Acknowledgements

This guide was compiled by:
Sara Mitha, Segarani Naidoo, Shirlene Neerputh, and David Thomas with input from the DUT Academics and Subject Librarian Team.

The electronic version of this guide is available at http://library.dut.ac.za

Disclaimer

Please be advised that there are many variations to the Harvard referencing style. This guide attempts to capture the latest trends and is customised for DUT. As this is a generic guide, please confirm faculty/departmental/supervisor preferences.

Citation for this guide:

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Introduction

Durban University of Technology (DUT) aims to promote academic integrity and honesty. Referencing ensures academic integrity and prevents plagiarism. It is important to acknowledge the work of an author and the most accepted way is to use a referencing system.

This guide outlines the Harvard Referencing style which most faculties at the University use. While there are variations to the “Harvard” system, this guide is compiled to suit the needs of both DUT staff and students. The guide will assist in proper referencing techniques when using the various reference sources. It shows you how to insert references in the text of your work (in-text reference) and how to compile a reference list or bibliography. This guide may be used in the absence of a departmental referencing guide. Consult a Subject Librarian for more information on referencing.

What is referencing?

Referencing is a method of acknowledging the sources of ideas, thoughts, opinions and information that have been used to compile assignments, projects, theses and dissertations.

Why reference?

It is good academic practice and is important for academic writing because:

- it facilitates the tracing of the original source or verification of quotations
- it shows the breadth and depth of the literature you have read or consulted
- plagiarism is avoided by correctly referencing the various sources of information.
Glossary

**Academic integrity:** is ensuring honest and responsible practice, essentially all academic submissions should be an individual’s own work.

**Anonymous:** a resource having an unknown or withheld authorship.

**Author:** any person or entity responsible for a particular piece of work. This includes editors, compilers, composers, photographers, sculptors, persons interviewed or with whom there was personal communication.

**Bibliography:** list of sources, arranged in alphabetical order, that have been consulted to compile your assignment, project, etc., but which are not necessarily cited in the written document.

*Note:* In academic writing one usually submits a “Reference list” rather than a “Bibliography”.

**Citation:** a written reference to a specific work or portion of a work.

**Citing:** to mention, quote by way of an example or bring forward as support, illustration, proof or authority.

**Copyright:** a legal right that gives the author of an original work exclusive rights for a certain time period in relation to that work, including its publication, distribution and adaptation.

**Corporate author:** an organisation or group of persons (associations, institutions, companies, etc.) that are identified by a corporate or group name and acts as an entity responsible for a particular body or piece of work, e.g. Durban University of Technology (DUT).

**Direct quotation:** a phrase or paragraph or part of the original text which has been repeated in exactly the same way as the original piece of work.

**Digital Object Identifier (DOI):** allows online articles to be easily found. The DOI can be used instead of the website address (URL).

**EndNote:** A bibliographic management package available to registered DUT staff and students. EndNote is used to store and organise references, to search online bibliographic databases, retrieve full text articles and to create bibliographies. Detailed information on how to download and use EndNote is available on the DUT Library website [http://library.dut.ac.za](http://library.dut.ac.za)

**Footnotes:** Reference details of sources of information used, recorded at the bottom of the page.

**In-text referencing:** the insertion of brief references, in the appropriate places in the text to sources that are being cited by the academic work.

**Journal, serials or periodicals:** sources which are published periodically, i.e. weekly, monthly, yearly, etc. Examples are newspapers, magazines and yearbooks.

**Mendeley:** A reference management system that assists in managing and organising your references.

**Online database:** collection of information arranged in a systematic way to make the search easy and fast. The University subscribes to different databases such as EBSCOhost, ProQuest, Sabinet.

**Paraphrasing:** expressing someone else’s ideas, thoughts or work in your own words.

**Plagiarism:** Plagiarism is the theft of a person’s ideas, work or writing. It occurs when work is submitted without the acknowledgement of the original source. Plagiarism is an academic and legal offence.

**Published source:** any information source, whether in print or electronic format, that is made available to the public.

**Reference list:** an alphabetical list (by author’s surname or corporate author) of books, articles, websites or any other sources, that have been consulted during the writing of your assignments, projects, research papers, dissertation, thesis, etc. In the absence of author’s surname, use the title.

**SafeAssign:** a plagiarism software for undergraduates, that is available through BlackBoard.

**Source:** a person or group, a book, an article, a thesis, or any other work that provides information.

**Summarising:** expressing someone else’s ideas, thoughts or work in your own words, in a short or abbreviated form.

**Turnitin:** is a software program that the University subscribes to. It is used as an originality checker to detect plagiarism. This is a tool for postgraduates.

**Unpublished source:** any information source that has not been published.
Steps to ensure academic integrity

There are two key aspects to referencing:

1. **In-text referencing:** This refers to citing references within the body or text of your work. For the in-text reference, you need the following information:
   - Author’s surname
   - Year of publication
   - Page number (if available)

2. **The reference list:** This is an alphabetical list arranged by author’s surname at the end of the assignment, project, thesis or dissertation which contains full details of the sources cited.

Referencing tips:

- Ensure that what is cited within your in-text reference has a corresponding record in your reference list and what is in your reference list has a corresponding record in your in-text reference.
- Check spelling and punctuation carefully.
- Be consistent in your style of referencing especially in the use of punctuation and spacing.
- Use the internet with discretion and always state the date on which the site was accessed.
- The use of ellipsis (…) indicates that words have been omitted from a quotation or that the sentence continues.
- In the reference list, the title is usually in italics. If you are handwriting your reference list you may underline the title instead.
- Use author initial/s rather than full names and if an author has more than one initial, indicate all initials.
- A country name must not be used as a publisher.
- Subtitles need to be in lower case.
# Books (print and online)

## 1. Single author
- Editions are only noted from the 2nd edition onwards.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname Year of publication: page number/s) or Surname (year of publication: page number/s)</td>
<td>Author’s surname. Initial/s. Year of publication. Title: subtitle. Edition. Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

**In-text citation example:**
"Dry ingredients should never be pushed down into the cup; rather spoon them lightly into a cup and level them with a knife" (De Villiers 2009: 18).

According to Westbrook (2008: 41) cardiac gating uses the electrical signal detected by leads …

**Reference list example:**


## 2. Multiple authors
- If there are two to three authors, all authors have to be cited and should be listed in the order that they appear.
- If there are four or more authors use ‘et al.’ in the in-text reference and list all authors in the reference list.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. and Author’s Surname, Initial/s. Year of publication. Title: subtitle. Edition. Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

**In-text citation example:**
Dunn et al. (2013: 109) confirm biomass production rates for fed batch fermenters.

The transfer of heat and mass in turbulent flow occurs … (Katoh and Yoshida 2009: 21).

**Reference list example:**

### 3. Editor

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Editor’s Surname, Initial/s. ed./s Year of publication. Title: subtitle. Edition. Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

Boyes (2010: 37) describes an orifice plate as a thin steel plate with a circular orifice of known dimensions located centrally in the plate.

Qualitative researchers adopt a person-centred and holistic perspective (Holloway and Wheeler 2010: 12).

**Reference list example:**


### 4. Author / Editor unknown

- Where the author is unknown, the title of the work or Anon. could be used, followed by the date of publication.
- Every effort should be made to establish the authorship if you intend to use this work in an academic submission.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Anon. year of publication: page number/s) or (Title year of publication: page number/s)</td>
<td>Anon. Year of publication. Title: subtitle. Edition. Place of publication: Publisher. or Title: subtitle. Year of publication. Edition. Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

As an example when comparing linear equations (Anon. 2013) showed …

A linear equation is an algebraic equation in which each term is either … (Engineering mathematics 2013: 102).

**Reference list example:**


### 5. Corporate author

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name of corporate author Year of publication: page number/s) or Name of corporate author (year of publication: page number/s)</td>
<td>Name of corporate author. Year of publication. Title: subtitle. Edition. Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

This qualitative work explores linkages in Amajuba, South Africa … (Human Sciences Research Council 2008: vii).

The World Bank report (2013) contends that risk management can be a powerful instrument for development …

**Reference list example:**


6. Books without publication date

- n.d. – indicates no date.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
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</thead>
<tbody>
<tr>
<td>Surname (n.d.: page number/s) or (Surname n.d.: page number/s)</td>
<td>Author’s Surname, Initial/s. n.d. Title: subtitle. Edition. Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

According to Brown (n.d.: 8) some healthy habits are …

Trenches should be dug 380 mm deep below the surface of the ground (Deetlefs n.d.: 12).

**Reference list example:**


7. Secondary sources

- Secondary referencing is used in a book or journal article where the author cites facts or information cited in research done by someone else. This is regarded as a secondary source as the researcher has not consulted the original source.

- Every attempt should be made to cite from the original source.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication cited in Surname year of publication: page number/s) or (Surname year of publication, cited in Surname year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year of publication. Title: subtitle. Place of publication: Publisher. or Author’s Surname, Initial/s. Year of publication. Title: subtitle. Place of publication: Publisher. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

Eberhard (1938 cited in Rätsch 2001: 206) explores the role of hemp in the healing traditions of many cultures around the world.

The visionary properties have been recorded in ethnomedicine research (Eberhard 1938, cited in Rätsch 2001: 206).

**Reference list example:**

8. Chapters / sections in a book

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
</table>

**Reference list example:**


9. Non-English title

- When writing in the English language and you are referring to sources which are written in other languages, give the source title exactly as it appears in the original language or give an English translation of it in square brackets.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year of publication. <em>Title [Translated title]</em>. Place of publication: Publisher. or Author’s Surname, Initial/s. Year of publication. <em>Title</em>. Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

**Reference list example:**


10. Book reviews

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer’s Surname (year of publication: page number/s) or (Reviewer’s Surname Year of publication: page number/s)</td>
<td>Reviewer’s Surname, Initial/s. Review date. Title of book being reviewed by Author(s) of book, reviewed in <em>Title of Journal/Newspaper</em> containing the review, volume(issue): page numbers. or Reviewer’s Surname, Initial/s. Review date. Title of book being reviewed by Author(s) of book, reviewed in <em>Title of Journal/Newspaper</em> containing the review, volume(issue): page numbers. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**Reference list example:**


11. Translated work

- For works which have been translated the reference should include details of the translator and for major historical works the date of the original work may be included.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year of publication. Title: subtitle. Translated from original Language by Surname, Initial/s of Translator. Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

In-text citation example:

Corvi (1997: 7) confirms that Popper developed an interest in …

A recent study indicated that … (Richter and Hebgen 2009: 23).

Reference list example:


12. Reports

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname / Organisation Year of publication: page number/s) or Surname / Organisation (year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s / Organisation. Year. Title of report. Place of Publication: Publisher. or Author’s Surname, Initial/s / Organisation. Year. Title of report. Place of Publication: Publisher. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

In-text citation example:

Women continue to face discrimination in access to work (United Nations 2015: 8).


Reference list example:


13. E-books

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname Year of publication: page number/s) or Surname (year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year of publication. Title. Place of publication: Publisher. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

In-text citation example:

Unfortunately Africa has not sufficiently tapped into renewable energy sources (Abdle-Rahman and Simelance 2011: 1).

Ozgun and Kuzuoğlu (2011: 1) highlight that "the analytic theory of heat was published in 1882".

Reference list example:


### 14. Chapters in an e-book

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
</table>

**In-text citation example:**

Platow et al. (2004: 36) affirmed that the four essential skills …

Influence, trust, fairness and charisma are four essential leadership qualities (Platow et al. 2004: 36).

**Reference list example:**


### 15. Electronic reference sources

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (year of publication: page number/s) or (Title Year of publication: page number/s)</td>
<td>Title of encyclopaedia. Subject. Year of publication. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

According to the Concise encyclopedia of system safety: definition of terms and concepts special consideration must be given to the possible need for an abort (2011: 16).

In system safety, special consideration must be given to the possible need for an abort (Concise encyclopedia of system safety: definition of terms and concepts, 2011: 16).

**Reference list example:**

### Journals (print and online)

- To distinguish between the article title and the journal title, the journal title is either underlined or in italics.
- Some journals indicate seasons of the year (Autumn / Fall, Winter, Spring, Summer), or parts of the year (First quarter, Second quarter, Third quarter, Fourth quarter) or just the names of the month in which they are published (January, February, March, etc.) to identify the different parts.
- A Digital Object Identifier (DOI) allows online articles to be easily found. The DOI can be used instead of the website address (URL).

#### 16. Journals with volume and part/issue number

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname Year of publication: page number/s) or Surname (year of publication: page number/s)</td>
<td>Author’s Surname, Initials. Year of publication. Article title. Journal Title, volume number (part/issue number): page number/s. Available: website address or DOI (Accessed date). or Author’s Surname, Initial/s. Year of publication. Article title: subtitle. Journal Title, volume number (part/issue number): page number/s.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

“… a significant number of policy issues must be considered” (Chisholm et al. 2009: 334).

Cirera (2014: 199) stated the undeniable impact of metal-organic frameworks …

**Reference list example:**


#### 17. Journals without volume number

- Use the date or any other descriptor e.g. Summer.
- Where there is no volume, issue number /part, a comma (not a colon) is placed after the title of the journal. This shows that the page numbers follow.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year of publication. Article title: subtitle. Journal Title, Part name/descriptor: page numbers.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

Caterpillar (2015: 24) is of the view that gas engine-generator technology can also play a role in utility contingency planning.

Persistent soaring temperatures, constant vomiting or diarrhoea needs urgent medical attention (Worden 2008: 12).

**Reference list example:**


## 18. Journals: special issues (supplementary issue)

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year of publication. Article title: subtitle. <em>Journal Title</em>, volume number (Suppl.): page number/s.</td>
</tr>
</tbody>
</table>

### In-text citation example:

According to Zavadsky (2015: 17) awareness by patients …

There are patients who are not aware … (Zavadsky 2015: 17).

### Reference list example:


## 19. Journal article without an author

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anon. (year of publication: page number/s) or (Anon. Year of publication: page number/s)</td>
<td>Anon. Year of publication. Article title: subtitle. <em>Journal Title</em>, volume number (issue number): page number/s.</td>
</tr>
</tbody>
</table>

### In-text citation example:

Anon. (2014: 210) recommends that you prepare an argument …

“Responding effectively to language barriers …” (Anon. 2014: 210).

### Reference list example:


## 20. Multiple citations for printed journal article

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s); Surname (year of publication: page number/s) or (Surname year of publication: page number/s; Surname year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year of publication. Article title: subtitle. <em>Journal Title</em>, volume number (part/issue number): page number/s.</td>
</tr>
</tbody>
</table>

### In-text citation example:

Aikens *et al.* (2014: 722), Dane and Brummel (2014: 125) and Karakas (2010: 100) support the idea that spirituality and mindfulness can enhance organisational outcomes.

Spirituality and mindfulness can enhance organisational outcomes … well-being (Aikens *et al.* 2014: 722; Dane and Brummel 2014: 125; Karakas 2010: 100).

### Reference list example:


21. Online journal articles

- Use the DOI or the website address (URL).

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname Year of publication: page number/s) or Surname (year of publication: page number/s)</td>
<td>Author’s Surname, Initials. Year of publication. Article title. Journal Title, volume number (issue number): page number/s. Available: website address or DOI (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

Today’s undergraduate students … (Bravo, Lucia and Martin 2013: 624).

Mapesela and Hay (2006: 712) stated that …

**Reference list example:**


22. Journal articles with article ID

- Some online articles have an article ID to identify them.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname year of publication: page number/s)</td>
<td>Author’s Surname, Initials. Year of publication. Article title. Journal Title, volume number: article id. Available: website address or DOI (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

According to Wabiri and Taffa (2013: 2) the data …

**Reference list example:**

### 23. Journals (reference to more than one publication by same author in the same year)

- When referencing sources which are written by the same author and published in the same year, use letters a, b, c, etc. after the publication year (without a space) to distinguish between them. Each source would require a separate entry in the reference list.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication): page number/s) or (Surname Year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year of publication. Article title. Journal title, volume number (issue number): page number/s. Available: website address or DOI (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

- Reynolds (2010a: 165) suggested that …
- Crime was measured through a … (Reynolds 2010b: 1056).

**Reference list example:**


### 24. Journal without page numbers

- In cases where there are no page numbers, use the paragraph and line number in the in-text citation to assist the reader in finding the exact location.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: paragraph number line number) or (Surname Year of publication: paragraph number line number)</td>
<td>Author’s Surname, Initial/s. Year of publication. Article title. Journal Title, volume number (issue number). Available: website address or DOI (Accessed date month year).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

- Halliday (2016: para. 5 line 1) reports that …
- The study conceptualizes … (Halliday 2016: para. 10 line 1).

**Reference list example:**

25. Secondary sources

- Secondary referencing is used in a book or journal article where the author cites facts or information cited in research done by someone else. This is regarded as a secondary source as the researcher has not consulted the original source.
- Every attempt should be made to cite from the original source.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication cited in Surname year of publication: page number/s) or (Surname Year of publication cited in Surname year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year of publication. Article title: subtitle. Journal Title, volume number (issue number): page number/s.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

Gelber et al. (1993 cited in Manjra 2014: 263) maintain that …

… prevalence of allergy in inner city patients (Gelber et al. 1993 cited in Manjra 2014: 263) …

**Reference list example:**


26. Newspapers

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Author’s Surname, Initials. Year of publication. Article title. Title of Newspaper, Date of newspaper: page numbers.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

Begley (2012: 11) reports that full-genome sequencing could help decide …

“Full-genome sequencing could provide real benefits in determining which patients will benefit from a drug.” (Begley 2012: 11).

**Reference list example:**

### 27. Newspapers (online)

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year of publication. Article title. <em>Title of Newspaper</em>, Date of newspaper: page number/s. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

According to Gontsana (2009: 3) …

The accident has left Durban devastated … (Jansen 2015).

**Reference list example:**


### 28. Newspaper article without an author

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anon. (year of publication) or (Anon. year of publication)</td>
<td>Anon. Year of publication. Title of article. <em>Title of Newspaper</em>, Date of newspaper. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

Anon. (2015) reported that thirteen people sustained serious injuries.

Thirteen patients sustained serious injuries… (Anon. 2015).

**Reference list example:**


### 29. Conference proceedings

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
</table>

**In-text citation example:**

Batchelor and Bengtsen (2013: 1) describe how challenging it is to …

The need for private sector investment and management in the water sector considers … (Owen 2000: 231).

**Reference list example:**


### 30. Papers in conference abstract volumes (online)

<table>
<thead>
<tr>
<th><strong>In-text format</strong></th>
<th><strong>Reference list format</strong></th>
</tr>
</thead>
</table>

**In-text citation example:**

Trauth (2015: 15) suggests that the environmental stability of the East African Rift Valley was important for …

**Reference list example:**

### 31. Internet sources with author/s
- In the absence of a page number, paragraph and line number should be used.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname Year of publication: page number/s) or Surname (year of publication: paragraph number line number)</td>
<td>Author's Surname, Initial/s. Year of publication. Title. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

"Chiropractic services should be fully integrated into the health care system" (Manga et al. 1993:3).

Smith (2009: para. 3 line1) states ...

**Reference list example:**


### 32. Internet sources without author/s
- Items that have no author or date should be evaluated to determine their authenticity or suitability for academic purposes.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anon. (year of publication: page number/s) or (Anon. year of publication: page number/s) or Anon. (year of publication: paragraph number line number)</td>
<td>Anon. Year the website was updated. Title. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

The irrigation tunnels in the Harpan and Turpan areas has a history over 2000 years old (Anon. 2014).

Anon. (2014: para. 3 line number 1) states that the wells vary in depth depending on their location.

**Reference list example:**

33. Internet sources without a date
- Items that have no author or date should be evaluated to determine their authenticity or suitability for academic purposes.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname n.d.) or</td>
<td>Author’s Surname, Initial/s. n.d. Title. Available: website address (Accessed date).</td>
</tr>
<tr>
<td>Surname (n.d.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text citation example:</th>
<th>Reference list example:</th>
</tr>
</thead>
</table>

34. Personal communications (telephone conversation, interviews and e-mail)
- Personal communications are noted in the in-text reference but are not included in the reference list.
- It is important to get permission from the person referred to in the in-text reference, to use this information.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>… communication method on date, Name of person</td>
<td>No entries in the Reference list</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text citation example:</th>
<th>Reference list example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In an e-mail communication on 10 June 1995, the Director of Siemens, Wren indicated that …</td>
<td></td>
</tr>
<tr>
<td>In a telephone conversation on 17 July 2011, the Kwazulu-Natal Director of Nursing, Dr. Petty highlighted …</td>
<td></td>
</tr>
<tr>
<td>Evidence given by the Director of Nursing, Dr. Petty (1999, pers. comm. 17 July).</td>
<td></td>
</tr>
<tr>
<td>When interviewed on 12 December 2009, Gouden (DUT student) stated that …</td>
<td></td>
</tr>
</tbody>
</table>
### 35. Blogs (weblogs) / Wikis

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname/Alias (year of publication: page number/s) or (Surname/Alias Year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s / alias). Year of post. Title of the posting. <em>Title of the website</em>. Available: blog address (Accessed date). or Author’s Surname, Initial/s / alias). Year of post. Title of the posting. <em>Title of the website</em>. Available: wiki address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

- According to Frank (2009) …
- HelloDoctor (2012) advises that …
- Technofunc (2012) advises that …

**Reference list example:**


### 36. Social networking sites (Facebook, Twitter, Bebo, etc.)

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication) or (Surname Year)</td>
<td>Author’s Surname, Initial/s / alias). Year of post. Title of page. Day month of posted message. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

- According to Jones (2009) …
- Communication is key … (Dr Phil 2009).

**Reference list example:**


### 37. Computer programs

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of release) or (Surname Year of release)</td>
<td>Creator’s Surname, Initial/s. Year of publication. Title of program. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

- This software has revolutionised referencing (Thomson Reuters 2015).

**Reference list example:**

### 38. Commissions with a chairperson
- In the title of a Commission of Inquiry, the significant words of the title should begin with capital letters.

<table>
<thead>
<tr>
<th><strong>In-text format</strong></th>
<th><strong>Reference list format</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname Year of publication: page number/s) or Surname (year of publication: page number/s)</td>
<td>Chairperson’s Surname, Initial/s., Chairperson. Year of publication. Title of Inquiry. Place of publication: Publisher. or Chairperson’s Surname, Initial/s., Chairperson. Year of publication. Title of Inquiry. Place of publication: Publisher. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**
- In the Commission of Inquiry into Racism (Grey 2009: 78), it was stated …
- Seriti (2011) announced the terms of reference …

**Reference list example:**

### 39. Councils (as issuing bodies)

<table>
<thead>
<tr>
<th><strong>In-text format</strong></th>
<th><strong>Reference list format</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Council name (year of publication: page number/s) or (Council name Year of publication: page number/s)</td>
<td>Name of Council. Year of publication. Title. Place of publication: Publisher. or Name of Council. Year of publication. Title. Place of publication: Publisher. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**
- The South African Geographical Names Council (2008: 55) has researched the meaning …
- As reported (The South African Medical Research Council 2015: 20) the president is responsible for the Council’s performance …

**Reference list example:**
### 40. Government reports

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
</table>

**In-text citation example:**

... as stated at the forum (South Africa. Department of Government Communication and Information System 2014: 11).

According to the latest figures shown in the report of South Africa. Department of Health (2008: 11) ...

**Reference list example:**


### 41. Government Gazettes

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
</table>

**In-text citation example:**

According to the South Africa. Department of Basic Education (2014: 4), visual impairment is one of the barriers that may require differentiated assessment and accommodation.

The National List of Invasive Terrestrial and Fresh-water Plant Species has 379 species (South Africa. Department of Environmental Affairs 2014: 4).

According to South Africa. Department of Environmental Affairs and Tourism (2014: 8), the pricing strategy ...

**Reference list example:**


### 42. Green papers

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
</table>

**In-text citation example:**

“The word environment embraces the conditions and / or influences under which any individual or thing exists, lives or develops” (South Africa. Department of Environmental Affairs 1996: 5).

It was reported in the green paper by the South Africa. National Planning Commission (2009: 11) that the national strategic plan will define high level outcomes and impacts.

**Reference list example:**


### 43. White papers (in government gazette)

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
</table>

**In-text citation example:**

As reported in the White Paper (South Africa. Department of Public Service and Administration 1998: 11) the objectives are …

South Africa. Department of Education (2004: 10) reported in the White Paper that …

**Reference list example:**


### 44. White papers (not in Government Gazette)

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
</table>

**In-text citation example:**

The South Africa. Department of Higher Education and Training (2013: 24) White Paper states that funding is …

… in the renewable energy industry (South Africa. Department of Minerals and Energy 2003: 12).

**Reference list example:**


### 45. Laws or Acts

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
</table>

**In-text citation example:**


Healthy means free from illness or occupational injuries (South Africa. Department of Labour 2004: 4).

**Reference list example:**


### 46. Law cases

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name v Name date) or Name v Name (date)</td>
<td>Name v Name. Year of publication (Volume) Source Beginning page (Court abbreviation). or Name v Name. Year of publication (Volume) Source Beginning page (Court abbreviation). Available: website address (Accessed date)</td>
</tr>
</tbody>
</table>

**In-text citation example:**

… to similar circumstances (Alves v LOM Business Solutions (Pty) Ltd 2011). In the recent case of Royal Sechaba Holdings (Pty) Ltd v Coote and Another (2014), the defence noted …

**Reference list example:**


Royal Sechaba Holdings (Pty) Ltd v Coote and Another. 2014 (3) All SA 431 (SCA).
### 47. Tax cases

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name v Name (date)</td>
<td>Name v Name. Year of publication. (Volume) Source Beginning page (Court abbreviation).</td>
</tr>
<tr>
<td>or (Name v Name date)</td>
<td>or Name v Name. Year of publication. (Volume) Source Beginning page (Court abbreviation). Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

In-text citation example:

```
According to Commissioner for South African Revenue Service v Wooltru Property Holdings (Pty) Ltd (2008) it was noted …

… set out in a previous case (Rates Action Group v City of Cape Town 2005).
```

Reference list example:

```
Commissioner for South African Revenue Service v Wooltru Property Holdings (Pty) Ltd. 2008 (70) SATC 223 (SCA).

```

### 48. Patents

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname Year of publication)</td>
<td>Name of author/inventor. Year of publication. Title of patent. Country of patent Patent number.</td>
</tr>
</tbody>
</table>

In-text citation example:

```
“… the impact force engages the encapsulated spheres at three inter-dependent phases” (Kanny and Mwangi 2009: 7).

Klippenstein (2016) states that the plunger and syringe have locking elements …

The automatic lacing system provides a set of straps that automatically opens and closes (Beers, Friton and Hatfield 2014).
```

Reference list example:

```


```
## 49. Standards

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Corporate author Year of publication: page number/s) or Corporate author (year of publication: page number/s)</td>
<td>Corporate author. Year of publication. <em>Title</em>, number. Place of publication: Publisher. or Corporate author. Year of publication. <em>Title</em>, number. Place of publication: Publisher. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

### In-text citation example:


According to the *South African Bureau of Standards* (2011: 14) grouts are available in various colours.

### Reference list example:


## Cartographic materials, images, artwork, video recordings

### 50. Cartographic material / maps

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible body (year of publication) or (Responsible body Year of publication)</td>
<td>Responsible body. Year of publication. Title of map, Series (if relevant), Scale. Place of publication: Publisher. or Responsible body. Image date. Title of map, co-ordinates, elevation. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

According to the Department of Minerals and Resources (2000) map, the coal mines in South Africa ...

The Bat Centre is located on the waterfront (Google Earth 7.1. 2010).

**Reference list example:**


### 51. Artwork with author (images, paintings or photographs)

- If dimensions are available, include after format.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname Year of publication: page number/s) or Surname (year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s / Corporate author. Year of publication. Title (format). Place of Publication: Publisher. or Author’s Surname, Initial/s / Corporate author. Year of publication. Title (format). Available: website address (Accessed date). or Originator’s Surname, Initial/s. Year of publication. Title of the work (format). In: Author/Editor of book. Year. Title. Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

The image illustrates the nature of fragility … (Bennet 2012).

When viewing the photograph by Liebovitz (2002: 89) …

The Masolino painting (1427) illustrates …

**Reference list example:**


52. **Artwork with author (sculptures or carvings)**

- Indicate dimensions where available.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Title (format). Year of publication. Dimensions, location. or Originator’s Surname, Initial/s. Year of publication. Title (format), dimensions, location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text citation example:</th>
<th>Reference list example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>… communicates the idea that education was about listening and doing (Botha 1994).</td>
<td>Botha, A. 1994. <em>For those who will not hear</em> (sculpture), 90x90 cm, DUT Art Gallery, Durban.</td>
</tr>
</tbody>
</table>

53. **Artwork without author or date**

- Note for carvings and sculptures: Indicate dimension where available.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Title (format). Year of publication. Dimensions, location. or Anon. Year of publication. Title (format). Place of publication: Publisher. or Anon. Year of publication. Title of image (format). Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text citation example:</th>
<th>Reference list example:</th>
</tr>
</thead>
</table>

54. **TV programme / broadcast**

- When citing information from TV programmes or broadcasts, preference should be given to the character’s real name and not the stage name.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Programme title year of production) or Programme title (year of production)</td>
<td>Title of programme (format). Year of production. Channel, date of transmission. Available: website address (Accessed date). or Title of programme (format). Year of production. Channel, date of transmission, time of broadcast.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text citation example:</th>
<th>Reference list example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The MasterChef Australia (2016) programme revealed that the recipes for the patisseries were …</td>
<td><em>MasterChef Australia</em> (TV programme). 2016. M-Net, 12 February 2016, 18h30.</td>
</tr>
</tbody>
</table>
### 55. Film / Video recordings

**In-text format**

Film title (year of production) or (Film title year of production)

**Reference list format**

Title of Film (format). Year of production. Directed by Director’s name, Place of production: Production company.

**In-text citation example:**

The animation of the Ents (Lord of the rings: the two towers 2003) is a good example of …

**Reference list example:**


### 56. Online video (YouTube, Vimeo)

- When citing information from online videos, preference should be given to the character’s real name and not the stage name.

**In-text format**

Surname (year of publication) or (Surname Year of publication)

**Reference list format**

Screen name of contributor. Year of publication. Video Title, Series Title (if relevant) (format). Available: website address (Accessed date).

**In-text citation example:**

… models posing in the street in Fashion tales: Melbourne (2009) are edgy and interesting.

“Learning is the creation of a relationship …” (Robbins 2009).

**Reference list example:**


### 57. Live performances

- Live performances include dances and plays.

**In-text format**

Surname (year of performance) or (Surname Year of performance)

**Reference list format**


Play: Author’s surname, initial/s. Year of performance. Title. Directed by Company (optional). (Location. Date seen).

**In-text citation example:**

Ashton (1994) captured the excitement of this wonderful story.

The impressive performance (Ngema 1987) was a great success.

Priestly (2009) illustrated the varied role of detectives …

**Reference list example:**


## Unpublished works (print and online)

### 58. Presentations, posters, unpublished policy documents
- The title of an unpublished work is not written in italics.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surname/Corporate author Year of publication: page number/s) or Surname/Corporate author (year of publication: page number/s)</td>
<td>Author/corporate author. Year or n.d. Title (format). Person/organisation responsible if different author.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

Something urgent needs to be done … (Durban University of Technology 2009: 25).

Thomas (n.d.) indicates the relationship …

**Reference list example:**


Thomas, D. n.d. Information literacy at DUT (poster). Durban University of Technology.

### 59. Lecture notes and study/learner/subject guides
- This would include platforms like Blackboard and Moodle.
- If format is not evident in the title of the work, then include format in brackets immediately after the title.
- Course codes need to be capitalized.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Lecturer’s Surname, Initial/s. Year. Title of lecture notes. Title of Course (course code). Name of issuing body. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

Rajkoomar (2015: 5) stated that the financial constraints are hampering …

Rajkoomar (2015) purports that …

“The learner needs to show evidence …” (Singh 2013: 3).

**Reference list example:**


### 60. Meeting minutes

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee name (year of publication: page number/s) or (Committee name Year of publication: page number/s)</td>
<td>Name of Committee. Year of publication. Title. Organisation, Location. Name of Committee. Year of publication. Title. Organisation, Location. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

- According to the Information Services Team (2013) minutes, General Education module will commence…
- The members (Library Committee 2015: 6) had a discussion regarding …

**Reference list example:**

- Information Services Team. 2013. Minutes of the Information Services Team meeting 22 August 2013. Durban University of Technology, Durban, South Africa.

### 61. Theses and Dissertations

- The title of an unpublished work is not written in italics.

<table>
<thead>
<tr>
<th>In-text format</th>
<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year. Title. Degree, Name of institution. or Author’s Surname, Initial/s. Year. Title. Degree, Name of institution. Available: website address (Accessed date).</td>
</tr>
</tbody>
</table>

**In-text citation example:**

- The induction programme should … (Kempen 2010: 103)
- Shacksnovis (2005: 11) argues …

**Reference list example:**


### 62. Pamphlets / Brochures

<table>
<thead>
<tr>
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<th>Reference list format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)</td>
<td>Author’s Surname, Initial/s. Year. Title (format). Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

**In-text citation example:**

- Resources are accessible using mobile devices (DUT Library 2015).

**Reference list example:**

- DUT Library. 2015. Postgraduates guide to the library (brochure). Durban, South Africa: Durban University of Technology Library.
Useful websites

For additional information please consult the following useful sites on Harvard referencing:

- http://library.lincoln.ac.uk/home/learning-teaching/referencing/harvard-referencing-guide/
- http://utas.libguides.com/referencing
- https://student.unsw.edu.au/harvard-referencing

Example of a reference list


Thomas, D. n.d. Information literacy at DUT (poster). Durban University of Technology.