

## APPENDIX 11: HARVARD REFERENCING METHOD

"Academic" (and "Scientific") writing requires that sources be acknowledged EXPLICITLY. 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. More comprehensive information on plagiarism and its prevention is available online at <http://upetd.up.ac.za/authors/create/plagiarism/students.htm>. It is not acceptable to 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.

The following method is prescribed for references to source material(s). These guidelines have been amended by the Departmental on 12 February 2004. In future students are required to use the Harvard Referencing System. For more details regarding this referencing system consult the following website <http://www.ais.up.ac.za/edu/docs/2012%20QUICK%20GUIDE.pdf>

### 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 1)
	R million
1990	247 315
1991	244 549
1992	238 711
1993	242 001 2)

1) Gross domestic product at constant 1990 prices.

2) Estimated value

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. Footnotes<sup>3)</sup> 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 order 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*. 3<sup>rd</sup> 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. & Ndriika, 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.

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*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*, 15(2), 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. *14<sup>th</sup> 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].

References should appear in the form of an alphabetical list with "References" as a heading.