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Quick Guide to Reference Techniques
(Abridged Harvard Method)

Educational Psychology: Please use APA style.

Copyright and Plagiarism

Any document containing information from other documents or information sources, or mention of these, must acknowledge or describe these sources in detail.

Copyright: The Oxford Dictionary of English (2005:383) defines it as "the exclusive and assignable legal right, given to the originator for a fixed number of years, to print, publish, perform, film, or record literary, artistic, or musical material".

Plagiarism: The Oxford Dictionary of English (2005:1344) defines it as "the practice of taking someone else's work or ideas and passing them as one's own".

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Referencing of sources within the text/assignment:

Under the Harvard referencing system, a brief citation to a source is given in parentheses within the text of an article, and full citations collected in alphabetical order under a "References," "Bibliography," or "Works cited" heading at the end.

Compiling a bibliography:

A bibliography is a list of publications and other information sources referred to in the text. It should be arranged **alphabetically** according to the first component of the description (for example the author).

1. BOOKS:

The particulars of every entry for a book in the list of sources (bibliography) must be stated in the following order:

- **Author(s)** (surname and initials, separated by a comma)
- **Year of publication**
- **Title** (in italics, bold type or underlined)
- **Edition** (except the first)
- **Place of publication**
- **Publisher**

Description	Text referencing	Compiling a bibliography
One author	Rautenbach (2005:68) therefore indicate...	Rautenbach, W. 2005. <i>Pelgrimsrus</i> . Pretoria: Lapa.
Two authors	(Davies & Brant 2006:434)	Davies, P. & Brant, J. 2006. <i>Business, economics and enterprise: teaching school subjects 11-19</i> . London: Routledge.
Two or more authors	(Botha <i>et al.</i> 2005:694)	Botha, T. <i>et al.</i> 2005. <i>Kagiso senior sekondêre lewenswetenskappe: graad 10, leerdersboek</i> . Kaapstad: Kagiso Education.
Editor	(Keywords in... 1992:465)	<i>Keywords in evolutionary biology</i> . Edited by E.F. Keller. 1992. Harvard: University Press.
Authors and an editor	(Meier & Juenke 2005:713)	Meier, K.J. & Juenke, E.G. 2005. Electoral structure and the quality of representation on school boards. In <i>Besieged: school boards and the future of education politics</i> . Edited by W.G. Howell. 2 nd ed. Washington: Brookings Institution Press, pp.199-22.
Dictionaries	(Merriam-Webster's... 1993:486)	<i>Merriam-Webster's collegiate dictionary</i> . 10 th ed. 1993. Springfield, Massachusetts: Merriam-Webster.
Thesis	(Krugel 2002:973)	Krugel, E. 2002. <i>Die verwerwing van skryfvaardighede in graad 1 in 'n tradisioneel swart skool</i> . MEd tesis. Pretoria: Universiteit van Pretoria.

Description	Text referencing	Compiling a bibliography
Government Publications	(South Africa 2002:35)	South Africa. Department of Education. 2002. Curriculum 2005 assessment guidelines for inclusion. Pretoria: The Department of Education.
Translations	(Mayr 1992:587)	Mayr, H. 1992 A guide to fossils. Translated by D. Dineley & G. Windsor. Princeton: University Press.

2. ENCYCLOPAEDIA ARTICLES:

The particulars of an article from an encyclopaedia must be stated in the following order:

- **Author(s)** (surname and initials, separated by a comma)
- **Year of publication**
- **Title of the article**
- **Name of the encyclopaedia** (in italics, bold, or underlined)
- **Edition** (except the first)
- **Volume**
- **Page(s)** on which the article appears

Text referencing	Compiling a bibliography
(Varley & Immelman 1972:618)	Varley, D.H. & Immelman, R.F.M. 1972. Libraries. <i>Standard Encyclopaedia of Southern Africa</i> , vol.6, pp.618-619.

3. JOURNAL ARTICLES:

The particulars of an article from a journal must be stated in the following order:

- **Author(s)** (surname and initials, separated by a comma)
- **Year of publication**
- **Title of the article**
- **The Journal's name** (italics, bold, or underlined; it may be abbreviated in line with ISO-standard ISO 4)
- **Month/season, date**
- **Volume**
- **Number**

Page(s) on which the article appears

Description	Text referencing	Compiling a bibliography
Online	(Alexander 2004:212)	Alexander, P.M. 2004. Diversity at a dual-medium university: factors affecting first-year students' attitudes. <i>Online</i> , vol.18, no.1, pp.202-220. [Cited 19 June 2005].
Paper copy	(Van Meter & Garner 2005:288)	Van Meter, P. & Garner, J. 2005. The promise and practice of learner-generated drawing: literature review and synthesis. <i>Educational Psychology Review</i> , vol.17, no.4, pp.285-325.

4. NEWSPAPER ARTICLES:

The particulars of a newspaper article must be stated in the following order:

- **Author(s)/heading of the report**
- **Year**
- **Title of the article**
- **Title of the newspaper** (in bold, underline or italics)
- **Edition date**
- **Page(s)**

Description	Text referencing	Compiling a bibliography
Online	(Botha 2006:5)	Botha, E. 2006. East London bookstore found selling free government exam pads. <i>Online</i> , 14 February, p.5. [Cited 28 February 2006].
Paper copy	(Hlatshwayo 2009:9)	Hlatshwayo, R. 2009. Cop in charge: officer in court over pupil's killing in class. <i>Sowetan</i> , 4 February, p.9.

5. WORLD WIDE WEB ADDRESSES:

Text referencing	Compiling a bibliography
(Brewer 2002)	Brewer, C. 2001 <i>Zoom in on your customers</i> . [Online]. Available: http://www.computeruser.com/articles [Cited 11 May 2001].

6. ELECTRONIC MAIL:

Text referencing	Compiling a bibliography
(Thomson 1999)	Thomson, Barry. "Virtual Reality." Personal e-mail (25 January 1999).

Bibliography:

Harvard referencing 2008 [Online] Available: http://en.wikipedia.org/wiki/Harvard_referencing [Cited 7 February 2008].

Mouton, J. 2001. *How to succeed in your Master's & Doctoral studies: a South African guide and resource book*. Goodwood: Van Schaik.

Oxford Dictionary on English. 2005. London: Oxford University Press.

For further information, visit our webpage at:
<http://www.ais.up.ac.za/referencing/index.htm>