

Referencing style guide: Geography

This guide is based on the style of the South African Geographical Journal (SAGJ). The publisher's full guidelines can be found at

http://www.tandf.co.uk/journals/authors/style/reference/ref_RSAG.pdf

WHAT is referencing?

When writing an assignment, it is vital to indicate where all the information you have used came from. This is done by providing details about the sources of information (references) used.

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

1. **Within the text of your answer**, give *brief* details about the sources of information used.

Here is an example of referencing (a direct quote or a summary of information) 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, p. 20)

OR

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

For the **in-text reference**, give the surname of the author of the publication; the year of publication and the page/s on which the information appeared. These details are enclosed in curved brackets.

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

Here is an example of the above reference in a list of works cited:

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

WHY is referencing important?

- to acknowledge the work or words of others and to avoid plagiarism (pretending someone else's ideas are your own)
- to indicate the range of sources you used for an assignment; how up-to-date your sources are; whether you used relevant material and how you have substantiated argument
- to enable others to trace your sources to find further information.

Examples of how citations for different sources should be written in a Reference list

Certain details must be written down and in a particular order. Punctuation is important. The idea is to provide sufficient details about your sources of information so that your reader can identify the source and if needs be, find it. Consistency in presentation is vital and gives a professional finish.

BOOKS

a) A whole book

Details:

Surname/s, initials., Date of publication. (followed by a fullstop) **Title of book**, (underlined or in italics if word processing and followed by a fullstop. **Edition statement.** (followed by a fullstop) **City of publication:** (followed by a colon) **Name of the publisher.** (followed by a full stop)

- The author is the only piece of information that you can have more than one of. Put in ALL authors and in the order in which they appear in the publication
- If there is no author, list by title (not underlined)
- Encyclopedias are listed by their titles only, omit author details.

Example of a book:

Panayotou, J.A., 1993. *Green markets: the economics of sustainable development*. 2nd ed. San Francisco: ICS Press.

b) Chapter in a book where individual chapters are written by different authors:

Put the details about the chapter first and then the details about the book in which the chapter appears:

Details:

Surname, initials., (of author/s of chapter). **Date of publication:** (followed by a fullstop) **Title of chapter.** *In:* followed by **initials and surnames of editors of the book**, (followed by eds and a fullstop) **Title of book** (in italics and followed by a fullstop) **Edition statement.** **City of publication:** (followed by a colon) **Name of the publisher**, (followed by a comma) **Page range for the chapter.** (followed by a fullstop)

Example of a chapter in a book:

Munasinghe, M. and McNeely, J., 1995. Key concepts and technology of sustainable development. *In:* M. Munasinghe and W. Shearer, eds. *Defining and Measuring Sustainability*. Washington: United Nations University, 45-62.

c) Corporate bodies (companies, organizations) as authors

Treat as a book and note the punctuation. Add the report number if it exists.

Example of a book by a corporate author:

CSIR, 2002. *Towards a framework for analyzing the sustainability of human settlements in South Africa*. Pretoria: Council for Scientific and Industrial Research. Report 43/2009.

JOURNAL ARTICLES (includes academic journals, magazines and newspapers)

- Details about the article are given first, and the details about the journal in which the article is published, come second
- The title of the journal, not the article is underlined or in italics if word processing and each word of the journal title is capitalised
- After the title of the journal, put the volume number if there is one and part number if there is one (volume number is always written first) and page range
- Publisher details are never given for a journal reference.

a) Journal article

Details:

Surname/s and initial/s of author/s (followed by a comma) **Date** (followed by a fullstop) **Title of journal article.** (followed by a fullstop). **Title of journal** (in italics if typing, or underlined (followed by a fullstop) **Volume and part number** (part number comes second and is in brackets; followed by a comma) **Page range.**

Example of a journal article:

Wynberg, R., 2002. A decade of biodiversity conservation and use in South Africa: tracking progress from the Rio Earth Summit to the Johannesburg World Summit on Sustainable Development. *South African Journal of Science*, 98 (2), 23 –243.

b) Newspaper article

Details:

As above for a journal article but add in full details of date (day and month). If there is no author use Anon. (for anonymous) or the name of the newspaper or leave blank and begin with Title.

Example of a newspaper article:

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

Natal Witness. 2009. Protests spill into the street. *Natal Witness*, 14 March, p12.

THESES

Details:

Treat more or less as a book and add in the degree type eg Masters, PhD; and the institution where the thesis was done.

Example (published thesis):

Hill, T., 1992. *Contemporary pollen spectra from the Natal Drakensberg and their relation to associated vegetation communities*. Thesis (D. Phil). Rhodes University, Grahamstown.

Example (unpublished thesis):

Agutter, A.J., 1995. The linguistic significance of current British slang. Unpublished thesis. Edinburgh University.

b) Conference paper published in a proceedings (similar to a chapter in a book)

Example of a published conference paper:

Coetser, A., 2002. How far back with name changes? *In: D.R. Rait, ed. 12th International conference of the Names Society of Southern Africa, 17-21 July 2000. Bloemfontein: HSRC, 301-342.*

ELECTRONIC RESOURCES

a) Online web pages, website, e- books

Details

Similar to the format for references for printed books, journals, conference papers etc. as given above.

For websites: Where a piece of named information (not a separate document) within a site is used, give the details of the item then the site. Make the following additions to online items:

- Follow the title with [online]
- The site URL or individual file address in the case of full-text online sources including the access mode identifier such as http where applicable
- Day, month and year (in brackets) on which the source was accessed by yourself.

Examples of online webpages:

Union of Concerned Scientists., 2007. *Nuclear power in a warming world: executive summary* [online]. Camb, Mass: Union of Concerned Scientists. Available from: <http://www.ucsusa.org/globalwarming/solutions/nuclearandclimate.html>. [Accessed 17 January 2008].

De Vos, P., 17 February 2010. Road rage drivers beware. *Constitutionally speaking* [online]. Available from: <http://constitutionallyspeaking.co.za/road-rage-drivers-beware/>. [Accessed 22 July 2011].

b) Online journals

Articles located in formal online academic databases such as Ebscohost, ScienceDirect etc are referenced like articles from printed journals. Journals that are accessed directly online from search engines such as Google should include additional information of [online] designation; URL and accessed date.

If volume and page numbers are not available leave them out.

Example of online journal article:

Chinsembu, K., 2005. My ten years of teaching science in Africa. *Science in Africa*. [online] 45, 13-22. Available from: <http://www.scienceinAfrica.co.za/>. [Accessed 15 April 2006].