



University of KwaZulu-Natal Library

## HARVARD (AUTHOR-DATE) STYLE: ELECTRONIC AND AUDIO-VISUAL MATERIALS

### Referencing guide

This guide is designed to be used in conjunction with the **Author-Date (Harvard) Style: Print sources: Referencing guide**.

**A reference must be provided every time you paraphrase, summarise, quote or copy any information from any source, no matter in what format.**

#### ONLINE FULL-TEXT SOURCES

##### a) Basic format for online journal and newspaper articles

**There are two views about referencing online journal articles, particularly if the articles are in pdf format. One view is to indicate the web address (URL), the other is to leave it out and treat like a print article. Please check with your lecturer for their preference.**

Follow the format of references for books and periodicals etc. in the **Harvard (Author-Date) Style: Print sources: Referencing guide for students** and make the following additions:

- Provide the URL of the item. If the URL is very long, provide the URL of the database provider, or, the DOI number if available
- If the URL does not fit onto one line, it can be broken after a forward slash (/). A full stop is not necessary at the end of the URL (as it affects the URL as an access point)
- Day, month and year, in brackets, on which the source was accessed
- Observe punctuation very carefully.

Note that HTML items often do not have page numbers. Many style guides suggest using 'n.pag' to indicate the lack of pagination or indicating the length of the item e.g 10p. Within the text it is feasible to indicate the number of the paragraph or to allocate page numbers and place them in square brackets. PDF reflects a scanned version of the original so should include original pagination.

##### **Basic format for articles via a direct link to the journal / newspaper**

Follow the format of references for periodicals, newspapers, etc. in the **Author-Date Style: Print sources referencing guide for students** and make the following additions:

- A short form of the URL or a DOI if available
- Day, month and year, in brackets, on which the source was accessed.

##### **Examples**

Chinsembu, K. 2005. My ten years of teaching science in Africa, *Science in Africa*, 45, Nov. Available: <http://www.scienceinafrica.co.za/> [Accessed 15 April 2006].

Bohn H.F., Gunther F., Speck T., Bohn H.F., Speck T., Fink S., & Speck T. (2015). A passionate free climber: Structural development and functional morphology of the adhesive tendrils in *passiflora discophora*, *International Journal of Plant Sciences*, 176, 294-305. Available: <http://www.jstor.org/stable/10.1086/680231> [Accessed 15 April 2016].

Parker, F. 2012. Wikipedia stages blackout to fight anti-piracy bill, *Mail and Guardian Online*, 18 January. Available: <http://www.mg.co.za> [Accessed 18 January 2012].

## b) Electronic and Online books

Follow the details for a print book as far as possible or, author and date, followed by book title and name of publisher or e-book supplier. Add the format after the title. The URL (or DOI, if available) and accessed date is added at the end. If the book is located within an electronic database (see 2<sup>nd</sup> example), add the name of the database (or URL if preferred).

### Examples

Hadland, A. (ed.), 2005. *Changing the fourth estate: Essays on South African journalism*, [Online] HSRC Press. Available: <http://www.hsrcpress.ac.za/product.php?productid=2092&cat=2&page=1> [Accessed 16 January 2012].

Achebe, C. 2006. *Things fall apart*, [Online]. ProQuest LLC. African Writers Series. Available: [http://gateway.proquest.com/openurl?ctx\\_ver=Z39.88-2003&xri:pqil:res\\_ver=0.2&res\\_id=xri:ilcs&rft\\_id=xri:ilcs:ft:aws\\_prose:Z000851092:0](http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&xri:pqil:res_ver=0.2&res_id=xri:ilcs&rft_id=xri:ilcs:ft:aws_prose:Z000851092:0) [Accessed 16 January 2012].

Shipe, W. F. 2000. History of food production and preservation, in: *Ullmann's encyclopedia of industrial chemistry*, [Online]. 7th ed., 2003. Wiley Interscience. Available: [www.mrw.interscience.wiley.com/ueic/](http://www.mrw.interscience.wiley.com/ueic/) [Accessed 3 July 2003].

## c) Freely accessible web sites and pages within sites

Owner of webpage. Year of publication. *Title*, [Online] Available: web address (URL) [Accessed date].

### Examples

Coca Cola. 2011. *Coca Cola creates a sea change*, [Online]. Available: <http://www.cocacola.co.za/NewsReleases.aspx?article=38> [Accessed 22 November 2011].

Union of Concerned Scientists. 2007. *Union of Concerned Scientists*, [Online]. Available: <http://www.ucsusa.org/> [Accessed 17 January 2008].

Union of Concerned Scientists. 2007. *Nuclear power in a warming world: executive summary*, [Online]. Available: [http://www.ucsusa.org/global\\_warming/solutions/nuclearandclimate.html](http://www.ucsusa.org/global_warming/solutions/nuclearandclimate.html) [Accessed 17 January 2008].

United Nations Office for the Coordination of Humanitarian Affairs. 2009. *Climate change: coping with the humanitarian impact*, [Online]. Available: <http://ochaonline.un.org/News/ClimateChange/GrowingVulnerability/tabid/4982/language/en-US/Default.aspx> [Accessed 19 May 2001].

## Social media

University of Cape Town. 2011. *Michelle Obama's visit to UCT inspires young learners*, [Facebook update, June 27]. Available: <https://www.facebook.com/home.php#!/uct.ac.za> [Accessed 8 July 2014].

## d) Other online sources

### Blogs

Author(s) name, initial(s). Year of publication. Title of blog message, *Title of blog*. [Online], date of posting. Available: URL [Accessed date].

### Example

Moodley, R. 2011. Librarians without borders, *LibrarySpace Blog*. [Online]. Weblog post 15 Sept. Available: <http://libwebteam.blogspot.com/search/label/Rani%20Moodley> [Accessed 17 January 2012].

### Personal e-mail

Not included in a List of works cited, only the text. An e-mail address belonging to an individual is included only with the permission of the individual.

### Listserv e-mail lists

Author(s) name, initial(s). Year of publication. Subject of message, *Name of listserv*. [Online]. Date of message. Available: listserv URL [Accessed date].

### Example

Mathers, P. 2006. Computing short courses. *Lis-link*. [Online]. 2 May. Available: [jiscmail@jiscmail.ac.uk](mailto:jiscmail@jiscmail.ac.uk) [Accessed 17 June 2006].

### Youtube

International Rescue Committee. 2007. Bringing water to Pakistan's earthquake-ravaged communities, [Video online]. Available: [http://www.youtube.com/watch?v=qrz\\_wifeazm](http://www.youtube.com/watch?v=qrz_wifeazm) [Accessed 16 August 2007].

## AUDIOVISUAL SOURCES - including microforms, audio- and videocassettes, CDs, DVDs, images etc.

- Follow the format of references for books in the: **Author-date style: Print sources referencing guide for students** and make the following additions:
  - The type of format is given before publication details
  - For online items, provide the URL and indicate the date the item was accessed
  - Indicate the number of parts to the item where appropriate eg number of slides or DVDs.

## Basic format

Author(s)name, Initial(s) (or composer, writer, performer, director, etc). Year of publication. *Title*, Type of format. Place of publication: Name of publisher or recording company. Identifying number (where relevant).

## Examples

### Audiocassettes

Austen, J. 2009. *Emma*, [Audiocassette]. Bath: BBC Audiobooks.

### CD-ROMs

Boxill, B. 1998. Affirmative action, *in*: Craig, E. (ed.), *Routledge encyclopedia of philosophy*, [CD-ROM]. London: Routledge.

### **ClipArt**

As little information is usually available about ClipArt pictures, right click on the image, and choose Preview/Properties in order to obtain the name (often a jpg number) and other details. Provider of image. Date image created. *File* name, [Electronic image]. Date accessed.

### **Example**

Microsoft ClipArt. 2005. *j0459623.jpg*, [Electronic image]. [Accessed 16 April 2001].

### **Film/DVD/Video**

Director name, initial(s). Year of distribution. *Title of Film*, [format] Place of Distribution: Distribution Company. Give the publication medium in square brackets after the title, e.g. [film], [DVD], [video].

### **Examples**

Handel, G. F. 1988. *Messiah*, [DVD]. Batavia: Video Treasures.

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

Spurlock, M. 2005. *Supersize Me: A film of epic proportions*, [Film]. Beverly Hills: Roadside Attractions.

### **Microforms** (microfilms and microfiche)

Stobie, B. S. 1978. *The role of the audit report and an assessment of its function in modern corporate reporting*, [Microfiche]. Unpublished thesis (M. Acc.). Pietermaritzburg: University of Natal. 6 fiche.

### **Photographs and images**

Sycholt, A. Man-made veld fire, with Kamberg Mountain visible in the distance, *in*: Sycholt, A. 2002. *A guide to the Drakensberg*, Cape Town: Struik, p.15. [Photograph].

Wood, N. 2003. *London eye*, [Image online]. Available: <http://www.nickwoodphoto.com/html/ALL-LONDON-EYE/wheel-photos-p4/LE-L-091.html> [Accessed 4 June 2007].

### **Slides**

University of Essex Library. 1975. *The literature of economics*, [Slides]. Colchester: University of Essex. 24 slides.

Some useful, comprehensive, online guides to variations of the Harvard referencing system can be found at:

- Anglia Ruskin University: <http://libweb.anglia.ac.uk/referencing/harvard.htm>
- University of Exeter: [http://education.exeter.ac.uk/dll/studyskills/harvard\\_referencing.htm](http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm)
- University of Limerick: <http://www3.ul.ie/~library/pdf/citeitright.pdf>