mail letter to author. 24 Jan.

Do not include the e-mail address of your source of information.

Other physical formats

Microforms, audio-visual material, CDs, DVDs, etc.

Information that has been presented in the form of a microfiche or microfilm; in audio-visual format such as a sound tape or videotape; on a CD or DVD or on a computer disk, is entered according to the relevant format above, e.g. book, journal article, thesis, etc., except that at the end of the entry, the type of format is stated, followed by a full stop

Bolt, S. 1993. *The art of Claude Lorraine.* London: British Broadcasting Corporation. Videocassette.

Stilwell, C. 1992. The community library as an alternative to the public library in South Africa. MIS thesis. Pietermaritzburg: University of Natal. Microfiche.

Online sources of information

Information on the World Wide Web (WWW) is found on web pages each of which has its own unique address or Uniform Resource Locator (URL).

Entries for sources of information on the Internet are the same as the entries for printed published and unpublished works above except that they also provide the URL that a reader can use to get to the information source and, because URLs and information on websites are subject to change, the most recent date – day, month and year - on which the source was accessed:

> http://www.familyliteracyproject.co.za Accessed 15 May 2010.

Information about how to enter author(s), year of publication, title information and publication details (where relevant) for published and unpublished works can be found on the preceding pages.

The place of publication of an online work can be omitted if it is not stated on the title page or verso of the title page of a book or on the website where it was found.

Published online sources of information

Online books

All the details of author(s), year of publication, title of book, place of publication and publisher found on pp. 6-8 should be included in the reference. In addition, give the URL that was used to access the information and follow it with the most recent date on which the information was accessed:

> Desai, A., ed. 2010. *The race to transform: sport in post-apartheid South Africa*. Cape Town: HSRC Press. http://www.hsrcpress.ac.za Accessed 15 May 2010.

> Sykes, J.A. 2002. *Action research: a practical guide for transforming your school library.* Greenwood Village, Colo.: Libraries Unlimited. http://www.netlibrary.com/Reader Accessed 24 May 2010.

> Stilwell, C., A. Leach and S. Burton, eds. 2001. *Knowledge, information and development: an African perspective.* Pietermaritzburg: University of Natal. http://www.infs.ukzn.ac.za/kiad/default.htm Accessed 7 August 2010.

If the URL does not fit onto one line, it can be broken after a forward slash (/). A full stop is not necessary at the end of the URL.

Chapters in online books

All the details of author(s), year of publication, title of chapter, editor(s) or compiler(s), title of book, place of publication, publisher and inclusive page numbers found on pp. 6-9 should be included in the reference. In addition, give the exact URL that was used to access the information followed by the most recent date on which the information was accessed.

> Weaver, A.E. 2001. What is the matrix? Constructing a virtual presence for the library instruction program. In Dewey, B.I., ed. *Library user education: powerful learning, powerful partnerships.* Lanham, Maryland: Scarecrow Press, pp. 127-134. http://www.netlibrary.com/Reader Accessed 24 May 2010.

Online journal articles, including those in databases

All the details of author(s), year of publication, title of article, title of journal, volume number, part number and inclusive page numbers found on pp. 10-12 should be included in the reference. In addition, give the exact URL that was used to access the information followed by the most recent date on which the information was accessed.

> Penzhorn, C. and H. Pienaar. 2009. The use of social networking tools for innovative service delivery at the University of Pretoria Library. *Innovation: Journal of Appropriate Librarianship and Information Work in Southern Africa* no. 38: 66-77. http://www.innovation.ukzn.ac.za/InnovationPdfs/No38-PenzhornandPienaar.pdf Accessed 20 May 2010.

If the article referred to was found in a database, for example EBSCOhost,

> Stilwell, C. 2009. Mapping the fit: library and information services and the national transformation agenda in South Africa, Part II. *South African Journal of Library and Information Science* 75(1): 1-11. http://web.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=5&hid=109&sid=5711b5 db-dd87-4d0e-b43d-c07658971e54%40sessionmgr104 Accessed 9 August 2010.

If the URL is very long, give the URL of the database provider or aggregator and, if it is available, a Digital Object Identifier (DOI).

Online magazine and newspaper articles

All the details of author(s), year of publication, title of article, title of magazine or newspaper, day, month and inclusive page numbers found on p. 10 should be included in the reference. In addition, give the exact URL that was used to access the information, followed by the most recent date on which the information was accessed.

> Donnelly, L. and K. Davie. 2010. Eskom dominates energy plan. *Mail & Guardian Online* 23 May. http://www.mg.co.za/article/2010-05-21-eskom-dominates-energy-plan Accessed 23 May 2010.

Unpublished online information sources

Online theses and dissertations

All details of author(s), year, title of thesis or dissertation, description, place and university found on p.12 should be included in the reference. In addition, give the exact URL that was used to access the information and follow it with the most recent date on which the information was accessed:

> Hadebe, T.B. 2010. Use of electronic databases by masters students in the Faculty of Humanities, Development and Social Sciences at the University of KwaZulu-Natal, Pietermaritzburg campus. MIS thesis. Pietermaritzburg, University of KwaZulu-Natal. http://researchspace.ukzn.ac.za/jspui/handle/10413/633 Accessed 23 May 2010.

If the thesis (or its abstract) was found in a database, for example, Dissertations and Theses A&I via ProQuest, give the entire URL if possible:

> Khoza, T.F. 2009. Providing services for culturally diverse students in academic libraries. M Info diss. Pretoria: UNISA. Abstract. http://proquest.umi.com/pqdweb?did=1647406221&sid=2&Fmt=2&clientId=30060&RQT=309&VName=PQD Accessed 24 May 2010.

If the URL is very long, give the URL of the database provider or aggregator and, if it is available, a Digital Object Identifier (DOI).

Online seminar papers, lecture notes and course materials

All details of author(s), year, title of work, description of work, place and university found on p. 13 should be included, followed by the URL and last date accessed:

> Mosala-Bryant, N. 2010. Library and information agencies: different libraries for different users. Lecture 36, Information Literacy LIIS110. Pietermaritzburg: University of KwaZulu-Natal, Information Studies Programmes. Powerpoint presentation. http://learning.ukzn.ac.za/course/view.php?id=2585 Accessed 3 June 2010.

Online unpublished conference papers, speeches and posters

All the details of author(s), year, title of paper or poster, description, date and place of event found on pp. 13-14 should be included in the reference. In addition, give the exact URL that was used to access the information and follow it with the most recent date on which the information was accessed:

> De Jager, K. and M. Nassimbeni. 2002. Can they and do they? Exploring information literacy tuition in South African tertiary institutions. Paper presented at the Fifth Annual LIASA Conference on Revitalising a Vibrant Library World in the 21st Century held in Port Elizabeth, 30 Sep. - 4 Oct. http://home.imagenet.co.za/liasa/2002papers.htm Accessed 30 March 2010.

Websites of organizations and individuals

Do not put URLs into your text.

Websites often do not include publication information such as a year or place of
publication or the name of the publisher. As many details of author(s), year, title,
place and publisher found on pp. 6-8 should be included in the reference. Where very
little information is available, use a descriptive phrase such as "Website of the
organization" in square brackets to indicate that you have provided the description. In
addition, give the URL that was used to access the information and follow it with the
most recent date on which the information was accessed:

> Family Literacy Project. N.d. [Website of the project.]
> http://www.familyliteracyproject.co.za/projects.html Accessed 20 May 2010.

Example of a text reference for this source:

> An entry on community notice boards (Family Literacy Project n.d.: par.2 under the heading
> Projects), mentions …

Other online sources

For information on citing listservs and other Internet sources, consult *The Chicago
manual of style.* 2003. 15th ed. Chicago, Ill.: University of Chicago Press.

Alphabetical arrangement of list of works cited

Entries in lists are arranged alphabetically in one sequence by author (or, if there is none, by title). Initials of authors are followed by full stops and separated by a space:

> Ndlovu, B.K. 2003.

Author with more than one work published in different years

If an author has written more than one work, these are arranged chronologically if they were published in different years:

> Ndlovu, B.K. 2003.
> Ndlovu, B.K. 2004.

Author with more than one work published in the same year

If more than one work was published by the author in the same year, the works are arranged in the alphabetical order of the titles. Lower case alphabetical suffixes are added after the year:

> Pillay, A.R. 2005a. The community library.
> Pillay, A.R. 2005b. The public library.

More than one author

If an author has written different works with many collaborators, they are arranged alphabetically according to the last names of the other authors, regardless of publication dates:

> Pillay, A.R., G.M. Colley and B.K. Ndlovu. 2002.
> Pillay, A.R. and B.K. Ndlovu. 2001.

The references in the text

The elements of text references

There should be as much similarity as possible between a reference in the text and the entry in the list of works cited to make it easy for the readers to find the details of a source.

As was stated on page 4, in the author-date referencing method the main elements of a reference in the text are the surname(s) of the author(s), the year of publication and the page number referred to. The elements are given in that order and usually enclosed in round brackets. A page number need not be given if the whole work is referred to.

The three elements may be partly incorporated into the text with only the date and/or page number within brackets. A colon and space separate the year from the page or page numbers. When the brackets enclose only page numbers, these are preceded by p. (or pp. for more than one page). When incorporating an author's name into the text, the publication date should be placed in brackets immediately after the author's name. This makes it easier for a reader to locate the reference in the list of works cited:

> Smith's study (2002) argues for the use of small group discussion methods in adult education and agrees with Jones (1979: 17) that attitudes cannot be changed by lectures. Green (2003) concurs when he criticizes the continuing domination of the lecture method in adult classes (p. 11) and provides useful guidelines on working in small discussion groups (pp. 33-47).

The reference is inserted at the most appropriate place in the text and in the sentence:

> The Smith (2006) survey provides ample evidence that earlier studies (Anderson1999; Jones 2000) had serious methodological flaws and confirms earlier disquiet with their results (Brown 2005: 34-45; Odell 2006: 231-239).

If two or more authors are included in one set of brackets, the references are separated by semi-colons as in the example above. The order is alphabetical by authors' surnames.

Author and year of publication

References in a text include at least the surname of the author and the year of publication of the work. These are entered in the order given above, separated by a space but without punctuation, and enclosed in round brackets:

> (Smith 2006)

One author with more than one publication

Where an author has published more than one work (in different years) and these are all included in a reference, the surname is followed by publication dates in chronological order, separated by semi-colons. A space follows each semi-colon:

> (Smith 1999; 2002; 2006)

Page numbers can also be included. A space follows each semi-colon.

> (Smith 1999: 3; 2002: 14-20; 2006: 52)

One author with more than one publication in the same year

When an author has published more than one work in the same year, these are arranged alphabetically by title in the list of works cited and lower-case alphabetical suffixes are added after each date. These are also used in the text references:

> (Smith 2004; 2005a; 2005b)

More than one author

The surnames of two authors who have collaborated on one work are cited in the order given in the work (for example, on the title page of the work) and separated by the word and:

> (Nsibande and Smith 2006)

If three authors are responsible for one work, all are included in the references in the text. A comma and a space separates the first two and the third is preceded by the word and:

> (Smith, Pillay and Nsibande 2000)

Where four or more authors are responsible for one work, the surname of the first author, followed by "and others" is used in the text references:

> (Smith and others 2007: 39-40)

If the use of "and others" after the name of an author could lead to confusion between more than one work in which the author has collaborated in one year, the names of the first two authors should precede "and others" and should be separated by a comma:

> (Smith, Pillay and others 2008)

Two authors with the same surname

Initials are only used in text references when it is necessary to differentiate between two (or more) authors with the same surname who are responsible for different works published in the same year. The initials are placed after the surname, separated from it by a comma and space and each initial is followed by a full stop:

> (Smith, K.P. 2000)
> (Smith, R.S. 2000)

If the author's name is incorporated into the text, the order of initials and surname is not inverted:

> In his study of library use by part-time students, R.S. Smith (2000) ...

Interviews and personal communications

Interviews or personal communications (for example, letters or telephone conversations) that the student has had with another individual may be cited in a text and listed in the list of works cited. The name of the person with whom the student communicated is incorporated into the text in the same way as an author and the year of the interview or personal communication are given:

> Nzimande (2010)

Corporate body or other named group as author

Where no individual author is named on the title page of a book, its place can be taken in a citation by the name of the committee, government agency, association, department, group or other named group that is responsible for the work. Capitalize the first letter of significant words:

> (Association of College and Research Libraries 2000)

For the sake of brevity, an abbreviation or a shortened form of a group's name may be used in a text reference but in the list of works cited, a "See" reference should direct the reader from the abbreviation to the full name of the corporate body:

Text reference: (ACRL 2000)
Entry in list of works: ACRL. See Association of College and Research Libraries 2000.

Title instead of author

Works may be entered by title in the list of sources cited if they are standard works, have had different editors over the years and are consequently best known by their titles. The title replaces the author in the text reference and is set in italics:

> (*Chicago manual of style* 2003)

If no author is given for a newspaper or magazine article, the title of the article may be abbreviated in the reference in the text. For example, if you are referring to a newspaper report entitled "New library opens its doors in Georgetown", the reference in your text could consist of the first two or three words followed by a space and three dots before the year of publication:

> (New library opens ... 1996: 3)

(An example of how the reference would be entered in the list of works cited appears on p. 11 under the heading "Articles and reports in magazines and newspapers".)

Page number(s) and other locators

If necessary (for example, when quoting, paraphrasing or referring to a particular point), page numbers are added after the publication date and separated from it by a colon:

> (Smith 2006: 3)

The first and last numbers in a sequence of page numbers are separated by a hyphen:

> (Smith 2006: 4-20)

If several pages or sequences of pages are referred to, they are separated by commas:

> (Smith 2006: 7, 32, 41-44, 55)

If a note on a page is being referred to, the abbreviation "n" without a full stop, can be used:

> (Smith 2006: 35n44)

If several pages from the same source are referred to at different points in the same paragraph, the author(s) and year only need to be cited once with the relevant page numbers inserted in brackets where they are appropriate. Where page numbers are not placed directly after the publication year, the abbreviations p. or pp. are used:

> Green (1993) concurs when he criticizes the continuing domination of the lecture method in adult classes (p. 11) and provides useful guidelines on working in small discussion groups (pp. 33-47).

Volume number(s) of books (not periodicals)

If a book consists of more than one volume, the abbreviation vol. (for volume) is placed after the year and a space and the relevant volume number follows after a space. A colon separates the volume number from the page number(s):

> (Smith 2002 vol. 2: 54)

If the volume only is referred to, it is preceded by the abbreviation vol. (for volume) to avoid confusion with a page number:

> (Smith 2002 vol. 2)

Sections, headings or paragraphs instead of page numbers

If a work uses numbered sections, the abbreviation "sec." can be used:

> (*Chicago manual of style* 2003: sec. 16.109)

If there are neither page nor section numbers (for example, in an online work), a heading can be used to guide readers to the relevant information:

> (De Jager and Nassimbeni 2002: under the heading "Benchmarking information literacy")

If there are no page numbers, sections or headings, the abbreviation "par." can be used to indicate the paragraph where information can be found.

> (Family Literacy Project n.d.: par. 2 under the heading "Projects")

Personal communications

In the case of a personal communication, use the abbreviation pers. comm.:

> (Nzimande 2010: pers. comm.)

Some options

1. In the list of works cited, the authors' full first names may be used instead of initials only.

2. Instead of using "and others" to indicate more than three authors, the abbreviation "et al." (abbreviation of the Latin et alia) may be used. It is important to notice the correct position of the full stop.

3. The heading "List of works cited" may be replaced by "Reference list" or "References".

Note well: If an option is selected, use it consistently throughout your text.

Summary of entry formats in the list of works cited

Published works

Books

Printed: Surname(s), Initial(s). Year of publication. *Title: additional title information*. Edition (if other than the first). Place of publication: Publisher.

Online: As above with the addition of the URL and last date accessed.

Chapters in edited or compiled books

Printed: Surname(s), Initial(s). Year of publication. Title of chapter or article. In Surname(s), Initial(s) of editor(s) or compiler(s) ed(s). or comp(s). *Title of book*. Edition (if other than first). Place of publication: Publisher, inclusive page numbers of chapter.

Online: As above with the addition of the URL and last date accessed.

Journal articles

Printed: Surname(s), Initial(s). Year of publication. Title of article. *Name of journal*, volume number (part number or month): inclusive page numbers.

Online: As above with the addition of the URL and last date accessed.

Articles and reports in magazines and newspapers

Printed: Surname(s), Initial(s). Year of publication. Title of article. *Name of magazine or newspaper* day and month: inclusive (and additional) page numbers.

Online: As above with the addition of the URL and last date accessed.

Book reviews

Printed: Surname of reviewer, Initial(s). Year of publication. Title of review (if there is one). *Title of book reviewed* by name of author as it is stated. *Name of periodical* volume number (part number) or date (if applicable): inclusive page numbers.

Online: As above with the addition of the URL and last date accessed.

Unpublished works

Theses and dissertations

Printed: Surname, Initial(s). Year. Title: additional title information. Description of work. Location of university: Name of university.

Online: As above with the addition of the URL and last date accessed.

Seminar papers, lecture notes and course materials

Printed: Surname, Initial(s). Year. Title: additional title information. Location of university: Name of university. Name of department, school, programme or unit. Description of material.

Online: As above with the addition of the URL and last date accessed.

Conference papers, speeches and posters (unpublished)

Printed: Surname(s), Initial(s). Year. Title: additional title information. Description of occasion (including the nature and subject of the conference or meeting, name of the society or group, the place at which it was held and the date(s) on which it was held).

Online: As above with the addition of the URL and last date accessed.

Promotional and information booklets and leaflets, including websites

Printed: Surname(s), Initial(s). Year. Title: additional title information. Location of issuing body: Name of issuing body. Description of material.

Online: As above with the addition of the URL and last date accessed.

Interviews

Surname of person interviewed, Initial(s). Year. Interviewed by initial(s) and surname of interviewer. Place where interview occurred, further details of date (day and month). Details of location of transcript if available.

Personal communications

Surname of person with whom communicated, Initial(s). Year. Description of communication, further details of date (day, month).

Other physical formats (published or unpublished)

As for works above but with the description of the format at the end of the reference: CD-ROM; DVD; Videocassette; etc.