



**VAAAL UNIVERSITY
OF TECHNOLOGY**

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VAAAL UNIVERSITY OF TECHNOLOGY

Harvard Referencing Guide



VUT Library and Information Services

Your Information Partner Of Choice

Vaal University of Technology

Referencing Guide In Harvard style

Revised:

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INTRODUCTION

Carefully read the introductory pages of the manual which provides general instructions and the rules to be followed when referencing/citing sources in the text and bibliography.

The Harvard style is recommended as the standard for all references. The guidelines presented here are in line with the conventions followed by most technical and academic publishers in South Africa (Butcher 1996). This method of reference meets the requirements of numerous professional fields and constitutes an internationally acceptable style. Deviations from it to meet the requirements of professional journals should only be made under the guidance of the promoter/supervisor/study or project leader.

Guidelines and examples are furnished. If source references are provided that are not specifically dealt with, the supervisor/promoter as well as the subject librarians at the Gold Fields Library should be consulted.

It is normal practice for a reference/citation of the source to include the surname of the author, the year in which the work was published and the page or pages in the text of the thesis/dissertation/ project report. An alphabetical list of bibliographical details must be provided at the end of the thesis/dissertation/project reports, to enable the reader to access the actual source of information. Students are required to consult and use the latest/newest sources. It is of essence to apply a consistent method throughout your document.

What is Plagiarism?

Plagiarism means: “to take somebody else’s ideas or words and use them as if they were one’s own” (Oxford Advanced Learner’s Dictionary 1995:880). Another author’s work must always be acknowledged.

When to Reference?

Referencing should be done when you:

- + Quote another person’s exact words
- + Copy any figures, tables or structures, pictures
- + Paraphrase or convert someone else’s ideas into your own words
- + Summarize or give a brief account of another person’s work.

DEFINITIONS

Author is any person or entity responsible for a particular piece of work. This includes editors, compilers, composers, persons interviewed, companies etc.

Bibliography list of sources, arranged in alphabetical order, that have been consulted to compile your assignment, project, etc., but which are not necessarily cited in the written document. Note: In academic writing one usually submits a “Reference list” rather than a “Bibliography”.

Citation a written reference to a specific work or portion of a work.

Citing to mention, quote by way of an example or bring forward as support, illustration, proof or authority.

Copyright a legal right that gives the author of an original work exclusive rights for a certain time period in relation to that work, including its publication, distribution and adaptation.

Corporate author an organisation or group of persons (associations, institutions, companies, etc.) that is identified by a corporate or group name and acts as an entity responsible for a particular body or piece of work, i.e. Vaal University of Technology (DUT).

Direct quotation a phrase or paragraph or part of the original text which has been repeated in exactly the same way as the original piece of work.

In-text referencing is the insertion of brief references, in the appropriate places in the text, to sources that are being cited in ones work.

Journal, serials or periodicals sources which are published periodically, i.e. weekly, monthly, yearly, etc. Examples are newspapers, magazines, academic journal, and yearbooks.

Online database collection of information arranged in a systematic way to make the search easy and fast. The University subscribes to different databases such as EBSCOhost, ProQuest, Sabinet, etc., in order to meet research requirements.

Published source any information source, whether in print or electronic format, that is made available to the public.

Unpublished source any information source that has not been published, most of the reports, lecture notes, study guides and pamphlets fall on this category.

Reference list an alphabetical list (by author’s surname or corporate author) of books, articles, websites or any other sources, that have been consulted during the writing of your assignments, projects, research papers, dissertation, thesis, etc.

Source a person or group, a book, an article, a thesis, journal or any other work that provides information.

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SOURCE REFERENCING RULES

- + Editions are only noted from the 2nd edition onwards.
- + If there is one to two authors, all authors have to be cited and should be listed in the order that they appear.
- + If there are more than two authors, use the surname of the first author, followed by '*et al.*' in your in text referencing which means 'and others' but list them in your bibliographic list.
- + Where the author is unknown, the title of the work. could be used, followed by the date of publication.
- + Every effort should be made to establish the authorship if you intend to use your work in an academic submission.
- + Secondary referencing is used in a book or journal article where the author cites facts or information cited in research done by someone else. This is regarded as a secondary source as the researcher has not consulted the original source; however, every attempt should be made to cite from the original/primary source.
- + For an unpublished material the title is not to be written *italics* or underlined if one has hand written it.
- + The use of direct quotations “ ” is discouraged unless you have taken the exact words of an author.
- + The bibliographic list at the end of your document need to be strictly alphabetical (the example is provided at end of this document).
- + Consistency is the most vital element of referencing.

ABBREVIATIONS

Terms	Abbreviations
Appendix	app.
Chapter	chap.
Column	col.
Compiler	comp.
Compilers	comp(s).
Edition	ed.
Editions	ed(s).
Editor	ed.
Editors	ed(s).
First edition, second edition, etc.	1 st ed., 2 nd ed., etc.
No date	n.d.
No place, no publisher, no page	n.p.
Number	no.
Page	p.
Paragraph	par.
Part	pt.
Revised	rev.
Revised edition	rev. ed.
Supplement	suppl.
Translated/translator	transl.
Volume	vol.
Volumes	Vol(s).

1. BOOKS & OTHER PRINTED MATERIALS

1.1 Single author

Format:	In-text format	Reference list format
	Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's surname, Initial/s. Year of publication. <i>Title: subtitle</i> . Edition. Place of publication: Publisher. or E-book: Author's Surname, Initial/s. Year of publication. <i>Title</i> (Format). Place of publication: Publisher. Available: website address (Accessed date).
Examples:	"It was anciently believed that a baby born with teeth already formed would 'bite the world' and was made for villainy" (Rose 1977:70). or Rose (1977:70) remarked that in ancient times it was believed...	Rose, L. 1977. <i>Crime and punishment</i> . London: Batsford. or E-book: Rose, L. <i>Crime and punishment</i> (Online). London: Batsford. Available: http://www.aids.org/immunet/atn.nsf/page/ZQX17901.html (Accessed 06 June 2017)

1.2 Two authors

Format:	In-text format	Reference list format
	Surname and Surname (year of publication: page number/s) or (Surname and Surname Year of publication: page number/s)	Author's Surname, Initial/s. and Author's Surname, Initial/s. Year of publication. <i>Title: subtitle</i> . Edition. Place of publication: Publisher.
Examples:	According to Swart and Venter (1989:4) statistics show the opposite to be true. or Statistics show the opposite to be true (Swart & Venter 1989:4).	Swart, E.K. and Venter, B. 1967. <i>The intensive therapy unit and the nurse</i> . London: Faber & Faber.

1.3 More than two authors

Format:	In-text format Surname <i>et al.</i> (year of publication: page number/s) or (Surname Year of publication: page number/s)	Reference list format Author's Surname, Initial/s. and Author's Surname, Initial/s. Year of publication. <i>Title: subtitle</i> . Edition. Place of publication: Publisher.
Examples:	According to Meyer <i>et al.</i> (1973:74) photosynthesis is... or Photosynthesis is... (Meyer <i>et al.</i> 1973:74)	Meyer, B.S. Anderson, D.P. Bohning, R.H. and Fratanna, D.G. 1973. <i>Introduction to plant physiology</i> . New York: Van Nostrand.

1.4 Editor

Format:	In-text format Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Reference list format Editor's Surname, Initial/s. ed./s Year of publication. <i>Title: subtitle</i> . Edition. Place of publication: Publisher.
Examples:	Boyes (2010:37) describes an orifice plate as a thin steel plate with a circular orifice of known dimensions located centrally in the plate.	Boyes, W. ed. 2010. <i>Instrumentation reference book</i> . 4th ed. Amsterdam: Elsevier.

1.5 Author/ Editor unknown

Note: <i>This will apply to most dictionaries and encyclopedias.</i>		
Format:	In-text Title (year of publication: page number/s) or (Title Year of publication: page number/s)	Reference list <i>Title: subtitle.</i> Year of Publication. Edition. Place of publication: Publisher.
Examples:	According to Communication in practice. (1990:43)... or Humans have five senses (Communication in practice 1990:43).	Communication in practice. 1990. 2 nd ed. Johannesburg: Perscor.

1.6 Books without publication date

Format:	In-text format Surname (n.d.: page number/s) or (Surname n.d.: page number/s)	Reference list format Author's Surname, Initial/s. n.d. <i>Title: subtitle.</i> Edition. Place of publication: Publisher.
Examples:	Human resources have reached new heights (Grobler n.d.: 34).	Grobler, P. A. n.d. <i>Human resources management in South Africa: a new perspective.</i> 4th ed. Johannesburg: McGraw-Hill.

1.7 Chapter in a book

Format:	In-text format Surname (year of publication: page number/s) or (Surname year of publication: page number/s)	Reference list format Author's Surname, Initial/s. Year of publication. Chapter title: subtitle. In: Surname, Initial/s. ed. <i>Title of book: subtitle</i> . Place of publication: Publisher, page numbers.
Examples:	Massimo (1970:57-66)...	Massimo, J.L. 1970. Psychology and the gymnast. In George, G., ed. The magic of gymnastics. Santa Monica, Calif.: Sundby Publications. 31-33.

1.8 Corporate author

Note: <i>This will apply to most dictionaries and encyclopedias.</i>		
Format	In-text format (Name of corporate author Year of publication: page number/s) or Name of corporate author (year of publication: page number/s)	Reference list format Name of corporate author. Year of publication. Title: subtitle. Edition. Place of publication: Publisher.
Examples	According to Vaal University of Technology (2003:33)...	Vaal University of Technology. 2003. Disciplinary Code and Grievance Policy: Internal document.

1.9 Secondary author

Format:	In-text format	Reference list format
	Surname (as quoted/cited by Surname year of publication: page number/s) or (Surname as quoted/cited by Surname year of publication: page number/s)	Author's Surname, Initial/s. Year of publication. <i>Title: subtitle</i> . Place of publication: Publisher.
Example:	Butterfield (as quoted by Johnson and Medinnus 1974:133) found that...	Johnson, R.C. & Medinnus, G.R. 1974. <i>Child psychology: behavior and development</i> . 3rd ed. New York: Wiley.

1.10 Reports

Format:	In-text format	Reference list format
	(Surname / Organisation Year of publication: page number/s) or Surname / Organisation (year of publication: page number/s)	Author's Surname, Initial/s / Organisation. Year. <i>Title of report</i> . Place of Publication: Publisher.
Examples:	The World development report 2009: reshaping economic geography (2009: 97) highlighted that divisions are not synonymous with borders.	World Bank. 2009. <i>World development report 2009: reshaping economic geography</i> . Washington, D.C: World Bank.

1.11 Study guides/ Lecturer notes

Format:	In-text format Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Reference list format Lecturer's Surname, Initial/s. Year. Title (format). Title of the Course (course code). Name of issuing body, date received.
Example:	In-text citation example: Mokoena (2015: 5) stated that the financial constraints are hampering ... or "The learner needs to show evidence ..." (Mokoena 2016: 6).	Reference list example: Mokoena, P. 2017. Building digital collections (lecture notes). Marketing 01 (MT123). Department of Marketing, Vaal University of Technology, 03 February 2017. OR study guide Mokoena, P. 2017. Study guide 2016. Foundational Concepts in Psychology (MT123). Department of Marketing, Vaal University of Technology, 15 February 2017.

1.12 Standards

Format:	In-text format (Corporate author Year of publication: page number/s) or Corporate author (year of publication: page number/s)	Reference list format Corporate author. Year of publication. <i>Title</i> , number. Place of publication: Publisher. or E-Standard Corporate author. Year of publication. <i>Title</i> (Format), number. Place of publication: Publisher. Available: website address (Accessed date).
Examples:	SANS 60335-2-15 (South African National Standards, 2009:23, para. 10) states...	South African National Standards. 2008. <i>Household and similar electrical appliances - safety: part 2-15: particular requirements for appliances for heating liquids</i> . SANS 60335-2-15:2009. Pretoria: SANS.

1.13 Theses/Dissertations

Format:	In-text format Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Reference list format Author's Surname, Initial/s. Year. Title. Degree, Name of institution. Or E-Theses Author's Surname, Initial/s. Year. Title. Degree, Name of institution. Available: website address (Accessed date).
Examples:	Du Plessis (1986:5) researched the...	Du Plessis, J. 1986. <i>Stability of emulsions in parenthetical nutritional mixtures</i> . M.Sc. Dissertation. Potchefstroom: PU for CHE. OR Marais, P.J.J.G. 1998. <i>The filter furnace as an alternative atomizer for electrothermal atomic absorption spectrometry</i> . D.Tech. Technikon Pretoria.

2. MEDIA

2.1 Videos

Format:	In-text format	Reference list format
	Film title (year of production) or (Film title year of production)	<i>Title of Film</i> (format). Year of production. Directed by Director's name, Place of production: Production company.
Examples:	Management of change in organisations (1997) in the 21 st century organisations are...	<i>Management for change in organisations</i> (Video). 1997. Directed by Charlton, C.L. Johannesburg: Vidcom Educational.

2.2 Online videos (i.e. YouTube videos)

Format:	In-text format	Reference list format
	Surname (year of publication) or (Surname Year of publication)	Presenter name. Date of posting (dd/mm/yyyy). <i>Video Title</i> , Series Title (if relevant) (format). Available: website address (Accessed date).
Examples:	Sommerfeldt (2014) in the 21 st century organisations are...	Sommerfeldt, H. 14/03/2014. <i>Change management</i> (Video online). Available: https://www.youtube.com/watch?v=QWORFliXn0 (18 May 2017).

2.3 Radio/TV programmes

Format:	In-text format	Reference list format
	(Programme title year of production) or Programme title (year of production)	Channel. Year of broadcast. <i>Title of programme</i> (Format). Day and month of broadcast.
Examples:	Good hacker take from the rich and give to the poor (Generations: the legacy 2017).	SABC 1. 2017. <i>Generations: the legacy</i> (TV programme). 15 May.

2.4 Newspapers

Format:	In-text format Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Reference list format Author's Surname, Initials. Year of publication. Article title. <i>Title of Newspaper</i> , Date of newspaper: page numbers. OR Online newspaper: Author's Surname, Initial/s. Year of publication. Article title. <i>Title of Newspaper</i> (Format), Date of newspaper: page number/s. Available: website address (Accessed date).
Examples:	Begley (2012: 11) reports that full-genome sequencing could help decide ...	Begley, S. 2012. Genomes: the future has arrived: a new DNA reader is set to bring genetics into everyday medicine – but how many advantages will this in fact bring? <i>The Witness</i> , 23 January: 11. or Markoff, J.J. 1996. Voluntary rules proposed to help insure privacy for Internet users. <i>New York times</i> . (Online). June 5. Available at: http://www.nytimes.com/library/cyber/week/y05dat.html (Accessed: 05 June 1996).

3. JOURNALS

3.1 Journal Article

Format:	In-text format Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Reference list format Author's Surname, Initial/s. Year of Publication. Article title: subtitle. <i>Journal title</i> , volume number(part/issue number): page number/s. OR Online article: Author's Surname, Initials. Year of publication. Title of article. <i>Journal title</i> (format), volume number(issue number): pages. Available: website address (Accessed date).
Examples:	According to Rabow (1995:54) Drinking among college students is on the...	Rabow, J. 1995. Drinking among college students. <i>Journal of Alcohol and Drug Education</i> , 40(3):52-64. OR Online article: Ibiyemi, A. O., Adenuga, A. O., and Odusami, K. T. 2009. Comparative analysis of traditional procurement methods in Lagos, Nigeria. <i>Journal of construction</i> (online), 2(2): 26. Available: http://www.asocsa.org/JOC2009Vol2No2content.pdf (Accessed 10 December 2009).

3.2 Journal article without an author

Format:	In-text format (year of publication: page number/s)	Reference list format Article title: subtitle. Year of publication. <i>Journal Title</i> , volume number (issue number): page number/s.
Examples:	“Today the doctor still prescribes medicine, but the mortar and pestle of the pharmacist gather dust” (1978:3).	Must pharmacists only count tablets? 1978. <i>South African Medical Journal</i> , 53(1):3.

3.3 Journal article without a volume/ number

Format:	In-text format	Reference list format
	Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year of Publication. Article title: subtitle. <i>Journal title</i> : page numbers.
Examples:	"The drinking problem in Scotland has always been relatively more serious than in England" (Glatt 1980:135).	Glatt, M.M. 1980. Recent books on the abuse of alcohol and alcoholism. <i>British Book News</i> : 133-137.

3.4 Journal supplement issue

Format:	In-text format	Reference list format
	Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Author's Surname, Initial/s. Year of Publication. Article title: subtitle. <i>Journal title</i> , volume number(Suppl.): page number/s.
Examples:	According to Rabow (1995:54) Drinking among college students is on the...	Rabow, J. 1995. Drinking among college students. <i>Journal of Alcohol and Drug Education</i> , 40(Suppl.):52-64.

4. LAWS/ACTS & GAZETTES

4.1 Laws/acts

Format:	In-text format Country (year of publication: page number/s) or (Country Year of publication: page number/s)	Reference list format Name of Country. Year. <i>Title of Act</i> . Place of publication: Publisher. OR Online act: Country. Year. <i>Title of Act</i> (format). Place of publication: Publisher. Available: website address (Accessed date).
Examples:	South Africa (1982:92) The Atomic Corporation was established in terms of the Atomic Energy Act. or The Atomic Corporation was established in terms of the Atomic Energy Act (South Africa 1982:92).	South Africa. 1982. <i>Atomic Energy Act, No. 92 of 1982</i> . Pretoria: Government Printer.

4.2 Gazettes

Format:	In-text format Country (year of publication: page number/s) or (Country Year of publication: page number/s)	Reference list format Name of Country. Year of publication. <i>Title</i> . Government Gazette number: Day Month. OR Online gazette: Name of Country. Year of publication. <i>Title</i> (format). Government Gazette number: Day Month. Available: website address (Accessed date).
Examples:	The requirement in this case is that the license be withdrawn (South Africa 1977:149).	South Africa. 1977. <i>The duty of the court to pass judgement on the suspension or revocation of a driver's license (Proclamation No. R. 327, 1977)</i> . Government Gazette number 5804: 18 November.

5. INTERNET SOURCES

5.1 Internet source with author

Note: *In the absence of a page number, paragraph and line number should be used.*

Format:	In-text format Surname (year of publication: page number/s) or (Surname Year of publication: page number/s)	Reference list format Author's Surname, Initial/s. Year of publication. <i>Title</i> (format). Available: website address (Accessed date).
Example:	According to Memani (2017: para. 4 line. 1) Ms Khumalo also promotes the world arts among...	Memani, Q. 2017. <i>VUT established art curator making waves offshore</i> (Online). Vaal University of Technology. Available at: http://www.vut.ac.za/vut-established-art-curator-making-waves-offshore (Accessed: 18 May 2017).

5.2 Internet source without author

Note: *Items that have no author or date should be evaluated to determine their authenticity or suitability for academic purposes.*

Format:	In-text Title (year of publication: page number/s) or (Title year of publication: page number/s)	Reference list <i>Title</i> (format). Year of publication. Available: website address (Accessed date).
Example:	In reference to VUT established art curator making waves offshore (2017: para. 4 line 1) Ms Khumalo also promotes the world arts among...	<i>VUT established art curator making waves offshore</i> (Online). 2017. Vaal University of Technology. Available at: http://www.vut.ac.za/vut-established-art-curator-making-waves-offshore (Accessed: 18 May 2017).

5.3 Internet source without a date

Note: Items that have no author or date should be evaluated to determine their authenticity or suitability for academic purposes.

Format	In-text format	Reference list format
	Surname (n.d.: page number) or (Surname n.d.: page number)	Author's Surname, Initial/s. n.d. <i>Title</i> . Available: website address (Accessed date).
Example	According to Memani (n.d.: para. 4 line. 1) Ms Khumalo also promotes the world arts among...	Memani, Q. n.d. <i>VUT established art curator making waves offshore</i> (Online). Vaal University of Technology. Available at: http://www.vut.ac.za/vut-established-art-curator-making-waves-offshore (Accessed: 18 May 2017).

5.4 E-mails

Format:	In-text format	Reference list format
	Title/subject of the email (year of publication: page number/s) or (Title/ subject of the email year of publication: page number/s)	Sender. (sender's E-mail address). Year. Title/heading/subject of the message. E-mail received: Date e-mail received.
Example:	The statistics of the PU and RAU libraries... (Swanepoel 1996).	Swanepoel, C.B. (cbs@info.rau.ac.za). 1996. Discussion of library statistics. E-mail received: 30 July 1996.

5.5 Social networks (Facebook, Twitter, etc.)

Format:	In-text format	Reference list format
	Surname (year of post) or (Surname Year of post)	Author's Surname, Initial/s. Date of posting (dd/mm/yyyy). <i>Name of the social website</i> . Available: web address (Accessed date).
Examples:	According to Grace (2017) Broken trust is like a melted chocolate.	Grace, L. 17/05/2017 Facebook. Available: https://www.facebook.com/lungile.grace.71 (18 May 2017).

6. LETTERS AND INTERVIEWS

6.1 Interviews

Format:	In-text format Surname (Year) or (Surname Year)	Reference list format Name of person interviewed. Year. Name of organisation or area a person is from (if available). Title or nature of interview. its scope (where applicable): Date and month of the interview
Examples:	According to Van der Merwe (1979), mampoer was already being distilled in the Marico area as early as 1841.	Bailes, N. 1998. Interview by Mr Nigel Bailes, Sales Manager, Barcode Systems Africa: 20 October.

6.2 Letter

Format:	In-text format Surname (Year) Or (Surname Year)	Reference list format Name of writer. Year. Name of person a letter is to/ his position. Place to: date and month of the letter.
Example:	Viljoen (1953) expressed his utter dissatisfaction about this.	Viljoen, C.S. 1953. Letter to the Town Clerk of Potchefstroom, 1 June. Pretoria (Original copy in records of Town Council of Potchefstroom).

Sources Consulted To Compile This Guide

Botha, T. Cosijn, E. Fouri, I. and Penzhorn, C. 2014. *Navigating information literacy: your information society survival toolkit*. 3rd ed. Cape Town: Pearson Education.

Grimsley, E. 2011. Referencing guide. University of Free State.

Neerpath, S. Thomas, D. Naidoo, S. and Mitha, S. (comps). 2013. Referencing guide. Durban University of Technology.

de Jager, K. and Steele, D. (comps). 2015. Harvard UCT: handbook on citations. University of Cape Town.

Matozdi, T.A. 2013. Referencing guide. University of Venda.

Smit, R. 2017. Referencing techniques. The Library of the University of Johannesburg.

Example of a Bibliographic List

Bailes, N. 1998. Interview by Mr Nigel Bailes, Sales Manager, Barcode Systems Africa: 20 October.

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Glatt, M.M. 1980. Recent books on the abuse of alcohol and alcoholism. *British Book News*: 133-137.

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