



**LIBRARY**

# REFERENCING GUIDE

## DUT HARVARD REFERENCING STYLE

**“RECOGNISE DON’T PLAGIARISE”**



## Acknowledgements

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The electronic version of this guide is available at <http://libguides.dut.ac.za/c.php?g=392076>

## Disclaimer

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

Also note that the examples used in this guide are fictitious and are only for demonstration purposes.

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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.

**Common Knowledge:** Information that the majority of people would know and accept as true or factual eg the Earth is the third planet from the sun. There is no need to reference common knowledge.

**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:** Referencing management software available to registered DUT staff and students. EndNote is used to store and organise references, to search online databases, retrieve full text articles and to create a reference list. Detailed information on how to download and use EndNote is available via the DUT Library website:  
<https://library.dut.ac.za/research-support/research-tools/>

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

**In-text referencing/citations:** 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:** Reference management software that assists in managing and organising your references.

**Online database:** collection of information arranged in a systematic way, making searching 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.

**Preprint:** A preprint is any scholarly article, manuscript, draft or working paper that has not yet been peer-reviewed and published in an academic journal. A preprint is uploaded to a public server by the author and can be updated and resubmitted at any time.

**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 cited in your work, assignments, projects, research papers, dissertation, thesis, etc. In the absence of author's surname, use the title.

**Seminal works:** are commonly referred to as original or foundational sources that present concepts, ideas, or theories that influence a particular discipline. From seminal works, important concepts emanate that significantly influence future studies. The prestige of seminal works is also identified by researchers who frequently cite these sources in their academic writings.

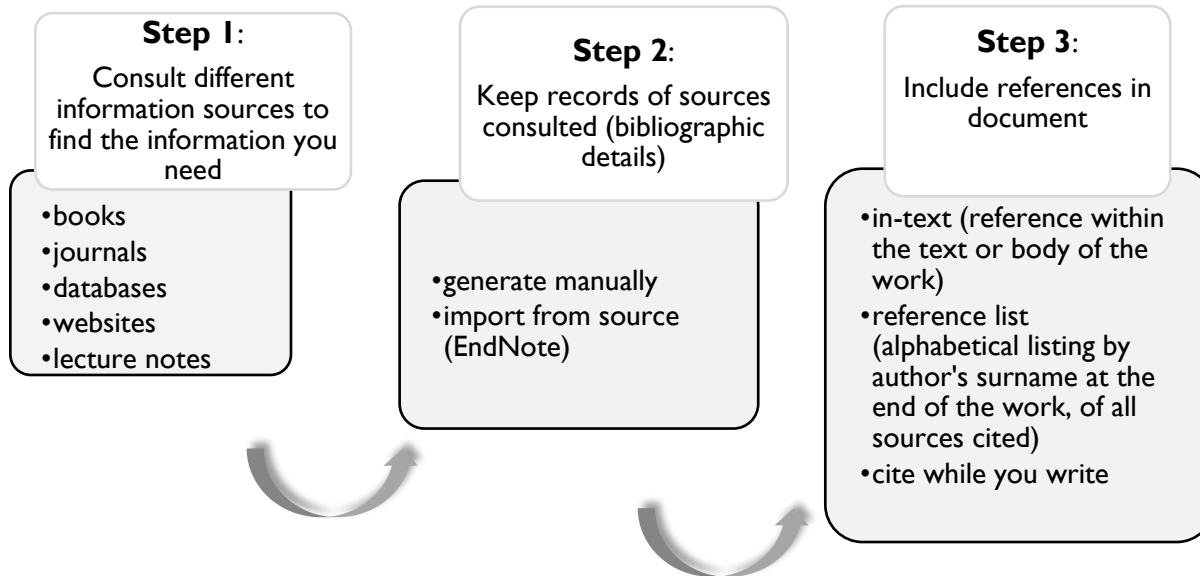
**Source:** a person or group, a book, an article, a thesis, or any other work that provides information.

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

**Turnitin:** is an online service that the University subscribes to. It is used as an originality checker to detect plagiarism.

**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 place of publication.
- Subtitles need to be in lower case.
- Should the ampersand appear in the source, use it as is.
- The use of quotation marks indicates a direct quote from the source.

## Books (print and online)

### I. Single author

- Editions are only noted from the 2<sup>nd</sup> edition onwards.

<b>In-text format</b>  Surname (year of publication: page number) or (Surname year of publication: page number)	<b>Reference list format</b>  Author's surname, Initial/s. Year of publication. <i>Title: subtitle</i> . Edition. Place of publication: Publisher. or Author's surname, Initial/s. Year of publication. <i>Title: subtitle</i> . Edition. Place of publication: Publisher. Available: website address (Accessed date).
<b>In-text citation example:</b>  Balfour (2021: 26) noted that Bitcoin was the first cryptocurrency.  Success is defined by one's "status symbols, one's bank account and spending patterns" (Marques 2016: 160).	<b>Reference list example:</b>  Balfour, G. 2021. <i>Business and emerging technologies</i> . New York: Business Expert Press.  Marques, J. 2016. <i>Leadership finding balance between ambition and acceptance</i> . 3 <sup>rd</sup> ed. New York: Routledge. Available: <a href="http://dutlib.dut.ac.za/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=1286927&amp;site=ehost-live&amp;scope=site">http://dutlib.dut.ac.za/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=1286927&amp;site=ehost-live&amp;scope=site</a> (Accessed 10 March 2024).

## 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.

In-text format	Reference list format
Surname (year of publication: page number) or (Surname year of publication: page number)	Author's Surname, Initial/s. and Author's Surname, Initial/s. Year of publication. <i>Title: subtitle</i> . Edition. Place of publication: Publisher. or Author's Surname, Initial/s. Year of publication. <i>Title: subtitle</i> . Place of publication: Publisher. Available: website address (Accessed date).
<b>In-text citation example:</b>  Cohen <i>et al.</i> (2021: 22) stated that cognitive skills are important.  ... deeper learning involves transfer of skills (Jefferson and Anderson 2021: 77)	<b>Reference list example:</b>  Cohen, R. K., Opatosky, D. K., Savage, J., Stevens, S. O. and Darrah, E. P. 2021. <i>The metacognitive student: how to teach academic, social, and emotional intelligence in every content area</i> . 2 <sup>nd</sup> ed. Bloomington: Solution Tree Press.  Jefferson, M. and Anderson, M. 2021. <i>Transforming education: reimagining learning, pedagogy and curriculum</i> . London: Bloomsbury Academic. Available: <a href="https://ebookcentral.proquest.com/lib/durbanut-ebooks/reader.action?docID=6530445&amp;ppg=5">https://ebookcentral.proquest.com/lib/durbanut-ebooks/reader.action?docID=6530445&amp;ppg=5</a> (Accessed 28 October 2024).

### 3. Editor

(a person responsible for the writing, compilation, and revision of content)

<b>In-text format</b>  Surname (year of publication: page number) or (Surname year of publication: page number)	<b>Reference list format</b>  Editor's Surname, Initial/s. ed./eds. Year of publication. <i>Title: subtitle</i> . Edition. Place of publication: Publisher. or Editor's Surname, Initial/s. ed./eds. Year of publication. <i>Title: subtitle</i> . Edition. Place of publication: Publisher. Available: website address (Accessed date).
<b>In-text citation example:</b>  Kasperson (2017: 48) showed how unexpected occurrences complicate the scenario.  ... gender as a complex issue (Niem and Weaver-Hightower 2021:11)  Terre Blanche, Durrheim and Painter (2018: 96) explain that different tactics are used to ensure triangulation.	<b>Reference list example:</b>  Kasperson, R. E. ed. 2017. <i>Risk conundrums: solving unsolvable problems</i> . 2 <sup>nd</sup> ed. Abingdon: Routledge.  Niem, N. S. and Weaver-Hightower, M. B. eds. 2021. <i>The Wiley handbook of gender equity in higher education</i> . Hoboken: Wiley Blackwell  Terre Blanche, M., Durrheim, K. and Painter, D. eds. 2018. <i>Research in practice: applied methods for the social sciences</i> . 4 <sup>th</sup> ed. Cape Town: UCT Press. Available: <a href="http://www.pins.org.za/pins/pins35/pins3503_Wilbraham.pdf">http://www.pins.org.za/pins/pins35/pins3503_Wilbraham.pdf</a> (Accessed 5 January 2024).

#### 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.
- When the title is used in the in-text, it should be italicised.

<b>In-text format</b> (Anon. year of publication: page number) or <i>Title</i> (year of publication: page number)	<b>Reference list format</b> Anon. Year of publication. <i>Title: subtitle</i> . Edition. Place of publication: Publisher. or <i>Title: subtitle</i> . Year of publication. Edition. Place of publication: Publisher. or <i>Title: subtitle</i> . Year of publication. Edition. Place of publication: Publisher. Available: website address (Accessed date).
<b>In-text citation example:</b>  It was shown when comparing linear equations (Anon. 2019: 102).  <i>Engineering mathematics</i> (2019: 65) describes it as an algebraic equation.  Where we are as a society is reflected in much of our South African fiction ( <i>One man</i> 2024: 97).	<b>Reference list example:</b>  Anon. 2019. <i>Engineering mathematics</i> . 7 <sup>th</sup> ed. Basingstoke: Palgrave Macmillan.  <i>Engineering mathematics</i> . 2019. 7 <sup>th</sup> ed. Basingstoke: Palgrave Macmillan.  <i>One man</i> . 2024. Cape Town: Kwela Books. Available: <a href="http://www.kwela.com/Books/17582">http://www.kwela.com/Books/17582</a> (Accessed 31 July 2024).

## 5. Corporate author

(An organisation, responsible body or group of persons (associations, institutions, companies) that are the entity responsible for a particular piece of work, eg. Durban University of Technology.)

<b>In-text format</b>	<b>Reference list format</b>
<p>Name of Corporate Author (year of publication: page number) or (Name of Corporate Author year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>According to the Human Sciences Research Council (2018: vii) this qualitative work explores many linkages.</p> <p>... contends that risk management can be a powerful tool for development (World Bank (2020: 35).</p> <p>World Bank (2019: 2) declared that achieving universal primary enrolment was a priority.</p>	<p>Name of Corporate Author. Year of publication. Title: subtitle. Edition. Place of publication: Publisher. or Name of Corporate Author. Year of publication. Title: subtitle. Edition. Place of publication: Publisher. Available: website address (Accessed date).</p> <p><b>Reference list example:</b></p> <p>Human Sciences Research Council. 2018. <i>Women's property rights, HIV and AIDS &amp; domestic violence: research findings from two districts in South Africa and Uganda</i>. Cape Town: HSRC Press.</p> <p>World Bank. 2020. <i>Risk and opportunity: managing risk for development</i>. Washington, DC: World Bank.</p> <p>World Bank. 2019. <i>Strategies for sustainable financing of secondary education in Sub-Saharan Africa</i>. Washington: The International Bank for Reconstruction and Development. Available: <a href="http://siteresources.worldbank.org/intafrregtopseia/Resources/StudyI_Financing.pdf">http://siteresources.worldbank.org/intafrregtopseia/Resources/StudyI_Financing.pdf</a> (Accessed 10 July 2023).</p>



## 6. Books without publication date

- n.d. – indicates no date.

In-text format	Reference list format
Surname (n.d.: page number) or (Surname n.d.: page number)	Author's Surname, Initial/s. n.d. <i>Title: subtitle</i> . Edition. Place of publication: Publisher. or Author's Surname, Initial/s. n.d. <i>Title: subtitle</i> . Edition. Place of publication: Publisher. Available: website address (Accessed date).
<b>In-text citation example:</b>  Brown (n.d.: 8) mentions that some healthy habits promote longevity.  Trenches should be dug 380 mm deep below the surface of the ground (Deetlefs n.d.: 12).  The themes of this play are highlighted in Howard (n.d.: 27) within the context of the Shakespearean understanding ...	<b>Reference list example:</b>  Brown, H. R. n.d. <i>Your passport to high level health</i> . Johannesburg: Healthy-Life.  Deetlefs, J. n.d. <i>Building for everyone</i> . Johannesburg: Lang Publishers.  Howard, N. n.d. <i>Happy times</i> . London: Samuel French. Available: <a href="https://books.google.co/books/about/html?id=Zdir_esc=y">https://books.google.co/books/about/html?id=Zdir_esc=y</a> (Accessed 8 June 2024).

## 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.

<p><b>In-text format</b></p> <p>Surname (year of publication cited in Surname year of publication: page number)</p> <p>Or</p> <p>(Surname year of publication cited in Surname year of publication: page number)</p>	<p><b>Reference list format</b></p> <p>Author's Surname, Initial/s. Year of publication. <i>Title: subtitle</i>. Place of publication: Publisher.</p> <p>or</p> <p>Author's Surname, Initial/s. Year of publication. <i>Title: subtitle</i>. Place of publication: Publisher. Available: website address (Accessed date).</p>
<p><b>In-text citation example:</b></p> <p>Fong (2001 cited in Bertram 2017: 22) found that older students' memory can be as good as that of young people, depending on how memory is tested.</p> <p>... visionary properties have been recorded in ethnomedicine research (Eberhard 1938 cited in Rätsch 2021: 206).</p>	<p><b>Reference list example:</b></p> <p>Bertram, F. 2017. <i>The ongoing tragedy</i>. 2<sup>nd</sup> ed. New York: Macmillan.</p> <p>Rätsch, C. 2021. <i>Marijuana medicine: a world tour of the healing and visionary powers of cannabis</i>. Rochester, VT: Healing Art Press. Available: <a href="https://books.google.co.za/books?id=-cxrAwAAQBAJ">https://books.google.co.za/books?id=-cxrAwAAQBAJ</a> (Accessed 20 May 2023).</p>

## 8. Chapters/Sections in a book

(A chapter or section is part of a book and may have its own author/s.)

<b>In-text format</b>  Surname (year of publication: page number) or (Surname year of publication: page number)	<b>Reference list format</b>  Author's Surname, Initial/s. Year of publication. Chapter title: subtitle. In: Surname, Initial/s. ed. <i>Title of book: subtitle</i> . Place of publication: Publisher, page numbers. or Author's Surname, Initial/s. Year of publication. Chapter title: subtitle. In: Surname, Initial/s. <i>Title of book: subtitle</i> . Edition. Place of publication: Publisher, page numbers. (if available) Available: website address (Accessed date).
<b>In-text citation example:</b>	<b>Reference list example:</b>
<p>Gabard (2024: 287) states that sun protection ...</p> <p>Influence, trust, fairness and charisma are four essential leadership qualities (Platow et al. 2023: 36).</p>	<p>Gabard, B. 2024. Sun protection and sunscreens. In: Barel, A. O., Paye, M. and Maibach, H. I. eds. <i>Handbook of cosmetic science and technology</i>. 4<sup>th</sup> ed. London: CRC Press, 287-292.</p> <p>Platow, M. J., Haslam, S. A., Foddy, M. and Grae, D. M. 2023. Leadership as the outcome of self-categorization process. In: van Knippenberg, D. and Hogg, M. A. eds. <i>Leadership and power: identity processes in groups and organizations</i>. London: SAGE Publications, 34-47. Available: <a href="http://site.ebrary.com/lib/durbanut/docDetail.action?docID=10080864">http://site.ebrary.com/lib/durbanut/docDetail.action?docID=10080864</a> (Accessed 12 August 2024).</p>

## 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 add an English translation of it in square brackets.

<b>In-text format</b>  Surname (year of publication: page number) or (Surname year of publication: page number)	<b>Reference list format</b>  Author's Surname, Initial/s. Year of publication. <i>Title</i> . Place of publication: Publisher. or Author's Surname, Initial/s. Year of publication. <i>Title</i> [ <i>Translated title</i> ]. Place of publication: Publisher. or Author's Surname, Initial/s. Year of publication. <i>Title</i> . Place of publication: Publisher. Available: website address (Accessed date).
<b>In-text citation example:</b>  In isiZulu short stories Mbambo and Mngadi (2019: 44) show ...  ... how the theme of hope is expressed (Mbambo and Mngadi 2019: 87).  The recurring theme of homelessness (Tolon and Ferland 2022: 67) is a compelling ...	<b>Reference list example:</b>  Mbambo, S. M. and Mngadi, M. J. 2019. <i>Uthando nethemba</i> . Durban: Indwa Publishers.  Mbambo, S. M. and Mngadi, M. J. 2019. <i>Uthando nethemba</i> [ <i>Love and hope</i> ]. Durban: Indwa Publishers.  Tolon, P. and Ferland, R. eds. 2022. <i>Un homme grand</i> . Montreal: MQUP. Available: <a href="http://ebookcentral.proquest.com/lib/durbanut-ebooks/detail.action?docID=3331199">http://ebookcentral.proquest.com/lib/durbanut-ebooks/detail.action?docID=3331199</a> (Accessed 5 November 2024).

## 10. Book reviews

(An analysis or summary of a book published in a newspaper or journal.)

<b>In-text format</b>  Reviewer's Surname (year of publication: page number)  or (Reviewer's Surname Year of publication: page number)	<b>Reference list format</b>  Reviewer's Surname, Initial/s. Review date. Title of book being reviewed by Author(s) of book, reviewed in <i>Title of Journal/Newspaper</i> 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 <i>Title of Journal/Newspaper</i> containing the review, volume(issue): page numbers. Available: website address (Accessed date).
<b>In-text citation example:</b>  Hickman (2023: 144) emphasised that e day to day care ...  The book presented a postcolonial indigenous research paradigm (Ntseane 2022: 195).	<b>Reference list example:</b>  Hickman, L. 2023. The resilient nurse: empowering your practice by McAllister, M and Lowe, J. B. eds., reviewed in <i>Contemporary Nurse</i> , 45(1): 144.  Ntseane, D. M. 2022. Indigenous research methodologies by Chilisa, B, reviewed in <i>The Daily News</i> , 24 February: 195. Available: <a href="http://search.proquest.com/view/1268825111?accountid=10612">http://search.proquest.com/view/1268825111?accountid=10612</a> (Accessed 20 October 2023).

## 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.

In-text format	Reference list format
Surname (year of publication: page number) or (Surname year of publication: page number)	Author's Surname, Initial/s. Year of publication. <i>Title</i> : subtitle. Translated from original Language by Surname, Initial/s of Translator. Place of publication: Publisher. or Author's Surname, Initial/s. Year of publication. <i>Title</i> : subtitle. Translated from original Language by Surname, Initial/s of Translator. Place of publication: Publisher. Available: website address (Accessed date).
In-text citation example:	Reference list example:
Corvi (2017: 7) confirms that Popper developed an interest in the idea.  ... as was shown in a recent study (Richter and Hebgen 2019: 23).  Robert James is accused of murdering the curator of the Louvre (Samson 2023: 12).	Corvi, R. 2017. <i>An introduction to the thought of Karl Popper</i> . Translated from Italian by Camiller, P. London: Routledge.  Richter, P. and Hebgen, E. 2019. <i>Trigger points and muscle chains in osteopath</i> . Translated from German by Wilms, S. Stuttgart: Thieme Verlag.  Samson, D. 2023. <i>El código Da Vinci</i> . Translated from English by Estrella, J. London: Corgi Books. Available: <a href="https://www.goodreads.com/book/show/4250.El_código_Da_Vinci">https://www.goodreads.com/book/show/4250.El_código_Da_Vinci</a> (Accessed 5 December 2024).

## 12. Reports

(Written accounts of something that has been investigated or reported.)

<b>In-text format</b>  Surname / Organisation (year of publication: page number) or (Surname / Organisation year of publication: page number)	<b>Reference list format</b>  Author's Surname, Initial/s / Organisation. Year. <i>Title of report</i> . Place of Publication: Publisher. or Author's Surname, Initial/s / Organisation. Year. <i>Title of report</i> . Place of Publication: Publisher. Available: website address (Accessed date).
<b>In-text citation example:</b>  United Nations (2022: 8) reported that women continue to face discrimination in access to work.  The report highlighted that divisions are not synonymous with borders (World Bank (2023: 97)).	<b>Reference list example:</b>  United Nations. 2022. <i>The millennium development goals report 2022</i> . New York: United Nations.  World Bank. 2023. <i>International debt report 2023</i> . Washington, DC: World Bank. Available: <a href="https://openknowledge.worldbank.org/server/api/core/bitstreams/83f7aadd-dc5a-406b-98d4-9624e93993e5/content">https://openknowledge.worldbank.org/server/api/core/bitstreams/83f7aadd-dc5a-406b-98d4-9624e93993e5/content</a> (Accessed 20 July 2024).

### 13. Reference sources

- When the title is used in the in-text, it should be italicised.

<b>In-text format</b> <i>Title</i> (year of publication: page number) or <i>(Title</i> year of publication: page number)	<b>Reference list format</b> <i>Title</i> . Year of publication. Place of publication: Publisher. or <i>Title</i> . Year of publication. Available: website address (Accessed date).
<b>In-text citation example:</b>  <i>McGraw-Hill encyclopedia of science &amp; technology</i> (2022:1690) described the avalanche diode is a pn-junction diode reverse-biased into the avalanche region  Special consideration must be given to the safety terms of reference ( <i>The concise encyclopedia of system safety: definition of terms and concepts</i> (2021: 16).	<b>Reference list example:</b>  <i>McGraw-Hill encyclopedia of science &amp; technology</i> . 2022. New York: McGraw-Hill.  <i>The concise encyclopedia of system safety: definition of terms and concepts</i> . 2021. Available: <a href="http://site.ebrary.com/lib/durbanut/reader.action?docID=10484730&amp;ppg=36">http://site.ebrary.com/lib/durbanut/reader.action?docID=10484730&amp;ppg=36</a> (Accessed 2 January 2025).



## 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).

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

(Journals that have both a volume number and an issue or part number)

<b>In-text format</b>	<b>Reference list format</b>
<p>Surname (year of publication: page number) or (Surname (year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>Birera (2024: 199) noted the impact on metal-organic frameworks ...</p> <p>It showed that “a significant number of policy issues must be considered” (Chisholm et al. 2019: 334).</p> <p>... according to today’s undergraduate students (Ludo, Lucia and Martin 2023: 624).</p>	<p>Author’s Surname, Initial/s. Year of publication. Article title: subtitle. <i>Journal Title</i>, volume number(issue/part number): page number/s. or Author’s Surname, Initials. Year of publication. Article title. <i>Journal Title</i>, volume number(issue/part number): page number/s. Available: website address or DOI (Accessed date).</p> <p><b>Reference list example:</b></p> <p>Birera, J. 2024. Guest effect on spin-crossover frameworks. <i>Reviews in Inorganic Chemistry</i>, 34(2): 199-216.</p> <p>Chisholm, C. U., Harris, M. S. G., Northwood, D. O. and Johrendt, J. L. 2019. The characterisation of work-based learning by consideration of the theories of experiential learning. <i>European Journal of Education</i>, 44(3) Part 1: 319-337. Available: <a href="http://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=7bae4517-08e6-469b-">http://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=7bae4517-08e6-469b-</a> (Accessed 2 December 2023).</p> <p>Ludo, R., Lucia, L. and Martin, M. J. 2023. Assessing a web library program for information literacy learning. <i>Reference Services Review</i>, 41(4): 623-638. Available: <a href="https://doi.org/10.1108/RSR-05-2013-0025">https://doi.org/10.1108/RSR-05-2013-0025</a> (Accessed 19 August 2024).</p>

## 15. Journals without volume number or issue/part number

- Use the date or any other descriptor e.g. Summer, October
- Where there is no volume number, only include the issue/part number in brackets followed by a colon
- Where there is no issue/part number, a colon is placed after the volume and the issue/part number is omitted
- Where there is no volume or issue/part number, the page numbers follow the journal title. If the article is online and has no page numbers, a full stop, not a comma, is placed after the journal title and the DOI/website address is used

In-text format	Reference list format
<p>Surname (year of publication: page number) or (Surname year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>Caterpillar (2020: 24) shows that gas engine-generator technology can also play a role in contingency planning.</p> <p>Nzuza (2022: 251) noted the changes...</p> <p>In their study, Soman, Paul and Patnaik (2024: para. 8 line 14) show how progress evolved ...</p>	<p>Author's Surname, Initial/s. Year of publication. Article title: subtitle. <i>Journal Title</i>, Part name/descriptor: page numbers.</p> <p>Author's Surname, Initial/s. Year of publication. Article title: subtitle. <i>Journal Title</i>. Available: website address or DOI (Accessed date).</p> <p><b>Reference list example:</b></p> <p>Caterpillar, M. D. 2020. How utilities reduce costs and boost efficiency with gas. <i>Energize: Power Journal of the South African Institute of Electrical Engineers</i>, January/February: 21-24.</p> <p>Nzuza, G. 2022, Tricking or treating. <i>South African Science Journal</i>, 245-257.</p> <p>Soman, S. P., Paul, B. and Patnaik, U. 2024. ICT uptake, performance and trade relations. <i>Journal of Knowledge Economics</i>. Available: <a href="https://doi.org/10.1007/s13132-024-01808-0">https://doi.org/10.1007/s13132-024-01808-0</a> (Accessed 15 September 2024).</p>

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

(A special issue usually publishes papers on a specific theme, or relating to an event, or from a specific group of authors)

<b>In-text format</b>	<b>Reference list format</b>
<p>Surname (year of publication: page number) or (Surname year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>Soskolane (2022: S12) showed that humility and excellence are the two most pertinent principles when mentoring.</p> <p>The study showed that there are patients who are not aware (Zuma 2023: 17).</p>	<p>Author's Surname, Initial/s. Year of publication. Article title: subtitle. <i>Journal Title</i>, volume number(Suppl.): page number/s. or Author's Surname, Initial/s. Year of publication. Article title: subtitle. <i>Journal Title</i>, volume number(Suppl.): page number/s. Available: website address (Accessed date).</p> <p><b>Reference list example:</b></p> <p>Soskolane, C. L. 2022. A pillar of academic and research excellence. <i>South African Medical Journal</i>, 106(Suppl. 1): S12-S13.</p> <p>Zuma, M. 2023. Establishing partnerships between home health and EMS-based MIH-CP programs. <i>Journal of Emergency Medical Services</i>, 40(Suppl.): 17-19. Available: <a href="http://ems.sinaiem.org/wp-content/MedStar.pdf">http://ems.sinaiem.org/wp-content/MedStar.pdf</a> (Accessed 8 June 2024).</p>

## 17. Journal article without an author

(A journal article where the author cannot be identified or chooses to remain anonymous)

- 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.
- It is recommended that Anon. is used at the end of the in-text reference.

<b>In-text format</b>  Title (year of publication: page number) or (Anon. year of publication: page number)	<b>Reference list format</b>  Article title: subtitle. Year of publication. <i>Journal Title</i> , volume number(issue /part number): page number/s. or Anon. Year of publication. Article title: subtitle. <i>Journal Title</i> , volume number(issue /part number): page number/s. Available: website address (Accessed date).
<b>In-text citation example:</b>  ... EASE guidelines for authors and translators (2024: 216) highlight issues of authorship, plagiarism and conflict of interest.  “Responding effectively to language barriers” (Anon. 2024: 210).	<b>Reference list example:</b>  EASE guidelines for authors and translators. 2024. <i>Acta Informatica Medica</i> , 22(3): 210-217.  Anon. 2024. EASE guidelines for authors and translators. <i>Acta Informatica Medica</i> , 22(3): 210-217. Available: <a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4130677/">https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4130677/</a> (Accessed 2 July 2024).

## 18. Multiple citations for journal articles

(Citing of multiple sources that support the same idea)

A semi colon is used to separate each in-text citation, and the authors should be in alphabetical order.

In-text format	Reference list format
Surname (year of publication: page number); (Surname year of publication: page number) or (Surname year of publication: page number/s; Surname (year of publication: page number)	Author's Surname, Initial/s. Year of publication. Article title: subtitle. <i>Journal Title</i> , volume number(issue/part number): page number/s. or Author's Surname, Initial/s. Year of publication. Article title: subtitle. <i>Journal Title</i> , volume number(issue/part number): page number/s. Available: website address (Accessed date).
<b>In-text citation example:</b>  Aikens <i>et al.</i> (2018: 722); Dane and Brummel (2019: 125) and Karakas (2020: 100) support the idea that spirituality and mindfulness can enhance organisational outcomes.  Spirituality and mindfulness can enhance organisational outcomes and well-being (Aikens <i>et al.</i> 2018: 722; Dane and Brummel 2019: 125; Karakas 2020: 100).	<b>Reference list example:</b>  Aikens, K., Astin, J., Pelletier, K., Levanovich, K., Baase, C., Park, Y. Y. and Bodnar, C. 2018. Mindfulness goes to work: impact of an online workplace intervention. <i>Journal of Occupational and Environmental Medicine</i> , 56(7): 721-731.  Dane, E. and Brummel, B. J. 2019. Examining workplace mindfulness and its relations to job performance and turnover intention. <i>Human Relations</i> , 67(1): 105-128. Available: <a href="http://journals.sagepub.com/doi/abs/10.1177/0018726713487753">http://journals.sagepub.com/doi/abs/10.1177/0018726713487753</a> (Accessed 31 May 2022).  Karakas, F. 2020. Spirituality and performance in organizations: a literature review. <i>Journal of Business Ethics</i> , 94(1): 89-106.

## 19. Journal articles with article ID

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

In-text format	Reference list format
Surname (year of publication: page number) or (Surname year of publication: page number)	Author's Surname, Initials. Year of publication. Article title. <i>Journal Title</i> , volume number: article id. Available: website address or DOI (Accessed date).
<b>In-text citation example:</b>  According to Wabiri and Taffa (2023: 2) the data ...  The study revealed a high prevalence of HIV among the poor and women (Wabiri and Taffa 2023: 7).	<b>Reference list example:</b>  Wabiri, N. and Taffa, N. 2023. Socio-economic inequality and HIV in South Africa. <i>BMC Public Health</i> , 13: 1037. Available: <a href="https://doi.org/10.1186/1471-2458-13-1037">doi: 10.1186/1471-2458-13-1037</a> . (Accessed 21 October 2024).

## 20. 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 requires a separate entry in the reference list.

In-text format	Reference list format
Surname (year of publication): page number) or (Surname year of publication: page number)	Author's Surname, Initial/s. Year of publication. Article title. <i>Journal title</i> , volume number(issue/part number): page number/s. Available: website address or DOI (Accessed date).
<b>In-text citation example:</b>  Reynolds (2020a: 1056) showed that crime was measured through various methods  The impact of upbringing plays a definitive role (Reynolds (2020b: 165)	<b>Reference list example:</b>  Reynolds, A. J. 2020a. Predicting adult criminal behaviour from juvenile delinquency. <i>Advances in Life Course Research</i> , 15(1): 161-170. Available: <a href="https://doi.org/10.1016/j.alcr.2010.10.005">https://doi.org/10.1016/j.alcr.2010.10.005</a> (Accessed 24 August 2022).  Reynolds, A. J. 2020b. Preschool education, educational attainment and crime prevention. <i>Children and Youth Services Review</i> , 32: 1054-1063. Available: <a href="http://www.sciencedirect.com/science/article/pii/S019074090900304">http://www.sciencedirect.com/science/article/pii/S019074090900304</a> (Accessed 20 August 2022).



## 21. 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.

<b>In-text format</b>	<b>Reference list format</b>
Surname (year of publication: paragraph number line number) or (Surname year of publication: paragraph number line number)	Author's Surname, Initial/s. Year of publication. Article title. <i>Journal Title</i> , volume number(issue/part number). Available: website address or DOI (Accessed date month year).
<b>In-text citation example:</b>  Halliday (2016: para. 5 line 3) reports that ...  The study conceptualises the experience of the proprietor (Halliday 2016: para. 10 line 1).	<b>Reference list example:</b>  Halliday, S. V. 2016. User-generated content about brands. <i>Journal of Business Research</i> , 69(1). Available: <a href="http://www.sciencedirect.com/science/article/pii/S0148296315003185">http://www.sciencedirect.com/science/article/pii/S0148296315003185</a> (Accessed 11 January 2023).

## 22. 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.

<b>In-text format</b>  Surname (year of publication cited in Surname year of publication: page number) or (Surname year of publication cited in Surname year of publication: page number)	<b>Reference list format</b>  Author's Surname, Initial/s. Year of publication. Article title: subtitle. <i>Journal Title</i> , volume number(issue/part number): page number/s. or Author's Surname, Initial/s. Year of publication. Article title: subtitle. <i>Journal Title</i> , volume number(issue/part number): page number/s. Available: website address (Accessed date).
<b>In-text citation example:</b>  Wing, Lee and Chen 1994 (cited in MacKechnie 2018) discuss sleep paralysis ...  The prevalence of insect allergies in inner cities was highlighted (Gelber et al. 1993 cited in Manjra 2024: 263).	<b>Reference list example:</b>  MacKechnie, J. 2018. Incidence and diagnoses of sleep paralysis. <i>Nursing Times</i> , 94(22): 50-51.  Manjra, A. I. 2024. Cockroach allergy in Durban: review article. <i>Current Allergy and Clinical Immunology</i> , 27(4): 263-264. Available: <a href="https://www.allergysa.co.za/Content/Journals/4/Cockroach.pdf">https://www.allergysa.co.za/Content/Journals/4/Cockroach.pdf</a> (Accessed 23 October 2024).

## 23. Newspapers

(A publication (issued daily or weekly) containing news, articles, advertisements and correspondence)

<b>In-text format</b>  Surname (year of publication: page number) or (Surname year of publication: page number)	<b>Reference list format</b>  Author's Surname, Initials. Year of publication. Article title. <i>Title of Newspaper</i> , Date of newspaper: page numbers. or Author's Surname, Initial/s. Year of publication. Article title. <i>Title of Newspaper</i> , Date of newspaper: page number/s. Available: website address (Accessed date).
<b>In-text citation example:</b>	<b>Reference list example:</b>
<p>Begley (2022: 11) reports that full-genome sequencing could help ...</p> <p>... reported that the accident has left Durban devastated (Jansen 2019).</p>	<p>Begley, S. 2022. Genomes: the future has arrived: a new DNA reader is set to bring genetics into everyday medicine – but how many advantages will this in fact bring? <i>The Witness</i>, 23 January: 11.</p> <p>Jansen, L. 2019. Anger as broken down truck kills two. <i>IOL News</i>, 24 August. Available: <a href="http://www.iol.co.za/news/south-africa/kwazulu-natal/anger-as-broken-down-truck-kills-2-1.904647#.drocHkcTIU">http://www.iol.co.za/news/south-africa/kwazulu-natal/anger-as-broken-down-truck-kills-2-1.904647#.drocHkcTIU</a> (Accessed 24 August 2023).</p>

## 24. Conference proceedings

(Conference proceedings are collections of papers presented at conferences, symposiums, workshops, etc)

<b>In-text format</b>	<b>Reference list format</b>
<p>Surname (year of publication: page number) or (Surname year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>Batchelor and Bengtsen (2023: 1) describe how challenging it is to ...</p> <p>The need for private sector investment and management in the water sector consider (Owen 2020: 231)</p>	<p>Author's Surname, Initial/s. Year of publication. Title of conference paper/contribution. In: Editor's Surname, Initial/s., ed. <i>Title of Conference Proceedings</i>. Venue of conference, Place of conference, date of conference. Place of publication: Publisher, page numbers.</p> <p>or</p> <p>Author's Surname, Initial/s. Year of publication. Title of conference paper/contribution. In: Editor's Surname, Initial/s., ed. <i>Title of Conference Proceedings</i>. Venue of conference, Place of conference, date of conference. Place of publication: Publisher, page numbers. Available: website address or DOI (Accessed date).</p> <p><b>Reference list example:</b></p> <p>Batchelor, D. and Bengtsen, S. S. 2023. Moving targets: the elusiveness of student voice in higher education. In: <i>SRHE Annual Research Conference 2023</i>. Celtic Manor Resort, Newport, Wales, 11-13 December 2023. London: Society for Research into Higher Education, 1-3.</p> <p>Owen, D. 2020. Liberalization, privatization and the water sector. In: Ward, H. and Brack, D. eds. <i>Trade, Investment and the Environment: Proceedings of the Royal Institute of International Affairs Conference</i>. Chatham House, London, October 2020. London: Earthscan, 230-241. Available: <a href="http://www.srhe.ac.uk/conferenc/">http://www.srhe.ac.uk/conferenc/</a> (Accessed 30 May 2024).</p>

## 25. Papers in conference abstract volumes

(These include only abstracts of papers presented at a conference)

<b>In-text format</b>  Surname (year of publication: page number)  or (Surname year of publication: page number)	<b>Reference list format</b>  Author's Surname, Initial/s. Year of publication. Title of conference paper/contribution. In: Editor Surname, Initial/s., ed. <i>Title of Conference Proceedings: sub-title</i> . Place of conference, date of conference. Place of publication: Publisher, page numbers. or Author's Surname, Initial/s. Year of publication. Title of conference paper/contribution. In: Editor Surname, Initial/s., ed. <i>Title of Conference Proceedings: sub-title</i> . Place of conference, date of conference. Place of publication: Publisher, page numbers. Available: website address or DOI (Accessed date).
<b>In-text citation example:</b>  Brabazon (2016: 1) suggest that ignorance is the greatest challenge today.  ... environmental stability of the East African Rift Valley was important (Trauth 2022: 15).	<b>Reference list example:</b>  Brabazon, T. 2016. 3D librarian: information literacy in an accelerated age. In: Špiranec, S., Kurbanoğlu, S., Landová, H., Grassian, E., Mizrachi, D., Roy, L. and Kos, D. <i>The Fourth European Conference on Information Literacy (ECIL)</i> . Prague, Czech Republic, 10-13 October 2016. Prague: Association of Libraries of Czech Universities, 1. Trauth, M. 2022. Episodes of environmental stability versus instability in late Cenozoic lake records of Eastern Africa. In: Rosen, M.R., Cohen, A., Kirby, M., Gierlowski-Kordesch, E., Starratt, S., Valero Garcés, B.L., and Varekamp, J., eds. <i>Sixth International Limnogeology Congress: Abstract Volume</i> . Reno, Nevada, June 15-19 2022. Reston, Virginia: U.S. Geological Survey, 15-16. Available: <a href="http://pubs.er.usgs.gov/publication/ofr2">http://pubs.er.usgs.gov/publication/ofr2</a> (Accessed 17 August 2024).

## Other Online Sources

### 26. Internet sources with author/s

- In the absence of a page number, paragraph and line number should be used.
- The date reflected should be either the publication date (where available), the year the site was last updated or copyright date.

<b>In-text format</b> Surname (year: page number) or (Surname year: paragraph. number line number)	<b>Reference list format</b> Author's Surname, Initial/s. Year. <i>Title</i> . Available: website address (Accessed date).
<b>In-text citation example:</b>  According to Manga et al. (2023: 3) “Chiropractic services should be fully integrated into the health care system”  ... allowed the higher education to transform (Smith 2019: para. 3 line 1)	<b>Reference list example:</b>  Manga, P., Angus, D., Papadopoulos, C. and Swan, W. 2023. <i>The effectiveness and cost-effectiveness of chiropractic management of low-back pain</i> . Available: <a href="http://backpainsouthend.com/fileupload/Manga_report_summary_5BI_5D.pdf">http://backpainsouthend.com/fileupload/Manga_report_summary_5BI_5D.pdf</a> (Accessed 1 February 2024).  Smith, P. 2019. <i>Transformation critical to higher education and training</i> . Available: <a href="http://www.engineeringnews.co.za/article/higher-education-under-construction-2009-07-17">http://www.engineeringnews.co.za/article/higher-education-under-construction-2009-07-17</a> (Accessed 10 December 2022).

## 27. Internet sources without author/s

- Sources that have no author should be evaluated to determine the authenticity or suitability for academic purposes.
- Where the author is unknown, the title of the work or Anon. could be used, followed by the date of publication.
- The date reflected should be either the publication date (where available), the year the site was last updated or copyright date.

<b>In-text format</b>  (Anon. year) or <i>Title</i> (year: paragraph number line number)	<b>Reference list format</b>  Anon. Year. <i>Title</i> . Available: website address (Accessed date). or <i>Title</i> . Year. Available: website address (Accessed date).
<b>In-text citation example:</b>  The irrigation tunnels in the Harpan and Turpan areas have a history over 2000 years old (Anon. 2023).  In the article, <i>Underground irrigation tunnels</i> (2023: para. 3 line 1) the depth changes depending on their location.	<b>Reference list example:</b>  Anon. 2023. <i>Underground irrigation tunnels</i> . Available: <a href="http://arts.cultural-china.com/en/83Arts1392.html">http://arts.cultural-china.com/en/83Arts1392.html</a> (Accessed 23 October 2024).  <i>Underground irrigation tunnels</i> . 2023. Available: <a href="http://arts.cultural-china.com/en/83Arts1392.html">http://arts.cultural-china.com/en/83Arts1392.html</a> (Accessed 23 October 2024).

## 28. Internet sources without a date

- Sources that have no date should be evaluated to determine the authenticity or suitability for academic purposes.

<b>In-text format</b>  Surname (n.d.: paragraph number line number) or (Surname n.d.)	<b>Reference list format</b>  Author's Surname, Initial/s. n.d. <i>Title</i> . Available: website address (Accessed date).
<b>In-text citation example:</b>  According to Dlamini and Media (n.d.: para. 7 line 12) the style ...  Communities of practice benefit members through focused networking (International Facility Management Association n.d.).	<b>Reference list example:</b>  Dlamini, W. and Media, D. n.d. <i>The effects of leadership styles on the organization</i> . Available: <a href="http://smallbusiness.chron.com/effects-leadership-styles-organization-10387.html">http://smallbusiness.chron.com/effects-leadership-styles-organization-10387.html</a> (Accessed 19 August 2023).  International Facility Management Association. n.d. <i>Community of practice benefits</i> . Available: <a href="http://www.ifma.org/membership/membership-benefits/community-of-practice-benefits">http://www.ifma.org/membership/membership-benefits/community-of-practice-benefits</a> (Accessed 4 February 2024).



## 29. Blogs (weblogs) / Wikis

(A conversational website written by an individual or a group)

- The date reflected should be either the publication date (where available), the year the site was last updated, or the copyright date.

In-text format	Reference list format
Surname/Alias (year) or (Surname/Alias year)	Author's Surname, Initial/s or alias. Year of post. Title of the posting. <i>Title of the website</i> (type of work). Available: blog address (Accessed date). or Author's Surname, Initial/s or alias. Year of post. Title of the posting. <i>Title of the website</i> (type of work). Available: wiki address (Accessed date).
<b>In-text citation example:</b>  According to Frank (2020) ...  ...and gave novel ideas on the benefits of oils (HelloDoctor 2022).  Technofunc (2023) advises that ...	<b>Reference list example:</b>  Frank, R. 2020. The future of environment. <i>About our country</i> (blog). Available: <a href="http://www.ourcountry.blogger.com">http://www.ourcountry.blogger.com</a> (Accessed 22 May 2023).  HelloDoctor. 2022. <i>Weekly portions of oily fish can help ward off stroke</i> (wiki). Available: <a href="http://www.hellodoctor.com">http://www.hellodoctor.com</a> (Accessed 28 March 2023).  Technofunc. 2023. <i>Leadership skills</i> (wiki). Available: <a href="http://www.technofunc.com/index.php/leadership-skills-2/it-leadership-blogs/22-leadership-skills-wiki">http://www.technofunc.com/index.php/leadership-skills-2/it-leadership-blogs/22-leadership-skills-wiki</a> (Accessed 16 August 2024).

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

(Online social media used by people to build social networks and interact with each other online)

- The date reflected should be either the publication date (where available), the year the site was last updated, or the copyright date.

<b>In-text format</b>  Surname (year) or (Surname year)	<b>Reference list format</b>  Author's Surname, Initial/s or Alias. Year of post. <i>Title of page</i> . Day month of posted message. Available: website address (Accessed date).
<b>In-text citation example:</b>  Dr Phil (2022) noted that communication is key ...  ... was the final statement (Jones 2024)	<b>Reference list example:</b>  Dr Phil. 2022. <i>Rules of engagement</i> . 20 February. Available: <a href="http://www.facebook.com/#!/profile.php?id=10876">http://www.facebook.com/#!/profile.php?id=10876</a> (Accessed 10 March 2024).  Jones, S. 2024. <i>Referencing group</i> . 5 May. Available: <a href="http://www.facebook.com/#!/profile.php?id=1000434">http://www.facebook.com/#!/profile.php?id=1000434</a> (Accessed 5 May 2024).

### 31. Computer programs

(A computer program is software which is installed on a computer to perform a particular function)

- The date reflected should be either the publication date (where available), the year the site was last updated, or the copyright date.

<b>In-text format</b>  Surname (year of release) or (Surname year of release)	<b>Reference list format</b>  Creator's Surname, Initial/s. Year of release. Title of program (type of work). Available: website address (Accessed date).
<b>In-text citation example:</b>  MathWorks (2021) advise using mathematical functions to ...  This software has revolutionised referencing (Thomson Reuters 2024).	<b>Reference list example:</b>  MathWorks. 2021. <i>MATLAB: the language of technical computing</i> (computer software). Available: <a href="http://www.mathworks.com/products/matlab">http://www.mathworks.com/products/matlab</a> (Accessed 28 October 2023).  Thomson Reuters. 2024. <i>EndNote 21</i> (computer software and manual). Available: <a href="http://www.endnote.com/">http://www.endnote.com/</a> (Accessed 21 July 2024).

## **32. Generative Artificial Intelligence (GenAI)**

(The information in this guide is subject to change as our engagement with AI tools evolves.)

- Generative AI tools like ChatGPT, Gemini, Copilot provide suggested text that consolidates input from various sources of information. These are helpful tools to gain an overview or understanding of concepts, however it is advisable to use accredited sources of information for your academic work. Some scholarly databases and journal sites have built-in AI functionality and these provide content from accredited sources. You should rather use accredited sources such as Scopus AI and Research Assistant (WoS AI).
- Generative AI material is not peer-reviewed, nor scholarly and must be used with the approval and guidance from the academic lecturers and supervisors. Consult the Plagiarism policy and the DUT AI guidelines for more information on citing from GenAI.

<p><b>In-text format</b></p> <p>AI Company (Year) Or (AI Company Year)</p>	<p><b>Reference list non-shareable format</b> AI Company. Year. <i>Title of GenAI Tool</i> (Version) [Format]. Available: URL (Accessed date). Appendix.</p> <p><b>Reference list shareable format</b> AI Company. Year. <i>Title of GAI Tool</i> (Version) [Format]. Available: URL. (Accessed date).</p>
<p><b>In-text citation example:</b></p> <p>OpenAI (2025) states that ...</p> <p>It is a good idea to verify information from ChatGPT (OpenAI 2025).</p> <p>Generative AI tools such as Copilot are useful for brainstorming ideas (Microsoft 2025).</p>	<p><b>Reference list Non-Shareable example:</b></p> <p>OpenAI. 2025. <i>ChatGPT</i> [Large language model]. Available: <a href="https://chatgpt.com/">https://chatgpt.com/</a>. (Accessed 25 February 2025). See the Appendix for the prompt used and output generated.</p> <p><b>Reference list Shareable example:</b></p> <p>Microsoft. 2025. <i>Microsoft Copilot</i>(2.0 Flash) [Large language model]. Available: <a href="https://copilot.microsoft.com/chats/GnC8CzMxVA6gvSKM7WmQW">https://copilot.microsoft.com/chats/GnC8CzMxVA6gvSKM7WmQW</a> (Accessed 14 March 2025).</p>

## Appendix for Non-Shareable format:

AI Company	Date response generated	Prompt	URL
Open AI.	05 April 2025	<ol style="list-style-type: none"><li>1. ChatGPT's response to "Can I use ChatGPT for my assignments as a university student?"</li><li>2. ChatGPT's response to "What is the impact of not referencing my assignments as a student at a university, will I fail, or get bad marks, and will that impact my future as a researcher?"</li><li>3. ChatGPT's response to a prompt on the impact of not referencing my assignment and the impact as a university student.</li></ol>	<a href="https://platform.openai.com/apps">https://platform.openai.com/apps</a>  OR <a href="https://gemini.google.com/app">https://gemini.google.com/app</a>

Notes:

**AI Company:** indicate whichever generative artificial intelligence platform you used to assist you with your assignment/project, e.g., Google if you used Gemini or Microsoft for Copilot.

**Prompt:** Replace the word ChatGPT with whichever platform you used e.g. Copilot, Canva, Gemini, etc.

If you have asked a long and involved question or prompt (or used multiple prompts to achieve the desired result), like in number 2 above, you may need to use a shorter summarised version, like number 3 above. You could shorten and summarise it, by removing the quotation marks, but still retain the basic meaning.

## Government publications, patents, councils and miscellaneous documents (print and online)

### 33. Commissions with a chairperson

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

<p><b>In-text format</b></p> <p>Surname (year of publication: page number) or (Surname year of publication: page number)</p>	<p><b>Reference list format</b></p> <p>Chairperson's Surname, Initial/s., Chairperson. Year of publication. <i>Title of Inquiry</i>. Place of publication: Publisher. or Chairperson's Surname, Initial/s., Chairperson. Year of publication. <i>Title of Inquiry</i>. Place of publication: Publisher. Available: website address (Accessed date).</p>
<p><b>In-text citation example:</b></p> <p>In the enquiry, Grey (2019: 78) stated that ...</p> <p>... announced the terms of reference (Seriti 2021).</p>	<p><b>Reference list example:</b></p> <p>Grey, D. S., Chairperson. 2019. <i>Commission of Inquiry into Racism</i>. Pretoria: Government Printer.</p> <p>Seriti, W., Chairperson. 2021. <i>The Commission of Enquiry into Allegations of Fraud, Corruption, Impropriety or Irregularity in the Strategic Defence Procurement Packages (SDPP)</i>. Pretoria: Department of Justice and Constitutional Development. Available: <a href="http://www.armscomm.org.za/index.html">http://www.armscomm.org.za/index.html</a>. (Accessed 16 November 2022).</p>

### 34. Councils (as issuing bodies)

(Councils are advisory or administrative bodies that are formally constituted and which meet regularly in order to manage the affairs of a city, municipality etc.)

<b>In-text format</b>  Council name (year of publication: page number) or (Council name year of publication: page number)	<b>Reference list format</b>  Name of Council. Year of publication. <i>Title</i> . Place of publication: Publisher. or Name of Council. Year of publication. <i>Title</i> . Place of publication: Publisher. Available: website address (Accessed date).
<b>In-text citation example:</b>  The South African Council for Educators (2016: 11) mentioned that the fluidity and complexity of the educational environment ...  ... the president is responsible for the Council's performance (South African Medical Research Council 2022: 20).	<b>Reference list example:</b>  South African Council for Educators. 2016. <i>Annual Report 2015/2016</i> . Centurion: SACE.  South African Medical Research Council. 2022. <i>Annual Report 2014-2015</i> . Cape Town: South African Medical Research Council. Available: <a href="http://www.mrc.ac.za/annualreport/index.html#p=18">http://www.mrc.ac.za/annualreport/index.html#p=18</a> (Accessed 28 October 2023).

### 35. Government reports



(Government departments produce reports, many of which are available to the public through the Government Printers)

<p><b>In-text format</b></p> <p>Country, Department (year of publication: page number) or (Country, Department. year of publication: page number)</p>	<p><b>Reference list format</b></p> <p>Country, Department. Year of publication. <i>Title</i>. Place of Publication: Publisher. or Country, Department. Year of publication. <i>Title</i>. Place of Publication: Publisher. Available: website address (Accessed date).</p>
<p><b>In-text citation example:</b></p> <p>According to the latest figures shown in the report of South Africa, Department of Education (2018: 11) ...</p> <p>... as stated at the forum (South Africa, Department of Government Communication and Information System 2024: 11).</p>	<p><b>Reference list example:</b></p> <p>South Africa, Department of Education. 2018. <i>Education Strategy for South Africa</i>. Pretoria: Government Printer.</p> <p>South Africa, Department of Government Communication and Information System. 2024. <i>Annual Report to Citizens 2023/24</i>. Pretoria: Department of Government Communication and Information System. Available: <a href="http://www.gcis.gov.za/content/resource-centre/reports/annual-reports">http://www.gcis.gov.za/content/resource-centre/reports/annual-reports</a> (Accessed 28 October 2024).</p>

## 36. Government Gazettes

(Government publications which publish legislation, public and legal notices)

<b>In-text format</b>  Country, Department (year of publication: page number) or (Country, Department year of publication: page number)	<b>Reference list format</b>  Country, Department. Year of publication. <i>Title</i> . Government Gazette number: Day Month. Place of publication: Publisher. or Country, Department. Year of publication. <i>Title</i> . Government Gazette number: Day Month. Place of publication: Publisher. Available: website address (Accessed date).
<b>In-text citation example:</b>  The South African Department of Basic Education (2019: 4) suggested that visual impairment is one of the barriers that may require differentiated assessment and accommodation.  ... list of invasive terrestrial species has 379 species (South Africa, Department of Environmental Affairs 2022: 4).  ... determined the pricing strategy (South Africa, Department of Environmental Affairs and Tourism 2020: 8).	<b>Reference list example:</b>  South Africa, Department of Basic Education. 2019. <i>National Education Policy Act, 1996 (Act No. 27 of 1996): Approval of the Amendments to the Policy Document, National Policy Pertaining to the Conduct, Administration and Management of Examination and Assessment for the National Senior Certificate</i> . Government Gazette 37652: 16 May. Cape Town: Government Printer.  South Africa, Department of Environmental Affairs. 2022. <i>National Environmental Management: Biodiversity Act 10 of 2004 Alien and Invasive Species Lists</i> . Government Gazette 37886: 1 August. Pretoria: Government Printer.  South Africa, Department of Environmental Affairs and Tourism. 2020. <i>National Environmental Management Waste Amendment Act, 26 of 2020</i> . Government Gazette 37714: 2 June. Cape Town: Department of Environmental Affairs and Tourism. Available: <a href="http://cer.org.za/wp-content/uploads/2010/03/Waste-Amenment-Act-2014.pdf">http://cer.org.za/wp-content/uploads/2010/03/Waste-Amenment-Act-2014.pdf</a> (Accessed 28 February 2023).

### 37. Green papers

(Green papers are tentative government reports and consultation documents of policy proposals for debate and discussion)

<b>In-text format</b>	<b>Reference list format</b>
<p>Country, Department (year of publication: page number) or (Country, Department year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>South Africa, Department of Environmental Affairs (2016: 5) states “The word environment embraces the conditions and / or influences under which any individual or thing exists, lives or develops”.</p> <p>It was reported in the Green Paper that the national strategic plan will define high level outcomes and impacts (South Africa, National Planning Commission 2019: 11)</p>	<p>Country, Department. Year of publication. <i>Title</i>. Place of Publication: Publisher. or Country, Department. Year of publication. <i>Title</i>. Place of Publication: Publisher. Available: website address (Accessed date).</p> <p><b>Reference list example:</b></p> <p>South Africa, Department of Environmental Affairs. 2016. <i>Green Paper on Environmental Policy for South Africa</i>. Pretoria: Government Printer.</p> <p>South Africa, National Planning Commission. 2019. <i>Green Paper: National Strategic Planning</i>. Pretoria: The Presidency. Available: <a href="http://www.parliament.gov.za/content/gp_nsp.pdf">http://www.parliament.gov.za/content/gp_nsp.pdf</a> (Accessed 10 November 2021).</p>

### 38. White papers (in Government Gazette)

(These are issued by the government as statements of policy, and may propose legislative changes)

<b>In-text format</b>	<b>Reference list format</b>
<p>Country, Department. (year of publication: page number) or (Country, Department year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>South Africa, Department of Education (2024: 10) reported in the White Paper that funding is ...</p> <p>... the objectives were stated clearly (South Africa, Department of Public Service and Administration 2018: 11).</p>	<p>Country, Department. Year of publication. <i>Title</i>. Government Gazette number: Day Month. Place of Publication: Publisher. or Country, Department. Year of publication. <i>Title</i>. Government Gazette number: Day Month. Place of Publication: Publisher. Available: website address (Accessed date).</p> <p><b>Reference list example:</b></p> <p>South Africa, Department of Education. 2024. <i>White Paper on e-Education</i>. Government Gazette 26734: 26 August. Pretoria: Department of Education. Available: <a href="http://www.education.gov.za/LinkClick.aspx?fileticket=%2BfGxKN%2FCtg0%3D&amp;tabid=883&amp;mid=3386">http://www.education.gov.za/LinkClick.aspx?fileticket=%2BfGxKN%2FCtg0%3D&amp;tabid=883&amp;mid=3386</a> (Accessed 10 November 2024).</p> <p>South Africa, Department of Public Service and Administration. 2018. <i>The White Paper on Affirmative Action in the Public Service</i>. Government Gazette 18800: 23 April. Pretoria: Government Printer.</p>

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

(A white paper is an authoritative report that informs readers concisely about a complex issue)

<b>In-text format</b>	<b>Reference list format</b>
<p>Country, Department (year of publication: page number) or (Country, Department year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>... stated by South Africa, Department of Higher Education and Training (2023: 24) in the white paper.</p> <p>... in the renewable energy industry (South Africa, Department of Minerals and Energy 2019: 12).</p>	<p>Country, Department. Year of publication. Title. Place of Publication: Publisher. or Country, Department. Year of publication. Title. Available: website address (Accessed date).</p> <p><b>Reference list example:</b></p> <p>South Africa, Department of Higher Education and Training. 2023. <i>White Paper for Post-school Education and Training: Building an Expanded, Effective and Integrated Post-school System</i>. Pretoria: Department of Higher Education and Training.</p> <p>South Africa, Department of Minerals and Energy. 2019. <i>White Paper on Renewable Energy</i>. Pretoria, South Africa: Department of Minerals and Energy. Available: <a href="https://unfccc.int/files/meetings/seminar/application/pdf/sem_supl_south_africa.pdf">https://unfccc.int/files/meetings/seminar/application/pdf/sem_supl_south_africa.pdf</a> (Accessed 29 November 2023).</p>

#### 40. Laws or Acts

(*Law is a broad term that includes Acts, Notifications, Government Orders etc. and an Act is a specific term used for a set of rules and regulations passed by Parliament*)

<b>In-text format</b>	<b>Reference list format</b>
<p>Country, Department (year of publication: page number) or (Country, Department year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>According to South Africa, Department of Higher Education and Training (2017: 31) those who didn't ...</p> <p>Healthy means free from illness or occupational injuries (South Africa, Department of Labour 2023: 4).</p>	<p>Country, Department. Year. <i>Title of Act</i>. Place of publication: Publisher. or Country, Department. Year. <i>Title of Act</i>. Place of publication: Publisher. Available: website address (Accessed date).</p> <p><b>Reference list example:</b></p> <p>South Africa, Department of Higher Education and Training. 2017. <i>Higher Education Act 201 of 2017</i>. Pretoria: Government Printer.</p> <p>South Africa, Department of Labour. 2023. <i>Occupational Health and Safety Act 85 of 2023</i>. Pretoria: Department of Labour. Available: <a href="http://www.labour.gov.za/DOL/downloads/legislation/acts/occupational-health-and-safety/amendments/Amended%20Act%20">http://www.labour.gov.za/DOL/downloads/legislation/acts/occupational-health-and-safety/amendments/Amended%20Act%20</a> (Accessed 16 November 2024).</p>

#### 41. Law cases

*(A law case is a dispute between opposing parties resolved by a court of law)*

<b>In-text format</b>  Name v Name (year) or (Name v Name year)	<b>Reference list format</b>  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).
<b>In-text citation example:</b>  In the recent case, Royal Sechaba Holdings (Pty) Ltd v Coote and Another (2024) the verdict was split because...  When compared to similar circumstances (Xulu v LOM Business Solutions (Pty) Ltd 2021).	<b>Reference list example:</b>  Royal Sechaba Holdings (Pty) Ltd v Coote and Another. 2024 (3) All SA 431 (SCA).  Xulu v LOM Business Solutions (Pty) Ltd and Another. 2021(4) All SA 490 (GSJ). Available: <a href="http://www.mylexisnexis.co.za/index.aspx">http://www.mylexisnexis.co.za/index.aspx</a> (Accessed 13 September 2023).

## 42. Tax cases

*(A tax case is related to tax-related disputes and issues)*

<b>In-text format</b>  Name v Name (year) or (Name v Name year)	<b>Reference list format</b>  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).
<b>In-text citation example:</b>  According to Commissioner for South African Revenue Service v Wooltru Property Holdings (Pty) Ltd (2018) it was noted ...  As set out in a previous case (Rates Action Group v City of Cape Town 2020).	<b>Reference list example:</b>  Commissioner for South African Revenue Service v Wooltru Property Holdings (Pty) Ltd. 2018 (70) SATC 223 (SCA).  Rates Action Group v City of Cape Town. 2020 (68) SATC I (SCA). Available: <a href="http://www.mylexisnexis.co.za/Index.aspx#">http://www.mylexisnexis.co.za/Index.aspx#</a> (Accessed 20 August 2023).



### 43. Patents

(A patent is a licence giving an exclusive right to an inventor to manufacture, use or sell an invention for a set period)

<b>In-text format</b>  Surname (year of publication) or (Surname year of publication)	<b>Reference list format</b>  Name of author/inventor. Year of publication. <i>Title of Patent</i> . Patent number. or Name of author/inventor. Year of publication. <i>Title of Patent</i> . Patent number. Available: website address (Accessed date).
<b>In-text citation example:</b>  Beers, Friton and Hatfield (2024) noted that the automatic lacing system provides a set of straps that...  “the impact force engages the encapsulated spheres at three inter-dependent phases” (Kanny and Mwangi 2019: 7).  Klippenstein (2022) states that the plunger and syringe have locking elements ...	<b>Reference list example:</b>  Beers, T. A., Friton, M. R. and Hatfield, T. L. 2024. <i>Automatic Lacing System</i> . US876844 B2.  Kanny, K. and Mwangi, F. 2019. <i>An Impact Energy Absorbing System</i> . P43652ZA00. Available: <a href="https://www.google.ch/patents/US8769844">https://www.google.ch/patents/US8769844</a> (Accessed 12 April 2023).  Klippenstein, J. 2022. <i>Single-use Pneumatic Safety Syringe providing Gas-driven Needle Retraction</i> . US20160045676. Available: <a href="http://appft.uspto.gov/netacgi/nph-Parser?Sect1=PTO2&amp;Sect2=HITOFF&amp;p=1&amp;u=%2Fnetahhtml%2FPTO%2Fsearch">http://appft.uspto.gov/netacgi/nph-Parser?Sect1=PTO2&amp;Sect2=HITOFF&amp;p=1&amp;u=%2Fnetahhtml%2FPTO%2Fsearch</a> (Accessed 1 March 2023).

#### 44. Standards

(Documents that provide requirements, specifications and guidelines created, approved and monitored by organisations or an authoritative agency e.g. ISO or SANS.)

<b>In-text format</b>  Corporate author (Year of publication: page number) or (Corporate author year of publication: page number)	<b>Reference list format</b>  Corporate author. Year of publication. <i>Title</i> , number. Place of publication: Publisher. or Corporate author. Year of publication. <i>Title</i> , number. Place of publication: Publisher. Available: website address (Accessed date).
<b>In-text citation example:</b>	<b>Reference list example:</b>
<p>According to South African Bureau of Standards (2024: 10) the storage and preparation of raw materials are ...</p> <p>... are the recommended measures and colours (South African Bureau of Standards (2021: 14).</p>	<p>South African Bureau of Standards. 2024. <i>The Handling of Chilled and Frozen Foods</i>, SANS 10156: 2024. Pretoria: South African Bureau of Standards.</p> <p>South African Bureau of Standards. 2021. <i>The Design and Installation of Ceramic Tiling</i>, SANS 10107: 2021. Pretoria: SABS Standards Division. Available: <a href="ftp://libresources/SANS%20-%20SABS/SANS-SABS%20COLLECTION-FEB_2015/SANS10107.pdf">ftp://libresources/SANS%20-%20SABS/SANS-SABS%20COLLECTION-FEB_2015/SANS10107.pdf</a> (Accessed 12 June 2024).</p>

## Visual materials, images, artwork, video recordings

### 45. Cartographic material / Maps

(Spatial data presented graphically in the form of maps, atlases, globes, and three-dimensional maps and terrain models)

<b>In-text format</b>  Responsible body (year of publication) or (Responsible body year of publication)	<b>Reference list format</b>  Responsible body. Year of publication. <i>Title of map</i> , Series if applicable, Scale. Place of publication: Publisher. or Responsible body. Image date. <i>Title of map</i> , co-ordinates, elevation. Available: website address (Accessed date).
<b>In-text citation example:</b>  According to the Department of Minerals and Resources Map (2020), the coal mines in South Africa ...  The Bat Centre is located on the waterfront (Google Earth 7.1. 2021).	<b>Reference list example:</b>  Department of Minerals and Resources. 2020. <i>Coal mines</i> . South Africa geological series, sheet 8134, 1:100 000. Pretoria: Chamber of Mines of South Africa.  Google Earth 7.1. 2021. <i>The Bat Centre</i> , 29°51'43.04S, 31°01'50.33E, Elevation 35ft. Available: <a href="http://www.google.com/earth/index.html">http://www.google.com/earth/index.html</a> (Accessed 12 February 2023).

#### 46. Artwork (images, paintings or photographs)

- If dimensions are available, include after format.

<b>In-text format</b>  Surname (year of publication: page number) or (Surname year of publication: page number)	<b>Reference list format</b>  Author's Surname, Initial/s or Corporate author. Year of publication. <i>Title</i> (type of work). Place of Publication: Publisher. or Originator's Surname, Initial/s. Year of publication. Title of the work (type of work). In: Author/Editor of book. Year. <i>Title</i> . Place of publication: Publisher. or Author's Surname, Initial/s or Corporate author. Year of publication. <i>Title</i> (type of work). Available: website address (Accessed date).
<b>In-text citation example:</b>	<b>Reference list example:</b>
<p>When viewing the photograph Liebovitz (2002: 89) shows the tempo ...</p> <p>... showing how the symbol was represented (Masolino 1427)</p> <p>The image illustrates the nature of fragility (Mkhize 2022).</p>	<p>Liebovitz, A. 2002. <i>Dancers</i> (photograph). Washington, DC: Smithsonian Institution Press.</p> <p>Masolino, T. 1427. The temptation of Adam and Eve (painting). In: Brucwmitford, M. 2019. <i>The illustrated book of signs and symbols</i>. London: Dorling Kindersley.</p> <p>Mkhize, L. 2022. <i>Nature of fragility: double spread stem ring, silver and wood</i> (image). Available: <a href="http://www.laurabennettjewellery.co.uk/page10.htm">http://www.laurabennettjewellery.co.uk/page10.htm</a> (Accessed 3 February 2024).</p>

#### 47. Artwork (sculptures or carvings)

- Indicate dimensions where available.

<b>In-text format</b>  Surname (year of publication) or (Surname year of publication)	<b>Reference list format</b>  Originator's Surname, Initial/s. Year of publication. <i>Title</i> (type of work), dimensions, location.
<b>In-text citation example:</b>  Botha (1994) expresses strong characteristics ...  The sculpture communicates the idea that education was about listening and doing (Botha 1994).	<b>Reference list example:</b>  Botha, A. 1994. <i>For those who will not hear</i> (sculpture), 90x90 cm, DUT Art Gallery, Durban.

#### 48. Artwork (unknown creator or date)

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

<b>In-text format</b>	<b>Reference list format</b>
<p>Surname (year of publication: page number) or (Surname year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>A good example of the technique is represented in the photograph by Anon. (n.d.) which represents ...</p> <p>This is an important representation of our history (<i>Wooden portrait bust</i> n.d).</p> <p>...as the image depicted (<i>Would I was you</i> 2021).</p>	<p>Anon. Year of publication. <i>Title</i> (type of work). Place of publication: Publisher. or <i>Title</i> (type of work). Year of publication. Dimensions, location. or Anon. Year of publication. <i>Title</i> (type of work). Available: website address (Accessed date).</p> <p><b>Reference list example:</b></p> <p>Anon. n.d. <i>African sunset</i> (image). Johannesburg: Nelida Publishing.</p> <p><i>Wooden portrait bust</i> (carving). n.d. 50x60. Market Square, Johannesburg.</p> <p><i>Would I was you</i> (image). 2021 Available: <a href="http://camio.oclc.org">http://camio.oclc.org</a> (Accessed 10 January 2023).</p>

#### 49. Television/radio programme

- When citing information from television/radio programmes, preference should be given to the character's real name and not the stage name.

<b>In-text format</b>  Programme title (year of production) or (Programme title year of production)	<b>Reference list format</b>  Title of programme (type of work). Year of production. Channel, date of transmission, time of broadcast. or Title of programme (type of work). Year of production. Channel, date of transmission. Available: website address (Accessed date).
<b>In-text citation example:</b>  <i>Art + soul: a journey into the world of aboriginal art</i> (2020) shows how cultural uniqueness is captured.  The programme revealed the special qualities of a leader (Queen Sono: 2020).  Sir Alan Sugar ( <i>The Apprentice</i> 2018) exemplifies ...	<b>Reference list example:</b>  <i>Art + soul: a journey into the world of aboriginal art</i> (TV programme). 2020. Australian Broadcasting Corporation, Sydney, 4 October, 15h00.  <i>Queen Sono</i> (TV programme). 2020. Netflix, 12 September, 18h30.  <i>The Apprentice</i> (TV programme). 2018. SABC 1, 14 June. Available: <a href="http://www.sabc.co.za/iplayer">http://www.sabc.co.za/iplayer</a> (Accessed 14 June 2018).

## 50. Film / Video recordings

(A story or event recorded by a camera as a set of moving images)

<b>In-text format</b>  Title of film (year of production) or (Title of Film year of production)	<b>Reference list format</b>  <i>Title of Film: subtitle</i> (type of work). Year of production. Directed by Director's name, Place of production: Production company.
<b>In-text citation example:</b>  As depicted in <i>Lord of the rings: the two towers</i> (2016), the balance has been tilted against the hobbits.  The animation of the Ents ( <i>Lord of the rings: the two towers</i> 2016) is a good example of ...	<b>Reference list example:</b>  <i>Lord of the rings: the two towers</i> (film). 2016. Directed by Peter Jackson. New York: Newline Productions Inc.



## 51. 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.

<b>In-text format</b>  Surname (year of publication) or (Surname year of publication)	<b>Reference list format</b>  <i>Title: subtitle</i> (type of work). Year of publication. Series title if applicable. Available: website address (Accessed date). or Screen name of contributor. Year of publication. <i>Title: subtitle</i> (type of work). Series title if applicable. Available: website address (Accessed date).
<b>In-text citation example</b>  Models posing in the street in <i>Fashion tales: Melbourne</i> (2019) are edgy and interesting.  “Learning is the creation of a relationship” (Robbins 2022).	<b>Reference list example:</b>  <i>Fashion tales: Melbourne</i> (online video). 2019. Fashion around the world. Available: <a href="http://www.youtube.com/watch?v=sLWfRzgo4&amp;NR=1">http://www.youtube.com/watch?v=sLWfRzgo4&amp;NR=1</a> (Accessed 3 June 2020).  Robbins, T. 2022. <i>Strategies are the secret to learning - how to make learning easy</i> (online video). Available: <a href="https://youtu.be/gFhEZhOOiCM">https://youtu.be/gFhEZhOOiCM</a> (Accessed 19 February 2024).

## 52. Live performances

- Live performances include dances and plays.

<b>In-text format</b> Surname (year of performance)  or  (Surname year of performance)	<b>Reference list format</b> <u>Dance:</u> Composer/Choreographer. Year of premiere/performance. <i>Title: subtitle</i> . Company if applicable. (Location. Date seen).  <u>Play:</u> Author's surname, initial/s. Year of premiere/performance. <i>Title: subtitle</i> . Produced by Company/Surname, Initials if applicable. (Location. Date seen).
<b>In-text citation example:</b>  Ashton (2024) captured the excitement of this wonderful story.  ... the performance was a great success (Ngema 1987).  Priestly (2009) illustrated the varied role of detectives ...	<b>Reference list example:</b>  Ashton, F. 2024. <i>Cinderella</i> . (Royal Opera House, London. 13 December 2024).  Ngema, M. 1987. <i>Sarafina</i> . (The Market Theatre, Johannesburg. 16 June 2024).  Priestley, J. B. 2009. <i>An inspector calls</i> . Produced by Daldry, S. (Cambridge. 11 May 2023).

## Other sources (print and online)

### 53. Presentations, posters, policy documents

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

<b>In-text format</b>	<b>Reference list format</b>
Surname/Corporate author (year of publication: page number) or (Surname/Corporate author year of publication: page number)	Corporate author/Surname, Initials. Year or n.d. Title: subtitle (type of work). Person/organisation responsible if different author.
<b>In-text citation example:</b>  Durban University of Technology (2019: 25) stated that something needs to be done urgently.  ...indicates the relationship between the parties (Thomas n.d.).	<b>Reference list example:</b>  Durban University of Technology. 2019. Waste management (policy document).  Thomas, D. n.d. Information literacy at DUT (poster). Durban University of Technology.

#### 54. 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 in upper case.

<b>In-text format</b>	<b>Reference list format</b>
Surname (year of publication: page number) or (Surname year of publication: page number)	Lecturer's Surname, Initial/s. Year. Title: subtitle (type of work). Title of Course (COURSE CODE). Name of issuing body, date received. or Lecturer's Surname, Initial/s. Year. Title: subtitle (type of work). Title of Course (COURSE CODE). Name of issuing body. Available: website address (Accessed date).
<b>In-text citation example:</b>  Rajkoomar (2022) purports that ...  ... that the learner needs to show evidence (Singh 2023: 3).	<b>Reference list example:</b>  Rajkoomar, M. 2022. The research process (lecture notes). Research Methodology (RMGD102). Department of Information and Corporate Management, Library and Information Studies programme, Durban University of Technology.  Singh, C. 2023. Study guide 2023 (study guide). Foundational Concepts in Psychology (FCPY101). Department of Community Health Studies, Faculty of Health Sciences, Durban University of Technology, 28 February 2023. Available: <a href="https://thinklearnzone.dut.ac.za/">https://thinklearnzone.dut.ac.za/</a> (Accessed 2 September 2024).

## 55. Meeting minutes

*(Documents that describe the meeting and may include a list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues)*

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

<b>In-text format</b>	<b>Reference list format</b>
Committee name (year of publication: page number) or (Committee name year of publication: page number)	Name of Committee. Year of publication. Title: subtitle. Organisation, City, Country. or Name of Committee. Year of publication. Title: subtitle. Organisation, City, Country. Available: website address (Accessed date).
<b>In-text citation example:</b>  It was stated, Information Services Team (2023) that General Education module will commence...  The members (Library Committee 2019: 6) had a discussion regarding ...	<b>Reference list example:</b>  Information Services Team. 2023. Minutes of the Information Services Team meeting 22 August 2023. Durban University of Technology, Durban, South Africa.  Library Committee. 2019. Minutes of the Library Committee meeting 28 August 2019. Durban University of Technology, Durban, South Africa. Available: <a href="http://staffportal.dut.ac.za">http://staffportal.dut.ac.za</a> (Accessed: 12 February 2021).

## 56. Theses and Dissertations

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

<b>In-text format</b>	<b>Reference list format</b>
<p>Surname (year of publication: page number) or (Surname year of publication: page number)</p> <p><b>In-text citation example:</b></p> <p>Kempen (2020: 103) assured that the induction programme would ...</p> <p>The comparisons were done in a controlled environment (Khomu 2024: 11).</p>	<p>Author's Surname, Initial/s. Year. Title: subtitle. Degree, Name of Institution. or Author's Surname, Initial/s. Year. Title: subtitle. Degree, Name of Institution. Available: website address (Accessed date).</p> <p><b>Reference list example:</b></p> <p>Kempen, M. E. 2020. Guidelines for an effective induction programme at a special school in Gauteng. M.Ed., University of South Africa.</p> <p>Khomu, M. P. 2024. Development of a mobile digital library model for teaching support in selected under-resourced public high schools in KwaZulu-Natal. PhD., Durban University of Technology. Available: <a href="https://hdl.handle.net/10321/5296">https://hdl.handle.net/10321/5296</a> (Accessed 28 October 2024).</p>

## 57. Pamphlets / Brochures

*(A small leaflet or booklet or flyer that contains advertising or informational material)*

- The title is not italicised.

<b>In-text format</b> Surname (year of publication: page number) or (Surname year of publication: page number)	<b>Reference list format</b> Author's Surname, Initial/s. Year. Title: subtitle (type of work). Place: Institution / Organisation.
<b>In-text citation example:</b> DUT Library (2023) states that resources are accessible using mobiles devices.  Resources are accessible using mobile devices (DUT Library 2023).	<b>Reference list example:</b> DUT Library. 2023. Postgraduates guide to the library (brochure). Durban: Durban University of Technology Library.

## 58. Datasets

<b>In-text format</b>  Corporate Author/Surname (year of publication: page number) or (Corporate Author/Surname year of publication: page number)	<b>Reference list format</b>  Corporate Author/Author's Surname, Initial/s. Year of publication. <i>Title: subtitle</i> (dataset). Place of publication: Publisher. Available: website address or DOI (Accessed date).
<b>In-text citation example:</b>  Duma (2016: 34) showed how public expenditure on education in South Africa had grown.  The data shown by OECD (2017) gave new dimensions on attitudes towards violence  The dynamics of the labour market in South Africa have changed (Statistics South Africa 2023).	<b>Reference list example:</b>  Duma, M. 2016. <i>African economic outlook</i> (dataset). Available: <a href="http://dataportal.opendataforafrica.org/eradvig/african-economic-outlook-2016">http://dataportal.opendataforafrica.org/eradvig/african-economic-outlook-2016</a> (Accessed 13 March 2017).  OECD. 2017. <i>Violence against women</i> (dataset). Available: <a href="http://dx.doi.org/10.1">http://dx.doi.org/10.1</a> (Accessed 24 September 2017).  Statistics South Africa. 2023. <i>Labour market dynamics in South Africa</i> (dataset). Pretoria: National Research Foundation. Available: <a href="http://hdl.handle.net/10956/177">http://hdl.handle.net/10956/177</a> (Accessed 13 March 2024).



## 59. Preprints

*(A draft of a research article before it has been submitted for peer-review as part of the publication process)*

<b>In-text format</b>  Surname (year of publication: page number) or (Surname year of publication: page number)	<b>Reference list format</b>  Author's Surname, Initial/s. Year. Article title (preprint). Available: website address or DOI (Accessed date).
<b>In-text citation example:</b>  Windapo (2017: 1) presents the narratives of a successful entrepreneur, Mr Sam Lubbe.  The case study method was employed for this research and personal interviews were conducted (Windapo 2017: 5).	<b>Reference list example:</b>  Windapo, A. 2017. The role of entrepreneurial strategies and innovation in the sustainable growth and success of a South African construction company (preprint). Available: <a href="https://www.preprints.org/manuscript/201707.0094/v1">https://www.preprints.org/manuscript/201707.0094/v1</a> (Accessed 25 August 2024).

## 60. 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.

<b>In-text format</b> ... communication method on date, Name of person	<b>Reference list format</b> No entries in the Reference list
<b>In-text citation example:</b>  In an e-mail communication on 10 June 2023, the Director of Siemens, Wren indicated that ...  In a telephone conversation on 17 July 2021, the Kwazulu-Natal Director of Nursing, Petty highlighted ...  Evidence given by the Director of Nursing, Petty (2021, pers. comm. 17 July).  When interviewed on 12 December 2019, Gouden (DUT student) stated that ...	

## Useful websites

For additional information please consult the following useful sites:

- [DUT Plagiarism dropbox tutorial](#)
- [Academic writing in English – Lund University](#)
- [NWU Referencing guide](#)
- [University College Dublin](#)
- [University of Leeds](#)
- [Library Guides at University of Western Australia](#)

### Example of a reference list

Beers, T. A., Friton, M. R. and Hatfield, T. L. 2014. *Automatic lacing system*. US 876844 B2. Available: <https://www.google.ch/patents/US8769844> (Accessed 1 March 2020).

Chisholm, C. U., Harris, M. S. G., Northwood, D. O. and Johrendt, J. L. 2009. The characterisation of work-based learning by consideration of the theories of experiential learning. *European Journal of Education*, 44(3) Part 1: 319-337. Available: <http://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=7bae4517-08e6-469b-9c4d-513c1a9909b1%40sessionmgr110&vid=1&hid=124> (Accessed 2 December 2020).

De Villiers, S. J. A. 2009. *Cook and enjoy*. Cape Town: Human & Rousseau.

Kempen, M. E. 2010. Guidelines for an effective induction programme at a special school in Gauteng. M.Ed., University of South Africa.

Library Committee. 2015. Minutes of the Library Committee meeting 28 August 2015. Durban University of Technology, Durban, South Africa. Available <http://staffportal.dut.ac.za> (Accessed: 12 February 2020).

Robbins, T. 2009. *Strategies are the secret to learning - how to make learning easy*. Available: <https://youtu.be/gFhEZhOQjCM> (Accessed 12 February 2020).

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

Wabiri, N. and Taffa, N. 2013. Socio-economic inequality and HIV in South Africa. *BMC Public Health*, 13: 1037. Available: <http://www.biomedcentral.com/1471-2458/13/1037> (Accessed 15 October 2020).