
HARVARD FOR BEGINNERS

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Research Directorate
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COMPILING A BIBLIOGRAPHY OR LIST OF REFERENCES

One of the most important tenets of academic writing is the avoidance of plagiarism. A *Bibliography* contains all sources consulted, including those providing background reading; a list of *References* comprises only sources cited in the text. Even if you have paraphrased (that is, put the author's words into your own words) or summarised information, the author or authors should be acknowledged in a textual reference, and, of course, in the Bibliography/References. The Bibliography/References is the backbone of research writing, and should be compiled correctly and consistently, according to established academic and bibliographic stylistic conventions. The Cape Peninsula University of Technology uses the Harvard style of bibliographic citation.

The following are some common errors encountered in bibliographic citation and compilation.

- Textual references without corresponding items in the bibliography
- Textual references without accompanying page numbers (or incorrectly cited page numbers)
- Bibliography not in alphabetical order
- Incorrect spelling of authors, titles, publishers
- Transposing author's surname and first name
- Vagueness about the use of et al. for three or more authors
- No indication of editor/s
- No indication of edition, if not first
- Omission of subtitles of books, journal titles and journal articles
- Incorrect date of publication (impression rather than edition date)
- Inconsistent use of sentence case and title case in titles of books, titles of journal articles and titles of journals
- Confusion in respect of italicisation of titles of books and titles of journals (titles of journal articles incorrectly placed in italics)
- Underlining instead of italicising titles
- Insufficient details given for newspaper articles (author, date, title of article, page, column)
- Confusion between publisher and printer
- Confusion about place of publication (countries, cities, US states, UK counties)
- Omission of page numbers of journal articles and chapters in books
- Incorrect corporate author (frequently no author) cited in government publications and legislation (e.g. Acts of Parliament)
- Unnecessary details cited for publishers
- Date of downloading of Internet citations omitted
- Changing American spellings of book, journal article and journal titles to UK or SA English
- General inconsistencies in respect of format.

¹ Consult Van Aswegen, L. 2008. Research and the Harvard method of bibliographic citation: a research writing and style guide for postgraduate students, for a more detailed account of the research writing process.

- Filing items under “A”, “An” and “The” as initial words.

The examples given below are largely fictitious.

BIBLIOGRAPHY	TEXTUAL REFERENCE
	<p>Note:</p> <ul style="list-style-type: none"> ▪ When textual references for multiple authors appear entirely in brackets, the ampersand & is used, e.g. (Ellis & Peters, 2000:14). ▪ When the authors’ names are not within brackets, “and” is used, e.g. Ellis and Peters (2000:14) ▪ Only when you are citing an author’s work in general, are the page numbers omitted, e.g. Noam Chomsky’s (1957) first book introduced the concept of “transformational grammar” and revolutionised the teaching of linguistics.
ABSTRACTS IN DATABASES	
Underwood, M. 1998. The role of anti-oxidants in cancer of the colon. <i>The Lancet</i> , 135(3):34-45. [Abstract in the Medline database, ref. no. 98453765]	Underwood, 1998:page numbers cited
BOOK REVIEWS	
<i>Anonymous book review in journal or newspaper</i>	
Anon. 1997. <i>The beach</i> , by Alex Garland. Reviewed in: <i>Publishers Weekly</i> , 243:39, December 2.	Anon, 1997:page number cited
<i>Book review with author</i>	
Reagan, M. 1997. <i>The beach</i> , by Alex Garland. Reviewed in: <i>Village Voice</i> , 42:56, March 11.	Reagan, 1997:page numbers cited
BOOKS	
<i>Books: one author</i>	
Chase, J. 1979. <i>Advertising in the modern world</i> . New York: Simon & Schuster.	Chase, 1979:page numbers cited
<i>Books: two authors</i>	
Ellis, R. & Peters, J.P. 2000. <i>Writing about literature</i> . London: Macmillan.	Ellis & Peters, 2000:page numbers cited
<i>Books: multiple authors (three or more)</i>	
Henderson, R.S., Smith, P.G., Rossiter, I. & King, P.Q. 1987. <i>The tenets of moral philosophy</i> . New York: Van Nostrand.	Henderson et al., 1987:page numbers cited
<i>Books: editors</i>	
Du Plessis, I.P. (red.). 1981. <i>Bemarking en reklame</i> . 2 ^{de} uitg. Kaapstad: Human & Rossouw. [Language used is that of book.]	Du Plessis, 1981:page numbers cited
Gardner, B.P. & Smith, G. (eds). 1984. <i>Child psychology: an introductory guide for parents and teachers</i> . Harmondsworth: Penguin.	Gardner & Smith, 1984:page numbers cited
<i>Chapter in book, with an editor (or editors), where each chapter has been written by a different author.</i>	
Putnam, R.A. 1981. The place of values in a world of facts. In Duff, A. & Smithson, W.O. (eds). <i>The nature of the physical universe</i> . Englewood Cliffs, NJ: Prentice Hall: 124-139. [NB. In American places of publication, the abbreviated form of the state is placed after the city.]	Putnam, 1981:page numbers cited

First edition of a book	
Chase, J.P. 1979. <i>Advertising in the modern world</i> . New York: Simon & Schuster.	Chase, 1979:page numbers cited
Subsequent editions of a book	NB. Reprints or impressions are not new editions
Brunner, H. 1972. <i>Hieroglyphic writing: the Egyptian legacy</i> . 3 rd ed. Oxford: Oxford University Press.	Brunner, 1972:page numbers cited
CONFERENCE PAPERS	
Conference papers published in proceedings	
Truter, M. 1995. The role of the court interpreter in the new South Africa. In Jennings, A. (ed.). <i>Tower of Babel or Lingua Franca? Proceedings of the 1994 Conference of the South African Institute of Translators, Bloemfontein, 18-23 June 1994</i> . Johannesburg: The Institute: 34-45. [NB. The date of publication and the date of the conference often differ. Use the date of publication.]	Truter, 1995:page numbers cited
Conference papers delivered but not published	
Sithole, J. 2004. Outcomes-based education in the new universities of technology: a role for experiential learning. Paper presented at the Annual Conference of Tertiary Educators, Central University of Technology, Bloemfontein, 3-5 October 2004. [NB. No italics – not published.]	Sithole, 2004
CORRESPONDENCE	
Theron, C. 1997. Letter to the Town Clerk of Stellenbosch, 5 May. [NB. No italics – not published]	Theron, 1997
COURSE NOTES AND CLASS HANDOUTS	
Van Aswegen, E.S. 2000. English literature: from Beowulf to Virginia Woolf. Cape Town: Cape Technikon. [NB. No italics – not published.]	Van Aswegen, 2000:page numbers cited
DICTIONARIES	
<i>Concise Oxford English dictionary</i> . 11 th ed. 2004. Oxford: Oxford University Press.	<i>Concise Oxford English Dictionary</i> , 2004:page number cited
ENCYCLOPAEDIAS	
Anonymous entry	
Anon. 1983. Medieval manuscripts. <i>Encyclopaedia Britannica</i> , 14:346-347.	Anon, 1983:page numbers cited
Author or contributor indicated	
Lessing, B.P. 1985. Nuclear energy. <i>McGraw-Hill encyclopedia of science and technology</i> , 12:127-129.	Lessing, 1985:page numbers cited
GOVERNMENT GAZETTE	The Government Gazette is a weekly newspaper, the official organ of the government of the Republic of South Africa. Treat as for journal/newspaper articles.
South Africa. 1997. White Paper on environmental management policy for South Africa. Notice 1096 of 1997. <i>Government Gazette</i> , 385(18164):1-96, July 28.	South Africa, 1997:page numbers cited
GOVERNMENT PUBLICATIONS (see also LEGISLATION)	
South Africa. Department of Home Affairs. 1980. <i>Guidelines for chairmen of publications committees</i> . Pretoria: Government Printer.	South Africa. Department of Home Affairs, 1980:page numbers cited

INTERNET	
Cape Peninsula University of Technology. n.d. <i>Intellectual property policy</i> . http://www.cput.ac.za/polic/ippolicy.html [15 November 2004]. [Date indicated in square brackets is date downloaded.]	Cape Peninsula University of Technology, n.d. [No date indicated on document.]
New Media Publishing. 2005. <i>New Media Publishing scoops prime position for 2005</i> . http://www.newmediapub.co.za [16 November 2005].	New Media Publishing, 2005.
INTERVIEWS	
Shuttleworth, M. 2004. Interview with the researcher on 4 August 2004, Cape Town.	Shuttleworth, 2004
JOURNAL AND MAGAZINE ARTICLES Journals vary in their frequency and details such as volume, issue number, etc. The following cover most examples you will encounter. NB. Indicate volume, issue and page numbers as indicated below, despite the style followed in the journal (e.g. vol., no., pp.)	
<i>No indication of volume or issue number</i>	
Crabtree, S.W. 1987. The best books of 1986. <i>Books and Bookmen</i> : 34-36, December	Crabtree, 1987:page numbers cited
<i>Indication of volume, issue, pages, date</i>	
Kruger, J.P. 1988. Sexism in advertising. <i>Communicare</i> , 7(3):12-15, March 11.	Kruger, 1988:page numbers cited
<i>Indication of volume, pages and season</i>	
Lee, S.T. 1986. The semantics of advertising. <i>Psychology Today</i> , 19:34-37, Fall.	Lee, 1986:page numbers cited
<i>Indication of volume, issue, pages, month</i>	
Pringle, G.S. 1982. Aspects of style in the novels of J.M. Coetzee. <i>College English</i> , 35(6):34-41, September.	Pringle, 1982:page numbers cited
<i>Journal which is not English</i>	
Van Zyl, L. 1988. Afrikaanse digkuns in die jare tagtig. <i>Insig</i> , 2(3):21-22, Maart.	Van Zyl, 1988:page numbers cited
<i>Journal which is electronic</i>	
Naudé, F., Rensleigh, C. & Du Toit, A.S.A. 2005. Analysis of the citation of Web-based information resources by Unisa academic researchers. <i>South African Journal of Information Management</i> , 7(3). http://general.rau.ac.za/infosci/raujournal [16 November 2005].	Naude et al., 2005
LEGISLATION	
<i>Legislation promulgated by Parliament</i>	
South Africa. 1982. <i>Atomic Energy Act, No. 92 of 1982</i> . Pretoria: Government Printer.	South Africa, 1982:page numbers cited
<i>Legislation promulgated by a government department</i>	
South Africa. Department of Education. 2003. <i>Draft policy on religion and education</i> . Pretoria: Government Printer	South Africa. Department of Education, 2003:page numbers cited
<i>Provincial government legislation</i>	
Western Cape (South Africa). 2001. The Cape online e-government programme: e-government strategy. Cape Town: s.n. [NB. No indication of publisher is indicated by s.n.]	Western Cape (South Africa), 2001:page numbers cited
Western Cape (South Africa). Department of Transport and Public Works. 2004. White Paper on the management of provincial property. Cape Town: Department of Transport and Public Works, Provincial Government of the Western Cape.	Western Cape (South Africa). Department of Transport and Public Works, 2004:page numbers cited
LEGISLATION ON INTERNET	
South Africa. Department of Education. 1995. <i>A qualification structure for universities in South Africa: report 116</i> .	South Africa. Department of Education, 1995

http://www.education.gov [25 October 2007].	
NEWSPAPER ARTICLES	
<i>Anonymous articles, with no by-line (reporter's name)</i>	
Anon. 1999. Higher education: quo vadis? <i>Mail & Guardian</i> : 15, March 11.	Anon, 1999:15
<i>Article with by-line (reporter's name)</i>	
Stewart, M.T. 1988. Should privatisation prosper? SAA in the year 1990. <i>Cape Argus</i> : 3, May 17.	Stewart, 1988:3
THESES AND DISSERTATIONS	
Pringle, G.S. 1982. The allegorical novels of J.M. Coetzee. Unpublished PhD thesis, Rhodes University, Grahamstown. [NB. Theses and dissertations are not considered "published" in the true meaning of the term, hence no italics.]	Pringle, 1982:page numbers cited
Potgieter, R.S. 1983. Die advertensiewese in Suid-Afrika: 'n kritiese ondersoek. Ongepubliseerde PhD-proefskrif, Unisa, Pretoria. [Language used is that of book.]	Potgieter, 1983:page numbers cited
VIDEOS AND AUDIOVISUAL SOURCES	
<i>Interview game (The)</i> . 1985. London: BBC. [Video cassette]	<i>Interview Game</i> , 1985.
WHEN AN AUTHOR HAS WRITTEN MORE THAN ONE WORK IN THE SAME YEAR.	Use (a), (b), (c) after the date. Note that the arrangement is alphabetical according to the item (title) after the date.
Richards, I.A. 2004a. <i>Elements of style</i> . Harmondsworth: Penguin.	Richards, 2004a:page
Richards, I.A. 2004b. Style as an element of writing. <i>Journal of Academic Research</i> , 17(3):19-24.	Richards, 2004b:page
SOME FURTHER HINTS ON IN-TEXT REFERENCING	
<i>Citing multiple authors who published in the same year: the sequence is alphabetical. Note the punctuation (semi-colon) between authors.</i>	Black, 2004; Brown, 2004; Green, 2004; White, 2004
<i>Citing multiple authors who published in different years: the sequence is chronological. Note the punctuation (semi-colon) between authors.</i>	Grey, 2001; Black, 2004
<i>Citing multiple pages from one source in textual reference.</i>	Grey, 2001:13-15; 21; 34
<i>Using abbreviations in text for lengthy corporate or government authors: use a see reference in the bibliography, leading the reader to the complete reference under the full name.</i>	
In Bibliography: ANC <i>see</i> African National Congress	
This leads the reader to the full reference as follows: African National Congress. 1982. <i>Unity in action</i> . London: ANC.	In text: ANC, 1982:page
In Bibliography: WHO <i>see</i> World Health Organization	
Full reference in Bibliography: World Health Organization. 1981. <i>Global strategy for health for all by the year 2000</i> . Geneva: World Health Organization.	In text: WHO, 1981:page
In Bibliography: DoE <i>see</i> South Africa. Department of Education	In text: DoE,

Full reference in Bibliography South Africa. Department of Education. 1995. ...	
PUNCTUATION AND IN-TEXT REFERENCING Note the closing quotation marks and the position of the full stop in the examples below.	
<i>A “stand-alone” quotation – i.e. a full sentence, preceded by a comma or colon. The full stop comes <u>before</u> the inverted commas.</i>	Eliot (1937:54) notes: “The metaphysical poets of the seventeenth century possessed a mechanism of sensibility which could devour any kind of experience.”
<i>A quotation which is incorporated into a sentence. The full stop is placed <u>after</u> the inverted commas.</i>	Eliot (1937:54) claimed that the metaphysical poets of the seventeenth century “possessed a mechanism of sensibility which could devour any kind of experience”.
<i>Even if paraphrasing (i.e., not quoting directly, using quotation marks, but summarising an author). Cite author, date and page.</i>	Eliot (1937:54) claimed that the seventeenth-century metaphysical poets possessed a special type of sensibility which could transform even the most mundane experience.

It is important to vary your style of referencing – you do not want to bore your reader (i.e. the examiner) with a turgid, pedestrian style of writing. Please see the examples below:

In Text	Textual reference
Donnellan (1992:35) notes: “The methodology of this research incorporates an experimental design which requires only the observation of the homogeneous solution phase chemistry.”	Author (date:page/s) followed by quotation
The methodology of Donnellan’s research “incorporates an experimental design which requires only the observation of the homogeneous solution phase chemistry” (Donnellan, 1992:35)	(Author, date:page/s) at end of quote or paraphrased quote

Type your Bibliography/References in a table with invisible gridlines. This enables you to sort alphabetically. Use single-line spacing, with an unjustified right margin, with one line space between items.

The examples below cover most types of documents you will encounter, and give you an indication of the correct layout. Pay careful attention to spacing (one space after each punctuation mark), and to the use of title case and sentence case in titles of books and journals. Also note the use of italics for titles of books and titles of journals (not journal articles). Do not justify the right margin in the Bibliography – if you do, you will get unnecessary “white space” between items, especially when citing websites.

BIBLIOGRAPHY

African National Congress. 1982. *Unity in action*. London: ANC.

ANC *see* African National Congress.

Brunner, H. 1972. *Hieroglyphic writing: the Egyptian legacy*. 3rd ed. New York: Simon & Schuster.

Cape Peninsula University of Technology. n.d. *Intellectual property policy*. www.cput.ac.za/polic/ip.html [15 September 2005].

Chase, J. 1979. *Advertising in the modern world: an international survey*. Englewood Cliffs, NJ: Prentice-Hall.

Collins English dictionary: complete and unabridged. 7th ed. 2005. Glasgow: Collins.

CPUT *see* Cape Peninsula University of Technology.

DoE *see* South Africa. Department of Education.

Ellis, R. & Peters, J.P. 2000. *Writing about literature*. London: Macmillan.

Gardner, B.P. & Smith, G. (eds). 1984. *Child psychology: an introductory guide for parents and teachers*. Harmondsworth: Penguin.

Henderson, R.S., Smith, P.G., Rossiter, I. & King, P.Q. 1987. *The tenets of moral philosophy*. New York: Van Nostrand.

Omar, I. & Mncwango, S. 2005. Sanitary landfill energy harnessing and applications. *Journal of Engineering, Design and Technology*, 3(2):127-139, December.

Pringle, G.S. 1982a. Aspects of style in the novels of J.M. Coetzee. *College English*, 35(6):34-41.

Pringle, G.S. 1982b. The early novels of J.M. Coetzee. Unpublished PhD thesis, Rhodes University, Grahamstown.

Puttnam, R.A. 1981. The place of values in a world of facts. In Duff, A. & Smithson, W.O. (eds). *The nature of the physical universe*. Oxford: Oxford University Press: 124-139.

Shuttleworth, M. 2004. Interview with the researcher on 4 August 2004.

South Africa. 1982. *Atomic Energy Act, No. 92 of 1982*. Pretoria: Government Printer.

South Africa. Department of Education. 2001a. *Education in South Africa: achievements since 1994*. Pretoria: Dept of Education.

South Africa. Department of Education. 2001b. *Special needs education: building an inclusive education and training system: Education White Paper 6*. Pretoria: Dept of Education.

South Africa. Department of Home Affairs. 1980. *Guidelines for chairmen of publications committees*. Pretoria: Government Printer.

Stewart, M.T. 1988. Should privatisation prosper? SAA in the year 1990. *Cape Argus*: 3, May 17.

Tunzelana, P. 2004. The role of e-commerce in SMMEs. Paper presented at the Annual Conference of the E-Business Association of the Western Cape, Stellenbosch, 5-7 September 2004.

Truter, M. 1995. The role of the court interpreter in the new South Africa. In Jennings, A. (ed.).

Tower of Babel or Lingua Franca? Proceedings of the 7th Conference of the South African Institute of Translators, Bloemfontein, 18-23 June 1994. Johannesburg: The Institute: 34-45.
[NB. The conference was held in 1994, but the Proceedings were published only in 1995.]

Van Aswegen, L. 2010a. *Harvard for beginners.* Cape Town: CPUT.

Van Aswegen, L. 2010b. *Research and the Harvard method of bibliographic citation: a research writing and style guide for postgraduate students.* Cape Town: CPUT.

WHO *see* World Health Organization.

World Health Organization. 1981. *Global strategy for health for all by the year 2000.* Geneva: World Health Organization.