





Reference Technique Guide

Western Cape College of Nursing (WCCN)

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RECORD OF CHANGES

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2019	Added Example of Image. Pg 8, Added Citation for multiple authors in a sentence. Pg 3, Added Date Accessed- Consistency, E-Book (From Database),	N. Vajat
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Sep 2024- Dec 2025	Fixed typos, grammar, aesthetics. Added more examples	N. Vajat
Jan 2026	Added Generative AI, Formatting and re-ordered content.	N. Vajat

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.



Preface

Referencing is an essential part of academic writing, ensuring you acknowledge the sources you use and provide readers with the means to locate them. This guide provides an easy-to-understand overview of the Harvard referencing style as adapted for the nursing programme at the Western Cape College of Nursing (WCCN). It outlines key concepts, examples, and updates based on student and lecturer feedback, incorporating sources like government gazettes, PACK guidelines, religious texts, and tables.

Disclaimer

Some examples provided are fictional and are intended solely for illustration and explanation only.

Declaration

Copilot was used in certain sections to rephrase and explain content in a clearer, more student-friendly manner to aid understanding. All sources and references are listed in the reference list.

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INTRODUCTION

This guide will help you reference your sources correctly using the Western Cape College of Nursing (WCCN) referencing style.

The purpose of this guide is to:

- Explain the importance of referencing in academic work
- Provide an overview of the WCCN referencing style
- Illustrate how to reference commonly used sources, such as books, eBooks, journal articles, and websites

REFERENCING AND ACADEMIC INTEGRITY

As a nursing student, you will use many types of sources such as books, journal articles, websites, and patient guidelines. This guide will show you how to list these sources clearly and correctly in your assignments.

Referencing is an important part of academic writing. It shows where your information comes from and gives credit to the original authors (Smit, 2017:5). Referencing serves several essential academic purposes:

- Acknowledges information gathered from a variety of sources
- Shows evidence of the research process
- Shows the knowledge base your assignment is based on
- Enables the reader to locate your sources easily
- Provides evidence to support the points that you make
- Avoids plagiarism

WHEN MUST YOU REFERENCE?

Smit (2017:5) stresses that as a student, you should provide a reference whenever you use words, ideas, or creative works taken from any of the following sources or tools:

- Books and journal articles
- Newspapers and magazines
- Pamphlets or brochures
- Films, documentaries, television programs or advertisements
- Websites or electronic resources
- Letters, emails, online discussion
- Personal interviews
- Lecturers PowerPoint presentations (If it's your lecturers work- reference it, if not, locate and reference the original source)
- Diagrams, illustrations, charts, or pictures
- Design Software (e.g. Canva)
- AI Tools (e.g. ChatGPT, Microsoft Copilot, Perplexity AI)

WHAT IS PLAGIARISM?

Plagiarism is using someone else's work without giving them credit and presenting it as your own (de Jager & Steele, 2016:2). Plagiarism has serious consequences; **refer to your programme guide for more information on the procedures and interventions used if plagiarism is detected.** De Jager and Steele (2016:2) underlines the importance of acknowledging all sources and suggest the following strategies to avoid plagiarism:

- Quoting
- Paraphrasing
- Summarising

Quotations

The number of quotes in an assignment varies depending on the type of work and assignment requirements, but a good rule of thumb is to use quotes sparingly, aiming for no more than 10-15% of the total word count (Pears & Shields, 2025:20).

When quoting, note the following:

- Use direct quotes for essential terms or unique phrases from original sources that would lose impact if paraphrased. Otherwise, aim to paraphrase.

- Always follow specific instructions. Some lecturers may specify limits, such as “no more than one quotes per page” or “no more than 10% of your work.”
- Excessive quoting often suggests that you do not know the content well enough to explain in your own words.
- Focus on developing your own insights supported by paraphrased information.
- **Always acknowledge original source/author.**

Paraphrasing

Paraphrasing means taking information or ideas from a source(s) and putting them into your own words while keeping the original meaning. Where paraphrasing usually involves rewriting a specific passage or idea in a similar level of detail, summarising condenses the information (Pears & Shields, 2025). Paraphrasing is a valuable skill because:

- It allows you to integrate research into your work without directly quoting
- It shows that you understand the material
- It helps you avoid plagiarism

Remember! Even when you paraphrase, you must cite the original source. Proper paraphrasing always requires citing the original source, even though the wording has been changed.

Summarising

Summarising is the process of taking the main ideas or key points from a longer passage (such as a section or chapter) and writing them into a shorter version, using your own words. Unlike paraphrasing, which rewrites a specific passage in detail, summarising captures only the essential points, leaving out much of the detail and examples. Summarising is helpful when you want to give an overview of a source without including all the specifics. As with paraphrasing, it's important to **credit the original source when summarising** someone else's ideas to avoid plagiarism (Pears & Shields, 2025).

TYPES OF RESOURCES

Students must access a wide range of resources that support study, research, and personal development. These resources include both print and digital materials, such as books, journals, databases, and multimedia, each serving a specific purpose in meeting the diverse needs of users. Understanding the different types of resources and how they are used is essential for making the most of what the library offers (Sourcely, 2025).

The table, adapted from Sourcely (2025), outlines various types of resources frequently used in academic referencing, along with their definitions.

Table 1 Types of Resources

Resource Type	Definition
Book	A written work or volume providing in-depth information on a subject, typically authored or edited by experts.
Journal Article	A scholarly work published in a periodical, offering specialised research and findings in a particular field.
Website	An online source providing information, resources, or data on various topics, often maintained by organisations, institutions, or individuals.
Government Document	Official publications produced by government agencies, including reports, statistics, legislation and PACK Guidelines.
Conference Proceeding	A collection of papers presented at a conference, often containing recent research developments in a specific field.
Thesis/Dissertation	A comprehensive academic document submitted as part of a degree requirement, detailing original research conducted by the student.
Newspaper Article	A published article that provides news, opinions, or updates on current events, often intended for a general audience.
Video or Film	An audio-visual work, which may be informative, documentary, or educational, offering visual and auditory information on a topic.
Database	A searchable online resource containing a large collection of research articles, papers, and data, typically requiring a subscription or institutional access.
Personal Communication	Information gathered through personal means, such as interviews, emails, or conversations, which is generally not retrievable by others.

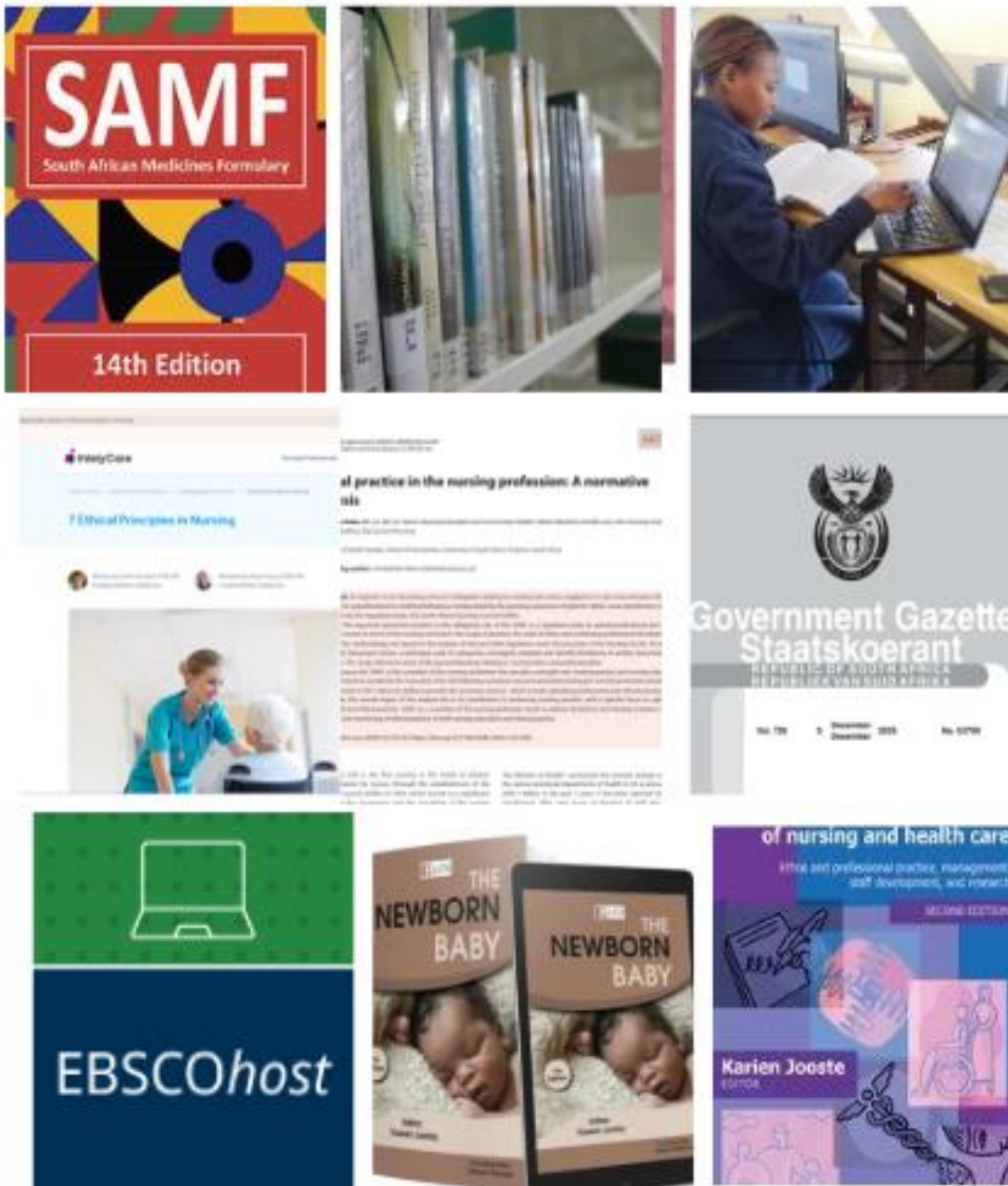


Figure 1: Types of Resources

When to cite individual Chapters

Books are usually made up of chapters. Sometimes, each chapter is written by a different author. In these cases, you must reference each chapter you use, not just the book as a whole.

Use the chapter-in-a-book format when:

- The chapters are written by different authors.
- The editor or compiler of the book has also written one or more chapters.

If you use more than one chapter from such a book, you still need to reference each chapter separately. This is because you are acknowledging the person who actually wrote the chapter you are using, not only the editor or compiler of the book.

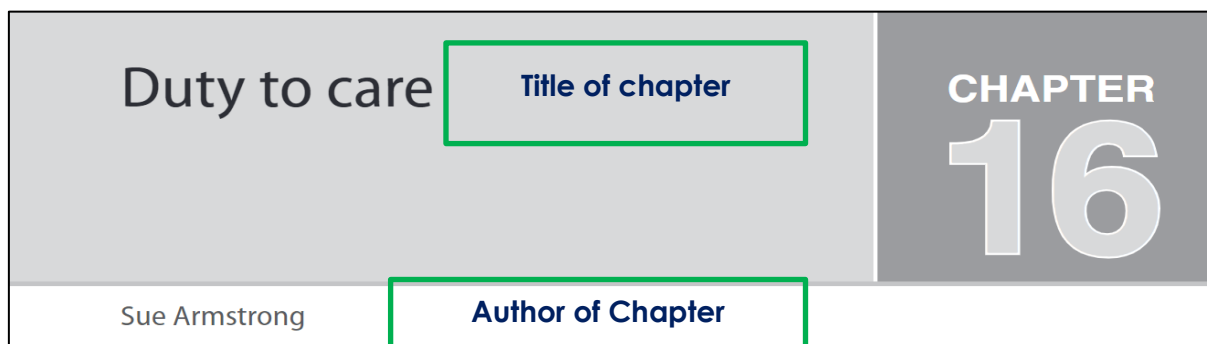


Figure 2: Chapter in Book

Key features of 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).

eBook from a database

An easy way to find reference elements for an eBook is to copy the citation:

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

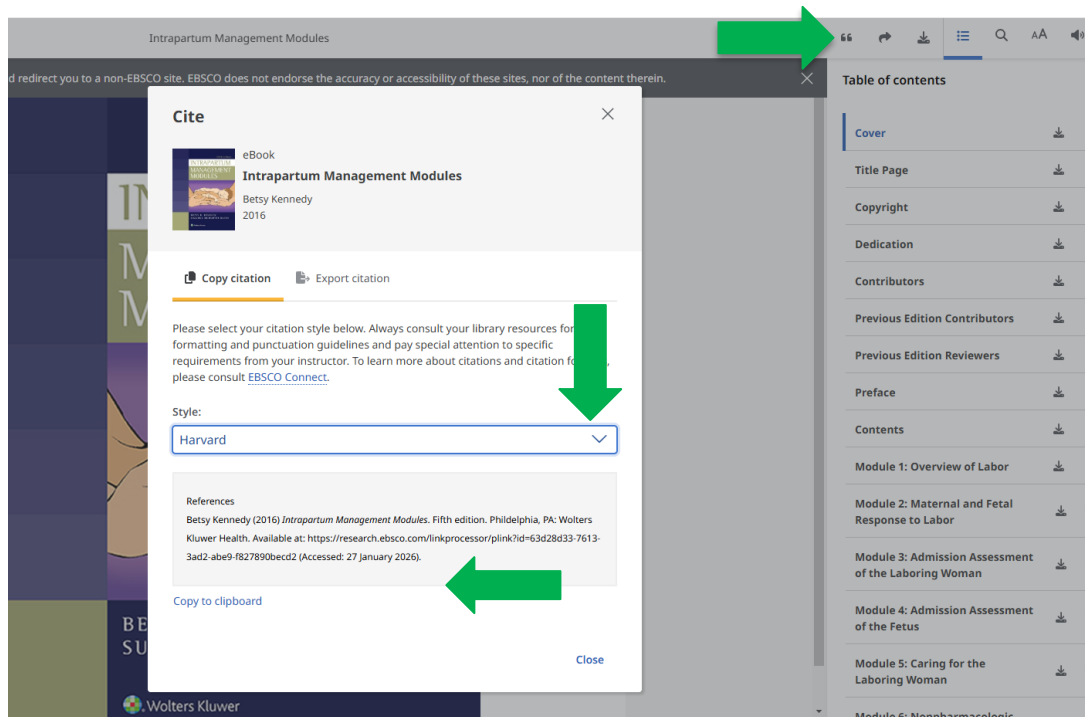


Figure 3: eBook Citation

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).

Nb! WCCN's Reference Template for an eBook from a Database is

Surname, Initial(s). Year. *Title: subtitle*. Edition. Place of publication: Publisher. Permalink [Date you accessed].



Adapted to WCCN's Reference style

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

Where to find page numbers in eBooks

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.

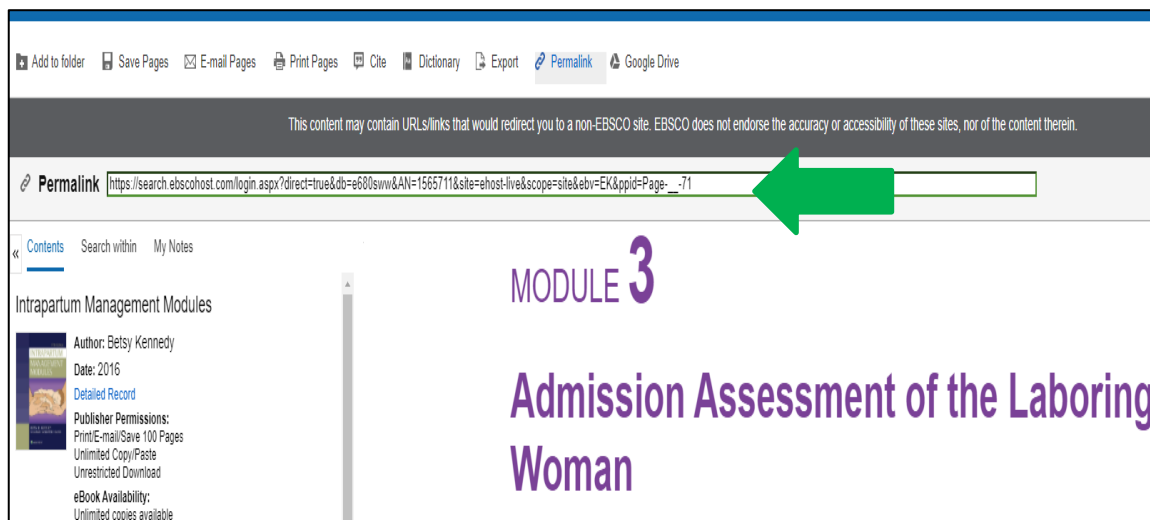


Figure 4: Page numbers- ePub

Reference information for a chapter in an edited book: Printed

- 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 Reference List Example

Author of Chapter. Date. Title of chapter. In Editor/s of Book. *Title of book*. Edition of book if not the first ed. 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.

Reference information for a chapter in an edited book: Electronic books

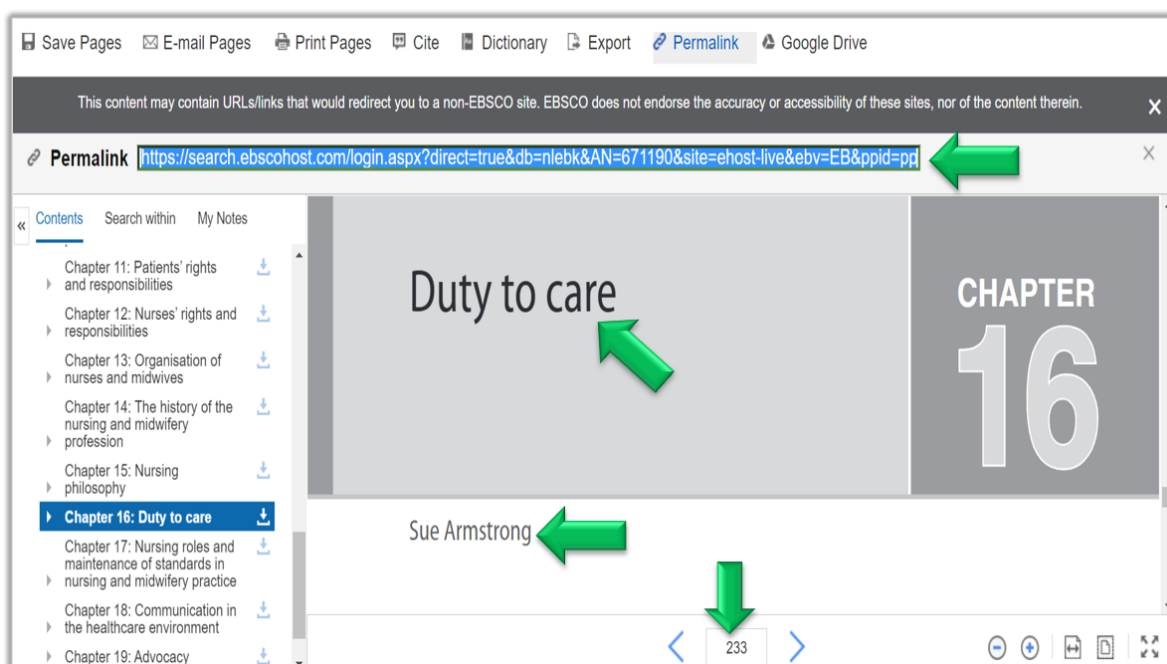


Figure 5: Chapter in eBook-page number

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

eBook Reference List Example (PDF)

Template

Author of Chapter. Date. Title of chapter. In Editor/s of Book. *Title of book*.
Edition of book if not the first ed. Place of publication: Publisher: 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*. Cape Town: Juta: 233-245.

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

Figure 6: Chapter in ePub- page number

eBook Reference List Example (ePub)

Template

Author of Chapter. Date. Title of chapter. In Editor/s of Book. *Title on book: subtitle*. Edition of book. Place of publication: Publisher: 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*. 2nd ed. Pretoria: Van Schaik: 396-405.
https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1775018&site=ehost-live&ebv=EK&ppid=Page-__-396 [01 September 2022].

Key Features of Articles

The screenshot shows the top portion of an academic article page. A green callout bubble at the top right points to the journal information: "Nurs Sci Q. 2021 Oct;34(4):374-377. doi: 10.1177/08943184211031599." and is labeled "Journal title, Publication info: volume, Issue and Page range, DOI". Another callout bubble points to the article title: "Plagiarism in the Graduate Nursing Program: Occupation Stress or Lack of Knowledge?" and is labeled "Title of article". A third callout bubble points to the author's name: "Amanda Kratovil¹" and is labeled "Author". A fourth callout bubble points to the DOI: "10.1177/08943184211031599" and is labeled "DOI". The page also features a "Cite" button, a "Collections" button, social media share icons (Twitter, Facebook, LinkedIn), and a "PAGE NAVIGATION" section with links for "Title & authors" and "Abstract".

Figure 7: Academic article (Kratovil, 2021)

Journal Reference List 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 journal article**

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

For example

Plagiarism in the **g**raduate **n**ursing **p**rogram: **o**ccupation **s**tress or **l**ack of **k**nowledge?

- **Title of the Journal**

Type the full title of the journal, no abbreviations allowed. It 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.

- **Volume and Issue Number**

See figure 7, the format **34(4)** indicates the volume and issue number of a publication.

34 represents the volume number.

(4) represents the issue number of that volume.

- **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.

- **Article Number**

Some journals (especially those published by PLOS, MDPI, or Springer Open) assign a unique article number rather than traditional page ranges.

This is because the articles are published online and not bound in physical issues.

- **In Press**

Articles that have been accepted for publication, but not formally published and will not yet have the complete volume/issue/page information, Use "**in press**" the after title of journal.

Key Features of website/webpages

The screenshot displays the Western Cape Government website. Key features are highlighted with green arrows:

- URL:** [westerncape.gov.za/service/child-health-0](https://www.westerncape.gov.za/service/child-health-0)
- Author:** Western Cape Government FOR YOU
- Title:** Child Health

The main content area includes:

- COVID-19 Vaccine Information and Dashboard (View Vaccine information)
- TB Information and Dashboard (View TB information)
- Breadcrumbs: Home > Directories > Services > Health > Baby and Child Health
- Child Health description: The Department of Health delivers a comprehensive package of services to people in the Western Cape. Child Health care services integrated into services provided at all the levels of care include:
 - Prevention, promotion, management of childhood illnesses and rehabilitative services.
 - Including Maternal Health, Nutrition, HIV/AIDS and Mental Health with a focus on the first 1000 days of life.
 - Intersectoral collaboration to improve service delivery and achievement of strategic goals.
 - The Integrated Management of Childhood Illness (IMCI) guideline offer simple, effective methods to manage the leading causes of serious illness and mortality in children (birth up to under 5 years). IMCI forms the platform in Primary Health Care and hospital out-patients to assess all aspects of the child's health. The most common health problems in children are addressed with special focus on respiratory infections, diarrhoea, measles, malnutrition and HIV.
- Services provided:
 - Assessment of immunisation, nutrition and feeding
 - All children must be screened for HIV, TB and Development
 - Growth monitoring and promotion (RTHB)
 - Each condition is assessed, classified and treatment identified
 - Caretakers are taught to care for the child at home
 - Infant and young child feeding support and when to return to the health facility
 - Follow-up care is provided
- Link to First 1000 Days - www.westerncape.gov.za/first-1000-days
- Link to Road to Health Booklet: <https://www.westerncape.gov.za/general-publication/new-road-health-booklet-side-side-road-health>
- Link to Immunisation Schedule: <https://www.westerncape.gov.za/service/immunisation>

The content on this page was last updated on 15 February 2022

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Figure 8: Example of a Website (WCG, 2022)

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 organisation or the website name 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].

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].

Key features of Government Publications

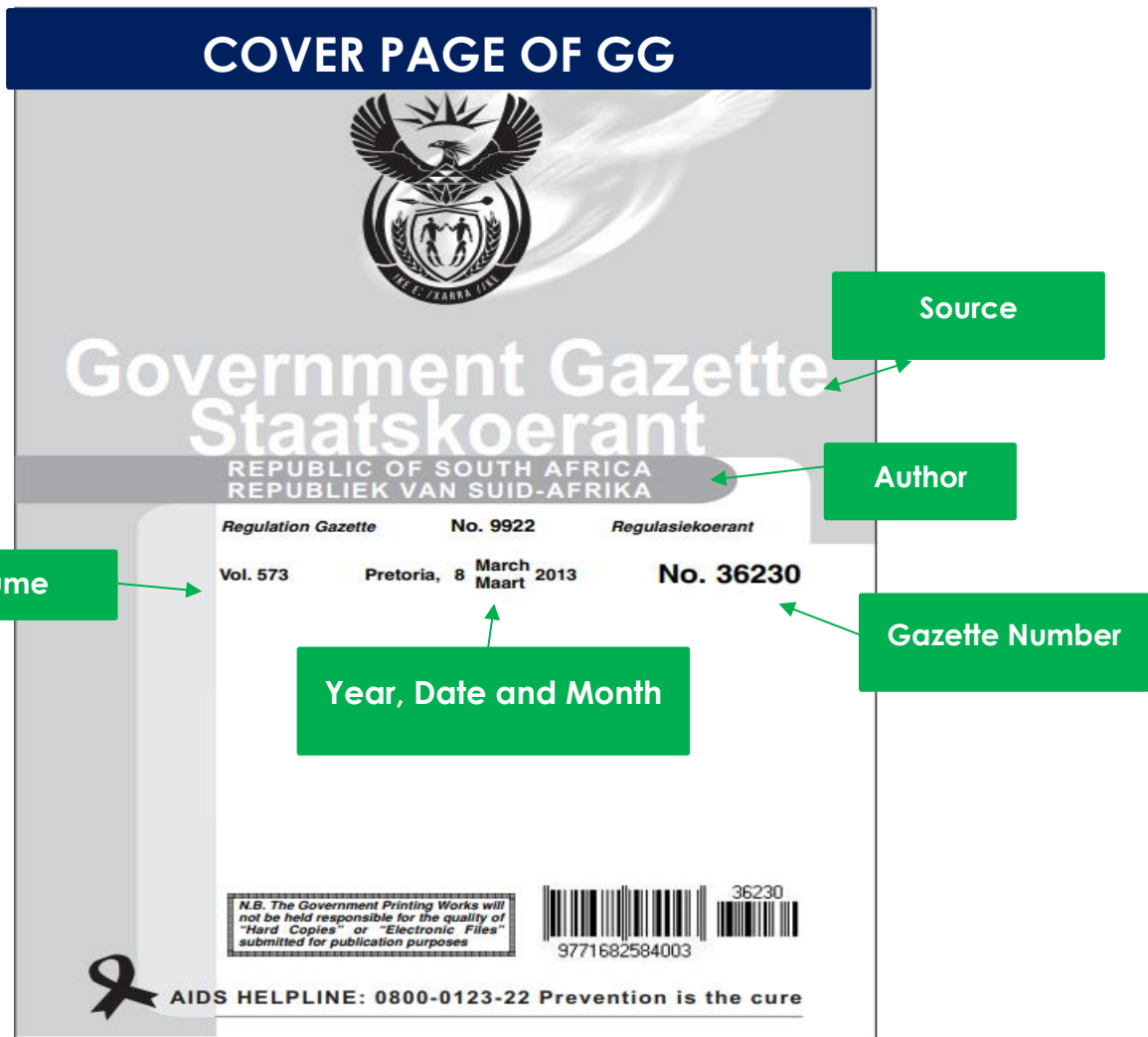


Figure 9: Cover Page-Government Gazette (WCG, 2013)

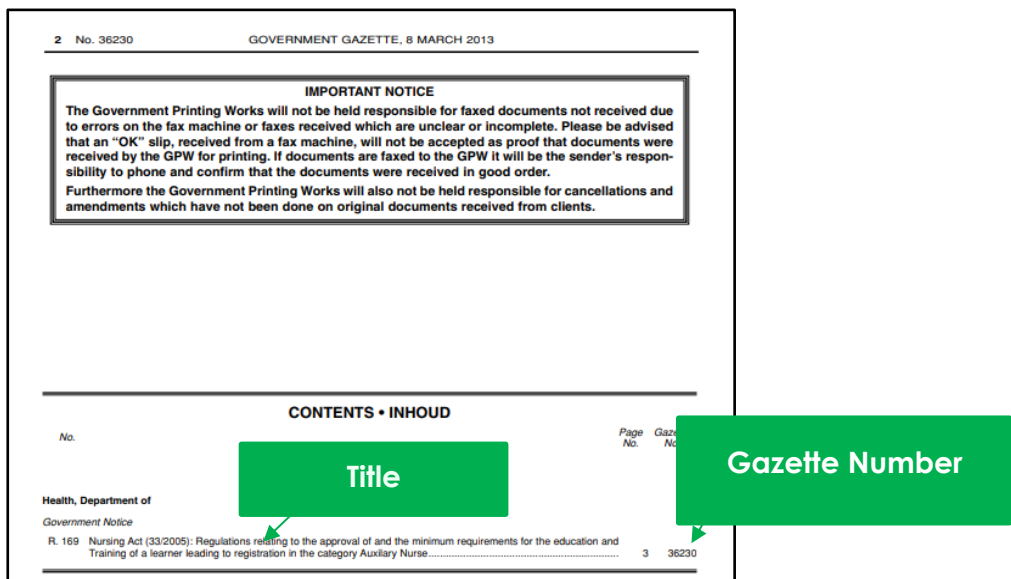


Figure 10: Cover page-GG (WCG, 2013)

Government Gazettes (GG), Statutes and SA Law Reports are different type of government publications. They are available in print or **online**. 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
- Notice Number (Not always indicated- If available enter after the title)

On the content page, find:

- Title
- Page numbers
- Gazette Number

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.

Links to online Government Gazettes

<https://www.gpwonline.co.za/egazettes/>

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

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

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

Non- Traditional Sources: CDs, DVDs, Pamphlets, Charts

Formats are only needed for other types of items (for example, videos, podcasts, or pamphlets). When you do need to show a format, write it in **square brackets** right after the title of the source.

For Example

Sepsis: managing serious disorders. [DVD]. 2007. New York: Blanchard & Loeb.

Religious Text

Religious texts (like the Bible, Qur'an, or Torah) are usually cited in-text only and not listed in the reference list, unless you are using a specific published edition.

However, if your lecturer asks you to include them in the reference list, then follow the book reference format and give details of the edition you used (such as the editor, translator, year, and publisher).

Online Courses

The screenshot displays the KnowledgeHub website interface for the 'Adult Primary Care 2023 Full Course'. The page features a navigation bar with 'Courses', 'Webinars', 'eLibrary', 'Log in', and 'Sign Up' options. The main content area includes a 'Sign up' button, course details such as 'Date: 15 March 2024 - 12:00 am until 31 December 2025 - 12:00 am', 'Duration: 5 Days', 'Time commitment: 2 Hours', 'Certificate offered: Certificate of Completion', and 'Delivery method: Self-paced'. A decision tree titled 'Which APC course should you do?' is also visible, guiding users based on their most recent APC certificate status.

Figure 11: Online Course (South Africa. Department of Health, 2025)

Use the following criteria:

- Author: Use the organisation name.
- Year: Use the publication or release date (27 October 2023).
- Title: Italicised and in sentence case.
- Format: Indicate it's an online course.
- URL
- Access date: The date you accessed the course.

Template

Author. Year. *Title of course*. [Format]. URL [Date Accessed].

For Example

South Africa. Department of Health. 2023. *Adult primary care 2023 full course*. [Online course]. <https://knowledgehub.health.gov.za/course/adult-primary-care-2023-full-course> [21 October 2025].

Visual Resources

The WCCN referencing guide uses the **umbrella term [Image] as the format type** when referencing a photograph, digital image/illustration, etc. Computer Hope (2025) explains the distinctions between the different types of visuals:

Photograph

- A photograph is a picture created using a camera that captures light on film or a digital sensor. It's always a realistic visual record of something that existed in front of the lens at the time.
- For example: a portrait taken during graduation.

Image

- An image is a broader term that refers to any visual representation, whether created by a camera, computer, artist, or scanner.
- For example: a photograph (camera-based image); a digital illustration of a nurse created in photoshop; a scanned diagram from a textbook; a stock icon of a stethoscope.

Summary

All photographs are images, but not all images are photographs.

- Photograph = specific type of image (camera-based, realistic).
- Image = umbrella term (includes photographs, drawings, diagrams, digital art, charts, etc.).

How to cite an Image from the internet

- Right-click on the image and select "Insert Caption."
- Provide a short description to the image and then type the author's surname and year in round brackets.
- If the photographer is not credited, use the author of the source instead.
- Note the information is always **below** the Image.



Figure 12: Medication and pregnancy (Alam, 2018)

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

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> [13 March 2026].

How to cite a Photograph that you took

If you include a photo you took yourself in your assignment, it's good practice to mention it in the text so it's clear where it came from. Generally, you do not need to include it in the reference list because it is considered original work. However, always read the assessment instructions and check with your lecturer for clarity.

Insert the image, label it as a figure, and provide these details:

- Brief caption
- Your Surname
- Year Taken

For Example



Figure 13: Students browsing (Malehase, 2024)

Use the format below if you are required to add the resource to the reference list.

Template

Photographer. Year. Title or Description of image. [Format]. Place taken.

For Example

Malehase, K. 2024. Students browsing. [Image]. WCCN Metro Campus Library.

How to cite AI Generated Images

Here's an example of In-text citation for an Image created in Canva.



Figure 14: Stop GBV (Canva, 2025)

Example for Reference list:

Template

AI tool name. Year. Description of image. [Type or description of AI model used].
URL [Day Month Year].

For Example

Canva. 2025. Stop gender-based violence. [AI-generated image].
<https://www.canva.com/dream-lab?adj=eyJBljoiTyJ9> [26 November 2025].

WCCN REFERENCING TECHNIQUE

WCCN referencing technique is based on the Harvard referencing style. In this style, you must cite your sources in two places:

1. **In the body of your assignment/work (in-text citations).**
2. **In a reference list at the end of your paper (Usually after the conclusion).**

1

In-Text Citations

Pears and Shields (2022) provide the following explanation for in-text citations:

- In-text citations refer to acknowledging a source, such as a book, article, website, etc. within the main body of your assignment.
- It provides the necessary details to allow the lecturer, moderator, etc. to trace the source.
- Whether you are quoting, paraphrasing, or summarising, always ensure you clearly indicate where the information came from.
- In-text citations can appear at the **beginning of a sentence (narrative citation)** or at the **end of a sentence (parenthetical citation)**.

Narrative citation

Also referred to as author prominent citation where the author's surname is part of the sentence and the year and page number is in brackets.

For example

Green (2020:7) highlights that students, especially first years at higher education institutes, regularly have difficulty with academic literacy.

Parenthetical citation

The author's surname, year and page number are in brackets placed at the end of the sentence.

For example

Language and literacy are important in all universities, as first-year students often struggle with learning how to read, write, and think in ways that meet academic standards **(Green, 2020:7)**.

Key features of intext-citations

Author

- Refers to a person/ institution or corporate body who is responsible for the intellectual and artistic content of an information source.
- Corporate bodies may be associations, institutions, business firms, non-profit enterprises, governments, government agencies, religious bodies, and conferences.

Date

- This is the year of publication or copyright date NOT the re-printed or impression dates.
- If the date is unknown use **n.d.**

Page number

- This is the specific page from where you are quoting, paraphrasing or summarising.
- These are typically found in books, journals, reports etc. Interviews, recording and certain online resources don't have pages.

Examples of narrative citations

Table 2: Narrative citations

1 author	Dlamini (2024:15) argues that the results of the study were conclusive.
2 authors	Pretorius and Ndlovu (2022:20) found that the research findings were consistent with earlier studies.
3-7 authors First mention	Naidoo, Mkhize and Botha (2022:25) explored various factors affecting student success.
3-7 authors Thereafter	Naidoo <i>et al.</i> (2022:31) suggest that the findings support this theory.
8+ Authors	Nkosi <i>et al.</i> (2021:78) emphasised that citations in a text should be consistent.
Organisation as author (Book)	<p>1st mention</p> <p>Perinatal Education Programme (PEP, 2009:27) asserts that "the normal infant has good muscle tone at delivery."</p> <p>Thereafter</p> <p>Additionally, PEP (2009:27) advises that a score of 2 is given if the movement and tone appear normal.</p>
Organisation, Online (HTML)	<p>First mention</p> <p>The South African Nursing Council (SANC, 2021) is responsible for addressing complaints or reports related to unauthorised institutions and/or illegal programs operating within the country.</p> <p>Thereafter</p> <p>SANC (2021) investigates all allegations and if it is determined that an institution is operating unlawfully or offering unauthorised programmes, appropriate action will be taken.</p>
Unknown date	Botha (n.d.:5) defines academic literacy for nurses as the ability to understand, interpret, and apply healthcare knowledge effectively in clinical and academic settings.

Multiple sources
simultaneously in a sentence

Several studies Botha (2022:38); Govender (2023:68); Nkosi *et al.*, (2024:30) and Pienaar (2022:152) stipulate that...

Examples of parenthetical citations

Table 3: Parenthetical citations

1 author	The results of the study were conclusive (Dlamini, 2024:14).
2 authors	The research findings were consistent with earlier studies (Pretorius & Ndlovu, 2024:26).
3-7 authors First mention	The research findings were consistent with previous studies (Naidoo, Mkhize & Botha, 2022:20).
3-7 authors Thereafter	Nurse educational pedagogy experienced a significant change in the 1980's (Naidoo <i>et al.</i> , 2024:13).
8+ Authors	Several researchers have argued that the findings support this theory (Nkosi <i>et al.</i> , 2024:30).
Organisation as author (Book)	<p>1st mention</p> <p>"The normal infant has good muscle tone at delivery" (Perinatal Education Programme [PEP], 2009:27).</p> <p>Thereafter</p> <p>Additionally, a score of 2 is given if the movement and tone appear normal (PEP, 2009:27).</p>
Organisation, Online (HTML)	<p>One of the responsibilities of the Nursing Council is to evaluate and approve institutions that provide nursing education (South African Nursing Council [SANC], 2021).</p> <p>Thereafter</p> <p>If the institution is not accredited, the Nursing Council will not recognise any training that the learner has completed (SANC, 2021).</p>
Unknown date	Academic literacy for nurses is the ability to understand, interpret, and apply healthcare knowledge effectively in clinical and academic settings (Botha, n.d.:5).

**Multiple sources
simultaneously in a sentence**

You've done your research, you've made your reference list, now you're ready to write (Botha, 2022:38; Govender, 2023:68; Nkosi *et al.*, 2024:30 & Pienaar, 2022:52).

Citing a Table

If you are copying or adapting a table or chart from another source, you must provide a citation.

- Highlight the table or chart and right-click the mouse.
- Select "**Insert Caption.**"
- Give the table a title, which will appear **above** the table.
- The **citation** should be placed **below** the table.
- A brief introductory sentence should precede the table.

For Example

The calculation of the mean and standard deviation of the data are presented in the table below:

Table 4 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)

NB! The Colour is for illustrative purposes only.

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 (Walden, 2024).

For Example,

Author A writes a theory in their book, and Author B explains that theory in their own book. If you only read Author B's book and mention the theory, that's a secondary source. **Always try to find the primary source (Author A).**

What Makes a Good Nurse: Why the Virtues are Important for Nu.

will lead to reasoned moral action. While it is indeed appropriate to rehearse and debate ethical positions on, for example, whether or not one should lie to patients in order to assist students to engage with a variety of theoretical perspectives, it is not clear that the teaching of ethics in this modern sense as an academic subject can lead to reasoned moral action. The teaching of ethics as a discrete subject (sometimes conceived as the teaching of professional issues or as teaching for accountability) assumes that students who understand what it means to be an accountable professional will behave in ways that reflect behaviour born of an internalisation of the NMC code.² But the idea that teaching the knowledge base of ethics will result in more ethically-oriented persons is unsustainable for, as Baier (1985) reminds us, such teaching is as likely to encourage scepticism as morality. In nursing there is evidence of a similar failure to connect teaching and learning of so on) tends to portray ethics as an abstract subject largely divorced from the everyday practice of nurses. And because these approaches tend to follow the purported scientific view that emotion should give

30

Figure 15: Secondary citation (Sellman, 2011)

In secondary citations, the original author (A) (Baier) is acknowledged in the text, but the secondary author (B) (Sellman) [the source you are reading] is the one that appears in the reference list.

For example

Parenthetical citation

"...teaching is likely to encourage scepticism as morality" (Baier, 1985 cited by Sellman, 2011:30).

Narrative citation

Sellman(2011:30), citing Baier (1985), suggests that teaching can lead educators to question moral beliefs.

Reference list

Sellman, D. 2011. *What makes a good nurse : why the virtues are important for nurses*. London: Jessica Kingsley.

<https://research.ebsco.com/linkprocessor/plink?id=3fc9c77f-b0c1-32f0-91c7-ccf61937e3c4> [07 January 2026].

Intext citations and Bullet Points

Bullet points are a useful way of breaking up your writing and clearly showing a list.

- They're much easier to read than a list incorporated into general text.
- When writing bullet points use a colon after the introductory text.
- Only use full stops at the end of complete sentences and try to have a consistent grammatical construction throughout the list.

Here are some examples when using bullet points in your assignments.

Same author and same page

Start with a sentence, include the in-text citation.

For example

According to Mase (2024:35) sleeping 6-8 hours has been shown to:

- improve health
- improve mood
- reduce stress levels

Same author and same page

Add the in-text citation at the end of your list.

For example

According to studies, sleeping has been shown to:

- improve health
- improve mood
- reduce stress levels (Mase, 2024:35).

Various sources

Include the in-text citation after each point.

For example

According to studies, sleeping has been shown to:

- greatly benefit health and mood (Mase, 2024:35).
- reduce harmful toxins on the brain (Daniels, 2023:103).

Same source but from different page numbers

Introduce the list with an in-text citation to signal that all bullet points are from the same source. Then, add page numbers after each statement.

For example:

Manata (2023) emphasised three key points on security in the library:

- Access control-student or staff cards to provide access to different areas (7),
- Protection of resources-CCTV cameras and security gates to safeguard resources (9), and
- Cybersecurity-protection of digital resources, databases and user information (37).

Nb! When you use direct quotes ensure that the statements are in quotation marks.

A reference list is an alphabetical list of all the sources you used in your assignment. It contains only the sources you have cited directly in your work, while a bibliography includes all sources you consulted, even if they were not cited (UCL, 2026).

For our purposes a **reference list** is required.

When using any resource, it's important to record the basic information that identifies it clearly. This includes the author's name, the year of publication, the title and subtitle, and the publication details such as the journal, book, or website. Collecting these elements ensures your references are accurate, helps others locate the resource, and strengthens the credibility of your work (UCL, 2026).

Here is an example of a reference list:

5. REFERENCE LIST

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*. 4th ed. Johannesburg: UJ.

South African Nursing Council. 2025. *About the South African Nursing Council*. <https://www.sanc.co.za/about-sanc/> 10 April 2025.

South African Nursing Council. 2025. *History and overview*. <https://www.sanc.co.za/history/> 10 April 2025.

Figure 16: Example of a Reference List

Key Features of a WCCN Reference List

Location

- Always at the end of the main assignment, after the conclusion before any appendices.
- Start on a new page

Alphabetical Order

- References are arranged alphabetically by the first author's surname.
- If multiple works by the same author are listed, they are ordered by year (earliest first).

Author-focused

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

- Entries begin with the author's surname, followed by initials.
- Multiple authors are listed in the order they appear in the source.
- If no author, the organisation or title is used.

For Example-Person(s):

One Author: Shober, D.

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

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

▪ Author: Corporate bodies

These are associations, institutions, business firms, non-profit enterprises, governments, government agencies, religious bodies, conferences.

For Example:

- Soweto Trust
- University of Cape Town (UCT)
- South African Nursing Council (SANC)
- South Africa. Department of Health

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

- **Double names**

When a maiden name is kept after marriage, and it is written as **Kirstie Rendall-Mkosi**, the surname will be **Rendall-Mkosi** and the initial will be **K**.

For example:

Rendall-Mkosi, K.

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

For example:

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:

Van der Walt, E.

Du Plessis, P. R.

Le Roos, M. C.

du Toit, A.

- **Author vs Editor**

Authors develop and research original written material, whilst editors guide, review, and revise content. Editor(s) are distinguished from authors by adding the word (**ed**) for a single editor and (**eds**) for multiple editors

- 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)
- If you're citing a revised second or later edition Abbreviate 'Revised edition' to Rev. ed.

- **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

- **Identifying Authors from Logos**

Here is a quick guide to identifying Official/Government Publications.




Government Publications as Authors		
LOGO/EMBLEM	AUTHOR	ABBREVIATION
 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	City of Cape Town	CCT.
 Western Cape Government FOR YOU Health and Wellness	Western Cape Government. Department of Health and Wellness.	WCC. DHW.
 health Department: Health REPUBLIC OF SOUTH AFRICA	South Africa. Department of Health.	SA. DoH.

Figure 17: ID Logos (Vajat, 2026)

Date/Year of Publication

- This is the Year of Publication or Copyright date, NOT the re-printed or impression dates.
- Placed immediately after the author's name(s).

For Example:

- Dube, C. 2025.
- If no date can be found 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 Formatting

- The title for the book is found on the title page of a book.
- The title will usually be bold and the largest text on the title page.
- The title and subtitle [if any] of the book and webpage is always in *italics*.
- It should be in **sentence case**, i.e., only capitalise the first letter of the first word in the title, proper names, and places.

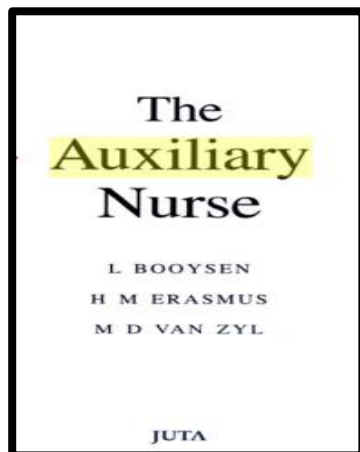


Figure 18: Title page (Booyesen et al., 2004)

For example

The auxiliary nurse.

- **Sub-Title**

Not every title has a subtitle. Some works only have a main title, while others add a subtitle to give extra detail or explanation.

- A **subtitle** comes right after the main title.
- A **colon (:)** is used to separate the title from the subtitle.
- When writing a subtitle, start with **lowercase letters**, unless the word is a **proper name** (like "Shakespeare") or a **place** (like "Cape Town").

For example

The tourism industry: explore Cape Town and surrounds.

Exploring literature: Shakespeare's influence on modern drama.

Journals Title and article titles

Nursing ethics as a distinct entity within bioethics: Implications for clinical ethics practice

Nursing Ethics
2023, Vol. 30(5) 671–679
© The Author(s) 2023
Article reuse guidelines:
sagepub.com/journals-permissions
DOI: 10.1177/09697330231174535
journals.sagepub.com/home/nej
S Sage

Bryan Pilkington
School of Health and Medical Sciences, College of Nursing, Seton Hall University, Nutley, NJ, USA; Hackensack Meridian School of Medicine, Nutley, NJ, USA

Maryanne Giulianiante
Ethics Department of Northwell Health, Memorial Sloan Kettering Cancer Centre Regional Network- Westchester, New York, NJ, USA

Abstract
The question of whether nursing ethics is a distinct entity within bioethics is an important and thought-provoking one. Though fundamental bioethical principles are appreciated and applied within the practice of

Figure 19: Journal (Pilkington & Giulianiante, 2023:671)

- Use the full title of the journal, no abbreviations.
- Journal Titles are italicised and each word is capitalised except for articles (an, a, the) and prepositions (at, by, of).
- Article titles are written in plain text (not italicised) and sentence case.

Publication Details

- **Books**

- Include place of publication (city) and publisher.
- The place of publication usually appears at the bottom of the title page in a book or on the verso of the title page.
- In the example below, New York will be used as the place of publication.
- Enter the town or city where the publisher is based and not the country.

Remember, if there are multiple cities listed, select the first city listed.



Figure 20: Place of publication

- When listing publishers in your references, leave out extra words such as "& Co.", "Pty Ltd", or "& Sons". Only write the main name of the publisher.

For Example:

Original: Juta and Co.

Correct: **Juta**

Original Macmillan & Sons

Correct: **Macmillan**

- **Journal articles**
 - Include **volume**, **issue**, and **page range**.
 - See figure 19: **30(5):671-679**.
 - HTML article include full URL and date accessed.
 - Article with DOI, don't add date accessed

REMEMBER

- **Reference formats**
 - Are based on the document type (e.g., journal article, book, report), not the retrieval method (e.g., online, in print).
 - The retrieval method only influences additional details like a DOI, URL, or access date when needed.
 - **URLs:**
 - The URL in the reference list should point to the platform or database where the e-book is accessed, not the device itself.
- **Consistency**
 - Every entry follows the same format, with punctuation and capitalisation standardised.
- **One-to-One Correspondence**
 - **Every in-text citation must appear in the reference list, and every reference must be cited in the text.**

QUICK GUIDE

Resources	Reference List Templates	Reference List Examples	In text Examples
APP	Creator's Surname, Initials or Corporate author. Year or release date. <i>Title of App</i> . (version number). [Mobile App]. [Date you accessed].	AccuWeather. 2025. <i>AccuWeather</i> . (Version October 31, 2025). [Mobile App]. https://www.accuweather.com [26 March 2026].	AccuWeather (2025) provides local weather forecasts through its mobile application.
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> . https://www.caringsociety.eu/2018/05/second-month-in-cape-town-south-africa [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 for palliative care. End of Sentence Measuring the quality of life is essential during palliative care (O'Connor, 2004:15).

Resources	Reference List Templates	Reference List Examples	In text Examples
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 nursing students lack essential clinical nursing skills. End of sentence Clinical nursing skills are essential for all nursing students (Smith & Duel, 2003:12).
Book (3-7 Authors)	Surname, Initial(s)., Surname, Initials., Surname, Initials & Surname, Initials. Year. <i>Title</i> . City: Publisher.	Ranade, S., Joshi, S., Vaidya, S. & Kharbanda, P. 2009. <i>Model answers in obstetric nursing</i> . Missouri: Jaypee.	First time mentioned Ranade, Joshi, Vaidya and Kharbanda (2009:18) "time should be noted soon after delivery." Thereafter Ranade <i>et al.</i> (2009:20) states that a healthy born baby is born at term.
Book (8 or more)	All Authors. Year. <i>Title: subtitle</i> . City: Publisher.	Duma, S., de Swardt, R., Khanyile, T., Kyriacos, U., Mtshali, N., Maree, L., Puoane, T. & van den Heever, J. 2008. <i>Fundamentals of nursing: fresh perspectives</i> . Cape Town: Pearson.	According to Duma <i>et al.</i> (2008:51) SANA was dissolved with no objections. End of Sentence No objections were registered when SANA was dissolved (Duma <i>et al.</i> , 2008:51).

Resources	Reference List Templates	Reference List Examples	In text Examples
Book (2nd Edition onwards)	Surname, Initials. (ed). Year. <i>Title: subtitle. Edition. City: Publisher.</i>	Panda, U. N. (ed). 2009. <i>Concise pocket medical dictionary</i> . 2 nd ed. New Delhi: Jaypee.	Panda (2009:35) aluminium is mainly used in vaccines as a helper ingredient that makes vaccines work better by boosting the body's immune response. End of Sentence Cyanemia refers to the colour blue appearing in the skin or mucous membranes due to a lack of oxygen in the blood (Panda, 2009:141).
Book (editors)	Surname, Initials. & Surname, Initials. (eds). Year. <i>Title: subtitle. Edition. City: Publisher.</i>	Peck, G. & James, D. (eds). 2010. <i>Concise pocket dictionary on movies</i> . 2 nd ed. San Francisco: Hollywood.	Peck and James (2010:31) posed pertinent questions on the role of females in Hollywood movies. End of Sentence Women were usually paid much less than their male counterparts in Hollywood (Peck & James, 2010:67).

Resources	Reference List Templates	Reference List Examples	In text Examples
Book (Chapter in book - with accompanying CD)	Surname, Initials. of author of the chapter. Date. Title: subtitle of the chapter. [Format]. In Surname, Initials. & Surname, Initials. of the editor(s) (ed). Title: subtitle of book. Edition. City: Publisher: Page range of chapter.	Erasmus, C. M. & Jooste, K. 2018. Professional competencies, responsibilities and accountability. [CD]. In Jooste, K. (ed). <i>The principles and practice of nursing and health care: ethos and professional practice, management, staff development, and research</i> . 2 nd ed. Pretoria: Van Schaik: 1-7.	Erasmus and Jooste (2018:5) posits that professional competencies, responsibilities, and accountability in nursing ensure safe, ethical, and high-quality patient care.
Book (more than one Volume)	Surname, Initials. (ed). Year. Title: subtitle. City: Publisher. Volume number.	Young, A. (ed). 2005. <i>Juta's manual of nursing: health care priorities</i> . Cape Town: Juta. Vol. 3.	Same as book
Book (Chapter in a Book)	Surname, Initials. of author of the chapter. Date. Title: subtitle of the chapter. In Surname, Initials. & Surname, Initials. of the editor(s) (ed). Title: subtitle of book. Edition. City: Publisher: Page range of chapter.	Roos, J. 2017. Leaders and quality assurance. In Jooste, K. (ed). <i>Leadership in health services management</i> . 3 rd ed. Cape Town: Juta: 240-254.	Roos (2017:241) claims that healthcare service leaders are experiencing immense stress and strain.
Chapter in an Edited & Revised Edition	Surname, Initials. of author of the chapter. Year. Title of the chapter. In Surname, Initials. & Surname, Initials of the editors (eds). Title of book. Edition. Rev. ed. by Surname, Initials. of revised editor. Place: Publisher: chapter page range.	Mthembu, S. 2018. Nursing and healthcare issues from the beginning of life to adolescence. In Pera, S. & van Tonder, S. (eds). <i>Ethics in healthcare</i> . 4 th ed. Rev. ed. by van der Wal, D. Cape Town: Juta. 239-265.	Mthembu (2018:241) stipulates that...

Resources	Reference List Templates	Reference List Examples	In text Examples
Book (Corporate Authors, Groups, Companies)	Author. Year. <i>Title: subtitle</i> . City: Publisher.	Soweto Trust for Nurse Clinical Training. 2016. <i>Primary clinical care manual</i> . 9 th ed. Melville: Jacana.	Soweto Trust for Nurse Clinical Training (2016:57) states that "asthma is a chronic inflammatory disorder of the bronchi."
Conference (Online)	Surname, Initial. Year. Title of paper. <i>Name of the conference</i> . Dates Month year of conference. URL [Date you accessed].	Smith, B. 2016. Social media in libraries. <i>International librarian's conference</i> . 13-17 September 2016. http://www.xxxxxxxx [20 May 2017].	Smith (2016) depicts....
Conferences (Paper)	Surname, Initial. Year. Title of paper. <i>Name of the conference</i> . Date Month year. City where conference held. Conference venue: Page range of paper.	Smith, A. 2017. The art of coding. <i>Proceedings of the 7th international conference for coders</i> . 02-06 October 2017. Johannesburg: Tambo Conference Centre: 24-34.	Smith (2017:25) explains...
Court Decision	<i>Name v. Name</i> Year (Volume) Report Series Page (Court).	<i>S v Makwanyane</i> 1995 (3) SA 391 (CC). (<i>S v Makwanyane</i> 1995).
Database	Surname, Initial(s). Year. <i>Title</i> . [Database Name]. Permalink [Date you accessed].	Kornusky, J. & Pravikoff, D. 2016. <i>Laryngitis</i> . [Nursing Reference Center]. https://bit.ly/2ly5rWa [20 April 2018].	Kornusky and Pravikoff (2016) describes...
Dictionary (With Editor)	Same as an (edited) book	Same as an (edited) book	Same as an (edited) book
Dictionary (No Author, Title Entry)	<i>Title</i> . Edition. Year. City: Publisher.	<i>Mosby's pocket dictionary of medicine nursing & health professions</i> . 9 th ed. 2024. Missouri: Elsevier.	Mosby's pocket dictionary of medicine nursing and health professions (2024:7) defines abscess as a cavity ...

Resources	Reference List Templates	Reference List Examples	In text Examples
DVD	Director. Year. <i>Title</i> . [Format]. City: Production Company.	Cloete, J. 2016. <i>Full bath wash</i> . [DVD]. Cape Town: WCCN.	Cloete (2016) depicts...
E-Book (Read Online-HTML)	Surname, Initial(s)/Corporation. Year. <i>Title: subtitle</i> . Edition. City: Publisher. URL [Date you accessed].	Perinatal Education Programme. 2020. <i>Newborn care: managing normal and high-risk infants in the newborn nursery</i> . Cape Town: Bettercare. https://bettercare.co.za/newborn-care/ [17 January 2025].	1st time Perinatal Education Programme (PEP, 2020) cautions ... Thereafter PEP (2020) indicates that...
E-Book (DOI)	Surname, Initial(s)/Corporation. Year. <i>Title: subtitle</i> . Edition. City: Publisher. DOI	Brincker, R. & Ventura, C. E. 2015. <i>Introduction to operational modal analysis</i> . New Jersey: Wiley. DOI:10.1002/9781118535141	Brincker and Ventura (2015) firmly states....
E-Book (From Database)	Surname, Initial(s). Year. <i>Title: subtitle</i> . Edition. Publisher: Place of Publication. Permalink [Date you accessed].	Kennedy, B. 2016. <i>Intrapartum management modules</i> . Philadelphia: Wolters Kluwer. https://search.ebscohost.com/login.aspx?direct=true&db=e680sww&AN=1565711&site=ehost-live&scope=site [29 March 2023].	Kennedy (2016) declares...

Resources	Reference List Templates	Reference List Examples	In text Examples
E-Book Chapter (PDF & ePub)	Author of Chapter. Date. Title of chapter. In Editor/s of Book. <i>Title on book: subtitle</i> . Edition of book. Place of publication: Publisher: Page Range of chapter. Permalink [Date you Accessed].	Armstrong, S. 2013. Duty to care. In Geyer, N. (ed). <i>A new approach to professional practice</i> . Cape Town: Juta: 233-245. https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=671190&site=ehost-live&ebv=EB&ppid=pp_233 [01 September 2022].	Armstrong (2013:233) states that...
E-Book (from a Reader e.g. Kindle)	Surname, Initial(s). Year. <i>Title of book</i> . [Type of Reader] Place of publication: Publisher. Available at: Amazon Kindle [Date you Accessed].	Brown, L. 2019. <i>Learning in the digital age</i> . [Kindle edition] New York: Springer. Amazon Kindle [26 January 2026].	Digital learning is the use of technology and online resources to enhance access, flexibility, and engagement in education (Brown, 2019).
E-mail	Surname of sender, Initial(s). (Sender's email). Year, Month dd. Subject of message. Email to recipient. (Recipient's email)	Arendse, T. (arendseti@cput.ac.za). 2018, May 20. RE: Referencing guideline. Email to Jonker, L. (Jonkerl@cput.ac.za).	Arendse (2018) emailed to verify...
Generative AI	Author of AI model used. Year of AI model used. Name of AI model used. Version of AI model used. [Type or description of AI model used]. URL [Date you accessed].	OpenAI. 2025. ChatGPT. GPT-4. [Generative AI tool]. https://chat.openai.com [09 January 2026].	Generative AI tools were used to brainstorm initial ideas for this assignment (OpenAI, 2025).

Resources	Reference List Templates	Reference List Examples	In text Examples
Government Gazette (No Notice Number)	Country. Department [if available]. Year. Title. <i>Government Gazette</i> . Vol (Gazette Number): page range, DD Month.	South Africa. 1997. White Paper on environmental management policy for South Africa. <i>Government Gazette</i> . 385(18164): 1- 96, 28 July.	...the White paper on environmental managements (South Africa, 1997:45).
Government Gazette (Notice Number)	Country. Department [if available]. Year. Title. Notice No. <i>Government Gazette</i> . Vol (Gazette No.): page range, DD Month.	South Africa. 2006. Nursing Act, 2005: Notice 33 of 2005. 492. <i>Government Gazette</i> . 491(28883): 1-64, 29 May.	South Africa (2006:43) states that...
Government Gazette Online	Country. Department [if available]. Year. Title. <i>Government Gazette</i> . Vol (Gazette Number): page range, DD Month. URL [date you accessed].	South Africa. 2026. Choice on Termination of Pregnancy Act 92 of 1996. <i>Government Gazette</i> . 377(17602): 2-6, 22 November. https://www.parliament.gov.za/storage/app/media/ProjectsAndEvents/womens_month_2015/docs/Act92of1996.pdf [02 February 2026].	South Africa (2026:5) posit that...
Government publications: (Printed-Book Has ISBN)	Country. Department [if available]Year. Title. City: Publisher.	South Africa. Department of Government Printing Works. n.d. <i>Strategic plan: 2025-2030</i> . Pretoria: Government Printer.	Depicted in South Africa. Department of Government Printing Works (n.d.:20) ...
Government publications: Departments (Online/PDF No ISBN)	Country. Department [if available]. Year. Title. URL [Date you accessed].	South Africa. Department of Health. 2023. <i>Saving mothers: annual report for 2020</i> . https://www.health.gov.za/wp-content/uploads/2023/06/13-10-22-Saving-Mothers-Annual-Report-2020.pdf [02 February 2026].	South Africa. Department of Health (SA. DoH, 2023:45) explains the....

Resources	Reference List Templates	Reference List Examples	In text Examples
Government Publication (National)	Country. Department [if available]. Year. <i>Title: subtitle.</i> Place of Publication: Publisher.	South Africa. Department of Health. 2019. <i>Primary care: symptom-based integrated approach to the adult in primary care.</i> Pretoria: Government Printers.	South Africa (2019:13) validates the steps to...
Government Publication (Provincial)	Province. Department [if available]. Year. <i>Title: subtitle.</i> Place of Publication: Publisher.	Western Cape Government. Department of Health and Wellness. 2023. <i>Practical approach to care kit: primary care guide for the child with updated EPI schedule.</i> Cape Town: Government Printer.	1st Mention The Western Cape Government. Department of Health and Wellness (WCG. DoHW, 2023:15) describes...
Image/ Table	Surname, Initial(s). Year. <i>Title.</i> [Format]. URL [Date you accessed].	Alam, A. 2018. <i>Many pregnant women are being prescribed potentially dangerous antibiotics: CDC.</i> [Image]. https://abcnews.go.com/Health/pregnant-women-prescribed-potentially-dangerous-antibiotics-cdc/story?id=52294961 [10 April 2018].	Caption under Image <i>Figure 1: Medication and pregnancy (Alam, 2018)</i>
Image (Photo you took)	Photographer. Year. Title or Description of image. [Format]. Place taken.	Malehase, K. 2024. Students browsing. [Image]. WCCN Metro Campus Library.	Caption under Image <i>Figure 2: Students browsing (Malehase, 2024)</i>

Resources	Reference List Templates	Reference List Examples	In text Examples
Image (AI Generated)	AI tool name. Year. Description of image. [AI-generated image]. URL [Day Month Year].	Canva. 2025. Stop gender-based violence. [AI-generated image]. https://www.canva.com/dream-lab?adj=eyJBljoiTyJ9 [26 November 2025].	Caption under Image <i>Figure 3: Stop GBV (Canva, 2025)</i>
Interviews	Surname, Initial(s). of the person you interviewed. Year. Topic. DD Month, City.	Williams, T. 2018. Diabetes care. 02 February, Cape Town.	The unit manager, sister Williams (2018) explained ...
Journal Article (Abstract)	Surname(s), Initial(s). Year. Title of article. [Abstract]. <i>Title of Journal</i> . Volume of journal (Issue number): page range.	Olson, L. L. & 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.	Olson and Stokes (2016:9) validate...
Journal Article (Online- use DOI)	Surname, Initials. Year. Title of article. <i>Title of Journal</i> . Volume of journal (Issue number): page range. DOI	Jack, C. L., Singh, Y. & 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: https://doi.org/10.25159/2520-5293/378	Beginning of Sentence (1 st Mention) Jack, Singh and Ncama (2016:118) highlights the basic principles in nursing ethics. End of sentence (1 st Mention) Nurse's perspectives on ethics are discussed (Jack, Singh & Ncama, 2016:118).
Journal Article (No DOI)	Surname, Initials. Year. Title of article. <i>Title of Journal</i> . Volume of journal (Issue number): page range.	Geyer, N. 2002. Ethics & law: complaints of unethical conduct. <i>Nursing Update</i> . 26(3): 32-33.	According to Geyer (2002:32) several complaints of unethical conduct were reported in 2001.

Resources	Reference List Templates	Reference List Examples	In text Examples
Journal Article (Article Number)	Surname, Initials. Year. Title of article. <i>Title of Journal</i> . Volume of journal (Issue number): Article number. DOI:	Taskiran, N. & Turk, G. 2023. The relationship between the ethical attitudes and holistic competence levels of intensive care nurses: a cross-sectional study. <i>PLoS ONE</i> . 18(7): e0287648. DOI: https://doi.org/10.1371/journal.pone.0287648	Taskiran and Turk (2023) suggests a cautionary....
Journal Article (Seasonal)	Surname, Initials. & Surname, Initials. Year. Title of article. <i>Title of Journal</i> . Volume of journal (Issue number): page range, Season.	Radwin, L. E. & Alster, K. 2002. Individualized nursing care: an empirically generated definition. <i>International Nursing Review</i> . 49(1): 54-63, Autumn.	Radwin and Alster (2002:55) defines nursing care to be...
Journal Article (In Press)	Surname, Initial(s). Year. Title of article. <i>Title of Journal</i> . (In Press).	Santini, A. 2018. The Importance of Referencing. <i>The Journal of Critical Care Medicine</i> . (In Press).	According to Santini (2018) ...
Lecturer's Own Research /Notes or PPT slides	Surname, Initials. Year. Title: subtitle. City: Name of Institution.	Hill, L. 2015. Midwifery: first module. Cape Town: Western Cape College of Nursing.	Hill (2015) highlights...
Maps (Google)	Google Maps. Year. Place. URL [Date you accessed].	Google Maps. 2013. <i>Western Cape College of Nursing. Klipfontein Rd, Heideveld, Cape Town</i> . https://bit.ly/2sLVcme [06 June 2018].	(Google Maps, 2018) ...

Resources	Reference List Templates	Reference List Examples	In text Examples
Medical Package Insert	Company/Manufacturer. Year. Name of Medication [Package insert]. Place Packaged.	Sandoz Pharmaceuticals. 1993. <i>Lamaxil</i> . [Package insert]. East Hanover.	Sandoz Pharmaceuticals (1993) cautions against...
Medical Package Insert (Online)	Company/Manufacturer. Year. Name of Medication [Package insert]. Place packaged. URL [Date you Accessed].	Aspen Pharmacare. 2022. <i>Mybulen: package insert</i> . Durban. https://www.aspenpharma.com/mybulen-package-insert [26 January 2026].	"Mybulen capsules are indicated for the relief of mild to moderate pain of inflammatory origin with or without fever for a maximum treatment period of 5 days" (Aspen Pharmacare, 2022).
Music	Artist(s) Surname, Initial(s). Year. Title of song On Title of CD. [Format]. Place of publication: Distributor.	DuBois, S. 2009. Feeling blue. On <i>A range of emotions</i> . [CD]. Parys: DC Records.	Feeling blue (Dubois, 2009, track 3) is the best...
Newspaper (Online)	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> . https://mg.co.za/article/2018-05-18-00-eff-wont-prey-on-vexed-voters [18 May 2018].	Bendile (2018)
Newspaper (Printed)	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)

Resources	Reference List Templates	Reference List Examples	In text Examples
Online Course	Author. Year. <i>Title of course</i> . [Format]. URL [Date Accessed].	South Africa. Department of Health. 2023. <i>Adult primary care 2023 full course</i> . [Online course]. https://knowledgehub.health.gov.za/course/adult-primary-care-2023-full-course [21 October 2025].	1st Mention As stated by South Africa. Department of Health (SA. DoH, 2023)
Pack Guideline	Country/Province. Department [if available]. Year. <i>Title: subtitle</i> . Place of Publication: Publisher.	South Africa. Department of Health. 2019. <i>Primary care: symptom-based integrated approach to the adult in primary care</i> . Pretoria: Government Printers.	1st Mention South Africa. Department of Health (SA. DoH, 2019:13) validates the steps to...
Pamphlet, Booklet, brochure, or leaflet	Corporation OR Surname, Initial(s). Year. <i>Title</i> . [Pamphlet]. City: Publisher.	City of Cape Town. 2018. <i>Water saving tips</i> . [Pamphlet]. Cape Town: CCC.	The City of Cape Town (2018) cautions...
Patient Folder	Patient folder. Year. City: Name of hospital/clinic.	Patient folder. 2023. Cape Town: Mowbray Maternity Hospital.	As detailed in the patient folder (2023) ...
Podcast	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]. https://doi.org/10.4135/9781529612165 [03 March 2023].	Dearborn, Fortner-Buczala and Patel (2022) directs...
PowerPoint Presentation (From a website e.g. SlideShare)	Surname, Initials. Years. <i>Title</i> . URL [Date you accessed].	Covintree, K. 2011. What is plagiarism? https://www.slideshare.net/covs/what-is-plagiarism-7743417 [07 June 2018].	Covintree (2011:5) emphasises that...

Resources	Reference List Templates	Reference List Examples	In text Examples
Photo taken by you	Photographer. Year. Title or Description of image. [Format]. Place taken.	Malehase, K. 2024. Students browsing. [Image]. WCCN Metro Campus Library.	Caption under Image <i>Figure 2: Students browsing (Malehase, 2024)</i>
Religious Text	Name of religious text (not in italics). Book version / translation (if applicable). Date. Place of publication: Publisher.	Bible example Holy Bible. 1976. North Carolina: Bible House. Qur'an example Qur'an. Translated by Abdullah Yusuf Ali. 2013. Ware, Hertfordshire: Wordsworth.	In-Text Format: Name of religious text, Chapter/Surah: Verse ... (Bible, I Romans 4:7). ... (Qur'an, 14:38). ... (Torah, Proverbs, 24.6).
Skype/ Zoom Meeting	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....
Social media (Instagram, Facebook)	Username/Handle. Year, Month dd. First sentence. [Name of Social Media Platform]. URL [Date you accessed].	Esmariewiese. 2018, March 13. What an absolutely amazing experience the CASO project is. [Instagram]. https://www.instagram.com/p/BgRr4rSF9SQ/?taken-by=esmariewiese [14 March 2018].	Experiences at CASO... (Esmariewiese, 2018).
Speech (TV)	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....

Resources	Reference List Templates	Reference List Examples	In text Examples
Subject guide	Institution Name. Year. Title: subtitle. [Subject guide]. Programme. City.	Western Cape College of Nursing. 2023. Third year nursing unit management (NUM 300D). [Subject guide]. Diploma in Nursing (R171. Cape Town.	First Citation The Western Cape College of Nursing (WCCN, 2023:16) emphasises that students should ... Thereafter As stated by WCCN (2023:21)
Subject guide (Online)	Institution Name. Year. Title: subtitle. [Subject guide]. Programme. URL [Date you accessed]	University of Pretoria Library. 2022. Psychology: PSY101. [Study guide]. Bachelor's in Social Science. https://www.up.ac.za/psychology-subject-guide [26 January 2026].	... (University of Pretoria Library, 2022).
Television programme	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...
Theses and dissertations (Printed)	Author. Year. Title: subtitle. Degree type. Institution.	Magerman, Y. N. 2011. Academic factors affecting learning at a nursing college in the Western Cape. Master's thesis. University of Stellenbosch.	As stated by Magerman (2011:19) ...
Theses and dissertations (PDF-Online)	Surname, Initial. Year. Title. Degree type. University. URL [Date you accessed].	Mia, S. 2014. Self-leadership in male learner nurses during their four-year programme at a college in the Western Cape. University of Western Cape. http://hdl.handle.net/11394/4196 [20 May 2018].	Mia (2018:64) suggests that....

Resources	Reference List Templates	Reference List Examples	In text Examples
Webinar	Presenter Surname, Initial(s). Year. <i>Title</i> . [Webinar]. URL [Date you accessed].	Wiggs, S. 2017. <i>Learning styles</i> . [Webinar]. www.xxxxxxx [20 May 2018].	Wiggs (2017) suggests...
Website	Surname, Initials. /Organisation. Year. <i>Title of web page</i> . URL [Date you accessed].	South African Nursing Council. 2025. <i>Policies and guideline on medicines</i> . https://www.sanc.co.za/policies-and-guidelines-on-medicines/ [17 March 2026].	The South African Nursing Council (SANC, 2025) purports that ...
Video sharing websites such as YouTube, Vimeo, etc.	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. https://www.youtube.com/watch?v=o_n3G9uKAlA [03 March 2023].	Empower RN (2013) encourages nursing students to....
Streaming a film from a Subscription Media Website or Library Collection (Netflix, Amazon Prime, Hulu, etc.)	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.	In text format (Writer's Surname, Year, Time Stamp) Tish visits Fonny in jail (Jenkins, 2018, 51:45).

Resources	Reference List Templates	Reference List Examples	In text Examples
Streaming Series from a Subscription Media Website or Library Collection (Netflix, Amazon Prime, Hulu, etc.)	Writer/s of episode Surname, Initials. Year the episode was originally aired. Title of episode. (Season Number, Episode Number) [TV series episode]. In Director's Surname, Initial(s). <i>Television series name</i> . Production Company.	Lorre, C., Prady, B., Aronsohn, L., Molaro, S., Holland, S. & Ferrari, M. 2010. The apology insufficiently (S4, E7). [TV series episode]. In Cendrowski, M. <i>Big bang theory</i> . CBS.	In text format (Writer's Surname, Year, Time Stamp) 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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Computer Hope. 2025. *What's the difference between an image, photo, and a picture?* <https://www.computerhope.com/issues/ch000169.htm> [26 January 2026].

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Pears, R. & Shields, G. 2022. *Cite them right: the essential referencing guide*. 12th ed. London: Bloomsbury.

Pears, R. & Shields, G. 2025. *Cite them right: the essential referencing guide*. 13th ed. London: Bloomsbury.

Sellman, D. 2011. *What makes a good nurse : why the virtues are important for nurses*. London: Jessica Kingsley.

<https://research.ebsco.com/linkprocessor/plink?id=3fc9c77f-b0c1-32f0-91c7-ccf61937e3c4> [27 January 2026].

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

Sourcely. 2025, September 20. *15 types of academic sources and where to find them*. <https://www.sourcely.net/resources/15-types-of-academic-sources-and-where-to-find-them> [27 January 2027].

UCL. 2026. *Referencing glossary*. <https://library-guides.ucl.ac.uk/harvard/glossary> [27 January 2026].

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Zequance AI. 2024, Sep 10. Kickstart your journey with sap artificial intelligence: part 4 fundamentals of generative AI. *SAP AI Masterclass*. <https://zequance.ai/kickstart-your-journey-with-sap-generative-ai-part-4-introduction-to-generative-ai/> [02 Dec 2025].

APPENDIX A: PUNCTUATION MARKS

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

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.vajat@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 NO . after URL or DOI	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

This table was adapted from English Grammar Here (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 when
 - 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 intext citations.**

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 comprehensively. For instance, to clear up any ambiguity, you might need to add a space before or after a punctuation mark (Government of Canada, 2021).

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*. 2nd ed. Cape Town: Publisher.

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

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

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

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

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

Abel, G. 2013. *The great experiment*. 2nd 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: AI GENERATIVE TOOLS

Generative AI is spreading quickly, but it brings challenges like fake information and misuse. In research, it can speed up discoveries, yet it also risks honesty and responsible use. Here are some guidelines to use AI ethically and effectively (Open Universal Science, 2024).

Principles to abide by

- **Transparency**
 - Learners must clearly acknowledge any use of generative AI in their academic work.
- **Verification**
 - All AI-generated content must be cross-checked against credible, peer-reviewed sources before inclusion in academic work.
- **Non-recoverable sources**
 - AI outputs cannot be cited as evidence in assignments, reports, or research, as they cannot be traced back to original sources.
- **Academic integrity**
 - Submitting AI-generated work as one's own without disclosure constitutes academic dishonesty and will be treated as plagiarism.

Acceptable Use

- Generative AI may be used for:
 - Brainstorming ideas
 - Drafting outlines
 - Summarising complex material (with verification)
- Generative AI may not be used for:
 - Producing entire assignments or research papers
 - Replacing scholarly sources
 - Avoiding your own academic work

WCCN recognises the increasing use of generative AI tools (e.g., Copilot, ChatGPT, Perplexity, Elicit) in academic and professional contexts. While these tools may assist with brainstorming, summarising, or drafting, they do not constitute credible or recoverable sources of information (Zequence AI, 2024).

Content from generative AI such as ChatGPT and Gemini are non-recoverable sources as they can't be retrieved or linked. Therefore, 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 (Zequence AI, 2024).

To date, there are no specific guidelines for citing ChatGPT or other generative AI in Harvard style. **Therefore, this is interim advice only and subject to change.**

The general principle is to treat them like other non-traditional sources (e.g., online images, software or online tools). **Always confirm with your lecturer if you are allowed to use generative AI for your assessments.**

Example 1 DECLARATION OF GENERATIVE AI USE FORM
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By submitting this assignment/research work, I declare that:

- I have used generative AI tools (e.g., Copilot, ChatGPT, Perplexity, Elicit) only for supportive purposes such as brainstorming, summarising, or drafting.
- I have verified all AI-generated content against credible academic sources.
- I acknowledge that AI outputs are non-recoverable and have not been cited as evidence.
- The final work submitted is my own, original work, and I take full responsibility for its content.

Date: _____

Name: _____

Student Number: _____

Signature: _____

Example 2: Declaration of Generative AI Use (In text citation)

I acknowledge that I used Microsoft Copilot (2025) to brainstorm ideas for this assignment. All AI-generated content was verified against scholarly sources, and no AI outputs have been cited as evidence.

AI Reference List Entries

Since AI outputs are non-recoverable sources, they cannot be cited as evidence.

However, their use should be acknowledged in the reference list as follows:

Template

Author of AI model used. Year. Name of AI model used. Version of AI model used.
[Type or description of AI model used]. URL [Date you accessed].

For Example

OpenAI. 2025. ChatGPT. GPT-4. [Generative AI tool]. <https://chat.openai.com> [09 January 2026].

Understanding the elements required for

Author of AI model used

- This is the organisation or company that created the AI tool.
- Example: OpenAI for ChatGPT, Microsoft for Copilot, Perplexity AI for Perplexity, Ought for Elicit.

Year of AI model used

- The year you accessed or used the AI tool.
- Since AI tools are updated frequently, the year of use is more important than the year of release.
- Example: 2025 if you used ChatGPT in 2025.

Name of AI model used

- The official name of the tool.

- Example: ChatGPT, Copilot, Perplexity AI, Elicit.

Version of AI model used

- If the tool specifies a version (e.g., GPT-4, GPT-3.5, Copilot GPT-5), include it.
- If no version is given, you can omit this part.
- Example: GPT-4 for ChatGPT.

Type or description of AI model used

- A short description in square brackets to clarify what the tool is.
- Example: [Generative AI tool], [AI writing assistant], [AI research assistant].

Date you Accessed

- Since AI tools are updated frequently, the specific date of use should be added.

Generative AI In text citations

Acknowledging AI use when it is used for brainstorming, summarising, or drafting, students must acknowledge it in their methodology or text. The key elements are

(Author, year)

Example (paraphrase acknowledgement):

Generative AI tools were used to brainstorm initial ideas for this assignment (OpenAI, 2025).

Example (direct mention in methodology):

The literature review outline was drafted with the assistance of Copilot (Microsoft Copilot, 2025), and all content was subsequently verified against peer-reviewed sources.

Here's a quick chart of the key elements with examples

Element	ChatGPT (OpenAI)	Microsoft Copilot	Perplexity AI	Elicit (Ought)
Author of AI model used	OpenAI	Microsoft	Perplexity AI	Ought
Year of AI model used	2025 (year accessed/used)	2025 (year accessed/used)	2025 (year accessed/used)	2025 (year accessed/used)
Name of AI model used	ChatGPT	Copilot	Perplexity AI	Elicit
Version of AI model used	GPT-4 (or GPT-3.5, depending on version used)	GPT-5 (if specified)	Not versioned publicly	Not versioned publicly
Type/description	[Generative AI tool]	[AI writing assistant]	[Generative AI search assistant]	[AI research assistant]
Reference List	OpenAI. 2025. ChatGPT. GPT-4. [Generative AI tool]. https://chat.openai.com [09 January 2026].	Microsoft. 2025. Copilot. GPT-5. [AI writing assistant]. https://copilot.microsoft.com [09 January 2026].	Perplexity AI. 2025. Perplexity AI. [Generative AI search assistant]. https://www.perplexity.ai [09 January 2026].	Ought.(2025. Elicit [AI research assistant]. https://elicit.org [09 January 2026].
Shareable link	Perplexity. 2024. Perplexity AI.[Large language model]. https://www.perplexity.ai/search/what-is-the-significance-of-th-_HkX0PAOTrK6JNmgs6nuUw#0 [05 January 2026].			

Examples of AI Tool Descriptions/Types to use for your reference list

Tool Category	AI Tool example
Large Language Model (LLM)	ChatGPT (GPT-4)
Generative AI Tool	Copilot (GPT-5)
AI Writing Assistant	Jasper AI [AI writing assistant].
AI Research Assistant	Elicit [AI research assistant].
AI Search Assistant	Perplexity AI [AI search assistant]
AI Image Generator	DALL·E [AI image generator]. Canva [AI Image generator].
AI Code Assistant	GitHub. (2025). Copilot [AI code assistant]. Available at: https://github.com/features/copilot (Accessed: 9 January 2026).
AI Chatbot	ChatGPT [AI chatbot].
Multimodal AI Tool	Gemini [Multimodal AI tool].