

Appendix 5: GSTM Harvard Referencing Method

Academic writing requires that sources be acknowledged explicitly. Indeed, all the main tenets of your argument in your dissertation must be supported either by credible sources or new evidence from primary data. References should be given whenever statements are made that originates from another person's work or publications, even if rephrased. If such references are omitted the impression is created that they are the writers own work, thus amounting to **plagiarism** which can have serious consequences for your academic career and eventually for your professional career. Plagiarism is a serious offence; it is unacceptable to simply give a list of (unreferenced) sources at the end of the document. Material that was read but that is not specifically referred to, can be given in a bibliography.

All referencing in your research report must be formatted according to the GSTM Harvard Referencing Method. There are two tools available which will assist you with the Referencing; EndNote and Mendeley. Further details follow.

Endnote

Should you wish to use the **Endnote** software to assist you with the Harvard Referencing Technique, you must download the software and install it on your computer from <http://up-za.libguides.com/EndNote>. Read the instructions carefully and then allow sufficient time to ensure that you are familiar with all the key features of the software. The University of Pretoria has a comprehensive license which allows all students to install a free version of the software on their devices.

EndNote uses pre-coded output styles to format the references (both in-text citations and also the reference list). You must use the "Harvard GSTM" output style which will be made available to you through clickUP and can also be downloaded from Google Drive in the folder containing all the research templates. It is a good idea to keep your EndNote files in the cloud so that they can be accessed from a multiple of sites.

Mendeley

Should you wish to use Mendeley to assist you with referencing and citations, please download the installation application from <https://www.mendeley.com/download-mendeley-desktop/>. Currently there is not GSTM Harvard referencing style available in Mendeley, but a number of alternative Harvard styles are, e.g. Anglia Ruskin. Use a style in agreement with your supervisor as another one can be easily reselected. This software is preferred by some of the supervisors and by users of Apple devices. You will need to be guided in its use should you decide to opt for this approach to your referencing.

The following methods is prescribed for references to source material(s).

1. REFERENCES USED IN THE TEXT

References in the text should be by author(s) (only surnames) with the date of publication, colon and page number in brackets, e.g.

Kash (1989:9) states that ...
 ... were shown to be important issues (Tidd, Bessant & Pavitt 1997:21).

The second and following references to the same source only indicate the first author's surname, followed by et al, e.g.

Tidd et al (1997:37) recommend that...

When referring to one author quoted by another author, use the following format:

Abell (in Burgelman, Maidique & Wheelwright (2001:6)) stated that...

or Abell, as quoted by Burgelman, Maidique & Wheelwright (2001:6) stated...

2. REFERENCES USED IN TABLES AND FIGURES

References to sources, which relate to information contained in a table or figure, must appear immediately below the table or figure (preceded by "Source(s):"). (Cf. Table 1 as an example.)

Table 1 – The gross domestic product of the Republic of South Africa, 1990 - 1993

Year	Gross Domestic Product (R million)
1991	244 549
1992	238 711
1993	242 001

Source: Central Statistical Service (1994:21).

3. FOOTNOTES

Footnotes can be used to clarify words or items in the text, figures or tables, but must NOT be used as a way of referencing. If any footnotes are required, Arabic numerals are used with one bracket as a superscript. Footnotes³⁾ referring to words or figures in the text must appear at the bottom of the page. However, footnotes that relate to a table or figure must appear immediately below the table or figure. (Cf. Table 1 as an example.)

4. LIST OF REFERENCES

References must be provided at the end of the *dissertation/thesis/report/article* in the form of one consolidated and alphabetical list of all the sources referred to throughout the document.

The required layout of items in a reference is as follows:

Reference to a book

Author's Surname, Initials. Year of publication. Title. Edition (if not the first). Place of publication: Publisher.

e.g. Burgelman, R.A., Maidique, M.A. & Wheelwright, E.C. 2001. *Strategic Management of Technology and Innovation*. 3rd ed. New York: McGraw-Hill/Irwin.

Reference to a contribution in a book

Contributing author's Surname, Initials. Year of publication. Title of contribution. Followed by In: Initials. Surname, of author or editor of publication followed by ed. or eds. if relevant. Title of book. Place of publication: Publisher, Page number(s) of contribution.

e.g. Buys, A.J. & Ndrika, V.I.O. 2005. Assessment of the Impact of Intermediate Agricultural Processing Technologies on a Rural Community in South Africa. In: L. Morel-Guimares, T.M. Khalil and Y.A. Hosni, eds. *Management of Technology: Key Success Factors for Innovation and Sustainable Development*, Amsterdam: Elsevier, 153-163.

Reference to an article in a journal

Author's Surname, Initials. Year of publication. Title of article. Title of journal, Volume number and (part number), Page numbers of contribution.

e.g. Buys, A.J. and Malebo, L.M.M. 2004. Managing Rapid Diffusion: The Case of Cellular Communications in South Africa. *South African Journal of Industrial Engineering*, vol. 15, no. 2, pp.67-78.

Reference to a conference paper

Contributing author's Surname, Initials. Year of publication. Title of contribution. Followed by In: Initials. Surname, of editor of proceedings (if applicable) followed by ed. Title of conference proceedings including date and place of conference. Place of publication: Publisher, Page numbers of contribution.

e.g. Mbewana, P. and Buys, A.J. 2005. Key Success Factors for Incubation in South Africa. In: T.M. Khalil, ed. *14th International Conference on Management of Technology*. 22-26 May 2005 Vienna. Available from: International Association for the Management of Technology, [CD-ROM] Track 7, Paper 92.

Reference to a dissertation/thesis

Author's Surname, Initials. Year of publication. Title of dissertation/thesis. Designation, (and type). Name of institution to which submitted.

e.g. Le Grange, L.I. 2000. *Maintenance Technology Transfer in the South African Aviation Industry*. Dissertation, (M.Eng.). University of Pretoria.

Reference to web pages/sites

Author's /Editor's Surname, Initials. Year. Title [online]. (Edition). Place of publication, Publisher (if ascertainable). Available from: URL [Accessed Date].

e.g. Oerlemans, L.A.G., Pretorius, M.W., Buys A.J. & Rooks, G. 2004. *Industrial Innovation in South Africa 1998-2000*. Pretoria: University of Pretoria. Available from: <http://www.sais2001.up.ac.za> [Accessed 4 November 2004].