WHAT is referencing?

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

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.

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

*Robertson (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:


The bottom line: when you are paraphrasing, summarising, quoting or copying from anywhere, you must acknowledge the source of the information in text and at the end of the assignment.

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

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

Books in multiple volumes

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)

Corporate bodies as authors - companies, institutions, organizations, etc.
Reports and financial statements of companies

B) PERIODICALS - including journals, magazines and newspapers
- Because all issues of a periodical have the same title, the volume, issue and page numbers are vital in order to identify the exact location of an article.
- The details of the article are written down before the details of the journal in which the article appears
- 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

Newspaper articles

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:


Unpublished conference papers
Include number and name of the conference, where it was held and when.
Example:

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.

Example:

Reports of government departments

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:

White papers

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).

JANUARY 2011