

Referencing

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REFERENCING

MEANING:

Referencing is a standardized way of acknowledging the sources of information and ideas used in the text.

WHY REFERENCING?

- To avoid plagiarism and acknowledge the author of the information;
- To enhance authenticity of the text;
- To allow the reader to identify the source and access it;
- To let the reader know whose ideas have been used.

Important Standard Referencing Styles

Among a variety of standard referencing styles, some of the most popular and important ones are the following:

- APA [American Psychological Association] Reference Style
- Harvard Method
- MLA [Modern Language Association] Referencing System
- Chicago Referencing Style

TERMINOLOGY

CITATION

A citation is a reference to a document. It includes all the bibliographic details required to trace a document/reference.

FOOTNOTES

These are listed at the bottom of the page on which a reference/citation appears in the text. A number is placed in the text in superscript and again at the bottom of the page in front of the footnote. These are used only in case of a small number of references to be used.

BIBLIOGRAPHY

it includes all sources consulted for background reading.

REFERENCE LIST

It includes the books, articles and web pages etc. cited in the text of the document.

COMMON ABBREVIATIONS

And others:	et al.	Revised	rev.
In the same work	ibid	Number	no.
The same	id.	Numbers	nos.
In the work cited	op. cit.	No date	n.d.
Page	p.	Reprinted	rpt.
Pages	pp.	Translated	trans.
Paragraph	para.	Volume	vol.
Editor	ed.	Volumes	vols.
Editors	eds.	Without place	s.l.
Appendix	app.		

SAMPLE PARAGRAPH & REFERENCE LIST

Some scholars have brought out the strong patriarchal structures within the developing societies (Anne, 1998; Burke, 2001 & Gupta, n.d.). However, other researchers have outlined the importance of politico-economic factors over and above patriarchy (Johnson, 2000 & Education Trust, 2002).

Reference List

- Anne, M. (1998). Masculine Cultures. *Journal of American Studies*, 3, (2), 301-312.
- Burke, T. (2001). Negotiating Gender Identities. *Edulink*, 5 (2). Retrieved March 13, 2002, from <http://www.joburg.ac.za/edu./pubs/edulink/773/blake.html>.
- Education Trust. (2002). *Patriarchy and Politics* [Brochure]. Sandton: Eduprint.
- Gupta, M. (n.d.). *Women in a Masculne World*. Sandton: Eduprint.
- Johnson, F. (2000). *Gender in Economic World*. Unpublished doctoral thesis, Rand Afrikaans University: Johannesburg, South Africa.

IN-TEXT REFERENCE

ONE AUTHOR	In reality, we have never seen in it any more than the material and evident expression of an internal and deep rooted fact which is wholly ideal (Aron, 1967) OR Aron (1967) argued that
TWO AUTHORS	Hegel's philosophy culminated the idealist tradition that began with Kant; it held that the essence of reality is Reason (Collins & Makowsky, 1972). OR Collins and Makowsky (1072) observed..... Listing of authors must always be in same order as in publication
THREE TO FIVE AUTHORS	(Burke, Duck & Mills, 2010) (Burke et al., 2010) Cite all authors the first time the reference appears; for all subsequent uses, cite last name of first author followed by 'et al.'

IN-TEXT REFERENCE

SIX OR MORE AUTHORS	Bentley et al. (2007) argue.... OR It was argued that(Bentley et al., 2007).
GROUPS AS AUTHORS (e.g. govt. agencies/organizations)	First citation in text: National Institute of Mental Health (NIMH, 2005). Subsequent citations: NIMH (2005).
SEVERAL WORKS BY SAME AUTHOR	Studies by Smith (2000a, 2000b) indicate that
WHEN THE AUTHOR IS KNOWN	Same as in other in-text referencing Azar and Martin (1999) found that

IN-TEXT REFERENCE

IN-TEXT REFERENCE TO A WEB SITE	To cite an entire Web site, give the site's URL in the text: Rainbow MOO is a virtual space designed especially for teachers and their elementary school students (http://it.uwp.edu/rainbow).
CITING INDIRECT SOURCES	Smith argued that(as cited in Johnson, 2010, p.241)
CLASSICAL WORK	References to classical works such as the Bible and the Qu'ran are cited only in the text. (Aristotle, trans. 1931) OR Bible (King James Version)
PAGE NUMBER	(Butler, 2002, p.79)
ORGANIZATION/ GROUP	American Psychological Association. (1994). Title and Subtitle. Abingdon: Routledge.

REFERENCE LIST

ORDER	Alphabetical letter by letter, by surname of first author followed by initials.
SINGLE AUTHOR	References by same single author are ordered by date, from oldest to the most recent .
SAME AUTHOR SAME DATE	Smith, J. (1998a) Smith, J. (1998b)
TWO AUTHORS WITH SAME NAME	Smith, J. [James]. (1998) Smith, J. [Joe]. (1998)

REFERENCE LIST

NON-PERIODICAL [books, reports, brochures, certain monographs, manuals, audiovisual media]	Author, A.A. (2003). Title of work, Location: Publisher
PART OF A NON-PERIODICAL	Author, A.A. & Author, B.B. (2008). Title of Chapter. In Title of book. Edited by Editor, A., Editor, B. & Editor, C. Location: Publisher
PERIODICAL	Author, A.A., Author, B.B & Author, C.C. (1998). Title of Article. Title of Periodical, xx:xxx-xxxx
A CHAPTER IN A BOOK (NOT EDITED)	Capra, F. (1983). <i>The systems view of life</i> . Chapter 9 in The turning point: science, society and the rising culture. London: Fontana Press

REFERENCE LIST

A BOOK WITH ONLY ONE AUTHOR	Rose, L. (1977). <i>Crime and Punishment</i> . London: Basford
A BOOK BY TWO AUTHORS	Gordon, E.W. & Rourke, A. (1966). <i>Compensatory education for the disadvantaged</i> . New York: College Entrance Examination Board
A BOOK WITH (AN) EDITOR(S)	Driver, E. & Broisen, A. (Editors). (1989). <i>Child sexual Abuse</i> . Basingstoke, UK: Macmillan Education
A BOOK WITH AN INSTITUTION/ ORGANIZATION/ ASSOCIATION AS AUTHOR	RAU (Rand Afrikaans University). (1970). <i>The new university: A practical guideline</i> . Johannesburg: Rand Afrikaans University

REFERENCE LIST

TRANSLATED WORK	Luria, A.R. (1968). <i>The mind of a mnemonist: a little book about a vast memory</i> . Translated from the Russian by Solotaroff, L. New York: Basic Books. (Original work published in 1967)
REVISED EDITIONS	Dyson, G,G,H. (1977). <i>The mechanics of athletics</i> . 7 th edition. New York: Homes and Meier
DICTIONARIES	<i>The concise Macquarie dictionary</i> . (1982). New South Wales: Lane Cove Sadie, S. (Editor). (1980). <i>The new Grove dictionary of music and musicians</i> , 6 th edition. London: Macmillan
ENCYCLOPEDIA	Bergman, P.G. (1993). Relativity. In <i>The new encyclopedia Britannica</i> . (Vol. 26:501-508). Chicago: Encyclopedia Britannica
NEWSPAPER ARTICLE	Lamb, J. (20 October 1970). The perfect plants for lazy gardeners. <i>Weekend Australian</i> , page 3

REFERENCE LIST

JOURNAL ARTICLE IN PRESS	Phillips, E. (in press). The Australian scene. <i>Australian journal of ecology</i> .
ABSTRACT	Phillips, E. (in press). The Australian scene (Abstract). <i>Australian journal of ecology</i> , 3(2):25-29.
PUBLISHED DISSERTATION	Bevins, G.D. (1987). <i>Theory and practice at an Australian university</i> . Doctoral dissertation. Montreal: McGill University.
REVIEW	Kraus, S.J. (1992). Visions of psychology: a videotext of classic studies (Review of the motion picture <i>Discovering Psychology</i>). <i>Contemporary Psychology</i> , 37: 1146-1147.
CONFERENCE PROCEEDINGS, NO AUTHOR OR TITLE	International Microcomputer Conference. (1984). <i>Conference proceedings held at the Western Australian Institute of Technology, Perth, 22-24 May 1984</i> . Conducted by the Department of Computer Studies. Perth: Western Australian Institute of Technology.

REFERENCE LIST

Data Sets	Simmons Market Research Bureau. (2000). Simmons national consumer survey [Data file]. New York, NY: Author.
Blog post	Lincoln, D. S. (2009, January 23). The likeness and sameness of the ones in the middle. [Web log post]. Retrieved from http://www.blogspot.com/lincolnworld/2009/1/23.php
Reprint from Another Source:	Citation in the text: (Newton, 1998/1999). ¶Reference List Citation: Newton, W. (1999). Return to Mars. In C. Mari (Ed.), Space Exploration (pp. 32- 41). New York, NY: H.W. Wilson. (Reprinted from National Geographic, pp. 2-26, August 1998). ¶In this example of a reprinted book review, the author of the book is named first, followed by the editor of the reprinting source, then the reviewer. In your parenthetical citation, it is necessary to name the author of the book, while the reviewer is named to distinguish from other reviews of this book. [APA 6]

REFERENCE LIST

Foot Notes

A number is placed in the text which refers to the footnote at the bottom of the page. The footnote also contains information about the author and the year of publication. The complete reference list is placed at the end of the text in alphabetical order.

When using either type of footnote, insert a number formatted in superscript following almost any punctuation mark. Footnote numbers should not follow dashes (—), and if they appear in a sentence in parentheses, the footnote number should be inserted within the parentheses.

Scientists examined—over several years¹—the fossilized remains of the woolly-wooly yak.² (These have now been transferred to the Chauan Museum.³)

REFERENCE LIST [Electronic sources]

WEB PAGE WITH AUTHOR	Atherton, J. (2005). <i>Behaviour modification</i> . Retrieved from http://www.learningandteaching.info/learning/behaviour_mod.htm
WEB PAGE- NO AUTHOR	<i>Behaviour modification</i> . (2007). Retrieved from http://www.educational-psychologist.org.uk/behaviour.html
WEB PAGE- NO DATE	Society of Clinical Psychology. (n.d.). <i>About clinical psychology</i> . Retrieved from http://www.apa.org/about/division/div12.aspx
WEB PAGE – CORPORATE AUTHOR	Queensland Health. (2009). <i>Sun safety and physical activity</i> . Retrieved from http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/sunSafetyAndPhysicalActivity_ap.asp
IMAGE ON A WEB PAGE	Scarlet fever rash picture (Image) (n.d.). Retrieved from http://www.lib.ulowa.edu/hardin/md/dermatlas/scarletfever.html

REFERENCES

- ✓ American Psychological Association. (2001). Publication Manual of the American Psychological Association (5th ed.). Washington, DC: American Psychological Association
- ✓ APA Referencing. Online guide. Accessed on May 2016 from <http://www.Waikato.ac.nz/library/study/referencing/styles/apa/examples>
- ✓ Chicago Referencing Style. Dublin: UCD Library. Accessed from www.ucd.ie/library. on 27.05.2013
- ✓ Cronje, Me., M., Murdoch, Me., R. & Smit, Me., R. (editor). (2003). Reference Techniques: HARVARD method and APA style
- ✓ Taylor & Francis Standard Reference Style: APA (American Psychological Association), 6th edition (2010). Accessed from <http://www.apastyle.org>