

STELLENBOSCH UNIVERSITY LANGUAGE CENTRE

MAKE SENSE OF REFERENCING

The Harvard, APA and Vancouver methods and the footnote system

THIRD EDITION

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Make sense of referencing – The Harvard, APA and Vancouver methods and the footnote system
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Note to the reader

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REFERENCING¹

Authors of academic texts always need to acknowledge the sources they use for their research. This convention occurs internationally, especially in the academic environment. As a student you are part of the academic community and it is expected of you to always provide references to the sources you use in your academic writing. References should appear in the text itself (in-text referencing) as well as at the end of your document in the reference list.

Why do we need to reference?

We provide references to acknowledge the persons who are the intellectual owners of the information we are using. The intellectual owners could be the authors of books or articles, the designers of a product, the producers of a film, or even the webmasters of a website. We therefore provide references to

- acknowledge all information or facts that we did not conceptualise or think of ourselves;
- help the reader to easily locate the sources we have used;
- provide support or proof for the claims we make;
- show to the reader that we have read extensively on the subject;
- demonstrate that we can also participate in an academic discourse;
- give credibility to our writing; and
- avoid plagiarism.

What is plagiarism?

You are guilty of plagiarism when you use someone else's work, words, thoughts or ideas without acknowledging them. This includes information from books, articles, electronic sources and the copying of diagrams, graphs, tables, photos, etcetera. It is also considered plagiarism when you buy a piece of writing and pose it as your own, or if you pay someone to do the writing on your behalf. You can also unintentionally be guilty of plagiarism if, for example, you put into your own words or paraphrase someone else's thoughts or ideas, or use parts of someone else's writing in your own work without referencing the original source. In short, plagiarism can be viewed as the stealing of intellectual property.

Stellenbosch University regards cases of plagiarism as very serious and could refer such cases to the Disciplinary Committee, which could ultimately lead to the student concerned failing the subject or even being expelled from the course or from the University.

¹ Please note that references to holy scripts, such as the Bible and the Koran, as well as references to music, compositions, scores, etc. will not be addressed in this document. Please contact your library for specific information on this.

When should you provide references?

You should provide references when you

- quote an author's words directly;
- write someone else's ideas in your own words (paraphrase);
- summarise someone else's ideas;
- use data, facts or other information from any source; and
- use tables, figures, diagrams, photos or any other graphs that are not your own.

You do NOT need to provide references if information or views are regarded as general knowledge. In this case, general knowledge refers to cases in which

- the same information appears in at least five sources without any references;
- the readers of your text are probably already familiar with the information; and
- the readers of your text will easily be able to find the information in general information sources (magazines, newspapers, etc.).

How should you provide references?

There are a few standard ways in which to provide references. Different organisations, scientific journals or even the various departments of a faculty could all have different prescriptions for the way in which you should reference sources. Therefore, it is vital that you find out what the specific prescriptions of your subject field, department or faculty are.

Normally, one of three types of systems is used, namely an alphabetical or a numerical system, or a system that makes use of footnotes. In the alphabetical system the sources are arranged alphabetically in the reference list according to the surname of the first author. The reference in the text consists of the surname(s) of the author(s) and the year in which the publication appeared. This means that you can add or remove references in the reference list without influencing the other references. The Harvard and APA methods work according to this principle. In a numerical system (e.g. the Vancouver method), sources are listed in the reference list in the numerical sequence in which they appear for the first time in the text. In the text itself, the source is indicated with a number between square brackets or in superscript. The footnote system uses footnote numbers in the text itself with full references in the footnotes at the bottom of the page. The source reference therefore does not appear at the end of the text.

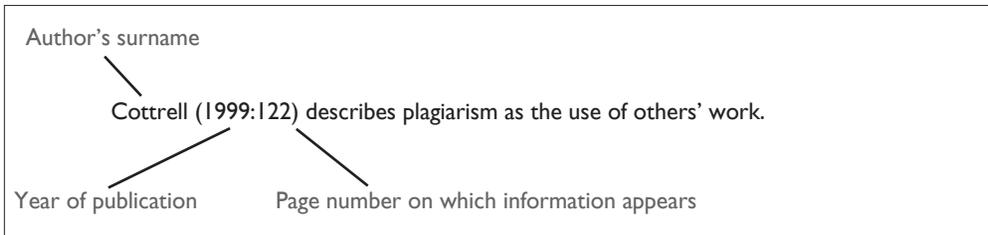
THE HARVARD METHOD

CHARACTERISTICS OF THE HARVARD METHOD

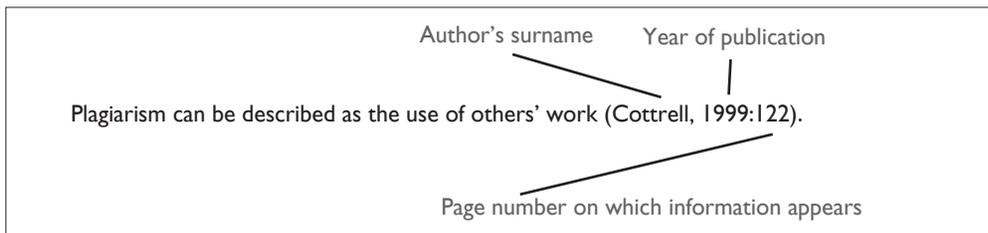
The Harvard method is the most well-known/general method of referencing. The author and date of publication form the core of this method. The Humanities, Education, Theology, Natural Sciences, Engineering and Economic Sciences use this method. The advantage of this method is that it does not influence your reference list when you make changes to your text, as the reference list is sorted alphabetically according to the authors' surnames or the titles of the publications (in cases where no author is available).

In the in-text reference, the author's surname, followed by the year of publication and the page number on which the information appears in the original text, are provided.

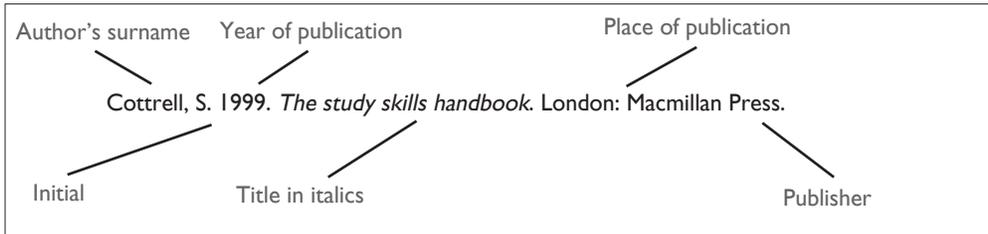
An example of a typical in-text reference to a book is:



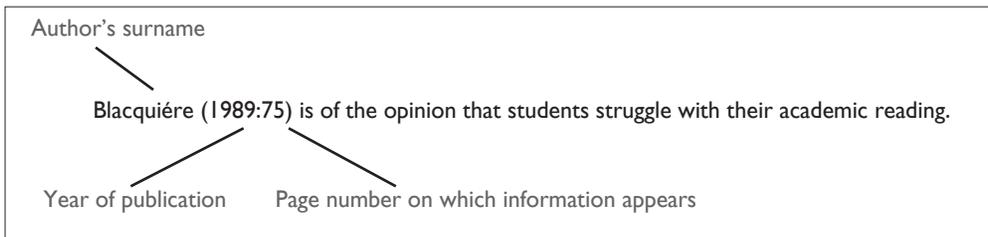
OR



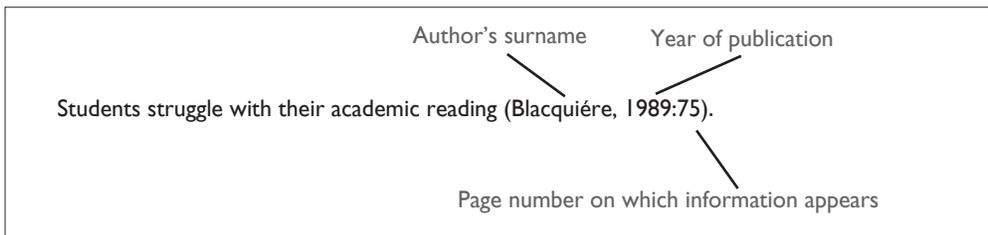
The book will be listed in the reference list as follows:



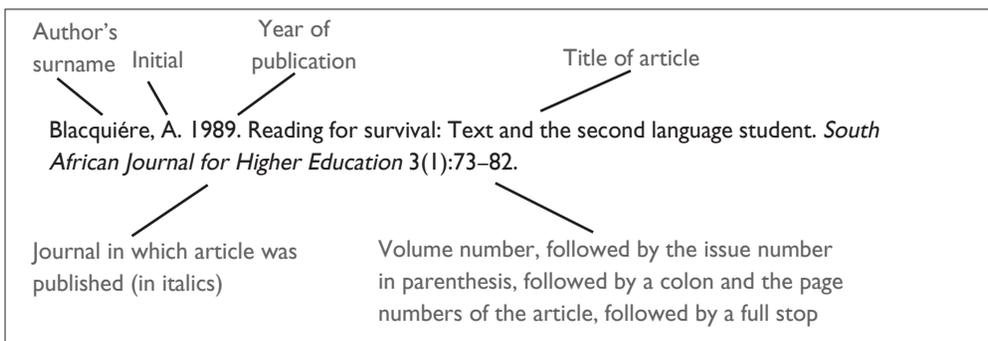
An example of a typical in-text reference to an article in a journal is:



OR



The article in a journal will be listed in the reference list as follows:

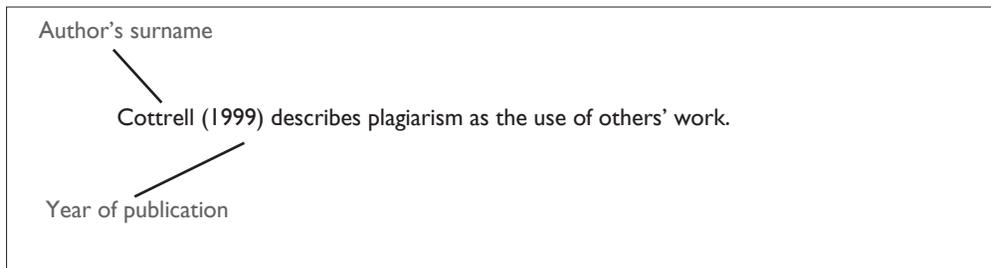


THE APA METHOD

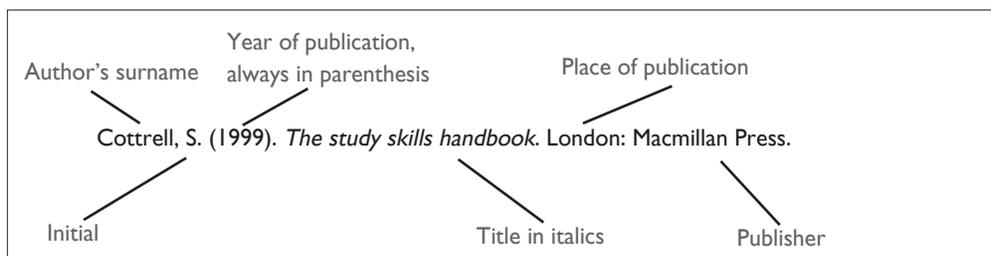
CHARACTERISTICS OF THE APA METHOD

The APA method was developed by the American Psychological Association and more or less works according to the same principles as the Harvard method, in the sense that the author and year of publication also form the core of the method, although the information is presented in a different way in the text itself and in the reference list than in the Harvard method. The Behavioural and Social Sciences (Psychology, Sociology, Social Work, etc.) mainly use this referencing method. The advantage of this method is also that it does not influence the reference list when you make changes to your text, as the reference list is sorted alphabetically according to the authors' surnames or the titles of the publications (in cases where no author is available).

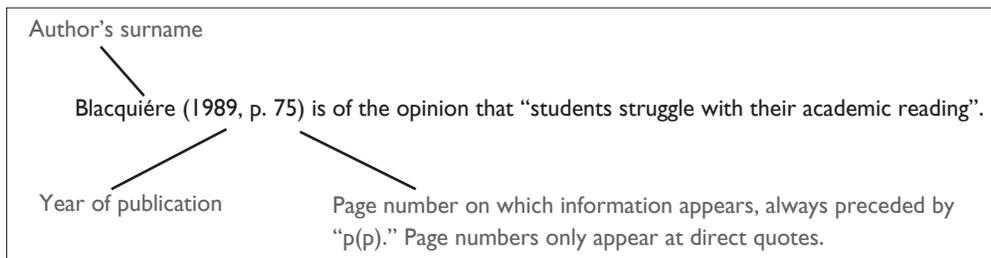
An example of a typical in-text reference to a book is:



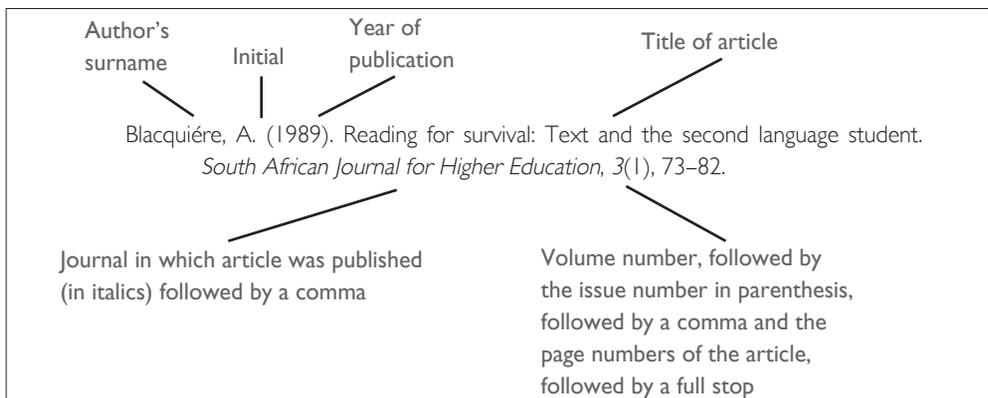
The book will be listed in the reference list as follows:



An example of a typical in-text reference to an article in a journal is:



The article in a journal will be listed in the reference list as follows:

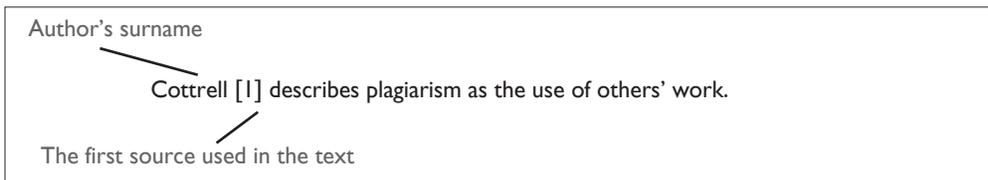


THE VANCOUVER METHOD

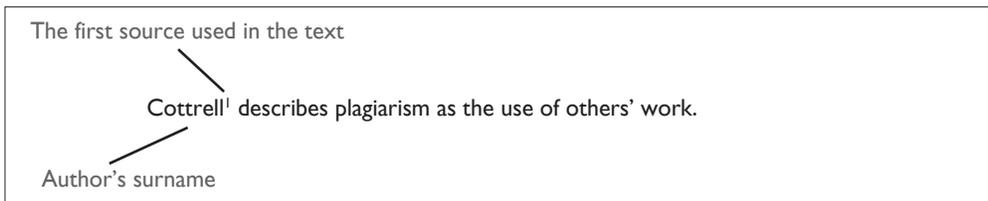
CHARACTERISTICS OF THE VANCOUVER METHOD

The Vancouver method makes use of a numerical system and sources are listed in the sequence in which they appear in the text (each source has its own number). The method is used in the Health Sciences, Computer Science, Mathematics and in some disciplines in Engineering. The numbers of the sources in the reference list must correspond with the numbers of the sources in the text. The advantage of this method is that the text is less interrupted, which makes reading easier, since the reader's attention is not drawn away by in-text references. The disadvantages are that the reader has to refer to the reference list to determine to which author the number refers, and that the in-text reference and the reference list are influenced when you want to incorporate new information in your existing text for which you need to provide references. The reason for this is that the numbering should be chronological and the numbers in the reference list have to correspond with that in the text. The numbers of sources can appear in square brackets or in superscript. The number allocated to a source remains the same throughout the text – if, for example, it is source number 3, it remains source number 3 irrespective of the number of times you refer to it.

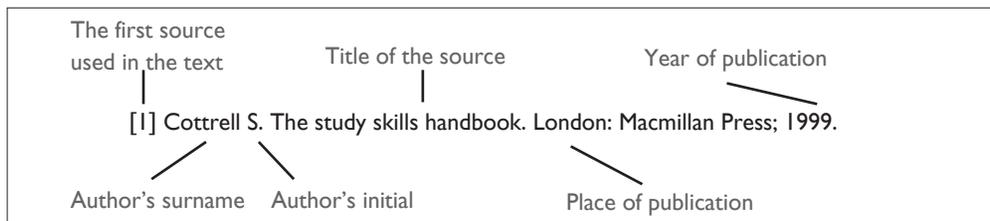
An example of a typical in-text reference to a book is:



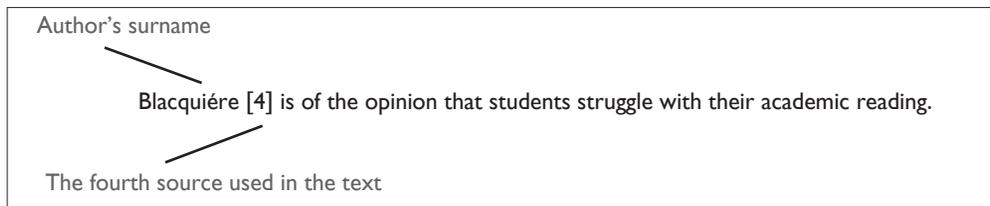
OR



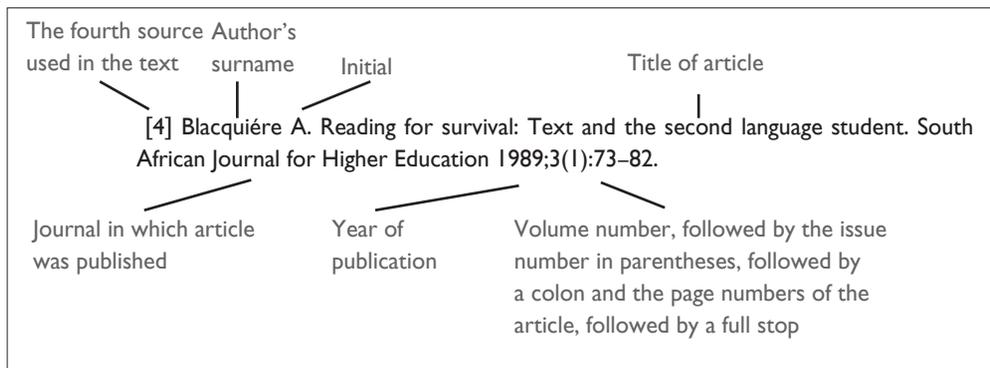
The book will be listed in the reference list as follows:



An example of a typical in-text reference to an article in a journal is:



The article in a journal will be listed in the reference list as follows:

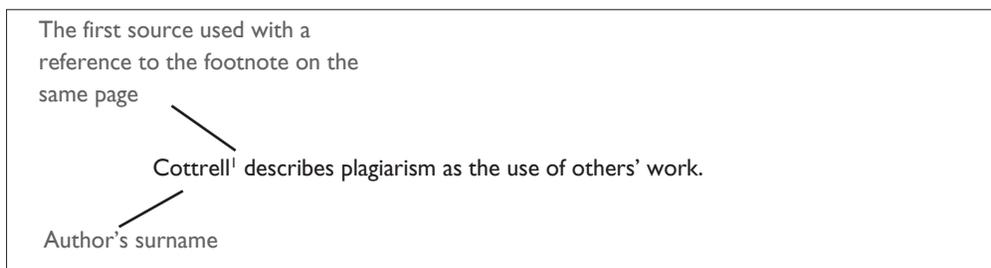


THE FOOTNOTE SYSTEM

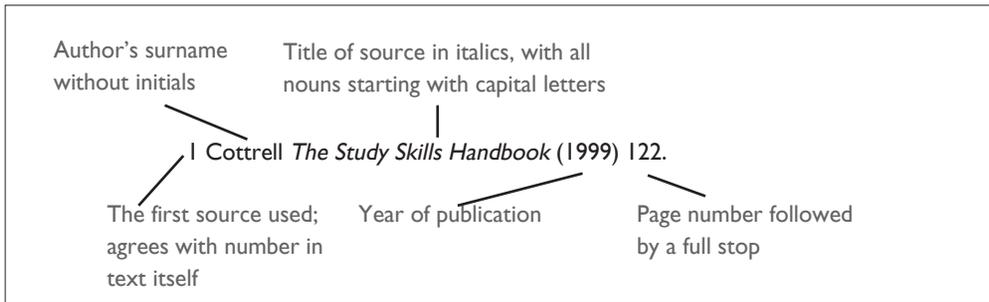
CHARACTERISTICS OF THE FOOTNOTE SYSTEM

In a system that makes use of footnotes, the sources, as in the Vancouver method, are listed in the sequence in which they appear in the text. Each source therefore gets a number and follows on one another chronologically, but this method differs from the Vancouver method in the sense that where more than one source is used for a specific reference, all the sources appear under the single footnote and not as separately numbered footnotes. A further difference from the Vancouver method is that the full source reference appears at the bottom of the page, and not at the end of the text in a separate reference list. The numbers in the text should correspond with the numbers in the footnotes and are indicated in the text itself in superscript. The Sciences of Law usually use this system. The advantage of this method is that the text is less interrupted, which makes reading easier, since the reader's attention is not drawn away by in-text references and the full source reference is available on the same page. The disadvantage is that the reader has to refer to the source reference at the bottom of the page to determine to whom or to what the source refers. It is, however, not as disturbing as in the Vancouver method, as in the footnote system the reader does not need to page to the end of the text to see the full source reference. The footnotes are also influenced when you want to incorporate new information in your existing text, but modern software can update this automatically, which means that this problem is not really applicable.

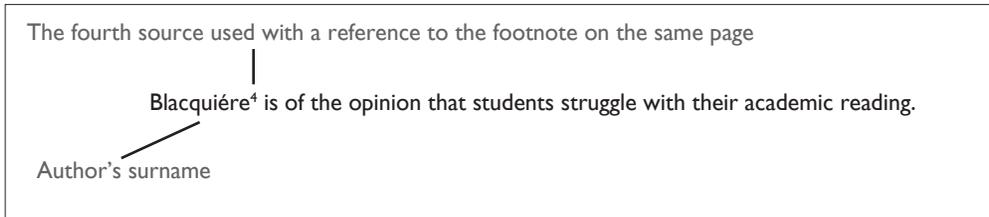
An example of a typical in-text reference to a book is:



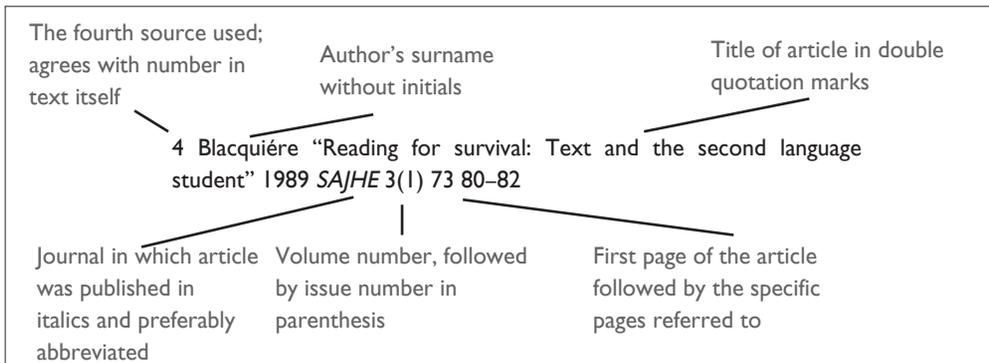
The book will be listed in the footnotes as follows:



An example of a typical in-text reference to an article in a journal is:



The article in a journal will be listed in the footnotes as follows:



Organisation

- Ensure that the reference list is strictly alphabetical in the case of the Harvard and APA methods and strictly chronological in the case of the Vancouver method and the footnote system – do not, for instance, list all books in one list, followed by all journal articles and then electronic sources. In the first two methods, the source is listed alphabetically according to the first keyword in the title if a source does not have an author.
- If more than one source of the same author appearing in the same year are used, the sources are distinguished by an a, b, c, etcetera. This letter appears directly after the publication date. This only applies to the Harvard and APA methods and not to the Vancouver method or the footnote system. In the latter two cases the sources are still listed chronologically according to their sequence in the text. An example according to the Harvard method is as follows:
 - Culshaw, C. & Waters, D. 1987a. *Headwork Book 1*. Oxford: Oxford University Press.
 - Culshaw, C. & Waters, D. 1987b. *Headwork Book 3*. Oxford: Oxford University Press.
 - Culshaw, C. & Waters, D. 1987c. *Headwork Book 4*. Oxford: Oxford University Press.
- In the Harvard method there is a difference between a reference list and a bibliography: A reference list contains only sources that you have referred to in the text, and a bibliography contains all the sources you have used, even if you do not refer to them in your text. However, in the APA method, the list is always called a reference list, irrespective of whether it contains sources that were mere studies for background information and to which there is not necessarily any reference in the text. In the Vancouver method, the reference list contains only sources that have been referred to in the text and that have been allocated a number.
- Each in-text reference must be listed in the reference list/bibliography.

Language and style

- If your text is written in Afrikaans, the information in the reference list/bibliography should also be in Afrikaans – the place of publication in an Afrikaans text should, for example, be **Londen** and not **London**.
- Do not overuse quotations or sources. Retain the flow of your text by making use of word repetition, synonyms, antonyms, word association and word deduction and link these with link words/discourse markers.
- Take note of the use of the ampersand (&) in the reference list and in the text itself. In-text references that form part of the sentence are written out, such as "Van Dyk and Weideman (2004:9) claim that ...". The ampersand is used when the names of the authors are given in parentheses and do not form part of the sentence, for example "It is claimed that ..." (Van Dyk & Weideman, 2004:9).
- Note the use of punctuation – commas, full stops, colons, semi-colons, parentheses, spaces, etcetera have specific functions and must be used correctly.

Quotations

- When you quote directly, the convention is that 40 words or less should appear in quotation marks. If the quotation consists of more than 40 words, the quotation should be indented and the font size reduced by one point. The indented quote should not have any quotation marks. This is not applicable to the APA-method.
- All quotes should include the year of publication as well as the page number.

General

- Be aware of unreliable electronic sources – sources ending in *.com* are usually not very reliable. A good starting point is www.wikipedia.com, although this is unfortunately also not always a reliable source.
- There is valuable information on additional resources, such as *Turnitin*, *Refworks* and *Endnote*, available on your university's library service. With the use of *Turnitin* you can test whether you have used the literature, references, etcetera correctly before handing in tasks. Most universities have these software available within their learning management systems. Consult your university's E-learning centre or your lecturer in this regard. Alternatively, visit www.turnitin.com for more information. *Refworks* and *Endnote* are electronic referencing resources that are also available online, probably via your library services, and are valuable instruments to use in addition to this document. The databases that you can access via your university's library services are also of great value.
- In the Vancouver method italicisation is not used.
- If the year of publication is unknown, use the abbreviation s.a. (*sinne anno* = without year).
- If the place of publication is unknown, use the abbreviation s.l. (*sinne loco* = without place).
- If the name of the author or publisher is unknown, use the abbreviation s.n. (*sinne nomine* = without name).
- If the publication is a revised or later edition of an earlier publication, this should be indicated by "Revised edition" or "4th edition" in the reference list after the title of the source.
- Some journals or departments deviate to small degrees (a space, a comma, a full stop, etc.) from the standard forms of referencing – make sure of what your department's requirements are. The golden rule in referencing is always to be consistent. If you start off placing a comma in a certain position, you should continue to do so throughout the text.

Examples according to the Harvard method

BOOKS

In-text reference	Reference list//Bibliography
Book with one author	
<p>A thorough understanding of what is read is a prerequisite for good academic writing (Weideman, 2003:111).</p> <p>or</p> <p>Weideman (2003:111) claims that a thorough understanding of the text is a prerequisite for good writing.</p>	<p>Weideman, A.J. 2003. <i>Academic literacy: Prepare to learn</i>. Pretoria: Van Schaik.</p>
Book with two authors	
<p>Reliability is one of the characteristics of a good test (Bachman & Palmer, 1996:61).</p> <p>or</p> <p>According to Bachman and Palmer (1996:61), reliability is one of the characteristics of a good test.</p>	<p>Bachman, L.F. & Palmer, A.S. 1996. <i>Language testing in practice: Designing and developing useful language tests</i>. Oxford: Oxford University Press.</p>
Book with more than two authors	
<p>For the first reference in the text: Coherence is an aspect of discourse competency that refers to the sequence or continuity of ideas in written or spoken texts (Davies, Brown, Elder, Hill, Lumley & McNamara, 1999:25).</p> <p>For all subsequent references: Coherence is an aspect of discourse competency that refers to the sequence or continuity of ideas in written or spoken texts (Davies <i>et al.</i>, 1999:25).</p> <p>or</p> <p>For the first reference in the text: Davies, Brown, Elder, Hill, Lumley and McNamara (1999:25) describe coherence as an aspect of discourse competency that refers to the sequence or continuity of ideas in written or spoken texts.</p> <p>For all subsequent references: Davies <i>et al.</i> (1999:25) describe coherence as an aspect of discourse competency that refers to the sequence or continuity of ideas in written or spoken texts.</p>	<p>Davies, A., Brown, A., Elder, C., Hill, K., Lumley, T. & McNamara, T. 1999. <i>Dictionary of language testing</i>. Cambridge: Cambridge University Press.</p>

Examples according to the APA method

BOOKS

In-text reference	Reference list
Book with one author	
<p>A thorough understanding of what is read is a prerequisite for good academic writing (Weideman, 2003).</p> <p>or</p> <p>Weideman (2003) claims that a thorough understanding of the text is a prerequisite for good writing.</p>	<p>Weideman, A.J. (2003). <i>Academic literacy: Prepare to learn</i>. Pretoria: Van Schaik.</p>
Book with two authors	
<p>Reliability is one of the characteristics of a good test (Bachman & Palmer, 1996).</p> <p>or</p> <p>According to Bachman and Palmer (1996), reliability is one of the characteristics of a good test.</p>	<p>Bachman, L.F. & Palmer, A.S. (1996). <i>Language testing in practice: Designing and developing useful language tests</i>. Oxford: Oxford University Press.</p>
Book with more than two authors	
<p>For the first reference in the text: Coherence is an aspect of discourse competency that refers to the sequence or continuity of ideas in written or spoken texts (Davies, Brown, Elder, Hill, Lumley & McNamara, 1999).</p> <p>For all subsequent references: Coherence is an aspect of discourse competency that refers to the sequence or continuity of ideas in written or spoken texts (Davies et al., 1999).</p> <p>or</p> <p>For the first reference in the text: Davies, Brown, Elder, Hill, Lumley and McNamara (1999) describe coherence as an aspect of discourse competency that refers to the sequence or continuity of ideas in written or spoken texts.</p> <p>For all subsequent references: Davies et al. (1999) describe coherence as an aspect of discourse competency that refers to the sequence or continuity of ideas in written or spoken texts.</p> <p>Note: All surnames should be included for one to five authors. When six or more authors, only mention the first, followed by et al.</p>	<p>Davies, A., Brown, A., Elder, C., Hill, K., Lumley, T., & McNamara, T. (1999). <i>Dictionary of language testing</i>. Cambridge: Cambridge University Press.</p> <p>Note: If more than six authors, only mention the first six in the reference list, followed by et al.</p>

The Harvard method
BOOKS (continued)

In-text reference	Reference list//Bibliography
An exception:	
<p>If two separate sources with the same first author and the same publication date are used, the reference should be written out in full in both cases.</p>	
Book without an author	
<p>This was apparently not the case before 1990 (<i>Advertising in the Western Cape</i>, 1995:14).</p> <p>or</p> <p><i>Advertising in the Western Cape</i> (1995:14) stipulates that this was apparently not the case before 1990.</p>	<p><i>Advertising in the Western Cape</i>. 1995. Cape Town: ABC Publishers.</p>
Book under an editor	
<p>Hydro energy is one example of renewable energy (Anderson, 1993:73).</p> <p>or</p> <p>Anderson (1993:73) lists hydro energy as an example of renewable energy.</p>	<p>Anderson, P.K. (ed.). 1993. <i>Encyclopedia of Renewable Energy</i>. San Francisco: Pegasus.</p> <p>Note that (ed.) is the English abbreviation for editor. If your text is written in Afrikaans, you will write (red.) instead of (ed.):</p> <p>Anderson, P.K. (red.). 1993. <i>Encyclopedia of Renewable Energy</i>. San Francisco: Pegasus.</p>
Chapter in a book under an editor	
<p>The main implication is that tests should require interaction with the focus on negotiation of meaning within specific contexts (Blanton, 1994:237).</p> <p>or</p> <p>According to Blanton (1994:237), the main implication is that tests should require interaction with the focus on negotiation of meaning within specific contexts.</p>	<p>Blanton, L.L. 1994. Discourse, artefacts and the ozarks: Understanding academic literacy, in Zamel, V. & Spack, R. (eds.). <i>Negotiating academic literacies: Teaching and learning across languages and cultures</i>. New Jersey: Lawrence Erlbaum Associates. 235–319.</p>
Entry in a dictionary or encyclopedia	
<p>A periscope can be defined as ... (<i>The New James's Encyclopedia for Fighting Ships</i>, 2001:45).</p> <p>or</p> <p><i>The New James's Encyclopedia for Fighting Ships</i> (2001:45) defines periscope as ...</p>	<p><i>The New James's Encyclopedia for Fighting Ships</i>. 2001. London: Prentice Hall.</p>

The APA method

BOOKS (continued)

In-text reference	Reference list
<p>An exception:</p> <p>If two separate sources with the same first author and the same publication date are used, the reference should be written out in full in both cases.</p>	
Book without an author	
<p>This was apparently not the case before 1990 (<i>Advertising in the Western Cape</i>, 1995).</p> <p>or</p> <p><i>Advertising in the Western Cape</i> (1995) stipulates that this was apparently not the case before 1990.</p>	<p><i>Advertising in the Western Cape</i>. (1995). Cape Town: ABC Publishers.</p>
Book under an editor	
<p>Hydro energy is one example of renewable energy (Anderson, 1993).</p> <p>or</p> <p>Anderson (1993) lists hydro energy as an example of renewable energy.</p>	<p>Anderson, P.K. (Ed.). (1993). <i>Encyclopedia of renewable energy</i>. San Francisco: Pegasus.</p> <p>Note that (Ed.) is the English abbreviation for editor. If your text is written in Afrikaans, you will write (Red.) instead of (Ed.):</p> <p>Anderson, P.K. (Red.). (1993). <i>Encyclopedia of renewable energy</i>. San Francisco: Pegasus.</p>
Chapter in a book under an editor	
<p>The main implication is that tests should require interaction with the focus on negotiation of meaning within specific contexts (Blanton, 1994).</p> <p>or</p> <p>According to Blanton (1994), the main implication is that tests should require interaction with the focus on negotiation of meaning within specific contexts.</p>	<p>Blanton, L.L. (1994). Discourse, artefacts and the ozarks: Understanding academic literacy. In V. Zamel & R. Spack (Eds.), <i>Negotiating academic literacies: Teaching and learning across languages and cultures</i> (pp. 235–319). New Jersey: Lawrence Erlbaum Associates.</p>
Entry in a dictionary or encyclopedia	
<p>A periscope can be defined as ... (<i>New James's encyclopedia for fighting ships</i>, 2001).</p> <p>or</p> <p><i>New James's encyclopedia for fighting ships</i> (2001) defines periscope as ...</p>	<p><i>New James's encyclopedia for fighting ships</i>. (2001). London: Prentice Hall.</p>

In-text reference	Reference list/Bibliography
Article in a scientific journal (author known)	
<p>Higher education institutions admit students to tertiary study on the basis of their matriculation results, since these are seen as adequate indicators of academic success (Jawitz, 1995:105).</p> <p>or</p> <p>Jawitz (1995:105) underwrites the decision of higher education institutions to admit students on the basis of their matriculation results, since it is seen as adequate indicators of academic success.</p>	<p>Jawitz, J. 1995. Performance in first- and second-year engineering at UCT. <i>South African Journal of Higher Education</i>, 9(1):101–108.</p> <p>Note:</p> <p>The title of the journal is italicised and not the title of the article.</p> <p>The colon after the volume and issue numbers indicates on which pages the article appeared.</p>
Article in a scientific journal (author unknown)	
<p>It is a growing problem in the United States (Anorexia nervosa, 1987:53).</p> <p>Note:</p> <p>If the author of an article is unknown, the source is listed under the title of the article.</p>	<p>Anorexia nervosa. 1987. <i>American Medical Journal</i>, 3(2), June: 47–59.</p>
Article in a newspaper or popular magazine (author known)	
<p>The person status of an embryo is highly questionable (Van Niekerk, 2005:15).</p> <p>or</p> <p>Van Niekerk (2005:15) strongly questions the person status of an embryo.</p>	<p>Van Niekerk, A. 2005. Die moraliteit van stamselnavorsing. <i>Die Burger</i>; 9 November: 15.</p> <p>Note:</p> <p>The article in the titles of newspapers or magazines can be omitted.</p>
Article in a newspaper or popular magazine (author unknown)	
<p>The person status of an embryo is highly questionable (Die moraliteit van stamselnavorsing, 2005:15).</p> <p>Note:</p> <p>If the author of an article is unknown, the source is listed under the title of the article.</p>	<p>Die moraliteit van stamselnavorsing. <i>Die Burger</i>; 9 November:15.</p>
Article in a newspaper or popular magazine (author and title unknown)	
<p>The person status of an embryo is highly questionable (<i>Die Burger</i>; 2005:15).</p> <p>Note:</p> <p>If the author and the title of an article are unknown, the source is listed under the title of the newspaper or magazine.</p>	<p><i>Die Burger</i>; 2005. 9 November:15.</p>

JOURNALS

In-text reference	Reference list
Article in a scientific journal (author known)	
<p>Higher education institutions admit students to tertiary study on the basis of their matriculation results, since these are seen as adequate indicators of academic success (Jawitz, 1995).</p> <p>or</p> <p>Jawitz (1995) underwrites the decision of higher education institutions to admit students on the basis of their matriculation results, since it is seen as adequate indicators of academic success.</p>	<p>Jawitz, J. (1995). Performance in First- and Second-year Engineering at UCT. <i>South African Journal of Higher Education</i>, 9(1), 101–108.</p> <p>Note:</p> <p>The title of the journal is italicised and not the title of the article.</p> <p>The abbreviation “pp.” is not used in the reference list to indicate page numbers – the comma directly after the volume and issue numbers fulfils this function.</p>
Article in a scientific journal (author unknown)	
<p>It is a growing problem in the United States (Anorexia Nervosa, 1987).</p> <p>Note:</p> <p>If the author of an article is unknown, the source is listed under the title of the article.</p>	<p>Anorexia Nervosa. (1987). <i>American Medical Journal</i>, 3(2), 47–59.</p>
Article in a newspaper or popular magazine (author known)	
<p>The person status of an embryo is highly questionable (Van Niekerk, 2005).</p> <p>or</p> <p>Van Niekerk (2005) strongly questions the person status of an embryo.</p>	<p>Van Niekerk, A. (2005, November 9). Die Moraliteit van Stamselnavorsing. <i>Die Burger</i>; p. 15.</p> <p>Note:</p> <p>The article (a, an, the) in the titles of newspapers or magazines can be omitted.</p>
Article in a newspaper or popular magazine (author unknown)	
<p>The person status of an embryo is highly questionable (Die Moraliteit van Stamselnavorsing, 2005).</p> <p>Note:</p> <p>If the author of an article is unknown, the source is listed under the title of the article.</p>	<p>Die Moraliteit van Stamselnavorsing. (2005, November 9). <i>Die Burger</i>; p. 15.</p>
Article in a newspaper or popular magazine (author and title unknown)	
<p>The person status of an embryo is highly questionable (<i>Die Burger</i>, 2005).</p> <p>Note:</p> <p>If the author and the title of an article are unknown, the source is listed under the title of the newspaper or magazine.</p>	<p><i>Die Burger</i>. (2005, November 9) p. 15.</p>

OTHER PRINTED MEDIA

In-text reference	Reference list/Bibliography
Class notes	
<p>A consequence of insufficient levels of academic literacy is that, among others, first-year university students do not successfully complete their studies in the minimum time allowed (Bosman <i>et al.</i>, 2005:1).</p> <p>or</p> <p>From a study by Bosman <i>et al.</i> (2005:1) it appears that a consequence of insufficient levels of academic literacy is that, among others, first-year university students do not successfully complete their studies in the minimum time allowed.</p> <p>Note:</p> <p>The use of <i>et al.</i> indicates that it is not the first time that reference is made to this source.</p>	<p>Bosman, K., Gilson, G., Swart, S., Van Dyk, T.J. & Van Rensburg, C. 2005. Akademiese Geletterdheid EOT 151–154. Unpublished class notes (Akademiese taalvaardigheid 151–154). Pretoria: University of Pretoria.</p> <p>Note:</p> <p>The titles of unpublished class notes are not italicised.</p>
Master's thesis or doctoral dissertation	
<p>Academic support is also the responsibility of a student service point (De Boer, 1992:17).</p>	<p>De Boer, A. 1992. Akademiese steungewing gebaseer op 'n behoeftebepaling vir die Technikon Noord-Transvaal. Unpublished doctoral dissertation. Pretoria: University of Pretoria.</p> <p>Note:</p> <p>The title of an unpublished work is not italicised.</p>
Published conference paper	
<p>Academic language proficiency develops over a period of time (Coetzee & Van Dyk, 2006:217).</p> <p>or</p> <p>In their study, Coetzee and Van Dyk (2006:271) confirm that academic language proficiency develops over a period of time.</p>	<p>Coetzee, M. & Van Dyk, T.J. 2006. Engineers on the foreground: An integrated approach to language acquisition, in <i>Engineering education for sustainable development</i>. Pretoria: University of Pretoria: 215–222.</p>
Unpublished conference paper	
<p>Academic language proficiency develops over a period of time (Coetzee & Van Dyk, 2006).</p> <p>or</p> <p>Coetzee and Van Dyk (2006) found that academic language proficiency develops over a period of time.</p>	<p>Coetzee, M. & Van Dyk, T.J. 2006. Engineers on the foreground: An integrated approach to language acquisition. Unpublished paper delivered at the Third African Regional Conference on Engineering Education. 26 September, Pretoria.</p> <p>Note:</p> <p>The title of an unpublished work is not italicised.</p>

OTHER PRINTED MEDIA

In-text reference	Reference list
Class notes	
<p>A consequence of insufficient levels of academic literacy is that, among others, first-year university students do not successfully complete their studies in the minimum time allowed (Bosman et al., 2005).</p> <p>or</p> <p>From a study by Bosman et al. (2005) it appears that a consequence of insufficient levels of academic literacy is that, among others, first-year university students do not successfully complete their studies in the minimum time allowed.</p> <p>Note:</p> <p>The use of <i>et al.</i> indicates that it is not the first time that reference is made to this source.</p>	<p>Bosman, K., Gilson, G., Swart, S., Van Dyk, T.J., & Van Rensburg, C. (2005). <i>Akademiese Geletterdheid</i>. Unpublished class notes (Akademiese taalvaardigheid). Unit for Academic Literacy. Pretoria: University of Pretoria.</p> <p>Note:</p> <p>The titles of unpublished class notes are indeed italicised.</p>
Master's thesis or doctoral dissertation	
<p>Academic support is also the responsibility of a student service point (De Boer, 1992).</p>	<p>De Boer, A. (1992). <i>Akademiese steungewing gebaseer op 'n behoeftebepaling vir die Technikon Noord-Transvaal</i>. Unpublished doctoral dissertation, University of Pretoria.</p> <p>Note:</p> <p>The title of an unpublished work is indeed italicised.</p>
Published conference paper	
<p>Academic language proficiency develops over a period of time (Coetzee & Van Dyk, 2006).</p> <p>or</p> <p>In their study Coetzee and Van Dyk (2006) confirm that academic language proficiency develops over a period of time.</p>	<p>Coetzee, M. & Van Dyk, T.J. (2006). Engineers on the foreground: An integrated approach to language acquisition. In C. Pistorius (Ed.), <i>Engineering education for sustainable development</i> (pp. 215–222). Pretoria: University of Pretoria.</p>
Unpublished conference paper	
<p>Academic language proficiency develops over a period of time (Coetzee & Van Dyk, 2006).</p> <p>or</p> <p>Coetzee and Van Dyk (2006) found that academic language proficiency develops over a period of time.</p>	<p>Coetzee, M. & Van Dyk, T.J. (2006). <i>Engineers on the foreground: An integrated approach to language acquisition</i>. Unpublished paper delivered at the Third African Regional Conference on Engineering Education, Pretoria. September, 26.</p> <p>Note:</p> <p>The title of an unpublished work is indeed italicised.</p>

OTHER PRINTED MEDIA (continued)

In-text reference	Reference list/Bibliography
Laws / Acts / Statutes	
<p>According to the National Youth Commission Amendment Act 19 of 2000 (Republic of South Africa, 2000), young people are also entitled to be treated with respect and dignity.</p>	<p>Republic of South Africa. 2000. <i>National Youth Commission Amendment Act 19 of 2000</i>. Pretoria: Government Printer.</p> <p>Note: If this source is available electronically, work according to the guidelines for electronic referencing.</p>
White Paper	
<p>According to the White Paper (Republic of South Africa 1995: 21) on education and training, higher education should in principle be accessible to everybody.</p>	<p>Republic of South Africa. Department of Education. 1995. <i>White Paper on education and training</i>. Government Gazette no. 16312, 15 March.</p> <p>Note: If this source is available electronically, work according to the guidelines for electronic referencing.</p>

OTHER PRINTED MEDIA (continued)

In-text reference	Reference list
Laws / Acts / Statutes	
<p>According to the National Youth Commission Amendment Act (2000) young people are also entitled to be treated with respect and dignity.</p>	<p>Republic of South Africa. (2000). <i>National Youth Commission Amendment Act 19 of 2000</i>. [Laws.] Pretoria: Government Printer.</p> <p>Note: If this source is available electronically, work according to the guidelines for electronic referencing.</p>
White Paper	
<p>According to the White Paper on education and training (1995) higher education should in principle be accessible to everybody.</p>	<p>Republic of South Africa. Department of Education. (1995). White Paper on education and training. Government Gazette no. 16312, 15 March.</p> <p>Note: If this source is available electronically, work according to the guidelines for electronic referencing.</p>

ELECTRONIC SOURCES

In-text reference	Reference list/Bibliography
Internet source (author known)	
<p>The communication skills of engineers are more important today than ever before (Norback <i>et al.</i>, 2001).</p> <p>or</p> <p>According to Norback <i>et al.</i> (2001), the communication skills of engineers are very important.</p>	<p>Norback, J.S., Lwellyn, D.C. & Hardin, J.R. 2001. <i>Shoptalk 101. Integrating workplace communication into undergraduate engineering curricula</i> [Online]. Available: http://www.lionhrtpub.com/orms/orms-8-01/norback.html [2005, August 31].</p>
Internet source (author unknown)	
<p>Graphs must have a specific purpose to justify its use (Guidelines for using charts and graphs, 2005).</p>	<p><i>Guidelines for using charts and graphs.</i> 2005. [Online]. Available: http://sandhills.edu/wordguide/chartadvice.html [2006, February 23].</p>
Information obtained from an electronic database, specifically a journal article	
<p>According to Petrić (2007), a number of rhetorical functions of citations could be identified.</p>	<p>Petrić, B. 2007. Rhetorical functions of citations in high- and low-rated master's theses. <i>Journal of English for Academic Purposes</i> 6(3). [Online], Available: http://www.sciencedirect.com/science [2007, November 30].</p>
CD-ROM	
<p>Odendal and Gouws (2000) define pride as an excessive feeling of self-worth or an overestimation of the self.</p>	<p>Odendal, F.F. & Gouws, R.H. 2000. <i>Elektroniese Verklarende Handwoordeboek van die Afrikaanse Taal</i> [CD-ROM]. Available: Perskor [2007, September 20].</p> <p>Note:</p> <p>If the information on the author(s) is not available, the title is listed first.</p>
Film	
<p>According to An inconvenient truth (2006), one-third of Greenland's ice caps have melted since 2000.</p> <p>or</p> <p>One-third of Greenland's ice caps have melted since 2000 (An inconvenient truth, 2006).</p>	<p>An inconvenient truth [film]. 2006. Los Angeles: Paramount Pictures.</p>
Television programme	
<p>The patriarch Chris Edwards is not at home to support his daughter during her disciplinary hearing (Egoli, 2007).</p>	<p>Egoli [video recording]. 29 November 2007. Johannesburg: M-Net.</p>

ELECTRONIC SOURCES

In-text reference	Reference list
Internet source (author known)	
<p>The communication skills of engineers are more important today than ever before (Norback et al., 2001).</p> <p>or</p> <p>According to Norback <i>et al.</i> (2001), the communication skills of engineers are very important.</p>	<p>Norback, J.S., Lwellyn, D.C., & Hardin, J.R. (2001). <i>Shoptalk 101. Integrating workplace communication into undergraduate engineering curricula</i> [Online]. Retrieved August 31, 2005: http://www.lionhrtpub.com/orms/orms-8-01/norback.html.</p>
Internet source (author unknown)	
<p>Graphs must have a specific purpose to justify its use (Guidelines for using charts and graphs, [s.a.]).</p>	<p><i>Guidelines for using charts and graphs.</i> [S.a.] [Online]. Retrieved February 23, 2006: http://sandhills.edu/wordguide/chartadvice.html.</p>
Information obtained from an electronic database, specifically a journal article	
<p>According to Petrić (2007), a number of rhetorical functions of citations could be identified.</p>	<p>Petrić, B. (2007). Rhetorical functions of citations in high- and low-rated master's theses. <i>Journal of English for Academic Purposes</i>, 6(3). [Online]. Retrieved November 30, 2007: http://www.sciencedirect.com/science.</p>
CD-ROM	
<p>Odendal and Gouws (2000) define pride as an excessive feeling of self-worth or an overestimation of the self.</p>	<p>Odendal, F.F. & Gouws, R.H. (2000). Elektroniese verklarende handwoordeboek van die Afrikaanse taal [CD-ROM]. Perskor [2007, September 20].</p> <p>Note:</p> <p>If the information on the author(s) is not available, the title is listed first.</p>
Film	
<p>According to You can count on me(2000), trust is one of the building blocks of a good relationship.</p>	<p>Scorsese, M. (Producer), & Lonergan, K. (Writer/ Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.</p>
Television programme	
<p>The patriarch Chris Edwards is not at home to support his daughter during her disciplinary hearing (Egoli, 2007).</p>	<p>Marx, R. (Executive Producer). (2007, November 29). <i>Egoli</i> [Television broadcast]. Johannesburg: M-Net.</p>

ELECTRONIC SOURCES (continued)

In-text reference	Reference list/Bibliography
PowerPoint-presentations	
Johnson (2007) is of the opinion that the basic principles of behaviourism is still relevant.	Johnson, K. 2007. <i>Psychology 114 Class notes</i> . Stellenbosch University. [Online]. Available: http://www.sun.ac.za/webstudies [2007, May 3]
E-books	
Beerbohm (1922) opposes the testing of cosmetic products on animals.	Beerbohm, M. 1922. <i>A defence of cosmetics</i> . New York: Dodd, Mead and Company. [Online]. Available: http://www.archive.org/details/defenceofcosmeti00beer [2006, June 15]

The APA method

ELECTRONIC SOURCES (continued)

In-text reference	Reference list
PowerPoint-presentations	
Johnson (2007) is of the opinion that the basic principles of behaviourism is still relevant.	Johnson, K. (2007). <i>Psychology 114 Class notes</i> . Stellenbosch University. [Online]. Retrieved May 3, 2007, http://www.sun.ac.za/webstudies
E-books	
Beerbohm (1922) opposes the testing of cosmetic products on animals.	Beerbohm, M. (1922). <i>A defence of cosmetics</i> . New York: Dodd, Mead and Company. [Online]. Retrieved June 15, 2006, http://www.archive.org/details/defenceofcosmeti00beer

PERSONAL COMMUNICATION

In-text reference	Reference list/Bibliography
Personal communication via letter/fax/memo, etcetera	
<p>In 2004, only 47% of the enrolled first-year students completed their studies in the prescribed period (Vermeulen, 2007).</p>	<p>Vermeulen, L. 2007. Correspondence. 23 September, Stellenbosch.</p>
Personal communication: interview	
<p>Since 2005, the trend has been an average annual increase of 10% in the number of international students (Coetzee, 2007).</p>	<p>Coetzee, M. 2007. Personal interview. 30 November, Stellenbosch.</p>
Personal communication via e-mail	
<p>According to Van Dyk (2005), flow and coherence are some of the basic characteristics of good academic writing.</p>	<p>Van Dyk, T.J. 2005. Academic writing for university students, e-mail to M. Orr [Online], 17 March. Available e-mail: tvd@sun.ac.za.</p>

PERSONAL COMMUNICATION

In-text reference	Reference list
Personal communication via letter/fax/memo, etcetera	
<p>In 2004, only 47% of the enrolled first-year students completed their studies in the prescribed period (Vermeulen, personal communication, 23 September 2007).</p>	<p>Note: In the <i>APA</i> method personal communication via letter/fax/memorandum is not listed in the reference list.</p>
Personal communication: interview	
<p>Since 2005, the trend has been an average annual increase of 10% in the number of international students (Coetzee, personal communication, 30 November 2007).</p>	<p>Note: In the <i>APA</i> method personal communication by means of an interview is not listed in the reference list.</p>
Personal communication via e-mail	
<p>According to Van Dyk (2005), flow and coherence are some of the basic characteristics of good academic writing.</p>	<p>Van Dyk, T.J. (tvd@sun.ac.za). (2005, March 17). <i>Academic writing for university students</i>.</p> <p>Note: No listing in the reference list is necessary for personal communication.</p>

Examples according to the Vancouver method

BOOKS

In-text reference	Reference list
Book with one author	
<p>A thorough understanding of what is read is a prerequisite for good academic writing.[2]</p> <p>or</p> <p>Weideman [2] claims that a thorough understanding of the text is a prerequisite for good writing.</p> <p>Note:</p> <p>Weideman is in this instance the second source used in the text.</p>	<p>[2] Weideman AJ. Academic literacy: Prepare to learn. Pretoria: Van Schaik; 2003.</p>
Book with two authors	
<p>Reliability is one of the characteristics of a good test.[7]</p> <p>or</p> <p>According to Bachman and Palmer,[7] reliability is one of the characteristics of a good test.</p>	<p>[7] Bachman LF, Palmer AS. Language testing in practice: Designing and developing useful language tests. Oxford: Oxford University Press; 1996.</p>
Book with more than two authors	
<p>If the work has up to six authors, all their names have to be used with every mention to the source.</p> <p>Davies, Brown, Elder, Hill, Lumley and McNamara [4] describe coherence as an aspect of discourse competency that refers to the sequence or continuity of ideas in written or spoken texts.</p>	<p>[4] Davies A, Brown A, Elder C, Hill K, Lumley T, McNamara T. Dictionary of language testing. Cambridge: Cambridge University Press; 1999.</p> <p>Note:</p> <p>If there are more than six authors, only the first six are mentioned, followed by "et al". The rest of the entry in the reference list is the same as above. The same applies for journals.</p>

Examples according to the footnote system

BOOKS

In-text reference	Footnote
Book with one author	
<p>A thorough understanding of what is read is a prerequisite for good academic writing².</p> <p>or</p> <p>Weideman² claims that a thorough understanding of the text is a prerequisite for good writing.</p> <p>Note:</p> <p>Weideman is in this instance the second source used in the text.</p>	<p>2 Weideman <i>Academic Literacy: Prepare to Learn</i> (2003)</p> <p>Note:</p> <p>The pattern is as follows: the author's surname without his/her initials is placed first, followed by the title of the work in italics. After this, the second and further editions are indicated (if applicable). The year of publication follows in parentheses and the page numbers are placed last (if applicable).</p>
Book with two authors	
<p>Reliability is one of the characteristics of a good test⁷.</p> <p>or</p> <p>According to Bachman and Palmer⁷, reliability is one of the characteristics of a good test.</p>	<p>7 Bachman & Palmer <i>Language Testing in Practice: Designing and Developing Useful Language Tests</i> (1996)</p>
Book with more than two authors	
<p>If a work was written by three or more authors, the names of the authors should be separated with commas, and an ampersand should be placed before the last author's name. This only applies to the first reference. In all further references, only the first author is mentioned, followed by "et al" (not in italics).</p> <p>Coherence is described as an aspect of discourse competency that refers to the sequence or continuity of ideas in written or spoken texts³.</p>	<p>4 Davies, Brown, Elder, Hill, Lumley, & McNamara <i>Dictionary of Language Testing</i> (1999)</p> <p>or</p> <p>3 Davies et al <i>Dictionary of Language Testing</i> (1999) – only if the reference occurs more than once</p>

BOOKS (continued)

In-text reference	Reference list
Book without an author	
This was apparently not the case before 1990.[1]	[1] Advertising in the Western Cape. Cape Town: ABC Publishers; 1995.
Book under an editor	
Hydro energy is one example of renewable energy.[14]	[14] Anderson PK, editor. Encyclopedia of Renewable Energy. San Francisco: Pegasus; 1993.
<p>or</p> <p>Anderson [14] lists hydro energy as an example of renewable energy.</p>	
Chapter in a book under an editor	
The main implication is that tests should require interaction with the focus on negotiation of meaning within specific contexts.[5]	[5] Blanton LL. Discourse, artefacts and the ozarks: Understanding academic literacy. In Zamel V, Spack R, editors. Negotiating academic literacies: Teaching and learning across languages and cultures. New Jersey: Lawrence Erlbaum Associates; 1994. pp. 235–319.
<p>or</p> <p>According to Blanton,[5] the main implication is that tests should require interaction with the focus on negotiation of meaning within specific contexts.</p>	
Entry in a dictionary or encyclopedia	
A periscope can be defined as ... [7]	[7] The New James's Encyclopedia for Fighting Ships. London: Prentice Hall; 2001. Periscope: p. 167.
<p>or</p> <p><i>The New James's Encyclopedia for Fighting Ships</i> [7] defines ...</p>	<p>Note:</p> <p>The word that is defined forms part of the reference in the reference list.</p>

The footnote system

BOOKS (continued)

In-text reference	Footnote
Book without an author	
This was apparently not the case before 1990 ¹ .	1 <i>Advertising in the Western Cape</i> (1995)
Book under an editor	
Hydro energy is one example of renewable energy ¹⁴ . or Anderson ¹⁴ lists hydro energy as an example of renewable energy.	14 Anderson (ed) <i>Encyclopedia of Renewable Energy</i> (1995)
Chapter in a book under an editor	
The main implication is that tests should require interaction with the focus on negotiation of meaning within specific contexts ⁵ . or According to Blanton ⁵ , the main implication is that tests should require interaction with the focus on negotiation of meaning within specific contexts.	5 Blanton "Discourse, artefacts and the ozarks: Understanding academic literacy" in Zamel & Spack (eds) <i>Negotiating Academic Literacies: Teaching and Learning across Languages and Cultures</i> (1994) 235–319
Entry in a dictionary or encyclopedia	
A periscope can be defined as ... ⁷ or <i>The New James's Encyclopedia for Fighting Ships</i> ⁷ defines ...	7 <i>The New James's Encyclopedia for Fighting Ships</i> (2001)

In-text reference	Reference list
Article in a scientific journal (author known)	
<p>Higher education institutions admit students to tertiary study on the basis of their matriculation results, since these are seen as adequate indicators of academic success.[2]</p> <p>or</p> <p>Jawitz [2] underwrites the decision of higher education institutions to admit students on the basis of their matriculation results, since it is seen as adequate indicators of academic success.</p>	<p>[2] Jawitz J. Performance in first- and second-year engineering at UCT. <i>South African Journal of Higher Education</i> 1995;9(1):101–108.</p> <p>Note:</p> <p>There are no spaces between the date, volume, issue and page numbers.</p>
Article in a scientific journal (author known)	
<p>If the author of an article is unknown, the source is listed under the title of the article.</p> <p>It is a growing problem in the United States.[20]</p>	<p>[20] Anorexia nervosa. <i>American Medical Journal</i> 1987;3(2):47–59.</p> <p>Note:</p> <p>There are no spaces between the date, volume, issue and page numbers.</p>
Article in a newspaper or popular magazine (author known)	
<p>The person status of an embryo is highly questionable.[18]</p> <p>or</p> <p>Van Niekerk [18] strongly questions the person status of an embryo.</p>	<p>[18] Van Niekerk A. Die moraliteit van stamselnavorsing. <i>Die Burger</i> 2005 November 9;15.</p>
Article in a newspaper or popular magazine (author unknown)	
<p>The person status of an embryo is highly questionable.[25]</p>	<p>[25] Die moraliteit van stamselnavorsing. <i>Die Burger</i> 2005 November 9;15.</p>
Article in a newspaper or popular magazine (author and title unknown)	
<p>The person status of an embryo is highly questionable.[30]</p>	<p>[30] <i>Die Burger</i> 2005 November 9;15.</p>

The footnote system

JOURNALS

In-text reference	Footnote
Article in a scientific journal (author known)	
<p>Higher education institutions admit students to tertiary study on the basis of their matriculation results, since these are seen as adequate indicators of academic success².</p> <p>or</p> <p>Jawitz² underwrites the decision of higher education institutions to admit students on the basis of their matriculation results, since it is seen as adequate indicators of academic success.</p>	<p>2 Jawitz "Performance in first- and second-year engineering at UCT" 1995 9(1) <i>South African Journal of Higher Education</i> 101–108</p> <p>Note:</p> <p>The title of the journal should preferably be abbreviated. In this case, the reference would be written as follows:</p> <p>2 Jawitz "Performance in first- and second-year engineering at UCT" 1995 9(1) <i>SAJHE</i> 101–108</p>
Article in a scientific journal (author known)	
<p>If the author of an article is unknown, the source is listed under the title of the article.</p> <p>It is a growing problem in the United States²⁰.</p>	<p>20 "Anorexia nervosa" <i>American Medical Journal</i> 1987 3(2) 47–59</p>
Article in a newspaper or popular magazine (author known)	
<p>The person status of an embryo is highly questionable¹⁸.</p> <p>or</p> <p>Van Niekerk¹⁸ strongly questions the person status of an embryo.</p>	<p>18 Van Niekerk "Die moraliteit van stamselnavorsing" <i>Die Burger</i> (2005-11-09) 15</p>
Article in a newspaper or popular magazine (author unknown)	
<p>The person status of an embryo is highly questionable²⁵.</p>	<p>25 "Die moraliteit van stamselnavorsing" <i>Die Burger</i> (2005-11-09) 15</p>
Article in a newspaper or popular magazine (author and title unknown)	
<p>The person status of an embryo is highly questionable³⁰.</p>	<p>30 <i>Die Burger</i> (2005-11-09) 15</p>

OTHER PRINTED MEDIA

In-text reference	Reference list
Class notes	
<p>A consequence of insufficient levels of academic literacy is that, among others, first-year university students do not successfully complete their studies in the minimum time allowed.[9]</p> <p>or</p> <p>From a study by Bosman, Gilson, Swart, Van Dyk and Van Rensburg [9] it appears that a consequence of insufficient levels of academic literacy is that, among others, first-year university students do not successfully complete their studies in the minimum time allowed.</p>	<p>[9] Bosman K, Gilson G, Swart S, Van Dyk, TJ, Van Rensburg C. Akademiese Geletterdheid. Unpublished class notes Akademie Taalvaardigheid. Pretoria: University of Pretoria; 2005.</p>
Master's thesis or doctoral dissertation	
<p>Academic support is also the responsibility of a student service point.[13]</p>	<p>[13] De Boer A. Akademiese steungewing gebaseer op 'n behoeftebepaling vir die Technikon Noord-Transvaal. [unpublished dissertation]. Pretoria: University of Pretoria; 1992.</p>
Published conference paper	
<p>Academic language proficiency develops over a period of time.[8]</p> <p>or</p> <p>In their study, Coetzee and Van Dyk [8] confirm that academic language proficiency develops over a period of time.</p>	<p>[8] Coetzee M, Van Dyk TJ. Engineers on the foreground: An integrated approach to language acquisition. In: Engineering education for sustainable development: Proceedings of the Third African Regional Conference on Engineering Education. Pretoria: University of Pretoria; 2006. pp. 215–222.</p>
Unpublished conference paper	
<p>Academic language proficiency develops over a period of time.[11]</p> <p>or</p> <p>Coetzee and Van Dyk [11] found that academic language proficiency develops over a period of time.</p>	<p>[11] Coetzee M, Van Dyk TJ. Engineers on the foreground: An integrated approach to language acquisition. Unpublished paper delivered at the Third African Regional Conference on Engineering Education. Pretoria; 2006.</p>

The footnote system

OTHER PRINTED MEDIA

In-text reference	Footnote
Class notes	
<p>A consequence of insufficient levels of academic literacy is that, among others, first-year university students do not successfully complete their studies in the minimum time allowed⁹.</p> <p>or</p> <p>From a study by Bosman, Gilson, Swart, Van Dyk and Van Rensburg⁹ it appears that a consequence of insufficient levels of academic literacy is that, among others, first-year university students do not successfully complete their studies in the minimum time allowed.</p>	<p>9 Bosman, Gilson, Swart, Van Dyk & Van Rensburg <i>Akademiese Geletterdheid</i> (2005) Unpublished class notes for the course (Akademiese Taalvaardigheid) at the University of Pretoria</p>
Master's thesis or doctoral dissertation	
<p>Academic support is also the responsibility of a student service point¹³.</p>	<p>13 De Boer <i>Akademiese steunegwing gebaseer op 'n behoeftebepaling vir die Technikon Noord-Transvaal</i> Unpublished DEd dissertation University of Pretoria (1992)</p>
Published conference paper	
<p>Academic language proficiency develops over a period of time⁸.</p> <p>or</p> <p>In their study Coetzee and Van Dyk⁸ confirm that academic language proficiency develops over a period of time.</p>	<p>8 Coetzee & Van Dyk "Engineers on the foreground: An integrated approach to language acquisition" 2006 <i>In Engineering Education for Sustainable Development: Proceedings of the Third African Regional Conference on Engineering Education</i> 215–222</p>
Unpublished conference paper	
<p>Academic language proficiency develops over a period of time¹¹.</p> <p>or</p> <p>Coetzee and Van Dyk¹¹ found that academic language proficiency develops over a period of time.</p>	<p>11 Coetzee & Van Dyk <i>Engineers on the foreground: An integrated approach to language acquisition</i> (2006) unpublished paper delivered at the <i>Third African Regional Conference on Engineering Education</i> hosted by the Faculty of Engineering at the University of Pretoria, 26–27/09/2006</p>

OTHER PRINTED MEDIA (continued)

In-text reference	Reference list
Laws / Acts / Statutes	
<p>According to [3] young people are also entitled to be treated with respect and dignity.</p>	<p>[3] National Youth Commission Amendment Act 19 of 2000 of the Republic of South Africa. Pretoria: Government Printer; 2000.</p> <p>Note:</p> <p>If this source is available electronically, work according to the guidelines for electronic referencing.</p>
White Paper	
<p>According to [3] higher education should in principle be accessible to everybody.</p>	<p>[3] Republic of South Africa. Department of Education. White Paper on education and training. Government Gazette no. 16312, 15 March; 1995.</p> <p>Note:</p> <p>If this source is available electronically, work according to the guidelines for electronic referencing.</p>

The footnote system

OTHER PRINTED MEDIA (continued)

In-text reference	Footnote
Laws / Acts / Statutes	
Young people are also entitled to be treated with respect and dignity ⁴ .	4 National Youth Commission Amendment Act 19 of 2000 of the Republic of South Africa (2000) Note: If this source is available electronically, work according to the guidelines for electronic referencing.
White Paper	
Higher education should in principle be accessible to everybody ⁵ .	5 Republic of South Africa. Department of education. White Paper on education and training. Government Gazette no. 16312, 15 March; 1995 (1995) Note: If this source is available electronically, work according to the guidelines for electronic referencing.

ELECTRONIC SOURCES

In-text reference	Reference list
Internet source (author known)	
<p>The communication skills of engineers are more important today than ever before.[17]</p> <p>or</p> <p>According to Norback, Lwellyn and Hardin,[17] the communication skills of engineers are very important.</p>	<p>[17] Norback JS, Lwellyn DC, Hardin JR. Shoptalk 101. Integrating workplace communication into undergraduate engineering curricula [Online] 2001 [access 2005, August 31]; Available: http://www.lionhrtpub.com/oms/oms-8-01/norback.html</p>
Internet source (author unknown)	
<p>Graphs must have a specific purpose to justify its use.[3]</p>	<p>[3] Guidelines for using charts and graphs [Online] [s.a.] [access 2006, February 23]; Available: http://sandhills.edu/wordguide/chartadvice.html</p>
Information obtained from an electronic database, specifically a journal article	
<p>According to Petrić,[15] a number of rhetorical functions of citations could be identified.</p>	<p>[15] Petrić B. Rhetorical functions of citations in high- and low-rated master's theses. <i>Electronic Journal of English for Academic Purposes</i> 6(3) [Online] 2007 [access 2007, November 30]; Available: http://www.sciencedirect.com/science</p>
CD-ROM	
<p>Odendal and Gouws [4] define pride as an excessive feeling of self-worth or an overestimation of the self.</p>	<p>[4] Odendal FF, Gouws RH. <i>Elektroniese Verklarende Handwoordeboek van die Afrikaanse Taal</i> [CD-ROM] 2000 [access 2007, September 20]; Available: Perskor.</p> <p>Note:</p> <p>If the authors' information is not available, the title is listed first.</p>
Film	
<p>According to An inconvenient truth,[6] one-third of Greenland's ice caps have melted since 2000.</p> <p>or</p> <p>One-third of Greenland's ice caps have melted since 2000.[6]</p>	<p>[6] An inconvenient truth [film]. Los Angeles: Paramount Pictures; 2006.</p>
Television programme	
<p>The patriarch Chris Edwards is not at home to support his daughter during her disciplinary hearing.[16]</p>	<p>[16] Egoli [video recording]. Johannesburg: M-Net; 2007, November 29.</p>

The footnote system

ELECTRONIC SOURCES

In-text reference	Footnote
Internet source (author known)	
<p>The communication skills of engineers are more important today than ever before¹⁷.</p> <p>or</p> <p>According to Norback, Lwellyn and Hardin¹⁷, the communication skills of engineers are very important.</p>	<p>17 Norback, Lwellyn & Hardin "Shoptalk 101. Integrating workplace communication into undergraduate engineering curricula" http://www.lionhrtpub.com/orms/orms-8-01/norback.html (visited on 31-08-2005)</p>
Internet source (author unknown)	
<p>Graphs must have a specific purpose to justify its use³.</p>	<p>3 <i>Guidelines for using charts and graphs</i> http://sandhills.edu/wordguide/chartadvice.html (visited on 23-02-2006)</p>
Information obtained from an electronic database, specifically a journal article	
<p>According to Petrić¹⁵, a number of rhetorical functions of citations could be identified.</p>	<p>15 Petrić "Rhetorical functions of citations in high- and low-rated master's theses" <i>Electronic Journal of English for Academic Purposes</i> http://www.sciencedirect.com/science (visited on 30-11-2007)</p>
CD-ROM	
<p>Odendal and Gouws⁴ define pride as an excessive feeling of self-worth or an overestimation of the self.</p>	<p>4 Odendal & Gouws <i>Elektroniese Verklarende Handwoordeboek van die Afrikaanse Taal</i> (2000) CD-ROM (visited on 20-09-2007)</p>
Film	
<p>According to <i>An inconvenient truth</i>⁶, one-third of Greenland's ice caps have melted since 2000.</p> <p>or</p> <p>One-third of Greenland's ice caps have melted since 2000⁶.</p>	<p>6 <i>An inconvenient truth</i> (2006) Film</p>
Television programme	
<p>The patriarch Chris Edwards is not at home to support his daughter during her disciplinary hearing¹⁶.</p>	<p>16 <i>Egoli</i> (2007) Video recording</p>

ELECTRONIC SOURCES (continued)

In-text reference	Reference list
PowerPoint-presentations	
<p>[4] is of the opinion that the basic principles of behaviourism is still relevant.</p>	<p>[4] Johnson, K. Psychology I 14 Class notes. Stellenbosch University. [Online] 2007 [access 2007, May 3]; Available: http://www.sun.ac.za/webstudies</p>
E-books	
<p>[8] opposes the testing of cosmetic products on animals.</p>	<p>[8] Beerbohm, M. A defence of cosmetics. [Online] 2006 [access 2006, June 15]; Available: http://www.archive.org/details/defenceofcosmeti00beer</p>

The footnote system

ELECTRONIC SOURCES (continued)

In-text reference	Footnote
PowerPoint-presentations	
The basic principles of behaviourism is still relevant ⁴ .	4 Johnson <i>Psychology 114 Class notes</i> Stellenbosch University http://www.sun.ac.za/webstudies (visited on 03-05-2007)
E-books	
The testing of cosmetic products on animals is opposed ⁸ .	8 Beerbohm <i>A defence of cosmetics</i> http://www.archive.org/details/defenceofcosmeti00beer (visited on 15-06-2006)

PERSONAL COMMUNICATION

In-text reference	Reference list
Personal communication via letter/fax/memo, etcetera	
<p>In 2004, only 47% of the enrolled first-year students completed their studies in the prescribed period.[7]</p>	<p>[7] Vermeulen L. [Correspondence]. Stellenbosch; 2007, September 23.</p>
Personal communication: interview	
<p>Since 2005, the trend has been an average annual increase of 10% in the number of international students.[10]</p>	<p>[10] Coetzee M. [Personal interview]. Stellenbosch; 2007, November 30.</p>
Personal communication via e-mail	
<p>According to Van Dyk,[15] flow and coherence are some of the basic characteristics of good academic writing.</p>	<p>[15] Van Dyk TJ. [E-mail communication]. Stellenbosch; 2005, March 17.</p>

PERSONAL COMMUNICATION

In-text reference	Footnote
Personal communication via letter/fax/memo, etcetera	
In 2004, only 47% of the enrolled first-year students completed their studies in the prescribed period ⁷ .	7 Vermeulen (2007) Personal correspondence on 23-09-2007
Personal communication: interview	
Since 2005, the trend has been an average annual increase of 10% in the number of international students ¹⁰ .	10 Coetzee (2007) Personal interview on 30-11-2007
Personal communication via e-mail	
According to Van Dyk ¹⁵ , flow and coherence are some of the basic characteristics of good academic writing.	15 Van Dyk (2005) E-mail communication on 17-03-2005

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- University of the Western Cape. 2003. *Guide to academic writing*. Cape Town: University of the Western Cape.
- Van Dyk, T.J. (ed.) 2004. *Akademiese Geletterdheid*. Course material. Pretoria: University of Pretoria.