

# Introduction

## 1. General guide to academic citation

An important characteristic of academic writing is the acknowledgement of other writers' words or creations through citing and referencing all sources of information used. *Citing* is the practice of quoting from, or referring to other writers' works and ideas in one's own text. *Referencing* is the listing of the full details of the publications that have been cited, so that the reader can find the original sources. Citing and referencing have long been regarded as indicators of academic writing.

## 2. Good reasons for citation

Writing is 'intellectual property' and credit has to be given to authors who first expressed an idea. The practice of citing and referencing the work of others is the best way of protecting oneself from being accused of, or committing plagiarism. (See: "**Plagiarism in academic writing**" in Section 4.)

Relevant citations show the reader that the literature in a field has been read and understood, and that the writer is familiar with the important researchers in the particular field of study. This gives authority to statements by showing that arguments are supported by other authors. If some authoritative sources have been left out, or if the work relies on the writings of lesser or discredited authors, this may detract from the new work.

Citations show how familiar one is with recent texts. In certain subject fields it is very important to be aware of new developments. References enable the reader to check source accuracy, or to establish context.

## 3. Peer review and the evaluation of sources

Increasingly, students rely on information sources available from the World Wide Web. It is important to understand that Web sources may be substantially different from sources that are found in an academic library. This is because anybody can publish anything on the Web; texts on websites are not peer-reviewed. All articles that are published in

academic journals have been subjected to a rigorous process of anonymous review by scholars (peers) in the same field. Peer review is a lengthy and time-consuming process, which (even though not entirely immune to abuse) ensures accountability and reliability in the transfer of knowledge.

Peer-reviewed articles are essentially different from articles in newspapers or popular journals. While journalists may or may not take reasonable measures to present facts accurately, the constraints of time and the pressures of readability or popular appeal may compromise the veracity of newspaper reports.

When potentially interesting information is found on the Web, one should try to establish the authority of the source. Are the authors identified, and do they belong to a creditable organisation? The Web address or URL can give a clue: ".ac" or ".edu" indicates an academic institution, ".gov" a government publication; ".com" or ".co" a commercial site. An anonymous site or one with obvious language and other errors should be regarded with suspicion. References to *Wikipedia* should be avoided in academic work.

Furthermore, the tone of a text should be considered. Extravagant statements or over-emphatic claims are not found in serious academic writing, nor are vague or sweeping statements which lack supporting evidence. Citations are a sign of good academic writing. Check if authors have cited the sources used in their work and critically examine the list of references. When authors quote what other people have *said*, but not published, this could indicate that the information is untrustworthy or unsubstantiated. Reputable writers try to present different points of view or balanced arguments. Beware of one-sided positions or evidence of bias. Self-promotion or advertising, or evidence of ulterior motives, are warnings that the information may be unreliable.

It is your responsibility to ensure that the information you choose is reliable.

## 4. Plagiarism in academic writing

Students are often unsure of exactly what plagiarism is and how it affects them. These days, because of the ease of cutting and pasting from the Web, student plagiarism has become an issue of great concern at academic institutions.

Plagiarism is the misappropriation of others' words, thoughts and ideas by presenting them as one's own, and is treated very seriously in the academic world. Under no circumstances is it acceptable to present the work of others as your own. Neither ignorance nor carelessness will be accepted as an excuse. There are sophisticated websites and techniques aimed at tracking down all kinds of plagiarism. Many universities including UCT use software such as *Turnitin*, which is designed to assist in detecting plagiarism, so electronic submission of written work may be required in order for it to be tested. At the very least, students found guilty of plagiarism could be failed, or they may even be rusticated or expelled from their academic institution.

This guide should assist in understanding how to deal with academic sources without resorting to plagiarism.

## 5. How does one cite correctly and avoid plagiarism?

Every time that a term, phrase or idea of another is used, the name the author or the source where the concept or thought was found, has to be stated.

- When someone's exact words are quoted, they have to be placed in quotation marks.
- Long quotations (40 words or more) should be "blocked" to make them stand out clearly. This means indenting and single-spacing the entire quotation, possibly also using a smaller typeface.
- If the ideas or words of another are paraphrased, use your *own words*. The source must still be cited, but now quotation marks are not used. It is *not enough* to simply change the word order or to substitute one or two words.
- One may also *summarise* lengthy material in one's own words. The source must still be cited, but you do not have to use quotation marks unless some of the author's words are also reproduced, in which case these words have to be placed in quotation marks.
- Use quotations sparingly. If it is possible, use your own words to summarise or paraphrase text.

## 6. Citation styles

There are many different referencing styles and conventions used to ensure consistency in citation. Scientific publications often use the citation or style guide published by societies and institutions in their own discipline. Well-known style manuals include the *Chicago Manual of Style*, the *Publication Manual of the American Psychological Association* (APA), and *MLA Handbook for Writers Of Research Papers* of the Modern Language Association of America, and *The MHRA Style Book* from the British Modern Humanities Research Association. One of the best-known, but also one of the simplest styles, is the "author-date" style of citing and referencing (also referred to as the "Harvard style").

When writing essays, papers, dissertations or theses, it is essential that approved referencing conventions are followed and that particular attention is paid to capitalisation, the use of italics and punctuation. Lecturers, tutors and external examiners usually insist on correctly formulated citations and references.

It is important to remember that references, regardless of the citation convention being followed, convey the same kind of information and consist of the same elements, although the order of the elements may differ slightly depending on the convention. The purpose of all references essentially is to provide sufficient information for an item to be found.

## 7. UCT Author-date Reference Guide: based on the Harvard referencing style

### 7.1 Citing sources within the text

Whenever the words or ideas of other writers are used in one's written work, a 'reference indicator' containing brief details of the publication, is enclosed in round brackets. This is known as in-text citing. There are various ways of citing within the text, for example:

#### 7.1.1 Personal authors

- In *quoting* from an original text, the quotation is enclosed in quotation marks, the reference indicator generally follows the quotation. The reference indicator contains the author's *name*, the *publication date* and *page number* on which the quotation appears, for example:

**“The invasion by alien plants is also an increasingly important aspect of fynbos ecology” (Van Wilgen, 2009:335).**

NOTE: Quotations of 40 words or more can be placed in block settings (both margins indented) without quotation marks.

**Snodgrass and Coyne (2006: 198) view the balance schema as:**

**Balance is probably the single most important factor in our sense of integration with the world; it is a basic necessity for our bodily functioning; and it is the means whereby we orient ourselves within our environment. Lacking a sense of balance the world would be chaotically vertiginous and we would not be able to orient ourselves or stand upright.**

- In *paraphrasing* an author’s words and the author’s name forms part of the sentence, the name is not enclosed within the brackets, but the publication date and page number, which follow the name, are enclosed in round brackets, for example:

**In his analysis of the significant impact on fynbos of alien plant invasions, Van Wilgen (2009:335) explained how important invasive alien plant management practices have become.**

- In *paraphrasing* an author’s words and the author’s name does not form part of the sentence, the author, publication date and page number are enclosed in round brackets (also known as a parenthetical citation), for example:  
**In an analysis of the significant impact on fynbos of alien plant invasions, the importance of invasive alien plant management practices cannot be overestimated (Van Wilgen, 2009:335).**
- In *paraphrasing* two or more authors’ words, the following apply:

### **Two authors – Authors names part of the sentence**

In Figure 1, Leedy and Ormrod (2014:157) illustrate how a researcher could link interview questions with the research questions.

### **Two authors – Authors names not part of the sentence**

Figure 1 illustrates how a researcher could link the interview questions with the research questions (Leedy & Ormrod, 2014:157).

### **Three authors**

Picker, Griffiths and Weaving (2002:4) comment that...  
... (Picker, Griffiths & Weaving, 2002:4).

### **Four or more authors**

Boddy-Evans et al. (2006:8) state...  
... (Boddy-Evans et al., 2006:8).

Note: You may also use “and others” instead of “et al.”, however, be consistent.

### **7.1.2 Group authors**

An organisation, institution or group (e.g. United Nations) may also function as an “author”. Give the name of the organisation in the form that it appears on the title page as the author. If a group is readily referred to by an abbreviation, the name may be abbreviated in the second and subsequent citations, for example:

### **First citation - Author not part of sentence**

(United Nations [UN], 2009)

### Subsequent citations

(UN, 2009)

### First citation - Author part of sentence

According to the United Nations (UN, 2009)

### Subsequent citations

(UN, 2009)

Here is the example of the full bibliographic details in the reference list:

United Nations. 2009. *Conference on the World Financial and Economic Crisis and Its Impact on Development*. New York, 24-30 June 2009. New York: United Nations.

#### 7.1.3 Citing sources - no author

Cite sources, such as Web sources or newspaper articles without a clear indication of a personal author or organisation, by the first significant words of the title. **Do not use Italics to indicate these sources.** Usually, three words are enough. Use ellipses (...) for longer titles to indicate the omission of words.

("Commemoration after closet-torching", 2010:2) ...

"Ikea brand worth ..." (2012) ...

Here are the examples of the full bibliographic details in the reference list:

Commemoration after closet-torching. 2010. *Monday Paper*. 29(15). 11-24 October: 2.

Ikea brand worth 9 billion euros? 2012. *Business Report*. 9 August. Available: <http://www.iol.co.za/business/companies/ikea-brand-worth-9-billion-euros-1.1359636#.UTYVl6JT6z4> [2015, December 17].

The title of an Act, however should be indicated by *italics*, for example:

According to the *Children's Act, Act No. 38 of 2005, as amended*...

Full bibliographic details in the reference list:

*Children's Act, Act No. 38 of 2005, as amended*. 2008. Available: <http://www.justice.gov.za/legislation/acts/2005-038%20childrensact.pdf> [2015, December 17].

#### 7.1.4 Citing sources - no date

If there is no publication date, or identifiable copyright date, use the abbreviation "n.d." for the publication date.

According to the Africa Union Commission (n.d.) ...

Here is the example of the full bibliographic details in the reference list:

Africa Union Commission. n.d. *Southern African Development Community (SADC)*. Available: <http://www.au.int/en/recs/sadc> [2016, January 14].

#### 7.1.5 Citing sources – additional information

- Multiple authors should be cited in chronological order in the text. Use semicolons to differentiate between the entries, for example:

Several studies present an overview of the main types of retail developments in Western economies (Guy, 1994; Smith, 2000; Jones & Marks, 2013).

- Different publications by the same author, do not have to be differentiated by a semicolon. In the following example, the author published two articles in the same year, which need to be distinguished with the addition of a, b, c, d and so forth after the date, for example:

(Tshabe, 1988, 1989a, 1989b)

- Publications by authors with the same surname, have to be differentiated by adding the initials of the authors when citing sources, for example:

R. Raju, J. Raju and Johnson (2016) suggest...

Here is the example of the full bibliographic details in the reference list:

Raju, R., Raju, J. & Johnson, G., 2016. Research support services in South African academic libraries. In *Quality and the academic library: reviewing, assessing and enhancing service provision*. J. Atkinson, Ed. Oxford: Chandos Publishing. (in press)

## 7.2 List of references at the end of the text

The reference indicator (in-text citation) does not give enough information for the reader to find the work, the source, in which the idea or quotation can be found. Full bibliographic details of all the sources mentioned have to be listed at the end of the text. This list may be called 'References', 'Reference list' or 'Works cited'. The term 'Bibliography' should not be used as strictly speaking it refers to a complete list of all works on a specific subject.

Make sure to list only the works that were actually cited and be careful not to leave out any references for works that are cited in the text.

Here are examples of references which give the full bibliographic details of the sources cited in Section 7.1.1, "Personal Authors":

Boddy-Evans, M., Exelby, N., Kuschke, J., Daly, R. & Bristow, D. 2006. *Getaway's 1001 places to see before you die: places to go, things to do in Southern Africa*. Cape Town: Struik.

Leedy, P.D. & Ormrod, J.E. 2014. *Practical research: planning and design*. New International ed. Essex, United Kingdom: Pearson Education.

Van Wilgen, B.W. 2009. The evolution of fire and invasive alien plant management practices in fynbos: review article. *South African Journal of Science*. 105(9-10):335-343.

**Note:** *If hanging indentation is preferred, indent the second and subsequent lines of each reference. In addition, the Reference list should always be left justified ("Align text to the left") to avoid the sometimes inevitably large gaps in spacing of URLs that come from the justification ("Align text to both the left and right margins").*

## 7.3 How references are arranged in the reference list

The list of references is arranged alphabetically by the surname of the author. Alphabetical order makes it easy to locate the details of all the sources cited within the text. **It is essential that the reference indicator corresponds with the first word of the reference in the reference list.**

### Things to remember:

- General guidelines for the arrangement of letters or numbers:
  - a space precedes any other character in alphanumerical arrangements (See the example for "single author entries should precede any multiple-author entries" to follow.)
  - numerals (0 to 9) before letters (A to Z)
- Entries by the same author:
  - those with publication dates are arranged by date with the *oldest* first, for example:

Tshabe, S.L. 2010.  
Tshabe, S.L. 2014.

- o those without dates (n.d.) entries, come after those with dates, for example:

Tshabe, S.L. 2014.  
Tshabe, S.L. n.d.

- o single author entries should precede any multiple-author entries, for example:

Tshabe, S.L. 2014.  
Tshabe, S.L. & Shoba, F.M. 1999.

- Entries by the same author, published in the same year, should be distinguished with the addition of a, b, c, d and so forth after the date, for example:

Tshabe, S.L. 2010a. *Application of the ...*  
Tshabe, S.L. 2010b. *Introduction of the ...*

- If the author is unknown, begin the reference with the title of the article or Web source. If the title begins with "the", "a", "an" or similar words in other languages, ignore these words. List them according to standard alphanumerical order, for example:

*Hope for new treatment of brain disease*. 2012. Available:  
<http://www.newshd.net/brain/467/hope-for-new-treatment-of-brain-disease-2/> [2016, January 20].  
Hunma, A. 2014. *Language as a means ...*

## 7.4 How to use capitals and italics for the body of the text or reference list

Generally capitals should be used sparingly. The following recommendations give an indication of the capitalisation guidelines used as part of this referencing system.

### 7.4.1 Title Case

Capitalise all nouns, verbs, adjectives, adverbs, place names and pronouns in the title. However, use lowercase for articles (an, a, the) and prepositions (at, by, of), e.g. *Journal of African History*. Use title case for the titles of journals, conference proceedings, newspapers, musical scores and official publications in the reference list, examples include:

- **Journal**

Van Wilgen, B.W. 2009. The evolution of fire and invasive alien plant management practices in fynbos: review article. *South African Journal of Science*. 105(9-10):335-342.

- **Act**

*Labour Relations Amendment Act, No. 12 of 2002*. 2002. Available:  
<http://www.treasury.gov.za/legislation/acts/2002/a12-02.pdf>  
[2016, January 24].

- **Conference proceedings**

Claire, O.M., Daniel, S., Peter, R. & Angelique, D. Eds. 2009. *Proceedings of the 9th International Conference on Computer Supported Collaborative Learning*. 8-13 June 2009. University of the Aegean, Rhodes, Greece: International Society of the Learning Sciences.

### 7.4.2 Sentence Case

Capitalize the first word of the title. Use lower case for all other words unless they are place names and proper nouns, which should be capitalized, e.g. *History of*

*South Africa: an introduction*. Used for reference types in the reference list **other than those mentioned under Section 7.4.1 "Title case"**, for example:

- **Book title**

Picker, M., Griffiths, C.L. & Weaving, A. 2002. *Field guide to insects of South Africa*. Cape Town: Struik.

- **Report**

Von Schirnding, Y & Fuggle, R.F. 1986. *Exposure to lead amongst urban school children in Cape Town*. (Research report 9/86/13). Rondebosch, South Africa: Environmental Evaluation Unit, University of Cape Town.

- **The title of a journal article**

Fatoki, O. C. 2005. Prospects of GSM technology for academic library services. *The Electronic Library*.23 (3):266–273.

- **The title of a conference paper**

Poll, R. 1998. The house that Jack built: the consequences of measuring. *Proceedings of the 2nd Northumbria International Conference on Performance Measurement in Library and Information Services*. 7-11 September 1997. Newcastle: Information North. 39-45.

### 7.4.3 Italics

The general guideline regarding the reference list is to indicate the titles of **published works** in Italics. Examples include:

- **Journal**

Cherry, J. 2011. Animal history meets social history: a new look at horses in South African history. *South African Journal of Science*. 107(1/2):5-6.

- **Web source**

American Society of Civil Engineers. 2014. *Publishing books with ASCE: a guide for authors, editors, and committees*. DOI: <http://dx.doi.org/10.1061/9780784478998>.

- **Unpublished source**

Bohler-Muller, N. & van der Merwe, C. 2011. The potential of social media to impact socio-political change on the African continent. (Unpublished).

- **Unpublished thesis**

De la Rey, C.M. 1999. Career narratives of women professors in South Africa. Ph.D. Thesis. University of Cape Town.

Should you **mention** a title of a book, journal, newspaper or musical scores in the text (narrative) of your academic writing, the emphasis is on grammar rather than the referencing style, **use Italics** to indicate these sources.

In an analysis of Tolkien's *Lord of the Rings* ...

In Shakespeare's *King Lear* ...

## 7.5 Bibliographic management software

It is important to keep a detailed record of all the articles, conference papers, books and other sources that one consults for academic purposes. It is easy to misplace or forget some things that were read. Personal bibliographic management software tools such as *RefWorks* and *Endnote* allow users to download all the necessary bibliographic details about library materials (e.g. online journal articles, books, conferences and other sources) into one's own personal database and to construct lists of references quickly and easily. There are online tutorials and videos available for these products to show one how to use them, or one may ask a librarian for assistance. Alternatively, one may consider freely available or open access bibliographic management tools such as *Mendeley* or *Zotero*.