NWU Harvard
Reference style of the
Faculty of Law
APA

Library Services, Potchefstroom Campus

2012

North-West University
Potchefstroom
The Potchefstroom Campus of the North-West University is serious about developing its research profile. The Library is enthusiastic in assisting this

- by providing information sources of the highest quality, by assisting staff and students to use it effectively, and
- by establishing and providing tools that facilitate the research process.

One of the latter is this reference guide concerned with different bibliographic styles and which is a substantial revision of the *Verwysings* and *Quoting Sources* revised in 2006. In this guide some aspects received specific attention:

- The presentation is more user-friendly not only as far as typography is concerned but also with regard to guidelines for references to electronic sources.
- We looked into the use of the Harvard style elsewhere, and specifically at other South African universities. The adapted rule about the use of small and not capital letters for author entries is based on this.
- There are also short explanations of the APA-style (based on the American Psychological Association’s *Publication Manual* 6th edition) and a Reference Style for Law is also included (in consultation with the Faculty of Law on the Potchefstroom Campus).

Because we know how important these guidelines are not only for staff but specifically for students in the different stages of their studies, it is a privilege for the Library to offer them this guide. Especially Anneke Coetzee and Louise Vos of our Information Services deserve praise for the hard work that went into this publication. The final decision about styles and standards is an academic one but the Library is proud to offer this guide as a contribution.

Tom Larney
Director Library Services

11 November 2011
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1.1 Plagiarism

Plagiarism is the reproduction of somebody else’s work or ideas, presenting it as your own without giving recognition to that person. This represents academic or intellectual theft. When you write a sentence in your report or academic writing, without a reference or quoting it in inverted commas, it implies that it is your own work or idea. If this is not the case however, you commit plagiarism – a very serious transgression in academic circles. By using precise textual references and entries in your reference list, plagiarism is prevented.

Academic report writing therefore requires that all consulted sources must be indicated in the text and that complete details must be given in the reference list.

1.2 Purpose of textual references and reference list

- It gives recognition to the original author whose ideas or facts have been used.
- The author provides proof of the source of his or her information.
- References to the sources prove the comprehensiveness of the research.
- References to recognised sources lend authority to the author’s views.
- References prove the origin of the author’s views.
- The reference list can be used by the reader to verify the correct interpretation of and reference to a source.
- The reference list serves as an additional source of information that can be consulted for more information on the subject.
A text reference consists of the author’s surname, the date and page number(s) of the original source of information. A complete reference must appear in the reference list. Text references can be made in either one of two ways:

As part of the sentence:

According to Salatin (2009:195) the most unnatural characteristic of the food industry is the notion that all food items should be available everywhere at all times.

At the end of the sentence:

Text:

The notion that all food items should be available everywhere at all times, is the most unnatural characteristic of the food industry (Salatin, 2009:195).

Reference list:


2.1 Direct quotations

Direct quotations should be used functionally. Do not use quotations in order to avoid difficulties with translation.

If the quotation forms part of a comprehensive argument, the punctuation is part of that argument and is placed outside the brackets or inverted commas.

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

They pass the remark that “few such cases exist” (De Beer, 1986:3).

When a sentence between brackets or inverted commas starts with a capital letter, it indicates that this sentence is used independently and therefore requires a full stop inside the bracket or inverted comma.

“It was anciently believed that a baby born with teeth already formed would ‘bite the world’ and was made for villainy.” (Smith, 1977:70)

Visser (1983:12) asserts: “There must be a conclusion for all sentences.”
2.2 Indirect quotations / paraphrasing

When you give an author’s ideas in your own words, you have to take care that the spirit and argumentation of the original are retained. Do not use and twist a citation to your own purposes. Also, vary the style of citation in your argument.

By comparing the view of Jones (1986:15) with that of Smith (1994:147), it …

This argument is supported by Cogan (1989:156).

According to King (1995:21) it is …

Mayer (1990:10) maintains that …

It is preferable to place the reference at the end of the sentence if the author is an institution.

South Africa’s unemployment rate in 2010 was 24% (StatsSA, 2010).

2.3 Secondary sources

A secondary source is, for example, when an author writes about Freud’s view of psychoanalysis without reading Freud’s own work. Making use of the work of other authors like Smith, Jones or White who wrote about Freud, asks for a secondary citation. It is, however, possible that these authors interpreted Freud incorrectly, causing you to work unscientifically and unethically. Keep secondary citations therefore to the minimum as it is “second-hand” information.

If you are forced to use secondary information because the primary source is unavailable or written in a foreign language, it can be cited in the text as follows:

Text:

According to Freud (cited by Williams, 1996:10), dreams are …

Reference list:


Only sources you have handled are indicated in the source list. In this case it is Williams.

2.4 Text references to more than one source

When referring to more than one source when a statement is made, arrange the references alphabetically according to the first author, in the same order they will appear in the reference list. Use a semi-colon after each reference.

A recession is expected (Crade, 1995:89; Leeds & Smith, 1996:8; Vance, 1994:6).
2.5 Authors

The author is the person (or institution) responsible for the intellectual content of a source. An author can also be an institution, for example in the case of a yearbook of a university or a report by a state department.

2.5.1 One author

In the text, give the author’s surname, date of publication and page number.

Text:

South Africans feel they have been cut off from their past and that their identity is that of fragmentation and substitution (Duvenhage, 2009:23).

Reference list:


2.5.2 Two authors

Text:

Gardner and Shelton (1967:40) refer to the problem of communication with paralysed patients who also suffer …

Text:

All procedures must be explained to the patient (Gardner & Shelton, 1967:74).

Note the difference between the two examples in the text: & is used in the brackets but and is used in the full sentence.

Reference list:


2.5.3 More than two authors

When a source has three or more authors the first author is mentioned in the text, followed by *et al.* in italics (note the full stop only at the end as it is an abbreviation for *et alii*, meaning *and others*). This is followed by the date and page number. Mention all the authors or contributors in the source list.
According to Meyer et al. (1973:74) photosynthesis is …

Reference list:

Exception: when two different sources by the same first author and year are used and they look similar in the text, give the second author (or more authors if necessary to ensure distinction) followed by et al.

Bruning, McGrew & Cooper, 2006, as well as Bruning, DeMiglio & Embry, 2006, will both abbreviate to Bruning et al., 2006.

Text:
(Bruning, McGrew, et al., 2006:26) and (Bruning, DeMiglio, et al., 2006:35)

Reference list:


2.5.4 More than one reference to the same author(s) in the same year

When using more than one publication by the same author(s) published in the same year, distinguish it by adding a, b or c after the date in the text, as well as in the reference list.

Text:
Packaging serves a dual role from a logistics perspective (Pienaar, 2010a:230).

Text:
Because of their fixed right of way, access to pipelines is limited (Pienaar, 2010b:109).

Reference list:
2.5.5 Two authors with the same surname, in the same year

When referring to two authors with the same surname who published in the same year, the initials of the authors must be used in the text to distinguish between the two.

Text:

The foundation of a multi-racial and multi-cultural democracy is, in Mauritius as is in South Africa, the promotion and protection of basic human rights (Van der Walt, G., 2010:716).

The question whether South Africa’s Constitution survives as a promise of an inclusive and post-apartheid constitutionalism, or dies an early death lies in the hands of two competing retroactive discourses (Van der Walt, J., 2010:103).

Reference list:


2.5.6 Anonymous author / No author indicated

Anonymous information is not very scientific and should be avoided as far as possible. It is normally the case when information from the internet is used or in the case of newspaper articles where the author is unknown. Try to establish an author – often there is an institution or some kind of organisation involved which can be used as author.

If no author can be identified at all, the abbreviation Anon. (anonymous) is used.

Text:

Several innovative musical developments took place at the turn of the sixteenth and seventeenth centuries (Anon., 2009).

Reference list:

2.5.7 Organisation as author

An organisation can also be an author. The organisation’s abbreviation or acronym can be used in the text. Begin the entry in the reference list with the abbreviation / acronym, followed by the full name of the organisation in brackets.

Text:

The university emphasises that infringement of copyright is unethical, dishonest and contrary to the ethos of the university as a value-driven institution (NWU, 2010:32).

Reference list:

3.1 General principles

- All sources referred to in the text must be included in one alphabetical list (according to first authors).
- Use the term “reference list” to refer to sources which were directly used. A “bibliography” refers to a more substantial list covering the subject.
- Complete bibliographical information for every source is essential so that the source can be traced easily.
- The language of the source and not that of the document (research paper or thesis), is used in the reference list.
- Start the reference list on a new page.
- Do not number entries or use “bullets” in the reference list.
- Use 1.5 spacing and leave open a line between entries or use 18 pt paragraph spacing after each entry.
- The reference list must be left aligned and not justified (“justify” creates block format and this leaves unnecessary open spaces especially when typing internet addresses).
- Leave two spaces after each element of the entry. Compare the following examples where ** represents two spaces.

Book:

Journal:
Malan, C.W.**1998.**Development communication as part of culture.**Communicare, 17(1):49-78.

- All entries must have a full stop at the end.
- Do not use a full stop after a URL (internet address). The URL must not be a hyperlink.
• Make the necessary cross-references in the reference list to lead the reader from the source in the text reference to the correct entry in the reference list (the reference list and text reference must correlate). See the example of a reference list in this guide.

3.2 Alphabetical arrangement

Arrange the entries in alphabetical order according to the first author. Remember the principle of "nothing before something". A surname such as Le Roux is placed before Leaky.

Arrange sources by the same author as follows:

• Chronologically from old to new
• Sources with one author
• Sources with co-authors

Compare the entry for Deci, E.L. in the example of a reference list in this guide.

Arrange works by different authors with the same surname alphabetically according to the first initial.

Surnames starting with “Mc” or “Mac” are arranged alphabetically according to the word.

Mac Lean, W.
McDonald, B.
McArthur, K.
REFERENCES TO SPECIFIC SOURCES IN THE REFERENCE LIST

4.1 Books

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
<th>Edition</th>
<th>City / Town of publisher</th>
<th>Publisher</th>
</tr>
</thead>
</table>

4.1.1 Editor(s)

Use the abbreviations ed. / eds. – editor(s); red. / reds. – redakteur(s); Hrsg. – Herausgeber in italics in the language of the source. It is placed after the surname and initials and is preceded by a comma.


Literary texts containing the text as well as notes written by someone else are entered in the reference list as follows:


The text reference will be (Shakespeare, explained by Dowden, 1940).

4.1.2 Date of publication

Only the most recent date must be furnished. If you cannot determine a date, an approximate date must be given:

<table>
<thead>
<tr>
<th>Year</th>
<th>When one or the other date is correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1982 or 1983</td>
<td>When one or the other date is correct</td>
</tr>
<tr>
<td>1993?</td>
<td>The probable date</td>
</tr>
<tr>
<td>s.a.</td>
<td>(sine anno - without date) Year absolutely unknown - use only in highly exceptional cases</td>
</tr>
</tbody>
</table>

Except for literary or classical works it is not necessary to mention reprints as the text has not changed. Give the original date.
For literary works it may be informative to give the date of the reprint.

The text reference will be (Dickens, 1903).

Dates with Roman numerals must be changed to Arabic numerals. See the table below:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1</td>
</tr>
<tr>
<td>V</td>
<td>5</td>
</tr>
<tr>
<td>X</td>
<td>10</td>
</tr>
<tr>
<td>L</td>
<td>50</td>
</tr>
<tr>
<td>C</td>
<td>100</td>
</tr>
<tr>
<td>D</td>
<td>500</td>
</tr>
<tr>
<td>M</td>
<td>1000</td>
</tr>
</tbody>
</table>

When symbols with lower value are placed before those with higher value, they are subtracted from the higher value. When symbols with lower value are placed after those with higher value, they are added to the higher value. MMIX is therefore 2009 and MMXI is 2011.

4.1.3 Title

Use the complete title as it appears on the title page of the publication. Capital letters are used according to the language rules of the specific language. A subtitle is preceded by a colon and starts with a small letter.


4.1.4 Edition

The first edition is not mentioned. Use the following abbreviations:

<table>
<thead>
<tr>
<th>Language</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afrikaans</td>
<td>2de uitg. / 8ste uitg.</td>
</tr>
<tr>
<td>Duits</td>
<td>2. Aufl.</td>
</tr>
<tr>
<td>Nederlands</td>
<td>3de dr.</td>
</tr>
</tbody>
</table>

4.1.5 **Place of publication**

Give only the town or city of publication, not the country or state. If more than one place is mentioned, give the one mentioned first in the language as it appears on the title page. If no place can be traced, s.l. (sine loco - without place) is used.

Optional: The name of a state in the US may be used in abbreviated form after the city. Be consistent and apply this rule throughout your reference list if you choose to do so.

Use the following table:

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
<th>State</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Ala./AL</td>
<td>Montana</td>
<td>Mont./MT</td>
</tr>
<tr>
<td>Alaska</td>
<td>Ak./AK</td>
<td>Nebraska</td>
<td>Nebr./NE</td>
</tr>
<tr>
<td>Arizona</td>
<td>Ariz./AZ</td>
<td>Nevada</td>
<td>Nev./NV</td>
</tr>
<tr>
<td>Arkansas</td>
<td>Ark./AR</td>
<td>New Hampshire</td>
<td>N.H./NH</td>
</tr>
<tr>
<td>California</td>
<td>Calif./CA</td>
<td>New Jersey</td>
<td>N.J./NJ</td>
</tr>
<tr>
<td>Colorado</td>
<td>Colo./CO</td>
<td>New Mexico</td>
<td>N.Mex./NM</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Conn./CT</td>
<td>New York</td>
<td>N.Y./NY</td>
</tr>
<tr>
<td>Delaware</td>
<td>Del./DE</td>
<td>North Carolina</td>
<td>N.C./NC</td>
</tr>
<tr>
<td>Distr. of Columbia</td>
<td>D.C./DC</td>
<td>North Dakota</td>
<td>N.D./ND</td>
</tr>
<tr>
<td>Florida</td>
<td>Fla./FL</td>
<td>Ohio</td>
<td>Oh./OH</td>
</tr>
<tr>
<td>Georgia</td>
<td>Ga./GA</td>
<td>Oklahoma</td>
<td>Okla./OK</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Hi./HI</td>
<td>Oregon</td>
<td>Oreg./OR</td>
</tr>
<tr>
<td>Idaho</td>
<td>Id./ID</td>
<td>Pennsylvania</td>
<td>Pa./PA</td>
</tr>
<tr>
<td>Illinois</td>
<td>Ill./IL</td>
<td>Rhode Island</td>
<td>R.I./RI</td>
</tr>
<tr>
<td>Indiana</td>
<td>Ind./IN</td>
<td>South Carolina</td>
<td>S.C./SC</td>
</tr>
<tr>
<td>Iowa</td>
<td>Ia./IA</td>
<td>South Dakota</td>
<td>S.D./SD</td>
</tr>
<tr>
<td>Kansas</td>
<td>Kans./KS</td>
<td>Tennessee</td>
<td>Tenn./TN</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Ky./KY</td>
<td>Texas</td>
<td>Tex./TX</td>
</tr>
<tr>
<td>Louisiana</td>
<td>La./LA</td>
<td>Utah</td>
<td>Ut./UT</td>
</tr>
<tr>
<td>Maine</td>
<td>Me./ME</td>
<td>Vermont</td>
<td>Vt./VT</td>
</tr>
<tr>
<td>Maryland</td>
<td>Md./MD</td>
<td>Virginia</td>
<td>Va./VA</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Mass./MA</td>
<td>Washington</td>
<td>Wash./WA</td>
</tr>
<tr>
<td>Michigan</td>
<td>Mich./MI</td>
<td>West Virginia</td>
<td>W.Va./WV</td>
</tr>
<tr>
<td>Minnesota</td>
<td>Minn./MN</td>
<td>Wisconsin</td>
<td>Wis./WI</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Miss./MS</td>
<td>Wyoming</td>
<td>Wyo./WY</td>
</tr>
<tr>
<td>Missouri</td>
<td>Mo./MO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.1.6 **Publisher**

If more than one publisher is mentioned, give the one mentioned first.

If no publisher is mentioned, the abbreviation s.n. (sine nomine - without publisher) is used.

If the author and publisher are one and the same person or institution, the name of the publisher is omitted and only the town or city is named.
Unnecessary words such as “Inc.”, “Co.”, “Publishing” and “Sons” are omitted.


4.1.7 Series

If the publication is part of a series, the series and number are placed in brackets at the end of the reference.


4.2 Chapter in a collected work

A collected work comprises a number of chapters, each written by a different author(s) and compiled by an editor(s).

When a chapter in a collected work is quoted, the author of the chapter must be used as the author of the quoted source. The information of the collected work is placed in brackets and the page numbers of the chapter are added.

<table>
<thead>
<tr>
<th>Authors of chapter</th>
<th>Date</th>
<th>Title of chapter</th>
<th>Italics</th>
<th>Editor of book</th>
<th>Italics</th>
</tr>
</thead>
</table>

4.2.1 Collected works with different dates

When a collection is published with contributions with different dates and by different authors, the original date of the contribution is used in the text reference and the publication date of the collected work is added in the reference list.

Text:
Jakobson (1959:139) explains that synonyms are not, as a rule, complete equivalents.

Reference list:
4.3 Electronic books (e-books)

If an e-book is a PDF-version of the original printed book and the page numbers are the same, give the bibliographic information similar to that of the printed book. There is no need to indicate the database.

Books retrieved from the internet in HTML-format (without page numbers):

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
<th>Place of publication: Publisher (if available)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Complete internet address</th>
<th>Date of access</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.3.1 E-book readers ("kindle")

E-books downloaded on e-book readers like the kindle, doesn’t have page numbers, but location numbers. In the text use paragraph numbers, or use chapter and section numbers.

Text:
Within every person is a gold mine from which he can extract everything he needs to live a joyous and abundant life (Murphy, 2010:par. 1).

Reference list:

4.4 Encyclopedias

4.4.1 Article with an author (signed article)

Some encyclopedias display only the author’s initials. A list of contributors (authors) can usually be found in the first or the last part of the set.

For references to Encyclopaedia Britannica, add the section in brackets e.g. (In The new encyclopaedia Britannica (Macropaedia), 8:853-857).

Text:
Hieroglyphs are similar to art forms (Brunner, 1984:853).

Reference list:
4.4.2 Anonymous article

First ascertain whether the author is mentioned at the beginning or end of the article. If there is no indication of an author, use Anon. (author unknown).

**Text:**


**Reference list:**


4.4.3 Electronic encyclopedias

**Article with author:**


**Wikipedia:**


**Note:** Wikipedia is not a scientific source.

4.5 Dictionaries

When a dictionary is consulted purely to clarify unintelligible words or to translate words, it does not have to be included in the reference list. If, however, definitions or explanations of words are quoted, the dictionary must be indicated. This also applies where contradictory explanations of terms are involved.

Use the dictionary’s title in the text reference, and begin the entry in the reference list with the title of the dictionary.

**Text:**

Motor learning is the process of acquiring and perfecting motor skills and movements, either through simple acts or complex sequences of movements (APA dictionary of psychology, 2007:596).

**Reference list:**

The Oxford advanced learner’s dictionary of current English (2006:632) defines globalization as “the fact that different cultures and economic systems around the world are becoming connected and similar to each other because of the influence of large multinational companies and of improved communication”. 

Reference list:

4.5.1 Electronic dictionaries

4.6 Theses and dissertations
Use recognised abbreviations for universities and degrees. Full stops are optional in abbreviations. According to the NWU manual for postgraduate study, the following terms are used:

<table>
<thead>
<tr>
<th>Afrikaans</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skription</td>
<td>Mini-dissertation</td>
</tr>
<tr>
<td>Verhandeling</td>
<td>Dissertation</td>
</tr>
<tr>
<td>Proefskrif</td>
<td>Thesis</td>
</tr>
</tbody>
</table>

For international theses and dissertations use the terms on the title page.

Author Date Title Qualification

Location of university: University


4.7 Conference publications

Refer to conference proceedings published in a collection, in the same way as a chapter in a collected work.

**Text:**

Present-day physics is indeterministic (Putman, 1979:128).

**Reference list:**


4.7.1 Conference presentations not formally published


Give internet address if available

4.8 Study guides


4.9 The Bible and other religious writings

4.9.1 The Bible

When it is considered essential for the Bible to be included in the reference list (for example when various translations are compared) it is done as follows. Use the wording as it appears on the title page.
Text:

The words in Psalms 23:6 “… goodness and mercy shall follow me” (Bible, 1989) are translated in the New international version (Bible, 1995) with: “… goodness and love will follow me.”

Reference list:


4.9.2 The Quran


4.10 Classical works


4.11 Translations


4.12 Journal articles

All the authors of a journal article must be mentioned in the reference list.

The journal title must be written in full and in italics – do not use journal abbreviations. Only the first letter of the first word, proper names and German nouns in the title are written in capital letters.

Use Arabic numerals for the volume and issue numbers of the journal. They must be indicated if available. Check for complete information in relevant databases.

**Use & before last author**


**4.12.1 Journal articles without volume or issue**

This seldom occurs. An entry will look like this:


**Note the colon after the title to indicate that page numbers follow**

**4.12.2 Unpublished journal articles (“in press”)**

Journal articles already accepted by a journal but which have not yet been published formally in a specific issue are entered like this:


**Substitutes volume, issue and pages**

**Note:** Check the article’s publication status again before handing in your final document and supply the complete reference if available.

### 4.12.3 Electronic journal articles

If an electronic article is a PDF-version of the original printed article and the page numbers are the same, give the bibliographic information similar to that of the printed article. There is no need to indicate the database.

Use the following format for journal articles retrieved from the internet in HTML-format (without page numbers):

**Text:**

No page numbers

According to Bordonaro (2008) matters surrounding plagiarism are potential causes of great confusion for international students.

**Reference list:**


### 4.12.4 Abstracts of journal articles

It can happen that a journal article is written in a foreign language but has an abstract in English, or that only the abstract of a complete article is available. It is acceptable to use this information, but the reference must give a clear indication that the original source was not used. The following format is used:

4.13 **Newspaper articles**

4.13.1 **Newspaper articles in printed format**

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title of newspaper article</th>
<th>Title of newspaper (italics)</th>
</tr>
</thead>
</table>

**Page number of article** **Day and month of newspaper**

4.13.2 **Electronic newspaper articles**

Use the following format for newspaper articles in HTML-format:

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title of newspaper article</th>
<th>Title of newspaper (italics)</th>
<th>Day and month of newspaper</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.iol.co.za/mercury/cosatu-slams-swazi-loan-1.1117816">http://www.iol.co.za/mercury/cosatu-slams-swazi-loan-1.1117816</a></td>
<td>Date of access: 1 Sep.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Complete internet address of article** **Date of access**

If an electronic newspaper article is a PDF-version of the original printed article and the page numbers are the same, give the bibliographic information similar to that of the printed article. There is no need to indicate the database.

4.14 **Book reviews**

Books are usually reviewed in journals or newspapers.

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Date</th>
<th>Title as it appears in the article, Author of book</th>
</tr>
</thead>
</table>

**Journal title (italics)** **Volume (issue) : page number(s)**

4.15 Government publications

4.15.1 Acts

As acts are available from a variety of printed and electronic sources, information about the publisher is unnecessary.

<table>
<thead>
<tr>
<th>Country</th>
<th>Date</th>
<th>Act's name Number of year</th>
</tr>
</thead>
</table>

When referring to an act in your text, it is necessary to make a cross reference in the reference list from the act’s name to “South Africa” to lead the reader to the correct entry in your reference list. If referring to several acts in your text, make a general cross reference in your reference list from “Acts” to “South Africa”.

Text:
The Labour Relations Act (66 of 1995) regulates the organisational rights of trade unions.

Reference list:
Labour Relations Act see South Africa.

OR

Acts see South Africa.

Cite the Constitution as follows:

Text:
In terms of Section 26 of the Constitution (1996) everyone has the right to have access to adequate housing.

Reference list:
Constitution see South Africa.
4.15.2 Law Reports

Text:
In the case of Motala v University of Natal (1995), it is evident that ...

OR

....information on the internet must be carefully evaluated (Motala v University of Natal, 1995).

Reference list:
Make a general cross reference in your reference list from “Law reports” to “South Africa”

Law reports see South Africa.

Country | Date | Law report | Year | Volume of reporting | Series of law reports
--- | --- | --- | --- | --- | ---

Page number | Court
--- | ---

4.15.3 Commissions of inquiry

The authors of government publications are usually government departments or commissions. An abbreviated form can be used in the text with a clear cross reference to the correct form in the reference list.

Text:
In its fourth interim report it appears that the Commission of Inquiry into Certain Organisations (1974:56) is convinced ...

Reference list:
Commission of Inquiry into Certain Organisations see South Africa. Commission of Inquiry into Certain Organisations.


Give the RP-no if applicable as it helps to find the government publication easily
4.15.4 Departments

Text:

In 2008, the average learner-educator ratio in ordinary schools was 30.5:1 (Department of Education, 2010:8).

Reference list:

Department of Education see South Africa. Department of Education.


Author is the same as publisher, no need to mention it again

4.15.5 Government gazette

Several types of government documents are published in the government gazette, like notices, regulations, bills, proclamations etc.

<table>
<thead>
<tr>
<th>Country</th>
<th>Date</th>
<th>Notice title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Notice 1624). Government gazette, 26648:2, 4 Aug.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The notice was published on p. 2 in the government gazette of 4 Aug.</td>
</tr>
</tbody>
</table>


4.15.6 Provincial gazette

As is the case with the government gazette, provincial government documents like notices and ordinances, are published in the provincial gazette.


4.16 Internet and other electronic information sources

4.16.1 Internet articles

The specific internet address (URL) must be given for information retrieved from the internet. The address of the home page is insufficient. The reader must have easy access to the article.

<table>
<thead>
<tr>
<th>Authors</th>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of access</th>
<th>Internet address (URL)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.16.2 Electronic newsletters

<table>
<thead>
<tr>
<th>Author</th>
<th>Day Month Year</th>
<th>Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Newsgroup: URL</th>
<th>Date of access</th>
</tr>
</thead>
</table>
4.17 Personal correspondence (interviews, letters, e-mail)

<table>
<thead>
<tr>
<th>Interviewee</th>
<th>Title / topic</th>
<th>Form of communication</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Interviewee</th>
<th>Title / topic</th>
<th>Form of communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, R.</td>
<td>2010. Genealogical research of the Smith family [correspondence].</td>
<td>26 Feb., Potchefstroom</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interviewee</th>
<th>Title / topic</th>
<th>Form of communication</th>
</tr>
</thead>
</table>

4.18 Patents

<table>
<thead>
<tr>
<th>Authors</th>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
</table>

Patent: Country of issue (use abbreviations below)

<table>
<thead>
<tr>
<th>Patent number</th>
</tr>
</thead>
</table>

Patent number

Land codes:

| Land codes: | |
|-------------|-------------|-------------|
| AP – African Regional Industrial Property Organization | FI – Finland | MX – Mexico |
| AR – Argentina | FR – France | NL – Netherlands |
| AT – Austria | GB – United Kingdom | NO – Norway |
| AU – Australia | GC – Gulf Cooperation Council | NZ – New Zealand |
| BE – Belgium | GR – Greece | PH – Philippines |
| BG – Bulgaria | HK – Hong Kong | PL – Poland |
| BR – Brazil | HR – Croatia | PT – Portugal |
| CA – Canada | HU – Hungary | RO – Romania |
| CH – Switzerland | IE – Ireland | RU – Russia |
| CN – China, People’s Republic of | IL – Israel | SE – Sweden |
| CR – Costa Rica | IN – India | SG – Singapore |
| CS – Czechoslovakia | IP – Web publication | SI – Slovenia |
4.19 Standards

Author (e.g. SANS) | Date | Title of standard
--- | --- | ---

Place of publication: Publisher | Standard number
--- | ---

4.20 Audiovisual and other media

This section includes films, CD's / music recordings, videos / DVD's, radio and television broadcasts and podcasts.

Indicate the medium in square brackets at the end of the entry.

**CD**

Maltin, L. 1995. Leonard Maltin review: Jurassic Park. *(In Microsoft Cinemania ’95.)* [CD].


**DVD**

4.21 Unpublished work

This includes manuscripts not formally published.

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
</table>

Unpublished (or similar note)
Reference list

Acts see South Africa.


Department of Education. see South Africa. Department of Education.

Departement van Onderwys. kyk South Africa. Department of Education.


McArthur, R. 2011. Many are called, yet few are chosen: are neuropsychiatric clinical trials letting us down? Drug discovery today, 16(5-6):173-175.


<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL GUIDELINES FOR STUDENTS</td>
<td>39</td>
</tr>
<tr>
<td>GENERAL GUIDELINES WITH REGARD TO FOOTNOTES AND THE LIST OF REFERENCES</td>
<td>44</td>
</tr>
<tr>
<td>EXAMPLE OF REFERENCES IN FOOTNOTES AND THE REFERENCE LIST</td>
<td>46</td>
</tr>
<tr>
<td>EXAMPLES</td>
<td>50</td>
</tr>
</tbody>
</table>
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GENERAL GUIDELINES FOR STUDENTS

1.1–1.2

Subject to change.
See the PER-style on the NWU web page for the updated reference style and citation standard: http://www.nwu.ac.za/content/style

• All assignments and dissertations must be prepared in Microsoft Word.
• Use font type Arial 12pt.
• Justify text with 1.5 line spacing.
• All headings must start against the left margin.
• Leave one line open before and after quotations and between consecutive paragraphs.
• Tables and other graphics must be accompanied by headings, which must be numbered (e.g. Table 1) and must be uniform throughout.

1.1 Numbering of pages

• Number pages at the bottom centre of the page using Arabic numerals, e.g. 1, 2, 3, etc.
• Start numbering on the first page with text, after the front page. This is usually the page with the list of abbreviations.
• Page numbers must be in the same font as the text, namely Arial 12pt.

1.2 Headings

Note the use of full stops. No full stop after the last number of heading numbers.

<table>
<thead>
<tr>
<th>Function</th>
<th>Numbering</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main heading</td>
<td>1</td>
<td>Bold</td>
<td>1 Constitutional provisions</td>
</tr>
<tr>
<td>Subordinate heading</td>
<td>1.1</td>
<td>Bold + Italics</td>
<td>1.1 Freedom Charter</td>
</tr>
<tr>
<td>Subsequent subordinate heading</td>
<td>1.1.1</td>
<td>Italics</td>
<td>1.1.1 Right to life</td>
</tr>
<tr>
<td>Any subsequent heading</td>
<td>1.1.1.1 (etc)</td>
<td>No bold or italics</td>
<td>1.1.1.1 Horizontal application</td>
</tr>
</tbody>
</table>
1.3 Language

- **British English** is the norm when using English.

- **Italics** for all words in a language other than the language of the assignment / dissertation, e.g. *inter alia*, *Rechtsstaat*, etc. This is also applicable for Afrikaans words in English assignments / dissertations. **Note that long quotations in a foreign language that are indented and justified, need not be typed in italics.**

- **Italics** for the titles of law journals, the titles of legislation and the names of court cases (see the style of reference examples).

- Only the first word of a heading in the text is capitalised except when normal language rules determine capital letters. However, in the titles of books referred to (for example in footnotes), all words except articles (the, a, an) and conjunctions (e.g. and, or) must be capitalised, e.g. The Important Book and not The important book.

- Use dictionaries and text books to check the use of small and capital letters - e.g. appeal, government, state and functionary, **but** Magistrate’s Court, High Court of Appeal, the Constitutional Court and the Minister of Labour are written in capital letters.

- Use **capital letters** when referring to a specific act, constitution, court or functionary, e.g. the "Namibian Constitution" or the "Constitution of Australia". This rule also applies to the above examples.

- Use **small letters** when referring in general to a constitution or an act as legal source, e.g. "countries’ constitutions usually contain a list of enforceable rights ... " or "there are various constitutions regulating the law of property ..." This rule also applies to the above examples.

- Note that "constitutional" is written in small letters except at the beginning of a sentence.

- The **official prescribed** method for referring to the new Constitution of South Africa is: *Constitution of the Republic of South Africa, 1996*.

- Avoid the use of personal pronouns such as "me" and "I".

- Avoid the use of the **passive form** as far as possible.

- If complete sentences are written in brackets the full stop is also placed within the brackets.

- If only a part of a sentence is placed within brackets, the full stop of the main sentence, which must be read with the content of the brackets, is placed outside the brackets:

  Pete and his little sister are blind. (A dog bit both of them in the eye.)

  **but** …

  Pete and his little sister are blind (as a result of a dog’s bite).
1.4 Use of abbreviations

- A list of abbreviations must be included, unframed, on a separate page directly after the list of contents.
- Include only abbreviations that are not self-evident or unknown abbreviations that have been used in the assignment / dissertation.
- This list includes acronyms and abbreviated journal titles. The person assessing the assignment / dissertation must be able to trace an abbreviation unknown to him / her.
- Use as far as possible only acknowledged abbreviations as they appear in dictionaries.
- Well known, self-evident abbreviations need not be listed.
- Abbreviations such as LAWSA (“The Law of South Africa”), DEA (Department of Environmental Affairs) and UN (United Nations) must however be listed.
- Use as few abbreviations as possible in the text, for example “section 12”, and as many as possible in the footnotes, for example “s 12”.
- Abbreviations are used without full stops (with the exception of e.g.)
- Abbreviations at the start of sentences or footnotes are capitalised.

Example:

**LIST OF ABBREVIATIONS**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBSA</td>
<td>Development Bank of South Africa</td>
</tr>
<tr>
<td>DEA</td>
<td>Department of Environmental Affairs</td>
</tr>
<tr>
<td>ECHR</td>
<td>European Court of Human Rights</td>
</tr>
<tr>
<td>EU</td>
<td>European Union</td>
</tr>
<tr>
<td>SAHRC</td>
<td>South African Human Rights Commission</td>
</tr>
</tbody>
</table>

1.5 Use of quotations (from other sources)

- A direct quotation from another source which is not longer than one typed line, must be quoted in the same sentence, e.g. Swanepoel’s view is that: “Labour law is one of the most complex fields of the law.”
- A line must be left open before and after a direct quotation from another source if the quotation is longer than one typed line (like a paragraph).
Against this background “parliament” is defined as:

The ideal form of government which is established by way of collaboration, coordination, co-operation and integration.

(Use font size 11, single spacing without quotation marks as the structure indicates that it is a direct quotation. Quotations indented and justified like this are not typed in italics irrespective of the language they are written in.)

• Quotations are typed *single spaced* and are *indented and justified* at both ends.
• No quotation marks are used in long justified quotations as in the example above.
• Single quotation marks are used for a quotation within a quotation.

"(T)he most appropriate form of biodiversity regulation is arguably by means of ‘economic instruments’".

• Punctuation marks used in the original sentence are also placed within the quotation marks as seen in the example above.
• **All references to the original source of the quoted text** must be provided in a footnote. The footnote reference must appear directly after the name of the author of the quotation.

Feris¹ is of opinion that "there may not be enough resources to adequately address environmental justice issues".

---

¹ Feris *Environmental Justice* 3.
• Remember: no direct quotation can convey a message by itself if it is not placed within context and if the relevance of the quotation is not explained.

• The footnote reference is always placed after the punctuation mark.

Example:

There are thousands of acts that complicate sales transactions.\(^2\)

or

While strict control is exercised over purchase transactions in South Africa,\(^3\) corruption is still on the increase in transactions that involve organs of state.\(^4\)

---

2 See De Wit Kooptransaksies 299.

3 See De Wit Kooptransaksies 299-350.

4 See Raubenheimer Corruption in SA 12.
GENERAL GUIDELINES WITH REGARD TO FOOTNOTES AND THE LIST OF REFERENCES

2.1 Footnotes

- Footnotes appear at the bottom of each page of the text. No references to sources are given in the text itself (e.g. Smith, 2005:5). No end notes at the end of the assignment / dissertation.

- Footnotes at the bottom of the page must not be in superscript – in other words the footnote number must be in a direct line with the source. See the footnotes of this document as an example. Use the font function in MS Word to make the necessary corrections.

- No full stop after the footnote number in the footnotes at the bottom of the text. (This is usually the default option in MS Word.)

- No open lines between footnotes. Use single spacing for footnotes.

- Footnotes must be justified as in the case of the main text.

- Font size for footnotes: 10pt Arial. (Usually the default size in MS Word.)

- Margin: 0.75 cm hanging indent is used.

- A footnote is included when an author’s name is mentioned or when a statement is made.

Example:

Paterson\textsuperscript{5} says ...

It is calculated that eighteen percent of all people suffer from serious attention deficit.\textsuperscript{6}

The Constitution\textsuperscript{7} states clearly that discrimination based on religious conviction is forbidden.

- All page references must be given in the following format: 222-224 and not 222-4 or 222-24. Do not use 'p' or 'page' – only the numbers indicate the relevant page numbers.

- Titles of books are shortened in footnotes if the title is longer than one typed line.

\textsuperscript{5} Here the source must be inserted (for example a book as per the example of references in footnotes): Paterson \textit{Biodiversity Protection} 22.

\textsuperscript{6} See definition of attention deficit, Wielandt \textit{Psychological Hindrances} 18.

\textsuperscript{7} S 9 of the \textit{Constitution of the Republic of South Africa}, 1996.
Footnote:
Cornelius Principles 33. (normally shortened by including the first meaningful noun).

Reference list:
Cornelius SJ Principles of the Interpretation of Contracts in South Africa (LexisNexis Durban 2002)

• A semi-colon is used to separate more than one source from each other, e.g.8 (see footnote 8 below as example).
• In the case of two references from the same source only a comma is used, e.g.9 (see footnote 9 below as example).
• Place a full stop after each footnote irrespective of the type of source.
• Very important: words like ibid, supra or infra may not be used in the footnotes. Cross-reference in the footnotes to paragraph numbers "above" or "below" in the text e.g. "See par 1.3 above".

2.2 Reference list

• A list of references must be included at the end of the text.
• Sources are alphabetised according to authors' surnames under the following headings:
  ○ Literature – All books, journal articles, chapters in books, reports, conference contributions, newspaper articles, dissertations etc.
  ○ Case law – All law reports referred to.
  ○ Legislation – All statutes referred to (includes the Constitution although the Constitution is not regarded as a normal statute).
  ○ International instruments – All resolutions, conventions, treaties etc (note that international reports, books etc written by international authors appear in the list of literature. The international instruments include only official international agreements and other international legal instruments).
  ○ Internet sources – Articles and literature found on a website.
• A line is left open between two sources.
• Sources are listed in single line spacing, still in Arial 12pt.
• No full stops after sources in the reference list (only after footnotes in the text).

---

8 Cornelius Principles 33; Van der Berg Interpretation of Statutes in South Africa 35.
9 Cornelius Principles 33, 67.
EXAMPLES OF REFERENCES IN FOOTNOTES AND THE REFERENCE LIST

**Book**

*Footnote:*

Grové and Otto *Basic Principles of Consumer Credit Law* 32.

*Reference list:*

Grové NJ and Otto JM *Basic Principles of Consumer Credit Law* (Juta Cape Town 2002)

**Books compiled by editors (chapters by different authors)**

*Footnote:*

Van der Merwe "Sectional Titles" 3-14.

*Reference list:*


**Conference contributions**

*Footnote:*

Reickhardt "Legal Liabilities" 2B-3.

*Reference list:*

Reickhardt M "Legal Liabilities" (Unpublished contribution delivered at the Chamber of Mines’ Conference *Environmentally Responsible Mining in Southern Africa* 25-28 September 2001 Johannesburg) 2B-1 - 2B-7
Thesis or dissertation

Footnote:
Wessels *Mining Authorisations in South Africa* 221.

Reference list:
Wessels J *Environmental and Mining Authorisations in South Africa* (LLM-dissertation NWU 2005)

Journal article

Footnote:
De la Harpe and Van der Walt 2005 *AHRLJ* 71.

Reference list:
De la Harpe S and Van der Walt T "The Right to Pre-trial Silence as Part of the Right to a Free and Fair Trial – An Overview" 2005 *AHRLJ* 70-90

Note: Because the journal title is abbreviated (*AHRLJ*), the abbreviation must be included in the list of abbreviations.

Newspaper article

Footnote:
Hartely *Business Day* 4.

Reference list:
Hartely G "DA rails at Selebi’s use of crime figures" *Business Day* 18 July 2006 4

Note: Magazines (published weekly) are cited as newspaper articles.

Legislation (separate list in reference list)

Footnote:
A footnote is unnecessary if the full citation to an Act is provided in the text. If only the name of the Act is provided in the text (e.g. *Auditing Profession Act*), give the number and year in the footnote, e.g.:

26 of 2005.

Reference list:
*Auditing Profession Act* 26 of 2005
When reference to a particular section or sections of an Act is made in a footnote:

S 1 Auditing Profession Act 26 of 2005.

or

Ss 1 and 3 Auditing Profession Act 26 of 2005.

If only one Act is discussed or if it is clear from the discussion in the text which Act is referred to, refer in the footnote only to the sections discussed and do not repeat the name of the Act. Capital S (for 'section') only at the beginning of the footnote, or a sentence in the footnote. Or, for example, in the footnote: The Court referred to s 1 of the Auditing Profession Act 26 of 2005.

Government publications

References in the reference list and footnote are the same.

GN R456 in GG 11456 of 24 April 2006

Proc R34 in GG 10345 of 13 December 2005

Gen Not 342 in GG 24567 of 24 December 2006

* GN – Government Notice

** Proc – Proclamation

*** Gen Not – General Notice

**** GG – Government Gazette

Internet (separate list in reference list)

Footnote:
Clarkson 1998 http://webjcli.ncl.ac.uk

Reference list:

and

Footnote:

Reference list:
Case law (separate list in reference list)

Footnote:
President of the Republic of South Africa v Hugo 1997 4 SA 1 (KH) par [15].

Reference list:
President of the Republic of South Africa v Hugo 1997 4 SA 1 (KH)
4.1  Front page – Individual assignment

KW VAN DER MERWE (Katryn) (initials, surname and name)

12346781 (student number)

JURI 122  (module code)

Assignment 3 (assignment number)

Lecturer: Prof TM Raubenheimer (name of the module’s lecturer)

30 April 2012

Take note:

No pictures or photos on front page unless it is required for a certain assignment.

No plastic folders or bags are permitted.

The front page does not have a page number.
Negligence and Consensus: A Legal Perspective on the Position of Medical Practitioners

Dissertation submitted for partial fulfilment of the requirements for the degree Baccalaureus Legum at the North West University (Potchefstroom Campus)

by

Cornelia Aletta Bekker

12762520

(Note: the front page does not have a page number)

Study Supervisor: Miss Adelita Fourie

October 2012
4.3 Example – Index

INDEX (on separate A4 page, without a border)

List of abbreviations 1
1. Introduction 2
2. The legal position in South Africa 4
3. The legal position in the Gauteng Province 8
4. Gaps in national and provincial legislation 14
5. Summary, conclusion and recommendations 19
Reference list 23

Take note:

- The index is drafted after the assignment / dissertation has been completed.
- The index is inserted between the front page of the assignment / dissertation and the first page of the content.
- The page(s) with the index must be numbered in the centre of the page below using a small Roman numeral (‘i’ and ‘ii’). The ordinary page numbers (1, 2, 3 etc) start with the first page of the text–paragraph or the introduction. All earlier pages should be numbered using Roman numerals.
4.4 Example – Reference list


Badahla 2001 *SA Journal of Psychology and Law*


Bekker *et al* *Corporate Culture and Law*

Bekker R *et al* *Corporate Culture and Law* (Human Resource Development Press London 2011)

Fisse 1982-1983 *S Cal L Rev*


Fisse and Braithwaite 1988 *Sydney L Rev*


Fisse and French (eds) *Corrigible Corporations and Unruly Law*


Snyman *Criminal Law*

Snyman CR *Criminal Law* 5th ed (LexisNexis Butterworths Durban 2006)

*Universal Declaration of Human Rights* (1948)

Universal Declaration of Human Rights accepted by the General Assembly of the United Nations (10 December 1948)
Register of case law

Free State Cheetahs (Pty) Limited v Mapoe (Unpublished Judgement with Case number 4587/2010 delivered on 29 September 2010 in the Orange Free State Provincial Division of the High Court)

S v Majosi 1991 2 SASV 532 (A)

S v Masilela 1968 2 SA 558 (A)

Van Eeden v Minister of Safety and Security (Women’s Legal Centre Trust as amicus curiae) 2003 1 SA 389 (HHA)

Register of internet sources

Clarkson 1998 http://webjcli.ncl.ac.uk

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<th>Page</th>
</tr>
</thead>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
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<td>SAMPLE REFERENCE LIST</td>
<td>74</td>
</tr>
</tbody>
</table>
APA (AMERICAN PSYCHOLOGICAL ASSOCIATION) CITATION AND REFERENCE STYLE

The APA method was developed by the American Psychological Association and works more or less according to the same principles as the Harvard method, in the sense that the author and year of publication form the core of the reference style.

For further explanation of APA practices associated with writing research papers and citing sources, consult the Publication manual of the American Psychological Association (2010, 6th ed.)

- **Line Spacing**
  Everything is double-spaced.

- **Margins**
  Leave 2.54 cm (1 in.) margins on all sides of every page.

- **Alignment**
  Lines are left-aligned. Do not justify lines.

- **Paragraphs**
  Indent the first line of every paragraph. For consistency, use the tab key, which should be set at five to seven spaces. Type the remaining lines of the manuscript to a uniform left-hand margin, except for the abstract, blocked quotations, titles and headings.

- **Page Numbers and Running Head**
  After the manuscript pages have been arranged in the correct order, number them consecutively, beginning with the title page. The running head is on the left and the page number on the top right of the page. Use the automatic function of your word-processor to generate this.

- **Headings**
  Use several levels of heading to separate different parts of your paper. The heading style recommended by APA consists of five possible formatting arrangements, according to the number of levels of subordination. Regardless of the number of levels of subheading within a section, the heading structure for all sections follows the same top-down progression.
Format for Five Levels of Heading

<table>
<thead>
<tr>
<th>Level of Heading</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Title Case</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Title Case</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lower case paragraph heading with a period.</td>
</tr>
<tr>
<td>4</td>
<td><em>Indented, boldface, italicized, lower case paragraph ending with a period.</em></td>
</tr>
<tr>
<td>5</td>
<td><em>Indented, italicized, lower case paragraph heading ending with a period.</em></td>
</tr>
</tbody>
</table>

Example of a Table

Table 1

Proportion of Errors in Younger and Older Groups

<table>
<thead>
<tr>
<th>Level of difficulty</th>
<th>Younger</th>
<th>Older</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>n</td>
<td>M (SD)</td>
</tr>
<tr>
<td>Low</td>
<td>12</td>
<td>.05 (.08)</td>
</tr>
<tr>
<td>Moderate</td>
<td>15</td>
<td>.05 (.07)</td>
</tr>
</tbody>
</table>

*Note. CI = confidence interval*
2.1 Prevent plagiarism

Plagiarism is the reproduction of somebody else’s work or ideas, presenting it as your own without giving recognition to that person. This represents academic or intellectual theft. When you write a sentence in your report or academic writing, without a reference or quoting it in inverted commas, it implies that it is your own work or idea. If this is not the case however, you commit plagiarism – a very serious transgression in academic circles. By using precise textual references and entries in your reference list, plagiarism is prevented.

Academic report writing therefore requires that all consulted sources must be indicated in the text and that complete details must be given in the reference list.

2.2 Purpose of textual citations and reference list

- It gives recognition to the original author whose ideas or facts have been used.
- The author provides proof of the source of his or her information.
- References to the sources prove the comprehensiveness of the research.
- References to recognised sources lend authority to the author’s views.
- References prove the origin of the author’s views.
- The reference list can be used by the reader to verify the correct interpretation of and reference to a source.
- The reference list serves as an additional source of information that can be consulted for more information on the subject.
A text reference consists of the author’s surname and the date of the original source of information. A complete reference must appear in the reference list at the end of the text.

Consistency is regarded as one of the methods to undertake qualitative research (Neuman & Kreuger, 2003).

Page numbers are not necessary in the text reference, except when using a direct quotation.

3.1 Direct quotations

In the middle of the sentence (note punctuation):

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent's needs or concerns” (p. 541), contributing to an overall climate of negativity.

At the end of the sentence (note punctuation):

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).

Display a quotation of 40 or more words in a freestanding block of typewritten lines and omit the quotation marks.

Miele (1993) found the following:

The placebo effect, which had been verified in previous studies, disappeared when behavior were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect (p. 255).
3.1.1 Direct quotations from online sources without page numbers

Online documents often do not provide page numbers. If the document does not give page numbers but gives paragraph numbers, include them using the abbreviation para.

(Para. 4).

If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it, to direct the reader to the location of the quoted material.

(Discussion section, para. 1).

3.2 Secondary sources

A secondary source is, for example, when an author writes about Freud’s view of psychoanalysis without reading Freud’s own work. Making use of the work of other authors like Williams who wrote about Freud, asks for a secondary citation. It is however possible that these authors interpreted Freud incorrectly, causing you to work unscientifically and unethically. Use secondary sources therefore sparingly.

If it is necessary to use secondary information, due to unavailability of the original source, it can be cited in the text as follows:

Text:
According to Freud (as cited in Williams, 1996), dreams are …

Reference list:

Make an entry for Williams in the reference list.

3.3 Citations to more than one source

Order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear in the reference list. Separate citations by semicolons.

Several studies (Crade, 1995; Leeds & Smith, 1996; Vance, 1994) concluded …

Arrange two or more works by the same author within the same parentheses by year of publication. Give the authors’ surname once, followed by the dates. Place in-press citations last.

Past research (Gogel, 1990, 2006, in press) showed that …
3.4 More than one citation to the same author(s) in the same year

When using more than one publication by the same author published in the same year, distinguish it by adding a, b or c after the date in the text, as well as in the reference list.

A total of 24 adolescents were selected by means of accidental sampling (Strydom, 2005a).

This is to give all participants equal access to an empowering opportunity, as Strydom (2005b) indicates.

3.5 No author indicated

If there is no author, move the title to the author position, and alphabetise the entry by the first significant word in the title.

Begin the entry with the word Anonymous spelled out only if the work is signed “Anonymous,” and alphabetise the entry as if Anonymous were a true name.

(Anonymous, 1998)

Use the term Anonymous in the reference list in the author position.

3.6 Basic citation styles

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>
4.1 General principles

- Start the reference list on a new page. Type the word References, centered, at the top of the page.

- The reference list is double-spaced both between and within entries; entries have a hanging indent.

- Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text. However, references to classical works such as the Bible and the Qur’an, and references to personal communications are cited only in the text.

- Entries in a reference list should appear in alphabetical order by the author’s surname, or by the first significant word in the title, if there is no author. Words such as “The”, “An” or “A” at the beginning of the title should be ignored, but not omitted, when alphabetising the reference list.

4.2 Alphabetical order of references in the reference list

- Alphabetise by the author’s surname.


- Alphabetise the prefixes M’, Mc, and Mac literally, not as if they were all spelled Mac. Disregard the apostrophe: MacArthur precedes McAllister, and MacNeil precedes M’Carthy.

- Arrange works by different authors with the same surname alphabetically according to the first initial.

- Entries by the same author(s) are arranged by year of publication, the earliest first.

- One-author entries precede multiple-author entries beginning with the same surname.

- References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author or, if the second author is the same, the surname of the third author (compare the entries of Deci in the example reference list in this guide).
REFERENCES TO SPECIFIC SOURCES IN THE REFERENCE LIST

5.1 Books

Capitalise the first word in the title, the first word in the subtitle and all proper nouns. The title is typed in *italics*.

Provide the location (city and state / province) where the publisher is located. If the publisher is a university and the name of the state or province is included in the university name, do not repeat the name in the publisher location.


**Organisation as author**

If the publisher is the same as the author, do not mention the name of the author in the publisher position. Instead use “Author” as publisher.


**Two to seven authors**

In the reference list, use the surnames and initials of all the authors up to and including seven authors.


For an example of seven and more authors, see example at 5.5 (*Journal article with DOI, more than seven authors*).

**No author indicated**

If there is no author, move the title to the author position, and alphabetise the entry by the first significant word in the title.

Begin the entry with the word *Anonymous* spelled out only if the work is signed “Anonymous,” and alphabetise the entry as if Anonymous were a true name.
5.2 Chapter in a book compiled by editors

A collected work comprises a number of chapters, each written by a different author(s) and compiled by an editor(s).

When a chapter in a collected work is quoted, the author of the chapter is used as the author of the quoted source, followed by the information of the collected work.

**Note:** the title of the collected work is in *italics*.


5.3 Electronic books

**Electronic version of printed book**


**Electronic-only book**


5.4 Reference books

**Article in an encyclopedia (with author)**

Article in an encyclopedia (no author)


Online reference work

If the online version refers to a print edition, include the edition number after the title.


5.5 Journal articles

The title of the journal and the volume number are typed in italics.

If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number.


Publishers have started to assign a Digital Object Identifier (DOI) to journal articles and other types of documents. A DOI is a unique alpha-numeric code given to individual online works. The DOI usually appears at the top of the article or in the database record for the article.

APA suggests that when DOIs are available, you include them for both print and electronic sources at the end of your reference.

Journal article with DOI


Journal article with DOI, more than seven authors

Include the first six authors’ names, then insert an ellipse (three dots), and add the last authors’ name. For references with up to seven authors, include all authors’ names in the reference list.


If there is no DOI assigned and the reference was retrieved online, give the internet address (URL) of the journal home page. No retrieval date is needed.


### 5.5.1 Abstract of journal article

Although it is preferable to cite the full text of an article, abstracts can be used due to the unavailability of the full article. The entry in the reference list must give a clear indication that the abstract, and not the full article, was used.


### 5.5.2 In-press article posted in a preprint archive

The exact URL (internet address) is used because the article have been accepted for publication but have not yet been published.

Check the article’s publication detail again before handing in your final document and change the reference accordingly if necessary.


### 5.6 Newspaper articles

Provide the year and the exact date of publication (month and day), separated by a comma and enclosed in parentheses.
When an article appears on non-consecutive pages, provide all the page numbers and separate the numbers with a comma.

**Newspaper article (with author)**


**Newspaper article (no author)**


**Online newspaper article**

Provide the URL of the home page of the newspaper.


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5.7 **Doctoral theses and master’s dissertations**

Different countries use the terms dissertation and thesis differently. Use the term as it appears on the title page.

**Unpublished dissertation or thesis**


**Master’s thesis or dissertation from a commercial database**


**Doctoral thesis or dissertation from an institutional database**


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5.8 **Conference publications**

Refer to conference proceedings published in a collection in the same manner as a chapter in a collected work.

**Conference presentation not formally published**

Provide the year and month, separated by a comma, enclosed in parentheses.


**5.9 Government documents**

The entry element for government publications is the name of the country.

**5.9.1 Acts**

If referring in text to a South African act, make a cross-reference in the reference list from the act to South Africa.

Trade Marks Act 194 of 1993 [see South Africa. (1993).]*


**Online acts**


**5.9.2 Law reports**

Greyvenstein v. Clayton. (1998). 1 All SA 156 (E)

**5.9.3 Commissions of Inquiry**

When referring in text to a commission of inquiry, make a cross-reference in the reference list from the commission's name to South Africa.

Commission of Inquiry into Health Services [see South Africa. Commission of Inquiry into Health Services.]*

5.9.4 Departments

Departments, printed format

When the issuing agency or publisher is the same as the author, use “Author” as the publisher name.


Departments, online


5.9.5 Government gazette


5.10 Websites

At a minimum, a reference of an internet source should provide a document title or description, the date of publication or update (when available) and the URL that leads to the entry page of the document. Wherever possible, identify the author(s) of the document.

Do not put a full stop after the URL.


Website (no date)


Website (document)

Website (blog entries)


5.11 Audiovisual media

Films
In the author position, use the name of the film’s producer and / or director and the year of its release.


Video


Films (YouTube)


Music


Music (recording by artist other than composer)


Audio podcast


PowerPoint presentation

PowerPoint presentation (online)


Map (online)


5.12 Personal communications

Personal interviews, e-mail messages, letters, memos, telephone conversations etc. do not provide recoverable data and are not included in the reference list. Cite personal communications in text only, including as exact a date as possible.

E. Rossouw (personal communication, July 30, 2009) stated that …
References


Greyvenstein v. Clayton. (1998). 1 All SA 156 (E)


Trade Marks Act see South Africa (1993).

