

# Bibliographies (References)



# Introduction



- Academic writing requires that, when students write, theories, ideas, facts, statistics and direct quotations taken from other sources, they must be acknowledged.
- That is done by citing the sources used, using a standardised method of referencing.

# Purpose



The purpose of this presentation is to enable the student to:

- Understand the concept bibliography.
- Apply the Harvard system of referencing to their assignments correctly.
- Use in- text referencing correctly.
- Write a reference list correctly.
- Apply uniform and consistent referencing techniques.

# What is bibliography?



- A list of books, scholarly articles, speech records, websites and other sources used when researching a topic or writing an assignment or a paper

# When should I reference?



It is written in sentences or paragraphs when you:

- Quote the exact words of another author.
- Refer to, paraphrase or summarise someone else's ideas, theories, arguments and/or research in your own words.
- Present another author's interpretation, point of view, opinion or understanding about an issue in your own words.
- State specific factual information, such as statistics, graphs, facts, verbal interviews or diary entries obtained from another source.
- Present a table, graph, figure or diagram taken or adapted from another source **or** when you construct a table, graph, figure or diagram from data or information taken from another source.

# Where and how is bibliography written?



- It appears at the end of the paper.
- It must be written in a very specific format, but that will depend on the particular style of writing.
- The entries should be listed in alphabetical order by the last name of the author.

# Aims



- To avoid plagiarism.
- To give credit to other authors whose work you have consulted.
- To indicate your work is not based on your personal opinion, but that you have conducted thorough research on your topic.
- It makes it easier for the reader to find the source that you have read.

# Method



The approach used is based on the Harvard method



# Citations or acknowledgements



- **in the text**-author's surname, date of publication and where the information can be found, such as the page number.
- **at the end of a text** as a list of **sources consulted/ references/bibliography** -author's surname and initials, date of the publication, title, place and the name of the publisher.

# Ways of acknowledgement



## **Books**

**One author, two authors and three or more authors**

### **In the text:**

Barker(2013:79) indicates organisational communication as...

OR

Organisational communication refers to... (Barker 2013: 17).

### **In the list of references/ sources consulted/bibliography:**

Barker R. 2013. *Dynamics of organisational communication*. Cape Town: Juta.

Omit words such as “Press”, “Publishers”, “Inc” and “Pty” except in the case of a university press, such as Oxford University Press.

# Ways of acknowledging cont.....



## **Two authors**

In the text:

According to Rensburg and Angelopulo (1996: 89)  
campaigns are ....

It is argued that “ effective communication campaigns...”  
(Rensburg & Angelopulo 1996:89).

In the list of references/ sources consulted/ bibliography:

Rensburg R & Angelopulo, G C. 1996. *Effective communication campaigns*. Johannesburg: International Thomson.

# Books ( continued)



## Three or more authors

- In the text

According to Meyer, Anderson, Bohning and Fratanna (1973:74), photosynthesis is ...

Meyer *et al.* (1973:74) describe osmosis as ...

Osmosis maybe defined as ... (Meyer *et al* 1973:74).

- In the list of sources

Meyer, B.S., Anderson, D.P., Bohning, R.H. & Fratanna, D.G. 1973 .  
*Introduction to plant physiology*. New York: Van Nostrand.

# Editors



## **One editor**

In the text:

- Certain distinct stages can be identified in the research process (Du Plooy 1995:5).

In the list of references

- Du Plooy, GM (ed). 1995. *Introduction to communication: course book 2 – communication research*. Cape Town: Juta.
- Du Plooy, GM (eds). 1995. *Introduction to communication: course book 2 – communication research*. Cape Town: Juta.

# Collective works



## **Collective works (chapters in books written by different authors)**

In the text:

- Du Plessis (2013: 147) suggests that the marketing mix...

In the list of sources consulted:

Du Plessis, C. 2013. Marketing mix in *Intergrated Organisational Communication*. Cape Town: Juta:147-148.

# Missing data



## ***No date***

- In the text:  
According to Chauke ([sa]:14) there are a number of variables,...
- In the list of sources consulted:  
Chauke , L M. [Sa]. *South Africa and its peoples*. Johannesburg:  
Thompson
- The [Sa] stands for *sine anno*, Latin for “without a year”.
- In the list of sources consulted the S is capitalised, but not in the text reference.
- The principle applies to any source.

# Missing data cont.....



## ***No place of publication***

In the text:

- Smith (1950: 11) concludes that...

In the list of sources consulted:

- Smith, WP. 1950. *Cape gourmets*. [Sl]: Gourmets' Guild.
- The [Sl] stands for *sine loco*, Latin for “without a place”.
- In the list of sources consulted the S is capitalised.



# Missing data



## ***No publisher***

In the text:

- Smith (1950: 11) concludes that...

In the list of sources consulted:

- Smith, WP. 1950. *Cape gourmets*. London:[sn].
- The [sn] stands for *sine nomine*, Latin for “without a name”.
- In the list of sources consulted the s is lower case.

# Missing data



## ***No place of publication and no publisher***

In the text:

- Smith (1950: 11) concludes that...

In the list of sources consulted:

- Smith, WP. 1950. *Cape gourmets*. [Sl: sn].
- If there is no place of publication and no publisher given, Sl and sn are used between the same square brackets.

# Journal articles



- **One author**

- In the text:

Rabbi (1995:52) points out that ...

or

Previous research indicates that more than half of first year students ... (Rabbi, 1995:52).

- In the list of sources consulted:

Rabbi, J.S. 1995. Drinking among college students.  
*Journal of Alcohol and Drug Education*, 40(3):52-64.

# Journal articles



The title of the article is **not** *italicised*, but the title of the journal is.

No capital letters are used in the title of the article, except for the first word whereas in the title of the journal, capital letters are used.

The numbers which follow the journal title are the volume, issue and page numbers.

# Missing data



## **no author is indicated**

- In the text:

The free flow of information has been considered an important factor in furthering mutual understanding between global cultures (Developing media ... 1978:8)

- In the list of sources consulted:

Developing media in developing countries: a historical review of policies. 1978. *Gazette*, 24(1):2-10.

- The title of the article is used in place of the author.
- Articles (“a”, “an”, “the”) are ignored in the list of sources consulted. .

# Newspaper articles and reports



## **Authored**

In the text:

- UK governments has resolved (Peterson 1987:3).

In the list of sources consulted:

- Peterson, C. 1987. Falklanders fear weakening of UK resolve. *Pretoria News* 21, January:12.

# Missing data



## **No author**

In the text:

- The society is... (E-mail is society's new time waster 2000:17).

In the list of sources consulted:

- E-mail is society's new time waster. 2005. *Business Day* 15, January:17.

# Newspaper articles cont.....



## **No author and no title**

In the text:

- A grant for ailing community radio stations in rural areas has become available (*The Star* 2002:5).
- In the list of sources consulted:  
*The Star*. 2002. 29 July:5.
- When citing a newspaper report in your list of sources consulted, the title of the newspaper is followed by the year, day, month and page number(s).



# Sources accessed via the internet



## Websites with an author

### In the text:

- According to Shepperton (1997) television programming in South Africa changed because the SABC was able ...

### In the list of sources consulted:

- Shepperton, A. 1997. *South African television: from activism to affirmation after 1994*. [O]. Available: <http://www.und.ac.za/ccms/articles/acttoaff.htm>  
Accessed on 2007/09/24

# Websites with an author



- You need to indicate in the list of sources consulted that the document is available online by placing an “O” between square brackets after the title.
- List the protocol (e.g. `http://www`) and the full URL (Universal Research Locator) on a new line with no full stop.
- On the next line indicate the date on which the site was accessed.

# Website with no author



In the text:

- The new technologies to be introduced by Telkom are only likely to prove beneficial to rural telephone users in five years' time (Telkom surges ahead ... 2000).

In the list of sources consulted:

- Telkom surges ahead with the development of new technologies. 2000. [O]. Available:
- [http://www.telkom.co.za/company/news/article\\_257.html](http://www.telkom.co.za/company/news/article_257.html)
- Accessed on 2000/07/24

# Websites



- When citing the document in the text you abbreviate a lengthy title to a short phrase by using ellipsis.
- Articles (“a”, “an”, “the”) are ignored in the list of sources consulted.
- Where you do not know the author, the title of the web document is **not** *italicised* as with an authored document.

# STUDY MATERIAL



## Study guide

In the text:

The concept strategy is not a new one, dating back many centuries to its application in the planning of wars (Angelopulo, Barker, Du Plessis & Schoonraad 2002:22).

- In the list of sources consulted:

Angelopulo, G, Barker, R, Du Plessis, D & Schoonraad, N. 2002. *Organisational communication practice. Study guide for MAKOR3G*. Pretoria: University of South Africa.

# STUDY MATERIAL



## **Note:**

- A study guide is acknowledged with reference to the authors.
- If **no authors** are indicated, then the author is given as University of South Africa, followed by the name of the Department.

# TUTORIAL LETTERS



- In the text:

Mutual exclusivity can be defined as a situation where a unit of analysis falls into one and only category (University of South Africa 2004:7).

- In the list of sources consulted:

University of South Africa. Department of Communication Science. 2014. *Advanced communication research: Tutorial letter 101/2014 for COM4809*. Pretoria.

# TUTORIAL LETTERS



## **Note:**

- As it is important to write out University of South Africa in the text, particularly if repeated frequently, the abbreviation Unisa may be used.



# GOVERNMENT PUBLICATIONS



- **Acts**

In the text:

- Community broadcasters must reflect the cultural, religious, language and demographic needs of the listeners in the community served by the radio station (South Africa 1999:sec 32.4).

In the list of sources consulted:

- South Africa. 1999. *Broadcasting Act, no. 4, 1999*. Pretoria: Government Printer.
- Acts and laws usually have lengthy titles.
- These can be shortened or the popular title used.
- References in the text do not refer to page numbers, but to the relevant section of the act.

# Conclusion



- Academic documents prepared in various disciplines must include both citations and a complete list of references.
- The referencing system prescribed must be used.
- The presentation provided guidance on how sources should be referenced.

“ Wishing you the best in your studies”