

Academic Good Practices for Academic Integrity and Excellence

Academic good practices are all about ensuring the academic integrity of one's work. This article deals with attaining academic good practices including time management, developing good reading skills, note taking skills, citation, referencing and unacceptable academic practices like, plagiarism, collusion, cheating and academic misconduct . I have tried to put in all those good practices and unacceptable practices by reproducing the write ups that are available from various sources as they are well written and sources have been cited.

Time Management

It is essential to manage your time to have control over your life and don't let time manage you. The seven principles of time management are: **Be Organized**-Use your appointment calendar for everything, including listing study time, use "to do" lists for both long-term and for each day/week; **Plan Ahead (Schedule it and it will happen!)**-determine how long your tasks will take and schedule the tasks; **Prioritize Your Tasks**-use an A-B-C rating system for items on your "to do" lists with 'A' items being highest priority. Set goals for both the short term and long term as to what you want to accomplish; **Avoid Overload**- include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule; **Practice Effective Study Techniques**-Have an appropriate study environment. Split large tasks into more manageable tasks. Read for comprehension, rather than just to get to the end of the chapter. Be prepared to ask questions as they come up during study, rather than waiting until just before an exam. Do the most difficult work first, perhaps breaking it up with some easier tasks. Don't wait until the last minute to complete your projects. Read the syllabus as soon as you get it and note all due dates on your calendar. Be attentive and participative in class, and punctual, prepared, and eager to learn; **Be Able to be Flexible**-the unexpected happens (sickness, car troubles, etc.); you need to be able to fit it into your schedule. Know how to rearrange your schedule when necessary (so it doesn't manage you - you manage it). Know whom to ask for help when needed; **Have a Vision (why are you doing all of this?)**-Don't forget the "big picture" - why are you doing the task - is it important to your long-term personal goals? Have and follow a personal mission statement (personal and career). (Are your activities ultimately helping you achieve your goals?) Know what is important to you. (What do you value most?) Have a positive attitude!

[Reproduced from: http://www.cob.sjsu.edu/nellen_a/time_management.htm]

Good Reading Skills

It is not necessary that a book or article be read starting from page one and working through it in a linear fashion; it is essential to look for key terms concerning the topic and find summaries of the main arguments. This will help the reader get the sense of the argument and the structure of the book. Having the understanding of the author's main idea, the reader will be able to read the book or article quickly.

Note Taking Skills

A notes is usually prepared while reading an article or while listening to a speaker. While reading an article, it is suggested that the reader to have a quick reading of the article looking for key terms concerning the topic and find summaries of the main arguments; once the main idea of the author is known, then the reader can read the article in detail and prepare a notes comprising the main ideas dealt in the article. The notes be prepared with own words as it helps the reader understand the notes better and avoids unintentional plagiarism.

While listening to a speaker, it is essential to distinguish speaker's main points. It is sufficient to make notes of the main points with any useful supporting evidences. If possible to create some graphical illustrations of the speaker's main points, that will help the listener to create the connection between various main points.

Citation

While writing articles, as an author you may express ideas, interpretations and work of other authors, it is a good practice that the authors be credited for their work and the authors work should be cited in the article at appropriate places. Citing the work of respected authors in your article brings lots of credibility to your work and validity of your own interpretations. A citation is a reference to a document.

Referencing

All the citations be referenced. A reference list is the list of citations (material cited) in a written work. For referencing various referencing schemes are available. The different referencing techniques or systems of organising references and citations are "Harvard", "Vancouver", "and Chicago Manual of style ", APA style, "MLA" or "name-year system". If you are referred to a particular style there are Style manuals which will give you the details of the system and format you should use. Different ones will be favoured by specific disciplines, for example the Harvard style is used primarily in the sciences. A bibliography is a list of documents (books, articles, and papers) read for a specific essay or assignment. All these references are not necessarily included in the list of references.

The Harvard and APA referencing manuals are attached for your reference [sample-1] and in addition a few samples to illustrate referencing is attached [sample2- sample3] from <http://lrweb.beds.ac.uk/guides/a-guide-to-referencing/referencing-schemes>.

Plagiarism

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information within your paper using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.

[Reproduced from: <http://www.lib.usm.edu/legacy/plag/whatisplag.php>].

One should avoid plagiarism as it is a matter of academic integrity.

Collusion, cheating and falsifying are grouped as academic dishonesty.

Collusion

"Collusion is the act of collaborating with someone else on an assessment exercise which is intended to be wholly your own work, or the act of assisting someone else to commit plagiarism" (Maguire, 2003).

Maguire C (2003) *Guidance for BVC providers: a common approach to plagiarism and collusion* London: Bar Council

Joining the academic community involves discussing ideas and concepts with other people. Lecturers present their ideas at conferences and you will be involved in discussions with friends and colleagues in seminars and on your own time. Talking about ideas and theories is an important way of developing your understanding of your subject. However, working too closely on a particular assessment with someone else might lead to collusion. It might be that your department asks you to work in a group for one of your assignments. If so, be clear about how you are going to work and how you are going to be assessed, i.e. whether you are being asked to produce an individual piece of work or a group project.

Acceptable practice:

- talking about books or lectures with another student
- comparing essays and feedback after the assignment has been marked
- working in the library together
- including ideas that another student expressed in a seminar, including a reference and in-text citation

Unacceptable collusion:

- writing a joint set of notes with another student
- asking another student what you should include in your essay
- including ideas that another student had in a seminar without referencing them
- looking at another student's essay before the assignment is due
- showing another student your essay before the assignment is due

[Reproduced as it is: <http://www.york.ac.uk/integrity/collusion.html>]

Cheating:

Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor as part of any academic exercise. Examples of cheating include, but are not limited to the following:

Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.

Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.

Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.

Other Academic Misconduct:

Falsifying or fabricating data, records, or any information relevant to the student's participation in any course or academic exercise, or tampering with such information as collected or distributed by the faculty member. Examples of academic dishonesty include, but are not limited to the following:

Falsifying, or attempting to falsify, attendance records, graded exercises of any kind, or any information or document intended to excuse the student from participation in any academic exercise.

Inventing, fabricating, or falsifying data as part of the completion of any academic exercise.

Knowingly furnishing false information (or facilitating the furnishing of false information) to a faculty member.

[Reproduced from: <http://www.deltacollege.edu/dept/ar/catalog/cat0910/1841.htm>]

Plagiarism and academic dishonesty are not acceptable in academics and considered to be evil and these are punishable acts.

The following quote from Thomas Jefferson summarises the importance of this article.

“Honesty is the first chapter in the book of wisdom. Let it be our endeavour to merit the character of a just nation.”

Prof. S.R. Shankapal

Faculty of Health & Social Sciences

Referencing Guidelines for Students

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Introduction

Referencing is a way of acknowledging that you have used ideas and written material belonging to another author. It applies to what you have read, watched, or listened to including electronic sources, like websites. The Faculty of Health and Social Sciences uses the Harvard system of referencing, with the exceptions of the Department of Psychology and the Division of Sports Therapy, who use referencing styles specific to their disciplines.

Why reference?

Accurate referencing demonstrates you have undertaken appropriate reading and have an appreciation of the links between theory and practice. Proper and consistent referencing is an important aspect of achieving academic standards in your work and you will lose marks for lack of (or poor) referencing. So it is important to note all the sources you use when researching your assignment. Failure to acknowledge another person's work or ideas will be considered plagiarism. You can read the university's academic offences regulations here: <http://www.beds.ac.uk/aboutus/quality/regulations>.

When to reference

You must reference all the sources you have used in your work, whether you are quoting directly or paraphrasing (putting someone's work, theories or ideas into your own words). References should be included in all kinds of assignments – essays, portfolios, posters, presentations and dissertations. Each reference should appear in two places:

1. ***in the body of the text***

Whenever you refer to someone else's work, either directly or indirectly, indicate whose work it is. This applies equally to quotations or paraphrases in your own words.

2. ***at the end of the assignment***

A **reference list** including the full details for all the references should be provided. The list should be arranged in alphabetical order by the first author's surname (do not create separate lists according to source type).

Referencing in the text: some principles

In the text of your work you should give the author's name and the year the source you are referring to was published.

Paraphrasing

When paraphrasing (putting someone else's ideas, work, theories or opinions in your own words), give the author's name and the year the work was published. You can add the reference at the beginning or end of the sentence but make sure it is clear what piece of information you are referencing.

Research by Lanigan (2011) demonstrated that young children showed little awareness of the benefits of physical activity.

Evidence suggests that young children are not aware of the health benefits of exercise (Lanigan, 2011).

Direct quotes

When taking an exact quote from a source, you need to include the author's name, the year of publication and also the page number where you took the quote from. Put double quotation marks (" ") around the text being quoted. You can add the reference at the beginning or end of the sentence.

Steel and Guest (2006, p.552) define risk perception as "people's beliefs and feelings within their social and cultural context".

Risk perception can be defined as "people's beliefs and feelings within their social and cultural context" (Steel and Guest, 2006, p.552).

Long quotes (over three lines) should generally be indented from the left-hand margin.

The Nursing & Midwifery Council (2007, p.8) states that:

You must make a clear, accurate and immediate record of all medicine administered, intentionally withheld or refused by the patient, ensuring the signature is clear and legible. It is also your responsibility to ensure that a record is made when delegating the task of administering medicine.

Use of *et al.*

et al. literally means 'and others' and can be used in the text when a source has **more than three** authors. List the first author followed by *et al.*

Carter *et al.* (2011) state that ethical considerations are of paramount importance in clinical interventions with obese patients.

In the reference list you should list **all the authors**:

Carter, S., Rychetnik, L., Lloyd, B., Kerridge, I., Baur, L., Bauman, A., Hooker, C. and Zask, A. (2011) 'Evidence, ethics and values: a framework for health promotion', *American Journal of Public Health*, 101(3), pp.465-472.

Secondary referencing

Secondary referencing is when you are referencing a piece of work that has been referred to in something you have read, so you have not seen the original piece of work. Many lecturers consider secondary references to be unacceptable, so always try to track down the original source if possible. Always check with your lecturer to see if they are happy for you to use a secondary reference.

In text:

Parkinson (1817) cited in Butlin (2000) describes the symptoms...

In reference list:

Butlin, J. (2000) 'Parkinson's disease', *Positive Health*, 53, pp.28-31.

Multiple works by one author

Frequently you may need to cite more than one work by the same author. When these are published in different years you can cite them in the usual way.

In text:

A circular issued by the Nursing & Midwifery Council (2010) superseded the original guidance (Nursing & Midwifery Council, 2007).

To distinguish between works published in the same year, you should attach a lower-case letter of the alphabet to the publication date, starting with 'a'. The letter used is determined by the alphabetical list of references at the end of the document (assign the letter by alphabetical order of title), not the order in which the citations appear in your assignment.

In text:

A recent study found that social work students feel that they have better legal knowledge than their qualified counterparts (Preston-Shoot, 2010b)... Preston-Shoot (2010a) argues that social workers do not know the law well enough.

In reference list:

Preston-Shoot, M. (2010a) 'Help social workers serve the law, not their employers', *Community Care*, (1824) p.21.

Preston-Shoot, M. (2010b) 'On the evidence for viruses in social work systems: law, ethics and practice', *European Journal of Social Work*, 13(4) pp.465-482.

1 Books in general

- (i) Author(s) - surname and initials
- (ii) (Year of publication) in round brackets
- (iii) *Book title* (in italics, in sentence case) : *Subtitle* separated by colon.
- (iv) Edition of book (if not the first edition, abbreviate to 'edn.').
- (v) Place of publication: (the first named if there is more than one place)
- (vi) Publisher.

In text:

Evidence suggests that most acute illness is not reported to doctors (Larkin, 2011).

Oko (2011) outlines three key theories which influence ethical decision-making in social work.

In reference list:

Larkin, M. (2011) *Social aspects of health, illness and healthcare*. Maidenhead: Open University Press.

Oko, J. (2011) *Understanding and using theory in social work*. 2nd edn. Exeter: Learning Matters.

Remember that some resources have a corporate author, instead of a person's name, for example the Department of Health. If **no author** is identifiable, list by the first significant word of the **title**.

British National Formulary: No 61. (2011) London: BMJ Group.

Some books consist of writings by a number of people, collected together and organised by one or more editors. If you use an edited book, the reference should look like this:

Baillie, L. (ed.) (2009) *Developing practical adult nursing skills*. 3rd edn. London: Hodder Arnold.

1.1 Chapter in an edited book

- (i) Author(s) of chapter – surname and initials.
- (ii) (Year of publication)
- (iii) 'Title of chapter', followed by 'in'
- (iv) Name of editor(s) (abbreviated to 'ed.' or 'eds.')
- (v) *Book title* (in italics, in sentence case) : *Subtitle* separated by colon.
- (vi) Edition of book (if not the first edition, abbreviate to 'edn').
- (vii) Place of publication: (the first named if there is more than one place)
- (viii) Publisher,
- (ix) Chapter page numbers.

In text:

Burgess (2008, p.72) proposes "health risk alarms are not isolated incidents but form part of an important pattern in modern societies".

Roberts (2011) outlines a seven-step model of crisis intervention...

In reference list:

Burgess, A. (2008) 'Health scares and risk awareness', in Wainwright, D. (ed.) *A sociology of health*. London: SAGE Publications, pp. 56-75.

Roberts, A. (2011) 'Bridging the past and present to the future of crisis intervention and crisis management', in Cree, V. (ed.) *Social work: a reader*. London: Routledge, pp.176-183.

1.2 Electronic books

- (i) Author(s) – surname and initials.
- (ii) (Year of publication)
- (iii) *Book title* (in italics, in sentence case) : *Subtitle* separated by colon.
- (iv) *Name of e-book supplier* (in italics)
- (v) [Online].
- (vi) Available at: URL¹
- (vii) (Accessed: day month year).

Referencing an electronic book is similar to referencing a print book, but you need to include extra elements (see the list above).

If you are referencing an edited electronic book you will need to combine layouts 1.1 and 1.2, as the Riggs reference below illustrates.

In text:

Quinney (2009) identifies several key skills...

"It is impossible to care for someone without exchanging facts of opinions" (Riggs, 2005, p. 57).

In reference list:

Quinney, A. (2009) *Collaborative social work practice*. Dawsonera [Online]. Available at: <http://library.beds.ac.uk/record=b1442058~S20> (Accessed: 31 July 2009).

Riggs, D.J. (2005) 'Communication and interpersonal skills in nursing', in Peate, I. (ed.) (2005) *Compendium of clinical skills for student nurses* pp.57-71. NetLibrary [Online]. Available at: <http://library.beds.ac.uk/record=b1379470~S20> (Accessed: 9 June 2008).

¹ URL stands for 'uniform resource locator' and means the web address.

2 Journals

2.1 Print journals

- (i) Author(s) - surname and initials.
- (ii) (Year of publication) in round brackets
- (iii) 'Title of article',
- (iv) *Title of the journal* (in italics, in Title Case),
- (v) Volume number (issue number), page numbers.

In text:

Adolescent patients prefer to personalise their own spaces within the ward (Hutton, 2010).

Kinman and Grant (2011) found that reflective social work trainees were better equipped to deal with the stressful nature of the job.

In reference list:

Hutton, A. (2010) 'How adolescent patients use ward space', *Journal of Advanced Nursing*, 66(8), pp.1802-1809.

Kinman, G. and Grant, L. (2011) 'Exploring stress resilience in trainee social workers: the role of emotional and social competencies', *British Journal of Social Work*, 41(2), pp.261-275.

2.2 Electronic editions of print journals (from a database)

- (i) Author(s) - surname and initials.
- (ii) (Year of publication) in round brackets
- (iii) 'Title of article',
- (iv) *Title of the journal* (in italics, in Title Case),
- (v) Volume number (issue number), page numbers,
- (vi) *Name of electronic journal supplier* (See 'Note' field on Catalogue page)
- (vii) [Online].
- (viii) Available at: URL of collection
- (ix) (Accessed: day month year).

In text:

Endley and Berry (2011) reported that a one-day training session helped mental health nurses to identify symptoms of schizophrenia.

The importance of keeping drug-users in treatment cannot be over-emphasised (Whitaker, Ryan and Cox, 2011).

In reference list:

Endley, L. and Berry, K. (2011) 'Increasing awareness of expressed emotion in schizophrenia: an evaluation of a staff training session', *Journal of Psychiatric & Mental Health Nursing*, 18(3), pp.277-280, *Ebscohost CINAHL Plus with Full Text* [Online]. Available at: <http://0-ejournals.ebsco.com.brum.beds.ac.uk> (Accessed: 27 July 2011).

Whitaker, T., Ryan, P. and Cox, G. (2011) 'Stigmatization among drug-using sex workers accessing support services in Dublin', *Qualitative Health Research*, 21(8), pp.1086-1100, *EbscoHost EJS* [Online]. Available at: <http://0-ejournals.ebsco.com.brum.beds.ac.uk> (Accessed: 21 July 2011).

2.3 Journals only available on the Internet

- (i) Author(s) - surname and initials.
- (ii) (Year of publication) in round brackets
- (iii) 'Title of article',
- (iv) *Title of the journal* (in italics, in Title Case),
- (v) Volume number (issue number) – if there is no volume or issue number provide the month or season
- (vi) [Online].
- (vii) Available at: URL
- (viii) (Accessed: day month year).

In text:

Research by Pierce *et al.* (2010) found that carers needed support to cope with the change in their circumstances after their spouse had suffered a stroke.

In reference list:

Pierce, L., Steiner, V., Seymour, J., Wicks, B., Wright, C. and Thompson, T. (2010) 'Questions caregivers asked in caring for persons with stroke', *Online Journal of Nursing Informatics*, 14(2) [Online]. Available at: http://ojni.org/14_2/Pierce.pdf (Accessed: 26 July 2011).

3 Websites

- (i) Author(s)
- (ii) (Year of publication) - use the date the page was updated, created or copyrighted. If no publication date is given, write (No date).
- (iii) *Name of webpage* (in italics, in Sentence case).
- (iv) Available at: URL (include the web page's full address, no matter how long it is)
- (v) (Accessed: day month year).

If you cannot identify the originator or age of a webpage, you should consider whether the information is of reliable quality.

In text:

Mental attitude may be an important factor in stroke rehabilitation (Stroke Association, 2011).

In reference list:

Stroke Association (2011) *Life after stroke*. Available at: http://www.stroke.org.uk/information/stroke_rehabilitation/index.html (Accessed: 26 July 2011).

4 Newspaper articles

- (i) Author(s) – surname and initials.
- (ii) (Year of publication)
- (iii) 'Title of article' in single quotation marks,
- (iv) *Name of Newspaper* (in italics, in Title Case),
- (v) Day and month of publication,
- (vi) Page number of article.

For online newspapers you do not need the page number but you need to add:

- (vi) [Online].
- (vii) Available at: URL (include the full web page address)
- (viii) (Accessed: date month year).

In text:

There is a need for greater interdisciplinary working to improve care for the elderly (Arnot, 2011).

In reference list:

Arnot, C. (2011) 'Older people still invisible in care, says leading academic', *The Guardian*, 19 July, p.7.

Arnot, C. (2011) 'Older people still invisible in care, says leading academic', *The Guardian*, 19 July [Online]. Available at: <http://www.guardian.co.uk/society/2011/jul/19/alisoun-milne-older-people-invisible-in-care?INTCMP=SRCH> (Accessed: 28 July 2011).

4.1 Newspaper articles from a database, e.g. Newsbank

- (i) Author – surname and initials.
- (ii) (Year of publication) in round brackets
- (iii) 'Title of article' in single quotation marks,
- (iv) Title of newspaper (in italics),
- (v) Day Month, page (if known).
- (vi) *Name of collection* (in italics)
- (vii) [Online].
- (viii) Available at: URL of collection
- (ix) (Accessed: day month year).

In text:

A study revealed that up to a third of older people are living in poverty (Read, 2010).

In reference list:

Read, S. (2010) 'The scandal of older people becoming second-class citizens', *The Independent*, 19 June. *NewsBank* [Online]. Available at: <http://0-infoweb.newsbank.com.brum.beds.ac.uk> (Accessed 28 July 2011).

For newspaper articles with no author use the name of the newspaper as the author.

5 BREO

5.1 Lecture materials from BREO

- (i) Author/lecturer – surname and initials.
- (ii) (Year of publication) in round brackets
- (iii) 'Title of item' in single quotation marks.
- (iv) *Name of BREO unit* (in italics)
- (v) [Online].
- (vi) Available at: <http://breo.beds.ac.uk>
- (vii) (Accessed: date).

In text:

The surgical department should be divided into distinct areas to minimise the risk of cross-infection (Beckwith, 2009).

In reference list:

Beckwith, M. (2009) 'History of aseptic technique'. *Introduction to aseptic technique* [Online]. Available at: <http://breo.beds.ac.uk> (Accessed: 4 October 2009).

5.2 Journal articles in BREO

- (i) Author – surname and initials.
- (ii) (Year of publication) in round brackets
- (iii) 'Title of article' in single quotation marks,
- (iv) *Title of journal* (in italics, in Title Case),
- (v) Volume (issue), page numbers.
- (vi) *Name of BREO unit* (in italics)
- (vii) [Online].
- (viii) Available at: <http://breo.beds.ac.uk>
- (ix) (Accessed: date).

In text:

Davies (1999) outlines two levels of evidence based practice, encompassing...

In reference list:

Davies, P. (1999) 'What is evidence based education?', *British Journal of Educational Studies*, 47(2), pp.108-121. *Evidence based medical education* [Online]. Available at: <http://breo.beds.ac.uk> (Accessed: 16 July 2011).

5.3 Book chapters in BREO

- (i) Author (s) of chapter – surname and initials.
- (ii) (Year of publication of book) in round brackets
- (iii) 'Title of chapter' in single quotation marks,
- (iv) in
- (v) *Title of book* (in italics).
- (vi) Place of publication: publisher (if available),
- (vii) Page numbers of chapter.
- (viii) *Name of BREO unit* (in italics)
- (ix) [Online].
- (x) Available at: <http://breo.beds.ac.uk>
- (xi) (Accessed: day month year).

In text:

Lehrer (2009) highlights the importance of emotion in the decision-making process.

In reference list:

Lehrer, J. (2009) 'The quarterback in the pocket', in *The decisive moment*. Edinburgh: Canongate, pp.9-33. *Simulation in practice* [Online]. Available at: <http://breo.beds.ac.uk> (Accessed: 24 July 2011).

6 Legislation (post-1963)

- (i) Great Britain.
- (ii) *Name of Act: Name of sovereign: Chapter number.*
- (iii) (Year of publication)
- (iv) Place of publication: Publisher.

In text:

The statute (Great Britain. *Mental Capacity Act 2005*) established five key principles...

In reference list:

Great Britain. *Mental Capacity Act 2005: Elizabeth II. Chapter 9.* (2005) London: The Stationery Office.

7 Government reports

- (i) Great Britain.
- (ii) Name of government department
- (iii) (Year of publication)
- (iv) *Title* (in italics).
- (v) Place of publication: Publisher.

If you are referencing the online version of a government report replace the Place of publication: Publisher with:

- (v) [Online].
- (vi) Available at: URL
- (vii) (Accessed: day month year).

If you are referencing a government report from another country provide that country's name in place of Great Britain.

In text:

Life expectancy over the last 10 years has increased (Great Britain. Department of Health, 2009).

In reference list:

Great Britain. Department of Health (2009) *Tackling health inequalities: 10 years on*. London: Department of Health.

Great Britain. Department of Health (2009) *Tackling health inequalities: 10 years on* [Online]. Available at: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_098936 (Accessed: 25 July 2011).

8 Sensitive and confidential material, e.g. hospital policies

If you are bound by a professional code of conduct, e.g. the Nursing & Midwifery Council or Health Professions Council, you are expected to maintain patient/client confidentiality in all aspects of your work, and this includes referencing. You may be required to anonymise names of individuals, hospitals (including names of hospital employees), clinical areas and local authorities. Always check with your lecturer to make sure. If you are anonymising any information, make it clear that this is what you have done (and the reasons why) in your assignment. You do not need to put any information in the reference list for anonymous sources.

9 Personal information

If using a personal interview, always ask the permission of the interviewee before using such material as they may want their contribution to be anonymised. An interview is not considered recoverable data so you do not give details in your **reference list**. You should, however, cite an interview within the body of your text as a personal communication. If the interviewee is a practitioner, include their occupation.

In text:

"...and the Outreach Team is excellent" (J. Smith, Practice Nurse, personal communication, 18 May 2011).

How to find out more about referencing

If you are confused about referencing for your assignment, talk to your lecturer, the PAD advisers or contact your librarian for help

(<http://lrweb.beds.ac.uk/contact/alls>). Also, read the feedback you receive on the references you include in your initial assignments.

If you want to reference a resource not listed above, have a look at the University's Referencing Guidelines website (<http://lrweb.beds.ac.uk/referencing>) where you will find more information. Alternatively, Pears & Shields (2010) have written an excellent guide to referencing. There are copies in all the LRCs.

Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th edn. Newcastle-upon-Tyne: Pear Tree Books.

Referencing software

The referencing management software RefWorks is licensed to all University of Bedfordshire staff and students. Users of Refworks will need to create a personal account and download Write-N-Cite software.

Contact your librarian for more details. Access Refworks via the University of Bedfordshire library catalogue <http://library.beds.ac.uk>

Glossary

Citing: the act of referring to a piece of work in the body of your text.

et al.: literally 'and others', used in the body of your text where there are more than three authors.

Paraphrasing: putting someone else's thoughts, ideas or opinions in your own words.

Secondary referencing: referencing a piece of work that has been referred to in something you have read, i.e. you have not seen the original research or item.

Sentence case: capital letters are used for the first letter of the first word, and for proper nouns and acronyms, e.g. *A history of race relations in Britain*

Title case: all words begin with a capital letter except for short words such as of, in etc, e.g. *Journal of Advanced Nursing*

URL: stands for 'Uniform Resource Locator' which is the web site address you can see in the address bar of your browser, beginning 'http://...'

Faculty of Education & Sport

Referencing Guidelines for Students

Referencing is a way of acknowledging that you have used ideas and written material belonging to another author. It applies to what you have read, watched, or listened to including electronic sources, like websites. There are several different ways of referencing. This guide uses the UoB Harvard system. Always consult your unit handbook or tutor to make sure you are using the correct system for the unit. Some subjects use other systems. See more at: lrweb.beds.ac.uk/guides/ref.

Why do it?

Accurate referencing demonstrates you have undertaken appropriate reading and have an appreciation of the links between theory and practice.

Proper and consistent referencing is an important aspect of achieving academic standards in your work and you will lose marks for lack of (or poor) referencing. So it is important to note all the sources you use when researching your assignment

To quote or paraphrase without referencing the original source is an **academic offence** and you may be penalised for it. **Failure to acknowledge another writer's work or ideas will be considered plagiarism (literary theft)**. Most assignments are submitted to a plagiarism detection website called 'Turnitin'. You can read the university's academic offences regulations here: beds.ac.uk/aboutus/quality/regulations.

Where do you put this information?

References should be included in all kinds of assignments – essays, portfolios, posters, presentations and dissertations. Each reference has two parts:

a) in the body of the text

Whenever you refer to someone else's work, either directly or indirectly, indicate whose work it is. This applies equally to quotations or paraphrases in your own words. If you are paraphrasing the author's actual words, acknowledge the source in brackets at the end of the section or sentence (and do not twist their original meaning).

For direct quotations ("their words"), the relevant page number is also needed. Examples are given overleaf.

It is not enough to just put a reference at the end of the paragraph; you need to let the reader know where your use of a source begins and ends. Long quotations (more than three lines) should be indented (from the left margin). This paragraph is indented, as an example.

The PAD team can give lots of guidance about academic writing conventions: contact a PAD tutor for help or look at their website, lrweb.beds.ac.uk/help/pad/avoid_plagiarism/writing.

b) at the end of the assignment

A **Reference List** including the full details for all the references (discussed, quoted or paraphrased) should be provided. The list should be left-aligned and in alphabetical order (according to author). In addition, **Bibliographies** are required for **postgraduate** coursework and some undergraduate projects and dissertations. A bibliography is a separate list of sources that informed your work but are not referenced in the body of your text.

Do not create separate lists according to source type. However, each type of resource has its own specific layout that must be followed scrupulously (as illustrated in the following pages).

What should you include?

Basically, you should cite enough information for the reader to locate the source themselves. The other golden rule is that you should style your references consistently.

In the text of your essay, if there are more than three authors, you do not need to list them all. You can use “*et al.*” (meaning ‘and others’) after the first author’s surname. However, in the Reference List at the end of the essay, all the authors should be listed. See the “Wearmouth” example in section 1 below.

Format examples

1 Books in general

Always use the title page and the ‘copyright’ page information, rather than the book’s cover, to find these details.

- (i) Author(s) (surname followed by initial(s))
- (ii) (Year of publication) (in round brackets)
- (iii) *Book title* (in italics, in sentence case) : *Subtitle* (separated by colon)
- (iv) Edition of book (only if not the first edition; abbreviate to ‘edn.’)
- (v) Place of publication: (the first named if there is more than one place)
- (vi) Publisher

In text:

Cottrell (2008, p.133) recommends to “use your own words, even if you don’t think you write well – they count for more than copied text.”

Internationally, there is a drive towards inclusion of all students in mainstream education (Wearmouth *et al.*, 2004).

In reference list:

Cottrell, S. (2008) *The study skills handbook*. 3rd edn. Basingstoke: Palgrave Macmillan.

Wearmouth, J., Richmond, R.C., Glynn, T. and Berryman, M. (2004) *Understanding pupil behaviour in school: a diversity of approaches*. London: David Fulton.

Edited books consist of writings by a number of people, collected together and organised by one or more editors. If you use an edited book, the reference should look like this:

Briggs, A. and Coleman, M. (eds.) (2007) *Research methods in educational leadership and management*. 2nd edn. London: Sage.

1.1 Electronic books

Referencing an electronic book is similar to referencing a print book, but you need to include extra elements (see the list above). If you are referencing an edited electronic book you will need to combine layouts 1.1 and 1.2, as the Lavin reference below illustrates.

- (i) Author(s)
- (ii) (Year of publication) - If no date can be identified type “(no date)”.
- (iii) *Book title* (in italics, in sentence case) : Subtitle separated by colon
- (iv) Name of e-book supplier (eg Dawsonera or Credo Reference)
- (v) [Online]

- (vi) Available at: URL
- (vii) (Accessed: relevant date)

In text:

Cheminais (2008) identifies four areas of support.

“The notion of creativity has been a consistent focus of government initiatives over recent years” (Lavin, 2008, p.1).

In reference list:

Cheminais, R. (2008) *Every child matters: a practical guide for teaching assistants*. EBSCOhost [Online]. Available at: <http://library.beds.ac.uk/record=b1432497~S20> (Accessed: 9 August 2011)

Lavin, J. (2008) ‘The creative agenda and its relationship to physical education’, in Lavin, J. (ed.) (2008) *Creative approaches to physical education: helping children to achieve their true potential*. DawsonEra [Online]. Available at: <http://library.beds.ac.uk/record=b1442449~S20> (Accessed: 30 April 2011).

1.2 Chapter in an edited book

- (i) Author(s) of chapter
- (ii) (Year of publication)
- (iii) ‘Title of chapter’, followed by ‘in’
- (iv) Name of editor(s) (abbreviated to ‘ed.’ or ‘eds.’)
- (v) *Book title* (in italics, in sentence case) : *Subtitle* separated by colon
- (vi) Edition of book (if not the first edition, abbreviate to ‘edn’)
- (vii) Place of publication: (the first named if there is more than one place)
- (viii) Publisher
- (ix) Chapter page numbers

In text:

Mandell (2007, p.118) states that “the only really enthusiastic greetings of the preparation for the 1936 games came from Japan and Italy”.

The case study presented by McKenna (2003) has similarities...

Language learners can acquire new identities (Cazden, 2011).

In reference list:

Cazden, C. B. (2011) ‘As learners acquire language’ in Lapp, D. & Fisher, D. (eds). *Handbook of research on teaching English language arts*. CREDO Reference [Online]. Available at <http://library.beds.ac.uk/record=b1468420~S11> (Accessed: 9 August 2011).

Mandell, R.D. (2007) ‘Sportsmanship and Nazi Olympism’, in Tomlinson, A. (ed.) *The sport studies reader*. Abingdon: Routledge, pp.118-123.

McKenna, M.S. (2003) ‘Mechanism of muscle fatigue’, in Hargreaves, M. and Hawley, J. (eds.) *Physiological bases of sports performance*. Sydney: McGraw-Hill, pp.79-107.

Occasionally you may find chapters of recommended texts in your BREQ unit. Pears & Shields (2010) explain how to reference those in section 6.3 (on page 27).

2 Journals

2.1 Print journals

- (i) Author(s) (surname followed by initial(s))
- (ii) (Year of publication)
- (iii) 'Title of article'
- (iv) *Title of the journal* (in italics, in Title Case)
- (v) Volume number (issue number), page numbers (pp. ...)

In text:

Reflection is key part of learning and formative assignments promote this habit (Heron, 2008).

Barnes *et al.* (2009) describe many different situations where...

In reference list:

Barnes, C.J., Getelman, M.H. and Snyder, S.J. (2009) 'Results of arthroscopic revision anterior shoulder reconstruction' *The American Journal of Sports Medicine*, 37(4) pp.715-719.

Heron, G. (2008) 'Using students' written feedback on 'race' issues to enhance self-regulated learning' *British Journal of Social Work*, 38(2) pp.376-394.

2.2 Electronic editions of print journals

- (i) Author(s) (surname followed by initial(s))
- (ii) (Year of publication)
- (iii) 'Title of article'
- (iv) *Title of the journal* (in italics, in Title Case)
- (v) Volume number (issue number), page numbers (pp. ...)
- (vi) *Name of electronic journal supplier* (See 'Note' field on Catalogue page)
- (vii) [Online]
- (viii) Available at: URL of collection
- (ix) (Accessed: date month year)

In text:

Reflection is key part of learning and formative assignments promote this habit (Heron, 2008).

Barnes *et al.* (2009) describe many different situations where...

In reference list:

Barnes, C.J., Getelman, M.H. and Snyder, S.J. (2009) 'Results of arthroscopic revision anterior shoulder reconstruction' *The American Journal of Sports Medicine*, 37(4) pp.715-719 *MEDLINE* [Online]. Available at: <http://0-search.ebscohost.com/brum.beds.ac.uk/login.aspx?direct=true&db=cmedm&AN=19204368&site=eds-live&scope=site> (Accessed: 14 June 2013).

Heron, G. (2008) 'Using students' written feedback on 'race' issues to enhance self-regulated learning' *British Journal of Social Work*, 38(2) pp.376-394 *PsycInfo* [Online]. Available at: <http://0-search.ebscohost.com/brum.beds.ac.uk/login.aspx?direct=true&db=psyh&AN=2008-04649-007&site=eds-live&scope=site> (Accessed: 14 June 2013).

Occasionally you may find PDF files of recommended journal articles added to your BREQ unit. Pears & Shields (2010) explain how to reference those in section 6.2 (p.27). If you are referencing a journal which is solely published on the Internet, the layout is slightly different. Check the online version of this guide http://www.beds.ac.uk/guides/ref/journals/internet_journal or look at Pears & Shields (2010, p.23-24).

3 Newspaper articles

- (i) Author(s)
 - (ii) (Year of publication)
 - (iii) Title of article
 - (iv) *Name of Newspaper* (in italics, in Title Case)
 - (v) Date and month of publication, page references
- with (if accessed from the internet)**
- (vi) [Online]
 - (vii) Available at: URL (include the web page's full address, not just the generic website)
 - (viii) (Accessed: date month year)

If you get your information from the online version of a newspaper, you need to include the same additional information as for electronic articles (see list above).

In text:

In 2004, the UK fertility rate was 1.77 children per woman, considerably lower than the 1960s peak of 2.95 children (Gillan, 2006).

In reference list:

Gillan, A. (2006) 'Britons put work and fun before babies: ICM poll reveals changing attitudes behind UK's low birthrate', *The Guardian*, 2 May, p.17.

Gillan, A. (2006) 'Britons put work and fun before babies: ICM poll reveals changing attitudes behind UK's low birthrate', *The Guardian*, 2 May [Online]. Available at: <http://society.guardian.co.uk/children/story/0,,1765568,00.html> (Accessed: 5 June 2009).

4 Corporate reports and papers

- (i) Author or organisation
 - (ii) (Year of publication)
 - (iii) *Document title* (in italics, in sentence case)
 - (iv) Place of publication: publisher
- with (if accessed from the internet)**
- (v) [Online]
 - (vi) Available at: URL (include the web page's full address, not just the generic website)
 - (vii) (Accessed: date month year)

In text:

The Research Information Network (2011) has reported on online journals usage and impact in a recent study.

In reference list:

Research Information Network (2011) *E-journals: their use, value and impact. Final Report*. London: Research Information Network [Online]. Available at: <http://ciber-research.eu/download/20110119-E-journals-phase2.pdf> (Accessed: 2 August 2011).

5 Government Reports

- (i) Country
- (ii) Name of government department
- (iii) (Year of publication)
- (iv) *Document title* (in italics, in sentence case)
- (v) Place of publication: publisher
(if accessed from the internet replace place of publication: publisher with)
- (vi) [Online]
- (vii) Available at: URL (include the web page's full address, not just the generic website)
- (viii) (Accessed: date month year)

In text:

The Department for Education (2013) gives statutory guidance for children who are unable attend a mainstream or special school due to health issues.

In reference list:

Great Britain. Department for Education (2013) *Educating children with health needs*. [Online]. Available at: <http://www.education.gov.uk/schools/pupilsupport/behaviour/g00219676/health-needs-education> (Accessed: 14 June 2013)

6 Internet sites

If you cannot identify the originator or publication date of a webpage, you should consider whether the information is of reliable quality.

- (i) Author(s)
- (ii) (Year of publication) (Use the date the page was updated/created/copyrighted. If no publication date is given, write (No date))
- (iii) *Title of webpage* (in italics, in sentence case)
- (iv) Available at: URL (include the web page's full address, not just the generic website)
- (v) (Accessed: date month year)

In text:

According to Sport England (2009) the unemployed are more likely to be active participants in sport if...

A Serious Case Review was undertaken following the neglect of a child aged two (Bristol Safeguarding Children Board 2011).

In reference list:

Bristol Safeguarding Children Board (2011) *Serious Case Review: Child K*. Available at: <http://www.bristol.gov.uk/page/children-and-young-people/bscb-serious-case-reviews> (Accessed: 14 June 2013)

Sport England (2009) *Demographic profile of sports participants*. Available at: http://www.sportengland.org/research/sport_facts/docid=615a9197-254e-4018-ac93-2a1955d11157&version=4 (Accessed: 7 August 2009).

7 Films on YouTube, Teachers Media and other sources

- (i) Name of person/author posting the video
- (ii) (Year video posted)

- (iii) *Title of film or programme* (in italics, in sentence case)
- (iv) Available at: URL (include the video's full address, not just the generic website)
- (v) (Accessed: date month year)

In text:

Wesch (2010) discusses the new media environment we live in.

In reference list:

Wesch, M. (2010) *From knowledgeable to knowledge-able* Available at:
<http://www.youtube.com/watch?v=LeaAHv4UTI8> (Accessed: 2 August 2011).

8 Legislation (post-1963)

- (i) Great Britain
- (ii) *Name of Act: Name of sovereign: Chapter number* (in italics)
- (iii) (Year of publication)
- (iv) Place of publication: Publisher

In text:

The statute (Great Britain. *Children Act 2004*) established that...

In reference list:

Great Britain. *Children Act: Elizabeth II. Chapter 31*. (2004) London: The Stationery Office.

Secondary referencing

Please note that it is bad practice to habitually use secondary referencing. It is a useful technique but only for infrequent use. One acceptable application is when an author refers to another author's work and the primary source is not available (for example because the primary source is very old).

Lecturers may also tolerate the use of secondary references to arguments/quotations that are not central to your essay or when the secondary reference is used only to reinforce the argument made from original work already discussed; you should check with them to be sure. However, remember that it is good practice to consult the original text whenever possible. If you have not been able to read the primary source yourself then you can only provide full details of the secondary source in your reference list.

In text:

Parkinson (1817) cited by Butlin (2000) describes the symptoms which a client seeking a personal trainer...

In the key text on counselling, Egan (2002) refers to a model by Jones (1986, p.37)...

In reference list:

Butlin, J. (2000) 'Parkinson's disease', *Positive Health*, 53, pp.28-31.

Egan, G. (2002) *The skilled helper*. 7th edn. Pacific Grove, CA: Brooks/Cole.

Multiple works by one author

Frequently you may need to cite more than one work by the same author. When these are published in different years, this is not a problem.

In text:

The statutory framework published by Department for Children, Schools and Families (2008) reflects the core skills identified for the children's workforce (Department for Children, Schools and Families, 2005).

To distinguish between works published in the same year, you should attach a lower-case letter of the alphabet to the publication date, starting with 'a'. The letter used is determined by the alphabetical list of references at the end of the document, not the order in which the citations appear in your assignment. This example illustrates what to do.

In text:

The statutory framework (Department for Children, Schools and Families, 2008b) was published simultaneously with practice guidance (Department for Children, Schools and Families, 2008a).

In reference list:

Department for Children, Schools and Families (2008a) *Practice Guidance for the Early Years Foundation Stage*. London: The Stationery Office.

Department for Children, Schools and Families (2008b) *Statutory Framework for the Early Years Foundation Stage*. London: The Stationery Office.

Referencing software

The referencing management software **RefWorks** is licensed to all University of Bedfordshire staff and students. RefWorks helps you create a library of all the books, journal articles, websites and other materials you consult. A nifty plug-in called 'Write-N-Cite' allows you to link your RefWorks library to your assignment; inserting citations and generating a reference list of the materials you cite.

It is a web-based application so you can access your reference library on and off campus from here: library.beds.ac.uk/record=b1407886~S20 (There is also a mobile application called 'RefMobile'.)

You need to create a login with your usual UoB username and password and download Write-N-Cite software. For guidance on how to get started contact your Academic Liaison Librarian or click here: lweb.beds.ac.uk/guides/RefWorks_Intro.

How to find out more about referencing

If you are confused about referencing for your assignment, talk to your lecturer, the PAD tutors or contact your Academic Liaison Librarian for help.

Adele Robinson
Education & PE (QTS)
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01234 793354

Hilary Johnson
Education & PE (QTS)
hilary.johnson@beds.ac.uk
01234 793006

Rachel Bickley
Sport Science & Physical Activity
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01234 793382

Also, read the feedback you receive on the references you include in your initial assignments. If you want to reference a resource not listed above, have a look at the University's Referencing Guidelines website (lweb.beds.ac.uk/guides/referencing) where you will find more information.

Alternatively, Pears & Shields (2010) have written an excellent guide to referencing. There are copies in all the LRCs at shelfmark **808 PEA**. Its recommended retail price is £10.99 but many booksellers offer a discounted price. It includes guidance about referencing conventions for **e-portfolios, emails, television programmes** and **dance performances** amongst many other materials.

Glossary

citing: the act of referring to a piece of work in the body of your text

et al: Latin expression meaning 'and others'. Often used for documents with more than three authors. Check with your lecturer whether they will accept 'et al.'

paraphrasing: putting someone else's thoughts, ideas or opinions in your own words without changing their original meaning

secondary referencing: referencing a piece of work that has been referred to in something you have read ie you have not seen the original document

sentence case: capital letters are used for the first letter of the first word, and for proper nouns and acronyms, eg *The tales of Beatrix Potter*

title case: all words begin with a capital letter except for short words such as 'of', 'in', 'and' etc, eg *British Journal of Educational Psychology*

Turnitin: originality detection service which universities use to check assignments for plagiarism

URL: stands for 'uniform resource locator' and means the web address.

Reference List

Pears, R. & Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th edn. Basingstoke: Palgrave Macmillan.

Authors: Adele Robinson, Hilary Johnson & Rachel Bickley, Academic Liaison Librarians, Faculty of Education & Sport.

Created: June 2007; Updated: August June 2013.

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Tips on writing and referencing	4
Commonly used abbreviations	5
Sample paragraph and reference list: Harvard Method	6
Sample paragraph and reference list: APA style	7
Tips for the use of electronic sources	26
List of sources	28

REFERENCE TECHNIQUES:

HARVARD method and APA style

Me. M. Cronjé
Me. N. Murdoch
Me. R. Smit (editor)

Enquiries:
Me. R. Smit
Tel: (011) 489-2651
E-mail: rsmi@bib.rau.ac.za

March 2003

Examples	Harvard	APA
Basic in-text referencing		
In-text reference where the author of the source is known	8	9
In-text reference to more than one source	8	9
General forms for reference lists		
Non-periodical	8	9
Part of a non-periodical	8	9
Periodical	8	9
Online periodical	8	9
Online document	8	9
Referencing other sources		
A book with only one author	8	9
A book by two authors	8	9
A book by three or more authors	10	11
Reference to more than one publication of the same author in the same year	10	11
Different authors with the same surname	10	11
A book with an institution, organisation or association as author	10	11
A book with an editor(s)	10	11
A chapter in a book (not edited)	12	13
Part/chapter of an edited book	12	13
Anonymous work	12	13
A work with a foreign title	12	13
Translated works	12	13
Second, further or revised editions	12	13
Date of publication unknown	12	13
Dictionaries	12	13
Encyclopedia	14	15
Personal communication	14	15
Unpublished manuscript submitted for publication	14	15
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Examples	Harvard	APA
Periodical article	14	15
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Published dissertation or thesis	16	17
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Electronic sources		
In-text reference where the author of the electronic source is known	18	19
In-text reference to a web site	18	19
Internet site with author	20	21
Internet document without author	20	21
Personal electronic communication/ (e-mail)	20	21
Article in an Internet-only journal	20	21
Electronic copy of a journal article retrieved from database	20	21
Internet articles based on a print source	20	21
Newsgroups, online forums, electronic mailing lists	20	21
Paper presented at a virtual conference	22	23
Abstract	22	23
Article in an electronic magazine (e-zine)	22	23
Newspaper article	22	23
Review	22	23
Letter to the editor	22	23
Government publication	22	23
CD-ROM	22	23
Sound recording	22	23
Motion picture/film	22	23
Television broadcast	22	23
Video recording	24	25
Microfiche	24	25
Computer program	24	25

Introduction

What is referencing? It is a way to demonstrate that you have extended your learning.

Three reasons for referencing:

- ♦ To let the reader know whose ideas you are using
- ♦ To enable your reader to check your information
- ♦ To provide information for your reader.

TERMINOLOGY:

A **citation** is a reference to a document. It should include all the bibliographic details needed to trace the document.

Footnotes are listed at the bottom of the page on which a reference or citation occurs in the text. A number is placed in the text to indicate the cited work and again at the bottom of the page in front of the footnote. Footnotes are used when only a small number of references need to be made.

A **reference list** is the list of citations (material cited) in a written work. It shows the authority on which you base statements in the text, shows how well acquainted (how widely read) you are with the subject, and is a starting point for anyone else wanting to find out about the subject.

A **bibliography** is a list of documents (books, articles, papers) read for a specific essay or assignment. All these references are not necessarily included in the list of references.

Tips on writing and referencing

Collecting information:

- ♦ Broad and deep research is the essential basis of an essay

Using the Internet:

- ♦ Use the internet – but with care and discrimination.
- ♦ Always state the date you visited the site.
- ♦ Where possible, identify the author.

Writing:

- ♦ A well thought-out structure is at the heart of every good essay.
- ♦ You do need a solid introduction.
- ♦ You need a tight, powerful conclusion that is the logical consequence of everything that has gone before.
- ♦ You need to organise your material so that it flows from one area, sub-section or argument to the next in a logical order.
- ♦ Keep checking that you are remaining on track throughout the essay, don't wander off the subject.
- ♦ A good student not only has good ideas to write about, but also can write about them well.
- ♦ Do not use superfluous words, phrases or sentences.
- ♦ Construct your sentences carefully.

General tips:

- ♦ Don't cheat. Plagiarism – using other people's words and ideas without acknowledging where you got them from – is regarded as an enormous sin. Make sure your references are perfect.
- ♦ Try a fresh, original approach.
- ♦ Argue your case with your own point of view. Try to avoid formulas, clichés, and the obvious approaches.
- ♦ Illustrate your points with up-to-date examples.
- ♦ Don't fill an essay with irrelevant historical detail.
- ♦ Check spelling and punctuation.
- ♦ Ensure your essay is the required length.
- ♦ Bring your subject to *life*!

Commonly used abbreviations

Appendix	-	app.
Chapter	-	ch.
Column	-	col.
Columns	-	cols.
Editor	-	ed.
Editors	-	eds.
Edition	-	edn.
Editions	-	edns.
Number	-	no.
Numbers	-	nos.
No date	-	n.d.
No place, no publisher, no page	-	n.p.
Page	-	p.
Pages	-	pp.
Paragraph	-	para.
Revised	-	rev.
Reprinted	-	rpt.
Supplement	-	Suppl.
Technical Report	-	Tech. Rep.
Translated, translator	-	trans.
Volume	-	vol.
Volumes	-	vols.
Written	-	writ.

Latin abbreviations

And others	-	et al.	(et alii)
		Used where there are too many authors to list	
In the same work	-	ibid.	(ibidem)
		Signifies the same work as the one cited immediately before, but a different page	
The same	-	id.	(idem)
		The item cited is by the author of the item cited immediately before	
In the work cited	-	op. cit.	(opere citato)
		Refers the reader back to the author's previously cited work, but to a different page	
Without place	-	s.l.	(sine loco)

Sample paragraph and reference list: Harvard method¹

Many researchers have investigated the use of technology in Higher Education (Blake, 1998; Davis, 1987:45; Johnson, n.d.; Tyson, Burke & Jacobs, 1994). According to Blake (1998:234; 1999a; 1999b:4), new technologies such as CD-ROMs, the Internet, and mobile technologies hold great promise for the future of education, but other researchers (Johnson, n.d.; Education Trust, 2000) caution that the use of technology in educational settings should be studied in greater depth to evaluate its effectiveness. A longitudinal study by Tyson et al. (1994) showed that technology can enrich education, if used by a skilled teacher.

The Internet offers some useful resources on this topic, including Johannesburg University's EdTech (<http://www.joburg.ac.za/EdTech/>), which provides information relevant to the South African context. Other resources include brochures by the Education Trust (e.g. 1999), and a toolkit on using technology in the classroom by Mellers (1998).

Reference list

- Blake, N. (1998). Using the web in undergraduate education. *Journal of Educational Computing*, 5(2):234-251.
- Blake, N. (1999a). The promise of mobile technologies for education. *EduLink*, 3(2). Available from <http://www.joburg.ac.za/edtech/pubs/edulink/992/blake.html>. (Accessed 8 February 2001).
- Blake, N. (1999b). *Higher Education in the 21st century*. New York: University Press.
- Davis, K. (1987). *Computer-based training for accountants*. Unpublished doctoral thesis. Rand Afrikaans University: Johannesburg, South Africa.
- Education Trust. (1999). *Using videos in your classroom (Brochure)*. Sandton: Eduprint.
- Education Trust. (2000). *Issues in the use of educational technologies: Report to the Executive Committee*. (Available from Landry, S. Education Trust, 501 Grayston Drive, Sandton, South Africa).
- Johnson, L. (n.d.). *Will technology save the education system?* Available from <http://www.netscape.com/users/johnl/save.html>. (Accessed 16 January 2000).
- Mellers, A. (1998). *Transform your classroom with technology* (CD). Sacramento:Crunch Pod Media.
- Tyson, T., Burke, R.L. & Jacobs, G.M. (1994). *Preliminary findings regarding the use of computers in secondary schools*. Paper presented at the meeting of the South African Association for Teachers: Bloemfontein, South Africa.

¹ Please note that all the sources used in this example are completely fictional, and were only created to illustrate the different reference techniques discussed in this publication.

Sample paragraph and reference list: APA style²

Many researchers have investigated the use of technology in Higher Education (Blake, 1998; Davis, 1987; Johnson, n.d.; Tyson, Burke & Jacobs, 1994). According to Blake (1998; 1999a; 1999b), new technologies such as CD-ROMs, the Internet, and mobile technologies hold great promise for the future of education, but other researchers (Johnson, n.d.; Education Trust, 2000) caution that the use of technology in educational settings should be studied in greater depth to evaluate its effectiveness. A longitudinal study by Tyson et al. (1994) showed that technology can enrich education, if used by a skilled teacher.

The Internet offers some useful resources on this topic, including Johannesburg University's EdTech (<http://www.joburg.ac.za/EdTech/>), which provides information relevant to the South African context. Other resources include brochures by the Education Trust (e.g. 1999), and a toolkit on using technology in the classroom by Mellers (1998).

Reference list

- Blake, N. (1998). Using the web in undergraduate education. *Journal of Educational Computing*, 5(2), 234-251.
- Blake, N. (1999a). The promise of mobile technologies for education. *EduLink*, 3(2). Retrieved February 8, 2001, from <http://www.joburg.ac.za/edtech/pubs/edulink/992/blake.html>.
- Blake, N. (1999b). *Higher Education in the 21st Century*. New York: University Press.
- Davis, K. (1987). *Computer-based training for accountants*. Unpublished doctoral thesis, Rand Afrikaans University, Johannesburg, South Africa.
- Education Trust. (1999). *Using videos in your classroom* [Brochure]. Sandton: Eduprint.
- Education Trust. (2000). *Issues in the use of educational technologies: Report to the Executive Committee*. (Available from S. Landry, Education Trust, 501 Grayston Drive, Sandton, South Africa).
- Johnson, L. (n.d.). *Will technology save the education system?* Retrieved January 16, 2000, from <http://www.netscape.com/users/johnl/save.html>
- Mellers, A. (1998). *Transform your classroom with technology* [CD]. Sacramento:Crunch Pod Media.
- Tyson, T., Burke, R.L., & Jacobs, G.M. (1994, May). *Preliminary findings regarding the use of computers in secondary schools*. Paper presented at the meeting of the South African Association of Teachers, Bloemfontein, South Africa.

² Please note that all the sources used in this example are completely fictional, and were only created to illustrate the different reference techniques discussed in this publication.

HARVARD method

Basic in-text referencing	
In-text reference where the author of the source is known	Simply use whatever you used as author in the reference, as well as the year of publication. Always insert the page number where possible. ...the result of this is a “technical super identity” (Erikson, 1967:20). Azar and Martin (1999) found that... (As part of the sentence) ...thus Cox (1966:52) refers to the modern urbanite as...
In-text reference to more than one source	In-text reference to more than one author should be ordered alphabetically . More recent studies (Bartlett, 1992; James, 1998) show that... The researchers (Bartlett, 1992:54; Brown, 1876:56; James, 1998:45) refer to...
General forms for reference lists	
Non-periodical	Author, A.A. (1994). <i>Title of work</i> . Location: Publisher. Non-periodicals include items published separately: books, reports, brochures, certain monographs, manuals, and audiovisual media.
Part of a Non-periodical	Author, A.A. & Author, B.B. (1994). Title of chapter. In <i>Title of book</i> . Edited by Editor, A., Editor, B. & Editor, C. Location: Publisher.
Periodical	Author, A.A., Author, B.B. & Author, C.C. (1994). Title of article. <i>Title of periodical</i> , xx:xxx-xxxx. Periodicals include items published on a regular basis: journals, magazines, scholarly newsletters, etc.
Online periodical	Author, A.A., Author, B.B. & Author, C.C. (2000). Title of article. <i>Title of periodical</i> , xx:xxx-xxxx. Available from: web address (Accessed day Month year).
Online document	Author, A.A. (2000). <i>Title of work</i> . Available from: web address (Accessed day Month year).
Referencing other sources	
A book with only one author	Rose, L. (1977). <i>Crime and Punishment</i> . London: Batsford.
A book by two authors	Gordon, E.W. & Rourke, A. (1966). <i>Compensatory education for the disadvantaged</i> . New York: College Entrance Examination Board. When quoting a book with more than 1 author in the text, use the word ‘and’ between the names; if the reference is in parentheses, use ‘&’. In order to avoid possible communication problems all procedures should be explained to the patient (Gardner & Sheldon, 1967:40).... Gardner and Sheldon (1967:40) examine the problem...

APA style

Basic in-text referencing	
In-text reference where the author of the source is known	Simply use whatever you used as author in the reference, as well as the year of publication. Only insert the page number when using a direct quote. Do not include suffixes such as <i>Jr.</i> ...the result of this is a “technical super identity” (Erikson, 1967, 20). Azar and Martin (1999) found that... (As part of the sentence) ...thus Cox (1966, p.52) refers to the modern urbanite as...
In-text reference to more than one source	In-text reference to more than one author should be ordered alphabetically . More recent studies (Bartlett, 1992; James, 1998) show that... The researchers (Bartlett, 1992, p.54; Brown, 1876, p. 45; James, 1998, p. 45) refer to...
General forms for reference lists	
Non-periodical	Author, A. A. (1994). <i>Title of work</i> . Location: Publisher. Nonperiodicals include items published separately: books, reports, brochures, certain monographs, manuals, and audiovisual media.
Part of a Non-periodical	Author, A. A., Author, B. B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxxx). Location: Publisher.
Periodical	Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. <i>Title of Periodical</i> , xx, xxx-xxxx. Periodicals include items published on a regular basis: journals, magazines, scholarly newsletters, etc.
Online periodical	Author, A. A., Author, B. B., Author, C. C. (2000). Title of article. <i>Title of Periodical</i> , xx, xxx-xxxx. Retrieved Month day, year, from web address
Online document	Author, A. A. (2000). <i>Title of work</i> . Retrieved Month day, year, from web address
Referencing other sources	
A book with only one author	Rose, L. (1977). <i>Crime and Punishment</i> . London: Batsford.
A book by two authors	Gordon, E.W. & Rourke, A. (1966). <i>Compensatory education for the disadvantaged</i> . New York: College Entrance Examination Board. When quoting a book with two authors in the text, use the word ‘and’ between the names; if the reference is in parentheses, use ‘&’. In order to avoid possible communication problems all procedures should be explained to the patient (Gardner & Sheldon, 1967, p.40).... Gardner and Sheldon (1967, p.40) examine the problem...

HARVARD method

<p>A book by three or more authors</p>	<p>Meyer, B.S., Anderson, D.P., Bohning, R.H. & Fratanna, D.G., Jr. (1973). <i>Introduction to plant physiology</i>. New York: Van Nostrand.</p> <p>In referring to a work by three or more authors all the relevant names have to be furnished in the first reference to the work:</p> <p>...the traditionalist personality (Riesman, Denney & Glazer, 1968:40) restrains him from doing...</p> <p>In later references to this work only the first author's name is stated, and the abbreviation '<u>et al.</u>' is used:</p> <p>...due to his "other-directness" modern Western man in a sense is at home everywhere and yet nowhere (Riesman, <u>et al.</u> 1968:40)</p>
<p>Reference to more than one publication of the same author in the same year</p>	<p>Johnson (1994a:48) discussed the subject...</p> <p>In his later works (Johnson, 1994b:56) he argued...</p> <p>Johnson, P.D. (1994a). <i>Pedagogy</i>. London: Routledge.</p> <p>Johnson, P.D. (1994b). <i>Advanced Pedagogy</i>. London: Routledge.</p>
<p>Different authors with the same surname</p>	<p>When you refer to publications by different authors with the same surname, use their initials in the reference:</p> <p>According to B. Smith (1989) and F. Smith (1997),</p>
<p>A book with an institution, organisation or association as author</p>	<p>Where reference is made to the work by a body (institution, organisation, association, etc.) where no specific author is responsible for the work, the official name of the body is used as author. You can also use the name of the body as part of the sentence.</p> <p>...it had long been evident that the intellectual potential of the Afrikaners on the Witwatersrand was underutilised (Rand Afrikaans University, 1976:48)...</p> <p>...thus the Rand Afrikaans University (1963:30) concluded that...</p> <p>RAU (Rand Afrikaans University). (1970). <i>The new university: A practical guideline</i>. Johannesburg: Rand Afrikaans University.</p>
<p>A book with (an) editor(s)</p>	<p>Driver, E. & Broisen, A. (Editors). (1989). <i>Child sexual abuse</i>. Basingstoke, UK: Macmillan Education Ltd.</p> <p>Strunk, W. (Editor). (1976). <i>Adult learning</i>. New York: Macmillan.</p>

APA style

<p>A book by three or more authors</p>	<p>Meyer, B.S., Anderson, D.P., Bohning, R.H. & Fratanna, D.G., Jr. (1973). <i>Introduction to plant physiology</i>. New York: Van Nostrand.</p> <p>In referring to a work by three, four or five authors all the relevant names have to be furnished in the first reference to the work, e.g.:</p> <p>...the traditionalist personality (Riesman, Denney & Glazer, 1968, p.40) restrains him from doing...</p> <p>In later references to this work only the first author's name is stated, and the abbreviation 'et al' is used:</p> <p>...due to his "other-directness" modern Western man in a sense is at home everywhere and yet nowhere (Riesman et al., 1968, p.40)...</p>
<p>Reference to more than one publication of the same author in the same year</p>	<p>In referring to a work by six or more authors, cite only the surname of the first author followed by et al. (not italicized and with a full stop after "al"), and the year for the first and subsequent citations. In the reference list, provide the initials and surnames of the first six authors, and shorten any remaining authors to et al.</p> <p>Johnson (1994a, p.48) discussed the subject...</p> <p>In his later works (Johnson, 1994b, p.56) he argued...</p> <p>Johnson, P.D. (1994a). <i>Pedagogy</i>. London: Routledge.</p> <p>Johnson, P.D. (1994b). <i>Advanced Pedagogy</i>. London: Routledge.</p>
<p>Different authors with the same surname</p>	<p>When you refer to publications by different authors with the same surname, use their initials in the reference:</p> <p>According to B. Smith (1989) and F. Smith (1997),</p>
<p>A book with an institution, organisation or association as author</p>	<p>Where reference is made to the work by a body (institution, organisation, association, etc.) where no specific author is responsible for the work, the official name of the body is used as author. When the author and publisher are identical, use the word Author as the name of the publisher. You can also use the name of the body as part of the sentence.</p> <p>...it had long been evident that the intellectual potential of the Afrikaners on the Witwatersrand was underutilised (Rand Afrikaans University, 1976, p.48)...</p> <p>...thus the Rand Afrikaans University (1963, p.30) concluded that...</p> <p>Rand Afrikaans University (1970). <i>The new university: A practical guideline</i>. Johannesburg, Gauteng: Rand Afrikaans University.</p>
<p>A book with (an) editor(s)</p>	<p>Driver, E. & Broisen, A. (Eds.). (1989). <i>Child sexual abuse</i>. Basingstoke, UK: Macmillan Education Ltd.</p> <p>Strunk, W. (Ed.). (1976). <i>Adult learning</i>. New York: Macmillan.</p>

HARVARD method

A chapter in a book (not edited)	Capra, F. (1983). The systems view of life. Chapter 9 in <i>The turning point: science, society and the rising culture</i> . London: Fontana Press.
Part/chapter of an edited book	Hartley, J.T., Harker, O.J. & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In <i>Aging in the 1980's: psychological issues</i> . Edited by Poon, L.W. Washington: American Psychological Association.
Anonymous work	<p>When a work's author is designated as "Anonymous", cite in text the word 'Anonymous':</p> <p>A recent article (Anonymous, 1993) stated that...</p> <p>In the case of articles in newspapers or magazines where no author is named, the title is used instead of the author.</p> <p>A recent article (War over, 1991) stated that...</p> <p>Anonymous. (17 February 1993). Best practices. <i>The Star</i>, page 10.</p> <p>War Over. (7 January 1991). <i>The Star</i>, page 10.</p>
A work with a foreign title	Spyridakis, A. (1987). <i>E historia tis Helladas</i> [A history of Greece]. Athens: Therios ita Iona.
Translated works	<p>Luria, A.R. (1968). <i>The mind of a mnemonist: a little book about a vast memory</i>. Translated from the Russian by Solotaroff, L. New York: Basic Books. (Original work published in 1967)</p> <p>In text, cite the date of the translation:</p> <p>A recent study (Luria, 1968:35).</p>
Second, further or revised editions	<p>Dyson, G.G.H. (1977). <i>The mechanics of athletics</i>. 7th edition. New York: Homes and Meier.</p> <p>Cohen, J. (1977). <i>Statistical power analysis for the behavioural sciences</i>. Revised edition. New York: Academic Press.</p>
Date of publication unknown	Wolverton, H. (n.d.). <i>The geological structure of the Black Hills</i> . Wilmington: Prairie Press.
Dictionaries	<p><i>The concise Macquarie dictionary</i>. (1982). New South Wales: Lane Cove.</p> <p>Nguyen, D.H. (1966). <i>Vietnamese-English dictionary</i>. Rutland Vermont: Charles Tuttle Company.</p> <p>Sadie, S. (Editor). (1980). <i>The new Grove dictionary of music and musicians</i>. 6th edition. London: MacMillan.</p>

APA style

A chapter in a book (not edited)	Capra, F. (1983). The systems view of life. In <i>The turning point: science, society and the rising culture</i> (pp. 376-399). London: Fontana Press.
Part/chapter of an edited book	Hartley, J.T., Harker, O.J., & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In L.W. Poon (Ed.), <i>Aging in the 1980's: psychological issues</i> . Washington: American Psychological Association.
Anonymous work	<p>When a work's author is designated as "Anonymous", cite in text the word 'Anonymous':</p> <p>A recent article (Anonymous, 1993) stated that...</p> <p>In the case of articles in newspapers or magazines where no author is named, the title is used instead of the author.</p> <p>A recent article (War over, 1991) stated that...</p> <p>Anonymous. (1993, 17 February). Best practices. <i>The Star</i>, p. 10.</p> <p>War over. (1991, 7 January). <i>The Star</i>, p. 1.</p>
A work with a foreign title	Spyridakis, A. (1987). <i>E historia tis Helladas</i> [A history of Greece]. Athens: Therios ita Iona.
Translated works	<p>Luria, A.R. (1968). <i>The mind of a mnemonist: a little book about a vast memory</i>. (L. Solotaroff, Trans.). New York: Basic Books. (Original work published 1967)</p> <p>In text, cite the original publication date and the date of the translation:</p> <p>A recent study (Luria, 1967/1968) ...</p>
Second, further or revised editions	<p>Dyson, G.G.H. (1977). <i>The mechanics of athletics</i>. (7th ed.). New York: Homes and Meier.</p> <p>Cohen, J. (1977). <i>Statistical power analysis for the behavioural sciences</i> (Rev. ed.). New York: Academic Press.</p>
Date of publication unknown	Wolverton, H.(n.d.). <i>The geological structure of the Black Hills</i> . Wilmington: Prairie Press.
Dictionaries	<p><i>The concise Macquarie dictionary</i>. (1982). New South Wales: Lane Cove.</p> <p>Nguyen, D.H. (1966). <i>Vietnamese-English dictionary</i>. Rutland Vermont: Charles Tuttle Company.</p> <p>Sadie, S. (Ed.). (1980). <i>The new Grove dictionary of music and musicians</i> (6th ed., Vols. 1-20). London: MacMillan.</p>

HARVARD method

Encyclopedia	Bergman, P.G. (1993). Relativity. In <i>The new encyclopaedia Britannica</i> . (Vol.26:501-508). Chicago: Encyclopaedia Britannica. If an entry has no byline, place the title in the author position.
Personal communication	Personal communications may be letters, memos, some electronic communication (e.g., e-mail or messages from non-archived discussion groups or electronic bulletin boards, personal interviews, telephone conversations, and the like. Lowman, D. (17 January 2003). <i>ProCite and Internet</i> . Unpublished letter to Cross, P.
Unpublished manuscript submitted for publication	Jordan, B.(1989). <i>Psychology of adolescent parents</i> . Manuscript submitted for publication.
Unpublished manuscript not submitted for publication	Ryder, M. (1987). <i>Wonder Woman: an Amazon legacy</i> . Unpublished manuscript.
Newspaper article	Lamb, J. (20 October 1970). The perfect plants for lazy gardeners. <i>Weekend Australian</i> , page 3.
Periodical article	If a journal or newsletter does not use volume numbers, include the month, season, or other designation with the year, for example (April 1994). Phillips, E. (May 1985). The Australian scene. <i>Australian journal of ecology</i> , 3(2):25-29. Only indicate the issue number after the volume number if each issue begins on page 1.
Journal article in press	Phillips, E. (in press). The Australian scene. <i>Australian journal of ecology</i> . In text: Phillips (in press) or (Phillips, in press)
Abstract	Phillips, E. (1985). The Australian scene (Abstract). <i>Australian journal of ecology</i> , 3(2):25-29.
Non-English journal article	Give the original title, as well as an English translation in brackets. Ising, M. (2000). Intensitätsabhängigkeit evozierter Potenzial im EEG: Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in event-related EEG potentials: Are impulsive individuals augmenters or reducers?]. <i>Zeitschrift für differentielle und diagnostische Psychologie</i> , 21:208-217.

APA style

Encyclopedia	Bergmann, P. G. (1993). Relativity. In <i>The new encyclopaedia Britannica</i> (Vol. 26, pp. 501-508). Chicago: Encyclopaedia Britannica. If an entry has no byline, place the title in the author position.
Personal communication	Personal communications may be letters, memos, some electronic communication (e.g., e-mail or messages from non-archived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible: According to T. K. Lutes (personal communication, April 18, 2001)...
Unpublished manuscript submitted for publication	Jordan, B. (1989). <i>Psychology of adolescent parents</i> . Manuscript submitted for publication.
Unpublished manuscript not submitted for publication	Ryder, M. (1987). <i>Wonder Woman: an Amazon legacy</i> . Unpublished manuscript.
Newspaper article	Lamb, J. (1970, 20 October). The perfect plants for lazy gardeners. <i>Weekend Australian</i> , p. 3.
Periodical article	If a journal or newsletter does not use volume numbers, include the month, season, or other designation with the year, for example (1994, April) Phillips, E. (1985). The Australian scene. <i>Australian journal of ecology</i> , 3 (2), 25-29. Only indicate the issue number after the volume number if each issue begins on page 1.
Journal article in press	Phillips, E. (in press). The Australian scene. <i>Australian journal of ecology</i> . In text: Phillips (in press) or (Phillips, in press)
Abstract	Phillips, E. (1985). The Australian scene [Abstract]. <i>Australian journal of ecology</i> , 3 (2), 25-29.
Non-English journal article	Give the original title, as well as an English translation in brackets. Ising, M. (2000). Intensitätsabhängigkeit evozierter Potenzial im EEG: Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in event-related EEG potentials: Are impulsive individuals augmenters or reducers?]. <i>Zeitschrift für Differentielle und Diagnostische Psychologie</i> , 21, 208-217.

HARVARD method

Published dissertation or thesis	Bevins, G.D. (1987). <i>Theory and practice at an Australian university</i> . Doctoral dissertation. Montreal: McGill University.
Unpublished dissertation or thesis	Little, P. (1965). <i>Helplessness, depression and mood in end stage renal disease</i> . Unpublished thesis. Johannesburg: Wits University. Or: unpublished doctoral dissertation
Dissertation abstract	Ross, D.F. (1990). Unconscious transference and mistaken identity: when a witness misidentifies a familiar but innocent person from a lineup. Doctoral dissertation. Cornell University. <i>Dissertation Abstracts International</i> , 51:417.
Government publications	When referring to a government publication, the date is sufficient for in-text referencing, e.g.: According to The Bill of Rights (1996)... Education is in the process of transformation (Department of Education, 1995)... Provide all numbers, sections, chapters or volume numbers that is available, in brackets. The Bill of Rights of the Constitution of the Republic of South African. (1996). <i>Government Gazette</i> . (No. 17678). Department of Education. (1995). White Paper on Education. <i>Government Gazette</i> . (Vol. 375, No. 45621). Commission on Civil Rights. (1967). <i>Racial isolation in the public schools</i> . Washington: United States Government Printing Office.
Unpublished raw data	Use brackets to indicate that the material is a description of the content, not a title. Do not italicize title. Bordi, F. & LeDoux, J.E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.
Booklet, pamphlet or leaflet	South African College of Advanced Education (1976). <i>Referencing: the footnote and Harvard system</i> (Brochure). Johannesburg: Wits Technikon. Research and Training Center in Independent Living. (1993). <i>Guidelines for reporting and writing about people with disabilities</i> (Brochure). 4 th edition. Lawrence, K.S.: Author.
Study guide	Speedy, C. (1999). <i>Study Guide: Electrical Engineering 1</i> . America: South American College of Engineering.
Conference proceedings, no author or title	International Microcomputer Conference. (1984). <i>Conference proceedings held at the Western Australian Institute of Technology, Perth, 22 – 24 May 1984</i> . Conducted by the Department of Computer Studies. Perth: Western Australian Institute of technology.

APA style

Published dissertation or thesis	Bevins, G.D. (1987). <i>Theory and practice at a Australian university</i> . Doctoral dissertation. Montreal: McGill University.
Unpublished dissertation or thesis	Little, P. (1965). <i>Helplessness, depression and mood in end stage renal disease</i> . Unpublished master's thesis, Wits University, Johannesburg, South Africa. Or: Unpublished doctoral dissertation....
Dissertation abstract	Ross, D.F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). <i>Dissertation Abstracts International</i> , 51, 417.
Government publications	When referring to a government publication, the date is sufficient for in-text referencing, e.g.: According to The Bill of Rights (1996)... Education is in the process of transformation (Department of Education, 1995)... Provide all numbers, sections, chapters or volume numbers that is available, in brackets. The Bill of Rights of the Constitution of the Republic of South African. (1996). <i>Government Gazette</i> . (No. 17678). Department of Education. (1995). White Paper on Education. <i>Government Gazette</i> . (Vol. 375, No. 45621). Commission on Civil Rights. (1967). <i>Racial isolation in the public schools</i> . Washington: United States Government Printing Office.
Unpublished raw data, untitled	Use brackets to indicate that the material is a description of the content, not a title. Bordi, F., & LeDoux, J. E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.
Booklet, pamphlet or leaflet	South African College of Advanced Education. (1976). <i>Referencing: the footnote and Harvard system</i> [Brochure]. Johannesburg: Wits Technikon. Research and Training Center in Independent Living. (1993). <i>Guidelines for reporting and writing about people with disabilities</i> (4 th ed.). [Brochure]. Lawrence, K.S.: Author.
Study guide	Speedy, C. (1999). <i>Study Guide: Electrical Engineering 1</i> . America: South American College of Engineering.
Conference proceedings, no author or title	International Microcomputer Conference. (1984). <i>Conference proceedings held at the Western Australian Institute of Technology, Perth, 22 – 24 May 1984</i> . Perth: Western Australian Institute of technology.

HARVARD method

Conference proceedings, with title	National Scientific Conference. (1989). <i>The athlete: maximising participation and minimising risk</i> . Conference proceedings of the 25 th bicentennial conference held in Sydney. Conducted by the Australian Sports Medicine Federation Ltd. Sydney: Sports Federation.
Conference proceedings, with author	Neal, J.T. (1971). <i>Education – technology or art?</i> Conference proceedings of the 15 th biennial conference held in Adelaide. Conducted by the Library Association of Australia. Sydney: Library Association.
Unpublished paper presented at a meeting	Lanktree, C. & Briere, J. (1991, January). <i>Early data on the Trauma Symptom Checklist for Children (TSC-C)</i> . Paper presented at the meeting of the American Professional Society on the Abuse of Children: San Diego, CA.
Publication of limited circulation	For a publication of limited circulation, give in parentheses immediately after the title a name and address from which the publication can be obtained: Klombers, N. (Editor). (1993). <i>ADAA Reporter</i> . (Available from the Anxiety Disorders Association of America, 6000 Executive Boulevard, Suite 513, Rockville, MD20852)
Review	Schatz, B.R. (2000). Learning by text or context? (Review of the book <i>The social life of information</i>). <i>Science</i> , 290:1304. Kraus, S.J. (1992). Visions of psychology: a videotext of classic studies (Review of the motion picture <i>Discovering Psychology</i>). <i>Contemporary Psychology</i> , 37:1146-1147.
Electronic sources	
In-text reference where the author of the electronic source is known	Simply use whatever you used as author in the reference, as well as the year of publication: The project website was created using <i>Aldus Pagemaker version 3</i> (1987-1988)... Several films (e.g., Bertolucci, 1988) have used this technique... Azar and Martin (1999) found that...
In-text reference to a web site	To cite an entire Web site (but not a specific document on the site), simply give the site's URL in the text: Rainbow MOO is a virtual space designed especially for teachers and their elementary-school students (http://it.uwp.edu/rainbow). When a specific part of an electronic source has to be quoted and no page number can be found, use the paragraph number if available, preceded by the ¶ symbol or the abbreviation para. If these are absent, cite the heading and the number of the paragraph following it: Jones, 2000: ¶5 Jones, 2000: Conclusion, para.7)

APA style

Conference proceedings, with title	National Scientific Conference. (1989). <i>The athlete: maximising participation and minimising risk</i> . Conference proceedings of the 25 th bicentennial conference held in Sydney. Conducted by the Australian Sports Medicine Federation Ltd. Sydney: Sports Federation.
Conference proceedings, with author	Neal, J.T. (1971). <i>Education – technology or art?</i> Conference proceedings of the 15 th biennial conference held in Adelaide. Conducted by the Library Association of Australia. Sydney: Library Association.
Unpublished paper presented at a meeting	Lanktree, C., & Briere, J. (1991, January). <i>Early data on the Trauma Symptom Checklist for Children (TSC-C)</i> . Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.
Publication of limited circulation	For a publication of limited circulation, give in parentheses immediately after the title a name and address from which the publication can be obtained: Klombers, N. (Ed.). (1993, Spring). <i>ADAA Reporter</i> . (Available from the Anxiety Disorders Association of America, 6000 Executive Boulevard, Suite 513, Rockville, MD20852)
Review	Schatz, B. R. (2000). Learning by text or context? [Review of the book <i>The social life of information</i>]. <i>Science</i> , 290, 1304. Kraus, S.J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture <i>Discovering Psychology</i>]. <i>Contemporary Psychology</i> , 37, 1146-1147.

Electronic sources

In-text reference where the author of the electronic source is known	Simply use whatever you used as author in the reference, as well as the year of publication: The project website was created using <i>Aldus Pagemaker version 3</i> (1987-1988)... Several films (e.g., Bertolucci, 1988) have used this technique... Azar and Martin (1999) found that...
In-text reference to a web site	To cite an entire Web site (but not a specific document on the site), simply give the site's URL in the text: Rainbow MOO is a virtual space designed especially for teachers and their elementary-school students (http://it.uwp.edu/rainbow). When a specific part of an electronic source has to be quoted and no page number can be found, use the paragraph number if available, preceded by the ¶ symbol or the abbreviation para. If these are absent, cite the heading and the number of the paragraph following it: Jones, 2000: ¶5 Jones, 2000: Conclusion, para.7)

HARVARD method

Internet site with author	Holmes, A. (1998). <i>Greenpeace wins media war</i> . Available from: http://www.independent.co.uk/international/green25.htm (Accessed 25 November 1998).
Internet document without author	GVU's 8 th www user survey (n.d.). Available from: http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/ (Accessed 25 November 1998).
Personal electronic communication/ (e-mail)	FORMAT: Sender (<u>sender's e-mail address</u>). (Day month year). <i>Subject of message</i> . E-mail to recipient (recipient's e-mail address). Lowman, D. (Deborah.lowman@pbsinc.com). (4 April 1996). <i>RE: ProCite and Internet Refere</i> . E-mail to Cross, P. (pcross@bournemouth.ac.uk).
Article in an Internet-only journal	Frederickson, B.L. (7 March 2000). Cultivating positive emotions to optimize health and well-being. <i>Prevention & Treatment</i> , 3, Article 001a. Available from: http://journals.apa.org/prevention/volume3/pre0030001a.html (Accessed 20 November 2000).
Electronic copy of a journal article retrieved from database	Borman, W.C. (1993). Role of early supervisory experience in supervisor performance. <i>Journal of Applied Psychology</i> , 78:443-449. Available from PsycArticles database: http://... (Accessed 23 October 2000).
Internet articles based on a print source	VandenBos, G., Knapp, S., & Doe, J. (2000). Role of reference elements in the selection of resources by psychology undergraduates (Electronic version). <i>Journal of Bibliographic Research</i> , 5:117-123. If you have reason to believe that the article might be subject to change, you should add the URL and the date you retrieved the document. FORMAT: Author. (Day Month year). <i>Subject of the message</i> . Available from mailing list, URL (Accessed Day Month year).
Newsgroups, online forums, electronic mailing lists	Brack, E. (2 May 1995). <i>Re: Computing short courses</i> . Available from LisLink: http://archive.lislink.com (Accessed 10 December 2002). Jensen, L.R. (12 December 1995). <i>Recommendation of student radio/tv in English</i> . Available from IASTAR: http://nrg/dtu.dk (Accessed 11 January 2003). Brett, P. (6 June 1999). <i>Experiments proving the collective unconscious</i> . Available from newsgroup: alt.psychology.jung (Accessed 8 June 1999). If you cannot determine the author's name, then use the author's email address as the main entry. When deciding where in your Reference List to insert such a source, treat the first letter of the email address as though it were capitalized. Irm583@aol.com (26 May 1996). <i>Thinking of adoption</i> . Available from newsgroup: alt.adoption (Accessed 29 May 1996)

APA style

Internet site with author	Holmes, A. (1998). <i>Greenpeace wins media war</i> . Retrieved November 25, 1998 from http://www.independent.co.uk/international/green25.htm
Internet document without author	GVU's 8 th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/
Personal electronic communication (e-mail)	Because personal e-mail do not provide recoverable data, they (like other personal communications) are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible: According to T. K. Lutes (personal communication, April 18, 2001)...
Article in an Internet-only journal	Fredrickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. <i>Prevention & Treatment</i> , 3, Article 0001a. Retrieved November 20, 2000, from http://journals.apa.org/prevention/volume3/pre0030001a.html
Electronic copy of a journal article retrieved from database	Borman, W. C. (1993). Role of early supervisory experience in supervisor performance. <i>Journal of Applied Psychology</i> , 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.
Internet articles based on a print source	VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. <i>Journal of Bibliographic Research</i> , 5, 117-123. If you have reason to believe that the article might be subject to change, you should add the date you retrieved the document, and the URL
Newsgroups, online forums, electronic mailing lists	FORMAT: Author. (Year, Day Month). Subject of message. Message posted to Name mailing list, archived at URL Brack, Ernie (1995, 2 May). Re: Computing short courses. Message posted to LisLink mailing list, archived at http://archive.lislink.com Jensen, L.R. (1995, 12 December). Recommendation of student radio/tv in English. Message posted to IASTAR mailing list, archived at http://nrg.dtu.dk Brett, P. (1999, June 6). Experiments proving the collective unconscious [Msg 1]. Message posted to news://alt.psychology.jung If you cannot determine the author's name or screenname, then use the author's email address as the main entry. When deciding where in your Reference List to insert such a source, treat the first letter of the email address as though it were capitalized. Irm583@aol.com (1996, May 26). Thinking of adoption. Message posted to news://alt.adoption If the message is not retrievable from an archive, it should not be included in the reference list. It can be cited as a personal communication.

HARVARD method

Paper presented at a virtual conference	Tan, G. & Lewandowsky, S. (1996). <i>A comparison of operator trust in humans versus machines</i> . Paper presented at the CybErg 96 virtual conference. Available from: http://www.curtin.edu.au/conference/cyberg/centre/outline.cgi/frame?dir=tan (Accessed 30 January 2003).
Abstract	Isaac, J.D., Sansone, C., & Smith, J. L. (May 1999). Other people as a source of interest in an activity (Abstract). <i>Journal of Experimental Social Psychology</i> , 35:239-265. Available from: IDEAL database www.europe.idealibrary.com (Accessed 7 June 1999).
Article in an electronic magazine (e-zine)	Adler, J. (17 May 1999). Ghost of Everest. <i>Newsweek</i> . Available from: http://newsweek.com/nw-srv/issue/20_99a/printed/int/socu/so01201.htm (Accessed 19 May 1999).
Newspaper article	Azar, B. & Martin, S. (October 1999). APA's Council of Representatives endorses new standards for testing, highschool psychology. <i>APA Monitor</i> . Available from: http://www.apa.org/monitor/oct99/in1.html (Accessed 7 October 1999).
Review	Parfit, M. (7 December 1997). Breathless (Review of the book <i>The climb: Tragic ambitions on Everest</i>). <i>New York Times on the Web</i> . Available from: http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html (Accessed 7 October 1999).
Letter to the editor	Gray, J. (7 May 1999). Pesticides linger in land and air - and in our bodies (Letter to the editor). <i>Lexington Herald-Leader</i> . Available from: http://www.kentuckyconnect.com/heraldleader/news/050799/lettersdocs/507letters.htm (Accessed 7 October 1999).
Government publication	Bush, G. (12 April 1989). <i>Principles of ethical conduct for government officers and employees</i> Exec. Order No. 12674. Pt. 1. Available from: http://www.usoge.gov/exorders/eo12674.html (Accessed 18 November 1997).
CD-ROM	Hawking, S. (1994). <i>A Brief history of time: and interactive adventure</i> (CD). Sacramento: Crunch Pod Media.
Sound recording	Williamson, C. (1985). Prairie fire. On <i>Arkansas traveler</i> (Cassette recording). Oakland, California: Olivia Records. Rock 'n roll classics. (1986). (Phonographic recording). San Diego, California: Uptown Sound.
Motion picture/film	<i>Transactional analysis</i> . (1974). (Motion picture). Los Angeles: Research Films. Bertolucci, B. (Producer). (1988). <i>The last emperor</i> (Motion picture). Los Angeles: Columbia Pictures.
Television broadcast	Crystal, L. (Executive producer). (11 October 1993). <i>The MacNeil/Lehrer news hour</i> . (Television broadcast). New York and Washington, DC: Public Broadcasting Service.

APA style

Paper presented at a virtual conference	Tan, G., & Lewandowsky, S. (1996). <i>A comparison of operator trust in humans versus machines</i> . Paper presented at the CybErg 96 virtual conference. Retrieved May 16, 2000, from http://www.curtin.edu.au/conference/cyberg/centre/outline.cgi/frame?dir=tan
Abstract	Isaac, J. D., Sansone, C., & Smith, J. L. (1999, May). Other people as a source of interest in an activity. <i>Journal of Experimental Social Psychology</i> , 35, 239-265. Abstract retrieved June 7, 1999 from IDEAL database: http://www.europe.idealibrary.com
Article in an electronic magazine (e-zine)	Adler, J. (1999, May 17). Ghost of Everest. <i>Newsweek</i> . Retrieved May 19, 1999 from http://newsweek.com/nw-srv/issue/20_99a/printed/int/socu/so01201.htm
Newspaper article	Azar, B., & Martin, S. (1999, October). APA's Council of Representatives endorses new standards for testing, highschool psychology. <i>APA Monitor</i> . Retrieved October 7, 1999 from http://www.apa.org/monitor/oct99/in1.html
Review	Parfit, M. (1997, December 7). Breathless [Review of the book <i>The climb: Tragic ambitions on Everest</i>]. <i>New York Times on the Web</i> . Retrieved October 7, 1999 from http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html
Letter to the editor	Gray, J. (1999, May 7). Pesticides linger in land and air—and in our bodies [Letter to the editor]. <i>Lexington Herald-Leader</i> . Retrieved October 7, 1999 from http://www.kentuckyconnect.com/heraldleader/news/050799/lettersdocs/507letters.htm
Government publication	Bush, G. (1989, April 12). Principles of ethical conduct for government officers and employees Exec. Order No. 12674. Pt. 1. Retrieved November 18, 1997 from http://www.usoge.gov/exorders/eo12674.html
CD-ROM	Hawking, S. (1994). <i>A Brief history of time: and interactive adventure</i> [CD]. Sacramento: Crunch Pod Media.
Sound recording	Williamson, C. (1985). Prairie fire. On <i>Arkansas traveler</i> [CD]. Oakland, California: Olivia Records. <i>Rock 'n roll classics</i> . (1986). [Cassette] San Diego, California: Uptown Sound.
Motion picture/film	<i>Transactional analysis</i> [Motion picture]. (1974). Los Angeles: Research Films. Bertolucci, B. (Producer). (1988). <i>The last emperor</i> [Motion picture]. Los Angeles: Columbia Pictures.
Television broadcast	Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i> [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.

HARVARD method

Video recording	<p><i>Babakuieria</i>. (1986). (Video recording). Sydney: ABC Drama Department.</p> <p>Sutton, P. (Producer). (1986). <i>Kay Cottee: First Lady</i> (Video recording). New South Wales: Direct Video Pty Ltd.</p> <p>Cochrane, C. (Executive producer) & Graham, S. (Director). (1988). <i>The Superkids' fitness video</i> (Video recording). Perth: Dynami Australia.</p>
Microfiche	<p>Illinois State Office of the Superintendent of Public Instruction. (1971). <i>Toys for early development of the young blind child: a guide for parents</i> (Microfiche). ERIC Document Reproduction Service. No. ED 065 201.</p>
Computer program	<p><i>Aldus Pagemaker version 3.0</i> (1987-1988). (Computer software). Seattle, Washington: Aldus Corporation.</p> <p>Schwarzer, R. (1989). Statistics software for meta-analysis (Computer software and manual). Available from: http://www.yorku.ca/faculty/academic/schwarze/meta_e.htm</p>

APA style

Video recording	<p><i>Babakuieria</i>. (1986). [Video recording]. Sydney: ABC Drama Department.</p> <p>Sutton, P. (Producer). (1986). <i>Kay Cottee: First Lady</i> [Video Recording]. New South Wales: Direct Video Pty Ltd.</p> <p>Cochrane, C., (Executive Producer) & Graham S., (Director). (1988). <i>The Superkids' fitness video</i> [Video Recording]. Perth: Dynami Australia.</p>
Microfiche	<p>Illinois State Office of the Superintendent of Public Instruction (1971). <i>Toys for early development of the young blind child: a guide for parents</i>. (ERIC Document Reproduction Service No. ED 065 201)</p>
Computer program	<p><i>Aldus Pagemaker version 3.0</i> [Computer software] (1987-1988). Seattle, Washington: Aldus Corporation.</p> <p>Schwarzer, R. (1989). Statistics software for meta-analysis [Computer software and manual]. Retrieved from http://www.yorku.ca/faculty/academic/schwarze/meta_e.htm</p>

Tips for the use of electronic sources

Evaluating Internet resources

(Source: http://owl.english.purdue.edu/handouts/research/r_evalsource4.html)

Internet sources can be very timely and very useful, but they should not be your sole source of information because there are also books, journals, government publications, brochures, newspapers, etc. to read, and knowledgeable people to interview. Evaluating Internet sources is particularly difficult because anyone can put up anything he or she wants to on the Internet. There is no way to monitor what is there and no fact checking is possible, though there are some site ratings you can check. See Hope Tillman's "Evaluating Quality on the Net" (<http://www.tiac.net/users/hope/findqual.html>). Scroll down to the last part of her essay for a discussion of some sites that review and rate Web sites.

Be sure to document what you find on the Internet in such a way that others can locate what you found. This is most easily done when you access the data. Include the date you accessed the material since it can be changed or updated later on. Be sure to browse around on the Web site to be sure you know who the author is, what the sponsoring organization is, and so. This will enable you to cite the source fully and will help you to evaluate it properly before including it in your paper.

Authorship

- ♦ Is there an author or organization clearly indicated? If there's an author, go back to the questions listed above about authors and ask yourself how reputable this person is. Can the author be contacted? (If an e-mail address is given, you can contact that person or look up the address by using the "finger" command.)
- ♦ What can you find out about the author?

If there is no information on the site, use a search engine or search Usenet. You may find the author's homepage or other documents which mention this person. Or look up the person on the Internet Directory of Published Writers (<http://www.writers.net>). If the person is associated with a university, look at the university Web site.

- ♦ If there is an organization sponsoring the page, what can you learn about the organization and who they are?
(You can search the site by following links to its home page or going back to a previous level on the site by eliminating the last part of the address, after a "/" mark or a period. Another way to find the organization is to go to the View menu at the top of your Web browser and open the Document Information window where the owner of the document is listed.)
- ♦ Does the organization take responsibility for what's on the site? Does it monitor or review what's on the site? Look at the address for the site. Does it end in .edu, indicating that it's an educational institution? If it has .gov, it should be fairly objective government-sponsored material. Addresses with .org are usually non-

profit organizations that are advocacy groups. (The Sierra Club is an example of an advocacy group. Their postings will conform to their goals of environmental preservation. Information posted by advocacy groups may be accurate but not entirely objective.) If the site has a .com address, it's most likely promoting or selling something.

Accuracy of information

- ♦ Is there documentation to indicate the source of the information? There may be a link to the original source of the information.
- ♦ Can you tell how well researched the information is?
- ♦ Are criteria for including information offered?
- ♦ Is there a bibliography or links to other useful sites? Has the author considered information on those sites or considered viewpoints represented there?
- ♦ Is the information current? When was it updated? (You can check at the bottom for a "last revised" date and/or notice if there are numerous dead links on the site.)
- ♦ Is there any indication of bias on the site?
- ♦ Does the site have any credentials such as being rated by a reputable rating group? If you see a high rating, is that because of the soundness of the content or the quality of the design? (An attractive page is not a reason for accepting its information as reliable.)

Goals of the site

- ♦ What is the purpose of the site? To provide information? Advertise? Persuade?
- ♦ Are the goals of the site clearly indicated?
- ♦ Who is the intended audience?
- ♦ Is there a lot of flash and color and gimmicks to attract attention? Is that masking a lack of sound information or a blatant attempt to get you to do or buy something?

Access

- ♦ How did you find the site? Were there links from reputable sites? From ads? If you found the site through a search engine, that means only that the site has the words in the topic you are researching prominently placed or used with great frequency. If you found the site by browsing through a subject directory, that may mean only that someone at that site registered it with that directory.

List of sources

- American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association.
- American Psychological Association (1999, August 9). Electronic reference formats recommended by the American Psychological Association. Available from: <http://www.apa.org/journals/webref.html> (Accessed 4 October 1999).
- Harnack, A. & Kleppinger, E. (2000). Online! A reference guide to using internet sources. Available from: http://webster.comnet.edu/apa/apa_index.htm (Accessed 24 August 2000).
- Vista University Academic Language Editing Service. (1999). *A Summary of the Adapted Harvard Method of Referencing*. Available from: <http://hagar.up.ac.za/catts/learner/lindavr/Harvard/html> (Accessed 3 August 2000).
- University of Sunderland. (1999). *Harvard Reference System*. Available from: <http://osiris.sunderland.ac.uk/~cs0jwr?IT&P/refs.htm> (Accessed 3 August 2000).
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- Smit, R. (2000). Bibliographic References. In: Rossouw, D, editor. *Intellectual Tools: Skills for the Human Sciences*. Translated by C. Fourie. Lynnwood Ridge: Amabhuku Publications.