How to use the NWU referencing guide

Hester Lombard
Why reference?

- It gives **recognition** to the original author whose ideas or facts have been used – **avoid plagiarism**.
- Provides **proof** of the source of the information.
- Proves the **comprehensiveness** of the research.
- Lends **authority** to the author’s views.
- Proves the **origin** of the author’s views.
- Reader can verify the **correct interpretation** of and reference to a source.
- Serves as an **additional source** of information.

(NWU Library Services, 2012:5)
Where can I find the **NWU referencing guide**?

**Electronic copy**


Home tab – middle column:

- [NWU referencing guide](http://libguides.nwu.ac.za/theology-potch)
- [NWU verwysingsgids](http://libguides.nwu.ac.za/theology-potch)

**Printed copy** - Buy in the Library @ R80

- Cash
- **OR**
- On student account

Available in Afrikaans, English, French and Portuguese.
Options for purchasing

• Cash

OR

• On your student account
**NWU referencing guide**

Consists of three parts:

- NWU Harvard style (with **purple** tabs)
- Law (with **turquoise** tabs)
- APA (with **grey** tabs)

For **Theology**:

Use **NWU Harvard style**

*(NOT any Harvard from the internet!)*
Important distinction in the heading

• Reference list (*Bronnelys*)

  Includes only sources cited in the text of the document

• Bibliography (*Bibliografie*)

  Includes sources cited in the text of the documents as well as other sources relevant to the subject which were consulted for background reading
General principle

For all citations in the text there must be a corresponding entry in the reference list.
The reference in the text…

consists of three parts:

- Author
- Date
- Page number

e.g. Smith, 2012:124

Internet: If there is no page number, it may be omitted.
Kindle: If indicated, give location or paragraph number.
General principle

Text references can be used

- As part of the sentence or
- At the end of the sentence or
- At the end of a paragraph
Text references

• **Direct quotations**
  Visser (1983:12) contends that “there must be a conclusion for all sentences”.

• **Indirect quotations/Paraphrasing**
  According to King (1995:21) it is …

• **Secondary sources**
  According to Freud (cited by Williams, 1996:10), dreams are …
  (You need approval from your study leader to use a secondary source.)

• **References to more than one source**
  A recession is expected (Crade, 1995:89; Leeds & Smith, 1996:8; Vance, 1994:6).

(NWU Library Services, 2012:6-7)
Formatting requirements

• Start the reference list on a new page.

• Do not use bullets, do not number entries.

• Use 1.5 spacing.

• Leave open a line between entries, OR 18 pt paragraph spacing after each entry.

• Reference list must be left aligned.

   (Not justified/block format at the right.)

(NWU Library Services, 2012:12)
General information

• **Keep record** of the bibliographic details of the sources you consulted (for information from the internet, the link).

• Compile one **alphabetical** list (according to first authors)

• Give **complete** bibliographical information

• First part of reference: What is it?
  Second part of reference: Where can I find it?
  (Full information!)
Spacing, capitalization, and punctuation are important!

Consult the **NWU referencing guide** for guidelines.

Be on the lookout for elements of the bibliography that must be in **italics**.
Spacing

Leave two spaces after each element of the entry. (Par. 3.1 of the “NWU referencing guide”.) (** indicates two spaces)

**Book:**
Bennett, Z.**2013.**Using the Bible in practical theology: historical and contemporary perspectives.**Burlington: Ashgate.

**Journal:**

(NWU Library Services, 2012:12)
Capitalization

“Capital letters are used according to the language rules of the specific language.”
(Par. 4.1.3  “NWU referencing guide”.)

This is the language of the source you consulted, and not the language of your assignment.
Bibliographic entries must be in alphabetical order

Principle: Nothing comes before something.

e.g. Le Roux
     Leaky

Alphabetical arrangement of works by the same author:

• Chronologically from old to new
• Two publications in the same year:
  Distinguish with a and b added to the year, then alphabetically according to titles.
  E.g. Smith. 2015a. The book of Revelation. (Articles (e.g. the, a, an, die, le, les) are ignored in alphabetization.)
        Smith. 2015b. How to make a sermon.

• Sources with one author
• Sources with co-authors

(NWU Library Services, 2012:13)
Two publications in the same year

Distinguish with a and b added to the year, then alphabetically according to titles.

     Smith. 2015b. How to make a sermon.

(Articles (e.g. the, a, an, die, le, les) are ignored in alphabetization.)
Where do I start?

1. Determine the type of source you are working with:

<table>
<thead>
<tr>
<th>Type</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>Newspaper articles</td>
</tr>
<tr>
<td>Chapter in collected work</td>
<td>Book reviews</td>
</tr>
<tr>
<td>E-books</td>
<td>Government publications</td>
</tr>
<tr>
<td>Encyclopedias</td>
<td>Internet and other e-sources</td>
</tr>
<tr>
<td>Dictionaries</td>
<td>Personal correspondence</td>
</tr>
<tr>
<td>Theses and dissertations</td>
<td>Patents</td>
</tr>
<tr>
<td>Conference publications</td>
<td>Standards</td>
</tr>
<tr>
<td>Study guides</td>
<td>Audiovisual and other media</td>
</tr>
<tr>
<td>Bible + religious writings</td>
<td>Unpublished work</td>
</tr>
<tr>
<td>Classical works</td>
<td>Journal articles</td>
</tr>
<tr>
<td>Translations</td>
<td></td>
</tr>
</tbody>
</table>
2. Consult the table of contents in the “NWU referencing guide” and look at the relevant page.

3. Follow the instructions for the specific source.
• Guidelines for books and articles also apply to the other types of sources:
  • Author
  • Date of publication
  • Title

• For internet sources, the place of publication and publisher is replaced with the link and date of access.
Books

(NWU Library Services, 2012:14)

For states of the US:
Use either the first or second abbreviation (par. 4.1.5) consequently.

Capital letters are used according to the language rules of the specific language.
Use the title page of the book

Biblical Words and Their Meaning
AN INTRODUCTION TO LEXICAL SEMANTICS

Moisés Silva
REVISED AND EXPANDED EDITION

Zondervan Publishing House
Grand Rapids, Michigan
A Division of HarperCollins Publishers
BIBLICAL WORDS AND THEIR MEANING: AN INTRODUCTION TO LEXICAL SEMNATICS
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The bibliographic entry is:

Chapter in a collected work

Collected work = Chapters of the book are written by different authors.

There is usually an editor(s) on the title page.

Author of the chapter is used as author in the bibliography.

(NWU Library Services, 2012:17)
Example: Chapter in a collected work

The Wiley-Blackwell Companion to Practical Theology

Edited by
Bonnie J. Miller-McLemore

Publisher
WILEY-BLACKWELL
A John Wiley & Sons, Ltd, Publication
The chapter consulted for your research: Blessing by Christian Scharen

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Journal articles

(NWU Library Services, 2012:23)


Volume(number):page number of article
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Acts  see  South Africa.


Consult the friendly staff of the Theology Library for assistance!