ACKNOWLEDGMENTS:
We would like to thank all departments for their input and
UCT librarian, Dianne Steele for her guidance.
1. The Faculty of Humanities

The Faculty of Humanities at UCT houses around eighteen departments clustered into the Arts, Social Sciences and Performing Arts. The Faculty prides itself on the diversity of its offerings and students can take courses ranging from Politics to Philosophy to Music and Fine Arts. Each course requires a specific set of skills, an ability to apply concepts, to think critically, to deliberate and to be sensitive to textual and contextual cues.

As Humanities students, we are constantly interacting with texts and social phenomena. Often enough, we begin to shape their meanings or the state of affairs by writing about them or responding to what others have said. The French philosopher Sartre once said "existentialism is a humanism", to suggest that we only become fully human when we recognise what we share with others (Sartre & Elkaïm -Sartre, 2007). It is similar to the well-known phrase that captures Ubuntu, “umuntu ngumuntu ngabantu” (“Ancestral connections”, 2012).

Knowledge is socially constructed, formulated after close reading of others’ texts. Thus, texts are inevitably intertextual and carry with them traces of previous ones. As a Humanities student, you would create texts by drawing upon other texts written by scholars in the field. At times, these scholars come from different schools of thought and it is up to you to creatively bring them into conversation or take a stand alongside them. The ideas that emerge may well be your own, but usually we are inspired by the work of other writers and this needs to be acknowledged.

2. Selecting and managing sources

The selection of sources is an interesting process. You may use different strategies to sift through relevant sources. You can do a quick read first, i.e. read the title, abstract (if provided), introduction and conclusion. Try to extract the key argument made.

If still relevant, you can read the article more closely. Read athletically. You can make notes in the margin. Often the first line of the paragraph will give you cues on what the paragraph is about. You can then read in more detail. If you are reading a piece of research, the findings and discussion session could be more informative than the methodology. Later, you can process the notes further into a summary or mind map sketching how the argument unfolds.
When all the highlighted readings and summaries begin to flood your desk, it is probably time for you to organise them into a table, or any other format that works for you.

<table>
<thead>
<tr>
<th>Author/article</th>
<th>Key ideas</th>
<th>School/s of thought</th>
<th>Evidence</th>
<th>My position</th>
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It is easier to construct your argument once you are able to capture the different perspectives on the issue. The pre-writing phase is as important as the write-up. The more you mull, process and structure information, the easier the write-up becomes.

### 3. Referencing

It is a matter of good practice and academic integrity to reference other sources and acknowledge their contribution in the making of your text. At times, the sources serve as evidence for your position; at other times, they are starting points into the discussion. The text gains more credibility when supported by the views of giants in the field.

Also, the reference list at the end of the text allows interested readers to take initiative and access those sources. The process of going back to the original sources can be a recursive process leading you into a long quest for knowledge. So, a reference list allows the text to be an entry point into a larger body of knowledge.

In this handbook, four referencing styles are detailed: Harvard, Chicago, MLA and APA referencing styles. Irrespective of the style, the references at the end of the text contain five valuable pieces of information:

- The author,
- date of publication,
- title,
- place of publication and publisher.

These may vary in order or punctuation. In-text references are often briefer than the reference list. For instance, the in-text Harvard reference only displays info about the author’s surname, date and page number.
Do take care to reference according to your department’s requirements. Quotes or paraphrased ideas that are not referenced would count as plagiarism, a serious offence at the university. The departments often run your essays through the ‘Turnitin’ software to check for possible signs of plagiarism. You could also use the software beforehand to check how much of your writing has been lifted from other (possibly unacknowledged) sources. Also check your department's guidelines as there may be slight stylistic variations in the referencing.

4. Quoting versus paraphrasing

Within your text, you can either quote or paraphrase other sources. Sources can be quoted verbatim (word for word). These usually serve as evidence for one’s claim or position. When the quote exceeds three lines, it needs to be entered on a new line and indented. The quote needs to be explained and made relevant to the idea stated in the paragraph. Alternatively, the quote can be paraphrased. By paraphrasing the quote, not only do you put it in your own words, but you also display your understanding and make the quote your own.

Example of quotation:
Derrida defines the ‘signifier’ as follows:
Sly, slippery, and masked, an intriguer and a card, like Hermes, he is neither king nor jack, but […] one that puts play into play (2004: 97).

Example of paraphrased idea:
For Derrida (2004), the signifier’s meanings can only be known upon ‘play’ or use in particular contexts. He compares the signifier to the mythological character, Hermes, who has no pre-determined, fixed role and who assumes different roles in different contexts.

5. Harvard referencing style (Author-date)

The Harvard referencing style is the most widely used style in the Faculty of Humanities.

Departments/sections using Harvard are: African Studies, Afrikaans, AGI, Drama, Education, Film and Media, Fine Arts, French, Gender Studies, GIPCA, Hebrew, Linguistics, Political Studies, Religious Studies, Social Anthropology and Sociology.
The **in-text** reference consists of the author’s surname, date and page number. Indicate the page number if you are referring to an idea stated on a particular page:

e.g. (Austin, 1975), or for a more specific reference, (Austin, 1975:12). It is recommended that you add the page number if you are using the“Harvard UCT” conventions.

In the **reference list**, the reference consists of surname, initials, date, title, place of publication and publisher.
e.g. Austin, J.L. 1975. *How to do things with words*. Massachusetts: Harvard University Press.

<table>
<thead>
<tr>
<th>Type of source</th>
<th>In-text reference</th>
<th>Reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book – 4 or more authors</td>
<td>(Mesthrie et al., 2000:12)</td>
<td>Mesthrie, R., Swann, J., Deumert, A. &amp; Leap, W. 2000. <em>Introducing sociolinguistics</em>. Edinburgh: Edinburgh University Press.  (Note: For more than 8 authors, list the first 8 then add et al.)</td>
</tr>
</tbody>
</table>
6. Chicago referencing style (Footnote)

The Chicago Referencing style is also known as the Footnote style. It is used primarily by historians who need to offer extensive detail about their sources in the text. The footnote system allows you to reference the sources at the bottom of the page without disrupting the reading flow.

Departments/sections using the Chicago style are: Historical Studies, Arabic Language and Literature, Classics, Portuguese and Italian.

Here is an example of an in-text reference:
Castells holds that, ‘……’. ¹

This number is mirrored at the bottom of the text and provides more details about the source. The footnote at the bottom of the page consists of the author (first name and surname), title, place of publication, year and page number. For example,

If you use the same source in an immediately following footnote, you can shorten the reference as follows:
² Ibid. (If the quote is also found on page 8)

³ Ibid., 9. (If the quote is found on a different page of the book)


⁵ Manuel Castells, The Rise of the Network Society, 22. (To refer back to Castells after footnoting a different reading. This is known as the shortened version. Examples of footnotes are given at the bottom of the next page.)

In the bibliography at the end of the document, the source is again referenced in detail, with the following: author (surname then first name in full), title, publisher, place of publication, year.

Note:
Some departments allow students to choose between footnotes and endnotes. The endnotes are a list of footnotes at the end of the document. Microsoft Word offers the option of converting footnotes into endnotes and vice-versa. The format does not
differ. Footnotes or endnotes? It is a question of preference. Would you like your notes to appear at the bottom of the page on which the quote is found? Or would you prefer all the notes to appear together on the last page and free up space in the document? Do check with your specific department if you have any particular preference or query about this.

The advantage with **footnotes** is that you can use this space to provide further information about a particular concept, event or writer. In other words, it functions well as a mini-appendix or bracketed space where you can give additional context which may not directly flow into the argument in your text. You still have to provide a bibliography at the end of the document. The advantage with **endnotes** is that you do not need to supply an additional bibliography.

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2 Ibid.
3 Ibid., 9.
<table>
<thead>
<tr>
<th>Type of source</th>
<th>Footnote (first time and subsequent citations)</th>
<th>Bibliography (very similar to footnote)</th>
</tr>
</thead>
</table>
2. Ibid., 34. (if preceded by the same resource)  
| Book - 4 or more authors | 1. Ernst Cassirer et al., *The Renaissance Philosophy of Man* (Chicago: Chicago University Press, 1948), 171.  
2. Ibid., 172.  
2. Ibid., 18.  
2. Ibid., 158.  
2. Ibid., 590.  
(The date accessed is optional and depends on your department’s requirements. For articles with a DOI number, this can be provided instead of the URL, after the date accessed. See more on p. 15 no. 10)  
2. Ibid., 18.  
2. Ibid.  
7. MLA referencing style

The MLA (Modern Language Association) referencing style is commonly used in the liberal arts to quote from sources.

Departments/sections using the MLA are: African Languages and Literature, Chinese, English and Spanish.

The in-text reference consists of the author’s surname and page number.

*e.g.* (Finke 13)

If you use the same source again, then simply provide the page number.

*e.g.* Furthermore, Finke argues that, ‘….’ (14).

The reference list at the end of the essay is more often referred to as *Works Cited*. The reference consists of: author (surname then first name in full), title, place of publication, publisher, year and document format.


For two books by the same author, also include the book title in the in-text reference.

*e.g.* (Finke, Women’s Writing 4).
### Type of Source | In-text Reference | Works Cited
--- | --- | ---

**Book – more than 3 authors** | (Gilman et al. 23) | Gilman, Sander, et al. *Hysteria beyond Freud*. Berkeley: U of California P, 1993. Print. (Or you can provide the names of all the authors.)


### 8. APA referencing style

The American Psychological Association (APA) referencing style is generally used in the Social Sciences. It resembles the Harvard referencing style.

The departments/sections using APA are: Organisational Psychology, Psychology and School of Dance.

The in-text reference consists of the author’s surname, date (and page number if you are quoting from a particular page). e.g. (Harris, 1999) or (Harris, 1999, p. 10)

In the reference list, the reference consists of the author, date, title, place of publication and publisher. e.g. Harris, P. (1999). *The nurture assumption: why children turn out the way they do*. Boston: McGraw Hill. (Note: pay close attention to the commas; bracket the year; italicise the volume number).
<table>
<thead>
<tr>
<th>Type of source</th>
<th>In-text reference</th>
<th>Reference list</th>
</tr>
</thead>
</table>
| Book – 3 or more authors (first time and second time) | 1. (Fischman, Solomon, Greenspan, & Gardner, 2004)  
### 9. Departments and their styles (in a nutshell)

<table>
<thead>
<tr>
<th>Departments/sections</th>
<th>Reference style</th>
</tr>
</thead>
<tbody>
<tr>
<td>African Languages and Literature</td>
<td>MLA</td>
</tr>
<tr>
<td>African Studies</td>
<td>Harvard</td>
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<tr>
<td>Afrikaans</td>
<td>Harvard</td>
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<td>AGI</td>
<td>Harvard</td>
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<tr>
<td>Arabic Language and Literature</td>
<td>Chicago</td>
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<td>Chinese Language and Literature</td>
<td>MLA</td>
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<tr>
<td>Classics</td>
<td>Chicago</td>
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<td>Drama</td>
<td>Harvard</td>
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<tr>
<td>Education</td>
<td>Harvard</td>
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<tr>
<td>English Language and Literature</td>
<td>MLA</td>
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<td>Film and Media Studies</td>
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<td>Fine Art</td>
<td>Harvard</td>
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<tr>
<td>French Language and Literature</td>
<td>Harvard</td>
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<tr>
<td>Gender Studies</td>
<td>Harvard</td>
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<tr>
<td>German Language and Literature</td>
<td>Harvard</td>
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<tr>
<td>GIPCA</td>
<td>Harvard</td>
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<tr>
<td>Historical Studies</td>
<td>Chicago</td>
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<tr>
<td>Italian Studies</td>
<td>Chicago</td>
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<tr>
<td>Linguistics</td>
<td>Harvard</td>
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<tr>
<td>Music</td>
<td>Harvard/Chicago (check with your lecturer)</td>
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<tr>
<td>Philosophy</td>
<td>Any style of your choice</td>
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<tr>
<td>Political Studies</td>
<td>Harvard (Chicago is also acceptable)</td>
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<tr>
<td>Portuguese</td>
<td>APA</td>
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<tr>
<td>Psychology &amp; Organisational Psychology</td>
<td>APA</td>
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<tr>
<td>Religious Studies</td>
<td>Harvard</td>
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<td>School of Dance</td>
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<td>Social Anthropology</td>
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<td>Social Development</td>
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<td>Sociology</td>
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<td>Spanish</td>
<td>MLA</td>
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</table>

**NB!**

![REMEMBER]
10. Frequently asked questions

1. How do you quote a secondary source (a scholar used by the author of the book you are reading)?
It makes little sense to reference a scholar whose work you have not personally read. You need to reference the author whose book you are currently reading (primary source). So here’s how you can proceed (examples adapted from UTAS, 2012; JCU, 2012):

**Harvard**
In-text reference: Whiteley (1979, quoted in Chambers, 1983:25) defines emotion as ‘a response to situations of one specific type ...’.

**Chicago**
In the bibliography: reference both sources.

**MLA**
In-text reference: Gould has accused Capra of following “the oldest of reductionist strategies” (qtd. in Wilber 28).
In the works cited: reference primary source, i.e. Wilber's book.

**APA**
In-text reference: Seidenberg and McCelland stated in their study “Such models are known to have a number of...” (as cited in Coltheart, Curtin, Atkins, & Haller, 1993).
In the reference list: reference the primary source i.e. the article written by Coltheart, M., Curtin, B., Atkins, P., & Haller, M.

2. What if the internet source does not have an author?
The rule of thumb then is to begin the reference with the title. Your in-text reference will be as follows: (“Title”, date). The detailed reference in the reference list will also begin with the title and date.

3. How do I reference newspaper articles?
The date, month and year, as well as the page number need to be specified e.g.

**Harvard**
In-text reference: (Moorad, 2012:5)
For a newspaper article without the author's name, begin with the title, as indicated in no. 2.

4. How do I reference my lecturers?
It is useful to ask your lecturer if he is referring to a particular reading during lectures. Else, you can reference as follows (in Harvard referencing style):
In-text reference: (Rogers, 2012).
In the reference list: Rogers, M. 2012. Symbols and signification. [SAN2000S Lecture notes]. Department of Anthropology, University of Cape Town.
Note: for unpublished material, the title is not italicised.

5. What do ‘et al.’ and ‘ibid.’ mean?
‘Et al’ means ‘and others’. You can use either of them when a source has multiple authors. ‘Ibid.’ means same as above. It saves you the trouble of retyping a reference you have just referred to previously. (It is not encouraged when referencing in Harvard and APA styles).

6. In the reference to a journal article, what do numbers such as 9(2): 23-35 mean?

7. How do I know which online resources contain reliable information?
Your safest bet is to search for articles on meta-search engines such as Google Scholar, library webpages and online databases such as JSTOR, EBSCO. Ask a librarian if you have any queries.

If you are searching for an article on Google Scholar, it is useful to check how many times the sources have been cited by others. Like video ‘hits’ and ‘shares’, the frequency of citations could be an indicator of the article’s reliability. Also, the SFX button allows you to check if the full text is available in some of the library databases.
For online resources on the worldwide web, you need to be more cautious. URLs that end with ‘edu’ (educational sites), ‘gov’ (government sites) and ‘org’ (organisations) tend to be reliable.

Avoid using Wikipedia as a primary source. Wikipedia is useful to get a bird’s eye view of key debates on an issue, but may contain incomplete or misleading info because the authors are not necessarily scholars or professors. Also the article’s review system may not be as stringent as the peer review system that applies in the case of journal articles.

8. Is there any logic in the way one does the in-text reference and reference list?
   Yes. The beginnings of the in-text reference and the reference list are similar.

9. Are we penalised for misplaced punctuation?
   You can be penalised for the lack of consistency in punctuation. If you use commas or colons in one reference, make sure you use the same punctuation for the rest of the references.

10. What is the DOI number?
    DOI stands for digital object identifier. When referencing electronic journal articles, the APA style favours the DOI number over the URL. This number is normally located on the first page of the journal near the copyright notice. ‘Harvard UCT’ also favours DOI for electronic journals, though the URL is acceptable. When referencing in the Chicago footnote style, the DOI number can be provided if available. The MLA style mostly requires that you provide the database name (e.g. JSTOR) rather than the URL. Do check with your department on this. See example on p. 11.
11. Reference list and useful links


Harvard

Chicago

MLA

APA

General links
http://www.lib.uct.ac.za/lib/referencing-help
https://owl.english.purdue.edu/owl/section/2/
http://library.leeds.ac.uk/skills-referencing#activate-harvard_style
http://guides.lib.monash.edu/citing-referencing/

To auto-generate a reference list: Refworks
http://www.lib.uct.ac.za/lib/refworks