



REFERENCING GUIDE



Compiled by the Library and Information Services

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1. Introduction

As a student, it is important that you acknowledge, in any writing you do, when you use the words or ideas of another author. The most accepted way of acknowledging the work of another author is doing referencing. Acknowledging the sources you used to generate your work is referred to as referencing or citing. The terms reference and citation are often used to refer to the same thing, although a citation tends to mean the part of the text within the body of your written text, where you acknowledge the source; whilst a reference usually refers to the full bibliographic information given at the end of the text. The reference list usually starts on a new page.

It is standard academic practice to acknowledge the authors and sources of the information, ideas, opinions, arguments and data you use to write your assessments and research reports. Acknowledging sources is a requirement, even if you have rewritten the ideas in your own words (known as paraphrasing). As a rule, if an idea is not your own and if it has come from another person or work, then it must be acknowledged, regardless of whether the information is from prescribed or recommended books, other reference books, journal articles or a website.

This guide tells you why you need to do referencing, and shows you how to cite a source in the text of your work, and how to compile a reference list. While there are many variations of referencing styles and various conventions, this guide is a comprehensive overview of those you are likely to come to across in your academic life.

Sol Plaatje University recommends that students use the Harvard referencing style. Field specificity will be taken into account, and schools/faculties will ensure adherence by students.

2. Reasons for citing and referencing

Referencing is an important part of academic work. It places your work in context, demonstrates the breadth and depth of your research, and acknowledges other people's work. There are several reasons why you need to reference your work:

- To show that you have consulted relevant sources;
- To enable the person reading and assessing your work to trace the original sources you used;
- To provide documentary support for your argument;
- To give differing points of view of an argument; and
- To indicate that you have not used someone else's ideas and claimed them as your own.

Citing and referencing your work adequately will ensure that you are not accused of plagiarism. You must acknowledge (cite and reference) any work or part of any work that you refer to, quote, paraphrase, summarise or copy. You do not have to cite information that is considered to be general knowledge (e.g., that Nelson Mandela was the first president of a democratic South Africa).

Remember that ideas and texts are intellectual property!

3. Referencing styles and conventions

There are various styles of referencing available for you to use. Each has its own principles and conventions on how to cite and compile a reference list. This guide will explain in detail (with examples) the following referencing styles and their respective conventions:

- Harvard
- Chicago
- Vancouver
- Oxford
- Footnote
- American Psychological Association (APA)

You need to pay attention to the following:

- **In-text citations**, which are used when you paraphrase or quote a source directly. Citations are located in the body of the text and contain the author's surname, year of publication and page numbers of the content you are referring to.
- **Reference lists that** are located at the end of the work and display all necessary information for sources used in the body of work. Irrespective of referencing style, the following are important elements that are required by most referencing styles (not necessarily in the order listed below):

Books	Journal Article	Internet source (e.g., webpage, blog)
Author (or editor)	Author	Author (or organisation)
Title	Title of the article	Title of article
Place of publication	Title of the journal	Date of publication
Publisher	Volume and issue number	Webpage "owner"
Edition (if available)	Page numbers	URL
Date of publication	Date of publication	Date accessed



Whatever the reference style you choose, it is important that the citations and reference conventions are consistently applied to the whole document.



3.1 HARVARD REFERENCING STYLE

The Harvard referencing style is a referencing style that is commonly used for a range of disciplines. Though variations of this style exist, it uses the following conventions. Note that there are different versions of Harvard referencing style. It is important to choose the version you will use, and to apply it consistently.

In-text citations

As part of the narrative:

Surname (year: page number)

Or

(Surname, year: page number)

Citing references if certain bibliographic details are not available

Missing	Use
Author unknown	Anon.
Date unknown:	n.d.
No place of publication	s.l. (Latin: sine loco)
No named publisher	s.n. (Latin: sine nomine)

How to cite in the text as part of the narrative

Author-ship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	Pechenik (2016:22) states that it is important to cite the source of your information.	According to Popham (2018:17) educators are the key to the most cost-effective meaning of school improvement.	According to Reed (1986:177) the definition of macroeconomics is...	Monwipa (2017:142) reports that the issue is related to...	According to the South African Department of Environment, Forestry and Fisheries (2020), few instances of...	Fester (2015:12) reports that...	Mashele (2019: 64) is of the opinion that...
Two authors	According to Grant and Borchers (2014:71) no research has been done on...	Fegan and Durrani (2016:44) explain that the protohistoric era refers to the period...	Blocker and Wahl-Alexander (2018: 57) found...	According to Dunga and Mothibi (2019:29) other instances of this phenomenon...	Phelelani and Siso (2008:19) are supported by...	Mothapo and Motimele (2018:13) give the definition of psychopathology as...	Not applicable
Three or more authors*	According to Niemand, Gideon and Bennet (2002:15) referencing refers to ...	According to Jones, Booysen and Van der Merwe (2019: 15) accounting involves the measurement of...	Wilmott, Fraser and Lammes (2018:90) report that ...	Authors such as Demchenko, Grosso and Membrey (2013:16–17) conducted research on...	Examples are given by Goodrum, Mark and Leonie (2001) who studied...	Malatjie, Molope, and Modiri (2018:18) argue that ...	Not applicable

* After the first citation of a source with three or more authors, give the first name, followed by *et al.*

For example, Niemand *et al.* (2002:15) report deviations from...

How to cite in the text when it is not part of the narrative

Author-ship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	It is important to cite the source of your information (Pechenik, 2016:22).	Educators are the key to the most cost-effective meaning of school improvement (Popham, 2018:17).	...included under the definition of macroeconomics (Reed, 1986:177).	The literature (Monwipa, 2017:142) reports that the issue is related to...	...with the emphasis on saving the environment (South African Department of Environment, Forestry and Fisheries, 2020).	...(Fester, 2015:12).	...when there is diversity in the evolution of cytochromes (Mashele, 2019:64).
Two authors	...as no research has been done on this topic (Grant & Borchers, 2014:71).	In the protohistoric era, culture is written (Fegan & Durrani, 2016:44).	Information overload can have serious consequences (Blocker & Wahl-Alexander, 2018: 56).	Other instances of this phenomenon are rare (Dunga & Mothibi, 2019:29).	...(Phelelani & Sfiso, 2008:19).	...(Mothapo & Motimele, 2018:13).	Not applicable
Three or more authors*	... the first recorded example of this activity (Niemand, Gideon & Bennet, 2002: 15).	...agree with this assessment (Jones, Booyesen & Van der Merwe, 2019: 15).	...is the only way to achieve this result (Wilmott, Fraser & Lammes, 2018:90).	...and explain it in great detail (Demchenko, Grosso & Membrey, 2013: 16–17).	...(Goodrum, Mark & Leony, 2001).	...(Malatjie, Molope & Modiri, 2018:18).	Not applicable

* After the first citation of a source with three or more authors, give the first name, followed by *et al.*

For example, As reported earlier (Niemand *et al.*, 2002:15), no examples could be found.

In the reference list



Reference list entries must be arranged in alphabetical order

Examples of common reference list entries

Books

Surname, Initials. (year). *Title*. Edition. City (not country) of publication: Publisher.

Journals

Surname, Initials. (year). *Title of article*. Title of Journal, volume(issue): page–page. DOI: DOI number

Print Books

Single author:

Pechenik, J.A. (2016). *Biology of the invertebrates*. 2nd ed. New York: McGraw-Hill.

Two authors:

Grant, T. & Borchers, R. (2014). *Communicating @ work*. 3rd ed. Pretoria: Van Schaik Publishers.

Three or more authors:

Alvstad, C., Hild, A. & Tiselius, E. (2011). *Methods and strategies of process research*. Amsterdam: John Benjamins.

Take Note:

Book titles must be written in title case and be placed in italics.

eBooks

Single author:

Pickard, A.J. (2017). *Research methods in information*. [EBSCOhost]. <http://search.ebscohost.com/login.aspx?direct=true&db=e000xww&AN=1560617&site=ehost-live>

Two authors:

Fagan, B. & Durrani, N. (2016). *World prehistory: A brief introduction*. Available from: <https://doi.org/10.4324/9781315641133>

Three or more authors:

Erasmus, B., Rudansky-Kloppers, S. & Strydom, J. (2019). *Introduction to business management*. [EBSCOhost]. <http://search.ebscohost.com/spu.remotexs.co/login.aspx?direct=true&db=nlebk&AN=2345889&site=ehost-live>

Take Note:

Book titles must be written in title case and be placed in italics.

Journal articles

Single author:

Rees, D. (1986). What trade-off between efficiency and equality? *Economic Affairs*, 7(1): 31–35. <https://doi.org/10.1111/j.1468-0270.1986.tb01804.x>

Two authors:

Blocker, D. & Wahl-Alexander, Z. (2018). Using sport education in a university physical activity course. *Journal of Physical Education, Recreation & Dance*, 89(2): 56-61. <https://doi.org/10.1080/07303084.2017.1404512>

Three authors:

Wilmott, C., Fraser, E. & Lammes, S. (2018). I am he. I am he. Siri rules: work and play with the Apple Watch. *European Journal of Cultural Studies*, 21(1): 78-95. <https://doi.org/10.1177/1367549417705605>

Take Note:

The journal title is placed in italics and the article title is written using normal sentence case.

Conference paper/Proceedings

One author:

Monwipa, W. (2017). *Exploring the use of data-driven journalism in Thai mass media*. Paper presented at the International Institute of Social and Economic Science, Copenhagen.

Two authors:

Dunga, S. & Mothibi, L. (2019). *Education and earnings in South Africa: an application of the Mincerian function*. Paper presented at the IISES International Academic Conference, London, 22–25 May 2019.

Three authors:

Demchenko, Y., Grosso, P., De Laat, C. & Membrey, P. (2013). *Addressing big data issues in scientific data infrastructure*. Paper presented at the Proceedings of the International Conference on Collaboration Technologies and Systems, San Diego, 20–24 May 2013. <https://doi.org/10.1109/CTS.2013.6567203>

Government publications

Department of the Environment, Forestry and Fisheries (2020). *Extension of time to comment on the proposed extended producer responsibility scheme for the lighting sector*. Notice No. 20 of 2020. National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008).

Goodrum, D., Hackling, M. & Rennie, L. (2001). *The status and quality of teaching and learning of science in Australian Schools*. DETYA No. 6623DRED00A. Canberra: Department of Education, Training and Youth Affairs.

Phelelani, A. & Sfiso, M. (2008). *Department of Education policy priorities 2008/09*. Pretoria: Department of Education.

Republic of South Africa. (1996). *The Constitution of the Republic of South Africa*. <https://www.gov.za/documents/constitution-republic-south-africa-1996>

Lecture notes

Fester, G. (2015). *Sociology 1: Introduction to sociology HSOC5116*. Study guide. Kimberley: Sol Plaatje University.

Malatjie, J., Molope, A. & Modiri, T. (2018). *Political Science 1: Introduction to Political Science POLS 1501*. Lecturer's notes. Polokwane: University of Limpopo.

Thesis or dissertation

Mashele, S. (2019). *Diversity and evolution of cytochrome P450 monooxygenases in Oomycetes* (PhD dissertation). Bloemfontein: Central University of Technology.

3.2 CHICAGO 17TH EDITION

The Chicago referencing style has two variations: author date and footnotes. The author date style uses the following conventions:

In-text citations

In-text citation are used when you paraphrase or quote a source directly.

As part of the narrative:

Surname (year, page number)

Or

(Surname year, page number)

How to cite in the text as part of the narrative

Author-ship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	Pechenik (2016, 22) states that it is important to cite the source of your information.	According to Popham (2018, 17) educators are the key to the most cost-effective meaning of school improvement.	According to Reed (1986, 177) the definition of macroeconomics is...	Monwipa (2017, 140) reports that the issue is related to...	According to the South African Department of Environment, Forestry and Fisheries (2020, 15) few instances of...	Fester (2015, 12) reports that...	Mashele (2019, 64) is of the opinion that...
Two authors	According to Grant and Borchers (2014, 71) no research has been done on...	Fegan and Durrani (2016, 44) explain that the protohistoric era refers to the period...	Blocker and Wahl-Alexander (2018, 57) found...	According to Dunga and Mothibi (2019, 30) other instances of this phenomenon...	Phelelani and Sfiso (2008, 19) are supported by...	Mothapo and Motimele (2018, 13) give the definition of psychopathology as...	Not applicable
Three or more authors*	According to Niemand, Gideon and Bennet (2002, 15) referencing refers to ...	According to Jones, Booyesen and Van der Merwe (2019, 15) accounting involves the measurement of...	Wilmott, Fraser and Lammes (2018, 98) report that ...	Authors such as Demchenko, Grosso and Membrey (2013, 16–17) conducted research on...	Examples are given by Godrum, Mark and Leonie (2001, 5) who studied...	Malatjie, Molope, and Modiri (2018, 15) argue that ...	Not applicable

* After the first citation of a source with three or more authors, give the first name, followed by et al.

For example, Niemand et al. (2002, 15) report deviations from...

How to cite in the text when it is not part of the narrative

Authorship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	It is important to cite the source of your information (Pechenik 2016, 22).	Educators are the key to the most cost-effective meaning of school improvement (Popham 2018, 17).	...included under the definition of macroeconomics (Reed 1986, 177).	The literature reports that the issue is related to (Monwipa 2017, 130)	...with the emphasis on saving the environment (South African Department of Environment, Forestry and Fisheries 2020).	...(Fester 2015, 12).	...when there is diversity in the evolution of cytochromes (Mashele 2019, 64).
Two authors	...as no research has been done on this topic (Grant and Borchers 2014, 71).	In the protohistoric era, culture is written (Fegan and Durrani 2016, 44).	Information overload can have serious consequences (Blocker and Wahl-Alexander, 2018, 56).	Other instances of this phenomenon are rare (Dunga and Mothibi 2019, 28).	...(Phelelani and Sfiso 2008, 19).	...(Mothapo and Motimele 2018, 13).	Not applicable
Three or more authors*	...the first recorded example of this activity (Niemand, Gideon and Bennet 2002, 15).	...agree with this assessment (Jones, Booysen & Van der Merwe 2019, 15).	...is the only way to achieve this result (Wilmott, Fraser and Lammes 2018, 98).	...and explain it in great detail (Demchenko, Grosso and Membrey 2013, 16–17).	...(Goodrum, Mark and Leony 2001, 10).	...(Malatjie, Molohe and Modiri 2018, 15).	Not applicable

* After the first citation of a source with three or more authors, give the first name, followed by et al.

For example, As reported earlier (Niemand et al. 2002, 15), no examples could be found.

In the reference list

Surname, Name(s). year. *Title*. City of publication: Publisher.

Examples of common reference list entries



Note that first names of authors are given (not initials)

Dates are not in brackets

Note the order of author names (first author: surname, first name; second and subsequent authors: first name surname)

Note that titles of articles, books, etc. are given in Title Case, and that journal articles are also in quotation marks

Reference list entries that extend onto more than one line are formatted with a hanging indent, which means the second and any subsequent lines are indented. Avoid doing this formatting manually with Enter and Tab. Instead, in MS Word, Ctrl+T

Reference list entries must be arranged in alphabetical order

Books

Single author:

Mda, Zakes. 1997. *Ways of Dying*. New York: Oxford University Press.

Two authors:

Hammersley, Martyn, and Anna Traianou. 2012. *Ethics in Qualitative Research: Controversies and Contexts*. Los Angeles: SAGE.

Three or more authors:

Bakker, Anuschka, Tjeerd van den Berg, and Bart Janssen. 2015. *Tax Accounting: Unravelling the Mystery of Income Tax*. Amsterdam: IBFD.

eBooks

Single author:

Pickard, Alison Jane. 2017. *Research Methods in Information*. London: Facet Publishing. <http://search.ebscohost.com/login.aspx?direct=true&db=e000xww&AN=1560617&site=ehost-live>

Two authors:

Fagan, Brian, and Nadia Durrani. 2016. *World Prehistory. A Brief Introduction*. New York: Routledge. <https://doi.org/10.4324/9781315641133>

Three or more authors:

Erasmus, Barney, Sharon Rudansky-Kloppers, and Johan Strydom. 2019. *Introduction to Business Management*. 11th ed. Cape Town: Oxford University Press Southern Africa. <http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=2345889&site=ehost-live>

Journal articles

Single author:

Rees, David. 1986. "What Trade-Off Between Efficiency and Equality?" *Economic Affairs*, 7 (1): 31–35. <https://doi.org/10.1111/j.1468-0270.1986.tb01804.x>

Two authors:

Magumise, Johnson, and Sefotho Maximus. 2020. "Parent and Teacher Perceptions of Inclusive Education in Zimbabwe." *International Journal of Inclusive Education* 24 (5): 544–60. <https://doi.org/10.1080/13603116.2018.1468497>

Three authors:

Maier, Mark, KimMarie McGoldrick, and Scott Simkins. 2012. "Starting Point: Pedagogic Resources for Teaching and Learning Economics." *The Journal of Economic Education* 43 (2): 215–20. <https://doi.org/10.1080/00220485.2012.660063>

Conference paper/Proceedings

One author:

Fong, Philip. 2009. "Reading a Computer Science Research Paper." In SIGCSE Bulletin Inroads, June 2009, Calgary.

Three authors:

Demchenko, Yuri, Paola Grosso, Cees de Laat, and Peter Membrey. 2013. "Addressing Big Data Issues in Scientific Data Infrastructure." In Proceedings of the 2013 International Conference on Collaboration Technologies and Systems, CTS 2013, 20–24 May, San Diego. <https://doi.org/10.1109/CTS.2013.6567203>

Government publications

Republic of South Africa. 1996. The Constitution of the Republic of South Africa. <https://www.gov.za/documents/constitution-republic-south-africa-1996>

Department of Public Service and Administration. 2020. Public Service and Administration on discipline management. South African Government. 20 October 2020. <https://www.gov.za/speeches/media-statement-discipline-management-20-oct-2020-0000>

Phelelani, Andile and Sfiso Mbali. 2008. *Department of Education Policy Priorities 2008/09*. National Department of Education, Pretoria.

Goodrum, Denis, Mark Hackling, and Leonie Rennie. 2001. *The Status and Quality of Teaching and Learning of Science in Australian Schools*. DETYA No. 6623DRED00A. Department of Education, Training and Youth.

Lecture notes

Fester, Gavin. 2015. "Sociology I: Introduction to Sociology HSOC5116." Study Guide, University of South Africa.

Mothapo, Peter, and Thabo Motimele. 2018. "Psychology 2: Introduction to Psychopathology Psyc 1502." Lecture Notes, University of Limpopo.

Thesis or dissertation

Ojageer, U. 2019. "Developing an Inclusive Pedagogy Approach for Full-Service Schools: An Action Research Approach". PhD Thesis, North-West University. https://repository.nwu.ac.za/bitstream/handle/10394/33609/Ojageer_U.pdf?sequence=1&isAllowed=y

3.3 VANCOUVER REFERENCING STYLE

The Vancouver referencing style is a numbered referencing style commonly used in medicine and natural sciences disciplines. It uses the following conventions.

In-text citations

In-text citation are used when directly quoting or paraphrasing information from a source. The author's surname is followed by a number, formatted in one of several ways. The number refers to the position of this source in a numbered list in the reference list. Citations in the text start at 1, and citations are numbered consecutively.

Parentheses or brackets: Author Surname(1) or Author surname⁽¹⁾

Or

Square brackets: Author Surname[1] or Author surname^[1]

Or

No brackets: Author Surname¹

Please use the last option above, namely a superscript number. To format a number as a superscript, highlight the number and select x² in the toolbar under Home > Font.

How to cite in the text as part of the narrative

Author-ship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	Pechenik ¹ states that it is important to cite the source of your information.	According to Popham, ² the educators are the key to the most cost-effective meaning of school improvement.	According to Reed, ³ the definition of macroeconomics is...	Monwipa ⁴ reports that the issue is related to...	According to the South African Department of Environment, Forestry and Fisheries, ⁵ few instances of...	Fester ⁶ reports that...	Mashele ⁷ is of the opinion that...



Two authors	According to Grant and Borchers, ⁸ no research has been done on...	Fegan and Durrani ⁹ explain that the protohistoric era refers to the period...	Blocker and Wahl-Alexander ¹⁰ found...	According to Dunga and Mothibi, ¹¹ other instances of this phenomenon...	Phelelani and Sfiso ¹² are supported by...	Mothapo and Motimele ¹³ give the definition of psychopathology as...	Not applicable
Three or more authors	According to Niemand, Gideon and Bennet, ¹⁴ referencing refers to ...	According to Jones, Booyesen and Van der Merwe, ¹⁵ accounting involves the measurement of...	Wilmott, Fraser and Lammes ¹⁶ report that ...	Authors such as Demchenko, Grosso and Membrey ¹⁷ conducted research on...	Examples are given by Goodrum, Mark and Leonie, ¹⁸ who studied...	Malatjie, Molope, and Modiri ¹⁹ argue that ...	Not applicable



Note the position of the reference **after** any punctuation.

How to cite in the text when the citation is not part of the narrative

Authorship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	It is important to cite the source of your information. ¹	Educators are the key to the most cost-effective meaning of school improvement, as claimed by Popham. ²	...included under the definition of macroeconomics. ³	The literature ^{4,5} reports that the issue is related to...	...with the emphasis on saving the environment. ⁶	...all over the world. ⁶	...when there is diversity in the evolution of cytochromes. ⁷
Two authors	...as no research has been done on this topic. ⁸	In the protohistoric era, culture is written. ⁹	Information overload can have serious consequences. ¹⁰	Other instances of this phenomenon are rare. ¹¹	...all over the world. ¹²	... all over the world. ¹³	Not applicable
Three or more authors	...the first recorded example of this activity. ¹⁴	...agree with this assessment. ¹⁵	...is the only way to achieve this result. ¹⁶	...and explain it in great detail. ¹⁷	...all over the world. ¹⁸	...all over the world. ¹⁹	Not applicable

In the reference list

Surname, Initials. Title of work. Edition (if available). City of publication): Publisher; year.



Please note that, in the case of a source having more than six authors, list only the first six, followed by et al.

Examples of common reference list entries

Books

Single author:

1. Butler SW. Secrets from the black bag. London: The Royal College of General Practitioners; 2005.

Two authors: a

12. Hammersley, Martyn, and Anna Traianou. Ethics in qualitative research: Controversies and contexts. Los Angeles: SAGE; 2012.

Three or more authors:

13. Nieman DJ, Gideon K, Bennet W, editors. Business management for accounting students. Abridged version. 5th ed. Pretoria: Van Schaik; 2002.

eBooks

Single author:

2. Griffiths A. Modern genetic analysis [Internet]. New York (NY): W. H. Freeman; 1999 [cited 2019 Sep 5]. 675 pp. Available from: <https://www.ncbi.nlm.nih.gov/books/NBK21248/>

Two authors:

9. Foley KM, Gelb H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 July 9]. Available from: <https://www.nap.edu/books/0309074029.html/>

Three or more authors:

14. Trevor AJ, Masters SB, Katzung BG. Basic and clinical pharmacology [book on the Internet]. 11th ed. New York: McGraw Hill Lange; 2009 [cited 2013 June 26]. Available from: Ebsco eBooks <http://web.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=2345889&site=ehost-live>



Journal articles

Single author:

3. Rees D. What trade-off between efficiency and equality? *Journal of Economic Affairs*. 1986. Jun;7(1):31-34. <https://doi.org/10.1111/j.1468-0270.1986.tb01804.x>

Two authors:

10. McInnes D, Bollen J. Learning on the job: metaphors of choreography and the practice of sex in sex-on-premises venues. *Venereology*. 2000;13(1):27-36.

More than two authors:

15. Endres M, Engelhardt B, Koistinaho J, Lindvall O, Meairs S, Mohr JP, et al. Improving outcome after stroke: Overcoming the translational roadblock. *Cerebrovasc Dis*. 2008, Feb, 22;25(3):268–78.

Conference paper/Proceedings

One author:

4. Harnden P, editor. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13–15; Leeds, UK. New York: Springer; 2002.

Three authors:

16. Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.

Government publications

5. Department of Health. Choosing health: making healthier choices easier, CM6374. London: Stationery Office; 2001.

17. Page E, Harney JM, Foley KM, Niemand D. Health hazard evaluation report. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001 Feb. 24 pp. Report No. HETA2000-0139-2824.

Lecture notes

6. Smith A. Week 3: Foucault [unpublished lecture notes]. BESC3009: Relating with young people, St Lucia: University of Queensland; lecture given 2010 Apr 20.

13. Mothapo P, Motimele T. Psychology 2: Introduction to Psychopathology: Psyc 1502, University of Limpopo; lecture given 2018 Feb 20.

3.4 OXFORD REFERENCING STYLE

This referencing style is complex, and uses footnotes, and is suitable for students in advanced levels of study.

In-text citations

In the Oxford style, a superscript number is inserted at the point of the text where you cite another author's work. At the bottom of the same page (in a footnote) repeat the superscript number then follow it with the full details of the source, including the page number, of the author's work you are citing. Start your footnote numbering at 1 and continue the sequence throughout your text. Use MS Word's Footnotes function under References in the ribbon.

Footnote example (refer to footnote at the bottom of this page)

He had had no patience with his father¹

Direct quotes

If you are quoting a source directly, count the number of words (highlight the quote and refer to the word count bottom left of your screen). Direct quotes under 30 words are included in the body of your text, enclosed in single inverted commas, followed by a superscript number (footnote reference) after the punctuation

Example:

In recent years this has become more apparent. As Jennifer Craik notes, 'at best, an Australian sense of style is regarded as anything that is practical, informal and casual'.²

If a direct quote is longer than 30 words, it is called a block quote. For block quotes, omit the quotation marks, start the quote as a new paragraph on a new line and indent the whole quote 1 cm from the left-hand margin of the page. Do not indent from the right hand margin. Introduce the quote with a colon. As a rule, block quotes should be used sparingly.



¹ C. Achebe, *Things Fall Apart*, New York, Anchor Books, 1994, p. 3.

² J. Craik. 'Is Australian Fashion and Dress Distinctly Australian?', *Fashion Theory* vol. 13, no. 4, 2015. <https://doi.org/10.2752/175174109X467468>

Block quote example:

In recent years this has become more apparent:

The idea of “fashion” as being a characteristic of Australian culture is frequently regarded as a non sequitur. Fashion is seen as belonging to far-flung cosmopolitan sites elsewhere while Australia is a far-flung site cut off from the trappings of civilization. Equally, Australia has long been regarded as being cut off from the “finer things” of civility, fashion, and good taste. At best, an Australian sense of style is regarded as anything that is practical, informal, and casual—T-shirts, practical footwear, moleskin trousers, and wide-brim hats; as an outfit thrown together without much thought.²

How to cite in the text as part of the narrative

Author-ship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	Bartlett ¹ reports that it is important to cite the source of your information.	Educators are the key to school improvement, as claimed by Popham. ²	...included under the definition of macroeconomics by McInnes. ³	Khalifa ⁴ reports that the issue is related to...	...with the Department of Labour ⁵ emphasizing...	In the lecture given by Smith ⁶	Hinks ⁷ studied...
Two authors	...Cheers and Darrocot report no research has been done on this topic. ⁸	Darwin and Bartlett ⁹ explain natural selection as follows.	McInnes and Bollen ¹⁰ claim information overload is detrimental.	Other reports of this phenomenon are by Khalifa and Elmessiry. ¹¹	Not applicable	Not applicable	Not applicable
Three or more authors	Cheers <i>et al.</i> ¹⁴ reported this activity for the first time in 1960.	Lowes <i>et al.</i> ¹⁵ agree with this assessment.	Hannah <i>et al.</i> ¹⁶ found this finding to be plausible.	Khalifa <i>et al.</i> ¹⁷ explain the process in great detail.	Not applicable	Not applicable	Not applicable



How to cite in the text when the citation is not part of the narrative

Author-ship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/Conference Proceedings	Government Publication	Lecture Notes	
One author	...as indicated by Nieker. ¹⁶	...as Van Rensburg ¹⁷ reported in her research....	...as one author has explains,"the darkest days were still ahead." ¹⁸	This is well documented in the literature. ¹⁹	... indicated in the White Paper. ²⁰	...in the lecture given by Smith. ²¹	... the research is supported by Kay. ²²
Two authors	...as described by Fredericks and Niemand. ²³	...in the world, Sephuma and Nlovu report. ²⁴	...as explained by Eqraam and Johnson. ²⁵	...as identified by Nørvgå and Söderman. ²⁶	Not applicable	Not applicable	Not applicable
Three or more authors	...as reported by Hofmeyr <i>et al.</i> ²⁷	...was identified by Mokgalaka <i>et al.</i> ²⁸	...visibility aids for pedestrians and cyclists, reports Hofmeyr <i>et al.</i> ²⁹ .	This was well documented in the literature by Davidson <i>et al.</i> ³⁰ .	Not applicable	Not applicable	Not applicable

Formatting for footnotes

Your footnote should follow the format below:



In footnotes, the author's given name or initial precedes the surname, i.e., P. Londey, while in the Reference List, the surname is given first first: Grimshaw, P.

Examples of common reference list entries

For examples, see the footnotes at the bottom of each page.

One author

Print Book ¹	eBook ²	Journal Article ³	Conference Paper/Conference Proceedings ⁴
-------------------------	--------------------	------------------------------	--

¹ P. Clause, *History: An Introduction to Theory, Method and Practice*, 2nd edition, Florence, Routledge, 2017, p. 22.

² P. Clause, *History: An Introduction to Theory, Method and Practice*, 2nd edition, Florence, Routledge, 2017, p. 22.

³ S. Oztas, "A Literary Genre in Value Education in History Courses: Poems", *Journal of Education and Training Studies*, vol. 6, no. 5, 2018, p. 35.

⁴ J. Brenan, "Coping with Shame," *Proceedings of the Canadian Shame Conference*, University of Toronto Press, Toronto, 2016, p. 34.

Two authors

Print Book ⁵	eBook ⁶	Journal Article ⁷	Conference Paper/Conference Proceedings ⁸
-------------------------	--------------------	------------------------------	--

Three authors

Print Book ⁹	eBook ¹⁰	Journal Article ¹¹	Conference Paper/Conference Proceedings ¹²
-------------------------	---------------------	-------------------------------	---



Note the position of the superscript footnote reference **after** any punctuation.

In the reference list

Reference lists should be located on a separate page at the end of your work and titled Reference List.

It should include the details of all your footnotes, arranged alphabetically A-Z by author's Surname

Surname, Initials. Title of work. Edition (if available). City of publication: Publisher; year.

⁵ E. James and J. Brennan, "Coping with Shame," Proceedings of the Canadian Shame Conference, University of Toronto Press, Toronto, 2016, p. 34.

⁶ R.I. Kelsall and M. Hamley, *Nanoscale Science and Technology*, John Wiley & Sons, Chichester, 2005, <https://onlinelibrary.wiley.com/doi/book/10.1002/0470020873> (accessed Feb. 16, 2013).

⁷ T. Tin and N. Sanderson, 'Information Literacy Skills on the Go: Mobile Learning Innovation', *Journal of Information Literacy*, vol. 12, no. 1, 2018, p. 130.

⁸ P.I. Wendel and V. Smith, "Regret: A Functional Analysis," paper presented at the 23rd Conference of the Australian Psychological Society, University of Sydney, March 24-25, 2015, p.10.

⁹ D. McKenzie-Mohr *et al.*, *Social Marketing to Protect the Environment*, Thousand Oaks, CA, SAGE Publications, 2012, p. 197.

¹⁰ I. King *et al.*, *The Human Mind*, Continuum, London, 2010, p. 3.

¹¹ M. Banfi *et al.*, 'Cards as a Tool in History Teaching', *Form@re: Open Journal per la Formazione in Rete*, vol. 18, no. 1, 2018, p. 370.

¹² N., Winstone *et al.*, 'Supporting students' engagement with feedback: the adoption of student-focused feedback practices in the UK and Australia', Annual Conference of the Society for Research into Higher Education, Newport, 6–8 December 2017, 2018, p. 11.

Examples of common reference list entries

Books

Single author:

Butler SW. *Secrets from the Black Bag*. London: The Royal College of General Practitioners; 2005.

Two authors:

Cheers B. and Lonne B., *Social Care Practice in Rural Communities*. Sydney: The Federation Press; 2007.

Three authors:

Nieman D.J., Gideon, K. and Bennet, W, *Business Management for Accounting Students*. Abridged version. 5th ed. Pretoria: Van Schaik; 2002.

More than three authors:

King, I. et al., *The Human Mind*, London: Continuum; 2010.

eBooks

Single author:

Orwell, G., 1984, George-orwell.org; 2005. <http://www.george-orwell.org/1984>, (accessed 3 September 2018).

Two authors:

Lake, M. and Reynolds, H., *What's Wrong with ANZAC? The Militarisation of Australian History*, Monograph, Sydney, University of New South Wales Press; 2010. <https://www.awm.gov.au/collection/LIB100030250>

Three or more authors:

FitzSimons, T., Laughren, P., and Williamson, D., *Australian Documentary: History, Practices and Genres*, 2nd ed., Port Melbourne, VIC, Cambridge University Press; 2011.

More than three authors:

McKenzie-Mohr, D. et al., *Social Marketing to Protect the Environment*, Thousand Oaks, CA, SAGE; 2012. <https://lz.rtfa.site/IS>

Journal articles

Single author:

Oztas, S., 'A Literary Genre in Value Education in History Courses: Poems', *Journal of Education and Training Studies*, vol. 6, no. 5, 2018, pp. 34–39. doi: 10.11114/jets.v6i5.3078

Two authors:

Purcell, S. and Barrell, R., 'The Value of Collaboration: Raising Confidence and Skills in Information Literacy with First Year Initial Teacher Education Students', *Journal of Information Literacy*, vol. 8, no. 2, 2014, pp. 56–70. <https://doi.org/10.11645/8.2.1917>

Three authors:

Schmidt Hanbidge, A., Tin, T., and Sanderson, N., 'Information Literacy Skills on the Go: Mobile Learning Innovation', *Journal of Information Literacy*, vol. 12, no. 1, 2018, pp. 118–136. <https://doi.org/10.11645/12.1.2322>

More than three authors:

Banfi, M. *et al.*, 'Cards as a Tool in History Teaching', *Form@re: Open Journal per la Formazione in Rete*, vol. 18, no. 1, 2018, pp. 368–378.

Conference paper/Proceedings

Department of Education, *Support for 2020 Matrics*, Pretoria, Department of Education, 2020.

Department of Environment, Forestry and Fisheries (2020). *Extension of time to comment on the proposed extended producer responsibility scheme for the lighting sector*. Notice No. 20 of 2020. National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008).

Phelaelani, A. & Sfiso, M. (2008). *Department of Education policy priorities 2008/09*. Pretoria: Department of Education.

Goodrum, D., Hackling, M. & Rennie, L. (2001). *The status and quality of teaching and learning of science in Australian Schools*. DETYA No. 6623DRED00A. Canberra: Department of Education, Training and Youth Affairs.



Government publications

One author:

Kozicz, G., 'Architecture of the Empty Shells of Nyar ma', Discoveries in Western Tibet and the Western Himalayas: Essays on History, Literature, Archaeology and Art: PIATS 2003, Tibetan Studies, Proceedings of the Tenth Seminar of the International Association for Tibetan Studies, Oxford, UK, Oxford University Press, 2006, pp. 38–47.

Two authors:

James, E. and Brennan, J., "Coping with Shame", Proceedings of the Canadian Shame Conference, University of Toronto Press, Toronto, 2016, pp. 21–40.

Three authors:

Robins, P.I., Wendel, J. and Smith, V. "Regret: A Functional Analysis", *Paper presented at the 23rd Conference of the Australian Psychological Society*, University of Sydney, March 24-25, 2015, pp. 10–19.

Lecture notes

MacBride T, 'Jesus' Ethical Teaching' (Morling College, 2014).

Thesis or dissertation

Suwetwattanakul, C. Developing a Knowledge Sharing Model for the Implementation of the Learning Organization in Thailand, Ph.D. diss., Melbourne, Victoria University, 2010.



3.5 AMERICAN PSYCHOLOGICAL ASSOCIATION 7TH EDITION (APA)

The APA referencing style is commonly used for a range of disciplines. Though variations of this style exist, it uses the following conventions.

In-text citations

Citing references if certain bibliographic details are not available

As part of the narrative:
Surname (year, p. xx)
Or
(Surname, year, pp. xx–xx)
Give page number only for direct quotes.

The APA Style has unique elements that can be used if certain bibliographic details are not available.

Missing	Use
Author unknown	Anon.
Date unknown:	n.d.
No place of publication	s.l. (Latin: sine loco)
No named publisher	s.n. (Latin: sine nomine)

How to cite in the text as part of the narrative

Author-ship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	Pechenik (2016, p. 22) states that it is important to cite the source of your information.	According to Popham (2018, p. 17), educators are the key to the most cost-effective meaning of school improvement.	According to Reed (1986, p. 177), the definition of macroeconomics is...	Monwipa (2017) reports that the issue is related to...	According to the South African Department of Environment, Forestry and Fisheries (2020), few instances of...	Fester (2015, p. 12) reports that...	Mashele (2019, p. 64) is of the opinion that...
Two authors	According to Grant and Borchers (2014, p. 71), no research has been done on...	Fegan and Durrani (2016, p. 44) explain that the protohistoric era refers to the period...	Blocker and Wahl-Al-exander (2018, p. 57) found...	According to Dunga and Mothibi (2019), other instances of this phenomenon...	Phelelani and Sfiso (2008, p. 19) are supported by...	Mothapo and Motimele (2018, p. 13) give the definition of psychopathology as...	Not applicable

Author-ship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
Three or more authors	According to Niemand et al. (2002, p. 15), referencing refers to...	According to Jones et al. (2019, p. 15), accounting involves the measurement of...	Wilmott et al. (2018) report that...	Authors such as Demchenko et al. (2013, pp. 16–17) conducted research on...	Examples are given by Goodrum et al. (2001), who studied...	Malatjie et al. (2018) argue that...	Not applicable

How to cite in the text when it is not part of the narrative

Author-ship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	It is important to cite the source of your information (Pechenik, 2016, p. 22).	Educators are the key to the most cost-effective meaning of school improvement (Popham, 2018, p. 17).	...included under the definition of macroeconomics (Reed, 1986, p. 177).	The literature (Monwipa, 2017) reports that the issue is related to...	...with the emphasis on saving the environment (South African Department of Environment, Forestry and Fisheries, 2020).	...(Fester, 2015, p. 12).	...when there is diversity in the evolution of cytochromes (Mashele, 2019, p. 64).
Two authors	...as no research has been done on this topic (Grant & Borchers, 2014, p. 71).	In the protohistoric era, culture is written (Fegan & Durrani, 2016, p. 44).	Information overload can have serious consequences (Blocker & Wahl-Alexander, 2018, p. 56).	Other instances of this phenomenon are rare (Dunga & Mothibi, 2019).	...(Phelelani & Sfiso, 2008, p. 19).	...(Mothapo & Motimele, 2018, p. 13).	Not applicable
Three or more authors	... the first recorded example of this activity (Niemand et al., 2002, p. 15).	...agree with this assessment (Jones, Booysen et al., 2019, p. 15).	...is the only way to achieve this result (Wilmott et al., 2018).	...and explain it in great detail (Demchenko et al., 2013, pp. 16–17).	...(Goodrum, et al., 2001).	...(Malatjie et al. 2018).	Not applicable

In the reference list



Note that APA 7th Edition does not require the place of publication

Note that multiple initials are separated by spaces, and the second-last author's initials are followed by a comma.

Reference list entries that extend onto more than one line are formatted with a hanging indent, which means the second and any subsequent lines are indented. Avoid doing this formatting manually with Enter and Tab. Instead, in MS Word, Ctrl+T

Examples of common reference list entries

Books

Surname, Initials. (year). *Title*. Edition. Publisher.

Journals

Surname, Initials. (year). Title of article. *Title of Journal*, volume (issue), page–page.
DOI: DOI number



Please note: DOI information given in the example for the journal article. There is no need to include the name of the database.

Note that the volume number is in italics.

Books

Single author:

Pechenik, J. A. (2016). *Biology of the invertebrates*. (2nd ed.) McGraw-Hill.

Two authors:

Grant, T., & Borchers, R. (2014). *Communicating @ work*. (3rd ed.) Van Schaik Publishers.

Three or more authors:

Alvstad, C., Hild, A., & Tiselius, E. (2011). *Methods and strategies of process research*. John Benjamins.

eBooks

Single author:

Pickard, A.J. (2017). *Research methods in information*. Facet Publishing. <http://search.ebscohost.com/login.aspx?direct=true&db=e000xww&AN=1560617&site=ehost-live>

Two authors:

Fagan, B., & Durrani, N. (2016). *World prehistory. A brief introduction*. Routledge. <https://doi.org/10.4324/9781315641133>

Three or more authors:

Erasmus, B., Rudansky-Kloppers, S., & Strydom, J. (2019). *Introduction to business management*. (11th ed.) Oxford University Press Southern Africa.



Journal articles

Single author:

Rees, D. (1986). What trade-off between efficiency and equality? *Economic Affairs*, 7(1), 31–35. <https://doi.org/10.1111/j.1468-0270.1986.tb01804.x>

Two authors:

Blocker, D., & Wahl-Alexander, Z. (2018). Using sport education in a university physical activity course. *Journal of Physical Education, Recreation & Dance*, 89(2), 56–61. <https://doi.org/10.1080/07303084.2017.1404512>

Three authors:

Wilmott, C., Fraser, E., & Lammes, S. (2018). 'I am he. I am he. Siri rules': work and play with the Apple Watch. *European Journal of Cultural Studies*, 21(1), 78–95. <https://doi.org/10.1177/1367549417705605>

Conference paper/Proceedings

Branch, D., & Gumbo P. G. (2013). *Alma in the cloud: implementation through the eyes of acquisitions*. [Online]. Proceedings of the Charleston Library Conference. <http://dx.doi.org/10.5703/1288284315322>

Dunga, S., & Mothibi, L. (2019, May 22–25). Education and earnings in South Africa: an application of the Mincerian function. *Paper presented at the IIES International Academic Conference*, London, England.

Lecture notes

Dambuza, J. M. (2016, November 8). Indigenous knowledge systems [unpublished lecture notes distributed for EMS101]. University of South Africa.

Thesis or dissertation

Mashele, S. (2019). *Diversity and evolution of cytochrome P450 monooxygenases in Oomycetes* [Unpublished doctoral dissertation]. Central University of Technology.



3.6 FOOTNOTE REFERENCING STYLE

Footnote Referencing Style uses a note (or a reference to a source of information) that appears at the foot (bottom) of a page. Footnote referencing system indicates a reference by a number in superscript format, placed in the text of the essay, and linked to a relevant footnote. The number is called a note identifier. Citations are chronologically numbered as they appear in the text and each citation corresponds to a numbered footnote.

In-text citations

For examples, see the footnotes at the bottom of the page (refer to footnote at the bottom of this page)

The basic principles of family law are defined as... ¹⁵

How to cite in the text as part of the narrative

Author-ship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	Pechenik ¹ states that it is important to cite the source of your information.	According to Popham, ² educators are the key to the most cost-effective meaning of school improvement.	According to Reed, ³ the definition of macroeconomics is...	Monwipa ⁴ reports that the issue is related to...	According to the South African Department of Environment, Forestry and Fisheries, ⁵ few instances of...	Fester ⁶ reports that...	Mashele ⁷ is of the opinion that...
Two authors	According to Grant and Borchers, ⁸ no research has been done on...	Fegan and Durrani ⁹ explain that the protohistoric era refers to the period...	Blocker and Wahl-Alexander ¹⁰ found...	According to Dunga and Mothibi, ¹¹ other instances of this phenomenon...	Not applicable	Not applicable	Not applicable
Three or more authors	According to Niemand, Gideon and Bennet, ¹⁴ referencing refers to ...	According to Jones, Booysen and Van der Merwe, ¹⁵ accounting involves the measurement of...	Wilmott, Fraser and Lammes ¹⁶ report that ...	Authors such as Demchenko, Grosso and Membrey ¹⁷ conducted research on...	Not applicable	Not applicable	Not applicable



Note the position of the reference **after** any punctuation.

¹⁵ Grass and Rutto Basic principles of family law 32

How to cite in the text when the citation is not part of the narrative

Authorship	Source type						
	Print Book	eBook	Journal Article	Conference Paper/ Conference Proceedings	Government Publication	Lecture Notes	Thesis
One author	It is important to cite the source of your information. ¹	Educators are the key to the most cost-effective meaning of school improvement. ²	...included under the definition of macroeconomics. ³	The literature ^{4,5} reports that the issue is related to...	...with the emphasis on saving the environment. ⁶	...in the world. ⁶	...when there is diversity in the evolution of cytochromes. ⁷
Two authors	...as no research has been done on this topic. ⁸	In the protohistoric era, culture is written. ⁹	Information overload can have serious consequences. ¹⁰	Other instances of this phenomenon are rare. ¹¹	Not applicable	Not applicable	Not applicable
Three or more authors	...the first recorded example of this activity. ¹⁴	...agree with this assessment. ¹⁵	...is the only way to achieve this result. ¹⁶	...and explain it in great detail. ¹⁷	Not applicable	Not applicable	Not applicable

Formatting for footnotes

For examples, see the footnotes at the bottom of each page.



One author

Print Book¹³	eBook¹⁴	Journal Article¹⁵	Conference Paper/ Conference Proceedings¹⁶	Government Publications¹⁷	Lecture Notes¹⁸	Thesis¹⁹
--------------------------------	---------------------------	-------------------------------------	--	---	-----------------------------------	----------------------------

Two authors

Print Book²⁰	eBook²¹	Journal Article²²	Conference Paper/Conference Proceedings²³
--------------------------------	---------------------------	-------------------------------------	---

Three authors

Print Book²⁴	eBook²⁵	Journal Article²⁶	Conference Paper/Conference Proceedings²⁷
--------------------------------	---------------------------	-------------------------------------	---

For examples, see the footnotes at the bottom of the page.

In the reference list

Examples of common reference list entries

Books

Single author:

Rushdie, Salman. *The Ground beneath Her Feet*. New York: Henry Holt, 1999.

Two authors:

Unwin, Liam P., and Joseph Galloway. *Peace in Ireland*. Boston: Stronghope Press, 1990.

Three or more authors:

Sechzer, Jeri A., Pfaffilin, Felix Lindt., Denmark, Griffi, Alex., and Blumenthal Alex, eds. *Women and Mental Health*. Baltimore: Johns Hopkins University Press, 1996.

¹⁶ Kruger *Cyber law in South Africa* 32

¹⁷ Egan *The Worst Hard Time* 150.

¹⁸ Tousley "Tracing a history" 64

¹⁹ J Reickhardt "Legal liabilities" 4-7

²⁰ Department of Health *Mortality rate*

²¹ Sullivan "The Art of Watercolours"

²² Roberts *Mining authorisation in South Africa* 71

²³ Unwin and Galloway *Peace in Ireland* 139

²⁴ Chu and Wah *Social Media* 22

²⁵ Mandoza and Stitch "Research methodology" 31

²⁶ Maluleka and Ngulube "Indigenous knowledge" 15-21

²⁷ Mandoza and Stitch "Research methodology" 31

²⁸ Maluleka and Ngulube "Indigenous knowledge" 15-21

²⁹ Manelo *et al.* *Green Living* 7

³⁰ Smith *et al.* "Environmental law" 20-28

eBooks

Single author:

Egan, Timothy. *The Worst Hard Time: The Untold Story of Those Who Survived the Great American Dust Bowl*. Boston: Houghton Mifflin Company, 2006.

Two authors:

Lake, Marilyn, and Reynolds, Henry. *What's Wrong with ANZAC?: The Militarisation of Australian History*, Monograph. Sydney: University of New South Wales Press, 2010. <https://www.awm.gov.au/collection/LIB100030250>

Three or more authors:

Egan, Timothy, Steel, Max, and Pine, Jerry. *The Worst Hard Time: The Untold Story of Those Who Survived the Great American Dust Bowl*. New York, NY: Mariner Books/ Houghton Mifflin Harcourt, 2006. Kindle edition.

Journal articles

Single author:

Tousley, Nancy. "Tracing a History: Gisele Amantea." *Canadian Art* 20, no. 1 (2003): 63–65.

Two authors:

Purcell, Sarah, and Barrell, Rachel. "The Value of Collaboration: Raising Confidence and Skills in Information Literacy with First Year Initial Teacher Education Students." *Journal of Information Literacy* 8, no. 2 (2014): 56–70. <https://doi.org/10.11645/8.2.1917>

Three or more authors:

Tousley, Nancy, Doe, John, and Clark, Sarah. "Tracing a History: Gisele Amantea." *Canadian Art* 20, no. 1 (2003): 63-65.

Conference paper/Proceedings

Reickhardt, Miles. "Legal liabilities" in Chamber of Mines *Environmentally Responsible Mining in Southern Africa Conference* (25-28 September 2001 Johannesburg) 4-23.

Reickhardt, Miles, and Sam Smith. "Legal liabilities" in Chamber of Mines *Environmentally Responsible Mining in Southern Africa Conference* (25-28 September 2001 Johannesburg) 4–23.

Reickhardt, Miles, Doe, John, and Smith, Sam. "Legal liabilities" in Chamber of Mines *Environmentally Responsible Mining in Southern Africa Conference* (25-28 September 2001 Johannesburg) 4-23.

Government publications

U.S. Department of State. *Foreign Relations of the United States: Diplomatic Papers*, 1943. Washington, DC: GPO, 1965.

Lecture notes

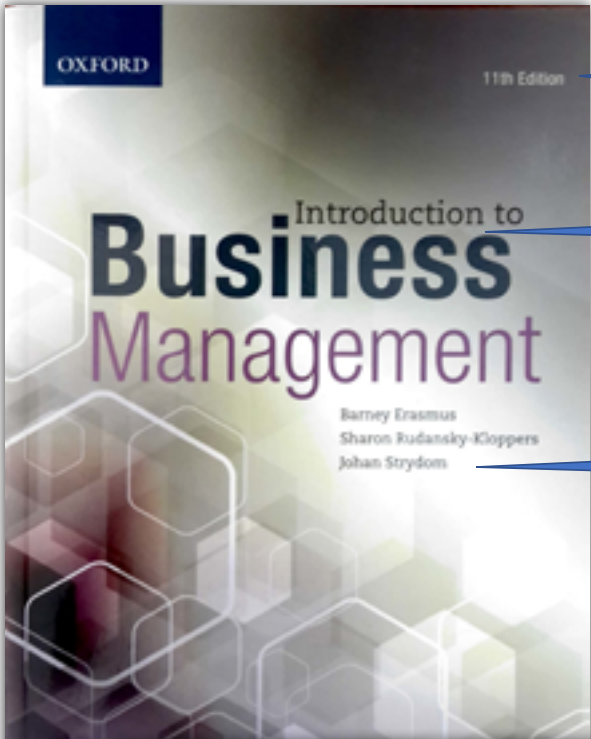
Sullivan, George Cole. "The Art of Watercolours." Lecture, Red Deer College, Red Deer, AB, November 13, 2003.

Thesis or dissertation

Roberts, Karl *Environmental and Mining Authorisations in South Africa* (LLM dissertation University of Pretoria 2001).

4. Finding bibliographic details on Books and Journal articles

Books



OXFORD

11th Edition

Introduction to
Business
Management

Barney Erasmus
Sharon Rudansky-Kloppers
Johan Strydom

Edition

Title

Authors

Publisher

Place of publication

Date of publication

OXFORD
UNIVERSITY PRESS

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South Africa

Oxford University Press Southern Africa (Pty) Ltd 2019

The moral rights of the author have been asserted

First published 2007
Tenth Edition published in 2016
Eleventh Edition published in 2019

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Journal articles

The image shows a screenshot of a journal article page from the Journal of Physical Education, Recreation & Dance (JOPERD). The page layout includes a header with the journal title and ISSN, a main title section, an authors section, a citation section, and a publication information section. Callouts point to the following elements:

- Journal Title:** Journal of Physical Education, Recreation & Dance
- Article title:** Using Sport Education in a University Physical Activity Course
- Authors:** Danielle Blocker & Zachary Wahl-Alexander
- Volume and issue number:** 89(2), 94-97, DOI: 10.1080/07303084.2017.1404512
- Permalink/DOI:** <https://doi.org/10.1080/07303084.2017.1404512>
- Publication date:** Published online: 10 Feb 2018

Additional elements on the page include a 'Submit your article to this journal' button, an 'Article views: 305' indicator, and links to 'View related articles', 'View Crossmark data', and 'Citing articles'.

