

Extract from

Constructing a Good Dissertation

**A Practical Guide to Finishing
a Master's, MBA or PhD on Schedule**

Erik Hofstee

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THE HARVARD REFERENCING SYSTEM

Probably the most frequently used referencing system is the Harvard style, so a short guide is given here. Please note that there are many interpretations of this style and this guide too can only be an interpretation. If in doubt, please refer to your institutional guidelines or consult your supervisor.

The Harvard system is an author-date system where publications cited in the text give the author's surname and the date of publication in brackets (page numbers are also given for direct quotations), so that the full details can be looked up in the bibliography that lists references in alphabetical order at the end of the dissertation. (This style guide uses the term 'bibliography' when referring to the list required by your institutional guidelines at the end of your dissertation.)

The Harvard system itself does not prescribe format so different institutions can prescribe their own preferred layout for in-text citations and the entries in the bibliography. No format is wrong, as long as it is consistently used. For example, the in-text citation could be laid out as (Surname + Year of publication + comma, + page number) or (Surname + comma, Year of publication + colon: page number) or even simply (Surname + Year of publication + page number). For a quotation from page 10 of a book by Jan van Riebeek written in 2005, this would result in (van Riebeek 2005, 10) or (van Riebeek, 2005: 10) or (van Riebeek 2005 10). The layout of a bibliography entry could vary similarly.

To give users of the Harvard system a breakdown of the bibliographic elements required to record each type of publication (author, title, publisher, etc.), the examples below demonstrate one way of arranging them, under the heading **ELEMENTS**. Most institutions will not fault you if you follow the order and punctuation in those examples consistently, *unless* they prescribe an alternate system.

Where there are common alternative ways of citing or referencing, examples are given for each. Second and subsequent examples begin on a new line with the word '*or*'.

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Citations in the Text

In the bibliography, give the author as the first element of the entry, i.e., the person or organisation shown most prominently in the source as responsible for the content in its published form. If there is no such person or organisation, the title should be the first element of the entry. In the text, cite the same first element as you use in the bibliography.

If the author's name occurs naturally in the sentence, give only the year (and page number/s of quotes) in parentheses. If the author's name does not occur naturally in the sentence, give name and year (and page) in parentheses at the end of the sentence. That often saves space and improves readability.

The main thing to remember is that all reference styles are intended to make things easier for readers to find the original source of information referred to in your dissertation if they wish. You, as the writer, simply have to give them enough information for them to do so.

PAGE NUMBERS

Be careful to record page numbers when taking notes so that you can find material again if necessary. If you get into the habit of using the index card system described in Part One, this should not pose a problem. If your institution requires you to give page numbers for all in-text citations, you should only omit them if you obtained the information from the World Wide Web in .html format or from any other source that did not have any page numbers.

If the original document does not have page numbers, readers should still be told on what page the information can be found, if possible. Count the pages from the front and then include that number in an in-text reference, but indicate that the original pages were not numbered by placing the page count in square brackets ([]). Alternatively, you could give the chapter or heading above the reference and/or its paragraph number.

It creates a very good impression of your thoroughness and credibility if you give page numbers in all your citations, not just for direct quotations, and the examples below always show how to format citations that include page numbers. However, if you do not have page numbers, simply omit them from your citation, e.g., (van Riebeek 2005).

Note that you always have to know the first and last pages of articles for the bibliography.

DIRECT QUOTATIONS

Use direct quotations of the exact words of another author sparingly. As a general rule, if the quote is less than a line or two, include it in the body of the text in quotation marks. Place longer quotations in separate indented paragraphs without

quotation marks. Try to include the citations for the quotations in the text so that they fit into the flow of your writing. The following rules apply when quoting directly:

- Only quote directly if the original author stated something in a particularly striking way, if the author's precise wording is very important, or if the original words are needed for purposes of analysis or discussion (e.g., in the case of a definition).
- Quote the original author's *exact* words and punctuation, including any spelling or grammatical errors. If the original wording contains such errors, point them out by placing the word [sic] in square brackets in the quote directly after the error.
For example: "It is common paractise [sic] in the political arena to use public relations as a tool for . . ."
- If part of the original text in a direct quotation is left out, indicate this by an ellipsis, i.e. three dots. Add a fourth dot if the ellipsis is at the end of a sentence.
For example: Smith (2005: 10) defined marketing as "all activities related to bringing a product to market, . . . the actual marketing of the product and the follow-up activities."
- Words can be inserted in a direct quotation to make the quoted sentences clearer and the inserted words are placed in square brackets [].
For example: "They [the members of Alice's family] gathered around the table."
- Quotations within a quotation are enclosed in single quotation marks.
For example: "Joe Dlamini, entrepreneurial owner of the Imali Group, is credited with saying 'risk, properly calculated equals profit'." (Smith 2005: 10).
- If you emphasise part of a direct quotation by typing it in bold or italics, you must indicate that this is your own emphasis by including the words (own emphasis) in round brackets after the quotation. Own emphasising should be restricted to a minimum.
For example: According to Smith (2005: 10), native speakers are "*more effective* transmitters of cultural information" (own emphasis).
- If a quotation forms part of a comprehensive argument, the punctuation is part of the argument and a full stop is placed *outside* the brackets or inverted comma.
For example: Smith (2005: 10) contended that "all good paragraphs contain a topic sentence, unless listing a chronological sequence of events".
- When a sentence in brackets or inverted commas starts with a capital letter, it indicates that the sentence is used independently and therefore requires a full stop *inside* the brackets or inverted comma.
For example: Smith (2005: 10) admitted: "There may be legitimate exceptions when consciously chosen to achieve a particular literary effect."

MORE THAN ONE SOURCE

It is usually not necessary to refer to more than one source when making a statement. However, if you want to indicate that numerous authors have made the same point, order the authors by date, and then alphabetically if there is more than one author in the same year. Separate the different authors with a semicolon (;). They are all listed alphabetically in the bibliography, of course.

CITATION: It is generally agreed (Man & Woman 2001: 10; Boy 2003: 58-9; Girl 2004: 123-4)...

BIBLIOGRAPHY: Boy, M.R. 2003. *Conquering the north: Agriculture with little rain*. Pietersburg, SA: Limpopo Publishers.

Girl, M.S. 2004. *Me too*. Polokwane, SA: Sense & Nonsense Inc.

Man, H.E. & Woman, S. 2001. *Rainwater fallacies*. Pietersburg, SA: Pietersburg University Press.

TWO CITATIONS IN THE SAME PARAGRAPH

In the second citation, you can omit the year.

First citation: Boy addressed the problems ... (2003: 58-9).

or The problems were addressed (Boy 2003: 58-9)...

Later citation in the same paragraph: (Boy 60).

BIBLIOGRAPHY: Boy, M.R. 2003. *Conquering the north: Agriculture with little rain*. Pietersburg, SA: Limpopo Publishers.

Bibliographies

At the end of your dissertation, you need to list the full details of *all* documents cited in the text. Review your institution's guidelines to find out what information it requires in that list and how it should be laid out *before* you put your bibliography together, i.e. before you start your literature review.

Keep the following general principles in mind:

- Keep a record of all the required elements of a bibliographic entry so that you don't have to go back to the library to check your information. You will usually find the title, author and publisher on the title page. The edition, place and date of publication are more often found on the copyright page at the back (verso) of the title page. If possible, keep photocopies of the title and copyright pages.
- Give enough information about *all* the sources that have been cited in the text to enable the reader to find them.
- Place the bibliography on a separate page after the conclusion and before any appendices.
- Present the bibliography alphabetically according to the author's surname or, if there is no identifiable author, according to the title of the referenced item.
- Do not create a separate bibliography for books, journals, etc., unless the bibliography is very long or your institution requires it. It makes it difficult for the reader to look them up because the citations don't mention the type of publication.
- Do not number the entries in the bibliography or place the entries in a bulleted list.
- Omit words such as Co., Inc., (Pty) Ltd., & Sons that are not necessary to identify a publisher.
- Consistent punctuation and spacing is important. For example, it is usual to leave one space between all the elements of the reference and to leave no space between the initials of authors (Body, N.O. *not* Body, N. O.). If you prefer the Body, N. O. layout, use it throughout, not just now and then.

It is important to pay attention to punctuation. The basic format for a book here is:

CITATION: (Surname + Year of publication + colon: page number/s).

ELEMENTS: Surname + comma, INITIALS + full stop. Year of publication + full stop. *Title* + full stop. Edition + full stop. Place of publication + colon: Publisher + full stop.

DETAILS UNKNOWN

You should provide as much detail as possible about all the sources cited in the text. However, it sometimes happens that one does not have all the required information to prepare a complete reference, and the accepted ways to handle each item of missing information are given below.

No Author

If a document is published by an organisation, use the name of the organisation in the place of the author (See Corporate Author below). If the information is not published by an organisation, refer to its title in the text and insert the title into the bibliography, ignoring *A*, *An* and *The*. The example below would be inserted amongst the B's.

Use normal sentence case for titles of books or articles. 'Sentence case' means that only the first word and proper nouns are capitalised, as well as the first word after a colon.

CITATION: Opinions differ ... (Battle for the north 2005: B10).

BIBLIOGRAPHY: The battle for the north. 2005. *Business News*, June 7. A-B10.

No Date

If the book does not give its publication date, but you have found the information from other sources, give the date in square brackets to show that you have supplied the information enclosed between the brackets, e.g. [1750].

If you cannot find out an exact date of publication, but you know an approximate date, give that date followed by a question mark or preceded by 'ca.', e.g., [ca. 1750] – 'ca.' is short for 'circa', the Latin for 'about'.

If you cannot even find an approximate date, say [n.d.] or [no date]. Some people use the Latin abbreviation [s.a.], short for 'sine anno', which means 'without year'.

CITATION: Boy ([2002]: 73)

or (Boy [2002]: 73)

or (Boy [2002?]: 73)

or (Boy [ca. 2002]: 73)

or (Boy [n.d.]: 73).

BIBLIOGRAPHY - Give the date as in the text: Boy, M.R. [2002].

Conquering the north: Agriculture with little rain. Pietersburg, SA: Limpopo Publishers.

No Page Numbers

Give appropriate paragraph, chapter or heading details instead of page numbers so that readers can still locate your quotation or source information.

CITATION: Sense and Nonsense Inc. (1999: [3]) has "purchased a 20% share in ..."

or Shares were available (Sense & Nonsense Inc, 1999, para. 30)

or (Sense & Nonsense Inc 1999, under heading Purchases).

BIBLIOGRAPHY: Sense & Nonsense Inc. 1999. *Annual report for 1998*. [Online] Available from: <http://index.senseandnonsense.net/main/tips.html> [Retrieved: 2002-11-29].

No Publisher

Write [n.p.] instead of the publisher in the bibliography.

Place of Publication

If the place of publication is not well known, include province and/or country with the town/city in the bibliography, e.g., Roodepoort, Gauteng, South Africa. Give the state abbreviation for cities in the United States, e.g., Boston, MA.

If the place of publication is unknown, write [n.p.] instead of the place of publication in the bibliography. Some people use the Latin abbreviation [s.l.] (sine loco).

If both publisher and place of publication are unknown, only write [n.p.] once.

AUTHORS

Corporate authors

ELEMENTS: Name of Issuing Body. Year of publication. *Title of publication*. Place of publication: Publisher, Report number if any.

FIRST CITATION: For long names, use the full name in the first citation, with an abbreviation for use in subsequent citations: When searching on the Internet, be on the lookout for clues about the authority of the publisher of the information you collect (Sense & Nonsense Inc [SNI] 2005: 3).

Later Citation: (SNI 2005: 3).

BIBLIOGRAPHY: Sense & Nonsense Inc. 2005. *Annual report for 2004*. Pietersburg, SA: SNI.

Two Authors

Use the word 'and' in the text and use the ampersand sign "&" in brackets, tables, captions and the Bibliography.

ELEMENTS: Surname, INITIALS. & Surname, INITIALS. Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.

CITATION: Man and Woman addressed the problems ... (2001: 10)

or Problems must be identified and named ... (Man & Woman 2001: 10).

BIBLIOGRAPHY: Man II, H.E. & Woman Jr, S. 2001. *Rainwater fallacies*. Pietersburg, SA: Pietersburg University Press.

Note: *If the author's surname has a suffix, e.g., Woman Junior or Man II, the suffix is counted as part of the surname and comes before the initials.*

Note: Like 'Mr', 'Mrs' and 'Dr' (but unlike 'Prof. '), 'Jr' or 'Sr' have no full stop after them because the last letter of the word is part of the abbreviation.

Two authors – same surname

CITATION – If the works cited were published in different years: Both M. R. Boy and J. R. Boy addressed the problem ... (2002: 58-9; 2003: 245).
or Two researchers claimed ... (Boy 2002: 58-9; Boy 2003: 245).

or If the works cited were published in the same year, add the authors' initials to the citation: Although the area has always been very dry (M.R. Boy 2002: 58-9), rainwater harvesting has recently improved the situation (J.A. Boy 2002: 245).

BIBLIOGRAPHY: Boy, M.R. 2002. *Conquering the north: Agriculture with little rain*. Pietersburg, SA: Limpopo Publishers.
and Boy, J.A. 2003. Rainwater harvesting. *Agriculture in South Africa*, 15(4), 240-248.

Two works – same author

CITATION: Boy refers repeatedly ... (2002: 58-59; 2003: 245).

or The problems remain ... (Boy 2002: 58-9; 2003: 245).

BIBLIOGRAPHY: Boy, M.R. 2002. *Conquering the north: Agriculture with little rain*. Pietersburg, SA: Limpopo Publishers.

and Boy, M.R. 2003. *Further north*. Polokwane, SA: Limpopo Publishers, 2003.

Three Authors

First citation: Man, Woman and Boy addressed the problems ... (2003: 51).

or (Man, Woman & Boy 2003: 51).

Later citation: (Man et al. 2003: 51).

Later citation in the same paragraph: (Man et al. 51).

BIBLIOGRAPHY: Man, H.E., Woman, S. & Boy, J.A. 2003. Rainwater harvesting in Alice. *Agriculture in South Africa*, 15(4), 49-60.

Note that the abbreviation 'et al.' (typed in italics with a full stop afterwards) stands for 'et alii' and means 'and others'. Since it indicates that a source has multiple authors, the verb following the 'et al.' must always take the form that follows a plural subject (as though you had used the word 'they' instead of 'Author et al.').

Four or More Authors

ALL CITATIONS: Man et al. referred to the problems ... (2003: 80).

or The problems have been addressed (Man et al. 2003: 80).

BIBLIOGRAPHY: Man, H.E., Woman, S., Boy, J.A., Girl, M.S., Boy, M.R. & van Riebeek, J. 2003. A town called Alice. *Agriculture in South Africa*, 15(4), 76-81.

PRINT ITEMS

The Bible

Do not italicise references to the Bible and its books.

FIRST CITATION: (2 Cor. 5:17 New International Version).

Later citations: (2 Cor. 5:17).

BIBLIOGRAPHY: Entries are not necessary for the Bible and other major classical works. If you want to record which study Bible you used, then follow the rules for a book with no author.

Books

Take the title from the title page and use a colon to separate the title and subtitle. If it is a classical work, available in many editions, supply extra information in citations about chapters or divisions so that readers can look your quotations up in other editions.

ELEMENTS: Surname, INITIALS. Year of publication. *Title of book:* *Subtitle of book.* Series, number. Vol. number. Edition if not the first. Place of publication: Publisher.

BIBLIOGRAPHY: Boy, M.R. 2004. *Conquering the north: Agriculture with little rain.* 2nd ed. Limpopo Agriculture Series, 2. Polokwane, SA: Limpopo Publishers.

Chapters

If the chapters in a book have been written by various authors, cite the author/s of the chapter you are referring to in the text. Such a book usually has an editor.

ELEMENTS: Chapter Author Surname, INITIALS. Year of publication. Title of chapter. In: Editor Surname, INITIALS. ed. *Title of book.* Place of publication: Publisher, first page-last page of chapter.

CITATION: Boy (2005: 245) argued that ...

or It was argued (Boy 2005: 245) ...

BIBLIOGRAPHY: Boy, J.A. 2005. Rainwater harvesting. In van Riebeek, J. ed. *Experimenting with South African agriculture.* Polokwane, SA: Pietersburg University Press, 240-8.

Computer Programs

Programs specific to a dissertation should have details of compilers, distributors, etc. Well-known computer programs can be listed more simply, by title if necessary: e.g. Microsoft Word 2000 (Ver. 9.6). Microsoft Corporation.

or SPSS (Ver. 14 for Windows). Chicago, IL: SPSS Inc.

ELEMENTS: Compiler Surname, INITIALS. Year of compilation or copyright. *Title of program,* Version. [Computer program]. Distributor Name + full address if not well-known.

CITATION: The surface area was calculated by means of the Water Harvesting Surface Calculator (Man 2004).

BIBLIOGRAPHY: Man, H.E. 2004. *Water harvesting surface calculator: For all surfaces*, Ver. 1.3 [Computer program]. Department of Agriculture, Pietersburg University, Private Bag X0, Polokwane, 0700 South Africa.

Conference Papers

Conference papers can be unpublished, i.e. simply handed out at the conference, or published, i.e. included in an edited book of proceedings. You need only make a bibliographic entry for the paper cited, not for the proceedings. Treat a keynote speech or poster session like a paper but say 'Keynote speech presented' instead of 'Paper presented'. Treat any lecture or speech in the same way.

As a rule, you should not cite a source if the document cannot actually be retrieved. If it is an important reference in your dissertation for some reason, and you have a copy (as you should if quoting from it) you could put "Available from the author by request" in brackets after the bibliographic entry. If you put it in the text where you refer to the source, leave it out of your bibliography.

Unpublished conference papers can be included in citations and bibliographies because they are generally available as reprints from the lead author.

ELEMENTS - Paper (unpublished): Surname of Author, INITIALS. Year of conference. Title of contribution. Paper presented at *Title of Conference, date of conference, place of conference*: first page-last page of paper.

or Paper (published): Surname, INITIALS. Year of publication. Title of contribution. In: Surname of Editor of proceedings if any, INITIALS. ed. *Title of Conference, date of conference, place of conference*. Place of publication: Publisher, first page-last page of paper.

CITATION - Paper (unpublished): Boy argued (2003: 5) that ...

or It has been argued ... (Boy 2003: 5).

or Paper (published): It has been argued ... (Boy 2003: 144).

BIBLIOGRAPHY - Paper (unpublished): Boy, J.A. 2003. Rainwater harvesting. Paper presented at the *16th Annual Agricultural Conference, 8-11 April 2003, Pietersburg, South Africa*.

or Paper (published and edited): Boy, J.A. 2004. Rainwater harvesting. In van Riebeek, J. ed. *Proceedings of the 16th Annual Agricultural Conference, 8-11 April 2003, Pietersburg, South Africa*. Pietersburg, SA: Pietersburg University Press, 140-60.

or Paper (published but unedited): Boy, J.A. 2004. Rainwater harvesting. In *Agriculture in the north: Are we making a difference?* Conference proceedings, 8-11 April 2003. Pietersburg, SA: Pietersburg University Press, 140-60.

Dictionaries

Because entries are in alphabetical order, it is not necessary to give page numbers. If editors or compilers are named on the title page, acknowledge them as 'eds.' or 'comps.' The examples below only show editors.

ELEMENTS: *Title of dictionary*. Year of publication. Vol. volume number/s. Edition number ed. Place of publication: Publisher.

CITATION: The *Pietersburg English dictionary* defines 'rainwater' as ...

BIBLIOGRAPHY - Where there is no editor: *The Pietersburg English dictionary*. 2001. 2nd ed. Pietersburg, SA: Pietersburg University Press.
or Where there is an editor: van Riebeek, J. & Girl, M.S. eds. 2001. *The Pietersburg English dictionary*. Vol. 2. 2nd ed. Pietersburg, SA, and London, UK: Pietersburg University Press and London University Press.

Editions

The first edition of a book is not mentioned. New editions contain changes to the previous edition so subsequent editions should be indicated by number, e.g., 2nd ed., 3rd ed., 4th ed. (Afrikaans: 2de uitg., 3de uitg., 4de uitg.). Reprints or new impressions do not contain changes so they are not mentioned in the bibliography.

ELEMENTS: Surname, INITIALS. & Surname, INITIALS. Year of publication. *Title*. Edition number, ed. Place of publication: Publisher.

CITATION: Editions do not affect citations.

BIBLIOGRAPHY: Man, H.E., Woman, S. & Boy, M.R. 2004. *Looking behind the glass*. 2nd ed. Polokwane, SA and London, UK: Pietersburg University Press and London University Press.

Editors

If the editor/s is given on the title page, treat the editor/s as the author/s in the citation and bibliographic entry.

ELEMENTS: Editor Surname, INITIALS. ed. Year of publication. *Title of book*. Place of publication: Publisher.

or Editor Surname, INITIALS. & Editor Surname, INITIALS. eds. Year of publication. *Title of book*. Place of publication: Publisher.

CITATION: Van Riebeek has collected evidence (2005)

or There is clear evidence (van Riebeek 2005: 10, 79, 104).

BIBLIOGRAPHY: van Riebeek, J. ed. 2005. *Experimenting with South African agriculture*. Polokwane, SA: Pietersburg University Press.

Encyclopaedia Articles

ELEMENTS - Where authors are acknowledged: Article Author Surname, INITIALS. Title of article. In: *Title of encyclopaedia*, vol. volume number, edition number ed. Place of publication: Publisher, first page-last page of article.

or Where authors are not acknowledged: Title of article. Year of publication. In: *Title of encyclopaedia*, vol. volume number, edition number ed. Place of publication: Publisher, first page-last page of article.

CITATION - Where authors are acknowledged: The *New agricultural encyclopaedia* defines 'rainwater harvesting' as ... (Man, Woman & Boy 2001).

or The *New agricultural encyclopaedia* states ... (2001: 1235)

or Where authors are not acknowledged: The *New agricultural encyclopaedia* defines 'rainwater harvesting' as ... (2001)

or Where there is no author or editor: *The New agricultural encyclopaedia* states ... (Rainwater harvesting 2001).

BIBLIOGRAPHY - Where authors are acknowledged: Man, H.E., Woman, S. & Boy, M.R. 2001. Rainwater harvesting. In: van Riebeek, J. & Girl, M.S. eds. *The new agricultural encyclopaedia*, vol. 23, 15th ed. Pietersburg, SA: Pietersburg University Press, 1234-45.

or Where authors/editors are not acknowledged: Rainwater harvesting. 2001. In: van Riebeek, J. & Girl, M.S. eds. *The new agricultural encyclopaedia*, vol. 23, 15th ed. Pietersburg, SA: Pietersburg University Press, 1234-45.

Forthcoming/In press

If an item has been accepted for publication, format the citation and the bibliographic entry as usual, with '[Forthcoming]' in place of the year. Include as much information as possible in the rest of the bibliographic entry, e.g. about the journal in which the article will be published. If the item is actually being typeset, use '[In press]' in place of the year.

CITATION: (Man & Woman, forthcoming).

BIBLIOGRAPHY: Man, H.E. & Woman, S. [Forthcoming]. Rainwater fallacies. *Agriculture in South Africa*.

Government Publications

Government publications are now often published on the World Wide Web as well as in a paper-based format. They come in many and varied forms and often have both a full title and a short or descriptive title, but the following examples and your own common sense should suffice for a dissertation bibliography. (If in doubt, consult your supervisor.) Take the information from the first page of the document and, when the publication has an identifiable author, treat it as a book with an author. When it has no identifiable author, treat the country + department + smaller body + smallest body, etc., as the corporate author. Use as much of the author as necessary to identify the document. You need not name the country in the citation, unless you are referring to documents from more than one country.

Give a Government Gazette number and date or any other reference number after the title as though for a series.

ELEMENTS: Country, Department. Year of publication. *Title*. Type of document, if known. Place of publication: Publisher.

FIRST CITATION: (Department of Water & Forestry [DWF] 2002: 23).

Later citations: (DWF 2002: 23).

BIBLIOGRAPHY: South Africa. Department of Water & Forestry. 2002. *Towards a water services white paper*. Issues and Options Discussion Paper. Government Gazette 23377, Notice 538, 3 May 2002. Pretoria: Government Printer.

Laws/Acts– South African

Countries have different ways of labelling and citing laws. The Harvard styles for the U.K. and the U.S. do not apply in South Africa so, in the absence of specific institutional guidelines, use the following simple format for all the styles.

ELEMENTS: Country. Act, no. # of year.

FIRST CITATION: The Local Government Transition Act (209 of 1993).

Later citation: The Local Government Transition Act (1993).

BIBLIOGRAPHY: South Africa. Local Government Transition Act, no. 209 of 1993.

or South Africa. Constitution of the Republic of South Africa, Act no. 108 of 1996.

Indirect Quotations

You should, as a rule, only cite sources in the text and bibliography that you have handled and read directly. If you have to refer to an indirect citation, i.e. a source quoted in another source, and you have not read the quoted source yourself, cite both in the text but only cite the work you have read in the bibliography.

CITATION: Man and Woman (cited in Boy 2003: 32-3) discovered that it never rains but it pours.

BIBLIOGRAPHY: Boy, M.R. 2003. *Conquering the north: Agriculture with little rain*. Pietersburg, SA: Limpopo Publishers.

If you refer to a person who has not produced a work, or contributed to one, but who is quoted in someone else's work, list the source in the bibliography.

CITATION – Mention the person's name and cite the source author: In an interview with Martin Boy, Hero Man and Sheila Woman asked ... (2003: 32).

or Martin Boy said recently, "Rainwater harvesting will always play a vital role" (Man & Woman 2003, 32).

Bibliography: Man, H.E. & Woman, S. 2003. Rainwater fallacies. *Agriculture in South Africa*, 15(4): 30-9.

International Organisations

Publications by international organisations are often published in hard copy and on the World Wide Web. If you used the online version, acknowledge that (see Online Items, General Rules). When the publication has an identifiable author, treat it as a book, otherwise treat the organisation as the author. When the publication has a reference number, include it for easy identification.

ELEMENTS: Name of Issuing Body, Year of publication. *Title of publication*. Place of publication: Publisher, Report/reference number, if any.

CITATION: (World Bank 2005: 13).

BIBLIOGRAPHY: World Bank. 2005. *World Development Report 2004: A better investment climate for everyone*. Washington: Oxford University Press, WB/2004/22.

Organisations with Acronyms

FIRST CITATION: (United Nations Education, Scientific and Cultural Organization [UNESCO] 2000: 10).

Later citations: (UNESCO 2000: 10).

BIBLIOGRAPHY: United Nations Education, Scientific and Cultural Organization. 2000...

Journal Articles

Take the article title from the table of contents. Give issue numbers rather than dates, e.g., 5(1) rather than 5(Spring) or 5(Jan) but, if volume or issue numbers are unavailable, give whatever *is* available. Journal titles are always in title case, i.e., all the mainwords begin with a capital letter.

ELEMENTS: Author Surname, INITIALS. Year of publication. Title of journal article. *Title of Journal*, Volume(Issue), first page-last page of article.

CITATION: Boy argued ... (2003: 445)

or It is argued ... (Boy 2003: 445).

BIBLIOGRAPHY: Boy, J.A. 2003. Rainwater harvesting. *Agriculture in South Africa*, 15(4), 440-8.

Magazine Articles

Use the title as given in the table of contents.

ELEMENTS: Author Surname, INITIALS. Year of publication. Title of article. *Title of Magazine*, day Month of publication, first page-last page of article.

CITATIONS: Man and Woman (2001: 40) pointed out that ...

or Previous research indicated ... (Man & Woman 2001: 40).

BIBLIOGRAPHY: Man, H.E. & Woman, S. 2001. Rainwater fallacies: What we found. *Pietersburg Fokus*, 30 November, 39-42.

Maps, Diagrams, Photographs, Tables

If these are from a published work, they should be referenced in the text and the bibliography as though they were a quotation from a page in a book or journal article. If you created them yourself, give yourself as reference, e.g., Source: Author.

If it is necessary to give more details, cite the originator of the graphic material like the author of a chapter in a book or of an article. The originator may be the cartographer, compiler, computer programmer, copier, editor, engraver, maker, painter, photographer, surveyor, etc. Give the caption, if any, as the title and describe the format after the title. The scale, if known, is normally given as a ratio. The following is adapted from McMaster University Libraries *Guide to Citing Maps*

and Atlases ([n.d.] Available from: <http://library.mcmaster.ca/map/mapcite.htm>. Accessed: 8 December 2005). If in doubt, consult your supervisor.

CITATION: Source: Boy 2003: 24.

or If there could be any confusion: Source: Boy 2003: 24, fig. 3.

or Source: Boy 2003: 24, map 3.1.

or Source: Boy 2003: 24, table 3-1.

BIBLIOGRAPHY: In a book or article: Boy, M.R. 2003. *Conquering the North*. Pietersburg, SA: Limpopo Publishers.

SEPARATE ITEM: Author Surname, INITIALS. Year. *Title* [format]. Edition. Scale. Place of publication: Publisher.

Aerial photograph: Author Surname, INITIALS. Year, Month day of image collection NOT date of reproduction. *Title or frame number/s* [aerial photograph]. Scale. Flight title. Place of publication: Publisher.

Atlas: As for a book.

Dynamically generated map or table: Data Producer Surname, INITIALS. Year. Name of database or source. *Title of item or table*. [format]. Generated by Originator Surname, INITIALS. using Software Package, version number. Available from: URL of main or first site page. [Accessed: day Month year].

Item in a computer-based book: Author Surname, INITIALS. Year of copyright or production. *Title of item* [format]. Scale. Computer Software Name, version number [computer atlas]. Edition. Place of production: Producer.

On the web: Author Surname, INITIALS. Year. Item title [format]. Scale. *Title of the complete document or site*. Information date. Available from: URL, including the path and any directories necessary to access the document. [Accessed: day Month year].

Produced using GIS software: Author Surname, INITIALS. Year of copyright or production. *Item title* [format]. Scale. Computer database title [format]. Edition. Using Computer Software Name, version number [format]. Place of production: Producer.

Series of originals: Author Surname, INITIALS. Year. *Sheet title* [format]. Edition. Scale. Series, sheet number. Place of publication: Publisher.

Series of reproductions: Author Surname, INITIALS. Year. *Title* [facsimile]. Scale. Original place of publication: Original publisher, Original date of publication. As reproduced by Place of publication: Publisher.

Work of art, photographed, in a book: Surname, INITIALS (Photographer). Year. Item title. Year of creation. Place Where Displayed, City Where Displayed. In Book Author Surname, INITIALS. *Title of book*. Place of publication: Publisher.

Newspaper Articles

Omit any introductory *The*, *A* or *An* from the title of the newspaper.

ELEMENTS - If author is given: Author Surname, INITIALS. Year of publication. Title of article. *Title of newspaper*, day Month, first

column-last column page number/s.

or If no author is given: Title of article. Year of publication. *Title of newspaper*, day Month. first column-last column page number/s.

CITATIONS - If author is given: Man and Woman (2001: B12) pointed out
or Previous research indicated ... (Man & Woman 2001: B12).

or If no author is given: (Rainwater fallacies 2001: B12).

BIBLIOGRAPHY - If author is given: Man, H.E. & Woman, S. 2001. Rainwater fallacies: What we found. *Pietersburg News*, 30 November. A-B12.

or If no author is given: Rainwater fallacies: What we found. 2001. *Pietersburg News*, 30 November. A-B12.

Advertisements

ELEMENTS: Subject of advertisement [Advertisement]. Year of publication. *Title of newspaper*, day Month. first column-last column page number/s.

CITATIONS: (Water harvesting surface calculator 2004: D12).

BIBLIOGRAPHY: Water harvesting surface calculator [Advertisement]. 2004. *Pietersburg News*, 30 November, D12.

Letters to the Editor

ELEMENTS: Writer Surname, INITIALS. Year of publication. Title of letter [Letter to the editor]. *Title of newspaper*, day Month. first column-last column page number/s.

CITATIONS: (Watching the north 2001: B6).

BIBLIOGRAPHY: Boy, M. R. 2001. Watching the north [Letter to the editor]. *Pietersburg News*, 17 September, B6.

Unsigned Editorials

ELEMENTS: Title of editorial. Year of publication. *Title of newspaper*, day Month, first column-last column page number/s.

CITATIONS: (Rainwater fallacies 2001: B2).

BIBLIOGRAPHY: Rainwater fallacies: What we found [Editorial]. 2001. *Pietersburg News*, 17 September, A-B2.

Pamphlets or Brochures

Treat pamphlets or brochures as books.

CITATIONS - With author: (Boy 2002: 4).

or Without author: (Sense & Nonsense Inc. 1999: 3).

BIBLIOGRAPHY - With author: Boy, M.R. 2003. *Conquering the north: Agriculture where there is little rain* [Brochure]. Pietersburg, SA: Limpopo Publishers.

or Without author: Sense and Nonsense Inc. 1999. *Annual Report for 1998* [Brochure]. Polokwane, SA: SNI.

Patents

For the originator, give the applicant's name, whether individual or corporate. If the item is not freely available, say where it can be obtained.

ELEMENTS: Originator Name. Year of publication. *Title of patent*. Series designation.

CITATION – For individual originator: The apparatus (Man 2004) is available in South Africa.

or For corporate originator: The apparatus was patented by Sense and Nonsense Inc. (2004).

BIBLIOGRAPHY– For individual originator: Man, H.E. 2004. *Water harvesting surface calculator: For all surfaces* (Version 1.3) European patent application 0021165 A1. 2004-01-07. Available from Department of Agriculture, Pietersburg University, Private Bag X0, Polokwane, 0700 South Africa.

or For corporate originator: Sense and Nonsense Inc. 2004. *Water harvesting surface calculator: For all surfaces* (Version 1.3) European patent application 0021165 A1. 2004-01-07.

Plays and Poems

Italicise titles in the text, even if they are included in collected works or anthologies.

ELEMENTS: Single work: Playwrite/Poet Surname, INITIALS. Year of publication. *Title of Play*. Edition. Place of publication: Publisher.

or Collected works: Playwrite/Poet Surname, INITIALS. Year of publication. Title of play. In: *Title of Book*. Edition. Place of publication: Publisher, first page-last page of play.

or Anthologies: Playwrite/Poet Surname, INITIALS. Year of publication. Title of play. In: Editor Surname, INITIALS. ed. *Title of book*. Edition. Place of publication: Publisher, first page-last page of play.

CITATIONS: For plays, cite act, scene and line/s. (*Harvesting the rain* 2004, 3.4.23-25).

or For poems, cite page and line/s: (Boy 2004, 125, lines 23-25).

or For classics, no date is needed: (*Hamlet*, 3.4.23-25).

BIBLIOGRAPHY: Single work: Boy, M.R. 2004. *Harvesting the rain*. Pietersburg, SA: Limpopo Publishers.

or Collected works: Boy, M.R. 2004. *Collected plays of Martin Boy*. Pietersburg, SA: Limpopo Publishers, 12-50.

or Anthologies: Boy, M.R. 2004. *Harvesting the rain*. In: Man, H.E. & Woman, S. eds. *Plays of the north*. 2nd ed. Pietersburg, SA: Limpopo Publishers, 12-50.

Preface, Foreword, Introduction

If not by the author or editor of the whole book, in the text, cite the author/s of a Preface, Foreword or Introduction.

ELEMENTS: Preface Author Surname, INITIALS. Year of publication. Preface. In: Author/Editor Surname, INITIALS. ed. *Title of book*.

Edition. Place of publication: Publisher, first page-last page of Preface.

CITATION: Boy (2004: vii) argued that ...
or It is argued (Boy 2004: vii) ...

BIBLIOGRAPHY: Boy, J.A. 2004. Introduction. In: Girl, M.S. *Further north*. Polokwane, SA: Sense & Nonsense Inc., vi-viii.

Press Releases

ELEMENTS: Name of Issuing Body. Year of publication. *Title of publication* [Press release]. Place of publication: Publisher, day Month of release.

CITATION: (Sense & Nonsense Inc. 2004: para. 3).

BIBLIOGRAPHY: Sense & Nonsense Inc. 2004. *Water harvesting surface calculator* [Press release]. Polokwane, SA: SNI, 30 November.

or Sense & Nonsense Inc. 2004. *Water harvesting surface calculator* [Press release]. Available from: <http://index.senseandnonsense.net/main/tips.html> [Accessed: 2004-11-30].

Reviews

ELEMENTS: Reviewer Surname, INITIALS. Year of publication. Title of review. Review of *Title of book* by Author Initials Author Name. *Title of Journal*, Volume(Number): first page-last page of article.

CITATIONS: Man and Woman believed ... (Boy 2000: 85).

or According to Man and Woman (Boy 2000: 85), ...

BIBLIOGRAPHY: Boy, M.R. (2000) Down the rabbit hole [Review of the book *Rainwater fallacies* by H. E. Man and S. Woman]. *Agriculture in South Africa*, 15(4), 84-5.

Series

ELEMENTS: Surname, INITIALS. Year of publication. *Title*. Edition number ed. Series, series number if any. Place of publication: Publisher.

CITATIONS: South Africans believed ... (Boy 2002: 58-9).

or According to Boy (2002: 58-9), ...

BIBLIOGRAPHY: Boy, M.R. 2003. *Conquering the north: Agriculture with little rain*. 2nd ed. Limpopo Agriculture Series, 2. Pietersburg, SA: Limpopo Publishers.

Standards

Treat the standard reference as the first part of a title entry. If the publication year is part of the standard reference, do not repeat it.

ELEMENTS: *Identifying Reference, Descriptive Title*. Place of publication: Publisher.

CITATIONS: The International Standards Institution recommends ... (ISO 9004:2000).

or The British Standards Institution recommends ... (BS5605:1990).

BIBLIOGRAPHY: *ISO 9004:2000 Quality management systems: Guidelines for performance improvements*. Pretoria: SABS Certification.
or *BS5605:1990. Recommendations for citing and referencing published material*. Milton Keynes: British Standards Institution.

Theses or Dissertations

ELEMENTS: Author's SURNAME, INITIALS. Year of publication. *Title of thesis or dissertation*. Designation and type. Name of institution to which submitted.

CITATION: Boy (2003: 45) compared ...
or Six techniques have been compared (Boy 2003: 45).

BIBLIOGRAPHY: Boy, M.R. 2000. *Rainwater harvesting techniques: A comparison of three techniques in the Northern Province and three in the Eastern Cape*. Unpublished master's thesis, Pietersburg University, Polokwane, Limpopo Province, South Africa.

Translations

ELEMENTS: Surname, INITIALS. Year of publication. *Title*. Trans. Translator Surname, INITIALS. Place of publication: Publisher.

CITATIONS: South Africans believe ... (Boy 2002: 58-9).
or According to Boy (2002: 58-9), ...

BIBLIOGRAPHY: Boy, M.R. 2003. *Conquering the north: Agriculture with little rain*. Trans. Woman, S. Limpopo Agriculture Series, 2. Pietersburg, SA: Limpopo Publishers.

Volumes

ELEMENTS: Surname, INITIALS. Year of publication. *Title*, vol. volume number, edition number ed. Place of publication: Publisher.
or Surname, INITIALS. Year of publication. *Title*. Series, series number. vol. volume number, part part number, edition number ed. Place of publication: Publisher.

CITATIONS: South Africans believed ... (Boy 2003: vol. 2, 58-9)
or If it took several years to publish the volumes: (Boy 2002-2004).

BIBLIOGRAPHY: Boy, M.R. 2003. *Conquering the north: Agriculture with little rain*. Vols. 1-6. Pietersburg, SA: Limpopo Publishers.
or If it took several years to publish the volumes: Boy, M.R. 2002-2004. *Conquering the north: Agriculture with little rain*. Vols. 1-6. Pietersburg, SA: Limpopo Publishers
or If you only read one volume: Boy, M.R. 2003. *Conquering the north: Agriculture with little rain*. Vol. 2, part 3, 2nd ed. Pietersburg, SA: Limpopo Publishers.

ONLINE ITEMS

Information can be *accessed* on the World Wide Web in a number of formats. The most common formats are .htm, .html, .xml and .asp. The most common formats for files to *download* from the web are .doc files or .pdf files.

When viewed or printed in *.html format*, the pages are generally not numbered. Even if the pages are numbered, the number of pages depends on the user's page set-up and font size so page numbers are not mentioned in in-text citations. Articles downloaded as *.pdf files* mostly have page numbers so give page numbers in the text.

Information accessed or documents downloaded are referenced in the same way, except that *accessed* documents must have the access date and *downloaded* documents must have the download date. When referring to a web site, try to include the date of update/revision.

It is advisable to print (download) copies of online items and keep them in a file for reference purposes as they often change or are removed.

When citing web-based material in the bibliography, provide a complete URL (web address) so that readers can easily access the material for themselves. (The URL is displayed in the Address box on the Web toolbar at the top of your screen. Copy and paste it into your bibliography.) If an URL goes to another line, break it after a slash or before a period; do not insert a hyphen at the break.

Use the paragraph number, if available, for electronic sources that do not provide page numbers, preceded by the paragraph symbol (§) or 'para.'. If there are no paragraph numbers, cite the nearest heading and the number of the paragraph following it.

General rules

Give the URL, not just to the website but to the web page, if possible.

ELEMENTS: As for print item + Available from: <URL> [Accessed: day Month year].

CITATION: As for print item.

Books

ELEMENTS: Author/Editor Surname, INITIALS. Year. *Title or article or page*. Place of publication: Publisher. Available from: <URL> [Accessed: day Month year].

CITATIONS: Boy (2003: para. 73) suggested ...

or Dissertations can be fun (Boy 2003: ¶ 73).

or Dissertations can be fun (Boy 2003: para. 3 under heading What Next).

BIBLIOGRAPHY: Boy, M.R. 2003. *Conquering the north: Agriculture with little rain*. Pietersburg, SA: Limpopo Publishers. Available from: UP Host: Business Source Premier <<http://search.global.upnet.com>> [Accessed: 29 November 2004].

Databases

ELEMENTS: Surname, INITIALS. Year of publication. Title. *Publication Name*, volume number if necessary, first page-last page. *Database name*. Service name. Available from: Library Name, City, State/Country <Electronic address of database> [Accessed: day Month year].

CITATION: Boy (2003: 45) argued ...

or It is argued ... (Boy 2003: 45).

BIBLIOGRAPHY: Boy, M.R. 2003. *Conquering the north: Agriculture where there is little rain*. Report No. MBQSK-RR-92-4. East Lansing, MI: National Center for Research on Teacher Learning. ERIC Document

Reproduction Service No. ED. 235171. [Accessed: 29 November 2004]

or Boy, M.R. 2000. Rainwater harvesting techniques: A comparison of three techniques in the Northern Province and three in the Eastern Cape. Master's thesis, Pietersburg University. Abstract. *Dissertation Abstracts International*, 60, 1879A. UMI No. DA0133084.

Discussion/Chat Groups, etc.

More and more, researchers are taking part in online groups that discuss a given topic or topics over a computer network. Give the threads (topics) for blogs (web logs). Otherwise, as far as possible, give a unique and persistent URL or give paths/links from the home/search page. Keep hard copies. See also Emails.

Emails

Keep hard copies of email messages in case they are accidentally deleted from your hard drive.

ELEMENTS: Sender Surname, INITIALS. [sender's email address]. Year sent. Subject of email message. Email to: Receiver Surname, INITIALS. [receiver's email address]. day Month sent.

CITATION: (Boy 2004, line 14).

BIBLIOGRAPHY: Boy, M.R. [boymr@pup.ac.za]. 2004. Re: Rainwater harvesting. Email to: van Riebeek, J. [vanriebeekj@pup.ac.za]. 20 June.

Journal Articles

Electronic journals. Web-based e-journals are journals that are exclusively published in electronic format on the World Wide Web.

Full-text databases. Web-based full-text databases provide access to electronic copies of academic journal articles that are usually also published in hard copy. Say in the bibliography where they are available from.

ELEMENTS: Author Surname, INITIALS. Year of publication. Title of journal article. *Title of Journal*, Volume(Number): first page-last page of article. Available from: Database if any: <URL> [Accessed: day Month year].

or ... [Downloaded: day Month year].

CITATIONS: Boy argued (2003: ¶ 5) ...

or It is argued (Boy 2003: ¶ 5) ...

or It is argued (Boy 2003: Conclusion, para. 1) ...

or It is argued (Boy 2003: 445) ...

BIBLIOGRAPHY: Boy, J.A. 2003. Rainwater harvesting. *Agriculture in South Africa*, 15, 440-8. Available from: UP Host: Business Source Premier <<http://search.global.upnet.com>> [Accessed: 29 November 2004].

Theses or Dissertations

ELEMENTS: Author Surname, INITIALS. Year of publication. *Title of thesis*. Designation and type. Name of institution to which submitted. Available from: <URL> [Accessed: day Month year].

CITATION: Boy argued (2003: 45) ...
or It has been argued (Boy 2003: 45) ...

BIBLIOGRAPHY: Boy, M.R. 2000. Rainwater harvesting techniques: A comparison of three techniques in the Northern Province and three in the Eastern Cape. Master's thesis. Pietersburg University. Available from: <<http://pietersburg.ac.za/theses/12345>>. [Accessed: 29 November 2004].

Websites

ELEMENTS: Organisation Name, Year of posting or update. *Title of website*. Available from: <URL> [Accessed: day Month year].

CITATION: Some corporations claim ... (Sense & Nonsense Inc. 2004).

BIBLIOGRAPHY: Sense & Nonsense Inc. 2004. Available from: <<http://www.senseandnonsense.com>> [Accessed: 29 November 2004].

Website Articles

ELEMENTS: Author Surname, INITIALS. Year of posting/update. Title or article or page. *Name of website*. Place of publication: Publisher. Available from: <URL> [Accessed: day Month year].

CITATIONS: Man and Woman (2001: para. 33) pointed out ...
or Previous research indicated ... (Man & Woman 2001: Conclusions).

BIBLIOGRAPHY: Man, H.E. & Woman, S. 2001. Rainwater fallacies: What we found. *Pietersburg University Community Studies*. [n.p.]. Available from: <<http://pietersburg.ac.za/theses/12345>> [Accessed: 29 November 2004].

CD-ROM OR DVD ITEMS

This section refers to CD-ROMs that are works in their own right and not bibliographic databases.

ELEMENTS: Author Surname, INITIALS. Year. *Title*. [medium]. Edition number ed. if not the first edition. Place of publication: Publisher. Available from: Supplier/Database identifier or number (optional).

CITATIONS - If item has page numbers: It is argued (Boy 2003: 73) ...
If item has no page numbers, give appropriate chapter/heading details: It is argued (Boy 2003, Conclusions para. 3) ...

BIBLIOGRAPHY: Boy, M.R. 2003. *Conquering the north: Agriculture with little rain*. [CDROM]. Pietersburg, SA: Limpopo Publishers.

MULTIMEDIA ITEMS

Cite individual items or people within a programme as contributors, plus the details as though their contribution were a chapter in a book. See also Personal Communications.

Films or Video Tapes

ELEMENTS: *Title*, Year of release in the country of production. [Material designation]. Directed by INITIALS. Surname. Place produced: Producing Organisation. [medium: format].

e.g., [film: 35 mm], [video: VHS], [video: DVD].

CITATION: Martine Girl presented the views of the time in her film, *Polokwane today* (2004).

BIBLIOGRAPHY: *Polokwane today*. Directed by Girl, M.S. Polokwane, SA: Limpopo Pictures. [video: DVD].

Music or Sound Recordings

ELEMENTS: Songwriter Name, INITIALS. Date of copyright. Title of song. On: *Title of album* [medium of recording]. Performers. Recording Organisation, recording date if different from copyright date. [sound recording: Format]. / Formats can be Audiocassette/Vinyl/CD/DVD/Video.

CITATIONS: (Boy 2004)

or (Man & Woman 2004).

BIBLIOGRAPHY: Boy, M.R. 2004. Rainwater harvesting [Recorded by Girl, M.]. On *Rainwater fallacies*. Polokwane, SA: Musicmasters. [sound recording: CD].

Published score: Boy, M.R. 2004. *Rainwater harvesting: Symphony no. 4 in B-flat major, op. 60*. Polokwane, SA: Musicmasters. **Performance:** Man, H.E. & Woman, S. 2004. *Rainwater harvesting: Ballet in four acts*. Chor. Justin Boy. Perf. Fonteyn, M.; Nureyev, R. & Pietersburg Ballet Company. Limpopo Symphony Orch. Cond. van Riebeek, J. Limpopo Videographers. [video recording: DVD].

Radio and Television: Advertisements

ELEMENTS: Subject of the advertisement [Advertisement]. Year of transmission. In: *Title of the Episode*, Episode number if any, Series Title. Transmitting Organisation, Channel. Day Month of transmission. Start time of transmission.

CITATION: The calculator has been advertised (Water harvesting surface calculator 2005).

BIBLIOGRAPHY: Water harvesting surface calculator. [Advertisement]. 2005. In: *Rainwater harvesting* [Television series]. Polokwane, SA: Pietersburg Broadcasting Corporation, TV2. 1 November. 20h00.

Radio and Television: Programmes, Series and Episodes

ELEMENTS: *Title of the Episode*, Episode number if any, Series Title, Year of transmission. Transmitting Organisation, Channel. Day Month of transmission. Start time of transmission.

CITATION: The twenty-first century view is that ... (Boy 2005).

or In the twenty-first century, ... (Girl & Man 2005).

BIBLIOGRAPHY - Broadcast: Boy, J.A. (Producer). 2005. *Rainwater harvesting* [Television broadcast]. Polokwane, SA: Pietersburg Broadcasting Corporation, TV2. 1 November. 20h00.

or Series: Boy, J.A. (Producer). 2005. *Rainwater harvesting* [Television series]. Polokwane, SA: Pietersburg Broadcasting Corporation, TV2. 20h00.

or Episode in a series: Girl, M.S. (Writer) & Man, H.E. (Director). 2005. *Rainwater fallacies*. [Television series episode]. In: Boy, J.A. (Producer), *Rainwater harvesting*. Polokwane, SA: Pietersburg Broadcasting Corporation, TV2. 1 November. 20h00.

PERSONAL COMMUNICATIONS

Enter personal communications under the name of the person interviewed.

Option 1: Give as much detail as possible but only in the text: In an interview conducted on 1 November 2005 with Mrs S. Woman, marketing manager of Sense and Nonsense Inc., the author asked ...

Option 2: Include personal communications in the text and in the bibliography. **CITATION:** Hero Man told Sheila Woman ... (Woman 2005).

BIBLIOGRAPHY: Woman, S. 2005. Verbal communication with the author on 1 November. Pietersburg University. (Cassette recording in possession of author).

or Woman, S. 2005. Verbal communication with H.E. Man on 1 November. Pietersburg University. (Transcript/notes in possession of H.E. Man, address).