



University of KwaZulu-Natal Library, Pietermaritzburg

AUTHOR-DATE STYLE: PRINT SOURCES

Referencing guide for students

WHAT is referencing?

When an assignment is handed in, details about the sources of information (references) used need to be provided.

- There are two parts to referencing an assignment:
 1. **within-text referencing**: details of sources of information used are written within the body of the assignment
 2. **list of works cited**: details of sources of information used, which appear at the end of the assignment.
- Specific details about each source of information must be provided and these details must be presented in a particular way.

1. **Within the text** of the assignment, *brief* details are given about the sources of information used.

Here is an example of referencing within the text:

“As was inevitable in such circumstances, a whole set of other inequalities were perpetuated by apartheid even if they were not legally enshrined, so that on all indicators – income, job opportunities, poverty rates, health statistics, educational opportunities and attainment – the black, and to a lesser extent coloured, population was deeply exploited” (**Robertson 2004: 20**).

OR

Robinson (2004: 20) indicates that the effects of apartheid on South African Society were all encompassing; from employment to education, health and poverty.

For the reference, the surname of the author of the publication; the year of publication and the page/s on which the information appeared need to be provided. These details are enclosed in curved brackets.

2. The **List of works cited** at the end of the assignment provides *full* details about all the sources of information used and is written in alphabetical order by surnames.

Here is an example of references in a list of works cited:

Atkinson, J. 1970. *How the labour government supports apartheid*. London: IMG.

Robertson, D. 2004. *The Routledge dictionary of politics*. 3rd ed. London: Routledge.

Stemmet, J. 2002. *Apartheid under siege, 1984 – 1988: actions and reactions*. Bloemfontein: University of the Orange Free State.

WHY is referencing important?

- to acknowledge the work or words of others
- to avoid plagiarism (using someone else's ideas as if they were your own)
- to indicate the range of sources used for an assignment; how up-to-date the sources are and whether relevant material was used
- to enable others to trace the sources listed in order to find further information.

EXAMPLES OF HOW DETAILED CITATIONS FOR DIFFERENT SOURCES SHOULD BE WRITTEN FOR A LIST OF WORKS CITED

Certain basic details must be given and they must be written down in a particular way

A) BOOKS - including dictionaries and encyclopedias

Basic format:

Surname(s) of author(s) or editor(s), Initials. Year. *Title of book*. Edition (only when edition other than the 1st). City (of publication): Name of publisher.

- Titles of books are in italics with minimum capitalization.
- If more than one place of publication is given, choose the first.
- If more than one publisher is given, choose the first.

Examples:

Books by up to three authors

Samuelson, P. and Nordhaus, W. D. 1987. *Economics*. 12th ed. New York: McGraw-Hill.

Books by more than three authors (details of first author then ... et al.)

Du Toit, D. ... et al. 1998. *The Labour Relations Act: a comprehensive guide*. Durban: Butterworths.

Books in multiple volumes

Eatwell, J., Milgate, M. and Newman, P. 1987. *The new Palgrave: a dictionary of economics*. London: Macmillan. 4v.

Chapters in books and published conference proceedings where different authors are responsible for the chapters (details of chapter first then details of book in which chapter appears and inclusive page numbers of the chapter)

Dugard, J. 1994. International human rights. In: Van Wyk, D. *Rights and constitutionalism: the new South African legal order*. Kenwyn: Juta. pp. 33-54.

Corporate bodies as authors - companies, institutions, organizations, etc.

International Committee of the Red Cross. 1993. *International review of the Red Cross: humanitarian law and human rights*. Geneva: International Committee of the Red Cross.

Reports and financial statements of companies

African Oxygen Limited. 1990. *Financial statements 1989*. Johannesburg: African Oxygen.

B) PERIODICALS - including journals, magazines and newspapers

- Because all issues of a periodical have the same title, the volume, issue and page numbers is vital to identify recording the exact location of an article.
- Titles of periodicals are in italics and keywords have capital letters.
- Publisher details are not required for periodical references.
- For newspapers, use the day and month instead of volume and part number.

Basic format:

Surname and initial(s) of author. Year. Title of article. *Title of the Periodical* volume number(issue or part number): inclusive page numbers.

Examples:

Journal or magazine articles

Buiter, W. H. 2002. Fiscal theory of the price level: a critique. *Economic Journal* 112(4): 459-480.

Newspaper articles

Mills, M. 1966. How books are banned. *Natal Witness* 11 January, p.3, col.2.

Black South African tops Everest. 2003. *Natal Witness* 27 May, p.1.

C) UNPUBLISHED SOURCES – including theses, dissertations, lecture notes, unpublished conference papers, interviews and personal communications

Theses and dissertations, lecture notes, photocopies

- Titles of unpublished sources are **not** italicized.
- A description of the source follows its title.
- Abbreviations may be used for the names of academic degrees, for example, diss. for dissertation; PhD. Etc.
- If it is helpful, add a department or school after the name of the institution.

Basic format:

Surname and initial(s) of the author. Year. Title of the item. Type of item. Place: Institution, Name of Department, Division, Centre, Unit, etc.

Examples:

Stobie, B. S. 1978. The role of the audit report and an assessment of its function in modern corporate reporting. M.Acc. thesis. Pietermaritzburg: University of Natal.

Stobie, B. S. 2002. Notes for Accounting 110. Photocopied handout. Pietermaritzburg: University of Natal, School of Business.

Unpublished conference papers

Include number and name of the conference, where it was held and when.

Example

Nass, C. Why researchers treat on-line journals like real people. Paper presented at the annual meeting of the Council of Science Education, San Antonio, Tex. May 6-9 2000.

Interviews and personal communications such as conversations

- Information about unpublished interviews and personal communications such as conversations and letters may be given in the text only, or entered in the List of works cited.

Basic format:

Surname, initial(s) and status of person interviewed. Year. Details of time, place and interviewer.

Examples:

Ackerman, R. D. Chairman of Pick 'n Pay Holdings Ltd. 1990. Interviewed by the author in Pietermaritzburg, 7th April.

D) GOVERNMENT PUBLICATIONS

Commissions of inquiry and government committees

Chairperson of the commission or committee is the author.

Katz, M. M. 1994. *Commission of Inquiry into certain aspects of the tax structure of South Africa: interim report*. Pretoria: Government Printer.

Reports of government departments

South Africa. Department of Justice. 2002. *Annual report*. Pretoria: Government Printer.

Statutes and acts of parliament (South Africa)

Arranged alphabetically in a separate list.

Basic format:

Name of country. Name of act followed by number and year.

Example:

South Africa. Companies Act 61, 1973.

White papers

South Africa. Department of Environmental Affairs and Tourism. 1996. *White paper: the development and promotion of tourism in South Africa*. Pretoria: Department of Environmental Affairs and Tourism.

E) LAW REPORTS (Cases) (South Africa)

- Arranged alphabetically in a separate list.
- The names of the parties involved are italicized.
- No punctuation is necessary apart from a full stop at the end.

Basic format:

Party v Party Year (Volume number) Abbreviation of country's Law reports page number (Court division).

Example:

Smith v Hughes 1996 (4) SA 340 (O).