Methods of Referencing

Nature Conservation

Introduction

- Many different referencing methods prescribed by various journals and used in textbooks.
- Whatever method is used, it must be used consistently throughout the entire report.

Format of references

- References appear in two places in a report:

- in the text (in this case we call them **citations**)

- in the list of **references** at the end of the document

- Same elements of the reference (author and the date of publication) are mentioned first.

- This ensures that the **citation** leads the reader directly to the relevant entry in the **reference list**.

- In the references, the reader then finds the detailed information on the specific source.

- surname of the author and the date of publication appear in the text reference first

Format of references

- **Punctuation and spacing are extremely important**.
- Be consistent in your punctuation.
- underlining or italicising, spacing and use of abbreviations.
- These are internationally accepted academic conventions.
- **Not a matter of personal preference**.

Citations

Basic elements and format of citations:

- 1 Surname of author
- 2 Space
- 3 Bracket
- 4 Year of publication
- 5 Bracket

Primary sources

- Quote directly from another source,
- Give the quotation **exactly** as it appears in the original source.
- Keep the original italics, quotation marks or other forms of emphasis, as well as any typing or printing errors that appear in the original.

Examples

Books

- **One author:**
- According to Molles (2011), ecology can be defined as ... **or** Molles (2011) is of the opinion **or** ... in their relation to one another (Molles, 2011).
- **Two authors:**
- According to Martin & Nakayama (2008) ... **or** Martin & Nakayama (2008) are of the opinion ... **or** ... observed (Martin & Nakayama, 2008).

Books

- **More than two authors:**
- **First reference:** ... (Frost, Vos & Dreyer, 1993). (You must give the names of **all** the authors in the **first** reference.)

Thereafter: ... (Frost *et al.*, 1993). **or** According to Frost *et al.* (1993) ...

(*Et al.* is the abbreviation for the Latin words *et alii*, which means "and others," and must always be underlined (Frost et al., 1993) or typed in *italics*.)

Personal communication

- Information obtained during a personal interview with someone is indicated as follows: According to Du Plessis (pers. comm., 2011) the definition ...

or ... still applies today (Du Plessis, pers. comm., 2011).

Figures from other sources

- All figures (sketches, maps, drawings or figures) from another author's work must be acknowledged as in the example below.

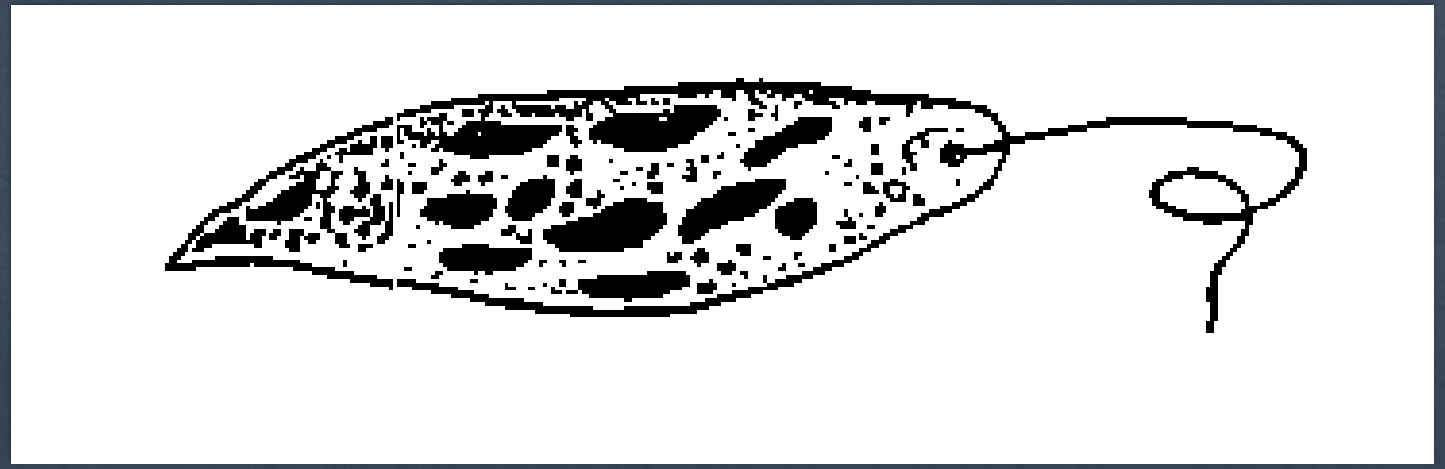


Figure 1 Freshwater Protozoa: Euglena (According to Ryke, 1982)

Journals and newspaper articles

- Where information from periodicals and newspapers has been used, references are made in the same way as for sources with one (or more) author(s):

... to Minister Malusi (Volschenck, 2010).

Statutes and White Papers

- In the case of an Act:

... in terms of the Copyright Act, 1978 (98/1978), as amended.

- In the case of a White Paper:

In terms of the White Paper on Environmental Education (1989) the purpose of ...

Theses and dissertations

- The citation is the same as for a book by one author.

Filmalter (2010)

Unisa study material

- Study material **should not** be used as a source in any scientific report.
- Reference for a study guide with a known author(s), same as for a book.

According to Brown (2003), plant identification …

- When the subject code is used in the text, the reference list must contain a cross-reference.

According to PSO141Q Study Guide 1 (2003), plants can be identified …

- You would refer to a study guide with an unknown author in the following way:

According to Unisa (2010), “A mentor should preferably be a person with a National Diploma”

Chapter in a book

- When you refer to a chapter in a book that has been edited or compiled by another person, you cite the author of the relevant chapter, not the editor or compiler.

Internet and other electronic media

- Web pages can be updated and changed daily, so the information you find there may not be permanent.
- If you include a URL in your citation, do not include a full stop, since a full stop has a particular meaning in computer programming language.
- Do not include any page numbers in your in-text reference because the page numbers of the full text often do not correspond to those of the original article.

References

- **List of references (or "References**", for short) is an alphabetical listing of all the publications **quoted or referred to in a report (citations)**, and is placed at the end of the report.
- A **bibliography** is a more comprehensive list of sources, **not necessarily referred to or quoted** in a report, on a topic, subject or broad field of study.
- List of references is to give the reader the full particulars of the sources quoted or referred to in the text.
- This enables the reader to consult these sources himself/herself, either to verify the facts or to do

Use this format for **books**:

- Author's surname and initials. Date. *Title in italics.* Publisher, City. # pp. For example:

One author:

Ryke, P.A.J. 1982. *Ekologie: beginsels en toepassings.* Butterworths, Durban. 279 pp.

Two authors:

Bibby, C.J., Burgess, N.D. & Hill, D.A. 1993. *Bird census techniques.* Academic Press, New York.

Use this format for **books**:

- When only the **editor of a book** is named and no mention is made of the authors of the different chapters, the reference is as follows:

Lambert, J.M. (ed.). 1967. *The teaching of ecology. A Symposium of the British Ecological Society.* Blackwell, Oxford. 301 pp.

- When the **author of a specific chapter in a book** is named, use this format:

Author's surname and initials. Date. Title of chapter. In: Editor (ed.). *Title of book in italics.* Publisher, City. # pp.

Use this format for **journals**:

- Author’s surname and initials. Date. Title of article. *Abbreviation of journal in italics.* Volume (Number): pages. For example:

Wickens, P.A. 1993. Life expectancy of fur seals, with special reference to the South African Cape fur seal. *S. Afri. J. Wildl. Res*. 23(4): 101–106.

Use this format for **conference proceedings**:

- Author's surname and initials. Year. Title of presentation. In *Theme of conference: Proceedings of Name of Conference.* Publisher, Place.

Van Rensburg, Lynette. 2000. Co-operative education through distance education, with specific reference to nature conservation. In *Proceedings of The SA Society for Co-operative Education (SASCE) Conference.* Durban.

- When the conference documentation has not been published, you substitute In Proceedings... with Paper delivered at...

Van Rensburg, Lynette. 2000. Learnerships and how they relate to experiential learning in technikons. *Paper*

Use this format for the **internet** and **other electronic media**:

- If you refer to an **article on the internet**, follow the same basic format as for a book.
- Author's surname and initials. Year. *Title of document*/Title of document [online]. Organisation Responsible for Site. Available on the Internet at: URL (Day Month Year you accessed the site).

Murry, J.F. 1999. *Connecting learning and work — A call to action* [online]. Education Commission of the States. Available on the internet at: http://www.poe.neu.edu/discussion/.htm (Accessed 5 April 2011).

Others

- **Video recording:**

Surname, Initial(s) (function). Year. *Title*/Title [video recording]. Place: Publisher.

- **TV or radio programme**:

Station. Year. *Title*/Title [TV/Radio programme]. Day Month.

- **Computer program:**

Title/Title [computer program]. Version. Year. Place: Software Company.

General guidelines for compiling the list of references

- All references in **alphabetical** order according to **surname** of first author.
- **Do not number** the references in the reference list.
- For every **citation** there is a **corresponding entry in the reference list**, and vice versa.
- When an entry consists of **more than one line**, the subsequent lines under the author's name are **indented**.
- Titles of books must be underlined or typed in *italics*.
- Titles of scientific periodicals must be underlined or in *italics* and must be abbreviated according to the *World List of Scientific Periodicals*.
- More than one author, you must include the names of **all** the authors in the reference list entry. You may not use *et al.*

EXAMPLE OF A REFERENCE LIST

Brown, L.R. 2003. *Plant Studies (PSO141Q): Study Guide 1*. Unisa, Florida.

Cooper, J. & Berruti, A. 1989. The conservation status of South Africa's continental and oceanic islands. In: B.J. Huntley (ed.). *Biotic diversity in Southern Africa: concepts and conservation*. Oxford University Press, Cape Town. 380 pp.

Du Plessis, P. 2011. Personal communication. Professor of Zoology, University of Johannesburg.

Filmalter, Nicolene. 2010. *A vegetation classification and management plan for the Hondekraal section of the Loskop Dam Nature Reserve, Transvaal.* M.Tech. dissertation, Unisa, Florida. 279 pp.

Frost F., Vos, Hettie & Dreyer Marie 1993. *Communication dynamics*. Lexicon, Johannesburg. 236 pp.

Johnston, S. 1997. Examining the examiners: an analysis of examiners' reports on doctoral theses. *Studies in Higher Education*, 22(3): 333–347.

Martin, Judith N., & Nakayama, T.K. 2008. *Experiencing intercultural communication*. McGraw-Hill, New York. 350 pp.

PSO141Q Study Guide 1 (2003), see Brown, 2003.