




## WCCN Referencing Technique Guide

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### SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



The emergence of Web 2.0, its tools and its connective, interactive, and collaborative features has prompted numerous discussions about its value and effectiveness in higher. Social media, especially Facebook, has infiltrated the student population, allowing them opportunities to interact with peers and academic staff as well as for collaborative learning. As one of the most popular social media networking sites, Facebook has reported over 1.26 billion users globally with university students constituting most of that figure. In South Africa, the social media landscape has seen a steady increase in Facebook usage. It was reported an increase from 6.8 million in 2012 to 11.8 million users in 2014.

**CITATIONS NEEDED!**

The aim of this document is to provide a guideline on referencing and citations depicting various information resources specifically for the nursing programme at The Western Cape College of Nursing (WCCN).

WCCN's referencing technique is based on the Harvard, author, date style of referencing. Harvard referencing is a system for citing sources in your academic writing. It is used by many universities around the world and there are numerous versions available. Most institutions have adapted the Harvard referencing style to their specific requirements.

WCCN's referencing technique is also guided by information from the following sources:

De Jager, K. & Steele, D. 2016. *UCT author- date reference guide: based on Harvard referencing style*. Cape Town: UCT.

Smit, R. 2017. *Reference techniques: Harvard style*. 4<sup>th</sup> ed. Johannesburg:UJ.

Van Aswegen, L. 2010. *CPUT Harvard for beginners*. Cape Town: CPUT.

This guideline strives to explain concepts and identify the key elements that should be included when referencing.

In response to student requests and advice from academics, this 2023 version, contains some modifications including additional examples and illustrations such as Government Gazette, religious texts, and tables.

## CONTENTS

INTRODUCTION .....	1
When must you reference? .....	1
Why should you reference?.....	2
What is Plagiarism? .....	2
PUNCTUATION .....	3
Punctuation marks .....	3
There are a few exceptions to these rules:.....	4
IN-TEXT REFERENCES/CITATIONS .....	5
Essentials of In-text referencing .....	5
Examples of In-text citations .....	5
In text citation with two authors: .....	6
Multiple authors (3-7) .....	6
Multiple sources simultaneously in a sentence.....	7
Corporate bodies, organisations, etc.....	7
Citing a paraphrased or bulleted numbered list .....	8
Citing an Image.....	8
Citing a Table.....	8
Secondary source citation .....	9
WHAT IS A REFERENCE LIST .....	10
Elements for referencing books.....	10
Note About Authors.....	13
Author vs Editor .....	14
Two or more sources by the same author(s), in a single year .....	15
Date.....	15

Title of a book.....	15
Edition.....	16
Place of publication .....	16
Publisher .....	16
eBooks .....	17
Format.....	17
eBook as a PDF .....	18
eBook as an ePub .....	18
When to cite individual Chapters .....	19
What you will need to reference a chapter in an edited book .....	19
Essentials for referencing Journal articles.....	21
Title of the article .....	23
Title of the Journal .....	23
Volume and Issue Number .....	23
Digital object identifier.....	23
In Press.....	24
Essentials for referencing a Website/webpage .....	24
Government Publications.....	26
Essentials of referencing from the Government Gazette.....	26
CDs, DVDs, Pamphlets, Charts: .....	29
Referencing images from the internet .....	29
Religious Text.....	29
HOW TO REFERENCES SOURCES .....	30
CONCLUSION.....	44
REFERENCE LIST .....	45

APPENDIX A: Links to Online Government Gazettes.....	46
APPENDIX B: Punctuations in Reference List.....	47
APPENDIX C: Generative AI for referencing.....	49

## INTRODUCTION

A key feature of academic writing is accurate citations and references that acknowledges and give credit to the sources used. This helps to avoid plagiarism and allows readers to locate and verify the information (de Jager & Steele, 2016:1).

In Harvard referencing, you cite your sources in two places: in the text of your writing, and in a list of references at the end of your paper.

In the body of the assignment (Your answers): you will use [In-text citations](#). In-text citations, within the body of an assignment to acknowledge and give credit to the sources of information or ideas that you have used. It's typically written in the format (Author's surname, Year: page number).

The [list of references](#) at the end of your paper contains all the sources that you have cited in your writing. The list of references is organized alphabetically by the author's last name.

Here is an example of a reference for a book:

Smith, J. 2022. *The history of the world*. London: Penguin.

The guideline aims to:

- create an awareness for the importance of referencing
- create an understanding of the WCCN Harvard referencing technique
- explain how to reference the most frequent sources such as books, eBooks, journal articles and websites

### When must you reference?

Smit (2017:5) specifies that you must reference when you are using words or ideas from:

- books and journal articles
- newspapers and magazines
- pamphlets or brochures
- films, documentaries, television programs or advertisements
- websites or electronic resources
- letters, emails, online discussion forums
- personal interviews
- lecturers or tutors (not always necessary, but check with your lecturer or tutor)
- reprint any diagrams, illustrations, charts, or pictures

### Why should you reference?

Referencing allows you to:

- Present and acknowledge information from a variety of sources
- Show evidence of the research process
- Demonstrate the body of knowledge of which your assignment is based
- Enable the reader to locate your sources easily
- Evidence to support the points that you make
- Avoid plagiarism

### What is Plagiarism?

Plagiarism is using someone else's work without giving them credit and saying that it is your own work (de Jager & Steele, 2016:2). There are serious consequences to plagiarism. Refer to your **programme guide for more information on the processes and interventions followed on detection of plagiarism.**

De Jager and Steele (2016:2) advises that you should always acknowledge the source of information and to use the following strategies to avoid plagiarism:

- **Quoting:** when you copy directly from a text- word for word. Quotes should be enclosed in "quotation marks".
- **Paraphrasing:** Put the ideas of another author into your own words. Do not include too many words from the original text
  - o Reword, rephrase, express in other words
- **Summarising:** Abridge, condense, outline, put in a nutshell



## PUNCTUATION

Here are the general rules for spacing before and after punctuation marks in English.

### Punctuation marks

This table was adapted from English Grammar Here (2023).

Apostrophe	'	No space before, no space after Also, there is no space before or after an apostrophe when it is used to form contractions or to show possession	There are two 9's in 909. I can't believe it's over.  The dog's ball is under the bed.
Apostrophe or Quotation marks	“	One space before opening quotation mark, one space after closed quotation mark	He said “I'm going to class” then ran off.
At sign	@	No space before, no space after	My email address is Nazma.vgjat@wccn.org.za
Colon	:	No space before, one space after	Keke plays three sports: volleyball, soccer and tennis (Exceptions apply).
Comma	,	No space before, one space after	She is a clever, healthy woman.
Dash/Hyphen	—	No space before, no space after	I'm happy-me too. Page range: 75-99.
Ellipsis Mark	...	No space before, one space after	Today... we started new tasks.
Exclamation Mark	!	No space before, one space after	This is hard! Pay attention to detail.
Full Stop or Period	.	No space before, one space after <b>NO . after URL or DOI</b>	I'm waiting for your assignment. Email it soonest.
Oblique or Slash	/	No space before, no space after	Free tickets will be given to children/elderly only.
Question Mark	?	No space before, one space after	How was the exam? I'm glad it's over.
Round brackets or Parenthesis	( )	One space before and none after an opening parenthesis or bracket within a sentence; no space before closing parenthesis or bracket. One space after closing of bracket.	Zenzi (21 years-old) finished her course.
Semi colon	;	No space before, one space after	Ayanda has a big house; Susan has a small house.
Square brackets	[ ]	Same as round brackets ( )	It [orange] is sweet.
Underline	—	One space before, one space after	The meeting will start at <u>09:00 pm</u> . No later!
Underscore	_	No space before, no space after	Used to create visual spacing in a sequence of words where whitespace is not permitted. E.g., file naming. Leave_Nazma_2023

**There are a few exceptions to these rules:**

- **Full stop or period:**
  - No space before or after a decimal period, between numbers and multiple numerations
    - 2.5 million South Africans...
    - R10.95
    - Subsection 3.7.13
  - No space when a period is followed by a comma or a closing quotation mark, parenthesis or bracket
    - Wilkes, S., Cairns, S. & James, T.
    - etc.,
    - (See Chapter 33).
  - A period before the end of a quotation mark. There is one space before the opening quotation mark and no space after period and the closing quotation mark. For example:

She said, "I love you."
- **Colon:** No space before or after a colon
  - citing passages from the Bible: The story of Josiah begins in II Kings 22:1
  - writing ratios: 1:3
  - writing the time of day in the 24-hour system: 16:15
  - **between the year and page number. For example,**

**A stated by Smith (2023:35) ...**
- **Round brackets ( ):** No space between volume and opening bracket and no space between after issue number and closing bracket.
  - 16(1)

It is crucial to remember that these are merely guiding principles. You might occasionally need to stray from these guidelines to write clearly and comprehensibly. For instance, to clear up any ambiguity, you might need to add a space before or after a punctuation mark (Canada, 2021).

## IN-TEXT REFERENCES/CITATIONS

In-text referencing or citing refers to an information source, such as a book, article, website, etc., that is used in the main body of your assignment. It should include the bibliographic details needed to trace the source. Even when you quote, paraphrase and summarise, always acknowledge where you obtained your information.

### Example of a cited quotation (end of the sentence)

“... Otherwise, you may be accused of plagiarism, which is a form of theft. If you are found guilty of plagiarism, you will be subject to disciplinary action, which may include being expelled from the University” **(Theart & Smit, 2012:7).**

### Essentials of In-text referencing

There are three key elements:

- **Author:** Refers to a person/ institution or corporate body who is responsible for the intellectual and artistic content of an information source
- **Date:** If there is no publication date, or identifiable copyright date, use the abbreviation “n.d.” for the publication date
- **Page:** Page number/s are only included if there are pages, for example in a book or journal. Interviews, recording and online resources for example, don't have pages.

### Examples of In-text citations

In-text citations should have an author(s) (surnames only) with the date of publication, colon, and page number in parentheses (round brackets). In-text citations can be found at the start of a sentence or can follow a direct quote or paraphrased information.

#### Example at the start of a sentence

Adams (2022:28) has argued this point ...

#### Example at the end of sentence

.... took place during the Fees Must Fall student protest (Adams, 2022:237).

### In text citation with two authors:

When the authors' surnames occur inside of the brackets, connect them with the symbol "&"; but when they occur outside of the brackets, connect them with the word "and".

#### Example end of a sentence

"Staff varied in their opinion with regard to their impact of the environment as a cause of aggression" (Bock & Pienaar, 2013:109).

#### Example at the start of a sentence

Bock and Pienaar (2013:109) espouses that "staff varied in their opinion with regard to their impact of the environment as a cause of aggression".

### Multiple authors (3-7)

When a source has three or up to seven authors, include all authors the first time the source is cited. Thereafter, the first author's surname followed by *et al.* is used. The convention is to italicise *et al.* followed by a full stop.

#### For Example

Smith, Muse, Bent and Bloem (2022:121) states that....

Thereafter, the first author's surname and "*et al.*" is used.

Smith *et al.* (2022:127) validate the claim that...

It all ended well (Smith *et al.*, 2022:129).

When a source has **eight or more** authors, the first author's surname and *et al.* is used every time the source is cited (including the first time). However, all the authors must be entered in the reference list.

### Multiple sources simultaneously in a sentence

Order the citations of multiple sources by different authors within the same sentence alphabetically. It must be in the same order in which they would appear in the reference list. Separate the citations with semicolons.

#### Example at the start of a sentence

Several studies Booyens (2009:38); Duma et al. (2008:53); Geyer (2002:68) and Pienaar (2015:152) stipulate that....

#### Example at the end of sentence

You've done your research, you've made your reference list, now you're ready to write (Booyens, 2009:38; Duma et al., 2008:53; Geyer, 2002:68 & Pienaar, 2015:152).

### Corporate bodies, organisations, etc.

In academic referencing, a corporate body is an organization or institution that is considered to be the author of a work. This includes companies, government agencies, non-profit organisations, and international organisations. When a work is authored by a corporate body, the name of the organisation is used in place of an individual author's name. Here are some examples of in-text citations:

If the organisation/group is identified through abbreviations

#### Example at the start of a sentence (First Citation)

South African Nursing Council (SANC, 2009) ...

#### Subsequent Citations

SANC (2009) ...

#### Example at the end of sentence, (First Citation)

..... (South African Nursing Council [SANC], 2009).

#### Subsequent Citations

..... (SANC, 2009).

### Citing a paraphrased or bulleted numbered list

The citation should be part of a sentence and thereafter the bullet points.

**For example,**

Radwin and Alster (2002:62) highlights the following similarities in their findings:

- knowledge of patients' experiences
- behaviours, feelings and
- perceptions

### Citing an Image

If you are creating a list of figures, right click on the image and select *insert caption*. Give the image a name. Thereafter, type the author and year in round brackets.

*Note the information is always below the Image.*



*Figure 1 Pregnant lady (Alam, 2018)*

### Citing a Table

If you are copying or adapting a table or figure from another source, you are required to cite it. Should you be creating a list of Tables, highlight the table, right click, and select *insert caption*. Give the table a name. This will appear on top of the table. Add the citation below the table. A sentence should precede the table.

The calculation of the mean and standard deviations of the data are obtained are presented in Table 1.

*Table 1 Values of the Digital literacy Scale*

Scale	n	$\bar{X}$	ss	Value
Digital Literacy Scale	688	3.56	.61	Low Level

(Kaya & Korucuk, 2022:176)

### Secondary source citation

In academic writing, a secondary source is a work that cites or reports on the content of another source. This means that the secondary source did not create the original content, but rather summarised, paraphrased, or quoted it from another source. **Should be avoided. Always try to find the primary source.** If you cannot find the primary source, then you should identify both the original source and the secondary source.

#### Example at the start of a sentence

According to Pienaar (2013:152), citing Higgs (2003), "African communities in South Africa must participate in, and be responsible for, their own educational development".

#### Example at the end of sentence

"African communities in South Africa must participate in, and be responsible for, their own educational development" (Higgs, 2003 cited by Pienaar, 2013:152).

## WHAT IS A REFERENCE LIST

A reference list is an alphabetical list (no bullet points, no numbering, no indents) describing each source that you have used in your assignment.

A reference list is more detailed than the citations and contains elements that allow the reader to trace the original book, article, and website that you have consulted.

The reference list starts on a new page after your conclusion, and it must be numbered consecutively.

### 5. REFERENCE LIST

**B**eyer, N. (ed). 2013. *Title of book*. 2<sup>nd</sup> ed. City: Publisher.

**P**luve, P., Grad, R. & Barlow, J. 2017. *Look it up!: what patients, doctors, nurses, and pharmacists need to know about the internet and primary health care*. Montreal: McGill-Queen's University Press.

**S**mith, T. & Jones, E. (eds). 2018. *Title of book: subtitle of book*. 4th ed. City: Publisher.

**W**orkman, M.L., & **L**aCharity, L. 2016. *Understanding pharmacology: essentials for medication safety*. 2<sup>nd</sup> ed. St. Louis: Elsevier.

Figure 2 Example of a Reference List (Vajat, 2023)

### Elements for referencing books

Who: Authors surname/s and initial/s

When: Date of publication.

What: Title and subtitle (if available) of the book.

Where: Place of publication and publisher.



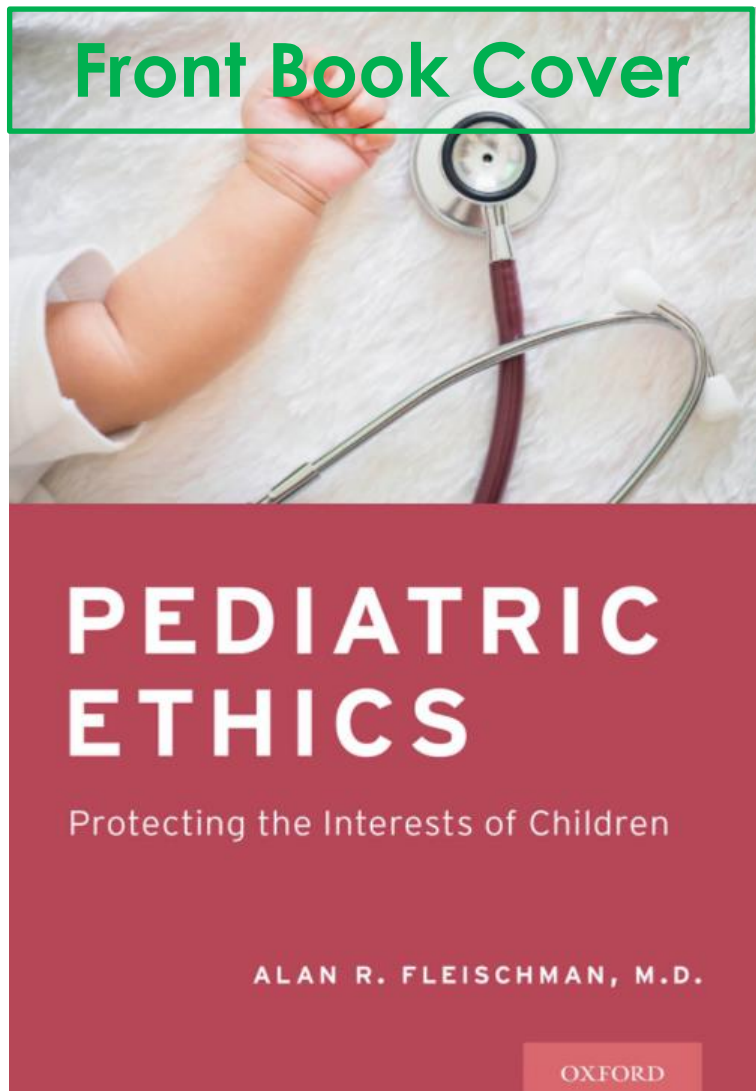


Figure 3 Cover of a book

### About the Front Cover of a Book

- The front cover is the first of the physical parts of a book
- The front cover of a book is a powerful marketing tool
- It has one purpose: to sell the book by attracting the right readers
- We DO NOT find Reference elements on the book cover
- Always go to the Title page and Copyright page or Imprint Page

## Title Page

## Copyright Page

**PEDIATRIC ETHICS** **Title**

*Protecting the Interests of Children* **subtitle**

Alan R. Fleischman, M.D. **Author**

**OXFORD**  
UNIVERSITY PRESS **Publisher**

**OXFORD**  
UNIVERSITY PRESS

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You must not circulate this work in any other form and you must impose this same condition on any acquirer.

Names: Fleischman, Alan R., author.  
Title: Pediatric ethics : protecting the interests of children / Alan R. Fleischman.  
Description: New York, NY : Oxford University Press, [2016] | Includes bibliographical references and index.  
Identifiers: LCCN 2015049222 | ISBN 9780199354474 (pbk. : alk. paper) | eISBN 9780199354498  
Subjects: | MESH: Pediatrics—ethics | Bioethical Issues | Child Health—ethics | Patient Rights—ethics | United States

Figure 4 Title and Copyright Pages

### **Format Book- One Author**

#### **Template:**

Surname, Initials. Year of Publication. *Title of book: and subtitle*. Place of Publication:  
Publisher.

#### **Example:**

Fleischman, A. R. 2016. *Pediatric ethics: protecting the interest of children*. New York:  
Oxford.

### **Note About Authors**

The author refers to the person or corporate body who is responsible for the intellectual and artistic content of an information source.

#### **Example of Person** (Always Surnames first, then Initials)

One Author: Shober, D.

Two Authors: Geyer, N. & Mkosi, K. R.

Three or more Authors: Bock, P. N., Magerman, C. K., Strauss, M. & Byrnes, T.

Corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, and conferences.

#### **Example of corporate bodies**

Soweto Trust

University of Cape Town (UCT)

South Africa, Department of Health

South African Nursing Council (SANC)

NB! For Corporate bodies, organisations, etc. the full names are written out in the reference list.

#### **For example**

South African Nursing Council NOT SANC

### Double names

When a maiden name is kept after marriage, and it is written Kirstie **Rendall-Mkosi**.

The surname will be **Rendall-Mkosi** and the initial will be **K**.

**Rendall-Mkosi, K.**

However, when written as **Kirstie Rendall Mkosi**; the surname will be **Mkosi**, and the initials will be K. R.

**Mkosi, K. R.**

### Prefixes before surnames

Some surnames have prefixes such as Van der, Du, Le etc. These surnames are typed as it appears in the resource.

#### For example

Van der Walt

Du Plessis

Le Roos

du Toit

### Author vs Editor

- Authors develop and research original written material
- Editors guide, review, and revise content
- A general editor usually supervises other editors (e.g., Mogotlane, S. in Juta's complete textbook of medical surgical nursing) or publications issued in a series (e.g., Woods, D. in Bettercare series)
- Editor(s) are distinguished from authors by adding the word (ed) for a single editor and (eds) for multiple editors

#### For example

Drydyk, J. & Keleher, L. (eds). 2018. *Routledge handbook of development ethics*. Oxon: Routledge.

### Two or more sources by the same author(s), in a single year

When an author has several items published in one year, assign letter suffixes (a, b, c, d and so forth) to the year.

#### For example

Junco, R. 2012**a**. The relationship between frequency of Facebook use, participation in Facebook activities, and student engagement. *Computers & Education*. 58:162-171. DOI: <http://dx.doi.org/10.1016/j.compedu.2011.08.004>

Junco, R. 2012**b**. Too much face and not enough books: The relationship between multiple indices of Facebook use and academic performance. *Computers in Human Behaviour*. 28(1): 187-198. DOI:10.1016/j.chb.2011.08.026

### Date

This is the year of publication or Copyright date NOT the re-printed or impressions dates. If there's no date on your resource, enter n.d.

#### For example

The Cornell Lab. n.d. *Discover a new world of birding...* <https://rb.gy/oehxg> [19 June 2023].

### Title of a book

A title is usually bold and the largest text on the title page. A subtitle clarifies or provides context to a title. Only the title and subtitle [if any] of the book is *italicised*. It must be in sentence case, i.e., only capitalise the first letter of the first word in the title, proper names, and places.

#### For example

*The Norton **anthology of short fiction**.*

*Introduction to **health care services in South Africa**.*

### Sub-Title

Do not capitalize the word after a colon (:) in the title

#### For example

Sociology: **a**n introduction...

The first edition is not entered in a reference list, only subsequent editions.

#### For example

Edition of a Book other than the first

2<sup>nd</sup> ed. 3<sup>rd</sup> ed. 4<sup>th</sup> ed. 5<sup>th</sup> ed. rev. ed. etc. are entered.

Harris, L. A. 2001. *Canadian copyright law*. 3<sup>rd</sup> ed. New York: McGraw Hill.

### Place of publication

The place of publication usually appears at the bottom of the title page in a book or on the verso of the title page. If there are multiple cities listed, select the first city listed.



Figure 5 Example of Cities listed below Publisher.

In the example above, you will state New York as the place of publication for the publisher.

Enter the town or city where the publisher is based and not the country.

### Publisher

Omit '& co' 'Pty Ltd', '& sons' after the name of the publishers.

#### For example,

Juta and Co. Type only **Juta**.

## eBooks

An eBook or electronic book is a non-editable text that is made available on a digital format and displayed and read on an electronic device, such as a tablet or smartphone. The digital format can be ePUB, PDF or HTML (Gardiner & Musto, 2010:164).

## Format

The reference list format for an eBook from a database is:

**Surname, Initial(s). Year. Title: subtitle. [Name of Database]. Permalink [Date you accessed].**

To copy the citation from the database

- Click on cite
- Scroll down till you find Harvard
- Copy and Paste in your reference list
- Adapt to WCCN Referencing technique

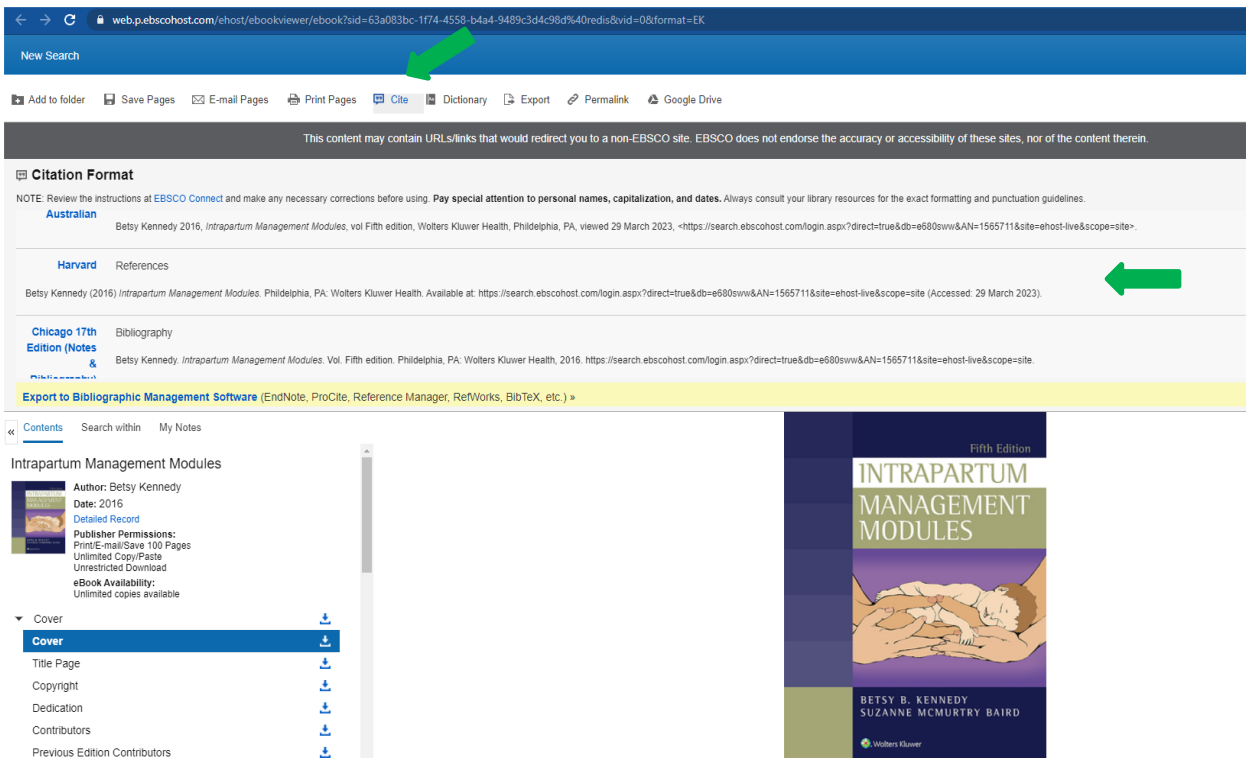


Figure 6 eBook

### Copied reference

Betsy Kennedy (2016) Intrapartum Management Modules. Philadelphia, PA: Wolters Kluwer Health. Available at:  
<https://search.ebscohost.com/login.aspx?direct=true&db=e680sww&AN=1565711&site=ehost-live&scope=site> (Accessed: 29 March 2023).



### Adapted to WCCN Reference style

Kennedy, B. 2016. *Intrapartum management modules*. [EBSCOhost].  
<https://search.ebscohost.com/login.aspx?direct=true&db=e680sww&AN=1565711&site=ehost-live&scope=site> [29 March 2023].

### eBook as a PDF

The page numbers will be the same as the printed version. It will appear on the pdf and on the screen.

### eBook as an ePub

The page numbers will differ from the printed version. Find the page number(s) by clicking on the Permalink.



The screenshot shows the EBSCOhost interface. At the top, there is a toolbar with various icons including 'Add to folder', 'Save Pages', 'E-mail Pages', 'Print Pages', 'Cite', 'Dictionary', 'Export', 'Permalink', and 'Google Drive'. Below the toolbar, a warning message states: 'This content may contain URLs/links that would redirect you to a non-EBSCO site. EBSCO does not endorse the accuracy or accessibility of these sites, nor of the content therein.' The 'Permalink' button is highlighted, and a green arrow points to the resulting URL in the address bar: [https://search.ebscohost.com/login.aspx?direct=true&db=e680sww&AN=1565711&site=ehost-live&scope=site&ebv=EK&ppid=Page-\\_-71](https://search.ebscohost.com/login.aspx?direct=true&db=e680sww&AN=1565711&site=ehost-live&scope=site&ebv=EK&ppid=Page-_-71). Below the URL, the page content is visible, showing the title 'MODULE 3 Admission Assessment of the Laboring Woman' and a sidebar with metadata for 'Intrapartum Management Modules' by Betsy Kennedy, dated 2016.

Figure 7 Permalink



### When to cite individual Chapters

All books have chapters. However, if there are different authors for the chapters, you need to reference EACH chapter you use. Use chapter in book format when the chapter/s of the book have different author/s as well as when the person who edited or compiled the book wrote a chapter/s in the book.

If you use multiple chapters from a book with different authors for each chapter, you still need to reference EACH chapter you use. On account that you need to acknowledge who wrote the work you are using, not the person who edited/compiled the book.

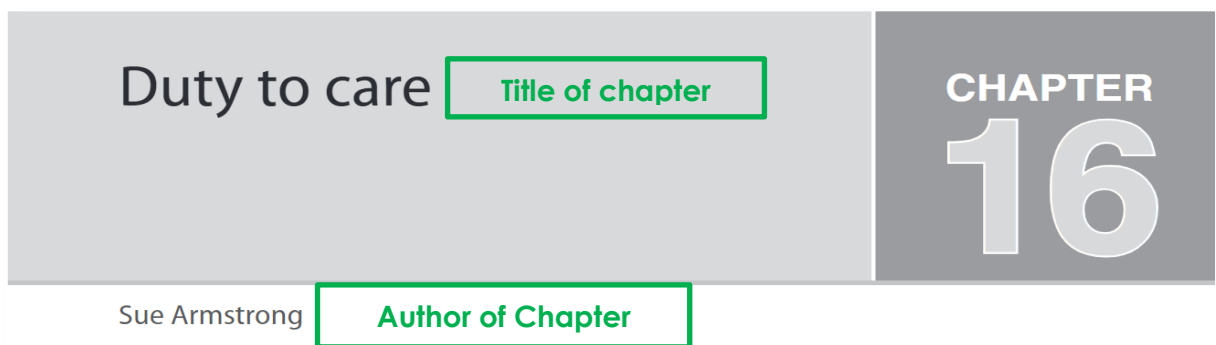


Figure 8 Example Chapter in a book

### What you will need to reference a chapter in an edited book

#### Printed book

- Author/s of the chapter
- Date the book published
- Title of the chapter, followed by the word "In"
- Followed by a full reference for the book in which it's published, and finally the page range of the chapter

#### Printed Book example

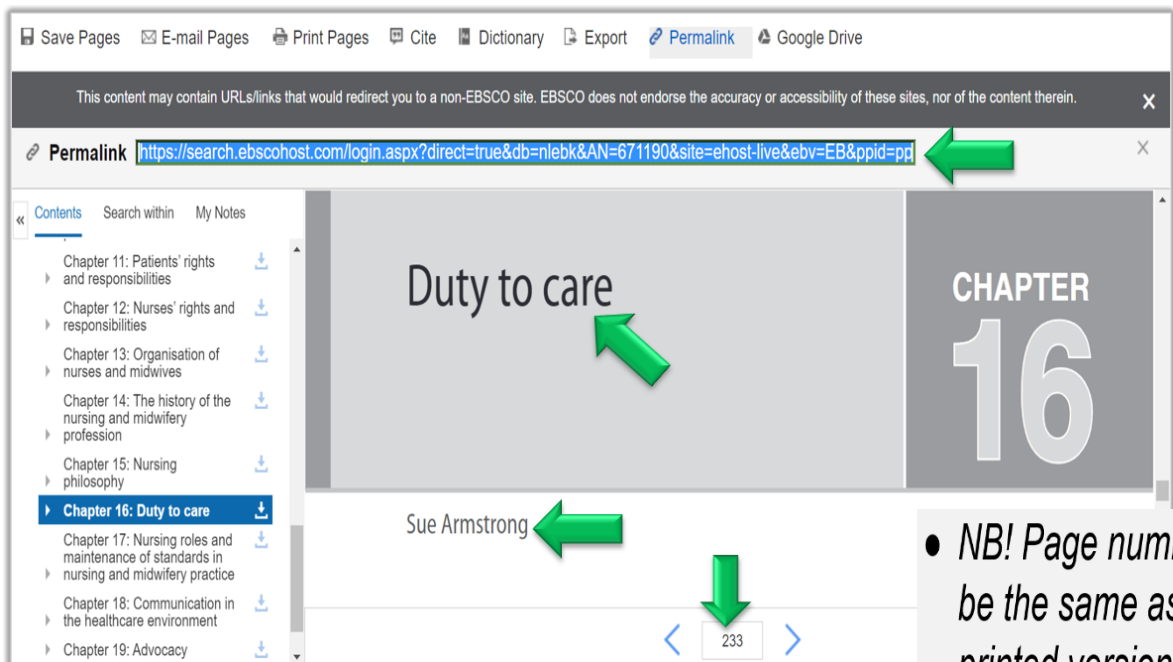
##### Template

Author of Chapter. Date. Title of chapter. In Editor/s of Book. *Title of book*. Place of Publication: Publisher: Page Range of chapter.

Armstrong, S. 2013. Duty to care. In Geyer, N. (ed). *A new approach to professional practice*. Cape Town: Juta: 233-245.

### Electronic books

- Author/s of the chapter
- Date book published
- Title of the chapter followed by the word "In"
- [Name of Database]
- Page range of the chapter (Click on Permalink on the 1<sup>st</sup> and last pages of chapter)
- Permalink First page of Chapter
- [dd Month Year]



- NB! Page numbers will be the same as the printed version
- It will appear on the pdf and on the screen

### eBook Example (PDF)

#### Template

Author of Chapter. Date. Title of chapter. In Editor/s of Book. *Title of book*. [Database]: Page Range of chapter. Permalink [Date you Accessed].

#### Example

Armstrong, S. 2013. Duty to care. In Geyer, N. (ed). *A new approach to professional practice*. [EBSCOhost]: 233-245.

[https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=671190&site=ehost-live&ebv=EB&ppid=pp\\_233](https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=671190&site=ehost-live&ebv=EB&ppid=pp_233) [01 September 2022].

## Click on Permalink to find page numbers on ePub version

● Click on the permalink for first page and then the last page to get the page range of the chapter.

24 Career management  
Susanna Johanna Elizabeth Vosloo

KEY CONCEPTS

- Career management

management  
Section 3: Staff development  
Chapter 23: Staff development  
Chapter 24: Career

Permalink [https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1775018&site=ehost-live&ebv=EK&ppid=Page-\\_\\_-396](https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1775018&site=ehost-live&ebv=EK&ppid=Page-__-396)

### eBook Example (ePub)

#### Template

Author of Chapter. Date. Title of chapter. In Editor/s of Book. *Title on book: subtitle*. Edition. [Database]: Page Range of chapter. Permalink [Date you Accessed].

#### Example

Vosloo, S. J. E. 2018. Career management. In Jooste, K. (ed). *The principles and practice of nursing and health care: ethos and professional practice, management, staff development and research*. 2<sup>nd</sup> ed. [EBSCOhost]: 396-405.

[https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1775018&site=ehost-live&ebv=EK&ppid=Page-\\_\\_-396](https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1775018&site=ehost-live&ebv=EK&ppid=Page-__-396) [01 September 2022].

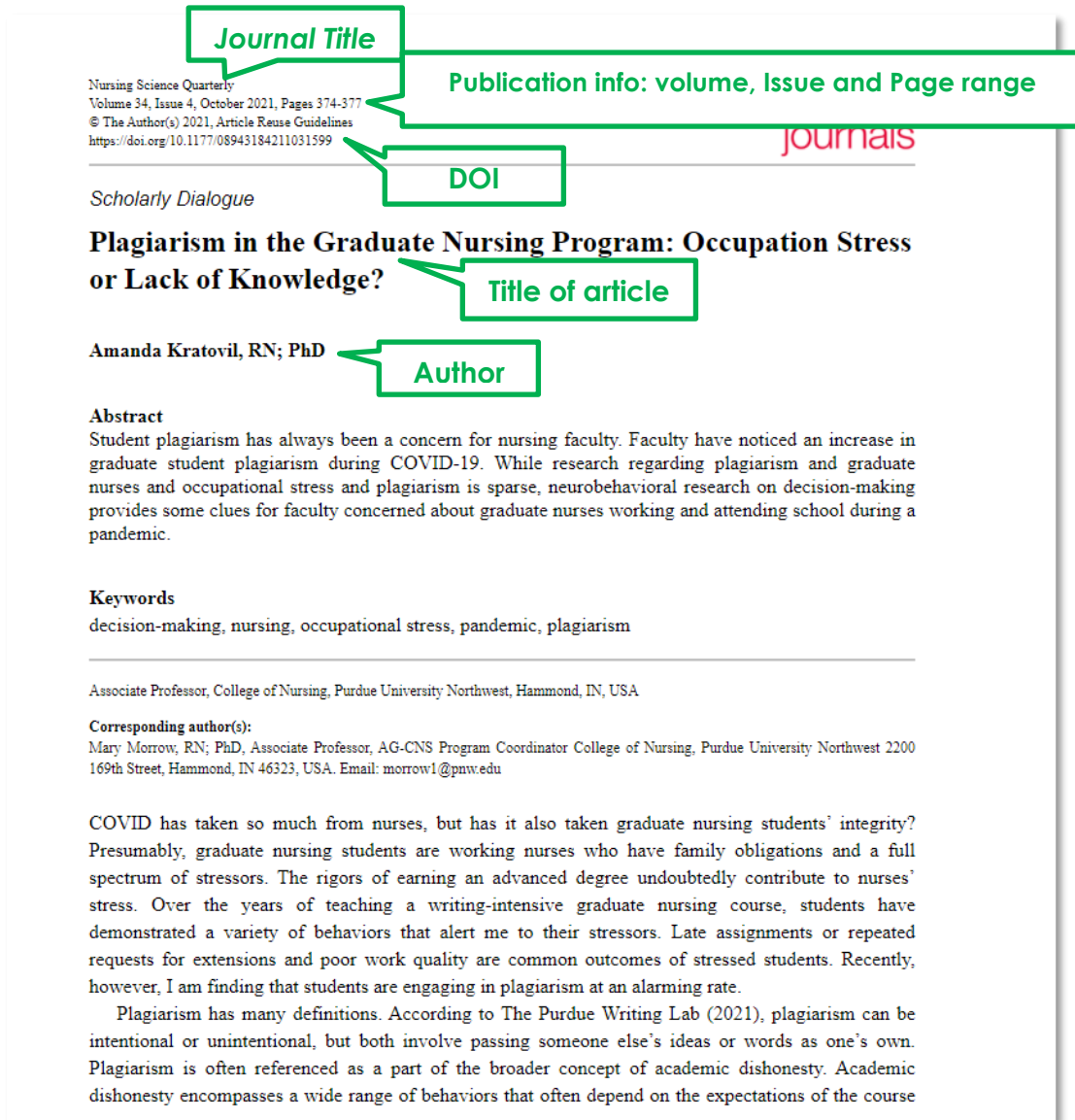


Figure 6: Example of an Academic Article (Kratovil, 2021).

## Journal Example

### Template

Surname, Initial. Year. Title of article: subtitle. *Journal Title*. Volume(Issue number): page range. DOI

### Example

Kratovil, A. 2021. Plagiarism in the graduate nursing program: occupation stress or lack of knowledge? *Nursing Science Quarterly*. 34(4):374-377.  
DOI:10.1177/08943184211031599

### **Title of the article**

The title and subtitle of an article are in sentence case and normal font.

**For example,**

*Plagiarism in the graduate nursing program: occupation stress or lack of knowledge?*

### **Title of the Journal**

The title of the journal is in *Title Case and Italics*. The first letter of each word is capitalised. However, use lowercase for articles (an, a, the) and prepositions (at, by, of)

**For example**

*Nursing Science Quarterly.*

*Note: Use title case for the title of journals, Conference proceedings, Acts, newspapers, musical scores, and official publications in the reference list:*

**For Example**

*Africa Journal of Nursing and Midwifery.*

*Mail and Guardian.*

*International Conference on Nursing (ICN).*

### **Volume and Issue Number**

Do not type the words 'volume' and 'issue number' in the reference list. Only the numbers.

**For example**

32(1)

### **Digital object identifier**

A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency. The DOI detects content and provide a persistent link to its location on the Internet. Although, a DOI is found on most electronic articles, not every article or resources has a DOI. When using a DOI, you don't have to add a URL and the access date.

### **In Press**

Articles that have been accepted for publication, but which have not been formally published and will not yet have the complete volume/issue/page information, are referred to as In Press. Use "in press" after title of journal.

### **Essentials for referencing a Website/webpage**

When referencing a website or webpage, it's important to provide accurate and sufficient information to enable others to locate the specific webpage you are referencing. The essential elements for referencing a website or webpage include:

- **Author/(s):** Provide the name(s) of the author(s) or the organisation responsible for the content. If the author's name is not explicitly mentioned, you can use the name of the organization or the website itself.
- **Date:** If available, include the date the website/ webpage was published or last updated. If not found on the top of the website scroll down to the end to find the date.
- **Title:** The title of the website is usually displayed at the top of the page or in the browser's title bar.
- **URL:** Include the full Uniform Resource Locator (URL) of the website/webpage. The URL is the web address that starts with "http://" or "https://" and uniquely identifies the location of the webpage on the internet. The URL indicates that it is an online source so do not type 'available at' or 'online' in the reference.
- **Date Accessed:** The date you accessed the website should appear in square brackets at the end of the reference. The format is [DD Month Year].

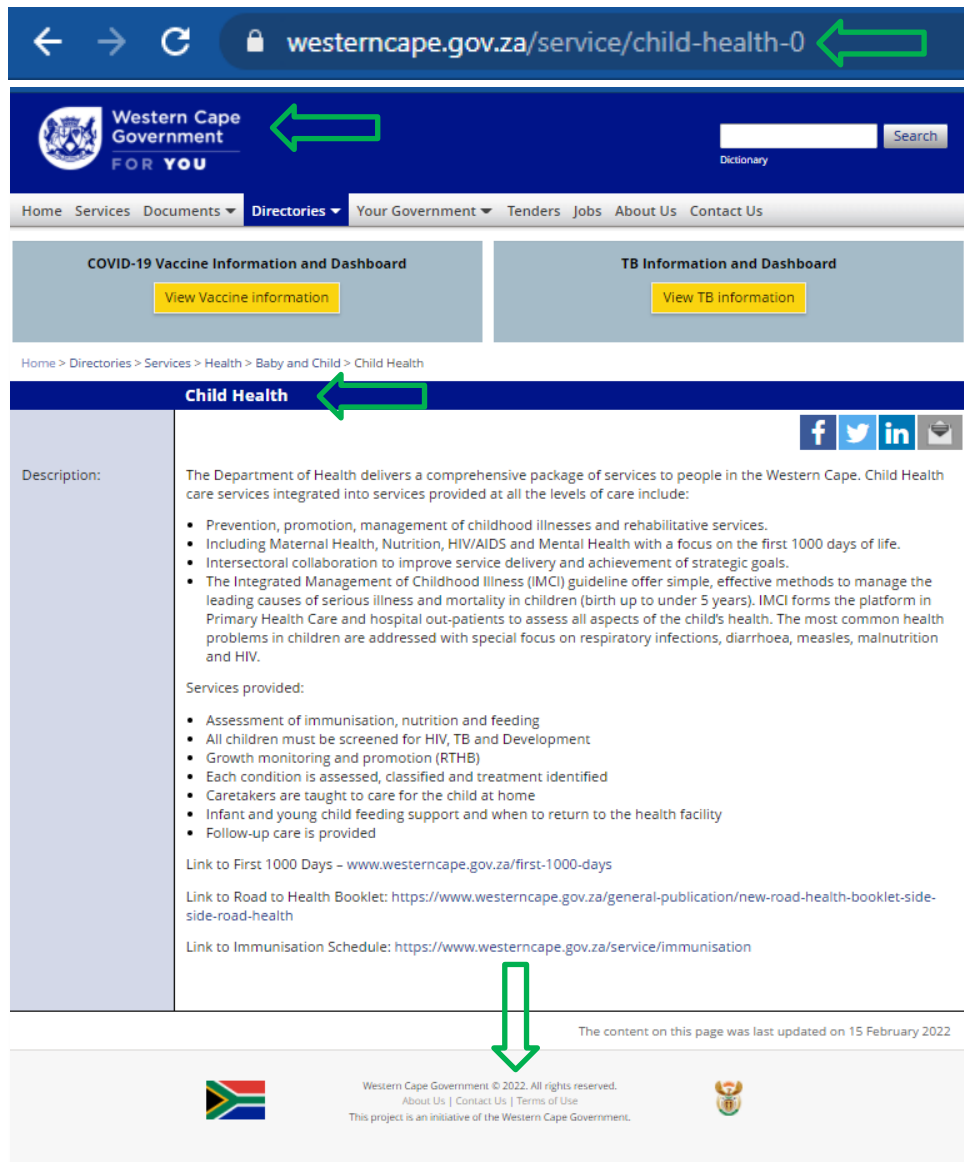


Figure 9 Example of a Website (WCG, 2022)

## Website Example

### Template

Author. Year. *Title of webpage*. URL [Date you accessed].

### Example

Western Cape Government. 2022. *Child health*.

<https://www.westerncape.gov.za/service/child-health-0> [22 March 2023].

## **Government Publications**

Statutes, Government Gazettes (GG), SA Law Reports are different type of Government publications. They are available in print or [online](#).

## **Essentials of referencing from the Government Gazette**

To find all the elements for a GG reference, you will need to find the GG it was published in. The elements will be on the cover page, content page and the page the Act or Regulation starts.

From the cover page you will need:

- Author
- Date
  - Year
  - Day
  - Month
- Source
- Volume
- Gazette Number



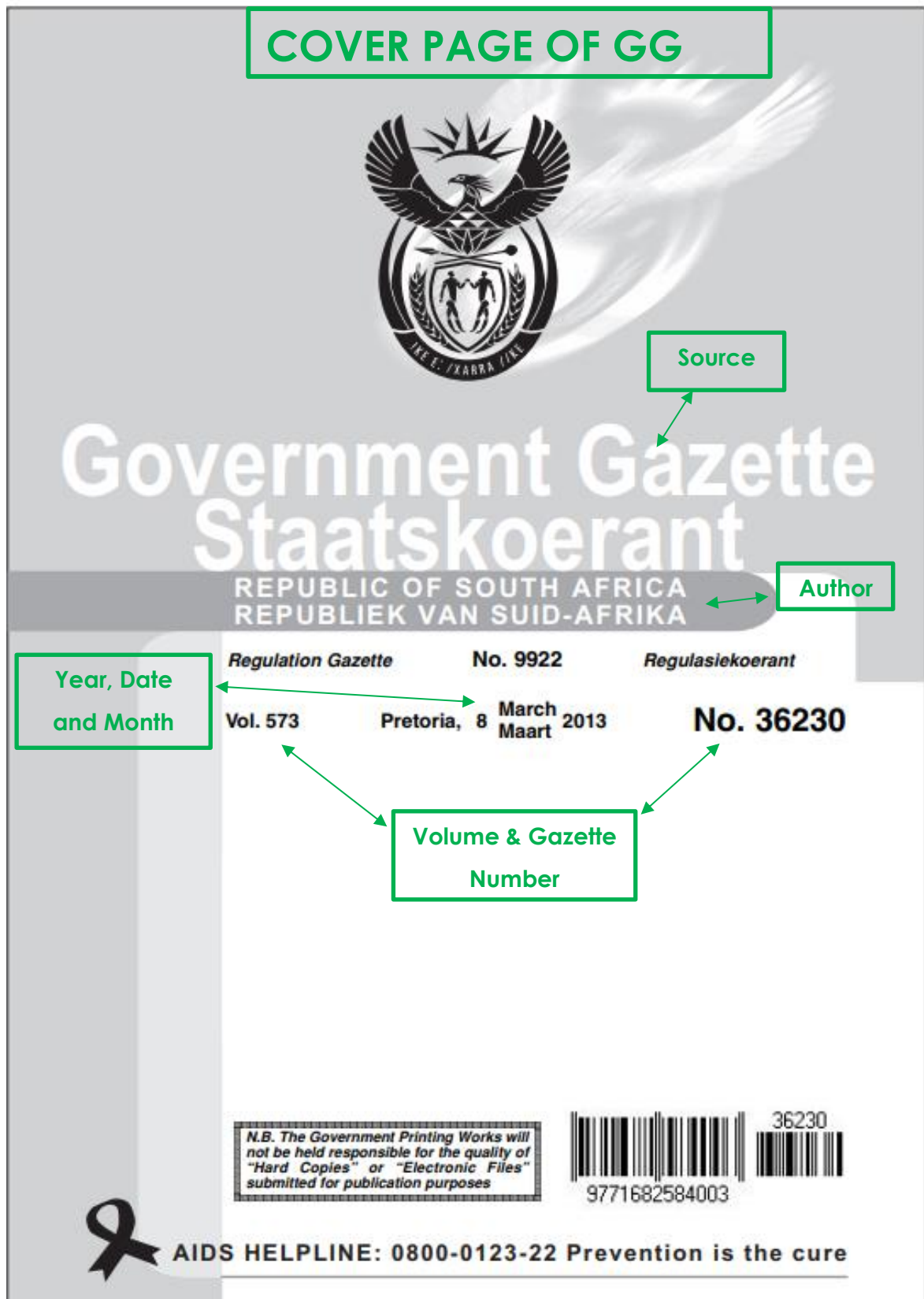


Figure 10 GG Cover Page

From the content page you will need the:

- Title
- Page numbers
- Gazette Number

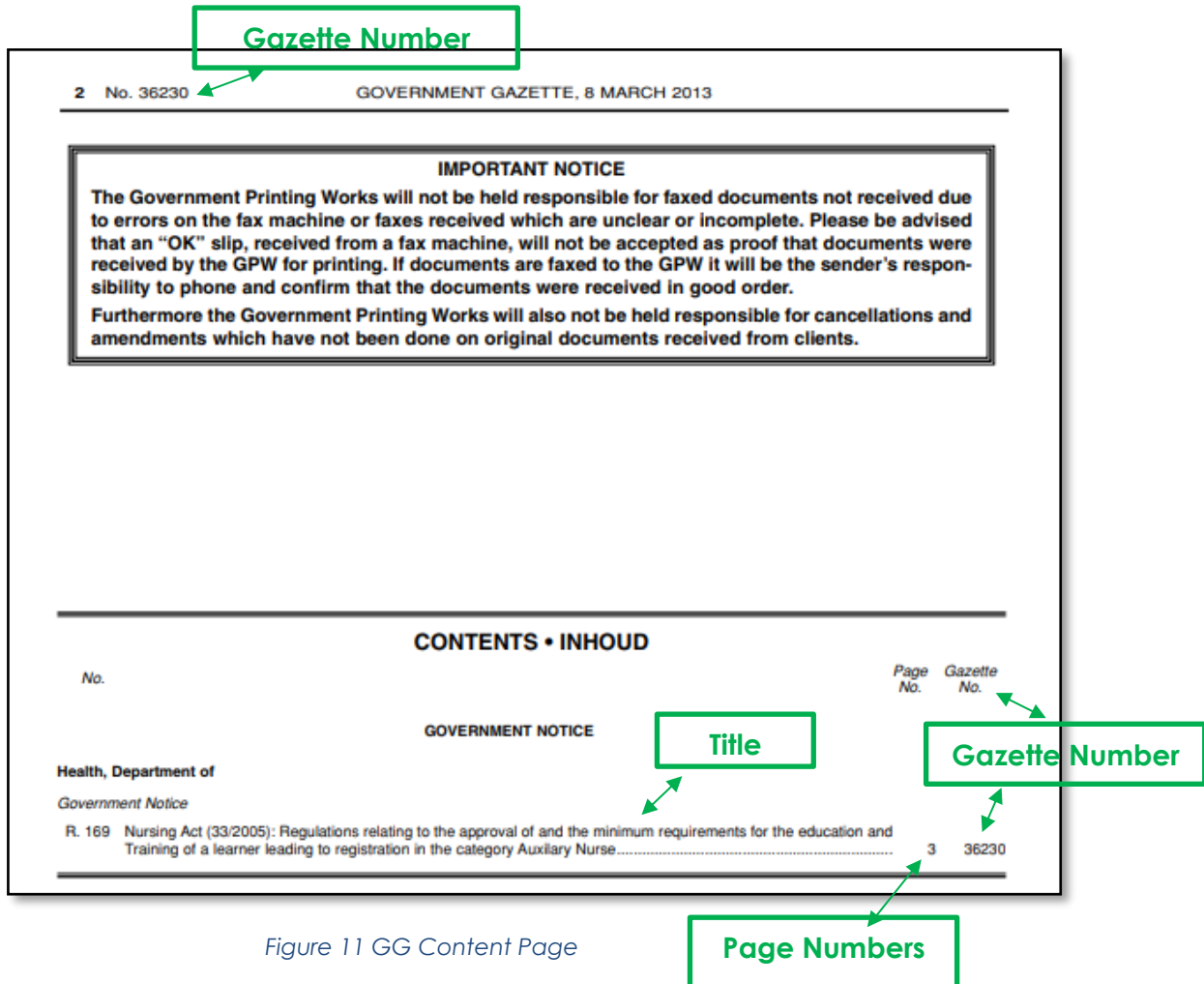


Figure 11 GG Content Page

### Government Gazette Example

#### Template

Author. Year. Title. *Government Gazette*. Vol (Gazette Number): page range, DD Month.

#### Example

South Africa. 2013. Nursing Act (33/2005): regulations relating to the approval of and the minimum requirements for the education and training of a learner leading to registration in the category Auxiliary Nurse. *Government Gazette*. 573(36230): 3-16, 08 March.

### **CDs, DVDs, Pamphlets, Charts:**

Formats or descriptions are only required for items other than books, newspapers, websites and journal articles. Type the format in square brackets after the title of the source.

E.g., *Sepsis: managing serious disorders*. [DVD]. 2007. New York: Blanchard & Loeb.

### **Referencing images from the internet**

Information you will need for the reference list

- Author/s/Organisation responsible for website
- Date the website was last updated (if not on top, then scroll to bottom of the page. If no date found, then type (n.d.)
- *Title in italics*
- Format in square brackets

#### **Image Example**

##### **Template**

Author. Year. *Title: subtitle*. [Format]. URL [Date you accessed].

##### **Example**

Alam, A. 2018. *Many pregnant women are being prescribed potentially dangerous antibiotics: CDC*. [Image].

<https://abcnews.go.com/Health/pregnant-women-prescribed-potentially-dangerous-antibiotics-cdc/story?id=52294961> [10 April 2018].

### **Religious Text**

Sacred scriptures such as Bible, Quraan and Talmud are normally entered under their title.

Specific versions, editions, translations, etc. must be given.

## HOW TO REFERENCES SOURCES

Here are some examples on how to reference the most common resources.

Resource	Template	Reference List Example	In text Example
Blog post	Surname, Initial. Year, Month dd. Title of blog entry. <i>Title of blog</i> . URL [Date you Accessed].	Snijders, T. 2018, May 02. Second month in Cape Town. <i>CASO-caring society</i> . <a href="https://www.caringociety.eu/2018/05/second-month-in-cape-town-south-africa/">https://www.caringociety.eu/2018/05/second-month-in-cape-town-south-africa/</a> [16 October 2019].	Snijders (2018) recalls...
Book (1 Author)	Surname, Initials. Year. <i>Title</i> . City: Publisher.	O'Connor, R. 2004. <i>Measuring quality of life in health</i> . Edinburgh: Churchill Livingstone.	According to O'Connor (2004:15) measuring the quality of life is vital ... <b>End of sentence</b> Measuring the quality of life is essential (O'Connor, 2004:15).
Book (2 Authors)	Surname, Initials. & Surname, Initials. Year. <i>Title</i> . City: Publisher.	Smith, S. F. & Duel, D. J. 2003. <i>Clinical nursing skills</i> . New Jersey: Pearson.	Smith and Duel (2003:12) states that clinical nursing skills... <b>End of sentence</b> Clinical nursing skills are essential... (Smith & Duel, 2003:12).

<p><b>Book</b> <b>(3 -7 Authors)</b></p>	<p>Surname, Initial(s)., Surname, Initials., Surname, Initials &amp; Surname, Initials. Year. <i>Title</i>. City: Publisher.</p> <div style="border: 1px solid green; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="color: green; text-align: center;"><i>Type authors in the order they appear on the title page</i></p> </div>	<p>Ranade, S., Joshi, S., Vaidya, S. &amp; Kharbanda, P. 2009. <i>Model answers in obstetric nursing</i>. St. Louis: Jaypee.</p>	<p><b>First time mentioned</b></p> <p>Ranade, Joshi, Vaidya and Kharbanda (2009:18) “time should be noted soon after delivery”.</p> <p><b>Mentions thereafter</b></p> <p>Ranade et al. (2009:20) states that a healthy born baby is born at term.</p>
<p><b>Book (8 or more)</b></p>	<p>All Authors. Year. <i>Title: subtitle</i>. City: Publisher.</p> <div style="border: 1px solid green; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="color: green; text-align: center;"><i>Type authors in the order they appear on the title page</i></p> </div>	<p>Duma, S., de Swardt, R., Khanyile, T., Kyriacos, U., Mtshali, N., Maree, L., Puoane, T. &amp; van den Heever, J. 2008. <i>Fundamentals of nursing: fresh perspectives</i>. Cape Town: Pearson Prentice Hall.</p>	<p>According to Duma <i>et al.</i> (2008:51) SANA was dissolved with....</p> <p><b>End of sentence</b></p> <p>SANA was dissolved with ... (Duma <i>et al.</i>, 2008:51).</p>
<p><b>Book</b> <b>(Editor/s)</b></p>	<p>Surname, Initials. (ed). Year. <i>Title</i>. Edition. City: Publisher.</p>	<p>Panda, U.N. (ed). 2009. <i>Concise pocket medical dictionary</i>. 2<sup>nd</sup> ed. New Delhi: Jaypee.</p>	<p>Panda (2009:35) defines aluminum as a...</p> <p><b>End of sentence</b></p> <p>Cyanemia is blue color of blood (Panda, 2009:141).</p>

<p><b>Book (more than one volume)</b></p>	<p>Surname, Initials. (ed). Year.  <i>Title: subtitle.</i> City: Publisher.                  Volume number.</p>	<p>Young, A. (ed). 2005. <i>Juta's manual of nursing: health care priorities.</i>                  Cape Town: Juta. Vol. 3.</p>	<p>Same as book</p>
<p><b>Book (Chapter in a Book)</b></p>	<p>Surname, Initials. of Author of the chapter. Date. Title: subtitle of the chapter. In Surname,Initials. &amp; Surname, Initials. (eds).  <i>Title: subtitle of book.</i> City: Publisher:                  Page range of chapter.</p>	<p>Roos, J. 2017. Leaders and quality assurance. In Jooste, K. (ed). <i>Leadership in health services management.</i> 3<sup>rd</sup> ed. Cape Town: Juta: 240-254.</p>	<p>Roos (2017:241) claims that <b>healthcare</b> service leaders are experiencing immense stress and strain.  <b>End of sentence</b>                  Healthcare service leaders are experiencing immense stress and strain (Roos, 2017:241).</p>
<p><b>Book (Corporate Authors, Groups, Companies)</b></p>	<p>Corporation. Year. <i>Title: subtitle.</i>                  City: Publisher.</p>	<p>Soweto Trust for Nurse Clinical Training. 2016. <i>Primary clinical care manual.</i> 9<sup>th</sup> ed. Melville: Jacana.</p>	<p>Soweto Trust for Nurse Clinical Training (2016:57) states that "asthma is a chronic inflammatory disorder of the bronchi."  <b>End of sentence</b>                  "Asthma is a chronic inflammatory disorder of the bronchi" (Soweto Trust for Nurse Clinical Training, 2016:57).</p>

<p><b>Conference (Online)</b></p>	<p>Surname, Initial. Year. Title of paper. <i>Proceedings of the Name of conference.</i> Dates Month year of conference. URL [Date you accessed]</p>	<p>Smith, B. 2016. Social media in libraries. <i>International librarian's conference.</i> 13-17 September 2016. <a href="http://www.xxxxxxxx">http://www.xxxxxxxx</a> [20 May 2017].</p>	<p>Smith (2016) depicts....</p>
<p><b>Conferences (Paper)</b></p>	<p>Surname, Initial. Year. Title of paper. <i>Proceedings of the Name of conference.</i> Dates Month year. City where conference held. Conference venue: Page range of paper.</p>	<p>Smith, A. 2017. The art of coding. <i>Proceedings of the 7<sup>th</sup> international conference for coders.</i> 02-06 October 2017. Johannesburg: Tambo Conference Centre: 24- 34.</p>	<p>Smith (2017:25) explains...</p>
<p><b>Court decisions</b></p>	<p>Name v. Name, Volume Source Page (Court Date).</p>	<p>Ndabeni v Minister of Law and Order, 3 SA 500 (1984)</p>	<p>Ndabeni v Minister of Law and Order (1984) states that...</p>
<p><b>Study guide/ Lecturers' notes</b></p>	<p>Surname, Initials. Year. Title: sub-title. City: Name of Institution. <div style="border: 1px solid green; padding: 2px; display: inline-block; color: green; font-size: small;">Only if it's lecturer's own work</div></p>	<p>Hill, L. 2015. Midwifery: first module. Cape Town: Western Cape College of Nursing.</p>	<p>Hill (2015) highlights...</p>
<p><b>Dictionary (With Author or Editor)</b></p>	<p>Same as an (edited) book</p>	<p>Same as an (edited) book</p>	<p>Same as an (edited) book</p>

<b>Dictionary (Without Author or Editor)</b>	<i>Title</i> . Edition. Year. City: Publisher.	<i>Mosby's Pocket dictionary of medicine nursing &amp; health professions</i> . 9 <sup>th</sup> ed. 2024. St. Louis, Missouri: Elsevier.	Mosby's Pocket dictionary of medicine nursing and health professions (2024:7) defines as abscess as a cavity ...
<b>DVD</b>	Director. Year. <i>Title</i> . [Format]. City: Production Company.	Cloete, J. 2016. <i>Full bath wash</i> . [DVD]. Cape Town: WCCN.	Cloete (2016) depicts...
<b>E- book</b>	Surname, Initial(s). Year. <i>Title: subtitle</i> . URL/DOI [Date you accessed].  <div style="border: 1px solid green; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="color: green; font-size: small;">Nb! Use DOI if available. No need to add the date accessed in square brackets after the DOI number.</p> </div>	Theron, G.B. (ed). 2012. <i>Intrapartum care: an advanced midwives guide to labour and delivery</i> .  <a href="https://bettercare.co.za/learn/intrapartum-care/text/0-3-contents.html">https://bettercare.co.za/learn/intrapartum-care/text/0-3-contents.html</a> [16 October 2019].	Theron (2012) cautions ...
<b>E-Book (From Database)</b>	Surname, Initial(s). Year. <i>Title</i> . [Name of Database]. Permalink [Date you accessed].	Hens, K. 2021. Towards an ethics of autism: a philosophical exploration. [EBSCOhost].  <a href="https://search.ebscohost.com/login.aspx?direct=true&amp;site=eds-live&amp;scope=site&amp;db=nlebk&amp;AN=2967076">https://search.ebscohost.com/login.aspx?direct=true&amp;site=eds-live&amp;scope=site&amp;db=nlebk&amp;AN=2967076</a> [23 March 2023].	Hens (2021) declares...



<p><b>E-mail</b></p>	<p>Surname of sender, Initial(s). (Sender's email). Year, Month dd. Subject of message. Email to recipient. (Recipient's email).</p>	<p>Arendse, T. (arendseti@cput.ac.za). 2018, May 20. RE: Referencing guideline. E-mail to Jonker, L. (Jonkerl@cput.ac.za).</p>	<p>Arendse (2018) acknowledges ...</p>
<p><b>Government Gazette</b></p>	<p>Country. Department [if available]. Year. Title. <i>Government Gazette</i>. Vol (Gazette Number): page range, DD Month.</p> <div data-bbox="528 587 801 699" style="border: 2px solid green; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; color: green;">Links to Online GG See Appendix 1</p> </div>	<p>South Africa. 1997. White Paper on environmental management policy for South Africa. <i>Government Gazette</i>. 385 (18164): 1- 96, 28 July.</p>	<p>...the White paper on environmental managements (South Africa, 1997:45)</p>
<p><b>Government publications: Departments (Printed-Book)</b></p>	<p>Country. Department [if available]. Year. <i>Title</i>. City: Publisher.</p>	<p>South Africa. 2003. <i>National Health Act, no 61 of 2003</i>. Pretoria: Government Printer.</p>	<p>According to South Africa (2003:20) a health care provider...</p> <p><b>End of Sentence</b></p> <p>A health care provider... (South Africa, 2003:20).</p>

<p><b>Government publications: Departments (Online)</b></p>	<p>Country. Department [if available]. Year. <i>Title</i>. URL [Date you accessed].</p>	<p>South Africa. 1989. <i>Labour Relations Amendment Bill</i>.  <a href="http://www.polity.org.za/article/labour-relations-amendment-bill-b-77d2001-2001-05-10">http://www.polity.org.za/article/labour-relations-amendment-bill-b-77d2001-2001-05-10</a> [18 May 2018].</p>	<p>South Africa (1989) clearly states in the Labour Relations Amendment Bill that ...</p>
<p><b>Image/ Table</b></p>	<p>Surname, Initial(s). Year. <i>Title</i>. [Format]. URL [Date you accessed].</p>	<p>Alam, A. 2018. <i>Many pregnant women are being prescribed potentially dangerous antibiotics: CDC</i>. [Image].  <a href="https://abcnews.go.com/Health/pregnant-women-prescribed-potentially-dangerous-antibiotics-cdc/story?id=52294961">https://abcnews.go.com/Health/pregnant-women-prescribed-potentially-dangerous-antibiotics-cdc/story?id=52294961</a> [10 April 2018].</p>	<p>Alam (2018)</p>
<p><b>Database</b></p>	<p>Surname, Initial(s). Year. <i>Title</i>. [Name of Database]. Permalink [Date you accessed].</p>	<p>Kornusky, J. &amp; Pravikoff, D. 2016. <i>Laryngitis</i>. [Nursing Reference Center].  <a href="https://bit.ly/2ly5rWa">https://bit.ly/2ly5rWa</a> [20 April 2018].</p>	<p>Kornusky and Pravikoff (2016) describes...</p>
<p><b>Institutional repositories</b></p>	<p><b>Open Access digital collections are in various formats. Treat each in a manner appropriate to its form and then add the DOI.</b></p>		

<p><b>Interviews</b></p>	<p>Surname, Initial(s). of person you interviewed. Year. Topic. DD Month, City.</p>	<p>Williams, T. 2018. Diabetes care. 02 February, Cape Town.</p>	<p>The unit manager, sister Williams (2018) explained ...</p>
<p><b>Journal Article (Abstract)</b></p>	<p>Surname(s), Initial(s). Year. Title of article. [Abstract]. <i>Title of Journal</i>. Volume of journal (Issue number): page range.</p> <div data-bbox="461 603 943 722" style="border: 2px solid green; padding: 5px; margin: 10px 0;"> <p><i>Try to find the full article, however, if this is not possible, cite the abstract.</i></p> </div>	<p>Olson, L. L. &amp; Stokes, F. 2016. The ANA code of ethics for nurses with interpretive statements: resource for nursing regulation. [Abstract]. <i>Journal of Nursing Regulation</i>. 7(2): 9-20.</p>	<p>Olson and stokes (2016:9) validate...</p>
<p><b>Journal Article (Online- use DOI)</b></p>	<p>Surname, Initials. Year. Title of article. <i>Title of Journal</i>. Volume of journal (Issue number): page range. DOI</p>	<p>Jack, C. L., Singh, Y. &amp; Ncama, B. P. 2016. A South African perspective to medical law and ethics in nursing: getting basic principles right. <i>Africa Journal of Nursing and Midwifery</i>. 17(2): 118-129. DOI: <a href="https://doi.org/10.25159/2520-5293/378">https://doi.org/10.25159/2520-5293/378</a></p>	<p>Jack, Singh and Ncama (2016:118) highlights the basic principles in nursing ethics. <b>End of sentence</b> Nurse's perspectives on ethics are discussed (Jack, Singh &amp; Ncama, 2016:118).</p>

<p><b>Journal Article</b></p>	<p>Surname, Initials. Year. Title of article. <i>Title of Journal</i>. Volume of journal (Issue number): page range.</p>	<p>Geyer, N. 2002. Ethics &amp; law: complaints of unethical conduct. <i>Nursing Update</i>. 26(3): 32-33.</p>	<p>According to Geyer (2002:32) several complaints of unethical conduct were reported in 2001. <b>End of sentence</b> Numerous complaints were received (Geyer, 2002:32).</p>
<p><b>Journal Article (Seasonal)</b></p>	<p>Surname, Initials. &amp; Surname, Initials. Year. Title of article. <i>Title of Journal</i>. Volume of journal (Issue number): page range, Month.</p>	<p>Radwin, L. E. &amp; Alster, K. 2002. Individualized nursing care: an empirically generated definition. <i>International Nursing Review</i>. 49(1): 54-63, March.</p>	<p>Radwin and Alster (2002:55) defines nursing care to be... <b>End of sentence</b> .... empirically defined (Radwin &amp; Alster, 2002:55).</p>
<p><b>Journal Article (In Press)</b></p>	<p>Surname, Initial(s). Year. Title of article. <i>Title of Journal</i>. (In Press).</p>	<p>Santini, A. 2018. The Importance of Referencing. <i>The Journal of Critical Care Medicine</i>. (In Press).</p>	<p>According to Santini (2018) ...</p>
<p><b>Maps (Google)</b></p>	<p>Google Maps. Year. Place. URL [Date you accessed].</p>	<p>Google Maps. 2013. <i>Western Cape College of Nursing. Klipfontein Rd, Heideveld, Cape Town.</i> <a href="https://bit.ly/2sLVcme">https://bit.ly/2sLVcme</a> [06 June 2018].</p>	<p>(Google Maps, 2018) ...</p>

<b>Medical Package Insert</b>	Company/Manufacturer. Year.  <i>Name of Medication</i> [Package insert]. Place Packaged.	Sandoz Pharmaceuticals. 1993.  <i>Lamaxil</i> . [Package insert]. East Hanover.	Sandoz Pharmaceuticals (1993) cautions against...
<b>Music</b>	Artist(s) Surname, Initial(s). Year. Title of song <b>On</b> <i>Title of CD</i> . [Format]. Place of publication: Distributor.	DuBois, S. 2009. Feeling blue On <i>Range of emotions</i> . [CD]. Parys: DC Records.	Feeling blue (Dubois, 2009, track 3) is the best...
<b>Newspaper (Online)</b>	Surname, Initial(s). Year. Title of article. <i>Title of Newspaper</i> . URL [Date you accessed].	Bendile, D. 2018. EFF won't prey on vexed voters. <i>Mail and Guardian</i> . <a href="https://mg.co.za/article/2018-05-18-00-eff-wont-prey-on-vexed-voters">https://mg.co.za/article/2018-05-18-00-eff-wont-prey-on-vexed-voters</a> [18 May 2018].	Bendile (2018) ....
<b>Newspaper (Printed)</b>	Surname, Initials. Year. Title of article. <i>Title of newspaper</i> . Day and month: page number.	Mohedeen, N. 2018. Child protection awareness. <i>Athlone News</i> . 16 May: 3.	Mohedeen (2018:3) ....

<b>Pack Guideline</b>	Country. Department [if available]. Year. <i>Title: subtitle</i> . Place of Publication: Publisher.	South Africa. 2016. <i>Primary care 101</i> . Cape Town: WCDoH.	Furthermore, South Africa (2016:113) validates the steps to...
<b>Pamphlet, Booklet, brochure, or leaflet</b>	Corporation OR Surname, Initial(s). Year. Title. [Pamphlet]. City: Publisher.	City of Cape Town. 2018. <i>Water saving tips</i> . [Pamphlet]. Cape Town: CCC.	The City of Cape Town (2018) cautions...
<b>Patient Folder</b>	Patient folder. Year. City: Name of hospital/clinic.	Patient folder. 2023. Cape Town: Mowbray Maternity Hospital.	As detailed in the patient folder (2023) ...
<b>Podcast</b>	Surname, Initial(s). Year, Month dd. <i>Title</i> . [Podcast]. URL [Date you accessed].	Dearborn, M., Fortner-Buczala, E. & Patel, K. 2022. <i>Using eportfolios for reflection in medical schools</i> . [Podcast]. <a href="https://doi.org/10.4135/9781529612165">https://doi.org/10.4135/9781529612165</a> [03 March 2023].	Dearborn, Fortner-Buczala and Patel (2022) directs...
<b>PowerPoint presentation</b>	Surname, Initials. Years. Title. URL [Date you accessed].  <div style="border: 2px solid green; padding: 5px; color: green; font-weight: bold;">                     Note: Must be presenter's own work. If not find the primary source(s) used.                 </div>	Covintree, K. 2011. <i>What is plagiarism?</i> <a href="https://www.slideshare.net/covs/what-is-plagiarism-7743417">https://www.slideshare.net/covs/what-is-plagiarism-7743417</a> [07 June 2018].	Covintree(2011) emphasises that...

<b>Religious Text</b>	Name of religious text (not in italics). Book version / translation (if applicable). Date. Place of publication: Publisher.	<p><b>Bible example</b></p> <p>Holy Bible. 1976. North Carolina: Bible House.</p> <p><b>Quraan example</b></p> <p>Qur'an. Translated by Abdullah Yusuf Ali. 2013. Ware, Hertfordshire: Wordsworth.</p>	<p><b>In-Text Format:</b></p> <p><b>Name of religious text.</b></p> <p><b>Chapter/Surah: Verse</b></p> <p>... (Bible, I Romans 4:7). ... (Qur'an: 14:38). ... (Torah: Proverbs. 24:6).</p>
<b>Skype/ Zoom Meeting</b>	Surname of caller, Initial(s). Year, Month dd. Title of meeting. [Platform of meeting].	Orton, K. 2018, March 03. Work package 2.3 meeting. [Zoom].	Orton (2018) confirmed....
<b>Social media (Instagram, Facebook)</b>	Username. Year, Month dd. First Sentence [Social Media Platform]. URL [Date you accessed].	Esmariewiese. 2018, March 13. What an absolute amazing experience the CASO project is. [Instagram]. <a href="https://www.instagram.com/p/BgRr4rSF9SQ/?taken-by=esmariewiese">https://www.instagram.com/p/BgRr4rSF9SQ/?taken-by=esmariewiese</a> [14 March 2018].	Experiences at CASO... (Esmariewiese, 2018).
<b>Speech (TV)</b>	Surname, Initial. Year, Month dd. <i>Title of speech.</i> TV Channel. Time.	Singh, N. 2009, February 28. <i>Crime in the Western Cape.</i> SABC 3. 14:30-15:00.	Singh (2009) reported....
<b>Television programme</b>	Director. Year, Month dd. Title of episode. <i>Title of series.</i> TV Channel. Time.	Moll, M. 2017, March 15. Beating hypertension. <i>Hello doctor.</i> e-TV. 10:00-10:30.	Moll (2017) refers to...

<b>Theses and dissertations (Printed)</b>	Author. Year. Title: subtitle. City: University.	Magerman, Y.N. 2011. Academic factors affecting learning at a NursingCollege in the Western Cape. Submitted in partial fulfilment of the requirements for the degree of Master of Health Science. Cape Town: University of Stellenbosch.	As stated by Magerman (2011:19) ...
<b>Theses and dissertations (PDF-Online)</b>	Surname, Initial. Year. Title. City: University. URL [Date you accessed].	Mia, S. 2014. <i>Self-leadership in male learner nurses during their four-year programme at a college in the Western Cape</i> . Cape Town: University of Western Cape. <a href="http://hdl.handle.net/11394/4196">http://hdl.handle.net/11394/4196</a> [20 May 2018].	Mia (2014:64) suggest that....
<b>Twitter (Tweets)</b>	@handle. Year, Month dd. First sentence of tweet. [Twitter]. URL [Date you accessed].	@CaringSociety3. 2018, March 20. <i>Train the trainer</i> . [Twitter]. <a href="https://twitter.com/CaringSociety3/status/976023049899266048">https://twitter.com/CaringSociety3/status/976023049899266048</a> [25 February 2019].	Members of SBAR Train the trainers (2018) ...
<b>Webinar</b>	Presenter Surname, Initial(s). Year. Title. [Webinar]. URL [Date you accessed ].	Wiggs, S. 2017. <i>Learning styles</i> . [Webinar]. <a href="http://www.xxxxxxx">www.xxxxxxx</a> [20 May 2018].	Wiggs (2017) suggests...



<b>Website</b>	Surname, Initials. /Organisation. Year. <i>Title of web page</i> . URL [Date you accessed].	South African Nursing Council. 2011. <i>Policies and position papers of South African Nursing Council</i> . <a href="http://sanc.co.za/policies">http://sanc.co.za/policies</a> [19 October 2011].	SANC (2011) purports that ...
<b>Video sharing websites such as YouTube, Vimeo, etc.</b>	Name of person/Organisation who uploaded. Year, Month dd. <i>Title</i> [Video]. Name of the Website. URL [Date you accessed].	Empower RN. 2013, September 30. <i>Your future in nursing!</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=o_n3G9uKAIA">https://www.youtube.com/watch?v=o_n3G9uKAIA</a> [03 March 2023].	Empower RN (2013) encourages nursing students to....
<b>Streaming Movie from a Subscription Media Website or Library Collection (Netflix, Amazon Prime, Hulu, etc.)</b>	Director's Surname, Initials. Year of Publication. <i>Title of Movie</i> . [Film]. Production Company.	Jenkins, B. 2018. <i>If Beale Street could talk</i> . [Film]. Annapurna Pictures.	<i>(Director's Surname, Year, Time Stamp)</i> Tish visits Fonny in jail (Jenkins, 2018, 51:45).
<b>Streaming Series from a Subscription Media Website or Library Collection (Netflix, Amazon Prime, Hulu, etc.)</b>	Writer/s of episode Surname, Initials. Year the episode was originally aired. <i>Title of episode</i> . (Season Number, Episode Number) [TV series episode]. <b>In</b> Director's Surname, Initial(s). <i>Television series</i> name. Production Company.	Lorre, C., Prady, B., Aronsohn, L., Molaro, S., Holland, S. & Ferrari, M. 2010. <i>The apology insufficiency</i> (S4, E7). [TV series episode]. In Cendrowski, M. <i>Big bang theory</i> . CBS.	<i>(Writer's Surname, Year, Time Stamp)</i> Wolowitz has a call from the FBI (Lorre, Prady, Aronsohn, Molaro, Holland & Ferrari, 2010, 10:39).

## **CONCLUSION**

This guide attempts to provide examples of all information sources you might encounter. It will also serve as a standardised guide for lecturers to ensure that students avoid plagiarism and cite and reference correctly.

## REFERENCE LIST

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## **APPENDIX A: LINKS TO ONLINE GOVERNMENT GAZETTES**

<https://www.gpwonline.co.za/GPWGazettes.htm>

<https://opengazettes.org.za/>

<https://www.greengazette.co.za/>

<https://gazettes.africa/gazettes/za/>

## APPENDIX B: PUNCTUATIONS IN REFERENCE LIST

- **One space after each punctuation**

Caine, E. C. & Brunner, G. K. A. 2010. The second great experiment.  
Cape Town: Publisher.

- **The punctuation after each surname is a comma**

Devilish, K. C., Dude, A. B., Bullish, D. E. & Extra, T.

- **The punctuation after each initial is a full stop**

Devilish, K. C., Dude, A. B., Bullish, D. E. & Extra, T.

- **The punctuation between multiple authors is a comma**

Devilish, K. C., Dude, A. B., Bullish, D. E. & Extra, T. 2011.

- **Between two authors or last two authors amongst string of multiple authors use an ampersand sign &**

Devilish, K. C., Dude, A. B., Bullish, D. E. & Extra, T.

- **The punctuation after the date is a full stop**

Abel, G. 2009. *The great experiment*. Cape Town: Publisher.

- **The punctuation between a Title and subtitle is a colon**

South African National Council for the Blind. 2022. Six spheres: one mission. <https://sancb.org.za/> [01 September 2022].

- **The punctuation between a Title and Place of Publication is a full stop.**

Abel, G. 2009. *The great experiment*. Cape Town: Publisher.

- **The punctuation between a Title and an edition is a full stop**

Abel, G. 2013. *The great experiment*, 2<sup>nd</sup> ed. Cape Town: Publisher.

- **The punctuation between an edition and a Place of Publication is a full stop.**

Abel, G. 2013. *The great experiment*. 2<sup>nd</sup> ed. Cape Town: Publisher.

- **The punctuation between Place of Publication and publisher is a colon:**

Abel, G. 2013. *The great experiment*. 2<sup>nd</sup> ed. Cape Town: Publisher.

- **The punctuation at the end of a reference is a full stop.**

Abel, G. 2013. *The great experiment*. 2<sup>nd</sup> ed. Cape Town: Publisher.

- **The date you accessed a website is always in Square Brackets []**

South African National Council for the Blind. 2022. Six spheres: one mission. <https://sancb.org.za/> [01 September 2022].

- **The format of the Date Accessed is DD Month Year**

South African National Council for the Blind. 2022. Six spheres: one mission. <https://sancb.org.za/> [01 September 2022].

## **APPENDIX C: Generative AI for referencing**

Content from generative AI such as ChatGPT and Bard are nonrecoverable sources as it can't be retrieved or linked. They are not considered credible sources of information and can't be cited for this purpose in academic writing. Even though it tries to give accurate responses, its decisions are based on patterns rather than facts and data, therefore it frequently can get things wrong.