Reference Guidelines

References within the text of your essay

Whenever you are stating the argument, or part of the argument, of another writer, you should reflect your indebtedness to that writer or those writers. This may not always take the form of direct quotation; sometimes one summarises the argument in the interests of economy and eloquence, but one is still required to acknowledge the source of one's insights. The most important elements to include are the surname of the author, the date of the publication in which the information was found, and then, if the information cited is detailed and specific enough, the pages on which that particular argument is made. The more general the information being stated (for example, a summary of an author's method in a book), the less there is need for the page numbers; the more specific the information incorporated (for example, referring to a specific study of a particular case) the more likely it is that you would have to include the page numbers for the citation.

Examples:

Bennett (1982) argues that the mass media are a part of rather than apart from the larger social context.

It has been suggested that media practitioners use conventions to encode their messages so that members of their intended audience can decode it meaningfully (Hall 1995).

This moment in the text may be seen as evidence of how the colonised subject is rendered as an object which is simultaneously both irretrievably different and beyond representation as well as open to being seen and known in the colonising gaze (Bhabha 1994: 70-71).

Parr and Philo (1995) suggest that sometimes names function as labels imposed by society on its members as a form of control over them, such that people may be imprisoned, exiled or subjected to interventions of various sorts in order to ensure the continuity of the social order.

The way in which women are figured in social organisation may be likened to the way in which language itself it organised in patriarchal societies as binary systems of difference (Clément & Cixous 1986).

The representation of women's bodies in popular cultural texts often serve as iterations of beliefs, ideas and material practices which render the material existences of historical women as subjects of patriarchy (Irigaray 1985; Imam & Mama 1996; Mohanty 1995).

However, one may also quote directly from other sources, particularly when some value may be lost if one changed the way in which the original expresses the idea. In this case it is important to be faithful to the original text, both in letter and in spirit. Any changes you make to the original text must be only typographical in order to render it grammatically correct. It is also important to incorporate the quoted material into the logical and grammatical flow of your own sentence; isolated quotations serve no purpose when they are not epigraphs. Should the quoted material take up more than two lines of print in your essay, you should block and indent the quotation as set out in the second example below.

Examples:

Biko (1978: 5) summarises the aim of the Black Consciousness Movement as "not black visibility but real black participation" the in the political life of South Africa; his assessment of some of the initiatives of Black Economic Empowerment and corporate Affirmative Action programmes would therefore be a damning indictment.

In her analysis of the ways in which the mass media of western industrial societies render women in representation, Teresa de Lauretis (1987: 2) stresses that it is imperative
> to conceive of the social subject and of the relations of subjectivity to sociality in another way: a subject constituted in gender, to be sure, though not by sexual difference alone, but rather across languages and cultural representations; a subject en-gendered in the experiencing of race and class, as well as sexual, relations; a subject, therefore, not unified but rather multiple, and not so much divided as contradicted,

to explode the limits of binary thought which underpins patriarchal regimes of representation.

Referencing material from the internet in the text of your essay

Material from the web which is identified by author must be cited in the text of your essay by the name of the author in the same way as one would for material published in books and journals. See the examples above. Never give the URL for a source in the text of your essay; identify the source by its author; should the author's details not be immediately apparent, do some research to find them.

Sometimes you may wish to cite an entire website in the body of your essay, in which case you simply give the name of the organisation who 'owns' the domain of the web page and the date it was last updated, e.g. "Rhodes University (2007)" when quoting something off the Rhodes web page which has no identified author.

Bibliographies

(1) This section of your essay will contain a list of all the source materials you cited or referred to in your essay; this list generally excludes material which you may have consulted but did not use, for to list those here would be to claim indebtedness to them for which there is no evidence.

(2) At the top left-hand corner you should title this section; you may call it by any of the several names: 'Bibliography', 'References' or 'Works Cited'. Longer essays and dissertations should begin the bibliography on a separate sheet from the body of the essay; in short essays this separation is usually only required if your reference list contains more than four items; if you have only cited three sources you may append the list at the end of your last paragraph, leaving sufficient space between the end of your essay and the title of your bibliography (usually approximately five centimetres).

(3) Items in a bibliography are not numbered, nor should you use bullet points or other punctuation marks such as dashes, stars or hyphens. Entries in the bibliography are alphabetised by the surname of the author, or by the first word of the title of 'authorless' sources. If you are using more than one source by the same author, they are arranged in order of the date of publication; if the same author has several sources in the same year, they are distinguished by the addition of a lower-case alphabetical letter after the date, as in the example below.

(4) It is important to be consistent and accurate in the rendering of the titles of entries, and check the punctuation of entries carefully. The key to a good bibliography is accuracy, for one may deduce much about the currency, value, and scientific depth of an essay's research from the sources that it used.

(5) Every entry requires the following information:
   (a) author or authors responsible for the material exactly as this appears on the imprint page of the book or at the beginning or end of the article;
   (b) date of publication – where more than one date appears, use the copyright date or the date of the most recent <u>edition</u>, not of the most recent <u>reprint</u>;
   (c) title of publication – in the case of a book, you underline the title, and in the case of a chapter or an article in a journal, you simply render the title without quotation marks or underlining;
   (d) publisher's name – use the name of the publishing house which brought out the edition you are using; one usually omits the words 'Publisher', 'Books' and 'Press', or abbreviations like 'Co', 'Ltd', 'Inc' or 'Pty', thus it is not 'Penguin Books' but simply 'Penguin'; the exception to this rule would be all university presses, so that it's 'State University of New York Press' and 'University of KwaZulu Natal Press', not 'State University of New York', 'SUNY Press' or 'UKZN';
   (e) place of publication – this information is found on the imprint page or on its reverse; always cite only the name of the city, except when there may be some ambiguity, and there are two cities in two different countries from which publishing houses operate; in that case it is conventional, in South Africa, to mark the American city by the initials of the state in which it is found, e.g. Cambridge, MA, while the British city is simply entered as Cambridge;
   (f) for journal articles it is important to include the author(s), article title, journal title, volume and issue numbers, and the page numbers on which the article appears in the original journal.
   (g) for web material you cite much of the information outlined above, but you should also give the URL and the date on which <u>you</u> retrieved the material

The following are examples of how to list various items in the bibliography of your essay:

Scientific book written by one author
De Lauretis, T. 1987. <u>Technologies of gender: Essays on theory, film and fiction</u>.
       Bloomington: Indiana University Press.

Edited book of essays
De Courtivron, I., & Marks, E. (Eds). 1981. <u>New French feminisms</u>. New York: Shocken.

Book of essays edited by more than one person
Jackson, S., & Scott, S. (Eds). 1996. <u>Feminism and sexuality: A reader</u>. Edinburgh: Edinburgh University Press.

Essay by an author from a book edited by others
Gilman, S.L. 1986. Black bodies, white bodies: Toward an iconography of female sexuality in late nineteenth century art, medicine, and literature. In Gates (Ed.) <u>"Race," writing, and difference</u>. Chicago: University of Chicago Press,

Article with multiple authors from book of essays with multiple editors
Parr, H., & Philo, C. 1995. Mapping 'mad' identities. In Pile & Thrift (Eds) <u>Mapping the subject</u>. New York: Routledge.

Journal Article
Coullie, J.L. 1996. (In)Continent I-lands: Blurring the boundaries between self and other in South African women's autobiographies". <u>Ariel</u>, 27 (1): 133-148.

Journal article found on the internet
Jacobson, J.W., Themba, J.A. and Schwartz, A.A. 1995. A history of facilitated communication. <u>African Journalist</u>, 50 (9): 750-760. Retrieved 25 January 2008 from <u>http://www.apa.org/journals/jacobson.html</u>

Full text journal article with multiple authors found on the internet
Tomaselli, K.G. and Shepperson, Arnold. 1999. The poverty of journalism: media studies and science. Continuum: Journal of media and cultural studies, 13 (2): 237. Retrieved 24 February 2007, EBSCOhost, item: AN6004627

Unpublished conference paper
Lewis, D. 1997. The Challenges of Post-Colonial Theory. Unpublished paper. Colloquium on feminist theories/practice. University of Cape Town & University of the Western Cape.

Newspaper article
Gordin, Jeremy & SAPA. 2008. Selebi has Mbeki dancing on eggs. Sunday Independent, 13 January, 1.

De Lange, Deon. 2008. Zuma warning to those aggravating rift between party and government. Sunday Independent, 13 January, 1.

Newspaper article from a database
Cox, J.B. 2003. War increases internet security worries. The News & Observer. Retrieved 2 May 2004 from EBSCOHost, item: AN 2W61670796909.

Newspaper article with author identified found on internet
Sleek, S. 1996. Journalists build a culture of peace. MISA Monitor, January, 1 & 33. Retrieved 25 January 1996 from http://www.apa.org/misamonitor/peace.html

Newspaper article from the web with no identified author
Mail & Guardian. 2003. ANC to consider Lekota's fate. Mail & Guardian Online. Retrieved 27 May 2003 from http://archive.mg.co.za/MGArchive/FrameSet.asp

Document from web without a clearly identified author
Nielsen Media Research. 2002. Measuring the ethnic television audience. Retrieved 24 May 2004 from http://www.nielsenmedia.com/ethnicmeasure/

In a bibliography at the end of the essay the above entries would appear as set out below:

Bibliography

Coullie, J.L. 1996. (In)Continent I-lands: Blurring the boundaries between self and other
        in South African women's autobiographies". Ariel, 27 (1): 133-148.

Cox, J.B. 2003. War increases internet security worries. The News & Observer. Retrieved 2 May 2004 from EBSCOHost, item: AN 2W61670796909.

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De Lauretis, T. 1987. Technologies of gender: Essays on theory, film and fiction.
        Bloomington: Indiana University Press.

Gilman, S.L. 1986. Black bodies, white bodies: Toward an iconography of female sexuality in late nineteenth century art, medicine, and literature. In Gates (Ed.) "Race," writing, and difference. Chicago: University of Chicago Press,

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Jacobson, J.W., Themba, J.A. and Schwartz, A.A. 1995. A history of facilitated communication. African Journalist, 50 (9): 750-760. Retrieved 25 January 2008 from http://www.apa.org/journals/jacobson.html

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Mail & Guardian. 2003. ANC to consider Lekota's fate. Mail & Guardian Online.   Retrieved 27 May 2003 from http://archive.mg.co.za/MGArchive/FrameSet.asp

Nielsen Media Research. 2002. Measuring the ethnic television audience. Retrieved 24 May 2004 from http://www.nielsenmedia.com/ethnicmeasure/

Parr, H., & Philo, C. 1995. Mapping 'mad' identities. In Pile & Thrift (Eds) Mapping   the subject. New York: Routledge.

Sleek, S. 1996. Journalists build a culture of peace. MISA Monitor, January, 1 & 33.   Retrieved 25 January 1996 from http://www.apa.org/misamonitor/peace.html

Tomaselli, K.G. and Shepperson, Arnold. 1999. The poverty of journalism: media   studies and science. Continuum: Journal of media and cultural studies, 13 (2):   237. Retrieved 24 February 2007, EBSCOhost, item: AN6004627