BIBLIOGRAPHIC AND REFERENCE TECHNIQUES

2018

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SECTION 1: INTRODUCTION
• A **Bibliography** is a combined list of all sources cited in, and consulted for a document; a list of the sources that you have used
• A list of sources cited only, is a list of **Sources Cited**
• For each text reference there MUST be an entry in the bibliography
• Entries must not be numbered – always arrange in alphabetical order
• **Citing** – process of formal recognition, within the text, of the resources from which you have gathered information
• **A quotation** – this is a passage or phrase quoted within the text which is supported with evidence of its source
• **Reference** – a detailed description of the item from which you have obtained your information
Types of references

1. **Source references**
   - direct (literal quotation)
   - indirect (paraphrasing)
   - linked to a bibliography

2. **Cross-references**
   - particular item of a work: chapter, sentences, figure, paragraph
   - preceded by the word ‘see’

3. **Content references**
   - additional explanation/discussion
   - footnotes (bottom of page)
   - endnotes (end of chapter or work)
   - numbered
Standards and styles

Different types of sources are described using different methods/standards, eg

• APA; Running notes; Augmented Harvard; Oxford; Vancouver; MLA; Chicago

• Harvard ("author-date-title" method)
  ➢ Developed in the USA
  ➢ Most common system in use internationally
  ➢ Flexible, clear system both for author and reader
  ➢ References are listed alphabetically in the bibliography and cited in the body of the text so no footnotes or chapter references needed
SECTION 2: GENERAL RULES
Author unknown
If the author or editor is unknown, use the title in place of the author.

Bibliographic entry:

Text reference:
… *(The Information society 1988:44).*
Missing elements

• No publication date: [199-?] or [1998?]
• No place of publication: [Sl]
• No publisher: New York: [sn].
• No publishing details: [Sl: sn].
Same author, same year

Listed alphabetically under author’s name in the bibliography; date followed by a, b, etc:

Bibliographic entry:


Text reference:
… (King 2002a:25).
According to King (2002b:88) …
Initial articles

• Ignore in alphabetical arrangement of titles in the bibliography:

  The African Iron Age.
  An Annotated list of radiocarbon dates.
  The Standard encyclopaedia of South Africa.

• May be ignored at beginning of the names of corporate bodies:

  National Council for Social Research.
Hierarchy

Parent corporate body with different subordinate sections or departments:

SECTION 3: BOOKS
BOOKS

Books are separately published monographs.
A reference for a book includes the following order of data elements:

- Author(s) surname(s) and initial(s)
- Date of publication
- Title of book (italics)
- Edition (if not the first edition)
- Place of publication
- Publisher
Citing books with one author

Bibliographic entry:

Text reference:
Citing books with 2 authors

• In bibliography give both names
• In text reference give the names of both authors
Example: book with two authors

DESIGNING YOUR FIRST RESEARCH PROPOSAL
A Practical Guide

By
Robert Vithal
And
Jaco Jansen

3rd Edition

Cape Town
Juta
2004
Solution: book with two authors

Bibliographic entry:


Text reference:

…*(Vithal & Jansen 2004:34)*

Vithal and Jansen (2004:34) dispute the value of…
Citing books with three or more authors

• In the bibliography (list of sources) give all the names (do NOT use *et al*)

• In the first text reference to such a source, give the names of all the authors - (Matopa, Morris & Slye 2015:2-3)

• In following text references, give only the name of the first author, followed by *et al* - (Matopa *et al* 2015:5)
Finding your way in
QUALITATIVE RESEARCH

Elizabeth Henning
Wilhelm van Rensburg
Brigitte Smith

Van Schaik Publishers
Solution: book with three or more authors

Bibliographic entry:

Text reference:
(Henning, Van Rensburg & Smith 2004:37-40)
(Henning *et al* 2004:44)
Corporate author/organisation

There are documents published under a corporate author, such as a university, research council, or government body.

Bibliographic entry:

Text reference:
(UNESCO 2012)
CITING COMPOSITE WORKS

A composite book is a book that consists of a number of chapters that were written by different authors.

It will usually have an editor or compiler.
Reflective public administration
Views from the South

Edited by
Johann S. Wessels
James C. Pauw

Cape Town
Oxford University Press
1999
Solution: composite work

Bibliographic entry:

Text reference:
(Wessels & Pauw 1999:iii-v)
Citing a chapter from a composite work

- Author(s) name(s)/initials
- Date of publication of the book
- Title of chapter as it appears in the book
- Title of composite work as it appears on the title page (italics)
- Editor(s) initial(s) and surname
- Place of publication
- Publisher
- Page numbers on which chapter appears
Exercise: chapter from a book

Chapter 4
Reading texts and understanding meaning
By CS De Beer

(this chapter starts on page 57 and concludes on page 71)

This chapter appears in the following book:
Solution: Chapter from a book

Bibliographic entry:

Text reference:
(De Beer 1999:60)
Conference proceedings

Bibliographic entry:

Text reference:
(Law 2004:3-4)
Citing dictionaries and encyclopaedias

- Mostly known by their titles - as a rule thus entered under the title
- Year
- Some indicate authors/editors
- Not all arranged alphabetically
- Refer to the item/word instead of the volume or page number
- Reference to the item is preceded by the abbreviation ‘sv’ (for Latin sub verbo ‘under the word’)
- Place of publication and publisher
- Text references must include the item/word referred to
Examples: dictionaries and encyclopaedias

Bibliographic entries:


Text references:

(Encyclopaedia Britannica 1964, sv ‘Blake, William’; Funk and Wagnall’s 1964, sv ‘ancestor’; Rapier 1987, sv ‘Hogsback’
CITING A THESIS

A thesis or dissertation reports on personal research and is written as part of a university degree

- It is not a published information source

A citation will include the following:

- Author’s name and initials
- Date
- Title (not *italics* or *underlined*)
- Degree
- University
An evaluation of the implementation of the School Environmental Policy and Management Plan in schools in Mpumalanga

By
Aletha Maria de Lange

D Ed Thesis
University of South Africa
2004
Solution: citing a thesis

Bibliographic entry:

Text reference:
(De Lange 2004:57)
Exercise: citing a dissertation

Household participation in domestic waste disposal and recycling in the Tshwane Metropolitan Area
An environmental education perspective

by
Agnes Jonton Kamara

M Ed Dissertation
University of Pretoria
2014
Solution: citing a dissertation

Bibliographic entry:

Text reference:
(Kamara 2014:211-213)
Unisa study guides

The compiler of a study guide is not always indicated. In such a case, the corporate author, the University of South Africa, including the name of the department, is used.

Bibliographic entry:

Cross-reference links shortened form to bibliographic entry:

   HTINREG Only study guide 2010 see University of South Africa. Department of Information Science. 2010.


Text reference (the module code is used for the shortened form):

   (HTINREG Only study guide 2010:67)
Citing a study guide with an author / compiler

Bibliographic entry:

Text reference:
…(Cloete 2008:69).
SECTION 3: CONTINUING RESOURCES
CITING CONTINUING RESOURCES

Periodicals, journals, magazines, newspapers
References should include:
• Author
• Year of publication
• Title of article
• Title/name of journal (italics)
• Volume
• Number
• Pages of article
PERIODICAL ARTICLE

THE INDEXER
The International Journal of Indexing
Volume 31 Number 3, September 2013
The secret lives of indexers
Judith Pascoe 90-95
The Society of Indexers
Sheffield, UK
Solution

Bibliographic entry:

Text reference:
(Pascoe 2013:93)
Examples


Exercise: journal article

Malaysian Journal of Library and Information Science Volume 10 Number 2 2005

John Wamukoya and S.M. Mutula

E-records management 67-83
Solution

Government publications: legislation

- Use popular title rather than lengthy official title, for example Deeds Act in stead of Deeds Registries Act
- A shortened version of the title of an act is used as a text reference, thus requiring a cross reference in the bibliography
- Title can be followed by its number and year (as relevant to the act, not publication)
- Acts are entered under the name of the legislative country
Examples of acts/laws


South Africa. 1996. *National Archives Act 43 of 1996*

(Full title of Act: *National Archives and Records Service of South Africa Act No 43 of 1996*)

Citing legislation

Bibliographic entry:
Nursing Act see South Africa. 1978.
Deeds Act see South Africa. 1937.
Constitution see South Africa. 1996.

Text reference:
(South Africa 1978) or (Nursing Act 1978)
(South Africa 1937)
(South Africa 1996)
SECTION 4: ELECTRONIC AND ONLINE RESOURCES
SOURCES OF INFORMATION TO AVOID

- Wikipedia
- Investopedia
- Wisegeek
- 123helpme
- Tutor2u.net
- Ezine Articles
- NetMBA.com

- About.com
- Ask.com
- Scribd.com (go directly to the source)
- Slideshare.com (or any other slide materials)
- QuickMBA.com
CITING ELECTRONIC AND ONLINE RESOURCES

An electronic publication or website also contains publishing related information

- Author (if available)
- Date (of website or of publication on the website)
- Title (of the consulted source, not of the website)
- Organisation responsible for the website (if available)
- URL (Internet address)
- Date of access
Citing E-books / Pdf

• Surname, Initials
• Year of publication
• Title
• Edition (if not first edition)
• City of publication
• Publisher
• Website / URL (if applicable)
• Date accessed (if applicable)
Example: E-books

Bibliographic entry:

Text reference:
(Sadler 2003:25; Killam 2013:67) - [If no page numbers in Kindle document, give location number]
Online dictionaries and encyclopaedias

The same rules apply as for printed dictionaries and encyclopaedias, except for the addition of a URL.


(*Wikipedia 2010, sv ‘information’*)
Referencing online and electronic journal articles

- Author
- Year of publication
- Title of article
- Title/name of journal (italics)
- Volume
- Number
- Pages of article (if paginated)
- URL / DOI
- Date accessed by you
Examples: journal articles


Exercise: journal article

Malaysian Journal of Library and Information Science Volume 10 Number 2 2005

John Wamukoya and S.M. Mutula

E-records management 67-83

Solution:

Online sources:
Web documents, webpages, websites

Author (if available)
Date (of website or of publication on the website)
Title (of the consulted source, not of the website)
Organisation responsible for the web site (if available)
URL (Internet address)
Date of access
Examples


Referencing Web Pages

- Author / Editor
- Year of publication
- *Title*
- Edition - if not the first (e.g. update 4 or version 3.7)
- Place of publication (if known)
- Publisher (if known) – if not, name of website
- The internet address (URL)
- Date accessed by you
Examples: Web Pages

http://books.guardian.co.uk/reviews/scienceandnature/0,6121,894941,00html (Accessed 26 March 2015).

Referencing Blogs (weblogs):

- Surname, Initials – of the blog owner
- Year of posting
- Title of blog entry – in italics
- Date the blog entry was written
- Site name – if available (publisher/host)
- URL
- Date accessed – day/month/year
Example: Blogs

Bibliography entry:


Text reference:

…(Batts 2007).
Referencing Personal Communication: emails

- Name of sender
- Year of communication
- Title of communication
- Medium in [ ] (e-mail / text / twitter)
- Recipient (Surname, Initials)
- Day and Month of communication
Integrated Bibliography

• Information required for referencing is normally found on the title page and the verso page (back of the title page).
• List references in *alphabetical order* (entries must not be numbered or bulleted).
• Enter surname first, followed by the initial/s.
• Include all authors listed on the title page of each source, do not use *et al* in the bibliography.
• If the book has an editor rather than an author, enter (ed) after the surname and initials.
• Where necessary use the name of the corporate body or institution responsible for gathering the information in a publication or on a website.
• Edition – only included if you are *not* using the first edition.
• Title – this should be in *italics* and include the subtitle separated by a colon.
• Remember to include the publication details – place: publisher (*except* for journal articles).
Example


HTINREG Only study guide 2010 see *University of South Africa*. Department of Information Science. 2010.


Nursing Act see South Africa. 1978.


Incorporating Quotations in Text

- Quotations up to 2 lines are incorporated straight into the body of the text:
  - Use quotation marks around the quote
  - In parenthesis () add the the year of publication and the page number after the author

Example:
Holmner and Britz (2011:15) stated that “the greatest impact of human use of land is the removal of the original vegetation.”
Quotations in text: continued

- Longer quotations:
  - Indented in a separate paragraph
  - Quotation marks are not necessary

Example:
Sneve and James (2003:17) illustrates the wisdom of the sayings of the Native Americans, who had no written language, by quoting Ohiyesa, a Santee physician and author:

> It was our belief that the love of possessions is a weakness to be overcome. Therefore the child must early learn the beauty of generosity.
Quotations in text: continued

- If part of a quotation is omitted, it is indicated in the quotation by the use of ellipses:

Example

Greenwood (1990:36) reflects that “Quakers … eschewed the use of ‘saint’ or ‘bishop’ or ‘abbot’ in place names.”
Brief and Dukerich (1991:328) describe theory as "a set of logically related propositions that describe and explain a range of observations." This is quite a useful definition because it identifies the three components of a theory: it makes a proposition or argues a point; it is built on a number of observations and it explains something.

Despite the digital divide and its nuanced manifestations also in the developed world (Fuchs & Horak 2008), the wave of continuous technological advances also resulted in changed perspectives about the notions of scarcity and exclusion by introducing the abundance model.