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
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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

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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

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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)

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Bibliography:


For further information, visit out webpage at: [http://www.ais.up.ac.za/referencing/index.htm](http://www.ais.up.ac.za/referencing/index.htm)