



## UCT Author-date Reference Guide (formerly Harvard UCT)



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This guide is based on the UCT Author-date Reference Guide (formerly the *Handbook on citation and related matters* by Karin de Jager), available via link on UCT library home page.

#### Citing sources within text

To show that you have used or borrowed words or ideas from elsewhere, you have to indicate every instance in the text, to the reader. This is done by the use of the "reference indicator" which contains brief publication details, including the page reference, in round brackets. It may appear in either of two ways within the text:

- In her analysis of reading comprehension among primary and secondary school pupils, Pretorius (2000:33) proposes that inadequate reading skills play a significant role in the poor academic performance of many South African scholars.
- In an analysis of reading comprehension among primary and secondary school pupils, it was found that inadequate reading skills play a significant role in the poor academic performance of many South African scholars (Pretorius, 2000:33).

Cite up to three authors. If there are more than three authors, cite the first author followed by "et al." or "and others", e.g. (Brown et al., 2003:14) or (Brown and others, 2003:14).

#### List of references at the end of the text: things to remember:

- Full details of all quoted sources have to be listed at the end of the text.
- The list of references is arranged alphabetically by author, editor (attach the abbreviation, 'Ed.')
- The names of authors are given with surname first. Forenames may be abbreviated to the initials only, but be consistent. Sometimes the organization may function as the author — then give the name of the organization as the author.
- List up to eight authors. If there are more than eight, list the first eight, followed by "et al." or "and others".
- The titles of all published materials are listed using italics .
- The name of the journal is italicized
- Titles of unpublished works are not italicized
- If the lecturer prefers, you may indent the second and each subsequent line so that each entry is a hanging paragraph. This is not mandatory.

**It is very important that you check the assignment guide for your Department as some details, such as punctuation, may vary from the guidelines in this pamphlet.**

Books	In-Text Example	Reference List Example
Single author	(Gehlbach, 2006:13) .	Gehlbach, S.H. 2006. <i>Interpreting the medical literature</i> . New York: McGraw-Hill.
Multiple authors	(Zweigenthal and others, 2009:37). <b>Note: List up to three authors, if more than three, give only the first one, followed by 'and others' or 'et al'.</b>	Zweigenthal, V., Puone, T., Reynolds, L., London, L., Coetzee, D., Alperstein, M., Duncan, M., Atkins, S. and others. 2009. <i>Primary health care: fresh perspectives</i> . Cape Town: Pearson-Prentice Hall.  <b>Note: List up to eight authors. If more than eight, list the first eight, followed by 'and others' or 'et al'.</b>
No author	( <i>Intensifying action against HIV/AIDS in Africa</i> , 2000:5).	<i>Intensifying action against HIV/AIDS in Africa: responding to a development crisis</i> . 2000. Washington, DC: World Bank.
Section or chapter in a book	(Shisana, Zungu & Peze, 2009:90).	Shisana, O., Zungu, N. & Peze, S. 2009. Poverty and HIV and AIDS. In <i>HIV/AIDS in South Africa 25 years on: psychosocial perspectives</i> . P. Rohleder, Ed. London: Springer. 89-104.
Electronic book	(Opie, 2013).	Opie, L.H. 2013. <i>Drugs for the heart</i> . 8th ed. Philadelphia, Pa: Saunders Elsevier. Available: ClinicalKey.com [2014, July 21].
Print Journals	In-Text Example	Reference List Example
Article	(Wallace, 2007:1221).	Wallace, M.C. 2007. Improving colorectal adenoma detection: technology or technique? <i>Gastroenterology</i> . 132(4):1221-1223.
Electronic Journals	In-Text Example	Reference List Example
Full text from an electronic database using DOI	(Cherry, 2011:5).	Cherry, J. 2011. Animal history meets social history: a new look at horses in South African history. <i>South African Journal of Science</i> . 107(1/2):5-6. DOI:10.4102/sajs.v107i1/2.495.  <b>Note: Add a DOI (Digital Object Identifier) if available.</b>

Full text from an electronic database using database name	(Van Wilgen, 2009:335).	Van Wilgen, B.W. 2009. The evolution of fire and invasive alien plant management practices in fynbos: review article. <i>South African Journal of Science</i> . 105(9-10):335-342. Available: EBSCOhost Academic Search Premier [2010, October 15].  <b>Note: Where DOI identifiers are not available, add the database name.</b>
Online Abstract	In-Text Example	Reference List Example
Journal Article (abstract only)	(Hanekom and others, 2010).	Hanekom, W.A., Lawn, S.D., Dheda, K. & Whitelaw, A. 2010. Tuberculosis research update [Abstract]. <i>Tropical Medicine and International Health</i> . 15(8):981-989.  <b>Note: If at all possible, try to find a full paper and not just information from an abstract. Sometimes, however, this is not possible and the abstract itself has to be cited.</b>
World Wide Web	In-Text Example	Reference List Example
Document on WWW	(Standler, 2000).	Standler, R.B. 2000. <i>Plagiarism in colleges in the USA</i> . Available: <a href="http://www.rbs2.com/plag.htm">http://www.rbs2.com/plag.htm</a> [2007, January 21].
Secondary sources	In-Text Example	Reference List Example
Book	According to Wing, Lee & Chen (1994, quoted by McKechnie, 1998:51), ...  <b>Note: Your in-text cite must quote the actual work you have read and the original work is quoted as a secondary reference.</b>	McKechnie, J. 1998. Incidence and diagnosis of sleep paralysis. <i>Nursing Times</i> . 94(22):50-51.  <b>Note: Only cite the work you have read</b>
Other sources	In-Text Example	Reference List Example
Personal communication, e-mail and discussion lists with no web archive	(De Jager, personal communication 2004, May 20).	<b>Note: Personal communications are not included in the reference list.</b>