

TWO OCEANS GRADUATE INSTITUTE

TOGI HARVARD REFERENCING GUIDE

**INITIAL TEACHER EDUCATION
B ED AND PGCE PROGRAMMES
2020
QUALITY HIGHER EDUCATION FOR ALL**



TOGI HARVARD REFERENCING GUIDE

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REFERENCING: A QUICK GUIDE

At the Two Oceans Graduate Institute, we use the Harvard Referencing when doing tasks and assignments. Without referencing, your work is not valid. Every bit of information that you use which has been written or produced by another person, needs to be referenced. This entails in text referencing, as well as a bibliographic reference at the end. All staff and students should use the same referencing style for assessments and tasks.

The purpose of referencing is to acknowledge the author, editor or creator and to prove to the assessor of your work that you used valid and reliable resources. Without referencing, your work is illegal. Kindly refer to the Two Oceans Graduate Institute Policy on Plagiarism.

Take care to reference all **authors** the same way throughout, whether it is for a book, journal, article or web page. Surnames first.

BOOKS: E-BOOKS AND HARD COPIES

Referencing from one book (one author)

Citation inside sentence	According to Baron (2007:14) human personalities can be broken down into a number of domains.
Citation at the end of a sentence	Human personalities can be broken down into a number of domains (Baron, 2007:14).
Bibliographic reference	Baron, H. 2007. <i>Perfect personality profiles</i> . London: Random House Books.

Referencing from one book (two authors)

Citation inside sentence	According to Kiyosaki and Lechter (2003:15) most people have a misperception of money.
Citation at the end of a sentence	Most people have a misperception about money (Kiyosaki & Lechter, 2003:15).
Bibliographic reference	Kiyosaki, R. & Lechter, S. 2003. <i>The cash flow quadrant</i> . New York: Grand Central Publishing.

Referencing from one book (three authors)

Citation inside sentence first time used	According to Hamel, Stiglingh and Venter (2006:3) Value added tax form part of indirect taxation.
Citation at the end of a sentence first time used	Value added tax forms part of indirect taxation (Hamel, Stiglingh & Venter, 2006:3).
Citation at the end of a sentence when using the same resource second and every following time	Value added tax forms part of indirect taxation (Hamel, <i>et al.</i> , 2006:6).
Bibliographic reference	Hamel, E., Stiglingh, M. & Venter, J. 2006. ' <i>n Studentebenadering tot inkomstebelasting</i> . Durban: Lexisnexis Butterworths.

Referencing from one book (various page numbers)

Citation inside sentence	According to Maxwell (2008:2-4) a person's attitude and inner feelings that are projected outward which can be either positive or negative.
Citation at the end of a sentence	Any person's attitude, positive or negative, can be described as inner feelings that are being projected outwards (Maxwell, 2008:2-4).
Bibliographic reference	Maxwell, J. 2008. <i>The difference maker</i> . Nashville: Thomas Nelson.

Referencing from one book (more than three authors)

Citation inside sentence first time used	According to Flynn, Koornhoff, Kleynhans, Meyer and Posthumus (2005:2), accounting is the 'language' of the business world.
Citation at the end of a sentence when using the same resource second and every following time	According to Flynn, <i>et al.</i> (2005:16) accountants should be proficient in this 'language'.
Citation at the end of a sentence used first time	Accounting is the 'language' of the business world (Flynn, Koornhoff, Kleynhans, Meyer & Posthumus, 2005:2).
Citation at the end of a sentence when using the same resource second and every following time	Accountants should be proficient in the 'language' of accounting (Flynn, <i>et al.</i> , 2005:2).
Bibliographic reference	Flynn, D., Koornhoff, C., Kleynhans, K., Meyer L. & Posthumus, L. 2005. <i>Fundamental accounting</i> . Cape Town: Juta.

Referencing from more than one book (different authors, different year and different books)

Citations inside sentence	According to Gerber (1995:5) a business is a vivid reflection of its owner's personality and Baron (2007:18) reasons every person can be classified into one of 16 personality types.
Citations at the end of a sentence	A business is a clear reflection of its owner's personality which fall within one of 16 possible personality types (Gerber, 1995:5; Baron, 2007:18).
Bibliographic reference	Baron, H. 2007. <i>Perfect personality profiles</i> . London: Random House Books. Gerber, M. 1995. <i>The e-myth revisited</i> . New York: Harper Business.

Referencing from more than one book (same author, same year and different books)

Citation inside sentence	According to Maxwell (2008a:8) success is all about having the correct mindset. According to Maxwell (2008b:1), one must first know oneself before one can change their mindset.
Citation at the end of a sentence	Success is all about having the correct mindset (Maxwell, 2008a:8) ... can only be achieved by knowing your inner-self first (Maxwell, 2008b:1).
Bibliographic reference	Maxwell, J. 2008a. <i>Success 101</i> . Nashville: Thomas Nelson. Maxwell, J. 2008b. <i>Mentoring 101</i> . Nashville: Thomas Nelson.

Referencing from more than one book (same author, different year and different books)

Citation inside sentence	According to Kiyosaki and Lechter (2003:121; 2001:145) people can be categorised in one of seven investor-groups which can improve by means of financial education.
Citation at the end of a sentence	All people can be classified as a 'type' of investor which can improve accordingly by means of financial education (Kiyosaki and Lechter, 2003:121; 2001:145).
Bibliographic reference	Kiyosaki, R. & Lechter, S. 2001. <i>Rich dad poor dad</i> . New York: Warner Books. Kiyosaki, R. & Lechter, S. 2003. <i>The cashflow quadrant</i> . New York: Grand Central Publishing.

NOTES AND RESOURCES COMPILED BY TOGI LECTURERS

Citation inside sentence	Van As (2018:4) suggests that the essence of what teaching is, does not receive sufficient consideration.
Citation at the end of a sentence	The essence of what teaching is, does not receive sufficient consideration (Van As, 2018:4).
Bibliographic reference	Van As, A. 2018. Teaching and learning unit 2. Cape Town: Two Oceans Graduate Institute.

Titles not in italics, because the document has not been published.

INTERNET RESOURCES: JOURNALS/MAGAZINES/RESEARCH PAPERS

Never begin a reference with http:// or www.

Referencing from a journal

Citation inside sentence	Sheridan-Rabideau (2010:55-57) is of the opinion that art offers a unique opportunity to children to learn in a creative way.
Citation at the end of a sentence	Art offers a unique opportunity to children to learn in a creative way (Sheridan-Rabideau, 2010:55-57).
Bibliographic reference	Sheridan-Rabideau, M. 2010. Creativity repositioned. <i>Arts Education Policy Review</i> . 111:54-58.

Referencing from a website, if the author is not indicated

Citation inside sentence	Following 'Milestones in music' (2014) there is a theme for the music program for every semester.
Citation at the end of a sentence	For every semester, there is a theme for the music program (Milestones in music, 2014).
Bibliographic reference	Music development: the first five years. 2014. <i>Milestones in music</i> . [Online] Available at: https://www.milestonesinmusic.com/ [Accessed 29/11/2019].

Referencing from a website, if the author is indicated

Citation inside sentence	According to Leviatan (2017), there is freedom in what you can do in music, but that does not mean that is ideal.
Citation at the end of a sentence	There is freedom in what you can do in music, but that does not mean that is ideal (Leviatan, 2017).
Bibliographic reference	Leviatan, Y. 2017. <i>Making music: the 6 stages of music Production</i> . [Online] Available at: https://www.waves.com/six-stages-of-music-production [Accessed 29/11/2019].

YouTube

Citation inside sentence	According to Rasmussen (2012) there will be purposeful responses from babies one month old.
Citation at the end of a sentence	There will be purposeful responses from babies one month (Rasmussen, 2012).
Bibliographic reference	Rasmussen, E. 2012. <i>Stages of music development</i> . [Online] Available at: https://www.youtube.com/watch?v=eb2DtjbsUew [Accessed 29/11/2019].

UNPUBLISHED RESEARCH PAPERS

Citation inside sentence	According to Bruwer, Saaïman, Soeker and Reagan (2008:11) the lack of accounting knowledge and financial difficulties are mainly responsible for SMME failures.
Citation at the end of a sentence	The lack of accounting knowledge and financial difficulties are to blame for SMME failures (Bruwer, Saaïman, Soeker & Reagan, 2008:11).
Bibliographic reference	Bruwer, J., Saaïman, S., Soeker, A. & Reagan, K. 2008. <i>SMME sustainability mini thesis</i> (Unpublished research material cited in terms of the written approval of Bruwer, Saaïman, Soeker & Reagan). Faculty of Business, Cape Peninsula University of Technology, South Africa.

DISSERTATIONS/THESES

Citation inside sentence	According to Bruwer (2010:69) small businesses have difficulty in analysing financial information.
Citation at the end of a sentence	Small businesses have difficulty analysing financial information (Bruwer, 2010:69).
Bibliographic reference	Bruwer, J. 2010. <i>Sustainability of South African FMGC retail businesses in the Cape Peninsula</i> . M Tech thesis, Cape Peninsula University of Technology, South Africa.

NEWSPAPER ARTICLES

Citation inside sentence	According to Slabbert (2008:5) more than half of all small businesses were not well prepared for the Soccer World Cup.
Citation at the end of a sentence	More than 50% of all small businesses were not ready for the Soccer World Cup (Slabbert, 2008:5).
Bibliographic reference	Slabbert, A. 2008. KMMO's verg baie werk, hulp voor 2010. <i>Die Burger</i> , 10:5, November.

CAPS AND GOVERNMENT DOCUMENTS

Citation inside sentence	According to the CAPS document (South Africa. Department of Basic Education, 2011:10) there are specific aims for Life Skills.
Citation at the end of a sentence	Life Skills have specific aims as indicated in the CAPS document (South Africa. Department of Basic Education, 2011:10).
Bibliographic reference	South Africa. Department of Basic Education, 2011. <i>Curriculum and policy statement: Life skills: Grades 4-6</i> . [Online] Available at: https://www.education.gov.za .

INTERVIEWS

Citation inside sentence	According to Shuttleworth (2004), it was wonderful to go into space.
Citation at the end of a sentence	Apparently, it is wonderful to go into space (Shuttleworth, 2004).
Bibliographic reference	Shuttleworth, M. 2004. Interview on 4 August 2004, Cape Town.

VIDEO/FILM/AUDIOVISUAL RESOURCES

Citation inside sentence	In 'Interview Game' (1985), it became clear what to do.
Citation at the end of a sentence	It became clear what to do (Interview Game, 1985).
Bibliographic reference	<i>Interview game</i> . 1985. London: BBC. [DVD].

IMAGES AND VISUAL MATERIAL

Citation of an image in the assignment	 <p>Barn owl in the Kruger Park. Photographer: Micheli (2010).</p>
Bibliographic reference	Micheli, R. 2010. <i>SAKP6 Owls at night, Kruger Park</i> . [Online] Available at: www.robertodemicheli.com/album_test/slidenav.php?folder=South%20Africa/Kruger%20Park/&file=slides/IMG_0284.jpg [Accessed 19 April 2018].

AUTHOR AND DATE NOT INDICATED

If the author or editor of the work is not clearly indicated, it is usually not reliable academic work. **Do not use Anon.** Use the title of the article as a reference.

Example

Citation inside sentence	In 'Perfect personality profiles' (2007), domains are as follows.
Citation at the end of a sentence	Domains are as follows (<i>Perfect personality profiles</i> , 2007).
Bibliographic reference	<i>Perfect personality profiles</i> . 2007. London: Random House Books.

If the date of the publication is not indicated, use (n.d.)

BIBLIOGRAPHY AT THE END

Every resource cited in the text, has to be listed at the end in a bibliography. The bibliography should not contain any references that are not indicated as cited in the text.

References have to be arranged in alphabetical order according to the surnames of the authors.

Do not bullet, arrow or number the references in the bibliography.

Use single spacing and do not block the right-hand margin.

Example

Atkinson, R. G. 1998. *The life story interview*. NY: Sage.

Department of Higher Education and Training. 2014. Government gazette. *Policy for the provision of distance education in South African universities in the context of an integrated post school system*. No. 535. July. [Online] Available at: www.gpwonline.co.za [Accessed 15/05/2016]

Rose, M. 2018. What are some key attributes of effective online teachers? *Journal of Open, Flexible and Distance Learning*. 22(2), 32–48.

CONCLUSION

This document is a guide to correct referencing of different sources based on the Harvard Referencing method. There are more types of sources, which one can reference, but for initial research in educational work, these examples should be sufficient.

The key word is practice: Practice makes perfect, and eventually the Harvard Referencing method will become second nature.