This guide reflects the basic style of the American Psychological Association, 6th edition.

WHAT is referencing?
When doing an assignment, details about the sources of information 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). Plagiarism is a serious offence
• 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.

More is preferable to less! The bottom line: when you are paraphrasing, summarising, quoting or copying from anywhere, you must indicate where this information came from.

There are two parts to referencing an assignment:

1. within-text referencing: brief details of sources of information used to acknowledge where a particular piece of information came from, are written within the body of the assignment

2. list of works cited (also called Bibliography, Reference list): full details of sources of information used within the assignment are provided at the end of the assignment.

1. Within the text of the assignment, brief details are given about the sources of information used.
   **Basic format:** (Surname of the author followed by year of publication - and page or paragraph number – when you are providing a direct quote).

   a) Here is an example of in-text referencing of a direct quote:

   “As was inevitable in such circumstances, a whole set of other inequalities were perpetuated by apartheid even if they were not legally enshrined” *(Robertson, 2004, p. 20).*

   b) Here is an example of in-text referencing of summarized information

   *Robertson (2004, p. 6)* indicates that the effects of apartheid on South African society were all encompassing; from employment to education, health and poverty.

   c) Here is an example of in-text referencing of a source within a source:

   *Smith (as cited in Robertson, 2010)* notes that health services needed urgent attention.

   NB Where there are more than 3 authors, provide all authors the first time and thereafter give only the first and then use et al: *(Smith et al., 2010)*

2. The List of works cited or bibliography at the end of the assignment provides full details about all the sources of information used and is written in alphabetical order by surnames. (Where an author is not obvious, use the title).

   Double spacing is used between lines of a reference and lines other than the first are indented

   a) Here is an example of a reference to a book in a list of works cited:

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. Adhere to the punctuation requirements

A) BOOKS - including dictionaries and encyclopedias

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

- Titles of books are in italics with minimum capitalisation.
- If more than one place of publication is given, use the first. Place is always a city not a country
- If more than one publisher is given, choose the first.

Examples:

Book by single author

Books by several authors (up to 7 authors, put them all in, separated by commas)

Books that are edited

No author: begin with the title

Chapters in books 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. Put ‘Ed’ in brackets, short for editor, after his/her name/s. The title of the book is in italics).


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

Entry in a reference book such as an encyclopedia
Similar to a chapter in a book but add edition, volume number and pages after the title of the reference work, before publisher details. If the entry has no author, start with the title.


Reports and financial statements of companies

Conference / symposium papers – published: treat like a chapter in a book. Proceedings that are published regularly can be treated like journal references
Where the proceedings have a title other than the name of the conference, put the title in italics, not the details about the conference / symposium. Add in the full title, date and place of the conference. At the end of the reference put in the pages for the paper. Publication details are provided where applicable.


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 (if they are provided). Volume number is written before the issue/part number (if there is one)
- The details of the article are written down first, the details of the journal in which the article appears come last
- Titles of periodicals are in italics and each proper word starts with a capital letter
- Publisher details are not required for periodical references
- For newspapers, use the day and month instead of volume and part number.

Basic format:
Surname(s), initial(s) of author. Year of publication. Title of article. Title of the journal, volume number, which is also in italics, (issue or part number): inclusive page numbers

Examples:

Journal articles

Magazine articles

Newspaper articles (with and without an author)


C) TECHNICAL REPORTS
Provide the same details as for a book and also provide the report number immediately after the title of the report


D) UNPUBLISHED SOURCES – including theses, lecture notes, interviews and personal communications

(i) Theses and dissertations
- Immediately after the thesis title add format of thesis and degree

Basic format:
Surname(s), initial(s) of the author. Year. Title of thesis Format and degree. Institution

(ii) Lecture notes
After the title of the notes, note the unpublished format of the notes or other format eg ppt, and then course code and institution.


(iii) Conference/meeting/symposia contributions: unpublished
Add month of conference to the year of publication. After the title of the paper describe the situation and give the details of the meeting


(iv) Other unpublished material (includes items submitted for publication, pre-prints eg ERIC database papers). Exclude the name of the journal or publisher
After the title, describe the item ie ‘Unpublished manuscript’; ‘Manuscript in preparation’ etc. and institution


E) 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 Number of act, Year.


White papers

F) 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 Law reports series name followed by starting page number and (Court division).

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