



# Referencing Workshop

---

# Agenda

1. The What and Why of referencing
2. How and When to In-Text Reference
3. How to draw up a Bibliography/Reference List

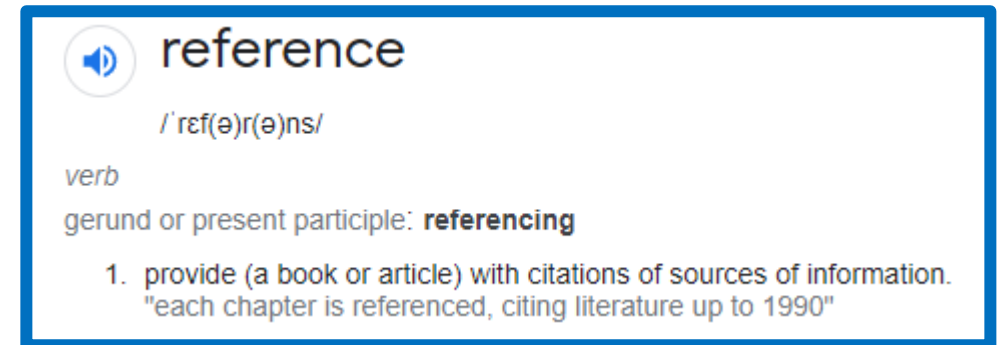


# 1 What is referencing?

Emily Keener, JoNell Strough and Lisa DiDonato (2012) examine the different ways males and females manage conflict in same-sex friendships, other-sex friendships and romantic relationships through the use of communication strategies. In their study, *Gender Differences and Similarities in Strategies for Managing Conflict with Friends and Romantic Partners*, they focus on communal communication strategies – which involve individuals neglecting their own needs in favour of the needs of others – and agentic communication strategies – involving competitive and aggressive communication that overlooks the needs of others (Keener, Strough & DiDonato, 2012). Through quantitative questionnaires, the collected results indicate that men and women are equally as likely to employ agentic communication strategies (competitive and aggressive) when dealing with same-sex conflicts – male-to-male or female-to-female encounters (Keener, et al., 2012).

This is what referencing is – But I am sure you already know this.

The real question is not what referencing looks like, but what really is referencing?



A screenshot of the Cambridge Dictionary entry for the word 'reference'. It includes a speaker icon, the word 'reference', its phonetic transcription /'rɛf(ə)r(ə)ns/, the part of speech 'verb', and the gerund or present participle 'referencing'. A numbered list defines the first meaning as 'provide (a book or article) with citations of sources of information', with an example: 'each chapter is referenced, citing literature up to 1990'.

## What is referencing?

Referencing, or citing, means **acknowledging** all sources of information and ideas you have used in your assignment.

OR

Referencing then, in an academic sense, is **allocating credit to the author/s** whose work you have used in your own work. This could be *using the work to get to a certain idea or using their ideas to back up your own argument.*

# 1 Why do we reference?



## The importance of referencing

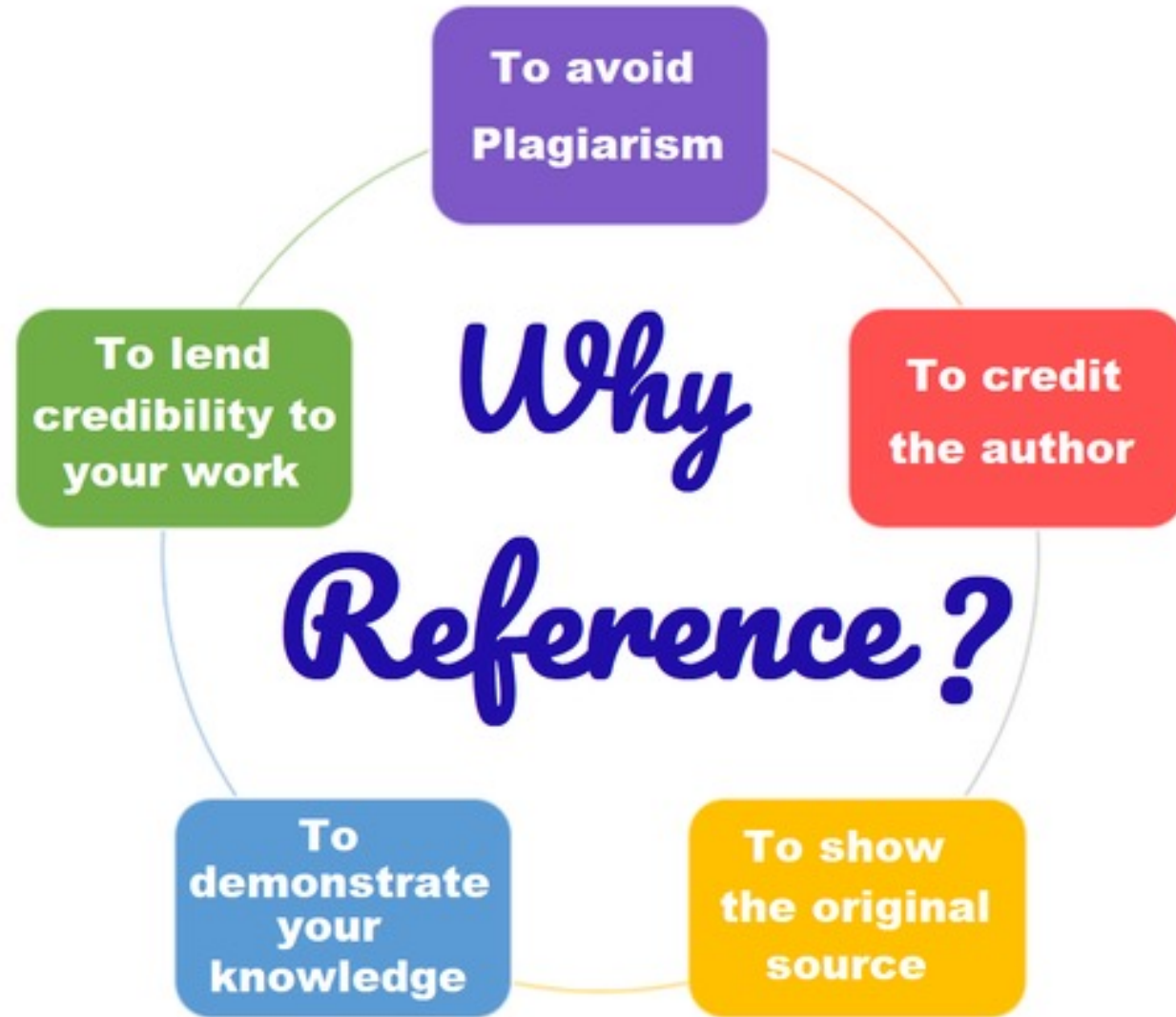
- Referencing shows what research you have done on a topic.
- It shows where you found your research so that others can look into those sources too.
- Referencing shows the knowledge you have on a topic and the skills you have to apply that knowledge from others to your own argument.
- Referencing helps you stick to the Intellectual Integrity policies.

## Why do we then reference?

- Referencing can help you show what ideas are clearly your own.
- Referencing can help show your understanding of a topic as it shows your application and evidencing skills
- **Referencing helps you avoid academic fraud (plagiarism)!**
- **Referencing helps you avoid losing marks on your assessments if you master it!**



# THIS IS WHAT WE STRIVE FOR



INTEGRITY

+

HONESTY

+

TRUST

=

SUCCESS

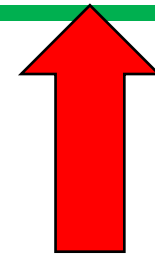
## 2 When do you reference

You need to reference whenever you use work or ideas that are not your own:

- When you have mentioned or discussed another author/s' work
- When you are borrowing an idea from another author/s' work
- When you are using another author/s' work as the foundation for your work
- When quoting from another author/s' work
- When you mention another author/s' work (even the name of the article or just the article)

**So, you need to reference everywhere where the idea/words are not your own.**

“Whenever you use an idea from someone else's work, for example from a journal article, textbook or website, you should cite the original author to make it clear where that idea came from. This is the case regardless of whether you have paraphrased, summarised or directly quoted their work. This is a key part of good practice in academic writing” ([https://library.leeds.ac.uk/info/1402/referencing/47/referencing\\_explained#:~:text=Referencing%20is%20an%20important%20part,you%20use%20someone%20else's%20idea.](https://library.leeds.ac.uk/info/1402/referencing/47/referencing_explained#:~:text=Referencing%20is%20an%20important%20part,you%20use%20someone%20else's%20idea.))



Follow this link – it is a great source for explaining what referencing is, why to do it and when to do it.

## 2 How do you reference

There are two ways that you need to reference in your assessments:

1. Intext Referencing
2. Reference List / Bibliography

In-text referencing is important as it shows what information in the body of your text was taken from another author's work.

**Intext referencing always follows a certain formula in Harvard Referencing style. This is regardless of the type of source used:**

According to \*insert author's full name (the first time only)\* (publication date: page number)

OR

... (author surname, publication date: page number)

Please note that a page number is only needed if you are quoting!



Emily Keener, JoNell Strough and Lisa DiDonato (2012) examine the different ways males and females manage conflict in same-sex friendships, other-sex friendships and romantic relationships through the use of communication strategies. In their study, *Gender Differences and Similarities in Strategies for Managing Conflict with Friends and Romantic Partners*, they focus on communal communication strategies – which involve individuals neglecting their own needs in favour of the needs of others – and agentic communication strategies – involving competitive and aggressive communication that overlooks the needs of others (Keener, Strough & DiDonato, 2012). Through quantitative questionnaires, the collected results indicate that men and women are equally as likely to employ agentic communication strategies (competitive and aggressive) when dealing with same-sex conflicts – male-to-male or female-to-female encounters (Keener, et al., 2012).

# “ What If” Situations:

Bear the snippet on the right in mind while working through the various “what if” intext referencing scenarios below.

Please note that a page number is only needed if you are quoting!



Persuasion is a communication process in which a recipient's behaviours, beliefs and attitudes are formed, sustained or changed according to that of the communicator **(De Wet, 2017).**

Many information technology systems are being developed with the purpose of changing the attitudes or behaviours of users **(Oinas-Kukkonen & Harjuma, 2009).**

Observation plays an integral role in the learning process for children as they often observe and imitate what they see to learn behaviour **(Cherry, 2021).**

Intext referencing always follows a certain formula in Harvard Referencing style. This is regardless of the type of source used:

According to \*insert author's full name (the first time only)\*  
**(publication date: page number)**

OR

... **(author surname, publication date: page number)**

This is taken from a textbook by Johan De Wet, published in 2017 from page 4 of the book. How do we correct the paraphrased snippet on the left for academic referencing?

This is taken from a journal article by Harri Oinas-Kukkonen and Marja Harjuma, published in 2009 from page 485 of the journal volume and issue. How do we correct the paraphrased snippet on the left for academic referencing?

This is taken from an online website (Very Well Mind) and was an article posted by Kendra Cherry on 28 July 2021. How do we correct the paraphrased snippet on the left for academic referencing?





## General Pointers for Certain Situations

- If you use a corporate website (a website managed and posted by the company itself), the author would be the website.
- If you use a website as a source but cannot find a date, in the date section of the intext reference you would write “N.D” – you should, however, not be using this then!
- If you are using a corporate website and no post date is given, look at the bottom of the website page for the copyright symbol (©) and use the date of the copyright as the publication date.

# Additional Reference information

## PLAYS!!!

Prospero draws contrast between his *self* and Caliban as the *other* by referring to Caliban as a "lying slave, whom may move, not kindness!" (Shakespeare, 2007, i.ii, lines 334-345). This is mirrored in Miranda's speech towards him, which reads, "abhorred slave, which any print of goodness will not take, being capable of all ill!" (Shakespeare, 2007, i.ii, lines 352-360). They also often refer to him as a "vile race" and as a violent non-Western islander (Shakespeare, 2007, i.ii, lines 352-360). These passages show that Prospero and Miranda do not attach the trait of kindness to Caliban like they do on their Western *self* and that they see him as the extremely different *other* to themselves (Carey-Webb, 1993; Willis, 1989). Caliban's violent streak is also further indicated when Shakespeare (2007) presents his attempted rape of Miranda, thus further emphasising him as the non-Western, threatening and inferior *other* to Prospero and Miranda's Western, superior *self* (Harris, 2010).

Shakespeare, W. 2007. *The Tempest*. Cape Town: Penguin Classics.

Above is the reference list / bibliography format:

Author surname, Initial. Publication date. *Title*. City of publication: publisher.

Intext for plays:  
(Author surname, publication  
date of copy, act no. scene no,  
lines ...)

- For those of you doing ENGL modules, you often work with plays as your primary text to analyse.
- Please note that the way for intext referencing and referencing in the bibliography for a play is quite different to the normal formula we have just gone over.

**NB**

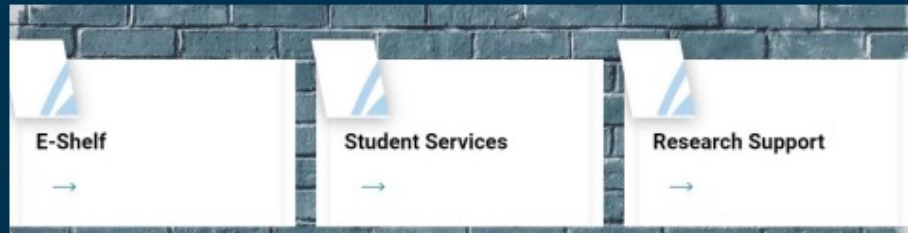
3

# How to draw up a Bibliography/Reference List

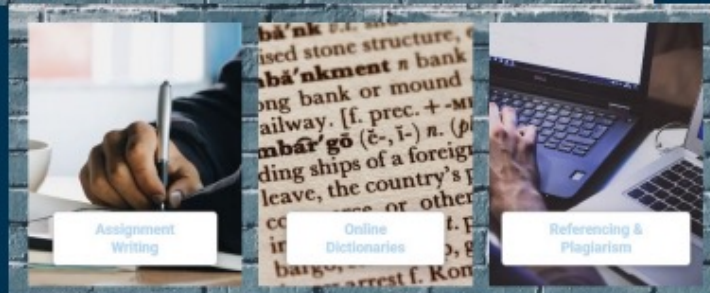
## Step 1: Download the Harvard Referencing Guide!!!

1. Visit the online library using the following link:

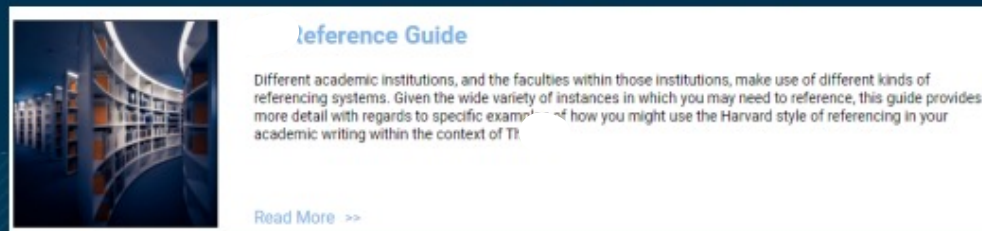
2. Click on the E-Shelf tab



3. Click on "Referencing and Plagiarism"



4. Click on "Referencing Guide"



This is the most important and most basic first step. DO NOT use the word referencing tool. It is usually outdated with old referencing rules and is not easy to master.



# How to use the Harvard Referencing Guide

## Table of Contents

Book (one author).....	6
Book (two authors).....	7
Book (three or more authors) .....	8
Books (same author, multiple publications) .....	9
Book (editor/s).....	10
Book (chapter of edited book).....	11
eBook (online database/ .....	12
website .....	12
Poem (from a book/website).....	13
Journal article.....	13
Journal article obtained from an online database/website.....	14
Newspaper or magazine article (printed and online).....	15
Website .....	15
YouTube/TEDx- type videos.....	16
Blog article.....	16
Card and board games.....	17
Online video games .....	17
Artworks/Images/figures.....	18
Online images/figures.....	20
Pinterest images.....	21
Tables and diagrams .....	23
Film (cinema, video, DVD format).....	24
TV series.....	24
Television/ .....	25
YouTube commercials.....	25
Newspaper, magazine or journal advertisement.....	25
Interviews and personal communication .....	26

- If you look at the contents page, it shows the page number for each type of source. If you click on the type of source (EG: Book (one author) and Journal Article), it will take you to that exact page. It has a hyperlink.
- Please note that this may differ if you are viewing the pdf on your phone.
- When you are doing assignments, always have this file open so that you may reference as you go along.

# How to use the Harvard Referencing Guide

Let's say you have used your textbook as a source and you now want to reference this source (intext or in the reference list). Click on the Book source that best suits your reference – such as if you have one author or more than one author.

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Book (two authors)	<p>Strunk and White (2000) argue that overwriting should be avoided, since it makes understanding and engaging with texts difficult for readers.</p> <p>Overwriting must be avoided, since it makes understanding and engaging with texts difficult for readers (Strunk &amp; White, 2006).</p> <p><u>Note:</u> When the reference forms part of the text when referencing, the use of the ampersand (&amp;) is not permitted, as in the first example above. However, when the authors are not used as part of the text, and in brackets instead, the ampersand (&amp;) should be used.</p>	<p>Strunk and White (2000: 72) argue that '[r]ich, ornate prose is hard to digest ...'</p> <p>It is best to steer clear of overwriting, since '[r]ich, ornate prose is hard to digest' (Strunk &amp; White, 2000: 72).</p>	<p>Strunk, W. and White, E.B. 2000. <i>The elements of style</i>. 4th ed. Massachusetts: Allyn &amp; Bacon.</p> <ul style="list-style-type: none"><li>• Author surnames, initials (joined by 'and', not '&amp;') (full stops between initials);</li><li>• Year (no brackets) (full stop);</li><li>• <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop)</li><li>• Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop);</li><li>• Place of publication (city, not country) (colon);</li><li>• Publisher name (full stop).</li></ul>

I have clicked on Book (two authors) on the contents page and it took me to this page with all the referencing information formatting I need.

**CHEAT SHEET TIP:** copy and paste the example of the reference into your word document (ensuring all formatting is kept the same – such as Italics). Now fill in the example with the information of your own reference

Strunk, W. and White, E.B. 2000. *The elements of style*. 4th ed. Massachusetts: Allyn & Bacon.

Formula: Surname, Initial. And Surname, Initial. Date of publication. *Title of publication*. Edition. City of publication: Publisher



# How to use the Harvard Referencing Guide

Let's say you have used your textbook as a source and you now want to reference this source (intext or in the reference list). Click on the Book source that best suits your reference – such as if you have one author or more than one author.

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Book (chapter of edited book)	Davis (2014) argues that ...  It is essential that students understand the continuous nature of research decisions (Davis, 2014).	Davis (2014: 95) argues that '[r]esearch as a process is determined and redetermined by the choices you make on a continuous basis.'  'Research as a process is determined and redetermined by the choices you make on a continuous basis' (Davis, 2014).	Davis, C. 2014. The aims of research. In: du Plooy-Cilliers, F., Davis, C. and Bezuidenhout, R.M. eds. 2014. <i>Research matters</i> . Claremont: Juta, Chapter 5: 72-81. <ul style="list-style-type: none"><li>• Chapter author surname/s, initials (full stop between and after initials);</li><li>• Year (no brackets) (full stop);</li><li>• Name of chapter (no italics) (full stop);</li><li>• 'In' (colon) initials and surname of editor(s) (comma) 'ed'/'eds' (full stop);</li><li>• <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop);</li><li>• Place of publication (city, not country) (colon);</li><li>• Publisher name (comma);</li><li>• Chapter reference (colon);</li><li>• Page numbers of the chapter in the book (full stop).</li></ul> <p><b>NB</b> Please note: The title of the publication (book) is in italics, not the title of the chapter.</p>

**CHEAT SHEET TIP:** copy and paste the example of the reference into your word document (ensuring all formatting is kept the same – such as Italics). Now fill in the example with the information of your own reference

I now clicked on Book (chapter of edited book) on the contents page.

Davis, C. 2014. The aims of research. In: du Plooy-Cilliers, F., Davis, C. and Bezuidenhout, R.M. eds. 2014. *Research matters*. Claremont: Juta, Chapter 5: 72-81.

Notice the subtle details of grammar and the added information here in comparison to a normal book reference

Formula: Surname, Initial. Title of chapter. In: editor surname, initial. and editor surname, initial. Eds. Date of publication. *Title of publication*. Edition. City of publication: Publisher, Chapter number: pages.

Please note: The title of the publication (book) is in italics, not the title of the chapter.

# How to use the Harvard Referencing Guide

Let's say you have used your textbook as a source and you now want to reference this source (intext or in the reference list). Click on the Book source that best suits your reference – such as if you have one author or more than one author.

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Journal article	Spaull (2013) argues that a bimodal ....	According to Spaull (2013: 438), South Africa is dealing with '... an ongoing crisis' in education.	Spaull, N. 2013. Poverty and privilege: Primary school inequality in South Africa. <i>International Journal of Educational Development</i> , 33(2): 436-447. <ul style="list-style-type: none"><li>• Author surname/s, initials (full stop);</li><li>• Year (no brackets) (full stop);</li><li>• Title of article (sentence case) (full stop);</li><li>• <i>Name of Journal</i> (title case) (comma);</li><li>• Volume and issue number in round brackets (no space)</li></ul>

Spaull, N. 2013. Poverty and privilege: Primary school inequality in South Africa. *International Journal of Educational Development*, 33(2): 436-447.

Formula: Surname, Initial. Date of publication. Title of Article. *Journal Name*, volume number(issue number): Pages.

Notice the grammatical differences in this reference (commas and semi colons and what is in italics).

Also, what is missing here?

The access information! Add in the following at the end:  
[Online]. Available at: link [Accessed date].

Now, I have clicked on Journal Article

**CHEAT SHEET TIP:** copy and paste the example of the reference into your word document (ensuring all formatting is kept the same – such as Italics). Now fill in the example with the information of your own reference

Barker, R. 2009. A qualitative thematic analysis of Facebook profiles. *Journal of Qualitative Research*, 42(1): 7–14. [Online]. DOI: 10.1177/1745691612442904 [Accessed 31 October 2015].

Barker, R. 2009. A qualitative thematic analysis of Facebook profiles. *Journal of Qualitative Research*, 42(1): 7–14. [Online]. Available at: <http://pps.sagepub.com/content/7/3/203> [Accessed 22 July 2021].

# How to use the Harvard Referencing Guide

Let's say you have used your textbook as a source and you now want to reference this source (intext or in the reference list). Click on the Book source that best suits your reference – such as if you have one author or more than one author.

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Organisation as author	<p>According to the Department of Basic Education (2013), early childhood learning is ...</p> <p>Early childhood learning is an essential component of the education process (Department of Basic Education, 2013)</p>	<p><b>Government Publications</b></p> <p>According to the Department of Basic Education (2013: 2), ensuring that '... children are provided with the correct level and kind of learning at the early stages of learning is vital' to their long-term academic success.</p>	<p>Department of Basic Education. 2013. <i>Dinaledi schools and the adopt-a-school programme</i>. Pretoria: Department of Basic Education.</p>
		<p>Ensuring that '... children are provided with the correct level and kind of learning at the early stages of learning is vital' to their long-term academic success (Department of Basic Education, 2013: 2).</p>	<ul style="list-style-type: none"> <li>• Name of government organisation (full stop);</li> <li>• Year (no brackets) (full stop);</li> <li>• Title of document (title case) (full stop);</li> <li>• Place of publication (full stop);</li> <li>• Publisher (full stop).</li> </ul> <p><u>Note:</u> Government publications are usually freely available via government portals on the Web – if you access the title from this space, simply use the normal website referencing format to indicate the URL and date accessed etc.</p>

Now let's say you are using a company website. You would use a normal website source but would have the company name as the author.

**But what if you have a company report?**

**CHEAT SHEET TIP:** copy and paste the example of the reference into your word document (ensuring all formatting is kept the same – such as Italics). Now fill in the example with the information of your own reference

Department of Basic Education. 2013. *Dinaledi schools and the adopt-a-school programme*. Pretoria: Department of Basic Education.

Formula: Name of company. Date of publication. *Title of publication*. City of publication: Company as Publisher name.

Also, what is missing here?

The access information! Add in the following at the end:  
[Online]. Available at: link [Accessed date].



# How to use the Harvard Referencing Guide

Let's say you have used your textbook as a source and you now want to reference this source (intext or in the reference list). Click on the Book source that best suits your reference – such as if you have one author or more than one author.

**NB**

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Poem (from a book/website)	<p>Gcina Mhlophe's (2013) poetry speaks to the struggles of Black South African women during apartheid.</p> <p>The imagery in this line focuses on a representation of trauma (Mhlophe, 2013: 271, line 15).</p> <p>Please note: Page numbers are only indicated in-text when a poem has been published within a book. Line number(s) must be included in-text when paraphrasing specific line(s) of a poem.</p>	<p>'Say No, Black Woman / Say No / When they give you a back seat' (Mhlophe, 2013: 272, lines 32–34)</p> <p>Please note: When quoting multiple lines from a poem, separate each line using a forward slash ( / ) as shown in the example above. Line number(s) of the quoted line(s) must always be included in-text as shown.</p>	<p>Mhlophe, G. 2013. Say no. In: Moffett, H. <i>Seasons come to pass: A poetry anthology for Southern African students</i>. Cape Town: Oxford University Press Southern Africa, 271–272.</p> <p>Mhlophe, G. 2013. Say no. [Online poem]. Available at: <a href="http://www.gcinamhlophe.co.za/gcinamhlophe-poetry.html">http://www.gcinamhlophe.co.za/gcinamhlophe-poetry.html</a> [Accessed: 09 February 2018].</p> <p>Please note: Specific line numbers are not included in the reference list entries of poems.</p>

Now let's say you are using poems in your ENGL module/s. Click on Poem in the contents page.

## REFERENCING FOR THE POEM ONLY

Mhlophe, G. 2013. *Say no*. [Online poem]. Available at: <http://www.gcinamhlophe.co.za/gcinamhlophe-poetry.html> [Accessed: 09 February 2018].

## REFERENCING FOR AN ANTHOLOGY OF POEMS

Mhlophe, G. 2013. Say no. In: Moffett, H. *Seasons come to pass: A poetry anthology for Southern African students*. Cape Town: Oxford University Press Southern Africa, 271–272.

Formula: Surname, Initial. Date of publication. Poem name. In: Surname, initial. *Title of Anthology*. City of publication: Publisher, pages.

Formula: Surname, Initial. Date of publication. *Title of poem*. [Online poem]. Available at: link [Accessed date].

# How to use the Harvard Referencing Guide

Let's say you have used your textbook as a source and you now want to reference this source (intext or in the reference list). Click on the Book source that best suits your reference – such as if you have one author or more than one author.

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Dissertations and theses (unpublished work)	<p>Siewierski (2015) argues that ...</p> <p><u>Note:</u> Dissertations and theses follow the same conventions as for the author(s) of books, with the exception that the title of the dissertation or thesis, if <u>unpublished</u>, is not typed in italics.</p>	<p>Siewierski (2015: 3) found that '... a massive 76% of sampled teachers in this study ... rejected outright the use of unprotected strikes to achieve union goals.'</p>	<p>Siewierski, C.L. 2015. What teachers think about teacher unions: a stratified probability survey of central Gauteng teachers. MEd dissertation. University of the Witwatersrand.</p> <ul style="list-style-type: none"><li>• Author surname (comma);</li><li>• Initials (no punctuation between initials) (full stop);</li><li>• Year (no brackets) (full stop);</li><li>• Title of dissertation (full stop);</li><li>• Unpublished dissertation qualification name (full stop);</li><li>• University or tertiary institution from which the dissertation was obtained.</li></ul>

## Now, let's try with a Master's Dissertation

**CHEAT SHEET TIP:** copy and paste the example of the reference into your word document (ensuring all formatting is kept the same – such as Italics). Now fill in the example with the information of your own reference

Siewierski, C.L. 2015. What teachers think about teacher unions: a stratified probability survey of central Gauteng teachers. MEd dissertation. University of the Witwatersrand.

Formula: Surname, initial.  
Date of Dissertation submission. Title of Dissertation. Qualification dissertation. University name.

## Also, what is missing here?

The access information! Add in the following at the end:  
[Online]. Available at: link [Accessed date].





# Thank You!

---

We hope that this presentation is helpful and assists you on your journey to becoming a master at referencing!