



REFERENCE TECHNIQUES: APA STYLE

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with the help of Catrin Ver Loren van Themaat for the Law examples

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perfect and that your in-text citations give the author, the date and the page number(s) from which the quote or the idea comes.

Try a fresh, original approach. Argue your case with your own point of view. Try to avoid formulas, clichés and the obvious approaches.

Illustrate your points with up-to-date examples.

Don't fill an essay with irrelevant historical detail.

Check spelling and punctuation.

Ensure your essay is the required length.

Bring your subject to life!

Keep the bibliographic details of your source in the original language of source. If it is in German all the details will be in German. This means that you do not need to translate place names or terms like 'Herausgeber' to English. Use place names, etc. as given in the original language.

2.5 Punctuation

"If the quotation forms part of a comprehensive argument, the punctuation is part of that argument and is placed outside the bracket or inverted comma" (Van der Walt, 2006, 7).

In Van der Walt's document on quoting sources (2006, 7) she states that "xxxxxxxxxxxx".

Van der Walt says in her document "never quote simply to avoid translation problems" (2006, 7).

"Never quote simply to avoid translation problems" (Van der Walt, 2006, 7).

2.6 Alphabetising names (how to list the authors in alphabetical order)

Alphabetise letter by letter remembering that 'nothing precedes something'.

Rohr, J.B. precedes Rohring, A.K.

Prefixes like M, Mc and Mac must be alphabetised as they are and not as Mac.

MacArthur will precede McAllister and MacNeil will be followed by M'Carthy.

Surnames which include articles or prepositions are alphabetised as they are used. De la Rey, De Vries, Le Roux and Van der Walt are some South African examples.

According to the APA style every source in your reading list which continues over two or more rows, must be indented. The second row will start after 3 spaces on the fourth.

Cox, P. (2017). *Ruben: the story of a lasting friendship between a boy and his horse in the Natal Midlands of South Africa*. Pretoria: Juta.

2.7 Several works by the same author

Arrange according to the year of publication. The earliest is listed first.

If you have different works by the same author which share a publication date, arrange it alphabetically according to the title.

Use lower case letters – a, b, c, and also on – after the year and list in parentheses:

Botha, J. (2001a). Die staat...

Botha, J. (2001b). Die Suid-Afrikaanse

2.8 Non-roman characters

Titles in non-roman characters (Greek, Arabic, Russian, etc.) may be transliterated (written in our alphabet).

2.9 Commonly used abbreviations

2.9.1 English abbreviations

A list of frequently used English abbreviations follows.

Word(s)	Abbreviation
Appendix	app.
Chapter	chap.
Column	col.
Columns	cols.
Edition	ed. /edn
Second Edition	2 nd edition
Editions	eds. /edns
Editor	ed
Editors	eds.
No date	n.d.
No place, no publisher, no page	n.p.
Number	no./No.
Page	p.
Pages	pp.
Paragraph	para. /par.
Part	pt. /pt

Word(s)	Abbreviation
Revised	rev.
Revised edition	rev. ed.
Reprinted	rpt
Second edition	2 nd ed.
Supplement	suppl. /supp.
Technical Report	Tech. Rep. / techn. rep.
Translated, translator	transl.
Volume	vol.
Volumes	vols.

2.9.2 Afrikaans abbreviations

Frequently used Afrikaans abbreviations are listed below.

Word(s)	Abbreviation
Redakteur	Red.
Sonder jaar	[s.j.] Du Toit, P. [s.j.]
Sonder Plek	[s.p.]
Sonder uitgewer	[s.u.]
Uitgawe	3de uitgawe
Hersiene uitgawe	Hersiene uitgawe
Vertaler	Vert.

2.9.3 German abbreviations

Word(s)	Abbreviation
Band	Bd
Ausgabe	3. Auflage
Herausgeber	Hrsg

2.9.4 Latin abbreviations dates and copyright

Concept	Abbreviation
And others – used where there are too many authors to list	et al. (et alii)
Under the word (as in a dictionary or an encyclopedia in which a specific word or entry was consulted)	sv (sub verbo)
In the same work Signifies the same work as the one cited immediately before, but a different page	ibid. (ibidem)
The same	id. (idem)
<p>The item cited is by the author of the item cited immediately before</p> <p><i>Loc cit – loco citato</i> (in the place cited) is used after the name of the author if the source has been cited previously and is referred to once more. If the new reference refers to the same page or volume and page as was used in the previous reference, use '<i>loc cit</i>'. Schenk, <i>loc cit</i>... This refers to the work of Schenk last cited, and to its very same page (and or volume).</p>	
In the work cited	op. cit. (<i>opere citato</i>)
<p>Refers the reader back to the author's previously cited work, but to a different page. <i>Op cit</i> is used as follows: Poggenpoel, op cit, p. 114. It means that a reference has been made to Poggenpoel's work in full a few references earlier.</p>	
Without name (publisher)	[s.n]. (sine nomine) Square brackets as this information is not printed in the item itself
Without place	[s.l.] (sine loco) Square brackets as this information is not printed in the item itself
Without year	[s.a] (sine anno)

2.9.5 More abbreviations

If no year is indicated use	[n.d.]
	Johnson, L. [n.d.].
If you know that a web site is updated regularly, but you cannot see a publication date, put the date in square brackets .	National Research Foundation. [2012].
If you are not quite sure of the date, but can guess it, you may use 'ca.' <i>circa</i> in front of the date to indicate that the work was more or less published in that year based on information found. It is not in italics, but placed in square brackets.	Heidegger, M. [ca.1915].
If there is only a copyright date use that date with a 'c' before it.	Jones, P. (c2008) or ©2010

2.9.6 “Revised” and “enlarged edition” in the major European languages

Word(s)	Abbreviation
Afrikaans	Hersiene uitgawe
English	revised (and enlarged) edition
German	verbesserte und erweiterte Auflage
French: Revised edition	Edition corrigé
Spanish	edition revisada y aumentada
Third edition	
Afrikaans	3de uitgawe
English	3 rd edition or 3 rd ed.
German	3. Auflage or 3. Aufl.
French	3 ^{ième} édition
Spanish	3. edición
Smit, R. (2012). <i>Reference techniques: Harvard style</i> . 3 rd edition. Auckland Park, Johannesburg: University of Johannesburg library.	
In the case of reprints use the first publication date and not that of the later reprints.	Ozrovec, S. (2010). <i>Uit die skatkamer van God</i> . Vereeniging: Christelike uitgewersmaatskappy.

2.10 Anonymous works (not signed ‘Anonymous’)

In an anonymous work where the title is longer than ten words, the title may be shortened in-text to about five words. The omission is indicated by three ellipsis points.

Neem uit die verlede wat goed is en bou daarop vir ‘n gelukkige lewe. (1967). Johannesburg: Perskor.

In-text is should be referred to as (Neem uit die verlede...1967, 5) ...

When an author publishes his/her own work, use the word ‘Author’ as the name of the publisher.

Anonymous works are alphabetised by the first significant word in the title. The title and not the author is used. Omit articles such as ‘an, a, the’.

2.11 Parentheses (Round brackets)

According to the rules of the APA, the date is placed in parentheses (2011) as is the issue number (1) – when pagination does not run through - and to indicate that a work had been edited by some-one: Van Schalkwyk, R. (Ed.).

In-text references are also placed in parenthesis: Shakespeare is England’s best dramatist (Shaw, 2015, 5).

2.12 Square brackets

In the APA referencing style the description of an item is important **except when a book, newspaper or journal** article are used. After the title the description of CD-ROM, DVD, etc. should follow in square brackets) with the full stop following it: *The sound and the fury* [DVD]. Another description would be: [Brochure].

2.13 Double names

When maiden names are kept and the married surname is added, then use the married name. Rosalie Liguori Reynolds will be Reynolds, R. L, but if it written as Liguori-Reynolds then it becomes Liguori-Reynolds, R. Sara Blomstrand Ståhl will be placed under Ståhl, S. B.

2.14 Surnames starting with prefixes (Van der, Le, Du, etc.)

Afrikaans and French surnames with prefixes like Le, Van, Du, etc. are entered under the prefix. Van der Linden, Van Deventer, Le Roux, Du Toit, etc.

In German surnames with prefixes like Von, the surname is entered with the initial. The prefix follows. A. Von Maltitz becomes Maltitz, A von; Ludwig Von Beethoven and Johann Wolfgang Von Goethe become Beethoven, Ludwig von or Goethe, J. W. von.

2.15 Corporate bodies, organisations, etc.

The names of corporate bodies are written out in full in the alphabetical list of references. The abbreviated form of it may be used in the text.

British Broadcasting Corporation will be used for the full reference, but the BBC will be used in-text.

University of Johannesburg will be used for the full reference, but the UJ will be used in-text.

South African Bureau of Standards will be used, but the in-text reference is SABS.

The articles are omitted in front of the name of an organisation, corporation, corporate bodies, etc.

National Atlantic Treaty Organization becomes NATO in in-text references.

United Nations becomes in-text UN and United States of America becomes USA in in-text references.

Certain subordinate bodies or departments or units function under countries. Give the country name followed by a full stop and then the department, unit or body.

South Africa. Department of Education.

University of Johannesburg. Library.

2.16 Date

At the UJ the **date of publication** is placed in parentheses (round brackets). At Unisa and at the University of the North West this is not the case.

Refer to the style sheet of your department.

Be consistent.

2.17 Place (Location)

Indicate the town or city where the publisher is situated.

Oxford: Oxford University Press.

If a book gives two or more places of publication, use the first one.

Indiana University press: **Bloomington and Indianapolis** will be referenced as:

Bloomington: Indiana University press.

If **London, New York and Melbourne** are indicated as cities in which the publisher is situated, choose only the **first city** mentioned. In this example it will be **London**.

If a place name is unknown, add the country as well, i.e. **Okahandja**, Namibia: Herero Press.

The province or state can also be specified, i.e. **Wartburg**, KwaZulu-Natal, South Africa.

2.18 Publisher

Publisher names can be shortened by omitting 'Publishers. Ltd.', '& Co.', '& Sons' after the name of the publisher.

John Wiley & Sons becomes **Wiley**.

Sir Isaac Pitman & Sons becomes **Pitman**.

Wiley-Blackwell: A John Wiley & Sons, Ltd., Publication becomes **Wiley-Blackwell**.

2.19 Digital object identifier: (DOI)

The DOI scheme is administered by the International DOI foundation.

The correct format for citing or creating a link to a document using its DOI should really be:

doi:<http://dx.doi.org/10.1016/j.bbr.2011.03.031>

APA only uses the number itself. They omit the <http://dx.doi.org> preceding the number.

Richards, G. (2011). Creativity and tourism: The state of the art. *Annals of Tourism Research*, 38, 1225-1253. doi:10.1016/j.annals.2011.07.008

(There is no full stop after the DOI.)

2.20 Capitalisation (Using uppercase)

Most of the departments of the UJ prefer to use capitalisation sparingly in titles. Capitalise only the first word in the title, proper names, places and German nouns.

APA prefers to capitalize the word after a colon in the title: Psychology: An introduction...

2.21 Secondary citations (*To be avoided!*)

Use the original source. It marks a true researcher.

According to Theron (quoted by Haasbroek, 2008, 17) libraries are...

Haasbroek, F. (2008). *Theron's ideas about professional librarians*. Place: Publisher.

(Fictitious example.)

2.22 Indentations (Title is indented in the second and third lines)

APA indents.

2.23 Sample paragraph and reference list: Harvard method¹

Many researchers have investigated the use of technology in Higher Education (Blake, 1998; Davis, 1987:45; Johnson, n.d.; Tyson, Burke & Jacobs, 1994). According to Blake (1998:234; 1999a:12; 1999b:4), new technologies such as CD-ROMs, the Internet, and mobile technologies hold great promise for the future of education, but other researchers (Johnson, n.d.; Education Trust, 2000) caution that the use of technology in educational settings should be studied in greater depth to evaluate its effectiveness. A longitudinal study by Tyson et al. (1994) showed that technology can enrich education, if used by a skilled teacher.

The Internet offers some useful resources on this topic, including Johannesburg University's EdTech (<http://www.joburg.ac.za/EdTech/>), which provides information relevant to the South African context. Other resources include brochures by the Education Trust (e.g. 1999), and a toolkit on using technology in the classroom by Mellers (1998).

Reference list (Harvard)

Blake, N. (1998). Using the web in undergraduate education. *Journal of Educational Computing*, 5(2), 234-251.

Blake, N. (1999a). *Higher Education in the 21st century*. New York: University Press.

Blake, N. (1999b). The promise of mobile technologies for education. *EduLink*, 3(2). Retrieved from <http://www.joburg.ac.za/edtech/pubs/edulink/992/blake.html>

Davis, K. (1987). *Computer-based training for accountants*. Unpublished doctoral thesis. Johannesburg: Rand Afrikaans University.

Education Trust. (1999). *Using videos in your classroom* [Brochure]. Sandton: Eduprint.

Education Trust. (2000). *Issues in the use of educational technologies: Report to the Executive Committee*. (Available from Landry, S. Education Trust, 501 Grayston Drive, Sandton, South Africa).

Johnson, L. [n.d.]. *Will technology save the education system?* Retrieved from <http://www.netscape.com/users/johnl/save.html>

Mellers, A. (1998). *Transform your classroom with technology* (CD). Sacramento: Crunch Pod Media.

Tyson, T., Burke, R.L. & Jacobs, G.M. (1994). *Preliminary findings regarding the use of computers in secondary schools*. Paper presented at the meeting of the South African Association for Teachers: Bloemfontein, South Africa.¹

3 Basic in-text referencing

APA states clearly states that they prefer the researcher to only insert the page number when using a direct quotation.

At UJ we prefer the page number. Why?

With the problem of plagiarism, it makes it much easier for the reader to find the correct place in a document if the page number is given. The writer or researcher then also does not have to fear an accusation of plagiarism.

If a document is referred to in its entirety, the page number can be omitted.

It is clear that Shakespeare knew his mythology (Baker, 2013).

Baker (2013: 151) comes to the conclusion that Shakespeare had an excellent knowledge of mythology.

3.1 Internet/web sources

The date of access is no longer obligatory in Harvard style. If you are requested to provide it in your department, you will have to add it.

If you can, rather use the PDF format than the HTML format. The PDF has page numbers.

If there is **no page number** to be seen, like in an HTML document, count the paragraphs within in each heading. Use the surname, the date, the heading and lastly para. x in text.

¹ Please note that most of the sources used in this example and in the document as such, are completely fictional, and were only created to illustrate the reference techniques discussed in this publication.

(Fictitious examples.)

5.5 In-text referencing of more than 7 authors

In referring to a work by up to seven authors **all** the relevant names have to be furnished in the **first** reference to the work:

...the traditionalist personality (Riesman, Denney, Jacobs, Moore, de Broize, Bucwa, Glazer, Geldenhuys and Killian 2011, 40) restrains herself from doing...

(Fictitious example.)

In the **second (2nd)** and following in-text references to this work **only the first author's name** is given, and the abbreviation **'et al'** is used after the name of the first author:

...and the father exhibits behaviours like those of typical dictators or bullies (Riesman et al., 2007, 40).

If a book by more multiple authors has been read on the internet or from a commercial e-book database, please add the DOI (Digital object identifier) or the web site address on which it was found.

5.6 Work with an editorial board

In reference works with an editorial board, use the name of the overall or lead editor followed by 'et al'.

Koch, S. (Ed.) et al. (2000 – 2008). *Islamic art* (Vols. 1-12). London: Dent.

In text

According to Koch et al., (2000-2008) Islamic art is...

5.7 Reference to more than one publication of same author in the same year

Johnson, P.D. (1994a). *Advanced Pedagogy*. London: Routledge.

Johnson, P.D. (1994b). *Pedagogy*. London: Routledge.

The titles follow each other alphabetically.

In text

In his later works (Johnson, 1994b, 56) argued...

5.8 Different authors with the same surname

When you refer to publications by different authors with the same surname, use their initials in the reference:

According to B. Smith (1989) and F. Smith (1997) ...

In the reference list give each book's details just as always.

Alphabetise according to initials.

5.9 A book with an institution, organisation or association as author

Where reference is made to the work by a body (institution, organisation, association, etc.) and where no specific author is responsible for the work, the official name of the body is used as author. You can also use the name of the body as part of the sentence.

RAU (Rand Afrikaans University). (1970). *New university: A practical guideline*. Johannesburg: Rand Afrikaans University.

Joint funding council's libraries review group. (1993). *Follett Report*. Retrieved from <http://www.ukoln.ac.uk/services/papers/follett/report/>

Department of basic education (Republic of South Africa). (2011). *Status of the language of learning and teaching (LOLT) in South African public schools: A quantitative overview*. Retrieved from <http://www.education.gov.za/Reports/>

In text

It has long been evident that the intellectual potential of the Afrikaners on the Witwatersrand had been underutilised (Rand Afrikaans University, 1970, 48) thus the Rand Afrikaans University (1970, 30) concluded that ...

5.10 A book with (an) editor(s)

Driver E. & Broisen, A. (Eds.). (1989). *Child sexual abuse*. Basingstoke, UK: Macmillan Education.

Strunk, W. (Ed.). (1976). *Adult learning*. New York: Macmillan.

In reference works with an **editorial board**, use the name of the overall or lead editor followed by 'et al.

Girardeau, C. (Ed. et al.). (2007). *Bordeaux: City of Saint André*. Bordeaux: Plon.

(Fictitious example.)

5.11 A chapter in a book (not edited)

Hartley, J.T., Harker, O.J. & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In *Aging in the 1980's: Psychological issues*. Washington: American Psychological Association.

Blomback, A. (2009). Brand meaning and impact in subcontractor contexts. In *Advances in business marketing and purchasing* (Vol.15, 223-261). Retrieved from *Emerald* database <http://0-www.emeraldinsight.com.ujlink.uj.ac.za/search.htm?PHPSe5516>

5.12 Part/chapter of an edited book

Author, A. A. (2012). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book*. Retrieved from: <http://xxxxxxx>

Surname, Initial(s). (2011). Title of chapter. In A. Surname, B. Surname & C. Surname. (Eds.), *Title of book* (pp. x-xx). doi: xxxxxxxxxxxxxx

Hartley, J.T., Harker, O.J. & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In L.W. Poon (Ed.), *Aging in the 1980's: Psychological problems*, (pp. 239-253). Washington: American Psychological Association.

Die lewe is altyd die moeite werd. (2008). In K. de Bruin (red.), *Carpe diem!* Kaapstad: Sonlig. (Fictitious example.)

In text:

According to die Lewe is altyd die moeite werd (2008, 17)

5.13 Part of a Series

Author, A. (Date). *Title*. Location: Publisher. (Series; volume number).

De Swart, J. (2010). *Librarian by choice*. Cape Town: NB Books. (Librarians of note; vol. 2).

Or, with only a number: (Librarians of note; no. 2). (Fictitious title.)

5.14 Medieval authors and texts

Most Medieval authors do not have surnames. Walther von Der Vogelweide, Wernher der Gartenaere, Hildegard von Bingen, Marie de France and Dante Alighieri are examples of such medieval writers. Use the names they are known by.

Dante Alighieri. (1990). *Die Hel*. (D.A.H. du Toit, Vert.). Kaapstad: Zebra Publikasies. (Oorspronklike werk gepubliseer in 1307-1321).

Marie de France. (1965). *Lais*. (A. Ewert, Ed.). Oxford: Blackwell. (Original published in the 12th century).

Wernher der Gartenaere. (1974). *Helmbrecht: Mittelhochdeutsch und Neuhochdeutsch*. (F. Tschirch, Hrsg.). Stuttgart: Reclam. (Original publiziert im 13. Jahrhundert).

If of Medieval works, such as *Beowulf*, *Everyman*, *Van den vos Reynaerde*, *Beatrijs*, *The book of Kells*, the original author is unknown, use the title in the place of the author. The editor or translator of the text must also be mentioned.

Beatrijs: tekst en vertaling. (1995). (H. Adema, Vert.). Leeuwarden: Taal & Teken. (Oorspronklike tekst uit de 14de eeuw).

Van den vos Reynaerde. (1985). (F. Lulofs, Red.). Groningen: Wolters-Noordhof. (Oorspronklike tekst uit de 13de eeuw).

If medieval authors have surnames, use them.

Chaucer, G. (1990). *Troilus and Criseyde: A new edition of "The book of Troilus"*. (B. A. Windeat, Transl.). London: Longman. (Original text written 1381-1386).

5.15 Anonymous work

Only when a work (any publication) is signed with Anonymous, use Anonymous as the author.

Cite the work in-text as 'Anonymous'. If **not** signed 'Anonymous', then use the title.

Anonymous. (2016). *The Oxygen thief diaries*. [New York]: Gallery books.

Anonymous. (17 February 1993). Best practices. *The Star*, 10.

A recent article (Anonymous, 1993) stated that...

5.16 When author does not indicate himself/herself as 'Anonymous' use the title

In the case of articles in newspapers or magazines where no author is named, the **article title** is used instead of Anonymous.

Use full title for the reference list:

War Over. (7 January 1991). *The Star*, 10.

In-Text

A recent article (War over, 1991) stated that...

(No page number is used in this in-text reference as the article as a whole is being spoken of.)

For in-text referencing, shorten the title to about five words. Put the shortened title between parentheses/ quotation marks.

("Aids orphans..." 2006, 5).

5.17 Anonymous article from online database

Mobile phone addiction among teenagers at five South African universities. (2011). *Journal name*, 15, 29-36. Retrieved from the xxxxx database <http://www.xxxxxxxx>

In-text

Shorten the title.

If the title consists of more than ten words, shorten it in the in-text reference to five words followed by an ellipsis (three points).

Place the shortened title in quotation marks.

"Mobile phone addiction"... requires (2011, 16)...

It is clear that one can speak about 'mobile addiction' when one walks through universities and observes how students... ("Mobile phone addiction", 2011, 15.)

(Fictitious title.)

5.18 A work with a foreign title

Use the foreign title, but translate it. If, however, you are a **language student of a specific foreign language** and are writing in that language, **you need not translate** the title(s) used for that essay/dissertation/ thesis or article.

Spyridakis, A. (1987). *E historia tis Helladas*. [A history of Greece]. Athens: Theriositalona.

5.19 Translated work

Luria, A.R. (1968). *The mind of a mnemonist: A little book about a vast memory*.

Solotaroff, L. (Trans.). New York: Basic Books. (Original work published in 1967.)

In text

Cite the original publication and also the date of the translation: A recent study (Luria, 1967/1968, 23) ...

