

REFERENCING WITH THE APA SYSTEM

The American Psychological Association (APA) uses an author-date citation, where cited publications are referred to in the text by giving the author's surname and the year of publication in brackets (page numbers are also given for direct quotations), so that the full details can be looked up in the alphabetical list of References at the end of the dissertation.

Please note that, when researchers talk about APA style, they might be referring to APA's system of citations in text and reference format or they might be referring to the editorial style that many of the social and behavioural sciences have adopted to present written material in the field. If you are unsure, you should clarify with your institution/advisor.

Editorial style concerns uniform use of punctuation and abbreviations, construction of tables, selection of headings, presentation of statistics, as well as many other elements that are a part of every manuscript, besides citation of references. APA's style rules and guidelines, commonly used in the social sciences, are set out in the latest edition of *The Publication Manual of the American Psychological Association*.

The APA style omits general rules explained in widely available style books and examples of usage with little relevance to the behavioural and social sciences. Page numbers in headings refer to those in the *Publication Manual*. Where APA has no specific rule, this guide gives common rules of other style manuals.

Footnotes or endnotes can be used to give additional comments or information that would interrupt the flow of the text.

Exact spacing and punctuation are essential (p. 290 of the Manual). APA style requires double-spacing throughout the paper, including the list of References. The first lines of paragraphs should be indented 5 to 7 spaces [i.e., about 1.5 cm]. (p. 289). APA now uses hanging indents in the list of References. *Note: To save space, this style guide gives examples in 1.5 spacing and indents bibliographic references only 0.5 cm.*

To give users of the APA system a breakdown of the bibliographic elements required to record each type of publication (author, title, publisher, etc.), the examples below list them, under the heading **ELEMENTS**. Where there are common alternative ways of citing or referencing, they begin on a new line with the word '*or*'.

CITATIONS IN THE TEXT

(pp. 94-99; 207-214) In the list of References, 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 list of References.

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.

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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 Dr Hofstee's book, *Constructing a Good Dissertation*, 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 ([]). You could also 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 , e.g., (van Riebeek, 2005).

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

Diagrams and illustrations should be referenced as though they were a quotation if they have been taken from a published work. If you created them yourself, give yourself as reference, e.g., Source: Author.

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 (pp. 117-121; 292-293). 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] 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: p. 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: p. 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: p. 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: p. 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: p. 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 as they appear in the list of References – alphabetically, and then by date if the same author is referenced more than once. Separate the different authors with a semicolon (;). They are all listed alphabetically in the list of References, of course.

CITATION: It is generally agreed (Man & Woman, 2001, p. 10; Boy, 2003, pp. 58–59; Girl, 2004, pp. 123–124).

REFERENCES: 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).

or The problems were addressed (Boy, 2003)...

or “The problems were addressed ...” (Boy, 2003: pp. 58–9).

Later citation in the same paragraph: Boy addressed the problems ...

or The problems were addressed ... (Boy)

or “The problems were addressed ...” (Boy, pp. 58–9).

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

BIBLIOGRAPHIES

(ch. 4) At the end of your thesis or dissertation, list the full details of documents cited in the text. Review the guidelines to find out what information your institution requires and how it should be laid out *before* you put your list of references/list of References 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 list of References on a separate page after the conclusion and before any appendices.
- Present the list of References 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 list of References for books, journals, etc., unless the list of References 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 list of References 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 citing a book in the text is:

CITATION - Where the author's name is mentioned in the sentence: (Year of publication)

or Where the author's name is not mentioned in the sentence (Surname + comma + Year of publication)

or For a quotation from one page (Surname + comma + Year of publication + colon: p. + page number)

or For a quotation from more than one page (Surname + comma + Year of publication + colon: pp. + page numbers).

The basic format for a book in the list of References is:

ELEMENTS: Surname + comma, INITIALS + full stop. (Year of publication in round brackets) + full stop. *Title of work* + colon: *Subtitle of work* + 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 list of References, ignoring *A*, *An* and *The*. The example below would be inserted amongst the B's.

If the information is not published by an organisation, choose *one* of the following options and use it consistently.

Option 1. Anonymous

CITATION: If the author is listed as anonymous: (Anonymous, 2005) or (Anon., 2005).

REFERENCES: Anonymous. The battle for the north. (2005, June 7). *Business News*, p. A-B10.

Option 2. Title of book or article

(p. 242) APA uses 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.

If the author is not listed as anonymous, cite the title in inverted commas. If the title is long, cite the first few words of the title in inverted commas.

Insert the title into the list of References, ignoring *A*, *An* and *The*. The example below would be inserted amongst the B’s.

CITATION: (“Battle for the north”, 2005, p. B10).

ELEMENTS: Title of article. (Year, Month and day of publication). *Title of Newspaper*, p. Column letter/s and page number/s.

REFERENCE: The battle for the north is ongoing. (2005, June 7). *Pietersburg News*, p. 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]: p. 73)

or (Boy [ca. 2002]: p. 73)

or (Boy [2002?): p. 73)

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

REFERENCES – Give the date in the same format as in the text: Boy, M.R. (n.d.). *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, p. [3]) has “purchased a 20% share in ...”

or (Sense & Nonsense Incorporated, 1999, under heading Purchases)

or (Sense & Nonsense Incorporated, 1999, para. 30)

or (Sense & Nonsense Incorporated, 1999, ¶ 30).

REFERENCES: Sense & Nonsense Incorporated. (1999). *Annual report for 1998*.

Retrieved 2002-11-29 from: <http://index.senseandnonsense.net/main/tips.html>

No publisher

Write [n.p.] instead of the publisher in the list of References.

Place of publication

If the place of publication is not well known, include province and/or country with the town/city in the list of References, e.g., Roodepoort, Gauteng, SA. 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 list of References. If both publisher and place of publication are unknown, only write [n.p.] once.

If two or more locations are given, give the location listed first or the publisher's home office. When the publisher is a university and the name of the state (or province) is included in the university name, do not repeat the name of the state/province in the place of publication.

Authors

Corporate authors

When the author and publisher are identical, use the word "Author" as the name of the publisher.

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 Incorporated [SNI], 2005, p. 3).

Later citation: (SNI, 2005, p. 3).

ELEMENTS: Name of Issuing Body. (Year of publication). *Title of publication:* *Subtitle of publication.* Place of publication: Publisher.

REFERENCES: Sense & Nonsense Incorporated (2005). *Annual report for 2004.* Pietersburg, SA: Author.

Two Authors

(p. 248) Use the word 'and' between the surnames of the two authors in the text and use the ampersand sign (&) in brackets, tables, captions and the References.

First citation: Man and Woman addressed the problems ... (2001)

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

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

ELEMENTS: Surname, INITIALS. & Surname, INITIALS. (Year of publication). *Title.* Place of publication: Publisher.

REFERENCES: Man II, H.E. & Woman Jr, S. (2001). *Wonderland in Alice.* Pietersburg, SA: Pietersburg University Press.

Note that, if the author's surname has a suffix like Woman Junior or Man II, the suffix is counted as part of the surname and comes before the initials. 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: **or** Two researchers claimed ... (Boy 2002: pp. 58-9; Boy 2003: p. 245).

or If the works cited were published in the same year, add the authors' initials to the citation: Both M. R. Boy and J. R. Boy addressed the problem ... (2002;

2003).

or Both M. R. Boy and J. R. Boy addressed the problem ... (2002: pp. 58-9; 2003: p. 245).

or Although the area has always been very dry (M.R. Boy, 2002: pp. 58-9), rainwater harvesting has recently improved the situation (J.A. Boy, 2002: p. 245).

REFERENCES: 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: pp. 58-59; 2003: p. 245).

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

REFERENCES: 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.

Three to Five Authors

FIRST CITATION: (Man, Woman & Boy, 2003, p. 51).

Later citation: (Man *et al.*, 2003, p. 51).

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

REFERENCES: 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.' (usually 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.').

Six or More Authors

First and later citations: Man *et al.* referred to the problems ... (2003).

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

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

REFERENCES: 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. You do not need to identify the version in subsequent citations unless you use a different version.

CITATIONS: (2 Cor. 5:17 New International Version).

or First citation if you use more than one version of the Bible: (2 Cor. 5:17 New International Version [NIV]).

Later citations if you use more than one version of the Bible: (2 Cor. 5:17 NIV).

REFERENCES: It is not necessary to make entries in your List of References for the Bible and other major classical works.

Books

(p. 248) Take the title from the title page and use a colon to separate the title and subtitle. If it is a classic work, which is available in many editions, supply extra information about chapters or divisions in citations so that your readers can look your references up in other editions.

CITATION: "Dissertations can be fun" (Boy, 2003, p. 73).

or Dissertations can be fun (Boy, 2003).

or Boy (2003) suggests ...

ELEMENTS: Surname, INITIALS. (Year of publication). *Title of book: Subtitle of book.* (Edition number ed.). (Vol. number) (Series, number). Place of publication: Publisher.

REFERENCES: Boy, M.R. (2003). *Conquering the north: Agriculture with little rain.* (Vol. 2) (2nd ed.). (Agriculture in the Provinces, 2). Pietersburg, SA: Limpopo Publishers.

Chapters

(p. 252) If you want to refer to a specific chapter in a book/anthology, cite the author/s of the chapter you are referring to in the text. See also Editors.

CITATION: Boy (2005, p. 245) argues that

or It has been argued (Boy, 2005, p. 245).

ELEMENTS: Chapter Author Surname, INITIALS. (Year of publication). Title of contribution. In INITIALS. Editor Surname (Ed.). *Title of book* (pp. first page of chapter-last page of chapter). Place of publication: Publisher.

REFERENCE 1: Boy, J.A. (2005). Rainwater harvesting. In: J. van Riebeek (Ed.), *Experimenting with South African agriculture* (pp. 240-248). Polokwane, SA: Pietersburg University Press.

Note: If it is important to know the original publication date of a reprinted or republished chapter, give it in brackets at the end of the Reference.

REFERENCE 2: Boy, J.A. (2005). Rainwater harvesting. In: J. van Riebeek (Ed. and Trans.), *Experimenting with South African agriculture: Vol. 2, Rainwater* (pp. 240-248). Polokwane, SA: Pietersburg University Press. (Original work published 1980).

Conference Papers/Proceedings

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.

CITATION: (Boy, 2003, p. 4)

or (Man, 2003, p. 4)

or (Boy, 2003, p. 144).

REFERENCES: 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, or in the text where you refer to the source and leave it out of your References. Unpublished conference papers can be included in reference lists and citations because they are generally available as reprints from the lead author.

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

Paper (published and edited): Boy, J.A. (2004). Rainwater harvesting. In J. van Riebeek (Ed.), *Proceedings of the 16th Annual Agricultural Conference, Pietersburg University, South Africa, 8-11 April 2003* (pp. 140-160). Pietersburg, SA: Pietersburg University Press.

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

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.

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

ELEMENTS: *Title of Dictionary*. (Year of publication). Vol. volume number/s, Edition number. Place of publication: Publisher.

REFERENCES - Dictionary: *The Pietersburg English dictionary* (2001). 2nd ed. Pietersburg, SA: Pietersburg University Press.

Where there is an editor: van Riebeek, J. & Girl, M.S. (Eds.). (2001). *The Pietersburg English dictionary*. 2nd ed. Pietersburg, SA: Pietersburg University Press.

REFERENCES - Definition: Rainwater. (2001). In *The Pietersburg English dictionary*. 2nd ed. Pietersburg, SA: Pietersburg University Press.

Where there is an editor: Rainwater. (2001). In van Riebeek, J. & Girl, M.S. (Eds.). *The Pietersburg English dictionary*. 2nd ed. Pietersburg, SA: Pietersburg University Press.

Editions

The first edition of a book is not mentioned. Subsequent editions should be indicated (Afrikaans: 2de uitg., 3de uitg., 4de uitg.).

CITATION: (Man, Woman & Boy, 2004, p. 5)

or (Man *et al.*, 2003).

ELEMENTS: Surname, INITIALS. & Surname, INITIALS. (Year of publication). *Title* (Edition). Place of publication: Publisher.

REFERENCES: Man, H.E., Woman, S. & Boy, M.R. (2004). *Looking behind the glass*. (2nd ed.). Pietersburg, SA: Pietersburg University Press.

Editors

If the editor/s is given on the title page, treat the editor/s as the author/s include the editor/s in the citation and bibliographic entry. (See also Chapters)

CITATION: Van Riebeek has collected evidence (2005, p. 10)

or There is clear evidence (van Riebeek 2005, p. 10).

ELEMENTS 1: Editor Surname, INITIALS. (ed.). *Title of book*. Place of publication: Publisher.

ELEMENTS 2: Editor Surname, INITIALS., & Editor Surname, INITIALS. (eds.). *Title of book*. Place of publication: Publisher.

REFERENCES: van Riebeek, J. (Ed.). (2005). *Experimenting with South African agriculture*. Polokwane, SA: Pietersburg University Press.

Sometimes no editor is specified for the collected chapters by different authors. In that case, the short title must be cited in the text and the full title must be listed amongst the authors in the bibliography. It is usual to ignore articles like The or A when putting titles into alphabetical order and you may even move the article to the end of the title after a comma, but check with your institutional guidelines or your advisor.

CITATIONS: *The best of Anagram* (2003) clearly shows ...

or There is evidence (*The best of Anagram*, 2003) that ...

ELEMENTS: *Title of book, The*. (Year of publication). Place of publication: Publisher.

REFERENCES: Filed under BEST

The best of Anagram 2001-2003: Brain twisters. (2003). Durban: Colwazi.

Encyclopaedia Articles

(p. 254)

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

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).

ELEMENTS: Article Author/Editor/s surname, INITIALS. (Year of publication).

Title of article. In *Title of encyclopaedia*; edition (Vol. volume number, pp. first page of article-last page of article). Place of publication: Publisher.

REFERENCES - Where authors are acknowledged: Man, H.E., Woman, S. & Boy, M.R.

(2001). Rainwater harvesting. In J. van Riebeek & M.S. Girl (Eds.). *The new agricultural encyclopaedia*. (15th ed., Vol. 23, pp. 1234-1245). Pietersburg, SA: Pietersburg University Press.

Where authors are not acknowledged: Rainwater harvesting. (2001). In J. van Riebeek & M.S. Girl (Eds.). *The new agricultural encyclopaedia*. (15th ed., Vol. 23, pp. 1234-1245). Pietersburg, SA: Pietersburg University Press.

Where there is no author or editor: Rainwater harvesting. (2001). In *The new agricultural encyclopaedia*. (15th ed., Vol. 23, pp. 1234-1245). Pietersburg, SA: Pietersburg University Press.

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).

REFERENCES: Man, H.E. & Woman, S. (Forthcoming). *Wonderland in Alice.*

Agriculture in South Africa.

Government Publications

(p. 257; 279) 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 title but the following examples and your own common sense should suffice for a dissertation list of References. (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. When it has no identifiable author, treat the country + department + smaller body + smallest body, etc., as the 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.

If you have a Government Gazette number and date for a South African document, give them or any other reference number as though for a series.

Legal documents are presented in plain text (no italics or underlining).

FIRST CITATION: (SA Department of Water Affairs & Forestry [DWAFF], 2002, p. 23).

Later citations: (DWAFF, 2002, p. 23).

ELEMENTS: Country, Department. (Year of publication). *Title*. Type of document.

Place of publication: Publisher.

REFERENCES: South Africa. Department of Water Affairs & Forestry. (2002).

Towards a water services white paper. Issues and Options Discussion Paper (Government Gazette 23377, Notice 538, 3 May 2002). Pretoria: Government Printer.

If you have the Government Gazette number and date, give it in round brackets after the title, as though it were a series.

Laws/Acts – South African

Countries have different ways of labelling and citing laws. The Harvard, APA, MLA and CMS styles are based on the U.S. or U.K. system so do not apply in South Africa. In the absence of specific institutional guidelines, use the following simple format for all the styles.

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

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

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

REFERENCES: *Local Government Transition Act, no. 209 of 1993.*

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

Indirect Quotations

(p. 247) You should, as a rule, only cite sources in the text and in the list of References that you have handled and read directly. If you have to refer to a secondary or 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 list of References.

CITATION: Man and Woman (as cited in Boy, 2003, pp. 32-33).

REFERENCES: 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 list of References.

CITATION: Mention the person's name and cite the source author, e.g., In an interview with Boy (2003: 32-33), Hero Man and Sheila Woman asked / "Rainwater harvesting will always play a vital role", Martin Boy said recently (Man & Woman 2003, 32-33). /

REFERENCES: Man, H.E. & Woman, S. 2003. Wonderland in Alice. *Agriculture in South Africa*, 15(4): 30-39.

International Organizations

Publications by international organisations are often published in a 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.

CITATION: (World Bank, 2005, p. 13).

ELEMENTS: Name of Issuing Body, (Year of publication). *Title of publication:*
Subtitle of publication. Place of publication: Publisher (Report/reference
 number).

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

Organizations with Acronyms

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

Later citations: (UNESCO, 2000, p. 10).

REFERENCES: United Nations Education, Scientific and Cultural Organization ...

Journal Articles

(p. 240) 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.

If each issue starts its numbering at page 1, give the volume and issue numbers but, if page numbering continues from issue to issue, you need only give the volume number. To show punctuation, volume and issue numbers are given in the examples below for two, three or more authors. Journal titles are always in title case.

CITATION: If each issue starts at page 1: (Boy, 2003, p. 45) / If issue
 numbering is continuous: (Boy, 2003, p. 445).

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

REFERENCES: Use italics for volume numbers. If each issue starts at page 1: Boy,
 J.A. (2003). Rainwater harvesting: On-farm studies. *Agriculture in South
 Africa*, 15(4), 40-48.

or If issue numbering is continuous: Boy, J.A. (2003). Rainwater harvesting:
 On-farm studies. *Agriculture in South Africa*, 15, 440-448.

or If there is no volume number: Boy, J.A. (2003). Rainwater harvesting: On-
 farm studies. *Agriculture in South Africa*, pp. 440-448.

Magazine Articles

Use the title as given in the table of contents.

CITATIONS: Man and Woman (2001, p. 40) point out that

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

ELEMENTS: Author Surname, INITIALS. (Year, month day of publication). Title of
 magazine article. *Title of Magazine*, Volume(Number), first page-last page of
 article.

REFERENCES: Man, H.E. & Woman, S. (2001, November 30). Wonderland in Alice: What
 we found. *Pietersburg News*. 39-42.

Maps, Diagrams, Photographs, Tables

If these are from a published work, they should be referenced in the text and the list of References 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 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* (<http://library.mcmaster.ca/maps/mapcite.htm>. Accessed 8 December 2005). If in doubt, consult your supervisor.

CITATION: (Boy, 2003, p. 24).

ELEMENTS: Originator Surname, INITIALS. (Year of publication). *Title*, Scale.

Place of publication: Publisher.

REFERENCES: 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 INITIAL. Surname, using Software Package, version number.

Retrieved Month day, year, from URL of main or first site page.

Item in a book: Item Author Surname, INITIALS. (Year). Item title [format].

Scale. Place of Publication: Publisher. In: Book Author INITIAL. Surname.

Book title. Edition. Place of publication: Publisher, year.

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.

In a journal: Item Author Surname, INITIALS. (Year). Item title [format]. Scale.

In: Article Author INITIAL. Surname. Article title, *Journal title*, Volume: page/plate number/s.

On the web: Author Surname, INITIALS. (Year). Item title [format]. Scale. *Title*

of the complete document or site. Information date. Retrieved Month day, year, from URL, including the path and any directories necessary to access the document.

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: Author Surname, INITIALS. (Year). *Sheet title* [format]. Edition. Scale.

Series, sheet number. Place of publication: Publisher.

or 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 INITIAL. Surname. *Title of book*. Place of publication: Publisher.

Newspaper Articles

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

CITATIONS: Man and Woman (2001, B12) point out that

or Previous research indicated ... (Man & Woman, 2001, B12).

ELEMENTS: Author's Surname, INITIALS., (or Newspaper Title, or Article Title) (Year of publication). Title of article. *Title of newspaper*, (Day and month), p. Column letter and page number/s.

REFERENCES: Man, H.E. & Woman, S. (2001, November 30). Wonderland in Alice: What we found. *Pietersburg News*. A-B12.

Advertisements

CITATIONS: ("Water harvesting surface," 2004, D12).

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

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

Letters to the Editor

CITATIONS: ("Wonderland," 2001, B2).

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.

REFERENCES: Boy, M. R. (2000, September 17). Watching the north [Letter to the editor]. *Pietersburg News*, B6.

Unsigned Editorials

CITATIONS: ("Wonderland," 2001, B2).

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

REFERENCES: Wonderland in Alice? What we found. [Editorial] (2001, November 30). *Pietersburg News*. A-B2.

Pamphlets or Brochures

CITATIONS: (Boy, 2002, p. 4).

or (Sense & Nonsense Incorporated, 1999, p. 3).

REFERENCES: Boy, M.R. (2003). *Conquering the north: Agriculture where there is little rain* [Brochure]. Pietersburg, SA: Limpopo Publishers.
or Sense and Nonsense Incorporated. (1999) *Annual Report for 1998* [Brochure]. Polokwane, SA: Author.

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, as in the example below.

CITATION: The apparatus (Man, 2004) is available in Europe

or The apparatus was patented by Sense and Nonsense Inc. (2004).

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

REFERENCES: 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, SA.

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

Plays and Poems

Italicise titles of plays, even if they are included in collected works or anthologies.

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

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

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

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.

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.

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

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

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.

Preface, Foreword, Introduction

If not by the author or editor of the whole book. In the text, cite the author/s of the Preface/Foreword/Introduction. In the list of References, have entries for both the Preface/Foreword/Introduction and the book.

CITATION: Boy (2004, p. vii) argues that
or It has been argued (Boy, 2004, p. vii).

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.

REFERENCES: 1. Boy, J.A. (2004). Introduction. In Girl, M.S. *Further north*. (pp.
vi-viii). Polokwane, SA: Sense & Nonsense Incorporated.
2. Girl, M.S. (2004). *Further north*. Polokwane, SA: Sense & Nonsense
Incorporated.

Press Releases

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

Website: (Sense & Nonsense Inc., 2004, D12).

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.

REFERENCES - Newspaper: Sense & Nonsense Incorporated. (2004). *Water harvesting
surface calculator* [Press release]. Retrieved November 30, 2004, from
http://index.senseandnonsense.net/main/press_releases.html

Website: Sense & Nonsense Incorporated. 2004, November 30. *Water harvesting
surface calculator* [Press release]. *Pietersburg News*, late edition.

Reviews

CITATIONS: (Boy, 2000, p. 85).

REFERENCES: Boy, M.R. (2000) Down the rabbit hole [Review of the book *Wonderland
in Alice*]. *Agriculture in South Africa*, 15(4), 84-85.

Series

CITATION: South Africans believe ... (Boy, 2002, pp. 58-59)

or According to Boy (2002, pp. 58-59).

ELEMENTS: Surname, INITIALS. (Year of publication). *Title*. Edition. (Series:
number). Place of publication: Publisher.

REFERENCES: Boy, M.R. (2003). *Conquering the north: Agriculture with little
rain*. Limpopo Agriculture Series, No. 2. Pietersburg, SA: Limpopo Publishers.

Standards

There are no Harvard, APA, MLA or CMS specifications for citing standards. I recommend treating 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.

CITATION: (ISO 9004:2000)

or (BS5605: 1990).

ELEMENTS: Organization. (Year of publication). *Identifying Reference, Descriptive Title*. Place of publication: Publisher.

REFERENCES: ISO 9004:2000 *Quality management systems: Guidelines for performance improvements*. Pretoria: SABS Certification (Pty) Ltd. / BS5605: 1990. *Recommendations for citing and referencing published material*. Milton Keynes: British Standards Institution.

Theses or Dissertations

(pp. 260-261)

CITATION: (Boy, 2003, p. 45).

REFERENCES: 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

CITATION: South Africans believe ... (Boy, 2002, pp. 58-59)

or According to Boy (2002, pp. 58-59).

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

REFERENCES: Boy, M.R. (2003). *Conquering the north: Agriculture with little rain*. Trans. Sheila Woman. Limpopo Agriculture Series, no. 2. Pietersburg, SA: Limpopo Publishers.

Volumes

CITATION: South Africans believe ... (Boy, 2003, vol. 2, pp. 58-59)

or If it took several years to publish the volumes: (Boy, 2002-2004, vol. 2, pp. 58-59).

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.

REFERENCES: Boy, M.R. (2003). *Conquering the north: Agriculture with little rain* (Vols. 1-6). Pietersburg, SA: Limpopo Publishers.

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.

If you only read one volume: Boy, M.R. (2003). *Conquering the north: Agriculture with little rain* (Vol. 2). 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 format. 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 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 list of References, 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 list of References.) If a URL goes to another line, break it after a slash or before a period; do not insert a hyphen at the break.

uses 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. Note: There is no full stop after the URL in an reference. A slash at the end indicates that the source is a directory.

MLA always uses angle brackets for web addresses.

General rules

CITATION: As for print item.

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

ELEMENTS - pdf: Author/Editor Surname, INITIALS., Year. *Title or article or page* [online]. (Edition). Place of publication, Publisher, if ascertainable.
Retrieved Month day, year from URL

REFERENCES: As for print item + [Electronic version] after the title. Give the rest of the bibliographic entry as usual + Retrieved Month day, year, from Host Name: URL

Books

CITATION: Boy (2003, para. 73) suggests ...

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

or (Boy, 2003).

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

REFERENCES: Boy, M.R. (2003). *Conquering the north: Agriculture with little rain*. Pietersburg, SA: Limpopo Publishers. Retrieved November 29, 2004, from EBSCO Host: Business Source Premier: <http://search.global.epnet.com/>

Databases

(pp. 257; 278-279)

CITATION: (Boy, 2003, p. 45).

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].

REFERENCES: 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).

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 among subscribers to an electronic mailing list and in which the contributions from individual participants are sent automatically as electronic messages to the entire list of subscribers. 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.

Educational Resources Information Center report (From E-subscribe)

CITATIONS: Old photographs show ... (Mead, 2002)

ELEMENTS: Author, INITIALS. (Year of publication). *Title* (Report No. number). East Lansing, MI:National Center for Research on Teacher Learning. Retrieved Mth, day, year from E-Subscribe database.

REFERENCES: Blackthorn, H.T. (2002). *Tales that old photographs tell* (Report No. MBQSK-RR-92-4). East Lansing, MI:National Center for Research on Teacher Learning. Retrieved Sep. 11, 2001 from E-Subscribe database.

Emails

Keep hard copies of email messages in case they are accidentally deleted from your hard drive. APA counts emails as Personal communications (see below).

Journal Articles

(p. 271) 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 list of References where they are available from.

CITATION: (Boy, 2003, ¶ 5) / (Boy, 2003, Conclusion, para. 1) / (Boy, 2003, p. 445).

REFERENCES: Boy, J.A. (2003) Rainwater harvesting. *Agriculture in South Africa*, 15, 440-448. Retrieved November 29, 2002, from EBSCO Host: Business Source Premier: <http://search.global.epnet.com/>

Theses or Dissertations

CITATION: (Boy, 2003, p. 45).

ELEMENTS: Author's SURNAME, INITIALS., (Year of publication). *Title of thesis.*
Designation and type. Name of institution to which submitted. [Online]
Available from URL [Retrieved Date accessed].

REFERENCES: 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, 2000). Abstract. *Dissertation Abstracts International*, 60, 1879A. (UMI No. DA0133084).

Websites/Internet material

(pp. 268-281)

CITATION: ("Sense & Nonsense Inc., 2004).

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

REFERENCES: Sense & Nonsense Incorporated. (2004). Retrieved November 29, 2005, from <http://www.senseandnonsense.com>

Website Articles

CITATIONS: Man and Woman (2001, para. 33) point out that
or Previous research indicated ... (Man & Woman, 2001).

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].

REFERENCES: Man, H.E. & Woman, S. Wonderland in Alice? What we found. *Pietersburg University Community Studies.* Pietersburg University. Retrieved November 30, 2005, from <http://www.pietersburg.ac.za.html>.

CD-ROM or DVD Items

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

Citation - If item has page numbers: (Boy, 2003, p. 73).

If item has no page numbers: Give appropriate chapter/heading details: (Boy, 2003).

ELEMENTS: Author Surname, INITIALS., Year. *Title* [medium]. (Edition). Place of publication, Publisher (if ascertainable). Available from: Supplier/Database identifier or number (optional) [Accessed Date] (optional).

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

Multimedia Items

A video, film or broadcast is referred to by its title. 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, Interviews.

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.

CITATION: (Man, 2004).

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

REFERENCES: Man, H.E. (2004). *Water harvesting surface calculator: For all surfaces* (Version 1.3) [Computer program]. Available from Department of Agriculture, Pietersburg University, Private Bag X0, Polokwane, SA.

Films or Video Tapes

CITATION: Boy and Girl present the modern view in their film *Polokwane today* (2004).

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].

REFERENCES: Boy, J.A. (Producer), & Girl, M.S. (Director). (2004). *Polokwane today* [Motion picture]. (Available from Limpopo Pictures, Polokwane, SA).

Interviews

Give details only in the text, with as exact a date as possible.

Music or Sound Recordings

CITATION: (Boy, 2004) / (Boy, 2004) / (Man & Woman, 2004).

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.

REFERENCES: Boy, M.R. (2004). Rainwater Harvesting [Recorded by Martine Girl]. On *Wonderland in Alice* [CD]. Polokwane, SA: Musicmasters.

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. Margot Fonteyn, Rudolf Nureyev, and Pietersburg Ballet Company. Pietersburg Symphony Orch. Cond. Jan van Riebeek. DVD. Limpopo Videographers.

Radio and Television

Advertisements

APA does not specify a format for references to advertisements. I have followed the Modern Languages Association style.

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

REFERENCES: Water harvesting surface calculator. [Advertisement]. (2005, November 1). In *Wonderland in Alice* [Television series episode]. In *Rainwater harvesting*. Polokwane, SA: Pietersburg TV.

Radio and Television: Programmes, Series and Episodes

CITATION: (Boy, 2005) / (Boy 2005) / (Girl & Man, 2005).

ELEMENTS: *Title of the Episode*, Episode number, Series Title, Year of transmission. Transmitting Organisation, Channel, Month and day of transmission. Start time of transmission.

REFERENCES: Broadcast: Boy, J.A. (Producer) (2005, November 1) *Rainwater harvesting*. [Television broadcast]. Polokwane, SA: Pietersburg TV.

Series: Boy, J.A. (Producer) (2005) *Rainwater harvesting*. [Television series]. Polokwane, SA: Pietersburg TV.

Episode in a series: Girl, M.S. (Writer), & Man, H.E. (Director). (2005). *Wonderland in Alice*. [Television series episode]. In J.A. Boy (Producer), *Rainwater harvesting*. Polokwane, SA: Pietersburg TV.

Contributions

Individual items within a programme should be cited as contributors.

CITATIONS: In an interview with Tony Blair (1997-02-29), Mary Murphy asked ...
or In a recent interview, Mary Murphy suggested the air force should ... (Tony Blair, 1997-02-29).

REFERENCES: Blair, T. (1997). Interview. In *Six O'clock News*. TV, BBC1. Feb 29. 18:23.

Personal Communications

(p. 214) Enter personal communications under the name of the person interviewed.

APA does not include personal communications such as interviews, telephone conversations and emails in the list of references, as the reader cannot trace them. Details are therefore only given in the text, with as exact a date as possible, like the Harvard Option 1.

CITATION: In an interview conducted on November 11, 2002, with Mr A.J. Chang, marketing manager of Super Clothing, Mr Chang mentioned that ...