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Abridged referencing for students

Lida Krüger
Mia Stander

1

Department of Afrikaans and Theory of Literature

University of South Africa

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1

Page

1. Frequently Asked Questions.....	3
2. Books.....	4
2.1 One author.....	4
2.2 Two authors.....	4
2.3 More than two authors.....	5
2.4 Editors.....	5
2.5 Chapter in a book.....	5
2.6 Different volumes of a publication.....	6
2.7 A book as part of a series.....	6
2.8 Dissertations.....	7
2.9 Theses.....	7
2.10 Translations.....	7
3. Reference works.....	8
3.1 Dictionary.....	8
4. Study material.....	8
4.1 Study guides.....	8
4.2 Readers.....	9
5. Articles.....	9
5.1 Academic.....	9
5.2 Newspaper.....	9
5.3 Popular magazines.....	10
6. References to online sources.....	10
6.1 E-books.....	10
6.2 Online reference works.....	11
6.3 Online articles.....	11
6.4 Electronic dictionaries.....	12
6.5 E-study material.....	13
6.6 General webpages.....	13
7. Example list of references.....	14
8. Acknowledgements.....	16

1

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1

1. FREQUENTLY ASKED QUESTIONS**Question****Answer**

1. In this document, which system of referencing is used?

1. We use the adapted Harvard system of referencing, also known as the author-date system.

2. Why is this document available in English only?

2. The Department of Afrikaans and Theory of Literature is a federal department in which much of the study material is prepared in English. However, in cases in which an Afrikaans example differs from the English counterpart, we have provided an Afrikaans example in Afrikaans.

3. Why does this document consist of examples without any explanation?

3. You have to derive the rule from the example.

4. Footnotes are sometimes used in the document. What are they used for?

4. We have anticipated that some students may have trouble deriving some of the rules from examples. In such cases, a footnote provides a brief explanation of the rule in question. Explanations appear next to first examples and only

- once in the document.
5. In which language should I list a reference if I work from sources in different languages (i.e. English and Afrikaans sources)?
 5. You should reference a source in the language of the source. In other words, if you write an assignment in English, but consulted an Afrikaans source, you should list the source in Afrikaans in your list of references.
 6. Sometimes the source lists more than one place of publication. Which one should I use in my list of references?
 6. There are two rules of thumb you could use here. Either list the first place of publication, or the more familiar place of publication. You only list one place of publication in your list of references.
 7. What does the abbreviation “s.v.” in dictionary references mean?
 7. It is short for the Latin, “sub verbo” and indicates the headword (lemma) that you are using.
 8. Why is the title of a source sometimes listed in italics and sometimes in plain text?
 8. The title of a published source is always listed in italics. If a source (for example a dissertation) does not have an ISBN (International Standard Book Number), it is regarded as unpublished and the title is not italicised. Note: The ISBN is never mentioned in the reference list. When a part of a published whole is listed (for example a chapter in a collection, the title of an article in a journal, or a poem, or a short story from an anthology) the title is also listed in plain text.

2. BOOKS

2.1 One author

In the list of references:

Castle, G. 2007. *The Blackwell guide to literary theory*. Malden: Blackwell.

In the text:

According to Castle (2007:3), “[l]iterary theory can help us understand both the particular contexts and the ideological points of view that help shape literary texts”.

Or:

Literary theory can help us understand how literary texts are shaped by a specific context and ideological perspective (Castle, 2007:3).

2.2 Two authors

In the list of references:

Gilbert, H. & Thompkins, J. 1996. *Post-colonial drama: theory, practice, politics*. London: Routledge.

In the text:

Gilbert and Thompkins (1996:296) predict that South Africa’s first democratic elections will have an effect on the country’s theatre in general.

Or:

South Africa's first democratic elections will have an effect on the country's theatre in general (Gilbert & Thompkins, 1996:296).¹

2.3 More than two authors

In the list of references:

Booth, W.C.; Colomb, G.G. & Williams, J.M. 2003. *The craft of research*. Chicago: University of Chicago Press.²

In the text:

Booth et al. (2003:225) explain that contextualising information establishes a shared understanding between the author and his or her intended audience.

Or:

Contextualising information establishes a shared understanding between the author and his or her intended audience (Booth et al., 2003:225).

2.4 Editors

In the list of references:

Viljoen, H. & Van der Merwe, C.N. (eds.). 2007. *Beyond the threshold: explorations of liminality in literature*. New York: Peter Lang.

Or (in Afrikaans):

Wybenga, G. & Snyman, M. (reds.). 2005. *Van Patrys-hulle tot Hanna Hoekom: 'n gids tot die Afrikaanse kinder- en jeugboek*. Pretoria: Lapa.

In the text:

Issues of space and identity in literature have received considerable academic attention in the past decade (Viljoen & Van der Merwe, 2007).

2.5 Chapter in a book

In the list of references:

¹ In in-text references (part of the running text), such as this example, we use the ampersand (&) if the references are placed between brackets. If you do not place the references between brackets and two authors are involved, such as in the preceding example, we use the word "and".

² In sources with more than two authors, you should mention all the authors in the list of references. However, in the text mention only the first author, followed by et al. (meaning, *and others*). Should two authors be involved, mention both in the running text.

Wenzel, M. 2007. Liminal spaces and imaginary places in *The bone people* by Keri Hulme and *The folly* by Ivan Vladislavic. In: Viljoen, H. & Van der Merwe, C.N. (eds.). *Beyond the threshold: explorations of liminality in literature*. New York: Peter Lang, 43-60.

Or (in Afrikaans):

Willemse, H. 2001. Die kaart van ervaring van Japie Bikeur. In: Van Heerden, E. (red.). *Briewe deur die lug: LitNet/Taalsekretariaat-skrifversberaad 2000*. Kaapstad: Tafelberg, 54-64.

In the text:

According to Wenzel (2007:56), although “the imagination serves as a ‘tool’ or channel for the creation of new ideas, the individual is still ‘earthed’ in society and has to accept responsibility for the reconciliation or facilitation of differences”.

2.6 Different volumes of a publication

In the list of references:

Shakespeare, William. 1975. *The plays of William Shakespeare*. Volume II. New York: Peebles.

Or (in Afrikaans):

Roos, H. 2006. Die Afrikaanse prosa: 1997 tot 2002. In: Van Coller, H.P. (red.). *Perspektief en profiel: 'n Afrikaanse literatuurgeskiedenis*. Deel III. Pretoria: Van Schaik, 43-104.

In the text:

These immortal words are taken from his play, titled *Othello*: “For I shall wear my heart upon my sleeve, / for doves to peck at / I am not what I am” (Shakespeare, 1975:13).

2.7 A book as part of a series

In the list of references:

Culler, J. 2007. *The literary in theory*. Stanford: Stanford University Press. (Cultural memory in the present, 2nd series.)

Or:

Cloete, T.T. 1982. *Hoe om 'n gedig te ontleed*. Pretoria: Academica. (Reuse-blokboek 16.)

In the text:

According to Culler (2007:1), “[t]heory is dead”.

2.8 Dissertations

In the list of references:

Kruger, L. 1991. Gender, community and identity: women and Afrikaner Nationalism in the *volksmoeder* discourse of *Die Boerevrou* (1919-1931). Unpublished M.A. dissertations, University of Cape Town.³

Or (in Afrikaans):

Van der Merwe, E.B. 1990. Die taalgebruik in die Dagboek van Louis Trichardt. Ongepubliseerde M.A.-verhandeling, Universiteit van die Witwatersrand, Johannesburg.

In the text:

The image of the Afrikaans woman as the “Boervrou” and later on “Volksmoeder” influenced the development of Afrikaner Nationalism (Kruger, 1991:7).

2.9 Theses

In the list of references:

Du Plessis, I. 2004. Narrating the “nation”: cultural production, political community and young Afrikaans readers. Unpublished D.Litt. thesis, University of Pretoria.

Or (in Afrikaans):

Venter, R. 2006. Die materiële produksie van Afrikaanse fiksie (1990-2005) - 'n empiriese ondersoek na die produksieprofiel en uitgeweryprofiel binne die uitgesisteem. Ongepubliseerde D.Phil.-proefskrif, Universiteit van Pretoria.

In the text:

In other words, literature can be used to promote certain political and cultural ideologies to children from a very young age (Du Plessis, 2004).

2.10 Translations

In the list of references:

³ Do not mention the place of publication of a thesis or dissertation if the place name appears in the name of the academic institution. Also, see the next reference to Van der Merwe’s dissertation in Afrikaans, for an example of an entry in which the place name does not form part of the university name.

Bakhtin, M.M. 1981. *The dialogic imagination: four essays*. Translated by C. Emerson. Austin: University of Texas Press.

Or (in Afrikaans):

Tsjechov, A. 1980. *Die buffel en ander eenakters*. Vertaal deur A. Lee. Kaapstad: Tafelberg.

In the text:

Bakhtin (1981:86-146) describes three types of chronotopes found in ancient Greek literature.

3. REFERENCE WORKS

3.1 Dictionary

In the list of references:

Concise Oxford English Dictionary. 2004. s.v. “ambivalent”. 11th edition. Oxford: Oxford University Press.

In the text:

According to the Concise Oxford English Dictionary (2004:41), the word “ambivalent” originated early in the twentieth century.

Or, if the dictionary is known by an accepted acronym, this acronym can also be used:

In the list of references (Afrikaans):

HAT (*Handwoordeboek van die Afrikaanse taal*). 2000. s.v. “epistel”. 4de uitgawe. Midrand: Perskor.

In the text (Afrikaans):

Volgens die HAT (2000:209) is die gebruik van die woord “epistel” meestal skertsend of hoogdrawend.

4. STUDY MATERIAL

4.1 Study guides

In the list of references:

Keuris, M. 2003. Advanced theory of drama: only study guide for THL822-3. Pretoria: University of South Africa

Or (in Afrikaans):

Pieterse, H.J. (red.). 2006. Taalvariasie en taalpolitiek: enigste studiegids vir AFK304-3. Pretoria: Universiteit van Suid-Afrika.

In the text:

In line with the definition of semiotics by Elam, performance can be seen as a theatrical communication process (Keuris, 2003:2).

4.2 Readers

In the list of references:

Broodryk, F. (comp.). 2002. Afrikaans beyond boundaries: reader for AFK823-N. Pretoria: University of South Africa.

Or (in Afrikaans):

Roos, H.M.; Coetser, J.L.; Lemmer, E. & Beer, L. (samests.). 2004. Afrikaans aktueel: leesbundel vir AFK101-Q. Band 1. Pretoria: Universiteit van Suid-Afrika.

In the text:

The role and impact of language, especially Afrikaans, must be taken into account when analysing literature (and especially novels) set in post apartheid South Africa (Broodryk, 2002:3-39).

Or (in Afrikaans):

Die lesers van kinder- en jeugliteratuur het dus ander leesvoorkeure en leesbehoefte as lesers van literatuur vir volwassenes (vgl. Roos et al., 2004:494-545).

5. ARTICLES

5.1 Academic

In the list of references:

Even-Zohar, I. 1990. Polysystem theory. *Poetics Today*, 11(1):9-26.⁴

In the text:

⁴ 11 = journal volume, (1) = number in volume, :9-26 = page numbers of article in this number. Note the absence of spaces in this and similar cases.

In studying the polysystem, Even-Zohar (1990:9-10) proposes a study of systems and how they interact with each other.

5.2 Newspaper

In the list of references:

Chittende, M. 2008. A new breed of British philanthropist “invests” in Africa. *Sunday Times*, 27 April:6.

In the text:

In terms of welfare in Africa, it is useful to refer to Chittende’s (2008:6) article in the *Sunday Times* about the emerging role of British philanthropists in Africa.

In the list of references:

Mail & Guardian. 2012. E-toll vehicle impounding ‘not true’, says Sanral, 6 April:3.⁵

Alternatively, in the text:

The South African National Roads Agency (Sanral) has refuted media reports about the impounding of vehicles where a road user has outstanding e-toll fees (*Mail & Guardian*, 6 April 2012).

5.3 Popular magazines

In the list of references:

Rice, M. 2010. The formula for success. *Psychologies*, September:7-10.

In the text:

In more popular reading material the content of motivational articles can be rather superficial, but there are those who try to put more effort into conveying meaningful information to the reader (Rice, 2010:7-10).

6. REFERENCES TO ONLINE SOURCES

6.1 E-Books

In the list of references:

⁵ When the author of an article is omitted in a newspaper, use the name of the newspaper as author.

Arrington, L. 2011. *W.B. Yeats, the Abbey Theatre, censorship, and the Irish state: adding the half-pence to the pence*. <http://0-www.oxfordscholarship.com.oasis.unisa.ac.za/view/10.1093/acprof:oso/9780199590575.001.0001/acprof-9780199590575-chapter-1> (Accessed: 20 January 2012).

Or (in Afrikaans):

Fourie, J. (samest.). 2007. *Uniwersiteit: wat jy moet weet*. http://books.google.co.za/books?id=L6ZRRxbqu4QC&pg=PT81&dq=afrikaanse+boeke+aanlyn&hl=en&sa=X&ei=gbU4T5r2ONG1hAffl_XNCQ&ved=0CEUQ6AEwAg#v=onepage&q=afrikaanse%20boeke%20aanlyn&f=false (Toegang: 13 Februarie 2012).

In the text:

The Irish Literary Theatre aimed to educate people and thus raise their aesthetic standard (Arrington, 2011).

Or:

Arrington (2011) states that “the Irish Literary Theatre also had its roots in the reform movements in England and on the Continent”.

6.2 Online reference works

In the list of references:

The Oxford Companion to Theatre and Performance. 2011. s.v. “Marber, Patrick”. <http://0-www.oxfordreference.com.oasis.unisa.ac.za/views/ENTRY.html?subview=main&entry=t315.e2492> (Accessed: 11 October 2011).

In the text:

According to the Oxford Companion to Theatre and Performance (2011), *Dealer’s Choice* investigates masculinity in crisis through the phenomenon of the all-male poker game.

Or:

Dealer’s Choice “uses the rituals of the all-male poker game to investigate the bluffs and gambles of masculinity in crisis” (The Oxford Companion to Theatre and Performance, 2011).

6.3 Online articles

Academic article accessed online:

In the list of references accessed online:

Genette, G. & Morgan, T.E. 1989. Modern mimology: the dream of a poetic language. *Modern Language Association*, 104(2):202-214.
<http://www.jstor.org/stable/462505> (Accessed: 18 March 2011).

In the text:

Genette and Morgan (1989:204) do not see “thing” and “sign” as mutually exclusive.

Or:

“Thing” and “sign” can no longer be seen as mutually exclusive (Genette & Morgan, 1989:204).

Newspaper article accessed online:

In the list of references:

Ncana, N. 2010. Speech marks Madiba’s release. *Times Live*, 18 January.
<http://www.timeslive.co.za/thetimes/2010/01/18/speech-marks-madiba-s-release> (Accessed: 14 September 2010).

In the text:

According to Ncana (2010), President Jacob Zuma’s State of the Nation Speech on the 11th of February 2010, marked the 20th anniversary of former President Nelson Mandela’s release from prison.

Or:

President Zuma chose the date of his State of the Nation Speech of 2010 to celebrate the 20th anniversary of former President Nelson Mandela’s release from prison in 1990 (Ncana, 2010).

Popular magazines accessed online:

In the list of references:

Oldfield, A. 2011. Hyundai Elantra review. *topCar*, October.
<http://www.topcar.co.za/first-drives/articles/hyundai-elantra-review> (Accessed: 12 October 2011).

In the text:

Oldfield (2011) remarks that Korean manufacturers are closing the gap on leading car makers in the race for volumes.

Or:

Since 2009, “the Korean leap forward has been meteoric, and world uptake of the latest crop has been such that a new manufacturing plant is being built” (Oldfield, 2011).

6.4 Electronic dictionaries

Dictionary:

In the list of references:

OED (*Oxford English Dictionary*). 2011. s.v. "ambivalence".
<http://www.oed.com/view/Entry/6176?redirectedFrom=ambivalence#eid>
(Accessed: 12 October 2011).

In the text:

A state of ambivalence is characterised by contrary emotions or attitudes (OED, 2011).

Or:

According to the OED (2011), the coexistence of contradictory emotions or attitudes in one person is called "ambivalence".

6.5 E-study material

Study guides:

In the list of references:

Beer, L.; Lemmer, E.; Coetser, J.L. & Roos, H. (samests.). 2004. Afrikaans aktueel: enigste studiegids vir AFK101-Q.
http://www3.unisa.ac.za/sol/material/AFK101Q/sg/001_2011_4_b.pdf
(Toegang: 12 Oktober 2011).

In the text:

According to Beer et al. (2004:10), various traditional boundaries have become fluid in contemporary times.

Or:

Various traditional boundaries have become fluid in contemporary times (Beer et al., 2004:10).

6.6 General webpages

In the list of references:

Purdue OWL (*Purdue Online Writing Lab*). 2010. Spelling: common words that sound alike. <http://owl.english.purdue.edu/owl/resource/660/01/>
(Accessed: 12 October 2011).

Or:

bretney. 2006. Reading inspires children. <http://www.youtube.com/watch?v=ZaATkGIFlxM> (Accessed: 12 October 2011).

In the text:

The article on spelling (Purdue OWL, 2010) gives practical examples of the types of spelling errors one can easily make and must thus be aware of when writing.

Or:

The video clip on YouTube (bretney, 2006) is just one of the many examples showing that reading can have a great impact on a child.

7. EXAMPLE LIST OF REFERENCES

References/Verwysings⁶

- Arrington, L. 2011. W.B. Yeats, the Abbey Theatre, censorship, and the Irish state: adding the half-pence to the pence. <http://0-www.oxfordscholarship.com.oasis.unisa.ac.za/view/10.1093/acprof:oso/9780199590575.001.0001/acprof-9780199590575-chapter-1> (Accessed: 20 January 2012).
- Bakhtin, M.M. 1981. *The dialogic imagination: four essays*. Translated by C. Emerson. Austin: University of Texas Press.
- Beer, L.; Lemmer, E.; Coetser, J.L. & Roos, H. (samests.). 2004. Afrikaans aktueel: enigste studiegids vir AFK101-Q. http://www3.unisa.ac.za/sol/material/AFK101Q/sg/001_2011_4_b.pdf (Toegang: 12 Oktober 2011).
- Booth, W.C.; Colomb, G.G. & Williams, J.M. 2003. *The craft of research*. Chicago: University of Chicago Press.
- Broodryk, F. (comp.). 2002. Afrikaans beyond boundaries: reader for AFK823-N. Pretoria: University of South Africa.
- Castle, G. 2007. *The Blackwell guide to literary theory*. Malden: Blackwell.
- Chittende, M. 2008. A new breed of British philanthropist “invests” in Africa. *Sunday Times*, 27 April:6.
- Cloete, T.T. 1982a. *Hoe om 'n gedig te ontleed*. Pretoria: Academica. (Reuse-blokboek 16.)
- Cloete, T.T. 1982b. *Letterkundige woordeboek*. Seepunt: Die Dag Orals.⁷
- Concise Oxford English Dictionary*. 2004. s.v. “ambivalent”. 11th edition. Oxford: Oxford University Press.
- Culler, J. 2007. *The literary in theory*. Stanford: Stanford University Press. (Cultural memory in the present, series 2.)
- Du Plessis, I. 2004. Narrating the “nation”: cultural production, political community and young Afrikaans readers. Unpublished D.Litt. thesis, University of Pretoria.
- Even-Zohar, I. 1990. Polysystem theory. *Poetics Today*, 11(1):9-26.

⁶ In a document in English, use the heading “References”; in an Afrikaans document, use “Verwysings”.

⁷ A imaginary entry. Note the difference in the year of publication.

- Fourie, J. (samest.). 2007. Uniwersityt: wat jy moet weet.
http://books.google.co.za/books?id=L6ZRRxbqu4QC&pg=PT81&dq=afrikaanse+boeke+aanlyn&hl=en&sa=X&ei=gbU4T5r2ONG1hAffl_XNCQ&ved=0CEUQ6AEwAg#v=onepage&q=afrikaanse%20boeke%20aanlyn&f=false (Toegang: 13 Februarie 2012).
- Genette, G. & Morgan, T.E. 1989. Modern mimology: the dream of a poetic language. *Modern Language Association*, 104(2):202-214.
<http://www.jstor.org/stable/462505> (Accessed: 18 March 2011).
- Gilbert, H. & Thompkins, J. 1996. *Post-colonial drama: theory, practice, politics*. London: Routledge.
- HAT (*Handwoordeboek van die Afrikaanse taal*). 2000. s.v. "epistel". 4de uitgawe. Midrand: Perskor Uitgewers.
- Keuris, M. 2003. Advanced theory of drama: only study guide for THL822-3. Pretoria: University of South Africa
- Kruger, L. 1991. Gender, community and identity: women and Afrikaner Nationalism in the *volksmoeder* discourse of *Die Boerevrou* (1919-1931). Unpublished M.A. dissertations, University of Cape Town.
- Mail & Guardian*. 2012. E-toll vehicle impounding 'not true', says Sanral, 6 April:3.
- Ncana, N. 2010. Speech marks Madiba's release. *Times Live*, 18 January.
<http://www.timeslive.co.za/thetimes/2010/01/18/speech-marks-madiba-s-release> (Accessed: 14 September 2010).
- OED (*Oxford English Dictionary*). 2011. s.v. "ambivalence".
<http://www.oed.com/view/Entry/6176?redirectedFrom=ambivalence#eid> (Accessed: 12 October 2011).
- Oldfield, A. 2011. Hyundai Elantra review. *topCar*, October.
<http://www.topcar.co.za/first-drives/articles/hyundai-elantra-review> (Accessed: 12 October 2011).
- Pieterse, H.J. (red.). 2006. Taalvariasie en taalpolitiek: enigste studiegids vir AFK304-3. Pretoria: Universiteit van Suid-Afrika.
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- Rice, M. 2010. The formula for success. *Psychologies*, September:7-10.
- Roos, H. 2006. Die Afrikaanse prosa: 1997 tot 2002. In: Van Coller, H.P. (red.). *Perspektief en profiel: 'n Afrikaanse literatuurgeskiedenis*. Deel III. Pretoria: Van Schaik, 43-104.
- Roos, H.M.; Coetser, J.L.; Lemmer, E. & Beer, L. (samests.). 2004. Afrikaans aktueel: leesbundel vir AFK101-Q. Band 1. Pretoria: Universiteit van Suid-Afrika.

- Shakespeare, William. 1975. *The plays of William Shakespeare*. Volume II. New York: Peebles.
- The Oxford Companion to Theatre and Performance. 2011. s.v. "Marber, Patrick". <http://0-www.oxfordreference.com.oasis.unisa.ac.za/views/ENTRY.html?subview=main&entry=t315.e2492> (Accessed: 11 October 2011).
- Tsjechhof, A. 1980. *Die buffel en ander eenakters*. Vertaal deur A. Lee. Kaapstad: Tafelberg.
- Van der Merwe, E.B. 1990. Die taalgebruik in die Dagboek van Louis Trichardt. Ongepubliseerde M.A.-verhandeling, Universiteit van die Witwatersrand, Johannesburg.
- Venter, R. 2006. Die materiële produksie van Afrikaanse fiksie (1990-2005) - 'n empiriese ondersoek na die produksieprofiel en uitgeweryprofiel binne die uitgesisteem. Ongepubliseerde D.Phil.-proefskrif, Universiteit van Pretoria.
- Viljoen, H. & Van der Merwe, C.N. (eds.). 2007. *Beyond the threshold: explorations of liminality in literature*. New York: Peter Lang.
- Wenzel, M. 2007. Liminal spaces and imaginary places in *The bone people* by Keri Hulme and *The folly* by Ivan Vladislavic. In: Viljoen, H. & Van der Merwe, C.N. (eds.). *Beyond the threshold: explorations of liminality in literature*. New York: Peter Lang, 43-60.
- Willemse, H. 2001. Die kaart van ervaring van Japie Bikeur. In: Van Heerden, E. (red.). *Briewe deur die lug: LitNet/Taalsekretariaat-skrywersberaad 2000*. Kaapstad: Tafelberg, 54-64.
- Wybenga, G. & Snyman, M. (reds.). 2005. *Van Patrys-hulle tot Hanna Hoekom: 'n gids tot die Afrikaanse kinder- en jeugboek*. Pretoria: Lapa.

8. ACKNOWLEDGEMENTS

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