



Cape Peninsula University of Technology

The CPUT Official Harvard Referencing Style Manual

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Table of Contents

Referencing	1
When should you reference?	1
Reasons for referencing	1
How to use this manual	1
Books	2
Books: one author	2
Books: two authors	2
Books: multiple authors (three or more)	2
Books: editors	2
Books: chapter in book, with an editor (or editors), where each chapter has been written by a different author.	3
Books: first edition	3
Books: subsequent editions of a book	3
Books: produced by corporation or organisation	3
Books: ebook	4
Blogs	4
Citing multiple authors or pages in the same citation	4
Computer programs	4
Conference papers	5
Conference paper: published in proceedings	5
Conference paper: available online	5
Correspondence	5
Course notes and class handouts	5
Datasets	6
Dictionaries: with author or editor/s	6
Electronic mailing lists	6
Encyclopaedias	6
Encyclopaedias: anonymous entry	6
Encyclopaedias: online with author or contributor indicated	6
Financial data sources	7
Government publications	7
Government publications: book	7
Government publications: court case	7
Government publications: gazette	7
Government publications: report	8
Illustrations and diagrams	8
Journal articles	8
Journal article: single author	8
Journal article: two authors	9
Journal article: multiple authors (three or more)	9
Journal article: two or more articles by the same author(s) in a single year	9
Journal article: available from electronic databases	9
Journal article: available from electronic databases continued	10
Journal article: electronic	10
Journal article: electronic article without page numbers, but with article number	10

Journal article: abstract only	10
Journal article: supplement.....	11
Journal article: special issue	11
Legislation.....	11
Legislation: act promulgated by Parliament	11
Legislation: regulation promulgated by a government department.....	11
Legislation: provincial government legislation.....	11
Legislation: on the internet	12
Logos	12
Magazine: without a volume or issue number	12
Maps	12
Maps: Single map.....	12
Maps: in a topographic series.....	12
Maps: Google Maps	13
Music scores	13
Music scores: single composer	13
Music scores: in an anthology of music.....	13
Newspapers	13
Newspapers: daily newspaper article with author.....	13
Newspapers: online newspaper article with author	13
Newspapers: online newspaper available from electronic databases.....	14
Newspapers: online newspaper: article with no author	14
Online video	14
Online video: available from electronic database.....	14
Online video (e.g. <i>YouTube</i>)	14
Podcasts.....	15
Pamphlet: unpublished	15
Patent	15
Personal communication	15
Poetry	15
Report	16
Sacred texts	16
Secondary sourcing	16
Social media: <i>Facebook, Twitter, Pinteres</i>	16
Sound recording	17
Standards.....	17
Thesis or dissertation	17
Thesis or dissertation: unpublished	17
Thesis or dissertation: available from an institutional repository	17
Translation.....	17
Websites	18
Website: single author.....	18
Website: group or corporate author and no date (n.d.)	18
Works of art.....	18
Works of art: painting – e.g. an artwork on loan to a gallery.....	18
Works of art: painting – e.g. an artwork owned by an institution, organisation or government.....	18
Works of art: sculpture.....	18
Bibliography.....	19

Referencing

Referencing is a writing convention which is particularly applicable to academic writing. There are many different referencing styles, and the Cape Peninsula University of Technology makes use of the Harvard referencing style. It is important to note that there are many variations of the Harvard referencing style, therefore it is recommended that you always consult the University's referencing manual to ensure that your references are accurate.

When should you reference?

- When you have paraphrased someone else's work (put in your own words).
- When you have quoted verbatim from another work (word for word).
- When you copy or adapt a visual from another work for your research or project (Jacobs, 2018:311-312).

To determine whether to reference, question yourself as to whether the idea that you are penning is authentically yours, or whether its origin is from a reading.

Reasons for referencing

There are many reasons for referencing, which includes, but not limited to:

- To acknowledge the originator/s of the work you are citing, thereby avoiding plagiarism.
- To ensure that the reader can find your reference sources easily.
- To give credibility to your work or research that you have written, and demonstrate that you have read about your topic (Jacobs, 2018:311).
- Referencing advances research as it improves the chances of a paper reaching a wider audience.

How to use this manual

This manual provides examples of how different information sources should be referenced and cited in your written work.

For each source of information, there is a reference list example in the left column, and two in-text citation examples in the right column to guide you. Occasionally these will be accompanied by a bold note which provides further clarification with regard to the reference example.

Upon choosing one citation example, one should consistently use it throughout the document.

Special attention is to be made to the use of italics, commas and full stops as this distinguishes the referencing style.

If you find yourself struggling with a particular reference, even though you have consulted this manual, then please ask your librarian for assistance.

NOTE: Some of the references in this manual are fictitious.

Books

Sequence of referencing information:

Author(s) surname(s) and initial(s). Year of publication. Title of the book. Edition ed. Place of publication: Publisher.

Note: Only when citing an author's work generally should page numbers be left out.

Books: one author

Reference list example	In-text examples
Modiba, M. 2017. <i>Think yourself rich: A step-by-step guide to financial independence</i> . Cape Town: Penguin Books.	Modiba (2017:12) states... Or (Modiba, 2017:12) Note: 2017 is the year number, and 12 is the page number.

Books: two authors

Reference list example	In-text examples
Botha, L.J. & Kamati, T. 2017. <i>Business management by portfolio</i> . Cape Town: Juta.	Botha and Kamati (2017:23) describe... Or (Botha & Kamati, 2017:23)

Books: multiple authors (three or more)

Reference list example	In-text examples
Rose, S., Spinks, N. & Canhoto, A.I. 2015. <i>Management research: Applying the principles</i> . Oxford: Routledge.	Rose et al. (2015:20) argue... Or (Rose et al., 2015:20)

Books: editors

Reference list example	In-text examples
Nel, P.S. & Werner, A. (eds.). 2017. <i>Human resource management</i> . 10th ed. Cape Town: Oxford University Press Southern Africa.	Nel and Werner (2017:10) state... Or (Nel & Werner, 2017:10)

Books: chapter in book, with an editor (or editors), where each chapter has been written by a different author.

Sequence of referencing information:

Author(s) surname(s) and initial(s). Year of publication. Chapter title. In Editor(s) of the book (eds.), *Title of the book*. Place of publication: Publisher; Page numbers.

Reference list example	In-text examples
Oliver, P. 2006. Purposive sampling. In Jupp, V. (ed.). <i>The SAGE dictionary of social research methods</i> . London: Sage, 245-246.	Oliver (2006:245) defines... Or (Oliver, 2006:245)

Books: first edition

Reference list example	In-text examples
Welman, J.C. & Kruger, F. 1999. <i>Research methodology for the business and administrative sciences</i> . Cape Town: Oxford University Press Southern Africa.	Welman and Kruger (1999:34) define... Or (Welman & Kruger, 1999:34)

Books: subsequent editions of a book

Reference list example	In-text examples
Welman, C., Kruger, F. & Mitchell, B. 2005. <i>Research methodology</i> . 3rd ed. Cape Town: Oxford University Press Southern Africa.	Welman et al. (2005:34) state... Or (Welman et al., 2005:34)

Books: produced by corporation or organisation

Reference list example	In-text examples
World Bank. 2012. <i>The little data book on private sector development 2012</i> . Washington DC: World Bank. https://ebookcentral.proquest.com/lib/cput/detail.action?docID=967094 [20 August 2022].	World Bank (2012:21) states... Or (World Bank, 2012:21)
Note: Insert URL where the information source was found and the date when the source was accessed.	

Books: ebook

Reference list example	In-text examples
Jain, S. 2019. <i>Research methodology in arts, science and humanities</i> . Oakville, ON: Society Publishing. https://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=2014124 [20 August 2022].	Jain (2019:11) states... Or (Jain, 2019:11)

Blogs

Reference list example	In-text examples
Bali, M. 2021. <i>Five ways to promote student wellbeing in your class</i> . [Blog, 29 September]. https://blog.mahabali.me/pedagogy/five-ways-to-promote-student-wellbeing-in-your-class/ [19 August 2022]. Note: If the author's full name is not known, use the name which appears on the blog.	Bali (2021) explains... Or (Bali, 2021)

Citing multiple authors or pages in the same citation

Type of citation	In-text examples
When citing multiple authors published in the same year within the same citation, the sequence is alphabetical.	(Adams, 2019; Smit, 2019; Tshabalala, 2019)
When citing multiple authors published in different years within the same citation, the sequence is chronological (from earliest to latest).	(Smit, 2015; Adams, 2018; Tshabalala, 2020)
When citing multiple pages from the same information source, list the page numbers with commas in between.	(Booi, 2020:11-14, 18, 21)

Computer programs

Reference list example	In-text examples
IBM® Corporation. 2020. <i>IBM® SPSS Statistics for Windows, Version 27.0</i> . [Computer program]. Armonk, NY: IBM® Corp.	IBM® Corporation (2020) instructs... Or (IBM® Corporation, 2020)

Conference papers

Conference paper: published in proceedings

Reference list example	In-text examples
Weller, O., Hildebrandt, J., Reznik, I., Challis, C., Tass, E.S., Snell, Q. & Seppi, K. 2020. You don't have time to read this: An exploration of document reading time prediction. In Jurafsky, D., Joyce, C., Schuler, N. & Tetreault, J. (eds.). <i>Proceedings of the 58th Annual Meeting of the Association for Computational Linguistics</i> , 5–10 July 2020. Seattle: Association for Computational Linguistics, 1789-1794. https://aclanthology.org/volumes/2020.acl-main/ [20 August 2022].	Weller et al. (2020:1790) argue... Or (Weller et al., 2020:1790)

Conference paper: available online

Reference list example	In-text examples
Radniecki, T. 2013. Study on emerging technologies librarians: How a new library position and its competencies are evolving to meet the technology and information needs of libraries and their patrons. Paper presented at IFLA WLIC 2013 - Singapore - Future Libraries: Infinite Possibilities in Session 152 - Reference and Information Services 17-23 August. http://library.ifla.org/134/ [20 August 2022]. Note: No italics – not published.	Radniecki (2013) posits... Or (Radniecki, 2013)

Correspondence

Reference list example	In-text examples
Tshabalala, Z. 2017. Letter to the Mayor of Cape Town, 3 September. Note: No italics – not published.	Tshabalala (2017) claims... Or (Tshabalala, 2017)

Course notes and class handouts

Reference list example	In-text examples
Davids, Z. 2019. Information literacy: Topic analysis. Cape Town: Cape Peninsula University of Technology. Note: No italics – not published.	Davids (2019) explains... Or (Davids, 2019)

Datasets

Reference list example	In-text examples
Noordien, R. 2020. <i>Modelling drying and autogenous shrinkage of high strength concrete with and without mineral and chemical admixtures</i> [Dataset]. https://doi.org/10.25381/cput.13194041.v2 [20 August 2022].	Noordien (2020) confirms... Or (Noordien, 2020)

Dictionaries: with author or editor/s

Reference list example	In-text examples
Gautam, H. (ed.). 2007. <i>Dictionary of botany</i> . New Delhi: Rajat Publications.	Gautam (2007:31) defines... Or (Gautam, 2007:31)

Electronic mailing lists

Reference list example	In-text examples
Voller, R.W. 2020. <i>Pending final deregistration of companies and close corporations</i> . [Electronic mailing list, 27 July]. http://www.cipc.co.za/files/6615/9652/6185/Number_39_final_deregistration.pdf [18 August 2022].	Voller (2020) advises... Or (Voller, 2020)

Encyclopaedias

Encyclopaedias: anonymous entry

Reference list example	In-text examples
Pictorial Knowledge. 1968. <i>The magic art of writing</i> . London: Pictorial Knowledge. Note: Use corporate author, do not use anon.	Pictorial Knowledge (1968:186) Or (Pictorial Knowledge, 1968:186)

Encyclopaedias: online with author or contributor indicated

Reference list example	In-text examples
Rogers, K. 2020. <i>Pandemic</i> . https://www.britannica.com/science/pandemic [26 August 2022].	Rogers (2020) describes... Or (Rogers, 2020)

Financial data sources

Reference list example	In-text examples
Yahoo Finance. 2021. <i>Johnson & Johnson stock price: Nasdaq real time price on 22 August 2022</i> [Financial data]. https://finance.yahoo.com/quote/JNJ?p=JNJ&.tsrc=fin-srch [24 August 2022].	(Yahoo Finance, 2021)

Government publications

Government publications: book

Reference list example	In-text examples
South Africa. Public Service Commission. 2002. Explanatory manual on the code of conduct for the public service: A practical guide to ethical dilemmas in the workplace. http://www.psc.gov.za/documents/docs/guidelines/Explanatory%20Manual%20on%20the%20Code%20of%20Conduct%20for%20the%20Public%20Service.pdf [15 August 2022]	South Africa: Public Service Commission (2002:5) refers... Or (South Africa: Public Service Commission, 2002:5)

Government publications: court case

Reference list example	In-text examples
<i>City of Cape Town v Real People Housing (Pty) Ltd.</i> 2010 (5) SA 196 (SCA).	City of Cape Town v Real People Housing (Pty) Ltd. (2010) states...

Government publications: gazette

Reference list example	In-text examples
South Africa. 2011. Code of Good Practice for Employment and Conditions of Work for Expanded Public Works Programmes. Act No. 129 of 2011. <i>Government Gazette</i> , 548(34032):1-16, February 18. Note: Treat as a journal/newspaper article.	South Africa (2011:3) states... Or (South Africa, 2011:3)

Government publications: report

Reference list example	In-text examples
South Africa. Department of Public Works. 2010. <i>EPWP Five Year Report 2004/05–2008/09. Reaching One Million Target</i> . Pretoria: Government Printer.	South Africa: Department of Public Works (2010:10) states... Or (South Africa: Department of Public Works, 2010:10)

Illustrations and diagrams

Reference list example	In-text examples
Saunders, M., Lewis, P. & Thornhill, A. 2009. <i>Research methods for business students</i> . 5 th ed. Cape Town: Pearson. Note: If changes were made to the original figure, add 'adapted from' to the reference indicator.	(Adapted from Saunders et al., 2009:108)

Journal articles

Sequence of referencing information:

Author(s) of the journal article (surname followed by initial/s). Year of publication. Title of the journal article. *Title of the journal (main title words capitalized)*, Volume number (Issue number): Page number range.

Journal article: single author

Reference list example	In-text examples
Waghid, F. 2018. Action research and educational technology: Cultivating disruptive learning. <i>South African Journal of Higher Education</i> , 32(4):1-11. Note: Journals have a volume number (years in publication) and sometimes an issue number (times published that year). In this example, volume 32 and issue 4.	Waghid (2018:10) confirms... Or (Waghid, 2018:10)

Journal article: two authors

Reference list example	In-text examples
Najjemba, J.L. & Cronjé, J. 2020. Engagement with and participation in online role play: A sociocultural perspective. <i>Electronic Journal of e-Learning</i> , 18(5):436-448.	Najjemba and Cronje (2020:439) define... Or (Najjemba & Cronje, 2020:439)

Journal article: multiple authors (three or more)

Reference list example	In-text examples
Kioko, J.I., Berjak, P. & Pammenter, N.W. 2003. Responses to dehydration and conservation of the non-orthodox seeds of <i>Warburgia salutaris</i> . <i>South African Journal of Botany</i> , 69(4):532-539.	Kioko et al. (2003:534) describe... Or (Kioko et al., 2003:534)

Journal article: two or more articles by the same author(s) in a single year

Reference list example	In-text examples
Assign letter suffixes (a, b, c, d, and so forth) to the year when an author has several items that were published in the same year in the reference list. The letter suffixes are assigned by the alphabetical order of the item in the reference list. Note that the order is not determined by which item appears first as an in text reference.	
Meda, L. 2017a. <u>A</u> journey without planned destination: Traumatic transmigration experiences of refugee children. <i>Journal of International Migration and Integration</i> , 18(1):131-142.	Meda (2017a:134) postulates... Or (Meda, 2017a:134)
Meda, L. 2017b. <u>R</u> esilience among refugees: A case of Zimbabwean refugee children in South Africa. <i>Child Abuse Research in South Africa</i> , 18(1):62-69.	Meda (2017b:64) disputes... Or (Meda, 2017b:64)

Journal article: available from electronic databases

Reference list example	In-text examples
Dove, M.A., Draper, C.E., Taliep, M.S. & Gray, J. 2016. Transformation in cricket: The black African experience. <i>South African Journal of Sports Medicine</i> , 28(1):17-22. http://dx.doi.org/10.17159/2078-516x/2016/v28i1a479	Dove et al. (2016:20) identify... Or (Dove et al., 2016:20)
Note: When adding a DOI the date accessed does not need to be added.	

Journal article: available from electronic databases continued

Reference list example	In-text examples
Hibbert, L. & Dippenaar, H. 2017. Communities of practice in the design of a curriculum for student teachers of English. <i>Per Linguam: A Journal of Language Learning</i> , 33(2):63-75. https://hdl.handle.net/10520/EJC-c7f9bb3bc [9 August 2022].	Hibbert and Dippenaar (2017:69) confirm... Or (Hibbert & Dippenaar, 2017:69)
Note: When there is no DOI identifier, add a stable URL or handle and add the date accessed.	

Journal article: electronic

Reference list example	In-text examples
Bruwer, J.P. 2017. The conduciveness of the South African economic environment and small, medium and micro enterprise sustainability: A literature review. <i>Expert Journal of Business and Management</i> , 5(1):1-12. http://www.zbw.eu/econisarchiv/bitstream/1115 [09 August 2022].	Bruwer (2017:10) proposes... Or (Bruwer, 2017:10)

Journal article: electronic article without page numbers, but with article number

Reference list example	In-text examples
De-La-Calle-Durán, M.C. & Rodríguez-Sánchez, J. 2021. Employee engagement and wellbeing in times of Covid-19: A proposal of the 5Cs Model. <i>International Journal of Environmental Research and Public Health</i> , 18(10), Article 5470. https://doi.org/10.3390/ijerph18105470	De-La-Calle-Durán & Rodríguez-Sánchez (2021) states... Or (De-La-Calle-Durán & Rodríguez-Sánchez, 2021)

Journal article: abstract only

Reference list example	In-text examples
If you try to find the full article, however, it is not available, cite the abstract. Kriel, C. & Livingston, C., 2019. Foundation phase learners' view of learning support and self-esteem [Abstract]. <i>South African Journal of Childhood Education</i> , 9(1):1-8.	Kriel and Livingston (2019) determine... Or (Kriel & Livingston, 2019)

Journal article: supplement

Reference list example	In-text examples
González-Guarda, R.M., Peragallo, N., Lynch, A. & Nemes, S. 2010. Drugs, women and violence in the Americas: U.S. results of a multi-centric pilot project. <i>Revista colombiana de psiquiatria</i> . Suppl. (September, 01):46S–65S.	González-Guarda et al. (2010:49) postulate... Or (González-Guarda et al., 2010:49)

Journal article: special issue

Reference list example	In-text examples
Callaway, E. 2015. Smart shots bring Nigeria to brink of polio eradication. <i>Nature</i> [Special Issue], 523(7560):263–264.	Callaway (2015:264) predicts... Or (Callaway, 2015:264)

Legislation**Legislation: act promulgated by Parliament**

Reference list example	In-text examples
South Africa. 1996. <i>Constitution of the Republic of South Africa, Act 108 of 1996</i> . Pretoria: Government Printer.	South Africa (1996:12) outlines... Or (South Africa, 1996:12)

Legislation: regulation promulgated by a government department

Reference list example	In-text examples
South Africa. Department of Labour. 2002. <i>Basic Conditions of Employment Act: Code of Good Practice for employment and conditions of work for Special Public Works Programmes</i> . Pretoria: Government Printer.	South Africa: Department of Labour (2002:7) states... Or (South Africa: Department of Labour, 2002:7)

Legislation: provincial government legislation

Reference list example	In-text examples
Western Cape (South Africa). 1994. Western Cape Election Regulations. Regulation 101 of 1994. Cape Town: s.n.	Western Cape (1994:5) declared... Or (Western Cape, 1994:5)
NB. No indication of publisher is indicated by s.n. (<i>Sine nomine</i> (s.n.) means without a name)	

Legislation: on the internet

Reference list example	In-text examples
South Africa. 2003. <i>Local Government: Municipal Finance Management Act, No. 56 of 2003</i> . https://www.gov.za/sites/default/files/gcis_document/201409/a56-03.pdf [19 August 2022].	South Africa (2003) states... Or (South Africa, 2003)

Logos

Reference list example	In-text examples
FIFA. 2010. <i>South Africa 2010 FIFA World Cup</i> . [Logo]. https://en.wikipedia.org/wiki/File:2010_FIFA_World_Cup.svg [20 August 2022].	FIFA (2010) Or (FIFA, 2010)

Magazine: without a volume or issue number

Reference list example	In-text examples
Sisulu, E. & Myburgh, M. 2021. Elinor Sisulu and Puku's combat against the "cognitive catastrophe" of illiteracy. <i>LitNet</i> . 7 October. https://www.litnet.co.za/elinor-sisulu-and-pukus-combat-against-the-cognitive-catastrophe-of-illiteracy/ [9 August 2022].	Sisulu and Myburgh (2021) portray... Or (Sisulu & Myburgh, 2021)

Maps**Maps:** Single map

Reference list example	In-text examples
Slingsby, Peter. 2003. <i>Cape Peninsula & Cape Town's Southern Suburbs the Map</i> [Map]. Scale 1:50 000. 2 cm = 1 km. Muizenberg: Baardskeerder.	Slingsby (2003) outlines... Or (Slingsby, 2003)

Maps: in a topographic series

Reference list example	In-text examples
South Africa. Chief Directorate Surveys and Mapping. 2003. <i>Bellville 3318DC</i> [Map]. Scale 1:50 000. Mowbray: Chief Directorate: Surveys and Mapping.	South Africa: Chief Directorate Surveys and Mapping (2003) depicts... Or (South Africa: Chief Directorate Surveys and Mapping, 2003)

Maps: Google Maps

Reference list example	In-text examples
Google Maps. 2021. <i>Bellville, Cape Town, South Africa</i> . https://www.google.com/maps/@-33.9185026,18.6367037,15z [20 August 2022].	(Google Maps, 2013)

Music scores

Music scores: single composer

Reference list example	In-text examples
Gunzburg, C. 1990. <i>Kusasa sivuka = In the morning we wake up: 38 Xhosa songs</i> . Cape Town: Saayman & Weber.	(Gunzburg, 1990)

Music scores: in an anthology of music

Reference list example	In-text examples
Schubert, F. 1984. Trout quintet. In Kamien, R. (ed.). <i>The Norton scores: An anthology for listening. Volume 2, Schubert to Glass</i> . New York, NY: Norton.	(Schubert, 1984)

Newspapers

Newspapers: daily newspaper article with author

Reference list example	In-text examples
Mlama, S. 2020. 82.3% pass rate for Cape matrices. <i>Cape Argus</i> . 8 January: 1. Note: If you need to use a title to list the reference in alphabetical order, treat a title that is a number or begins with a number as if the number was spelt out in words.	Mlama (2020:1) reports... Or (Mlama, 2020:1)

Newspapers: online newspaper article with author

Reference list example	In-text examples
Kekana, M. 2015. Arts and Culture Department intervenes in Rhodes statue debate. <i>Eyewitness news</i> . 25 March. https://ewn.co.za/2015/03/26/Arts-and-Culture-Dept-intervenes-in-Rhodes-statue-debate [12 August 2022].	Kekana (2015) details... Or (Kekana, 2015)

Newspapers: online newspaper available from electronic databases

Reference list example	In-text examples
Mabotja, K. 2015. We are not a reading nation. <i>Star</i> . Sabinet online. [12 August 2022].	Mabotja (2015:11) comments... Or (Mabotja, 2015:11)

Newspapers: online newspaper: article with no author

Reference list example	In-text examples
Fin24. 2021. <i>Fiji to reopen for tourism as it hits vaccine milestone</i>. 10 October. https://www.news24.com/fin24/companies/travelandleisure/fiji-to-reopen-for-tourism-as-it-hits-vaccine-milestone-20211010 [12 August 2022] Note: If there is no author, use the corporate author- do not use anon. Make every effort not to include entries that are anonymous in your work.	Fin24 (2021) shares... Or (Fin24, 2021)

Online video

Online video: available from electronic database

Reference list example	In-text examples
JoVE Science Education Database. 2021. <i>Electrical Engineering: Electrical safety precautions and Basic Equipment</i> [Video]. Cambridge: JoVE. https://www.jove-com.libproxy.cput.ac.za/t/10114 [20 August 2022].	JoVE Science Education Database (2021) demonstrates... Or (JoVe Science Education Database, 2021)

Online video (e.g. *YouTube*)

Reference list example	In-text examples
Petersen, J. 2018. <i>The 12 rules for life</i> [Video]. https://youtu.be/-5RCmu-HuTg [20 August 2022].	Petersen (2018) explains... Or (Petersen, 2018)

Podcasts

Reference list example	In-text examples
Harari, Y.N. 2018. <i>Why fascism is so tempting and how your data could power it</i> [Podcast, 8 June]. https://youtube/xHHb7R3kx40 [20 August 2022].	Harari (2018) outlines... Or (Harari, 2018)

Pamphlet: unpublished

Reference list example	In-text examples
Elsevier Library Connect & Delasalle, J. n.d. Librarian quick reference cards for research impact metrics. (Unpublished).	Elsevier Library Connect and Delasalle (n.d.) describe... Or (Elsevier Library Connect & Delasalle, n.d.)
Note: n.d. means no date.	

Patent

Reference list example	In-text examples
Armstrong, G.C. 2013. <i>Feeder</i> . WO 2013/004274 A2. Geneva: World Intellectual Property Organization.	Armstrong (2013:5) depicts... Or (Armstrong, 2013:5)

Personal communication

Reference list example	In-text examples
Rammutloa, M. 2021. Personal interview: Positioning citizen science in university libraries in South Africa, 8 October.	Rammutloa (2021) suggests that... Or (Rammutloa, 2021)

Poetry

Reference list example	In-text examples
Angelou, M. 1983. <i>Caged bird</i> . https://www.poetryfoundation.org/poems/48989/caged-bird [19 August 2022].	Angelou (1983: lines 8-14) describes... Or (Angelou, 1983: lines 8-14)

Report

Reference list example	In-text examples
Old Mutual Limited. 2020. <i>Responsible business impact report</i> . https://www.oldmutual.com/v3/assets/blt566c98aecc1c18b/blt37c74aeed434acb5/607d697b13f73c4f7972ea55/2020_Responsible_Business_Impact_Report.pdf [20 August 2022].	Old Mutual Limited (2020:1) states... Or (Old Mutual Limited, 2020:1)

Sacred texts

Reference list example	In-text examples
Bible. 2014. <i>Holy Bible</i> . New International Version. Cape Town: Bible Society of South Africa.	Bible (2014: 1 Cor. 13) Or (Bible, 2014: 1 Cor. 13)

Secondary sourcing

Reference list example	In-text examples
Wertsch, J.V. 1988. <i>Vygotsky and the Social Formation of Mind</i> . Cambridge, MA: Harvard University Press.	Wertsch (1988:14) cites Vygotsky (1978) in explaining his theoretical framework...

Social media: Facebook, Twitter, Pinterest

Reference list example	In-text examples
Cape Peninsula University of Technology. 2021. <i>Let's celebrate 10,000 vaccinations!</i> [Facebook, 5 October]. https://www.facebook.com/search/top?q=cape%20peninsula%20university%20of%20technology%20(cput) [20 August 2022]. Note: List <i>Twitter</i> entries as e.g.: [<i>Twitter</i> post, 3 Oct] and <i>Pinterest</i> entries as e.g.: [<i>Pinterest</i> pin, 25 Oct].	Cape Peninsula University of Technology (2021) reports... Or (Cape Peninsula University of Technology, 2021)

Sound recording: online

Reference list example	In-text examples
Shabalala, J., Skarbek, C. & Ladysmith Black Mambazo. 2001. <i>The world in union</i> . P.J Powers (featured artist). [Sound Recording]. https://music.youtube.com/watch?v=o8TI8nhBYCE&list=RDAMVVMo8TI8nhBYCE [20 August 2022].	Shabalala et al. (2001) celebrate... Or (Shabalala et al., 2001)

Standards

Reference list example	In-text examples
South African National Standards. 2020. <i>Alcohol-based hand sanitizer and handrub</i> . (SANS 490:2020 Edition 1.2). Pretoria: South African National Standards.	South African National Standards (2020:5) stipulates... Or (South African National Standards, 2020:5)

Thesis or dissertation**Thesis or dissertation: unpublished**

Reference list example	In-text examples
Cox, S. 2019. A framework for e-learning support to language lecturers at a university of technology. Unpublished doctoral thesis, Cape Peninsula University of Technology, Wellington.	Cox (2019:67) defines... Or (Cox, 2019:67)

Thesis or dissertation: available from an institutional repository

Reference list example	In-text examples
Dalicuba, M. 2020. Monitoring levels of ascorbic acid derivatives in Sauvignon blanc during berry development and in the wine. Unpublished master's thesis, Cape Peninsula University of Technology, Bellville. http://etd.cput.ac.za/handle/20.500.11838/3180 [03 March 2021].	Dalicuba (2020:47) reports... Or (Dalicuba, 2020:47)

Translation

Reference list example	In-text examples
Frank, A. 2010. <i>The diary of a young girl</i> . Translated by Barbara Mooyaart-Doubleday. New York, NY: Doubleday & Company.	Frank (2010:15) contemplates... Or (Frank, 2010:15)

Websites

Sequence of referencing information:

Author(s) surname(s) and initial(s). Year of publication. Title of the website. URL [Date accessed DD Month YYYY].

Website: single author

Reference list example	In-text examples
Cronje, J. n.d. <i>My free doctoral programme</i> . https://sites.google.com/site/johannescronje/doctor-doctor [12 August 2022]	Cronje (n.d.) advises... Or (Cronje, n.d.)

Website: group or corporate author and no date (n.d.)

Reference list example	In-text examples
Cape Peninsula University of Technology. n.d. <i>Open access policy</i> . https://www.cput.ac.za/storage/library/pdf/research-support/CPUT-Open-Access-Policy.pdf [17 August 2022].	Cape Peninsula University of Technology (n.d.) guides... Or (Cape Peninsula University of Technology, n.d.)
Note: n.d. means no date. If no author, use the name of the organisation responsible (corporate author) or the website.	

Works of art

Works of art: painting – e.g. an artwork on loan to a gallery

Reference list example	In-text examples
Siopis, P. 2017. <i>Transfigure 1</i> . [Glue and ink on canvas]. Cape Town: Zeitz MOCAA – Museum of Contemporary Art Africa.	(Siopis, 2017)

Works of art: painting – e.g. an artwork owned by an institution, organisation or government

Reference list example	In-text examples
Bell, C. 1883. <i>A rainy afternoon: Substitute for an umbrella</i> . [Pencil and watercolour]. Cape Town: Parliamentary Art Collection.	(Bell, 1883)

Works of art: sculpture

Reference list example	In-text examples
Hattingh, K. & Maponya, J.J. 2003. <i>Nelson Mandela</i> . [Sculpture in bronze]. Johannesburg: Nelson Mandela Square.	(Hattingh & Maponya, 2003)

Bibliography

Arendse, J., Cilliers, D. & Steyn, R. 2019. *Riglyne aan voorgraadse student vir die skryf van akademiese opdragte*. https://libguides.library.cput.ac.za/ld.php?content_id=22737552 [25 August 2022].

De Jager, K. & Steele, D. 2016. *University of Cape Town libraries' author-date reference guide: Based on the Harvard referencing style*. http://www.lib.uct.ac.za/sites/default/files/image_tool/images/25/UCT%20Author-date-referencing-guide.pdf [25 August 2022].

Jacobs, L. 2018. Referencing. In du Plooy-Cilliers, Davis. C & Bezuidenhout, R. *Research matters*. Cape Town: Juta, 310-322.

Neville, C. 2007. *The complete guide to referencing and avoiding plagiarism*. Maidenhead: Open University Press.

North West University. 2021. *NWU Harvard Referencing Guide*. <https://libguides.nwu.ac.za/harvard-referencing> [19 August 2022].

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

Van Aswegen, L. 2010. *Cape Peninsula University of Technology: Harvard for beginners*. https://libguides.library.cput.ac.za/ld.php?content_id=47063808 [25 August 2022].