REFERENCING GUIDE

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(Revised edition)

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# TABLE OF CONTENTS

1. Introduction 4  
2. Technical guidelines for referencing 7  

**AUTHORS**

3. A book by **one** author 9  
4. A book by **two** authors 10  
5. A book by **three** or more authors 11  
6. Citing **more than one author/source** at the same time 12  
7. Primary and secondary sources 13  

**EDITIONS**

8. When the author publishes **two or more** publications in the **same year** 14  
9. When the **same author** has published **various publications in different years** 15  
10. Different **editions** of the same publication 16  

**EDITORS**

11. A book with **one** editor 17  
12. A book with **more than one** editor 18  
13. Chapters/contributions in publications 19  

**OTHER CONTRIBUTIONS**

14. An article in a journal 21  
15. Newspaper articles 22  
16. **Unpublished** theses, dissertations, conference proceedings 24
ELECTRONIC SOURCES

17. Internet contributions 26
   a. World Wide Web 26
   b. Blogs 28
   c. E-mail discussion lists / Personal e-mails 29
   d. iPods 31
   e. Wiki’s 31
   f. PowerPoint presentations 32
   g. E-books 33

GOVERNMENT PUBLICATIONS

18. Government publications 35
   a. Acts and bills 35
   b. Green papers and White papers 36
   c. Policy documents 37

ACADEMIC WRITING STYLE GUIDE

19. General tips for writing a list of references 39
20. Abbreviations 40
21. Academic writing 41
22. Words to use 43
23. How to answer questions 46
   List of sources used to compile this guide 47
REFERENCING ACCORDING TO
THE HARVARD METHOD

1. **Introduction**

The following are some guidelines for citing sources and compiling a list of references according to the Harvard method.

**Why do you need to do referencing?**

“Using other people’s writings as sources and acknowledging their contribution by ‘citing’ the source – i.e. supplying a reference to it – is central to academic writing. It is good academic practice. It shows a proper concern on your part with the quality of the evidence you have used and with substantiating your conclusion” (Levin 2005:106).

**Plagiarism** has become a serious problem, especially with the internet providing information that can easily be copied and pasted into documents.

Beware of the following practices that can easily be called plagiarism:

- Directly copy information from the internet, a book, a journal, or any other source without acknowledging the source.
- Cut and paste from one or several sources without acknowledging the author.
- Changing some words from copied text and presenting it as your own.
- Paraphrasing or summarising ideas from sources without acknowledgement.
- Translating material without acknowledgement.
To avoid plagiarism it is very important that you declare and acknowledge the sources that you have used.

**What do you reference?**

Doing your dissertation or an assignment, you need to obtain information from a source. Every time you do this, you need to acknowledge the source and the work done by other people. This is done by referencing. It is done in the content of your document as well as the end by providing a list of references.

**When do you reference?**

Referencing should be done when you:

- Quote another person’s exact words
- Copy any figures, tables or structures, pictures
- Paraphrase or convert someone else’s ideas into your own words
- Summarise or give a brief account of another person’s work.

**Six steps to effective paraphrasing**

- Reread the original passage until you understand its full meaning
- Write your own paraphrase (rewrite what you have read in your own words)
- Jot down a few words below your paraphrase to remind you later how you envision using this material
- Check your rendition with the original to make sure your version is expressing all the information
- Use quotation marks to identify any unique term or phrase you have borrowed exactly from the source
Record the source so that you can credit it easily if you decide to incorporate the material into your text.
Use pages 37 – 44 of this guide to help you with your writing style.

How do you do referencing?

The remainder of this guide focuses on the “how” to do referencing.

The guide adheres to the criteria for referencing by using the Harvard method. An aspect which you must bear in mind is that there are variations to this method and also other referencing styles. When you submit articles to journals, there may be different requirements that the specific journal requests for referencing and bibliographies.

The name of the game of referencing is uniformity. That is also the main purpose of this guide: To lay down rules to have a uniform style of referencing.
2. **Technical guidelines for referencing**

- **Direct quotations:** Quoting directly from the content of a book, the author, year and page number must be supplied:

  - “Every dissertation has to comply with certain requirements” (Levin 2005:3).

  (Note: Check the position of the quotation marks, brackets and full stop)

- **Referring to an author or paraphrasing:** When referring to an author or paraphrasing (that is to put the information in your own words), the same information must be supplied, but just in a different form:

  - Levin (2005:3) is of the opinion that every dissertation has its own set of rules and requirements.

- **Technical aspects to keep in mind when using direct quotations:**

  - Using a quote that starts with a capital letter in the middle of your sentence:

    - Henning (2004:3) states that “[t]he distinction between the qualitative paradigm and the better known quantitative paradigm lies in this quest for understanding and for in-depth inquiry”.

    The square brackets around the [t] indicate that in the original quotation the word ‘the’ began with a capital T.
• Using a quote which contains grammar, spelling or gender mistakes in the original text:

  ❖ “Coding plays an important part in the analysis, and I[sic] needed to establish where and how it originated” (Henning 2004:131).

  The word [sic] is used to indicate that a mistake in the source you have quoted is not your mistake.

• Words omitted from quotations:

  ❖ “Academic standards in assessing both skill and knowledge have traditionally been judged and assessed through written documents … These judgments are what constitute higher education awards” (Gilles 2007:130).

  To omit words from quotations, use an ellipsis … The quotations must still keep the same sense.

• If the quotations does not begin at the start of a sentence:

  ❖ According to Henning (2004:71) “… forms of sampling are all related.”

  The use of the ellipsis … conveys to the reader that the quotation does not begin at the start of a sentence in the original source.
Authors

3. A book by one author

IN THE TEXT

- **Direct quotations:** Quoting directly from the content of a book, the author, year and page number must be supplied:

  "Every dissertation has to comply with certain requirements" (Levin 2005:3).

  (Note: Check the position of the quotation marks, brackets and full stop)

- **Referring to an author or paraphrasing:** When referring to an author or paraphrasing (that is to put the information in your own words), the same information must be supplied, but just in a different form:

  Levin (2005:3) is of opinion that every dissertation has its own sets of rules and requirements.

IN THE LIST OF REFERENCES

- Surname of the author
- Full initials
- Year
- Title of the publication, exactly as it appears on the title page of the publication *in italics*
- Place of publication
- Publisher

4. A book by two authors

IN THE TEXT

Throughout both authors must be included/referred to:

- “Mixed methods research is a research design with philosophical assumptions as well as methods of inquiry” (Creswell and Clark 2007:5).

IN THE LIST OF REFERENCES

- Surnames of both authors
- Full initials
- Year
- Title of the publication, exactly as it appears on the title page of the publication *in italics*
- Place of publication
- Publisher

5. **A book by three or more authors**

**IN THE TEXT**

The first time all the authors must be written out, thereafter “et al.” may be used:

- Jones, Smith, Peters and Carlson (1999:5) are of the opinion that language proficiency is essential.

For the rest of the document, the names are written as follows by using “et al.”:

- “Language proficiency is essential” (Jones et al. 1999:5).
  (Note: et al. is written in italics and a full stop placed at the end thereof)

- Jones et al. (1999:5) point to the fact that ...
  (Note: Please use a plural verb and not a singular verb after the use of et al.)

**IN THE LIST OF REFERENCES**

- Surnames of all the authors
- Full initials of all the authors
- Year
- Title of the publication, exactly as it appears on the title page of the publication *in italics*
- Place of publication
- Publisher


  (Note: Do not use et al. in the list of references)
6. Citing more than one author/source at the same time

IN THE TEXT

If you want to refer to more than one source at the same time, use a ; (semi-colon) to distinguish the different sources:


(Note: There is no rule how to list these authors. It can be done according to the alphabet or chronologically.)

IN THE LIST OF REFERENCES

Ensure that you list all these authors in your list of references.
7. Primary and Secondary Sources

Quoting a specific author from the work of another author:

In the publication of Ramsden, *Learning to teach in higher education*, on p. 97 there is a quotation from Sawyer that you want to use. The particulars of Sawyer are listed in the list of references provided by Ramsden. BUT, you cannot put Sawyer in your list of references, because it is not the main source and you (the student) did not read the book of Sawyer. Make use of the following correct referencing technique(s).

**IN THE TEXT**

- According to Sawyer (in Ramsden 1992:97), it requires effort to master anything – from football to relativity.

  OR

- Sawyer (as quoted by Ramsden 1992:97) states: “To master anything – from football to relativity – requires effort.”

**IN THE LIST OF REFERENCES**

Sawyer is **not** listed in the list of references, but Ramsden is. If anybody wants to find out more about what Sawyer said, Ramsden can be consulted.

Sawyer is then regarded as the **primary source** and Ramsden as the **secondary source**.

**REMEMBER: YOU CITE WHAT YOU SEE!**
Editions

8. When the same author publishes TWO or more publications in the same year

IN THE TEXT

When the same author has published more than ONE publication in the same year, it is important to differentiate between the various publications. It is done by putting a small letter a, b or c next to the year of publication:

- According to Hall (1990a:12) ...
- Hall (1990b:88) states that ....

(Note: Always refer to what authors state/say in the present tense)

IN THE LIST OF REFERENCES

In the list of references the same method is used, by placing an a, b or c next to the year of publication. This way the reader will know which source you are referring to:

9. When THE SAME AUTHOR has published various books, articles, etc. in different years

IN THE TEXT

Make sure that you are referring to the correct year that the publication was published for the specific citing.

IN THE LIST OF REFERENCES

List the names of the publications in a chronological order, according to the date/year:

- Surname of the author
- Full initials
- Year
- Title of the publication, exactly as it appears on the title page of the publication *in italics*
- Place of publication
- Publisher

10. Different editions of the same publication

IN THE TEXT

When using different editions of a publication, no indication is made of the edition in the text.

IN THE LIST OF REFERENCES

In the list of references it must be indicated which edition of the publication you are referring to. Note: First editions of publications are not specified, only from the second edition on:

- Surname of the author(s)/editor(s)
- Full initials
- Year
- Title of the publication, exactly as it appears on the title page of the publication in italics
- The edition
- Place of publication
- Publisher


(Note: The abbreviation of edition is ed. The abbreviation of editor is (Ed.) and editors are (Eds).)
Editors

II. A book with one editor

IN THE TEXT

In the text of a document, no reference is made to the fact that the book is published by an editor.

✧ Research is done in various ways (Maree 2007:44).

IN THE LIST OF REFERENCES

In the list of references it must be indicated that the book was published by an editor:

✧ Surname of the editor
✧ Full initials
✧ Indicate the abbreviation for editor (Ed.).
✧ Year
✧ Title of the publication, exactly as it appears on the title page of the publication *italics*
✧ Place of publication
✧ Publisher


(Note the full stops: (Ed.).)
12. **A book with more than one editor**

**IN THE TEXT**

In the text of a document, no reference is made to the fact that the book is published by editors:

- Research is done in various ways (Gillies and Lucey 2007:44).

**IN THE LIST OF REFERENCES**

In the list of references it must be indicated that the book was published by two or more editors:

- Surnames of the editors
- Full initials
- Indicate the abbreviation for editors (Eds).
- Year
- Title of the publication, exactly as it appears on the title page of the publication *italics*
- Place of publication
- Publisher


(Note the full stop: (Eds).)
13. **Chapters/contributions in publications**

**IN THE TEXT**

When a publication is compiled of chapters and each chapter is written by a different author, reference is made in the text to the authors(s) who wrote the chapter:

- The purpose of this chapter is to design a research proposal (Maree and Van der Westhuizen 2007:23).

**IN THE LIST OF REFERENCES**

In the list of references, it must be indicated which chapter and in which book this information can be found. There are two methods to do this, both are correct. The **first method**:

- Surname of the author(s) of the specific chapter
- Full initials
- Year
- **Title of the chapter** (not in italics)
- In
- The author/editor of the name of the publication
- The name of the publication **in italics**
- Place of publication
- Publisher


(Note: The name of the chapter is **not** in italics, but the *name of the publication is in italics*)
The **second method:**

- Surname of the author(s) of the specific chapter
- Full initials
- Year
- **Title of the chapter** (not in italics)
- In
- **Title of the book** (*in italics*), followed by **edited by**
- Full initials of the editor(s)
- Surname(s) of the editor(s)
- Place of publication
- Publisher

OTHER CONTRIBUTIONS

14. An article in a journal

IN THE TEXT

The same rule as on the previous page (chapters written in a book by various authors) also applies when referring to an article in a journal. In the text, reference is made to the author of the article, the year and the page number. The name of the journal is not referred to in the text.

- Peck (2009:24) admits that the facts and figures of learning may be distorted or forgotten, but the cumulative effect remains.

IN THE LIST OF REFERENCES

In the list of references, it must be indicated which article and which journal you are referring to as well as the pages in the journal:

- Surname of the author(s)
- Full initials
- Year
- Title of the article, exactly as it appears in the journal
- DO NOT USE IN here
- The name of the journal *italics*
- Volume
- Number
- All the page numbers for this specific article: e.g. 20–34


If journal articles are found on an electronic database, it is not necessary to reference the whole electronic site. Only use the referencing as mentioned above. WHEN the journal is *only available* as an electronic journal, the website can be added.
15. **Newspaper articles**

**IN THE TEXT**

When referring to newspaper articles, the following information is needed for referencing:

- Title of the newspaper *in italics*
- The date of the *day*, the name of the *month* and *year*
- The *page* number of the article

- Floods caused great damage in the Free Sate (*Sunday Times* 9 July 2001:2).

- The *author* of the article. This is optional and less important because there is not always an author mentioned for newspaper articles. The author can thus be omitted, but you may also specifically refer to the author, e.g.


- Note that to the information in the brackets the word *in* was added.
- The name of the author is NOT USED IN THE LIST OF REFERENCES.
IN THE LIST OF REFERENCES

➢ Title of the newspaper *italics*
➢ The year
➢ The name of the article
➢ The date of the day and the name of the month
➢ The page number of the article


16. **Unpublished theses, dissertations, conference proceedings and papers**

**IN THE TEXT**

In the content, referencing to these documents is done in the same way as one would do in an ordinary document with one or two authors.

**IN THE LIST OF REFERENCES**

A title of a publication is only written in *italics* if the reference referred to, was published. The following would therefore **not be written** in *italics*:

1. Doctoral theses
2. Master's mini-dissertations / dissertations
3. Conference proceedings (unless published in book form later)
4. Workshop proceedings

Information needed is:

- Surname
- Full initials
- Year
- Title **(not in *italics*)**
- Full particulars, e.g. place where the conference was held, and the exact date if possible
- In the case of theses, dissertations, etc. the name of the university and the place
Examples

❖ Thesis

Herselman, M.E. 1999. Evaluating games for teaching. (Unpublished Ph.D. thesis.) University of Pretoria, Pretoria. (Note: The place is not put first as for books, there is no colon)

❖ Dissertations

Mohase, L. 2008. Quality assurance in postgraduate studies: Student-related factors influencing completion rates. (Unpublished mini-dissertation.) University of the Free State, Bloemfontein. (Note: The place is not put first as for books, there is no colon)

❖ Conferences

Smith, M.O. 1999. Development Institutions of the future. (Paper presented at the ASAHDI Conference on Higher Education: “Imperatives of equity and redress” held at the Sandton Convention Centre in Johannesburg on 19 and 20 October.) University of Durban Westville, Durban. (Note: Specify the theme of the conference; the place and city where the conference was held; date(s) on which the conference was held; the institution who is responsible to host the conference and where is this institution.)

❖ Unpublished paper

ELECTRONIC SOURCES

17. Internet contributions

The main problem with using information from the internet is to supply the reader with correct information to find the information that you are referring to, again. The internet cannot be trusted as a scholarly medium if readers cannot gain access to the original sources as cited material. Fit your citing and referencing to the Harvard style in order to maintain consistency.

Electronic citations require much of the same information as printed sources (author, year of publication, title, place, publisher), however, some extra details are required:

- It must be indicated that you accessed the source in an electronic format
- The date on which the information has been accessed, must be provided
- The location of the online source must be cited

(a) World Wide Web

IN THE TEXT

Author: In the text, it is necessary to have an author, date and page number to refer to. This is problematic if you cannot find an author for the article. Remember that societies, companies, organisations or only the name of the article can also be used as “authors”. If none of the above can be found, cite the page title.

Date: If no date can be found, the abbreviation n.d. (meaning without year) can be used.

Page numbers: While page numbers are usually included for print materials, many electronic resources do not have page numbering. Two options can be used to indicate page numbers for websites:
Print the material you are referring to. Now you have a paper copy of the information. Indicate the page numbers then by using e.g. 1 of 6 in your text.

- Indicate the page number by using the word Online.

- The delivery of food and medical aid is queried (World Health Organisation 2006:1 of 6).
  (Note: The page title is cited as no author could be located.)

- According to Jackson (n.d.:7) the delivery of food aid to poor nations can be problematic.

- Emerging teaching technologies (2007:Online) promised ...

IN THE LIST OF REFERENCES

For the list of references, you need:

- Surname(s)
- Full initials
- Date (if available) or use n.d. (if no date can be found)
- Title of the article in italics (followed by a full stop)
- Place
- Publisher or sponsor of the site
- Web address (in round brackets) or <pointed brackets> On no account must a web address be followed by a full stop, since that means the full stop is part of the address, which is incorrect
- Date on which the information was retrieved or downloaded (in a new line). Choose only one of these words and use it consistently.
(b) **Blogs**

A blog is a personal website on which messages are posted and subjects are discussed. It is like a personal diary. Various discussion threads and messages can be exchanged on it.

**IN THE TEXT**

Include the author name and year of posting:

- Information provided by Bartlett (2007) ...
- Information provided (Bartlett 2007) ...
IN THE LIST OF REFERENCES

- Start with the surname and initials of the owner of the blog
- The year
- You also need to include the title, in *italics* or underlined
- The word: *weblog*
- Day, month and year you accessed the blog
- The URL of the blog post


(c) **E-mails**

A distinction can be made between two types of e-mails, e-mail discussion lists and personal e-mails.

**E-mail discussion lists**

On e-mail discussion lists, an article or information is posted and the resulting discussion list can be a source of information. These discussion lists generate e-mail messages which are sent directly to the subscriber. Reference to these should be treated in a similar way to journal references.

IN THE TEXT

Include the author name and date of posting

  - The discussion (Wiggers 2006) …
IN THE LIST OF REFERENCES

Information needed is:

- The surname and initials of the author
- The e-mail address of the author between pointed/rounded brackets
- Year of posting
- Title of posting (from the ‘subject’ line in the message) between inverted comma’s
- Format (list server)
- Date of posting
- Name of the list owner
- Day, month and year of viewing
- URL or internet address (between pointed brackets)


Personal e-mails

In-text references to e-mails are dealt with in the same way as in-text references to other types of personal communication (conversations, letters, memo’s, interviews, lecture presentations, facsimiles, e-mails and telephone conversations) and in general, it is not necessary to provide further details. If there are occasions where readers will be keen to pursue the subject, the e-mail address can be provided in the reference list. Please note: E-mail addresses should never be cited without the permission of the owner of the address.

IN THE TEXT

When citing from personal e-mails or any other forms of personal communication, this must be indicated in the text:
Bryan Burgin (2006, personal communication, 18 July) notified me that my proposal had been accepted.
The proposal has been accepted (Bryan Burgin, 2006, personal communication, 18 July).

IN THE LIST OF REFERENCES

NOTE: As personal communications are untraceable, they are not included in the reference list.

(d) iPods
An iPod is a storing devise. When referring to information on an iPod, refer to the original document.

(e) Wiki’s
Wiki is a piece of server software that allows users to freely create and edit web page content using any web browser. Exactly for this reason the reliability of wiki’s for academic research is queried. NO CITING AND REFERENCEING OF WIKI’S ARE THUS ALLOWED.

Especially when it comes to research methodology, supervisors prefer that copies of publications written by acknowledged authors are used and not internet sources such as wiki’s and encyclopedias.
(f) **PowerPoint presentations**

**IN THE TEXT**

In the content, referencing to a PowerPoint presentation is done in the same way as one would do in with an ordinary document with one or two authors.

- Murray (2014) summarizes his research …

**IN THE LIST OF REFERENCES**

Information needed is:

- Surname
- Full initials
- Year and day of presentation in
- Title (in *italics*) as given on the PowerPoint title page
- Type of medium in [square brackets]
- Presentation details

(g) **E-Books (Electronic Books)**

If an e-book is readily available still in print form then you can reference an e-book as if it was a print book. The publishing details will be on the usual pages inside the e-book. If it is an e-book that is not available in print form, or has been re-formatted in text or HTML format (losing the original page format view), then reference as below.

**IN THE TEXT**

- Author Surname, Year, page number(s).
- If no pages numbers are available, use the term Online.

  - Cross (2009:47) or
  - Cross (2009:Online).

**IN THE LIST OF REFERENCES**

For the list of references, you need: Surname(s)

- Full initials
- Date (if available) or use n.d. (if no date can be found)
- Title of the book in *italics* (followed by a full stop)
- Place
- Publisher or sponsor of the site
- Web address (in round brackets) or <pointed brackets> On no account must a web address be followed by a full stop, since that means the full stop is part of the address, which is incorrect
- Date on which the information was retrieved or downloaded (in a new line). Choose only one of these words and use it consistently.
Government Publications

18. Government publications

Every country in the world has a “Department of Education” as well as a lot of other government departments. It is thus very important to indicate the country that you are working with. Therefore, always start with the country that you are referring to in the text. Each government also has a variety of publications for e.g. acts and bills, call for comments, government notices, green papers, regulations and white papers. Working with South African documents, the volume and number of the Government Gazette in which acts and bills are published are not mentioned because of the number of amendments that are constantly made. The rule is changed when you are referring to a specific fact in a specific gazette.

(a) Acts and Bills

IN THE TEXT

The author will always be RSA (Republic of South Africa); the year of publication and page:

- The Higher Education Act (RSA 1997:7) recommends that ...

IN THE LIST OF REFERENCES

- In the case of an act or a bill, it always falls under the RSA (Republic of South Africa). (Acts and Bills are usually not linked to any Department.)
- The year
- The title of the act or bill is in italics
- The place is either Cape Town or Pretoria and the publisher the Government Printer
- If it is not stated in front that the place is Cape Town, you may assume that it is either in Cape Town or in Pretoria


(b) **Green Papers and White Papers**

**IN THE TEXT**

- In case of the author, determine which Department you are dealing with and add that to the RSA. In this instance a white paper published by the Department of Education (DoE) has been consulted.
- Add the year and the page.

- The publication of the White Paper (RSA DoE 1997:48) was the first ...

**IN THE LIST OF REFERENCES**

- The Department of Education is added to the Republic of South Africa
- The year
- The name of the white or green paper in italics
- The place which will be Pretoria (unless it is specifically stated that the place is Cape Town)
- The publisher, which would be the name of the department
(c) Policy documents

IN THE TEXT

In case of the author, determine which Department you are dealing with and that has to be added to the RSA. In this instance a policy paper published by the Department of Health (DoH) has been consulted.

Add the year and the page

- The publication of the policy (RSA DoH 1998:56) was the first …
IN THE LIST OF REFERENCES

- The Department of Health is added to the Republic of South Africa
- The year
- The name of the policy in *italics*
- The place which will be Pretoria (unless it is specifically stated that the place is Cape Town)
- The publisher, which would be the name of the department

19. **GENERAL TIPS FOR WRITING A LIST OF REFERENCES**

- The reference list at the end of a dissertation allows readers to locate and use the sources you have cited. Each source mentioned in the content of your document, must appear in the list of references, and each source mentioned in the list of references, must appear in the content of your document.

- The reference list is not a bibliography. A bibliography is a list of sources that you have sourced and read to understand your topic. Sources that you don’t specifically cite in your literature review or elsewhere have no place in your reference list.

- The list of references is arranged alphabetically according to the names of the authors used in the text.

- In the list of references, list publications in the language in which it was published. This may not be the language you are writing in, but you may not translate anything. If you write in English but the source you are referring to is Afrikaans or a Sotho reference, all particulars pertaining to it are provided in Afrikaans or Sotho.

- Use of & (ampersand): When two authors are referred to in the content, the “&” sign may only be used inside the brackets (when brackets are used). When the authors are referred to and brackets are not used the word “and” is used.
According to Creswell and Clark (2007:38), research can be done ...
Research can be done (Creswell & Clark 2007:38)

In the list of references “&” or “and” may be used. Decide on one method and use it consistently:


20. **ABBREVIATIONS**

Edition (ed.)
Editor (Ed.)
Editors (Eds)
Without year  n.d.
Without date  s.a.
“Sonder jaar”  s.j.
Without place  s.l.
Publisher of a source cannot be determined  s.n.
21. **ACADEMIC WRITING**

- **Acronyms:**

  The **first time** an acronym is used in the text, it is **written out fully with the acronym in brackets**, e.g. “National Qualifications Framework (NQF)”. Thereafter **only** the acronym is used, except in **headings** in the content. In **headings** the full name still has to be used.

  If a lot of acronyms are used, it would be advisable for the benefit of the reader to supply a **LIST OF ACRONYMS** in the same way as a Table of Contents is supplied before commencing with Chapter 1. In this list each acronym is also written out fully. Do it alphabetically.

- **Gender:**

  It is rather tortuous to use **he/she, s/he style** of writing to indicate gender. It is preferable to use the plural ‘they’, or choose ‘he’ or ‘she’ at the outset and explain in a brief footnote that this has been done in the interests of stylistic conciseness.

- **Is or are:**

  - Use a **plural verb** and not a singular verb after the use of **et al.**
  - Data are ...
  - (List here your own singular or plural verbs that you are using in your text)
• Latin words:

Latin words commonly used in texts:
inter alia – among other things
vide - see
(Note: these words are always typed in *italics* when it is used in the text)

• Numbers:

Use figures (e.g. 47, 298, 401) to express numbers **10 and above.**
Use words (e.g. nine, five, one, seven) to express numbers **below 10.**

• Spelling:

Oxford English is used, not the American spelling, e.g. *behavior* should be *behaviour.*

**Uniformity** is the rule. If words like *organize/organization* or *organise/organisation* are used, stick to ONE version. Both spellings are correct. Uniformity also applies to the following words: (Both versions are correct, just stick to the chosen one).

- co-operate           cooperate
- co-operation        cooperation
- co-operative         cooperative
- co-ordinate          coordinate
- co-ordination        coordination

• Vague pronouns:

Make sure that vague pronouns such as “it” and “this” refer to something specific.
22. **WORDS TO USE**

Listed below are some options of words to use when you paraphrase:

**When the author argues:** Synonyms that can be used are:

Affirm, agitate, allege, altercate, analyse, announce, annunciate, approve, argufy, assert, asseverate, attest, aver, avouch, avow, bandy words, be construed as, be indicative of, be significant of, be symptomatic of, bespeak, betoken, bicker, breathe, canvass, cavil, characterise, claim, clash, conflict, connote, contend, contest, convince, cross swords, cut and thrust, debate, declare, defend, demonstrate, demur, denominate, denote, differ, differentiate, disaccord, disagree, disclose, discuss, display, dispute, dissent, dissuade, entail, enunciate, establish, evidence, evince, exhibit, expostulate, express, fight, furnish evidence, give and take, give evidence, give indication of, give token, go to show, hassle, have it out, highlight, hint, hold, identify, illustrate, imply, import, indicate, insist, investigate, involve, issue a manifesto, jib, join issue, justify, lay down, lock horns, maintain, manifest, manifesto, mark, mean, moot, note, object, persuade, pettifog, plead, point to, predicate, prevail upon, proclaim, profess, pronounce, protest, prove, put, put it, quarrel, quibble, reason, refer to, remonstrate, reveal, review, row, say, scrap, set down, set forth, show, show signs of, sift, signalise, signify, spar, speak, speak for itself, speak out, speak up, speak volumes, spell, squabble, stand for, stand on, state, study, submit, suggest, symbolise, symptomatise, symptomise, take sides, talk, talk out of, tell, tend to show, testify, thrash out, try conclusions, ventilate, vindicate, warrant, witness, wrangle

**Main entries similar to: Argue**

Adumbrate, affirm, agitate, allege, announce, approve, ask, assert, asseverate, attest, augur, aver, avouch, avow, bandy words, bespeak, betoken, bicker, breathe, canvass, cavil, characterize, chop logic, claim, clash, concert, confer, connote, contend, contest, debate, declare, defend, demonstrate, denote, differ, differentiate, disagree, disclose, discourse, discuss, display, dispute, draw in, draw on, entail, enunciate, evidence, evince, exhibit, expostulate, express, fight, hassle, have it out, highlight, hint, hold, identify, illustrate, imply, import, indicate, induce, insist, involve, issue, justify, lay down, maintain, manifest, mark, mean, moot, note, pettifog, plead, point to, predicate, premise, pro and con, proclaim, profess, pronounce, protest, prove, put, quarrel, quibble, refer, refer to, reveal, say, scrap, set down, set forth, show, signalise, signify, spar, speak, speak for itself, speak out, speak up, spell, stand for, stand on, state, submit, suggest, symbolise, take sides, tell, testify, thrash out, trade, urge, vindicate, warrant, witness, wrangle

(http://freethesaurus.net/s.php?q=argue&btnM=Search)
When the author gives a fact:

Say, know, testify, list, report, state, express, articulate, mention, declare, conclude, find, refer, write, research

When the author demonstrates:

Indicate, combine, explore, identify, point out, observe, reiterate, lead to, show, continue, remark, present, explain, conceded, signal, articulate, suggest, recommend, regard, define, reveal, urge, make clear, highlight, see, offer

Demonstrate:  Synonyms that can be used are:

Account for, affect, afford proof of, air, approve, argue, ascertain, attest, balance, brandish, bring forth, bring forward, bring home to, bring into view, bring out, bring to notice, broaden the mind, call in question, call to mind, challenge, check, check out, cite, cite a particular, civilise, clarify, clear up, clinch, complain, cry out against, dangle, decipher, demonstrate against, denote, describe, determine, develop, direct, disclose, display, dispute, divulge, document, double-check, edify, educate, elucidate, embody, enact, enlighten, enter a protest, establish, evidence, example, exemplify, exhibit, explain, explain away, explicate, expose, expose to view, exposit, expostulate, expound, express, figure, flourish, follow, follow from, foreshadow, furnish evidence, give a for-instance, give indication of, give instruction, give lessons in, give reason for, give the meaning, give token, go to show, ground, guide, have a case, highlight, hold good, hold up, illuminate, illustrate, image, impersonate, imply, incarnate, indicate, inform, instance, instruct, inventory, involve, itemise, make clear, make good, make out, make plain, manifest, march, mark, materialise, mean, mirror, nail down, name, object, open the eyes, overhaul, parade, particularise, perform, personate, personify, picket, point to, popularise, prefigure, present, press objections, proclaim, produce, project, protest, prove, prove to be, prove true, put forth, put forward, quote, rally, rationalise, realise, reflect, remonstrate, remove all doubt, represent, reveal, roll out, school, scruple, set, set at rest, set forth, set right, settle, settle the matter, shadow, shadow forth, sharpen the wits, shed light upon, show, show forth, show how, show signs of, show the way, signalise, signify, simplify, sit in, solve, speak for itself, speak volumes, spell out, state a grievance, strike, suggest, take stock, teach, teach a lesson, teach in, teach the rudiments, tell, tend to show, throw light upon, token, trot out, unfold, unlock, unravel, vaunt, verify (http://freethesaurus.net/s.php?q=demonstrate)
**When the author theorises / gives an opinion:**

Claim, submit, goes a step further, theorise, argue, contend, contemplate, imply, admit, insist, know, predict, affirm, comment, justify, ask, acknowledge, support, add, believe, criticise, differ, assert, feel, defend, assess, contest, deny, dispute, consider, confirm, propose, question, think, affirm, maintain, speculate, disagree, clarify, find, agree, describe

**Theorise**: Synonyms that can be used are:

Analyse, apply reason, conjecture, deduce, entertain a theory, espouse a theory, generalise, guess, have a theory, hypothesise, infer, intellectualise, philosophise, provide a rationale, rationalise, reason, speculate, submit, synthesise, use reason ([http://freethesaurus.net/s.php?q=theorise](http://freethesaurus.net/s.php?q=theorise))

**When the author writes:**

Adapt, arrange, assemble, bring to life, build, carve, cast, characterise, chart, check in, chronicle, collaborate, communicate with, compose, compound, construct, copy, copy out, correspond, correspond with, create, cut, delineate, depict, describe, devise, diagram, docket, draft, draw, draw up, edit, elaborate, evoke, evolve, express, fabricate, file, fill out, form, formulate, frame, give words to, index, inscribe, insert, instrument, list, log, make, make a memorandum, make a note, make an adaptation, manufacture, map, mark down, mold, notate, note, note down, orchestrate, outline, paint, patch together, picture, piece together, place upon record, poll, portray, post, post up, prepare, print, produce, put down, put in writing, put on paper, put together, put up, raise, rear, record, register, render, represent, revise, rewrite, run up, schematise, set down, set forth, set up, shape, sketch, tabulate, take down, trace, trace out, trace over, transcribe, transpose ([http://freethesaurus.net/s.php?q=write](http://freethesaurus.net/s.php?q=write))
# 23. How to answer questions

<table>
<thead>
<tr>
<th>Analyse</th>
<th>Examine elements and determine their relationship to each other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
<td>Demonstrate how a principle works in practice</td>
</tr>
<tr>
<td>Compare</td>
<td>Indicate similarities and/or differences</td>
</tr>
<tr>
<td>Compile</td>
<td>Draw up a list or put together a description</td>
</tr>
<tr>
<td>Consider</td>
<td>Think about</td>
</tr>
<tr>
<td>Contrast</td>
<td>Indicate differences between ideas, events or interpretations</td>
</tr>
<tr>
<td>Critically</td>
<td>Examine, evaluate and explain problematic ideas</td>
</tr>
<tr>
<td>examine</td>
<td></td>
</tr>
<tr>
<td>Criticise</td>
<td>Discuss weak and strong points</td>
</tr>
<tr>
<td>Define</td>
<td>Precisely explain what a word or idea means</td>
</tr>
<tr>
<td>Describe</td>
<td>Indentify key features and illustrate how they are related</td>
</tr>
<tr>
<td>Develop</td>
<td>To plan, prepare and construct</td>
</tr>
<tr>
<td>Discuss</td>
<td>Present the different aspects of a question or problem</td>
</tr>
<tr>
<td>Distinguish</td>
<td>Emphasise the differences between what is compared</td>
</tr>
<tr>
<td>Draw up</td>
<td>Formulate or construct</td>
</tr>
<tr>
<td>Evaluate</td>
<td>Comment on the strengths and limitations</td>
</tr>
<tr>
<td>Explain</td>
<td>Clarify by describing features</td>
</tr>
<tr>
<td>Identify</td>
<td>Name the appropriate features in detail</td>
</tr>
<tr>
<td>Illustrate</td>
<td>Give examples</td>
</tr>
<tr>
<td>Indicate</td>
<td>To show, provides reason for</td>
</tr>
<tr>
<td>Interpret</td>
<td>Make sense of</td>
</tr>
<tr>
<td>Justify</td>
<td>Give reasons for your opinion</td>
</tr>
<tr>
<td>List</td>
<td>Mention (bullets)</td>
</tr>
<tr>
<td>Outline</td>
<td>Provide a brief overview of</td>
</tr>
<tr>
<td>Prove</td>
<td>Demonstrate or show by logical argument</td>
</tr>
<tr>
<td>Question</td>
<td>Reflect on</td>
</tr>
<tr>
<td>Refine</td>
<td>Develop further, make clear or specify</td>
</tr>
<tr>
<td>Summarise</td>
<td>Briefly give an account of the main features</td>
</tr>
</tbody>
</table>
**SOURCES USED TO COMPILE THIS GUIDE**

Heydenrych, M. 2009. Harvard (Author-Date) referencing guide. Department Drama and Theatre Arts, University of the Free State.


**Synonyms**
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Examples given to illustrate rules are not listed.