REFERENCE TECHNIQUES:

HARVARD method and APA style

Me. M. Cronjé
Me. N. Murdoch
Me. R. Smit (editor)

Enquiries:
Me. R. Smit
Tel: (011) 489-2651
E-mail: rsmi@bib.rau.ac.za

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Introduction

What is referencing? It is a way to demonstrate that you have extended your learning.

Three reasons for referencing:

- To let the reader know whose ideas you are using
- To enable your reader to check your information
- To provide information for your reader.

TERMINOLOGY:

A **citation** is a reference to a document. It should include all the bibliographic details needed to trace the document.

Footnotes are listed at the bottom of the page on which a reference or citation occurs in the text. A number is placed in the text to indicate the cited work and again at the bottom of the page in front of the footnote. Footnotes are used when only a small number of references need to be made.

A **reference list** is the list of citations (material cited) in a written work. It shows the authority on which you base statements in the text, shows how well acquainted (how widely read) you are with the subject, and is a starting point for anyone else wanting to find out about the subject.

A **bibliography** is a list of documents (books, articles, papers) read for a specific essay or assignment. All these references are not necessarily included in the list of references.

Tips on writing and referencing

Collecting information:

- Broad and deep research is the essential basis of an essay

Using the Internet:

- Use the internet – but with care and discrimination.
- Always state the date you visited the site.
- Where possible, identify the author.

Writing:

- A well thought-out structure is at the heart of every good essay.
- You do need a solid introduction.
- You need a tight, powerful conclusion that is the logical consequence of everything that has gone before.
- You need to organise your material so that it flows from one area, sub-section or argument to the next in a logical order.
- Keep checking that you are remaining on track throughout the essay, don't wander off the subject.
- A good student not only has good ideas to write about, but also can write about them well.
- Do not use superfluous words, phrases or sentences.
- Construct your sentences carefully.

General tips:

- Don't cheat. Plagiarism – using other people's words and ideas without acknowledging where you got them from – is regarded as an enormous sin. Make sure your references are perfect.
- Try a fresh, original approach.
- Argue your case with your own point of view. Try to avoid formulas, clichés, and the obvious approaches.
- Illustrate your points with up-to-date examples.
- Don't fill and essay with irrelevant historical detail.
- Check spelling and punctuation.
- Ensure your essay is the required length.
- Bring your subject to *life*!

Commonly used abbreviations

Appendix	-	app.
Chapter	-	ch.
Column	-	col.
Columns	-	cols.
Editor	-	ed.
Editors	-	eds.
Edition	-	edn.
Editions	-	edns.
Number	-	no.
Numbers	-	nos.
No date	-	n.d.
No place, no publisher, no page	-	n.p.
Page	-	p.
Pages	-	pp.
Paragraph	-	para.
Revised	-	rev.
Reprinted	-	rpt.
Supplement	-	Suppl.
Technical Report	-	Tech. Rep.
Translated, translator	-	trans.
Volume	-	vol.
Volumes	-	vols.
Written	-	writ.

Latin abbreviations

And others	-	et al.	(et alii)

Used where there are too many authors to list

In the same work	-	ibid.	(ibidem)

Signifies the same work as the one cited immediately before, but a different page

The same	-	id.	(idem)

The item cited is by the author of the item cited immediately before

In the work cited	-	op. cit.	(opere citato)

Refers the reader back to the author's previously cited work, but to a different page

Without place	-	s.l.	(sine loco)

Sample paragraph and reference list: Harvard method[1]

Many researchers have investigated the use of technology in Higher Education (Blake, 1998; Davis, 1987:45; Johnson, n.d.; Tyson, Burke & Jacobs, 1994). According to Blake (1998:234; 1999a; 1999b:4), new technologies such as CD-ROMs, the Internet, and mobile technologies hold great promise for the future of education, but other researchers (Johnson, n.d.; Education Trust, 2000) caution that the use of technology in educational settings should be studied in greater depth to evaluate its effectiveness. A longitudinal study by Tyson et al. (1994) showed that technology can enrich education, if used by a skilled teacher.

The Internet offers some useful resources on this topic, including Johannesburg University's EdTech (http://www.joburg.ac.za/EdTech/), which provides information relevant to the South African context. Other resources include brochures by the Education Trust (e.g. 1999), and a toolkit on using technology in the classroom by Mellers (1998).

Reference list

Blake, N. (1998). Using the web in undergraduate education. *Journal of Educational Computing,* 5(2):234:251.

Blake, N. (1999a). The promise of mobile technologies for education. *Edulink,* 3(2). Available from http://www.joburg.ac.za/edtech/pubs/edulink/992/blake.html. (Accessed 8 February 2001).

Blake, N. (1999b). *Higher Education in the 21st century.* New York: University Press.

Davis, K. (1987). *Computer-based training for accountants.* Unpublished doctoral thesis. Rand Afrikaans University: Johannesburg, South Africa.

Education Trust. (1999). *Using videos in your classroom (Brochure).* Sandton: Eduprint.

Education Trust. (2000). *Issues in the use of educational technologies: Report to the Executive Committee.* (Available from Landry, S. Education Trust, 501 Grayston Drive, Sandton, South Africa).

Johnson, L. (n.d.). *Will technology save the education system?* Available from http://www.netscape.com/users/johnl/save.html. (Accessed 16 January 2000).

Mellers, A. (1998). *Transform your classroom with technology* (CD). Sacramento:Crunch Pod Media.

Tyson, T., Burke, R.L. & Jacobs, G.M. (1994). *Preliminary findings regarding the use of computers in secondary schools.* Paper presented at the meeting of the South African Association for Teachers: Bloemfontein, South Africa.

[1] Please note that all the sources used in this example are completely fictional, and were only created to illustrate the different reference techniques discussed in this publication.

Sample paragraph and reference list: APA style[2]

Many researchers have investigated the use of technology in Higher Education (Blake, 1998; Davis, 1987; Johnson, n.d.; Tyson, Burke & Jacobs, 1994). According to Blake (1998; 1999a; 1999b), new technologies such as CD-ROMs, the Internet, and mobile technologies hold great promise for the future of education, but other researchers (Johnson, n.d.; Education Trust, 2000) caution that the use of technology in educational settings should be studied in greater depth to evaluate its effectiveness. A longitudinal study by Tyson et al. (1994) showed that technology can enrich education, if used by a skilled teacher.

The Internet offers some useful resources on this topic, including Johannesburg University's EdTech (http://www.joburg.ac.za/EdTech/), which provides information relevant to the South African context. Other resources include brochures by the Education Trust (e.g. 1999), and a toolkit on using technology in the classroom by Mellers (1998).

Reference list

Blake, N. (1998). Using the web in undergraduate education. *Journal of Educational Computing, 5*, (2), 234-251.

Blake, N. (1999a). The promise of mobile technologies for education. *Edulink*, *3* (2). Retrieved February 8, 2001, from http://www.joburg.ac.za/edtech/pubs/edulink/992/blake.html.

Blake, N. (1999b). *Higher Education in the 21st Century*. New York: University Press.

Davis, K. (1987). *Computer-based training for accountants*. Unpublished doctoral thesis, Rand Afrikaans University, Johannesburg, South Africa.

Education Trust. (1999). *Using videos in your classroom* [Brochure]. Sandton: Eduprint.

Education Trust. (2000). *Issues in the use of educational technologies*: *Report to the Executive Committee*. (Available from S. Landry, Education Trust, 501 Grayston Drive, Sandton, South Africa).

Johnson, L. (n.d.). *Will technology save the education system?* Retrieved January 16, 2000, from http://www.netscape.com/users/johnl/save.html

Mellers, A. (1998). Transform your classroom with technology [CD]. Sacramento:Crunch Pod Media.

Tyson, T., Burke, R.L., & Jacobs, G.M. (1994, May). *Preliminary findings regarding the use of computers in secondary schools*. Paper presented at the meeting of the South African Association of Teachers, Bloemfontein, South Africa.

[2] Please note that all the sources used in this example are completely fictional, and were only created to illustrate the different reference techniques discussed in this publication.

HARVARD method

Basic in-text referencing	
In-text reference where the author of the source is known	Simply use whatever you used as author in the reference, as well as the year of publication. Always insert the page number where possible. …the result of this is a "technical super identity" (Erikson, 1967:20). Azar and Martin (1999) found that… (As part of the sentence) …thus Cox (1966:52) refers to the modern urbanite as…
In-text reference to more than one source	In-text reference to more than one author should be ordered alphabetically. More recent studies (Bartlett, 1992; James, 1998) show that… The researchers (Bartlett, 1992:54; Brown, 1876:56; James, 1998:45) refer to…
General forms for reference lists	
Non-periodical	Author, A.A. (1994). *Title of work*. Location: Publisher. Non-periodicals include items published separately: books, reports, brochures, certain monographs, manuals, and audiovisual media.
Part of a Non-periodical	Author, A.A. & Author, B.B. (1994). 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. (1994). Title of article. *Title of periodical*, xx:xxx-xxxx. Periodicals include items published on a regular basis: journals, magazines, scholarly newsletters, etc.
Online periodical	Author, A.A., Author, B.B. & Author, C.C. (2000). Title of article. *Title of periodical,* xx:xxx-xxxx. Available from: web address (Accessed day Month year).
Online document	Author, A.A. (2000). *Title of work*. Available from: web address (Accessed day Month year).
Referencing other sources	
A book with only one author	Rose, L. (1977). *Crime and Punishment*. London: Batsford.
A book by two authors	Gordon, E.W. & Rourke, A. (1966). *Compensatory education for the disadvantaged*. New York: College Entrance Examination Board. When quoting a book with more than 1 author in the text, use the word 'and' between the names; if the reference is in parentheses, use '&'. In order to avoid possible communication problems all procedures should be explained to the patient (Gardner & Sheldon, 1967:40)…. Gardner and Sheldon (1967:40) examine the problem…

APA style

Basic in-text referencing	
In-text reference where the author of the source is known	Simply use whatever you used as author in the reference, as well as the year of publication. Only insert the page number when using a direct quote. Do not include suffixes such as *Jr.* …the result of this is a "technical super identity" (Erikson, 1967, 20). Azar and Martin (1999) found that… (As part of the sentence) …thus Cox (1966, p.52) refers to the modern urbanite as…
In-text reference to more than one source	In-text reference to more than one author should be ordered alphabetically. More recent studies (Bartlett, 1992; James, 1998) show that… The researchers (Bartlett, 1992, p.54; Brown, 1876, p. 45; James, 1998, p. 45) refer to…
General forms for reference lists	
Non-periodical	Author, A. A. (1994). *Title of work*. Location: Publisher. Nonperiodicals include items published separately: books, reports, brochures, certain monographs, manuals, and audiovisual media.
Part of a Non-periodical	Author, A. A., Author, B. B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxxx). Location: Publisher.
Periodical	Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical, xx*, xxx-xxxx. Periodicals include items published on a regular basis: journals, magazines, scholarly newsletters, etc.
Online periodical	Author, A. A., Author, B. B., Author, C. C. (2000). Title of article. *Title of Periodical, xx*, xxx-xxxx. Retrieved Month day, year, from web address
Online document	Author, A. A. (2000). *Title of work*. Retrieved Month day, year, from web address
Referencing other sources	
A book with only one author	Rose, L. (1977). *Crime and Punishment*. London: Batsford.
A book by two authors	Gordon, E.W. & Rourke, A. (1966*). Compensatory education for the disadvantaged*. New York: College Entrance Examination Board. When quoting a book with two authors in the text, use the word 'and' between the names; if the reference is in parentheses, use '&'. In order to avoid possible communication problems all procedures should be explained to the patient (Gardner & Sheldon, 1967, p.40)… Gardner and Sheldon (1967, p.40) examine the problem…

HARVARD method

A book by three or more authors	Meyer, B.S., Anderson, D.P., Bohning, R.H. & Fratanna, D.G., Jr. (1973). *Introduction to plant physiology*. New York: Van Nostrand. In referring to a work by three or more authors all the relevant names have to be furnished in the **first** reference to the work: …the traditionalist personality (Riesman, Denney & Glazer, 1968:40) restrains him from doing… In **later** references to this work only the first author's name is stated, and the abbreviation 'et al.' is used: …due to his "other-directness" modern Western man in a sense is at home everywhere and yet nowhere (Riesman, et al. 1968:40)
Reference to more than one publication of the same author in the same year	Johnson (1994a:48) discussed the subject… In his later works (Johnson, 1994b:56) he argued… Johnson, P.D. (1994a). *Pedagogy*. London: Routledge. Johnson, P.D. (1994b). *Advanced Pedagogy*. London: Routledge.
Different authors with the same surname	When you refer to publications by different authors with the same surname, use their initials in the reference: According to B. Smith (1989) and F. Smith (1997), ….
A book with an institution, organisation or association as author	Where reference is made to the work by a body (institution, organisation, association, etc.) where no specific author is responsible for the work, the official name of the body is used as author. You can also use the name of the body as part of the sentence. …it had long been evident that the intellectual potential of the Afrikaners on the Witwatersrand was underutilised (Rand Afrikaans University, 1976:48)… …thus the Rand Afrikaans University (1963:30) concluded that… RAU (Rand Afrikaans University). (1970). *The new university: A practical guideline.* Johannesburg: Rand Afrikaans University.
A book with (an) editor(s)	Driver, E. & Broisen, A. (Editors). (1989). *Child sexual abuse*. Basingstoke, UK: Macmillan Education Ltd. Strunk, W. (Editor). (1976). *Adult learning*. New York: Macmillan.

APA style

A book by three or more authors	Meyer, B.S., Anderson, D.P., Bohning, R.H. & Fratanna, D.G., Jr. (1973). *Introduction to plant physiology*. New York: Van Nostrand. In referring to a work by three, four or five authors all the relevant names have to be furnished in the **first** reference to the work, e.g.: …the traditionalist personality (Riesman, Denney & Glazer, 1968, p.40) restrains him from doing… In **later** references to this work only the first author's name is stated, and the abbreviation 'et al' is used: …due to his "other-directness" modern Western man in a sense is at home everywhere and yet nowhere (Riesman et al., 1968, p.40)… In referring to a work by six or more authors, cite only the surname of the first author followed by et al. (not italicized and with a full stop after "al"), and the year for the first and subsequent citations. In the reference list, provide the initials and surnames of the first six authors, and shorten any remaining authors to et al.
Reference to more than one publication of the same author in the same year	Johnson (1994a, p.48) discussed the subject… In his later works (Johnson, 1994b, p.56) he argued… Johnson, P.D. (1994a). *Pedagogy*. London: Routledge. Johnson, P.D. (1994b). *Advanced Pedagogy*. London: Routledge.
Different authors with the same surname	When you refer to publications by different authors with the same surname, use their initials in the reference: According to B. Smith (1989) and F. Smith (1997), ….
A book with an institution, organisation or association as author	Where reference is made to the work by a body (institution, organisation, association, etc.) where no specific author is responsible for the work, the official name of the body is used as author. When the author and publisher are identical, use the word Author as the name of the publisher. You can also use the name of the body as part of the sentence. …it had long been evident that the intellectual potential of the Afrikaners on the Witwatersrand was underutilised (Rand Afrikaans University, 1976, p.48)… …thus the Rand Afrikaans University (1963, p.30) concluded that… Rand Afrikaans University (1970). *The new university: A practical guideline.* Johannesburg, Gauteng: Rand Afrikaans University.
A book with (an) editor(s)	Driver, E. & Broisen, A. (Eds.). (1989). *Child sexual abuse*. Basingstoke, UK: Macmillan Education Ltd. Strunk, W. (Ed.). (1976). *Adult learning*. New York: Macmillan.

HARVARD method

A chapter in a book (not edited)	Capra, F. (1983). The systems view of life. Chapter 9 in *The turning point: science, society and the rising culture.* London: Fontana Press.
Part/chapter of an edited book	Hartley, J.T., Harker, O.J. & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In *Aging in the 1980's: psychological issues*. Edited by Poon, L.W. Washington: American Psychological Association.
Anonymous work	When a work's author is designated as "Anonymous", cite in text the word 'Anonymous': A recent article (Anonymous, 1993) stated that… In the case of articles in newspapers or magazines where no author is named, the title is used instead of the author. A recent article (War over, 1991) stated that… Anonymous. (17 February 1993). Best practices. *The Star*, page 10. War Over. (7 January 1991). *The Star*, page 10.
A work with a foreign title	Spyridakis, A. (1987). *E historia tis Helladas* [A history of Greece]. Athens: Therios ita Iona.
Translated works	Luria, A.R. (1968). *The mind of a mnemonist: a little book about a vast memory*. Translated from the Russian by Solotaroff, L. New York: Basic Books. (Original work published in 1967) In text, cite the date of the translation: A recent study (Luria, 1968:35).
Second, further or revised editions	Dyson, G.G.H. (1977). *The mechanics of athletics*. 7th edition. New York: Homes and Meier. Cohen, J. (1977). *Statistical power analysis for the behavioural sciences*. Revised edition. New York: Academic Press.
Date of publication unknown	Wolverton, H. (n.d.). *The geological structure of the Black Hills*. Wilmington: Prairie Press.
Dictionaries	*The concise Macquarie dictionary*. (1982). New South Wales: Lane Cove. Nguyen, D.H. (1966). *Vietnamese-English dictionary.* Rutland Vermont: Charles Tuttle Company. Sadie, S. (Editor). (1980). *The new Grove dictionary of music and musicians.* 6th edition. London: MacMillan.

APA style

A chapter in a book (not edited)	Capra, F. (1983). The systems view of life. In *The turning point: science, society and the rising culture* (pp. 376-399). London: Fontana Press.
Part/chapter of an edited book	Hartley, J.T., Harker, O.J., & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In L.W. Poon (Ed.), *Aging in the 1980's: psychological issues*. Washington: American Psychological Association.
Anonymous work	When a work's author is designated as "Anonymous", cite in text the word 'Anonymous': A recent article (Anonymous, 1993) stated that… In the case of articles in newspapers or magazines where no author is named, the title is used instead of the author. A recent article (War over, 1991) stated that… Anonymous. (1993, 17 February). Best practices. *The Star*, p. 10. War over. (1991, 7 January). *The Star*, p. 1.
A work with a foreign title	Spyridakis, A. (1987). *E historia tis Helladas* [A history of Greece]. Athens: Therios ita Iona.
Translated works	Luria, A.R. (1968). *The mind of a mnemonist: a little book about a vast memory*. (L. Solotaroff, Trans.). New York: Basic Books. (Original work published 1967) In text, cite the original publication date and the date of the translation: A recent study (Luria, 1967/1968) …
Second, further or revised editions	Dyson, G.G.H. (1977). *The mechanics of athletics*. (7th ed.). New York: Homes and Meier. Cohen, J. (1977). *Statistical power analysis for the behavioural sciences* (Rev. ed.). New York: Academic Press.
Date of publication unknown	Wolverton, H.(n.d.). *The geological structure of the Black Hills*. Wilmington: Prairie Press.
Dictionaries	*The concise Macquarie dictionary*. (1982). New South Wales: Lane Cove. Nguyen, D.H. (1966). *Vietnamese-English dictionary.* Rutland Vermont: Charles Tuttle Company. Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: MacMillan.

HARVARD method

Encyclopedia	Bergman, P.G. (1993). Relativity. In *The new encyclopaedia Britannica*. (Vol.26:501-508). Chicago. Encyclopaedia Britannica. If an entry has no byline, place the title in the author position.
Personal communication	Personal communications may be letters, memos, some electronic communication (e.g., e-mail or messages from non-archived discussion groups or electronic bulletin boards, personal interviews, telephone conversations, and the like. Lowman, D. (17 January 2003). *ProCite and Internet.* Unpublished letter to Cross, P.
Unpublished manuscript submitted for publication	Jordan, B.(1989). *Psychology of adolescent parents.* Manuscript submitted for publication.
Unpublished manuscript not submitted for publication	Ryder, M. (1987). *Wonder Woman: an Amazon legacy*. Unpublished manuscript.
Newspaper article	Lamb, J. (20 October 1970). The perfect plants for lazy gardeners. *Weekend Australian*, page 3.
Periodical article	If a journal or newsletter does not use volume numbers, include the month, season, or other designation with the year, for example (April 1994). Phillips, E. (May 1985). The Australian scene. *Australian journal of ecology*, 3(2):25-29. Only indicate the issue number after the volume number if each issue begins on page 1.
Journal article in press	Phillips, E. (in press). The Australian scene. *Australian journal of ecology*. In text: Phillips (in press) or (Phillips, in press)
Abstract	Phillips, E. (1985). The Australian scene (Abstract). *Australian journal of ecology*, 3(2):25-29.
Non-English journal article	Give the original title, as well as an English translation in brackets. Ising, M. (2000). Intensitätsabhängigkeit evozierter Potenzial im EEG: Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in event-related EEG potentials: Are impulsive individuals augmenters or reducers?]. *Zeitschrift für differentielle und diagnostische Psychologie*, 21:208-217.

APA style

Encyclopedia	Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia Brittanica* (Vol. 26, pp. 501-508). Chicago: Encyclopaedia Brittanica. If an entry has no byline, place the title in the author position.
Personal communication	Personal communications may be letters, memos, some electronic communication (e.g., e-mail or messages from non-archived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible: According to T. K. Lutes (personal communication, April 18, 2001)…
Unpublished manuscript submitted for publication	Jordan, B. (1989). *Psychology of adolescent parents*. Manuscript submitted for publication.
Unpublished manuscript not submitted for publication	Ryder, M. (1987). *Wonder Woman: an Amazon legacy*. Unpublished manuscript.
Newspaper article	Lamb, J. (1970, 20 October). The perfect plants for lazy gardeners. *Weekend Australian*, p. 3.
Periodical article	If a journal or newsletter does not use volume numbers, include the month, season, or other designation with the year, for example (1994, April) Phillips, E. (1985). The Australian scene. *Australian journal of ecology*, *3* (2), 25-29. Only indicate the issue number after the volume number if each issue begins on page 1.
Journal article in press	Phillips, E. (in press). The Australian scene. *Australian journal of ecology.* In text: Phillips (in press) or (Phillips, in press)
Abstract	Phillips, E. (1985). The Australian scene [Abstract]. *Australian journal of ecology*, *3* (2), 25-29.
Non-English journal article	Give the original title, as well as an English translation in brackets. Ising, M. (2000). Intensitätsabhängigkeit evozierter Potenzial im EEG: Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in event-related EEG potentials: Are impulsive individuals augmenters or reducers?]. *Zeitschrift für Differentielle und Diagnostische Psychologie, 21*, 208-217.

HARVARD method

Published dissertation or thesis	Bevins, G.D. (1987). *Theory and practice at an Australian university*. Doctoral dissertation. Montreal: McGill University.
Unpublished dissertation or thesis	Little, P. (1965*). Helplessness, depression and mood in end stage renal disease.* Unpublished thesis. Johannesburg: Wits University. Or: unpublished doctoral dissertation
Dissertation abstract	Ross, D.F. (1990). Unconscious transference and mistaken identity: when a witness misidentifies a familiar but innocent person from a lineup. Doctoral dissertation. Cornell University. *Dissertation Abstracts International,* 51:417.
Government publications	When referring to a government publication, the date is sufficient for in-text referencing, e.g.: According to The Bill of Rights (1996)… Education is in the process of transformation (Department of Education, 1995)… Provide all numbers, sections, chapters or volume numbers that is available, in brackets. The Bill of Rights of the Constitution of the Republic of South African. (1996). *Government Gazette.* (No. 17678). Department of Education. (1995). White Paper on Education. *Government Gazette.* (Vol. 375, No. 45621). Commission on Civil Rights. (1967). *Racial isolation in the public schools*. Washington: United States Government Printing Office.
Unpublished raw data	Use brackets to indicate that the material is a description of the content, not a title. Do not italicize title. Bordi, F. & LeDoux, J.E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.
Booklet, pamphlet or leaflet	South African College of Advanced Education (1976). *Referencing: the footnote and Harvard system* (Brochure). Johannesburg: Wits Technikon. Research and Training Center in Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (Brochure). 4th edition. Lawrence, K.S.: Author.
Study guide	Speedy, C. (1999). *Study Guide: Electrical Engineering 1*. America: South American College of Engineering.
Conference proceedings, no author or title	International Microcomputer Conference. (1984). *Conference proceedings held at the Western Australian Institute of Technology, Perth, 22 – 24 May 1984.* Conducted by the Department of Computer Studies. Perth: Western Australian Institute of technology.

APA style

Published dissertation or thesis	Bevins, G.D. (1987). *Theory and practice at a Australian university*. Doctoral dissertation. Montreal: McGill University.
Unpublished dissertation or thesis	Little, P. (1965). *Helplessness, depression and mood in end stage renal disease*. Unpublished master's thesis, Wits University, Johannesburg, South Africa. Or: Unpublished doctoral dissertation….
Dissertation abtract	Ross. D.F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). *Dissertation Abstracts International, 51*, 417.
Government publications	When referring to a government publication, the date is sufficient for in-text referencing, e.g.: According to The Bill of Rights (1996)… Education is in the process of transformation (Department of Education, 1995)… Provide all numbers, sections, chapters or volume numbers that is available, in brackets. The Bill of Rights of the Constitution of the Republic of South African. (1996). *Government Gazette.* (No. 17678). Department of Education. (1995). White Paper on Education. *Government Gazette.* (Vol. 375, No. 45621). Commission on Civil Rights. (1967). *Racial isolation in the public schools*. Washington: United States Government Printing Office.
Unpublished raw data, untitled	Use brackets to indicate that the material is a description of the content, not a title. Bordi, F., & LeDoux, J. E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.
Booklet, pamphlet or leaflet	South African College of Advanced Education. (1976). *Referencing: the footnote and Harvard system* [Brochure]. Johannesburg: Wits Technikon. Research and Training Center in Independent Living. (1993*). Guidelines for reporting and writing about people with disabilities* (4th ed.). [Brochure]. Lawrence, K.S.: Author.
Study guide	Speedy, C. (1999). *Study Guide: Electrical Engineering 1*. America: South American College of Engineering.
Conference proceedings, no author or title	International Microcomputer Conference. (1984). *Conference proceedings held at the Western Australian Institute of Technology, Perth, 22 – 24 May 1984.* Perth: Western Australian Institute of technology.

HARVARD method

Conference proceedings, with title	National Scientific Conference. (1989). *The athlete: maximising participation and minimising risk.* Conference proceedings of the 25th bicentennial conference held in Sydney. Conducted by the Australian Sports Medicine Federation Ltd. Sydney: Sports Federation.
Conference proceedings, with author	Neal, J.T. (1971). *Education – technology or art?* Conference proceedings of the 15th biennial conference held in Adelaide. Conducted by the Library Association of Australia. Sydney: Library Association.
Unpublished paper presented at a meeting	Lanktree, C. & Briere, J. (1991). *Early data on the Trauma Symptom Checklist for Children (TSC-C).* Paper presented at the meeting of the American Professional Society on the Abuse of Children: San Diego, CA.
Publication of limited circulation	For a publication of limited circulation, give in parentheses immediately after the title a name and address from which the publication can be obtained: Klombers, N. (Editor). (1993). *ADAA Reporter*. (Available from the Anxiety Disorders Association of America, 6000 Executive Boulevard, Suite 513, Rockville, MD20852)
Review	Schatz, B.R. (2000). Learning by text or context? (Review of the book *The social life of information). Science*, 290:1304. Kraus, S.J. (1992). Visions of psychology: a videotext of classic studies (Review of the motion picture *Discovering Psychology). Contemporary Psychology*, 37:1146-1147.
Electronic sources	
In-text reference where the author of the electronic source is known	Simply use whatever you used as author in the reference, as well as the year of publication: The project website was created using *Aldus Pagemaker version 3* (1987-1988)… Several films (e.g., Bertolucci, 1988) have used this technique… Azar and Martin (1999) found that…
In-text reference to a web site	To cite an entire Web site (but not a specific document on the site), simply 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*). When a specific part of an electronic source has to be quoted and no page number can be found, use the paragraph number if available, preced by the ¶ symbol or the abbreviation para. If these are absent, cite the heading and the number of the paragraph following it: Jones, 2000:¶5) Jones, 2000: Conclusion, para.7)

APA style

Conference proceedings, with title	National Scientific Conference. (1989). *The athlete: maximising participation and minimising risk.* Conference proceedings of the 25th bicentennial conference held in Sydney. Conducted by the Australian Sports Medicine Federation Ltd. Sydney: Sports Federation.
Conference proceedings, with author	Neal, J.T. (1971). *Education – technology or art?* Conference proceedings of the 15th biennial conference held in Adelaide. Conducted by the Library Association of Australia. Sydney: Library Association.
Unpublished paper presented at a meeting	Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C).* Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.
Publication of limited circulation	For a publication of limited circulation, give in parentheses immediately after the title a name and address from which the publication can be obtained: Klombers, N. (Ed.). (1993, Spring). *ADAA Reporter*. (Available from the Anxiety Disorders Association of America, 6000 Executive Boulevard, Suite 513, Rockville, MD20852)
Review	Schatz, B. R. (2000). Learning by text or context? [Review of the book *The social life of information*]. *Science, 290*, 1304. Kraus, S.J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture *Discovering Psychology*]. *Contemporary Psychology*, 37, 1146-1147.
Electronic sources	
In-text reference where the author of the electronic source is known	Simply use whatever you used as author in the reference, as well as the year of publication: The project website was created using *Aldus Pagemaker version 3* (1987-1988)… Several films (e.g., Bertolucci, 1988) have used this technique… Azar and Martin (1999) found that…
In-text reference to a web site	To cite an entire Web site (but not a specific document on the site), simply 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). When a specific part of an electronic source has to be quoted and no page number can be found, use the paragraph number if available, preced by the ¶ symbol or the abbreviation para. If these are absent, cite the heading and the number of the paragraph following it: Jones, 2000: ¶5) Jones, 2000: Conclusion, para.7)

HARVARD method

Internet site with author	Holmes, A. (1998). *Greenpeace wins media war*. Available from: http://www.independent.co.uk/international/green25.htm (Accessed 25 November 1998).
Internet document without author	GVU's 8th www user survey (n.d.). Available from: http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/ (Accessed 25 November 1998).
Personal electronic communication/ (e-mail)	**FORMAT***:* Sender (sender's e-mail address). (Day month year). *Subject of message*. E-mail to recipient (recipient's e-mail address). Lowman, D. (Deborah.lowman@pbsinc.com). (4 April 1996). *RE: ProCite and Internet Refere.* E-mail to Cross, P. (pcross@bournemouth.ac.uk).
Article in an Internet-only journal	Frederickson, B.L. (7 March 2000). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Aricle 001a. Available from: http://journals.apa.org/prevention/volume3/pre0030001a.html (Accessed 20 November 2000).
Electronic copy of a journal article retrieved from database	Borman, W.C. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78:443-449. Available from PsycArticles database: http://…. (Accessed 23 October 2000).
Internet articles based on a print source	VandenBos, G., Knapp, S., & Doe, J. (2000). Role of reference elements in the selection of resources by psychology undergraduates (Electronic version). *Journal of Bibliographic Research*, 5:117-123. If you have reason to believe that the article might be subject to change, you should add the URL and the date you retrieved the document.
Newsgroups, online forums, electronic mailing lists	**FORMAT:** Author. (Day Month year). *Subject of the message*. Available from mailing list, URL (Accessed Day Month year). Brack, E. (2 May 1995). *Re: Computing short courses*. Available from LisLink: http://archive.lislink.com (Accessed 10 December 2002). Jensen, L.R. (12 December 1995). *Recommendation of student radio/tv in English*. Available from IASTAR: http://nrg/dtu.dk (Accessed 11 January 2003). Brett, P. (6 June 1999). *Experiments proving the collective unconscious*. Available from newsgroup: alt.psychology.jung (Accessed 8 June 1999). If you cannot determine the author's name, then use the author's email address as the main entry. When deciding where in your Reference List to insert such a source, treat the first letter of the email address as though it were capitalized. lrm583@aol.com (26 May 1996). *Thinking of adoption*. Available from newsgroup: alt.adoption (Accessed 29 May 1996)

APA style

Internet site with author	Holmes, A. (1998). *Greenpeace wins media war.* Retrieved November 25, 1998 from http://www.independent.co.uk/international/green25.htm
Internet document without author	GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/
Personal electronic communication (e-mail)	Because personal e-mail do not provide recoverable data, they (like other personal communications) are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible: According to T. K. Lutes (personal communication, April 18, 2001)…
Article in an Internet-only journal	Fredrickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. Prevention & Treatment, 3, Article 0001a. Retrieved November 20, 2000, from http://journals.apa.org/prevention/volume3/ pre0030001a.html
Electronic copy of a journal article retrieved from database	Borman, W. C. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.
Internet articles based on a print source	VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research, 5*, 117-123. If you have reason to believe that the article might be subject to change, you should add the date you retrieved the document, and the URL
Newsgroups, online forums, electronic mailing lists	**FORMAT**: Author. (Year, Day Month). Subject of message. Message posted to Name mailing list, archived at URL Brack, Ernie (1995, 2 May). Re: Computing short courses. Message posted to LisLink mailing list, archived at http://archive.lislink.com Jensen, L.R. (1995, 12 December). Recommendation of student radio/tv in English. Message posted to IASTAR mailing list, archived at http://nrg.dtu.dk Brett, P. (1999, June 6). Experiments proving the collective unconscious [Msg 1]. Message posted to news://alt.psychology.jung If you cannot determine the author's name or screenname, then use the author's email address as the main entry. When deciding where in your Reference List to insert such a source, treat the first letter of the email address as though it were capitalized. lrm583@aol.com (1996, May 26). Thinking of adoption. Message posted to news://alt.adoption If the message is not retrievable from an archive, it should not be included in the reference list. It can be cited as a personal communication.

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Newspaper article	Azar, B. & Martin, S. (October 1999). APA's Council of Representatives endorses new standards for testing, highschool psychology. *APA Monitor.* Available from: http://www.apa.org/monitor/oct99/in1.html (Accessed 7 October 1999).
Review	Parfit, M. (7 December 1997). Breathless (Review of the book *The climb: Tragic ambitions on Everest). New York Times on the Web.* Available from: http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html (Accessed 7 October 1999).
Letter to the editor	Gray, J. (7 May 1999). Pesticides linger in land and air - and in our bodies (Letter to the editor). *Lexington Herald-Leader.* Available from: http://www.kentuckyconnect.com/heraldleader/news/050799/lettersdocs/507letters.htm (Accessed 7 October 1999).
Government publication	Bush, G. (12 April 1989). *Principles of ethical conduct for government officers and employees* Exec. Order No. 12674. Pt. 1. Available from: http://www.usoge.gov/exorders/eo12674.html (Accessed 18 November 1997).
CD-ROM	Hawking, S. (1994). *A Brief history of time: and interactive adventure* (CD). Sacramento: Crunch Pod Media.
Sound recording	Williamson, C. (1985). Prairie fire. On *Arkansas traveler* (Cassette recording). Oakland, California: Olivia Records. *Rock 'n roll classics*. (1986). (Phonographic recording). San Diego, California: Uptown Sound.
Motion picture/film	*Transactional analysis*. (1974). (Motion picture). Los Angeles: Research Films. Bertolucci, B. (Producer). (1988). *The last emperor* (Motion picture). Los Angeles: Columbia Pictures.
Television broadcast	Crystal, L. (Executive producer). (11 October 1993). *The MacNeil/Lehrer news hour*. (Television broadcast). New York and Washington, DC: Public Broadcasting Service.

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Paper presented at a virtual conference	Tan, G., & Lewandowsky, S. (1996). *A comparison of operator trust in humans versus machines*. Paper presented at the CybErg 96 virtual conference. Retrieved May 16, 2000, from http://www.curtin.edu.au/conference/cyberg/centre/outline.cgi/frame?dir=tan
Abstract	Isaac. J. D., Sansone, C., & Smith, J. L. (1999, May). Other people as a source of interest in an activity. *Journal of Experimental Social Psychology, 35,* 239-265. Abstract retrieved June 7, 1999 from IDEAL database: http://www.europe .idealibrary.com
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Newspaper article	Azar, B., & Martin, S. (1999, October). APA's Council of Representatives endorses new standards for testing, highschool psychology. *APA Monitor.* Retrieved October 7, 1999 from http://www.apa.org/monitor/oct99/in1.html
Review	Parfit, M. (1997, December 7). Breathless [Review of the book *The climb: Tragic ambitions on Everest]. New York Times on the Web.* Retrieved October 7, 1999 from http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html
Letter to the editor	Gray, J. (1999, May 7). Pesticides linger in land and air—and in our bodies [Letter to the editor]. *Lexington Herald-Leader.* Retrieved October 7, 1999 from http://www.kentuckyconnect.com/heraldleader/news/050799/lettersdocs/507letters.htm
Government publication	Bush, G. (1989, April 12). Principles of ethical conduct for government officers and employees Exec. Order No. 12674. Pt. 1. Retrieved November 18, 1997 from http://www.usoge.gov/exorders/eo12674.html
CD-ROM	Hawking, S. (1994). *A Brief history of time: and interactive adventure* [CD]. Sacramento: Crunch Pod Media.
Sound recording	Williamson, C. (1985). Prairie fire. On *Arkansas traveler* [CD]. Oakland, California: Olivia Records. *Rock 'n roll classics*. (1986). [Cassette] San Diego, California: Uptown Sound.
Motion picture/film	*Transactional analysis* [Motion picture]. (1974). Los Angeles: Research Films. Bertolucci, B. (Producer). (1988). *The last emperor* [Motion picture]. Los Angeles: Columbia Pictures.
Television broadcast	Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour* [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.

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Video recording	*Babakuieria.* (1986). (Video recording). Sydney: ABC Drama Department. Sutton, P. (Producer). (1986). *Kay Cottee: First Lady* (Video recording). New South Wales: Direct Video Pty Ltd. Cochrane, C. (Executive producer) & Graham, S. (Director). (1988). *The Superkids' fitness video* (Video recording). Perth: Dynami Australia.
Microfiche	Illinois State Office of the Superintendent of Public Instruction. (1971). *Toys for early development of the young blind child: a guide for parents* (Microfiche). ERIC Document Reproduction Service. No. ED 065 201.
Computer program	*Aldus Pagemaker version 3.0* (1987-1988). (Computer software). Seattle, Washington: Aldus Corporation. Schwarzer, R. (1989). Statistics software for meta-analysis (Computer software and manual). Available from: http://www.yorku.ca/faculty/academic/schwarze/meta_e.htm

APA style

Video recording	*Babakuieria.* (1986). [Video recording]. Sydney: ABC Drama Department. Sutton, P. (Producer). (1986). *Kay Cottee: First Lady* [Video Recording]. New South Wales: Direct Video Pty Ltd. Cochrane, C., (Executive Producer) & Graham S., (Director). (1988). *The Superkids' fitness video* [Video Recording]. Perth: Dynami Australia.
Microfiche	Illinois State Office of the Superintendent of Public Instruction (1971). *Toys for early development of the young blind child: a guide for parents.* (ERIC Document Reproduction Service No. ED 065 201)
Computer program	*Aldus Pagemaker version 3.0* [Computer software] (1987-1988). Seattle, Washington: Aldus Corporation. Schwarzer, R. (1989). Statistics software for meta-analysis [Computer software and manual]. Retrieved from http://www.yorku.ca/faculty/academic/schwarze/meta_e.htm

Tips for the use of electronic sources

Evaluating Internet resources

(Source: http://owl.english.purdue.edu/handouts/research/r_evalsource4.html)

Internet sources can be very timely and very useful, but they should not be your sole source of information because there are also books, journals, government publications, brochures, newspapers, etc. to read, and knowledgeable people to interview. Evaluating Internet sources is particularly difficult because anyone can put up anything he or she wants to on the Internet. There is no way to monitor what is there and no fact checking is possible, though there are some site ratings you can check. See Hope Tillman's "Evaluating Quality on the Net" (http://www.tiac.net/users/hope/findqual.html). Scroll down to the last part of her essay for a discussion of some sites that review and rate Web sites.

Be sure to document what you find on the Internet in such a way that others can locate what you found. This is most easily done when you access the data. Include the date you accessed the material since it can be changed or updated later on. Be sure to browse around on the Web site to be sure you know who the author is, what the sponsoring organization is, and so. This will enable you to cite the source fully and will help you to evaluate it properly before including it in your paper.

Authorship

- Is there an author or organization clearly indicated? If there's an author, go back to the questions listed above about authors and ask yourself how reputable this person is. Can the author be contacted? (If an e-mail address is given, you can contact that person or look up the address by using the "finger" command.)
- What can you find out about the author?

  If there is no information on the site, use a search engine or search Usenet. You may find the author's homepage or other documents which mention this person. Or look up the person on the Internet Directory of Published Writers (http://www.writers.net). If the person is associated with a university, look at the university Web site.
- If there is an organization sponsoring the page, what can you learn about the organization and who they are?

  (You can search the site by following links to its home page or going back to a previous level on the site by eliminating the last part of the address, after a "/" mark or a period. Another way to find the organization is to go to the View menu at the top of your Web browser and open the Document Information window where the owner of the document is listed.)
- Does the organization take responsibility for what's on the site? Does it monitor or review what's on the site? Look at the address for the site. Does it end in .edu, indicating that it's an educational institution? If it has .gov, it should be fairly objective government-sponsored material. Addresses with .org are usually non-profit organizations that are advocacy groups. (The Sierra Club is an example of an advocacy group. Their postings will conform to their goals of environmental preservation. Information posted by advocacy groups may be accurate but not entirely objective.) If the site has a .com address, it's most likely promoting or selling something.

Accuracy of information

- Is there documentation to indicate the source of the information? There may be a link to the original source of the information.
- Can you tell how well researched the information is?
- Are criteria for including information offered?
- Is there a bibliography or links to other useful sites? Has the author considered information on those sites or considered viewpoints represented there?
- Is the information current? When was it updated? (You can check at the bottom for a "last revised" date and/or notice if there are numerous dead links on the site.)
- Is there any indication of bias on the site?
- Does the site have any credentials such as being rated by a reputable rating group? If you see a high rating, is that because of the soundness of the content or the quality of the design? (An attractive page is not a reason for accepting its information as reliable.)

Goals of the site

- What is the purpose of the site? To provide information? Advertise? Persuade?
- Are the goals of the site clearly indicated?
- Who is the intended audience?
- Is there a lot of flash and color and gimmicks to attract attention? Is that masking a lack of sound information or a blatant attempt to get you to do or buy something?

Access

- How did you find the site? Were there links from reputable sites? From ads? If you found the site through a search engine, that means only that the site has the words in the topic you are researching prominently placed or used with great frequency. If you found the site by browsing through a subject directory, that may mean only that someone at that site registered it with that directory.

List of sources

American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association.

American Psychological Association (1999, August 9). Electronic reference formats recommended by the American Psychological Association. Available from: http://www.apa.org/journals/webref.html (Accessed 4 October 1999).

Harnack, A. & Kleppinger, E. (2000). Online! A reference guide to using internet sources. Available from: http://webster.comnet.edu/apa/apa_index.htm (Accessed 24 August 2000).

Vista University Academic Language Editing Service. (1999). *A Summary of the Adapted Harvard Method of Referencing.* Available from: http://hagar.up.ac.za/catts/learner/lindavr/Harvard/html (Accessed 3 August 2000).

University of Sunderland. (1999). *Harvard Reference System.* Available from: http://osiris.sunderland.ac.uk/~cs0jwr?IT&P/refs.htm (Accessed 3 August 2000).

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Loft, B. and Jones, R.M. (2000). *Reference styles: Harvard and Vancouver systems.* Available from: http://library.bma.org.uk/html/refsystem.html (Accessed 3 August 2000).

Smit, R. (2000). Bibliographic References. In: Rossouw, D, editor. *Intellectual Tools: Skills for the Human Sciences.* Translated by C. Fourie. Lynnwood Ridge: Amabhuku Publications.