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THE MODERN LANGUAGE ASSOCIATION REFERENCING SYSTEM

Dissertation writers need a referencing system whereby other works can be referred to briefly in the text so as not to interrupt the flow, with the full details in an alphabetical list at the end of the text. Probably the most frequently used referencing systems are those called the Harvard, APA (American Psychological Association), MLA (Modern Language Association) and CMS (Chicago Manual of Style) styles.

When researchers talk about a 'style', they might mean merely a system of in-text citations and the bibliographic format of the related references, or they might be referring to the editorial style that has been formulated for consistency in all the written material. '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 the format of in-text citations and references. If you are unsure what your institution means when it tells you to use a style, you should clarify with your institution/advisor.

THE MLA SYSTEM

The Modern Language Association (MLA) style is the most common in-text citation style in literature and the humanities. Publications are referred to in the text by giving the author's surname and page number/s. MLA's rules and guidelines are set out in latest edition of *The MLA Handbook for Writers of Research Papers* by Gibaldi and Franklin.

Endnotes can be used to give additional comments or information that would interrupt the flow of the text (but MLA calls them footnotes).

CITATIONS IN THE TEXT

In the bibliography (which MLA calls *Works Cited*), 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/page in parentheses at the end of the sentence. That often saves space and improves readability.

The main thing to remember 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 citations and give only the author's surname in brackets.

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] to use public relations as a tool for..."
- If part of the original text in a direct quotation is left out, indicate this an ellipsis, i.e. three dots. Add a fourth dot if the ellipsis is at the end of a sentence. **For example:** Jones and Smith (citation) define 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.'" (citation).
- 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 (citation), 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 therefore placed *outside* the brackets or inverted comma. **For example:** Smith (citation) contends 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 (citation) admits: "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 bibliography – alphabetically, and then by date if the same author is referenced more than once. Separate the different authors with a semicolon (;).

Citation: (Man and Woman 10; Boy 58–9; Girl 123–4).

Works Cited: Man, Hero E. and Woman Jr., Sheila. *Wonderland in Alice*. Pietersburg, SA, and London, UK: Pietersburg UP, 2001.

Boy, Martin R. *Conquering the North: Agriculture with Little Rain*. Pietersburg, SA: Limpopo Publishers, 2003.

Girl, Martine S. *Me Too*. Polokwane, South Africa: Sense & Nonsense Incorporated, 2004.

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. Generally, MLA users call it *Works Cited*. Lists of *Works Cited* usually only include publications mentioned in the text, whereas a *Bibliography* lists all possible sources of information on a specific topic. If necessary, works not cited in the text but which have made a contribution to your work can be listed as an Appendix under the heading, Further Reading. This book uses the term ‘bibliography’ when referring generally to whatever list is required by your institutional guidelines at the end of your dissertation.

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/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.

There are examples below of the layout for the Works Cited but the punctuation is not emphasised. However, people who write bibliographies need to learn to pay attention to punctuation. Please note that the basic format for a book is:

Citation: (Surname + page number/s).

or (Surname).

Works Cited: Surname + comma, Names + full stop. *Title* + full stop. Edition + full stop. Place/s of publication + colon: Publisher + comma, Year of publication + 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, use the title, as explained below.

Title of book or article

MLA uses title case. 'Title case' means that all the major words start with capital letters. Minor words, such as 'of', 'and', 'the', 'a' or 'an', conjunctions and prepositions are not capitalised.

Citation: Cite the first few words of the title: ("Battle" B10).

Works Cited: Insert the title into the alphabetical list of authors, ignoring *A*, *An* and *The*: "The Battle for the North," *Pietersburg News*, 7 June 2005, A-B10.

No Date

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

If you cannot find out an exact year or date of publication, as happens in books published before 1900, 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.] (*sine anno*).

Citation: MLA does not cite dates anyway, only page numbers. (Boy 73).

Works Cited: Boy, Martin R. *Conquering the North: Agriculture with Little Rain*. Pietersburg, SA: Limpopo Publishers, n.d.

No Page Numbers

Citation: (Sense and Nonsense Incorporated [3])
 / (Sense and Nonsense Incorporated, ¶ 30)
 / (Sense & Nonsense Incorporated, chap. 4, heading Purchases, para. 3)..

Works Cited: Sense and Nonsense Incorporated. *Annual Report for 1998*.
 [Online] 29 November 2002.
 <<http://index.senseandnonsense.net/main/tips.html>>

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**

Citation: (Sense and Nonsense Inc. 3).
Works Cited: Sense and Nonsense Incorporated. *Annual Report for 2004*.
 Pietersburg, South Africa: The Author, 2005.

Two Authors

Citation: (Man and Woman 10).
Works Cited: Man II, Hero E., and Sheila Woman Jr. *Wonderland in Alice*.
 Pietersburg, SA, and London, UK: Pietersburg UP, 2001.

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: (M. Boy 58-59; J. Boy 245).
Works Cited: Boy, Martin R. *Conquering the North: Agriculture with Little Rain*. Pietersburg, South Africa: Limpopo Publishers, 2002. / Boy, Justin A. "Rainwater Harvesting." *Agriculture in South Africa*, 15 (2003): 240-248.

Two works – same author

Citation: (Boy 58-59; Boy 245).
 / If it is necessary to distinguish between the two works, cite the titles: Boy claims that, although the area has always been very dry ("Conquering" 58-59), rainwater harvesting has recently improved the situation ("Further" 245).

Works Cited: Use three hypens in place of the second author name: Boy, Martin R. *Conquering the North: Agriculture with Little Rain*. Pietersburg, SA: Limpopo Publishers, 2002.
 - - -. *Further North*. Polokwane, South Africa: Limpopo Publishers, 2003.

Three Authors

Citation: (Man, Woman and Boy 51).

Works Cited: Man, Hero E., Sheila Woman, and Justin A. Boy, "Rainwater Harvesting in Alice." *Agriculture in South Africa*, 15.4 (2003): 49-60.

Four or More Authors

Citation: (Man et al. 64).

Works Cited: Man, Hero E. et al. "Further Adventures in Alice." *Agriculture in South Africa*, 15.4 (2003): 61-75.

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.').

Print Items

The Bible

Do not italicise the Bible and its books.

Citation: The King James Version of the Bible was originally published in 1611.

/ *The NIV Study Bible* includes an introduction to each book of the Bible.

/ (New International Version, 2 Cor. 5:17).

/You do not need to identify the version in subsequent references unless you use a different version.

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).

Works Cited: The Holy Bible, Revised Standard Version. Philadelphia: Westminster, 1952. / *The Modern Reader's Bible*. Richard G. Moulton, ed. New York: Macmillan, 1918.

Books

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: (Boy 73) / (Boy).

Works Cited: Boy, Martin R. *Conquering the North: Agriculture with Little Rain*. Pietersburg, SA: Limpopo Publishers, 2003.

Chapters

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 245).

Works Cited: Boy, Justin A. "Rainwater Harvesting." *Experimenting with South African Agriculture*. Ed. Jan van Riebeek. Polokwane, South Africa: Pietersburg University Press, 2005. 240-248.

If you cite more than one chapter in the book, make an entry for the book and then make an entry for each chapter with a shortened cross-reference to the book, e.g.: 1. Boy, Justin A. "Rainwater Harvesting." van Riebeek 240-48.

2. van Riebeek, Jan, ed. *Experimenting with South African Agriculture*. Polokwane, South Africa: Pietersburg University Press, 2005.

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 4) / (Boy 144).

Works Cited - Paper (unpublished): Boy, Justin.A. "Rainwater Harvesting." Paper presented at the 16th Annual Agricultural Conference, Pietersburg University, South Africa, April 2003: 1-30.

Paper (published and edited): Boy, Justin.A. "Rainwater Harvesting." *Proceedings of the 16th Annual Agricultural Conference, 8-11 April 2003, Pietersburg University, South Africa*. Jan van Riebeek (ed). Pietersburg, South Africa: Pietersburg University Press, 2004: 140-160.

Paper (published but unedited): Boy, J.A. "Rainwater Harvesting." *Agriculture in the North: Are We Making a Difference?*, Conference proceedings, April 2003. Pietersburg, South Africa: Pietersburg University, 2004: 140-160.

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: If possible, use a shortened version of the title in the text: The *Pietersburg English Dictionary* defines 'rainwater' as ...

Works Cited For well-known dictionaries, the place of publication and publisher can be omitted: **Dictionary:** *The Pietersburg English Dictionary*. 2nd ed. Pietersburg, South Africa, and London: Pietersburg University Press, 2001.

Where there is an editor: van Riebeek, Jan, and Martine S. Girl, eds. *The Pietersburg English dictionary*. 2nd ed. Pietersburg, South Africa, and London: Pietersburg University Press, 2001.

Definition: "Rainwater." Def.5b. *The Pietersburg English Dictionary*. 2nd ed. Pietersburg, South Africa, and London: Pietersburg University Press, 2001.
 Where there is an editor: "Rainwater." Def.5b. *The Pietersburg English dictionary*. Eds. Jan van Riebeek, and Martine S. Girl, 2nd ed. Pietersburg, South Africa, and London: Pietersburg University Press, 2001.

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 and Boy 5).

Works Cited: Man, Hero E., Sheila Woman, and Martin R. Boy. *Wonderland in Alice*. 2nd ed. Polokwane, SA, and London: Pietersburg UP, 2004.

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.

Citation: (van Riebeek 10).

Works Cited: van Riebeek, Jan, ed. *Experimenting with South African Agriculture*. Polokwane, South Africa: Pietersburg University Press, 2005.

Encyclopaedia Articles

Citation: (Man, Woman and Boy).

Where author/s are not acknowledged: ("Rainwater Harvesting").

Works Cited: List the encyclopaedia and the article. For well-known works, the place of publication and publisher can be omitted. **Encyclopedia:** van Riebeek, Jan, and Martine S. Girl, eds. *The New Agricultural Encyclopaedia*. 15th ed. 25 vols. Pietersburg, South Africa: Pietersburg University Press, 2001.

Where there is no editor: *The New Agricultural Encyclopaedia*. 15th ed. 25 vols. Pietersburg, South Africa: Pietersburg University Press, 2001.

Article: Man, Hero E., Sheila Woman, and Martin R. Boy. "Rainwater Harvesting." *The New Agricultural Encyclopaedia*. 15th ed. 25 vols. Pietersburg, South Africa: Pietersburg University Press, 2001.

Where authors are not acknowledged: "Rainwater Harvesting." *The New Agricultural Encyclopaedia*. J. van Riebeek and M.S. Girl, eds. 15th ed. 25 vols. Pietersburg, South Africa: Pietersburg University Press, 2001.

Where there is no author or editor: "Rainwater Harvesting." *The New Agricultural Encyclopaedia*. 15th ed. 25 vols. Pietersburg, South Africa: Pietersburg University Press, 2001.

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 and Woman).

Works Cited: Man, Hero E., and Sheila Woman. "Wonderland in Alice."
Forthcoming in *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 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. 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.

The Modern Language Association recommends the legal citation style used in *The Bluebook: A Uniform System of Citation*, (Cambridge, MA: Harvard Law Review Association, 2000).

First Citation: (Dept. of Water Affairs and Forestry [DWAFF] 23).

Later citations: (DWAFF 23).

Works Cited: South Africa Dept. of Water Affairs and Forestry. *Towards a water services white paper. Issues and Options Discussion Paper*. Gazette 23377, Notice 538. Pretoria: Government Printer, 2002.

Laws/Acts – South African

Countries have different ways of labelling and citing laws. The MLA style is 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.

Elements: Act, no. # of year. Place of publication: Publisher.

First citation: The *Local Government Transition Act* (209 of 1993).

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

Works Cited: *Local Government Transition Act*, no. 209 of 1993. / *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 in the bibliography 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 bibliography.

Citation: Man and Woman (qtd in Boy 32-33).

Works Cited: Boy, Martin R. *Conquering the North: Agriculture with Little Rain*. Pietersburg, SA: Limpopo Publishers, 2003.

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, 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).

Works Cited: 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 13).

Works Cited: World Bank. *World Development Report 2004: A Better Investment Climate for Everyone*. Washington: Oxford University Press, 2005 (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).

Works Cited: United Nations Education, Scientific and Cultural Organization. *Development Report 2004: A Better Investment Climate for Everyone*. Washington: Oxford University Press, 2005 (UNESCO/2004/22).

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.

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 45)

/If issue numbering is continuous: (Boy 445).

Works Cited: If each issue starts at page 1: Boy, Justin A. "Rainwater Harvesting." *Agriculture in South Africa* 15.4 (2003): 40-48.

If issue numbering is continuous: Boy, Justin A. "Rainwater Harvesting." *Agriculture in South Africa*, 15 (2003): 440-48.

Magazine Articles

Use the title as given in the table of contents.

Citation: (Man and Woman 40).

Works Cited: Man, Hero E., and Sheila Woman. "Wonderland in Alice: What we found." *Pietersburg News* 30 Nov. 2001: 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 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 24) / (Boy 24) / (Boy 24).

Works Cited: Boy, Martin R. *Conquering the North*. Pietersburg, South Africa: Limpopo Publishers, 2003.

Separate Item: Author Surname, Name. *Title*. Format. Edition. Scale. Place of publication: Publisher, Date.

Aerial photograph: Author Surname, Name. "Title or Frame Number(s)." Aerial photograph/s. Scale. Flight title. Place of publication: Publisher, Date of image collection NOT date of reproduction.

Atlas: Author Surname, INITIALS. *Title of Atlas*. Edition. Place of publication: Publisher, Date.

Dynamically generated map or table: Data Producer Surname, Name. Name of database or source. *Title of Item*. Format. Originator Surname, Name; using Software Package, ver. number. Day month year item or table was generated. <URL of main or first site page>.

Item in a book: Item Author Surname, Name. "Title of Item." Format. Scale. Place of Publication: Publisher, Date. *Title of Book*. Edition. Ed. Book Editor/Author Name Surname. Place of publication: Publisher, Date.

In a computer-based book: Author Surname, Name. "Title of Map." Format. Scale. Computer Software Name, ver. number. Computer atlas. Edition. Place of production: Producer, Date of copyright or production.

In a journal: Item Author Surname, Name. "Title of Item." Format. Scale. "Title of Article." Article Author Name Surname. *Title of Journal*, Volume (Date).

On the web: Author Surname, Name. "Title of Item." Format. Scale. "Title of the Complete Document or Site". Year published or updated. Day month year accessed. <URL, including the path and any directories necessary to access the document>.

Produced using GIS software: Author Surname, Name. "Title of Item." Format. Scale. Computer Database Title. Format. Edition. Place of production: Producer, Date of copyright or production. Using Computer Software Name, ver. Number. Format.

Series: Author Surname, INITIALS. "Title of Sheet." Format. Edition. Scale. Series, sheet number. Place of publication: Publisher, Date.

or Author Surname, INITIALS. "Title of Sheet." Facsimile. Scale. Original place of publication: Original publisher, Original date of publication. Reproduced Place of publication: Publisher, Date.

Work of art, photographed, in a book: Surname, Name (Photographer). "Title of Item." Year of creation. Place where Displayed, City where Displayed. *Title of Book*. Ed. Book Editor/Author Name Surname. Place of publication: Publisher, Date.

Newspaper Articles

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

Citation: (Man and Woman B12).

Works Cited: Man, Hero E., and Sheila Woman. "Wonderland in Alice? What we found." *Pietersburg News*. 30 Nov. 2001: A-B12.

Advertisements

Citation: ("Water harvesting surface" B2).

Works Cited: "Water harvesting surface calculator" [Advertisement]. *Pietersburg News*. 30 Nov. 2004: D12.

Letters to the Editor

Citation: ("Wonderland" B2).

Works Cited: Boy, Martin R. Letter. *Pietersburg News*. 17 Sep. 2000. B6. / A published reply to a letter is identified as such with the phrase "Reply to letter of ..."

Unsigned Editorials

Citation: ("Wonderland" B2).

Works Cited: "Wonderland in Alice? What we found." *Pietersburg News*. 30 Nov. 2001: A2.

Pamphlets or Brochures

Treat pamphlets or brochures as books.

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 APA example below.

Citation: (Man).

Works Cited: Man, Hero E. *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.

Citation: Play: (*Harvesting the Rain* 3.4.23-25).

/ Poem: (Boy 125, lines 23-25).

Works Cited: Single work: Boy, Martin R. *Harvesting the Rain*. 2nd ed. Pietersburg, South Africa: Limpopo Publishers, 2004.

Collected works: Boy, Martin R. *Collected Plays of Martin Boy*. Eds. Hero Man, and Sheila Woman. Pietersburg, South Africa: Limpopo Publishers, 2004. 12-50.

Anthologies: Man, Hero E. and Woman, S., eds. *Plays of the North*, 2nd ed. Pietersburg, South Africa: Limpopo Publishers, 2004.

or Boy, Martin R. "Harvesting the Rain." *Plays of the North*, 2nd ed. Eds. Hero E. Man, and Sheila Woman. Pietersburg, South Africa: Limpopo Publishers, 2004. 12-50.

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 bibliography, have entries for both the Preface/Foreword/Introduction and the book.

Citation: (Boy vii).

Works Cited: 1. Boy, Justin A. Introduction. *Me Too*. By Martine S. Girl. Polokwane, South Africa: Sense and Nonsense Inc., 2004. vi-viii
2. Girl, Martine S. *Me Too*. Polokwane, South Africa: Sense and Nonsense Inc., 2004.

Press Releases

MLA does not specify press releases so treat them as newspaper or website articles.

Reviews

Citation: (Boy 85).

Works Cited: Boy, Martin R. "Down the rabbit hole." Rev. of *Wonderland in Alice* by Hero Man, and Sheila Woman. *Agriculture in South Africa*, 15(4), 23 August 2000: 84-85.

Series

Citation: (Boy 58-59).

Works Cited: Boy, Martin R. *Conquering the north: Agriculture with Little Rain*. Limpopo Agriculture Series 2. Pietersburg, SA: Limpopo Publishers, 2003.

Standards

There are no MLA 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)

/ (BS5605: 1990).

Works Cited: *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

Citation: (Boy 45). (Boy).

Works Cited: Boy, Martin R. "Rainwater Harvesting Techniques: A Comparison of Three Techniques in the Northern Province and Three in the Eastern Cape." Diss. Pietersburg University, 2000.

For theses, replace 'Diss.' with 'MA Thesis' or 'MS Thesis'.

Translations

Citation: (Boy 58-59).

Works Cited: Boy, Martin R. *Conquering the North: Agriculture with Little Rain*. Trans. Sheila Woman. Limpopo Agriculture Series 2. Pietersburg, SA: Limpopo Publishers, 2003.

Volumes

Citation: (Boy 2: 58-59).

Works Cited: Boy, Martin R. *Conquering the North: Agriculture with Little Rain*. 6 vols. Pietersburg, SA: Limpopo Publishers, 2003.

If you only read one volume: Boy, Martin R. Vol. 2 of *Conquering the North: Agriculture with Little Rain*. 6 vols. Pietersburg, SA: Limpopo Publishers, 2003.

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 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 a URL goes to another line, break it after a slash or before a period; do not insert a hyphen at the break.

APA 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 APA 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.

Works Cited: As for print item + *Database name*. Service name. Library Name, City, State. Day Mon. year of Access <URL>.

Books

Citation: (Boy 73) / (Boy).

Elements: Same details as for book in print + *Database name*. Service name. Library Name, City, State. Date of Access <electronic address of the database>.

Works Cited: Boy, Martin R. *Conquering the North: Agriculture with Little Rain*. Pietersburg, SA: Limpopo Publishers, 2003. EBSCO Host: Business Source Premier. 29 Nov. 2004. <<http://search.global.epnet.com/>>.

Databases

Citation: (Boy 45). (Boy).

Works Cited: Boy, Martin R. *Conquering the North: Agriculture Where There Is Little Rain*, 2003. Report No. MBQSK-RR-92-4. East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED. 235171).

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.

Emails

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

Citation: According to Boy, rainwater harvesting requires ... (line 14) / (Boy, line 14).

Works Cited: Boy, M.R. "Re: Rainwater harvesting." Email to the author. 20 June 2004.

or Boy, M.R. "Re: Rainwater harvesting." Email to Jan van Riebeek. 20 June 2004.

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.

Citation: (Boy 445).

Works Cited: Boy, Justin A. "Rainwater Harvesting." *Agriculture in South Africa*, 15 (2003): 440-48. EBSCO Host: Business Source Premier. 29 Nov. 2002. <<http://search.global.epnet.com/>>.

Theses or Dissertations

Citation: (Boy 45). (Boy).

Works Cited: Boy, Martin R. "Rainwater Harvesting Techniques: A Comparison of Three Techniques in the Northern Province and Three in the Eastern Cape." Diss., Pietersburg University, 2000. Abstract. *Dissertation Abstracts International*, 60, 1879A. (UMI No. DA0133084). <<http://library.dialog.com/bluesheets/html/bl0035.html>>.

For theses, replace 'Diss.' with 'MA Thesis' or 'MS Thesis'.

Websites

Citation: ("Sense and Nonsense").

Works Cited: *Sense and Nonsense*. Sense and Nonsense Incorporated. 2004. 29 November 2005. <<http://index.senseandnonsense.net/main/tips.html>>

Website Articles

Citation: (Man and Woman).

Elements: Author Surname/s, Name/s. "Article Title." *Name of website*. Date of posting/update. Name of institution/organisation affiliated with site. Date of access <electronic address>.

Works Cited: Man, Hero E., and Sheila Woman. "Wonderland in Alice? What we found." *Pietersburg University Community Studies*. 2001. Pietersburg University. 30 Nov. 2005 <<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: (Boy 73) / (Boy).

Works Cited: Boy, Martin R. *Conquering the North: Agriculture with Little Rain*. CD-ROM. Pietersburg, SA: Limpopo Publishers, 2003.

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, 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).

Works Cited: Man, Hero E. *Water Harvesting Surface Calculator: For All Surfaces* (Version 1.3) [Computer program]. Available from Department of Agriculture, Pietersburg University, Private Bag X0, Polokwane, South Africa, 2004.

Films or Video Tapes

Citation: ("Polokwane Today").

Works Cited: *Polokwane Today*. Dir. Hero Man. Perf. Martin Boy, Martine Girl, and Jan van Riebeek. Limpopo Pictures, Polokwane, South Africa, 2004.

Interviews

Citation: (Woman).

Works Cited: Woman, Sheila. Personal Interview. 1 Nov. 2005.

Music or Sound Recordings

Citation: (Boy) / (Boy) / (Man & Woman).

Works Cited: If the format is not a compact disc (CD), indicate the format:
 Boy, Martin. "Rainwater Harvesting." *Wonderland in Alice*. Musicmasters, 2004.

Published score: Boy, Martin. *Rainwater Harvesting: Symphony no. 4 in B-flat major, op. 60*. Polokwane, South Africa: Musicmasters, 2004.

Performance: If the performer/s is not the composer/choreographer, name the performer/s: Man, Hero E., and Sheila Woman. *Rainwater Harvesting: Ballet in Four Acts*. Perf. Margot Fonteyn, Rudolf Nureyev, and Pietersburg Ballet Company. Pietersburg Symphony Orch. Cond. Jan van Riebeek. DVD. Limpopo Videographers, 2004.

Radio and Television

Advertisements

Citation: ("Water Harvesting").

Works Cited: Water Harvesting Surface Calculator. Advertisement. "Wonderland in Alice." *Rainwater Harvesting*. Pietersburg TV. 1 Nov. 2005.

Programmes, Series and Episodes

Citation: ("Rainwater Harvesting") / ("Wonderland in Alice").

Works Cited: Broadcast: *Rainwater Harvesting*. Narr. Sheila Woman. Pietersburg TV. 1 Nov. 2005.

Series: *Rainwater Harvesting*. Polokwane, South Africa: Pietersburg TV, 1 Nov. 2005.

Episode in a series: "Wonderland in Alice." *Rainwater Harvesting*. Polokwane, South Africa: Pietersburg TV, 1 Nov. 2005.

Personal Communications

Enter personal communications under the name of the person interviewed.

Citation: (Woman).

Works Cited: Woman, Sheila. Personal Interview. 1 Nov. 2005.