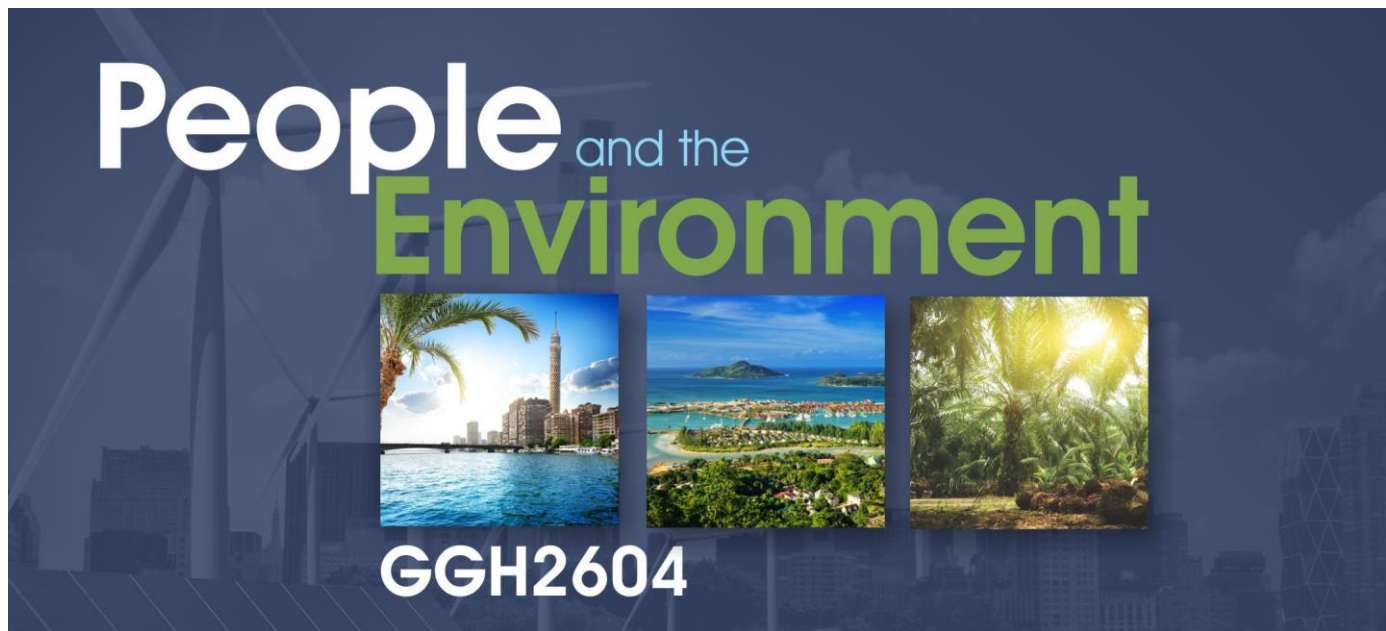


# REFERENCING GUIDELINES



**Department of Geography**

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## 1. Introduction

Dear Student

Generally, when you write your assignments, you will be relying on the work, words or ideas of others. If you use another person's information in your work, then you need to correctly acknowledge them. If you do not reference correctly, then you could be committing plagiarism, which is a serious academic offence.

Plagiarism occurs when the words, ideas or concepts written by another person are used without acknowledgement. In other words, you would be presenting someone else's work as your own. It is considered cheating and academic theft. However, avoiding plagiarism is quite simple. You can do this by simply referencing correctly. This includes referencing both **in-text** and in your **reference list**. Please consult the Unisa Policy for Copyright Infringement and Plagiarism which is available on myUnisa.

This tutorial letter will assist you with the completion of Assignments 01 and 02.

## 2. Academic keywords

Most assignment and examination questions contain what are known as academic keywords. You should pay attention to these words when you answer a question because they tell you exactly **what is required of you**. Table 1 below provides an outline of the academic keywords that you should be aware of. We recommend that you take some time to learn what each of the words means so that you know what you should do when you come across them in a question.

Table 1: Academic keywords used in questions

<b>Analyse</b>	Examine in very close detail; identify important points and main features.
<b>Comment on</b>	Identify and write about the main issues, giving your reactions based on what you have read in the study material or heard in lectures. Avoid purely giving your personal opinion.
<b>Compare</b>	Show how two or more things are similar. Indicate the relevance or consequences of these similarities.
<b>Contrast</b>	Set two or more items or arguments in opposition so as to draw out differences. Indicate whether the differences are significant.
<b>Define</b>	Give the exact meaning of something. Where relevant, show that you understand why the definition may be problematic.
<b>Discuss</b>	Write about the most important aspects of the topic (probably including criticism); give arguments for and against; consider the implications of what the topic is saying.
<b>Distinguish</b>	Bring out the differences between two (possibly confusable) items.
<b>Evaluate</b>	Assess the worth, importance or usefulness of something by using evidence. There will probably be cases to be made both for and against.
<b>Examine</b>	Put the subject "under the microscope", looking at it in detail. You may also be asked to "critically evaluate" it.
<b>Explain</b>	Make clear why something happens or why something is the way it is.
<b>Illustrate</b>	Make something clear and explicit, giving examples or evidence.
<b>Interpret</b>	Give the meaning and relevance of data or other material presented.
<b>Justify</b>	Give evidence which supports an argument or idea; show why you made a conclusion or decision(s), considering objections that others might make.
<b>Outline</b>	Give only the main points, showing the main structure.

<b>Relate</b>	Show similarities and connections between two or more things.
<b>State</b>	Give the main features in very clear language (almost like a simple list, but in sentences).
<b>Summarise</b>	Draw out the main points only, omitting details or examples.

(Source: Cottrell, S. 2008. *The study skills handbook*. Basingstoke: Palgrave Macmillan:179.)

### 3. Basic writing guidelines

The following are a few general guidelines/tips you can use whenever you have to write an essay:

- **Reference in-text as you go along.** There is nothing more frustrating and time-consuming than trying to remember (and find) the source of a quotation or a piece of information that you have used previously. If you reference as you go along, you will avoid this problem completely.
- **Use the introduction to**
  - introduce the topic of the essay
  - highlight the purpose of the essay and the central theme of the argument (outline the question)
  - outline how you will proceed in your argument (the structure of your argument)
  - situate the essay within the broader context of the subject
  - make the reader want to read the essay
  - mention the main sources
- **In the body of your essay you should**
  - answer the question, giving the main argument
  - maintain a logical structure throughout
  - ensure that the argument flows from one point to another, using linking sentences
  - use a new paragraph for each new idea
  - use "signposts" and connective words to tell the reader the direction your answer is taking and to link ideas
  - use citations/references to back up your own ideas and opinions with valid academic sources (please note: **Wikipedia is not an academic source**)
  - use simple, academic language; do not try to be too complicated and avoid using overly emotive language in your answers – your answers should be simple, concise and easy to read
  - make your own ideas and voice heard by citing your references so that your own opinions and ideas can easily be identified
  - if you use graphics in your answer, give them a title and refer to them within your answer, explaining how it helps you to answer the question
- **In your conclusion you should**
  - provide a summary of your argument
  - highlight the main conclusions you drew in formulating your answer
  - not introduce any new points or information

### 4. Guidelines on referencing

#### 4.1. What is referencing?

When you write an academic essay, it is important that you substantiate the claims that you make with evidence from academically valid sources. This is to illustrate that the knowledge you are imparting has an academic background and shows that the opinions you have formed are grounded in academic literature. In order to acknowledge the authors of the sources you use, you need to reference them.

Referencing involves two parts: in-text referencing (in-text citing) and the reference list. When you reference a source in your text (provide a citation), you are acknowledging the source from which you

obtained that particular information. An in-text reference/citation consists of the name of the author, the year when the source was published and possibly the page(s) in the source from which you got the information.

Once you have referenced this source in-text, you should then include a full entry of the source/reference in your reference list at the end of your text, indicating the full details of the source. In case the readers of your work want to find out more about what you have written or the information you have used, they can find the source(s) you have used.

## 4.2. What is plagiarism?

Plagiarism is taking the ideas, words or work of others from a source and using it as if it were your own.

Plagiarism occurs if you

- take phrases or passages word-for-word from a textbook, journal article, website or other published/unpublished work without acknowledging the author(s)
- present the ideas of others in a summary without acknowledging the author(s) of those ideas
- use the patch-writing (cut-and-paste) method to blend portions of other people's work with your work without acknowledging the author(s)
- submit an essay or report of another student as your own work or submit an essay or report that someone else has written for you

## 4.3. Why is referencing important?

Referencing is important because it adds to the body of shared knowledge within academic institutions. The purpose of referencing is not only to avoid plagiarism but also, and more importantly, to show that your argument has merit because it is based on relevant literature by published and respected authors.

When you are writing an essay, your lecturers want to hear what **you** have to say based on the relevant literature. Referencing serves to acknowledge the author(s) of the material that you are referring to and allows the reader to follow up on points of interest. Using (and citing) references in your text is important as it shows that you have gained a number of skills, such as the ability to

- find suitable sources
- choose suitable information from those sources to support your argument
- integrate work from multiple sources
- interpret the information from the sources in your own words

## 4.4. How do you reference?

You need to keep three important things in mind when you reference:

- You must reference all your sources in-text and in the reference list.
- No more than 10% of a document may be **directly** quoted from sources.
- All references mentioned in the text of your document must appear in the reference list and vice versa.

Take note that there are a number of different referencing styles. For this module, we recommend you use Harvard referencing style.

### 4.4.1. Rules for quoting directly from a source

- A quotation must be the exact words that appear in the source.
- Use quotation marks (“...”) at the beginning and end of the entire quotation.

- Paraphrase information in your own words where possible. Only use quotations when it is better to use the original words of the author to make a point (that is, the author makes the point better than you can).
- Include a new reference (citation) for each new quotation.
- A quotation should not be longer than two sentences, unless it is absolutely necessary.
- Remember that the purpose of an assignment is to show your understanding of the material. An assignment that has too many quotations will not show enough of your own understanding.
- Use an ellipsis (...) to indicate the missing information if you would like to condense a quotation, for example: "Use an ellipsis ... if you would like to condense a quotation".
- The full stop should be outside the quotation marks if it is not a complete sentence.
- Use square brackets where you have inserted/replaced a word or changed the quotation in any way. For example: We were instructed to "[u]se square brackets where [we] inserted or replaced a word". (Notice here that the full stop is *outside* the quotation marks.)

#### 4.4.2. Rules for paraphrasing information from a source

- You paraphrase when you put the original words from the source in your own words.
- Try to paraphrase as much as possible and use direct quotations only where necessary.
- You must give a reference/citation for each new piece of information that you paraphrase. A citation at the end of a paragraph refers only to the last sentence in the paragraph and not to the entire paragraph. Even though the information is in your own words, you are using the ideas of another person and therefore have to acknowledge the source of those ideas through a citation.

#### 4.4.3. How to use references in the text (how to cite sources in-text)

By referencing your source in the text (citing), you are acknowledging that you have used someone else's ideas or words. When you cite/reference your sources in the text, you have to do it so that there is a clear link between the information and the source of the information. You should therefore do it in such a way that the normal flow of your argument is not interrupted.

- The information that is included in an in-text reference/citation is
  - the surname(s) of the author(s)
  - the year of publication
  - the page number(s)
- Reference/cite your sources in the following way:
  - one author, for example: (Robb 2013:22)
  - two authors, for example: (Robb & Mzobe 2012:43)
  - for three or more authors, write out all the surnames of the authors the first time when you refer to the source in the text (Mzobe, Coetzee & Walker 2009:150) and then use the convention "et al" for further references to the same source in the text, for example: (Mzobe et al 2009:349)
- Only use the ampersand (&) when the authors are mentioned in brackets, for example: (Robb & Mzobe 2012:43). Write "and" out in full and do not use the ampersand when the authors are mentioned in a sentence, for example: Robb and Mzobe (2012:43) state that ...
- The authors' initials are not included in the citation unless you are referring to one of two authors with the same surname, for example: (Walker, T 2011:5).
- An author is not necessarily a person. An author can also be
  - an organisation (for example: World Bank 2013)
  - a government department (for example: Department of Environmental Affairs 2005:33)
  - a newspaper (for example: *Mail and Guardian* 2013)
- If you cannot find the name of the author, use the abbreviation "sn" for the Latin *sine nomine* (no author): (sn 2013).

- If you are using the website of an organisation and cannot find the name of the author of a particular segment, use the organisation as the author: (Greenpeace 2013).
- If you cannot find the date, use the abbreviation "sa" for the Latin *sine anno* (no date): (WWF sa).
- If you use two or more sources by the same author that were published in the same year, you can distinguish between them by adding a, b, c, etc. after the year. For example: Greenpeace (2013a) states that ... while Greenpeace (2013c) confirms this through ...
- When you use two or more sources for a single statement,
  - reference/cite them in alphabetically
  - separate them with commas if they are by the same author
  - separate them with semicolons if they are by different authors
  - For example: ... as discussed by several authors (Burroughs and Rindfleisch 2002; McCollough 2009; Pereira Heath and Chatzidakis 2012).
- If you used a source that is quoted in another source, cite both sources in your text but only list the work that you have read in your reference list.
  - For example: WCED (1990 cited in Doyle & McEachern 2008:52) defines sustainable development as ...
- A citation at the end of a sentence relates only to that sentence and not to the entire paragraph.
- Direct quotation: use quotation marks to denote the quotation and cite the reference at the end of the quotation, for example "As the sea surface warms, more water vapour enters the atmosphere" (Holden 2012: 705).
- If you rely heavily on a single source for the information in a paragraph, it becomes tedious for both you and the reader if you cite the source throughout the paragraph. In this case, you can make a general statement at the beginning of the paragraph, for example: GIS models are increasingly being used to represent complex systems. The information about GIS models and their use in this paragraph is derived largely from Chang (2008), unless otherwise indicated. Following this, you only need to refer to the source when giving specific information in order to point to the exact location where the information can be found, for example: Chang (2008:407) indicates that an index model can be used to produce a ranked map ...
- If you use graphics in your answer, you must reference the source(s) of the figures and/or tables that you use. Place the source after the caption of the figure or table as follows:
  - a figure used directly from the source, for example: Davids (2010:26)
  - a figure modified from the source, for example: modified from Davids (2010:26)
  - a figure based on the source data, for example: based on data from Davids (2010:26)

➤ For example:

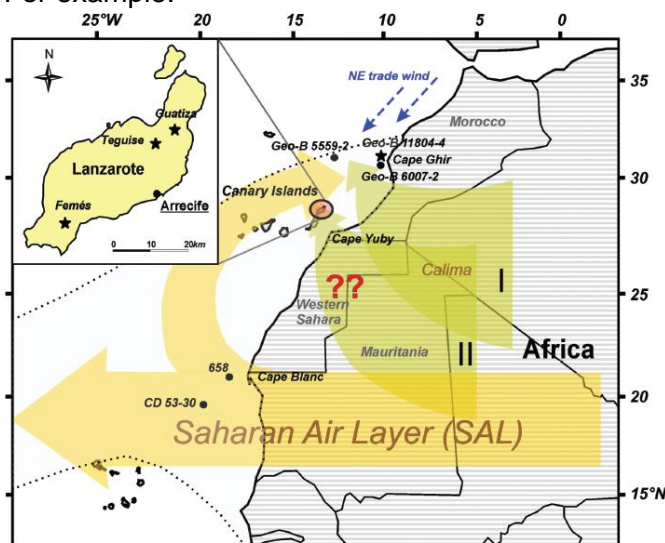


Figure 1: Location of the Canary Islands (Von Suchodoletz et al 2010:170)

There are a number of ways that you can include the citation in your argument. The following are examples of how to do this.

- If the name of the author occurs naturally in the sentence, for example:
  - Davids (2010:88) states that ...
  - There are numerous ways in which organisations are outlined by Doyle and McEachern (2008:126–133), including ...
  - As Robb et al (2016) point out ...
  - Glasson et al (2012:101) assert that "baseline studies can be presented in the EIS in a variety of ways".
- If the name of the author does not occur naturally in the sentence, for example:
  - An initial study (Mzobe & Robb 2010) showed that ...

## 4.5. Compiling a reference list

A reference list is a list of all the sources that you have cited or referred to in the text of your work. You should only include sources that you have actually referred to/cited in your text in your reference list.

A reference list contains all the necessary information about the sources you have consulted and enables the reader to find and access a source if necessary.

### 4.5.1. Rules for compiling a reference list

- You have to provide complete information for every reference:
  - author(s) (surname and initials)
  - year of publication
  - title of book/article/chapter/website
  - name of journal/book
  - publisher (omit terms such as "publisher", "Co" or "Inc" but retain words such as "Books" or "Press")
  - place of publication (city)
  - if found online:
    - i. website address
    - ii. date accessed
- Organise the entries in your reference list **alphabetically**.
- Do not number the entries in your reference list.
- The initial(s) of the author(s) or editor(s) should appear behind the surname(s).
- When information is missing, you can use the following conventions:
  - no author: "sn" (*sine nomine*, also used for no publisher)
  - no date: "sa" (*sine anno*)
  - no place: "sl" (*sine loco*)
- For multiple entries by the same author, list them by date (in chronological order).
- Do not use "et al" in the reference list. List all the authors' surnames.
- Punctuate and italicise all entries as shown in the examples.
- The full entry for a reference ends with a full stop.
- Leave a blank line between entries.
- If an entry goes onto a second or third line, indent all the lines except the first line.

#### 4.5.2. Referencing styles for different types of sources

##### **Entry for a book:**

Author, Initials. Year. *Title of book*. Edition. Place: Publisher.

Note: Study guides should be referenced as books.

##### *Examples:*

Chang, K. 2008. *Introduction to geographic information systems*. 4th edition. Boston: McGraw-Hill.

Glasson, J, Therivel, R & Chadwick, A. 2012. *Introduction to environmental impact assessment*. 4th edition. New York: Routledge.

##### **Entry for a chapter in a book or other publication:**

Author, Initials. Year. Chapter title, in *Title of book*, edited by Initials Editor & Initials Editor. Place: Publisher:pages.

##### *Example:*

Barbier, EB & Burgess, JC. 2015. Sustainable development: an economic perspective in *International encyclopedia of the social & behavioral sciences* (second edition), edited by JD Wright. Amsterdam: Elsevier:823–827.

##### **Entry for a journal article:**

Author, Initials, Author, Initials & Author, Initials. Year. Title of article. *Title of Journal* Volume number, pages.

##### *Examples:*

Journal volume number      Pages in journal

Environmental Pollution 213 (2016) 195–205

ELSEVIER      Contents lists available at ScienceDirect

**Environmental Pollution**

journal homepage: [www.elsevier.com/locate/envpol](http://www.elsevier.com/locate/envpol)

Penguins as bioindicators of mercury contamination in the southern Indian Ocean: geographical and temporal trends<sup>☆</sup>



Alice Carravieri<sup>a, b, \*</sup>, Yves Cherel<sup>a</sup>, Audrey Jaeger<sup>a, c</sup>, Carine Churlaud<sup>b</sup>, Paco Bustamante<sup>b</sup>

Article title

Authors

Carravieri, A, Cherel, Y, Jaeger, A, Churlaud, C & Bustamante, P. 2016. Penguins as bioindicators of mercury contamination in the southern Indian Ocean: geographical and temporal trends. *Environmental Pollution* 213:195–205.

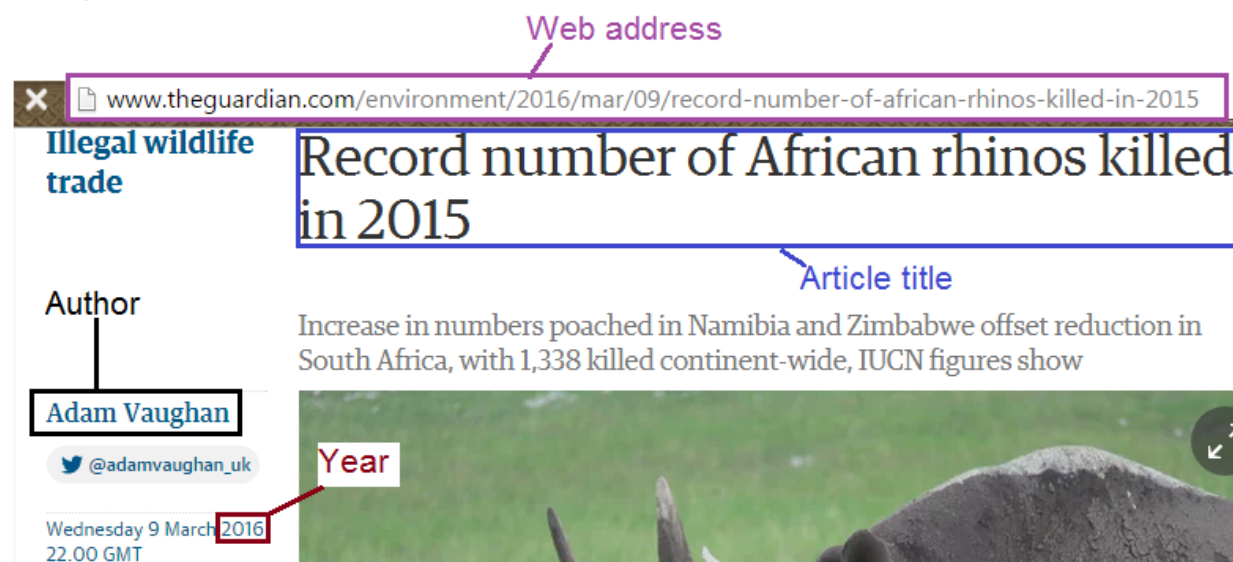
Flamos, A. 2010. The clean development mechanism-catalyst for wide spread deployment of renewable energy technologies? or misnomer? *Environment, Development and Sustainability* 12:89–102.

**Entry for publications found online (excluding books, book chapters and journal articles):**

Author, Initials. Year. Title of article. Available from: web address [accessed: date accessed].

Note: “Google” and “The Internet” are **not sources** and should not be included in your reference list. You need to include the name of the **actual** website accessed.

Example:



Vaughan, A. 2016. *Record number of African rhinos killed in 2015*. Available at: <http://www.theguardian.com/environment/2016/mar/09/record-number-of-african-rhinos-killed-in-2015>. [accessed: 17 March 2016].

**Entry for government publications:**

- Acts:

Country. Year. *Title of Act*. City: Government Printer.

Example:

South Africa. 2008. *National Energy Act 34 of 2008*. Cape Town: Government Printer.

- Publications by government departments:

Country. Department. Year. *Title of publication*. Place: Department that published it.

Example:

South Africa. Department of Housing. 2003. *Strategic plan: 1 April 2003 to 31 March 2006*. Pretoria: Department of Housing.

- *The Government Gazette*:

Country. Year. Title. Notice number. *Government Gazette*, Volume number(Issue number), pages, Month Day.

Example:

South Africa, 2014. Environmental Impact Assessment Regulations, 2014. Notice 733 of 2014. *Government Gazette*, 590(37951), 3–75, August 29.

**Entry for academic works:**

- *Conference proceedings:*

Author, Initials. Year. *Title of contribution*. Title of conference proceedings including date and place of conference. Place: publisher:pages.

*Example:*

Suman, D. 2014. *Panama Bay wetlands: case study of a threatened ecosystem*. 2nd International Conference: Water resources and wetlands, 11–13 September 2014. Tulcea, Romania: Transversal Publishing House:366–371.

- *Theses and dissertations:*

Author, Initials. Year. *Title*. Unpublished (degree) thesis/dissertation/research report. University, Place (if not indicated in the name of the university).

*Example:*

Mawiyoo, S. 2012. Comparative case study of development rate in two towns. Unpublished MSc dissertation. Rhodes University, Grahamstown.

**Entry for personal communication:**

- Record this separately at the end of the reference list under the heading "Personal communication".
- The surname and initial(s) of communicator must be provided.
- If the person is an official, include his/her position.
- Beware of confidentiality issues and use a *nom de plume* if this is an issue.

*E-mail messages:*

Author, Initials. (e-mail address). Day Month Year. RE: Subject of e-mail. E-mail to Initials Author (e-mail address).

*Example:*

Bloggs, J. (jbloggs@iafrica.com). 28 October 2011. RE: Invitation to exhibition. E-mail to L Smith ([lsmith@cput.ac.za](mailto:lsmith@cput.ac.za)).

*Telephonic/in-person conversation:*

Author, Initials. Year. Explanation of conversation. Day Month.

*Example:*

Bloggs, J. 2011. Telephonic conversation about maps. 11 July.

**4.5.3. Example of a complete reference list****References**

Barbier, EB & Burgess, JC. 2015. Sustainable development: an economic perspective in *International encyclopedia of the social & behavioral sciences* (second edition), edited by JD Wright. Amsterdam: Elsevier:823–827.

Carravieri, A, Cherel, Y, Jaeger, A, Churlaud, C & Bustamante, P. 2016. Penguins as bioindicators of mercury contamination in the southern Indian Ocean: geographical and temporal trends. *Environmental Pollution* 213:195–205.

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### **Personal communication**

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- Bloggs, J. 2011. Telephonic conversation about maps, 11 July.

This tutorial letter was adapted by Mrs R Coetzee and Mr D Boshoff. The original document was written by Ms B Robb and Ms A Khotoo and is hereby acknowledged.