Third edition published in 2018 by the Wits School of Education, Wits Education Campus, 27 St Andrews Road, Parktown, Johannesburg. Private Bag X3, Wits 2050
This third edition is based on the APA’s Publication manual of 2010 (6th edition). The section on captions and their credits has been revised, and examples of early online publications, YouTube videos, and data sets have been added.
All rights reserved.
Printed by JetLine
ISBN 978-0-9921857-4-9

CONTENTS

INTRODUCTION .............................................. Page 2

IN-TEXT REFERENCES .................................... 4

STAND-ALONE IN-TEXT REFERENCES ............... 7

THE REFERENCE LIST: COMMON SOURCES ........ 8

LESS COMMON ELEMENTS, SOURCES, FORMATS, ETC.
   Compiler, Translator, etc. .......................... 12
   Date and Edition .................................... 12
   Subtitle; No Title .................................. 14
   Place of Publication ................................. 14
   Publisher ............................................ 14
   Encyclopedias ....................................... 15
   Yearbooks and Sets .................................. 16
   Conference Papers, Posters, Proceedings ....... 16
   Non-English Books ................................... 17
   Theses and Dissertations ............................ 18
   Archival Sources; Data sets ....................... 19
   Government Publications ......................... 19
   Scholarly Journals .................................. 22
   Editorials, Book Reviews, Peer Commentaries .. 23
   Magazines and Newspapers ....................... 25
   Audio-Visual Materials; Posters ................. 26
   Credits for Graphs, Tables, Pictures, Maps .... 28

SOURCES NOT TO BE INCLUDED ....................... 32

REFERENCE LIST FOR THIS HANDBOOK .............. 33

INDEX ..................................................... 33
INTRODUCTION

Reasons for Referencing
In the academic world referencing is a requirement that is non-negotiable. Referencing gives credit to authors who have been consulted, keeps the writer safe from charges of plagiarism, and allows readers to find sources for verification or to follow leads.

The APA Referencing Style
The most widely used style in the social sciences is that of the American Psychological Association (APA). The APA’s rules for referencing are contained in its fine Publication manual (2010), and this should be the final recourse for researchers. The present Handbook aims to display the APA rules by means of worked examples.

Sometimes sources will crop up that are different from the examples below or in APA, and here the writer must improvise and describe them in a sensible way that is consistent with APA, clear to the reader, and will enable the reader to retrieve them.

Correct referencing is not mere pedantry. Web crawlers use algorithms to recognize citations and then to index these. Eccentrically referenced items will therefore be missed by the crawlers.

Referencing Software
Packages such as EndNote, RefWorks and Zotero enable the writer to import references from databases or to capture them manually. All of them claim to have been programmed with the rules for all the different referencing conventions. Once the writer has stipulated all his in-text citations the software can generate a reference list in any style. In addition, once captured the references stay in these electronic ‘filing cabinets’ and may be re-used throughout a researcher’s career. Writers are advised to capture more bibliographic details than APA requires, in particular full names of authors, and months and seasons of issues. Otherwise the software will produce incomplete conversions to other codes such as Chicago.
In order to edit reference lists researchers still need to be familiar with referencing conventions. Further, the systems and databases may not always be able to generate references that are absolutely faithful to the various conventions.

Reference List versus Bibliography
It is best in this matter to give the APA’s policy, as stated in the fifth edition, in full:

The reference list at the end of a journal article documents the article and provides the information necessary to identify and retrieve each source. Authors should choose references judiciously and must include only the sources that were used in the research and preparation of the article. Note that a reference list cites works that specifically support a particular article. In contrast, a bibliography cites works for background or for further reading and may include descriptive notes . . . . APA journals require reference lists, not bibliographies. (APA, 2001, p. 215)

Every source in the reference list is referred to in the text of the article or thesis. Every citation, except those listed on page 7 below as stand-alone in-text citations, must be represented in the reference list.
IN-TEXT REFERENCES

How to acknowledge sources within the text
The basic method of an author-date style of referencing such as APA is that brief pointers or flags are placed in the body of the text and that these refer the reader to the reference list at the end of the document. These pointers are known as in-text references or in-text citations and are enclosed in parentheses (round brackets). In-text references must contain enough information to direct the reader to the source, and even to the specific page or paragraph within that source if necessary.

1. Quotation, citation at the end
   “Today the word ‘tyranny’ has pejorative connotations, but these bad associations date only from the fifth century BC” (Arnheim, 1977, p. 121).
   - Double quotation marks for the main passage, single for the quote within the quote.
   - No initials – surname only.
   - The full stop is placed after the citation.
   - The reader can turn to the reference list at the end of the document, look under A for Arnheim, and find the full bibliographic description:
     London: Thames and Hudson.

2. Long (block) quotations
   If you are quoting more than 40 words, start on a new line; don’t use quotation marks; indent the whole block 13 mm; and place the citation after the last punctuation mark; do not place a full stop after the citation. See the quotation on page 3 above.
   - The citation may also be placed in the text preceding the block quotation.
   - When quoting poems, plays, etc., place the citation on the next line, to the right (see 26).

3. Split quotation
   “The description of Pericles as a democrat”, reads one such attempt, “was not a contemporary description” (Sealey, 1967, p. 61).
4. **Paraphrase**
Arnheim (1977, p. 154) claims that Pericles, though an aristocrat himself, was subversive to the Athenian aristocracy.

5. **Citing an entire book**
Arnheim (1977) has shown that Greek history is incomprehensible unless one grasps the aristocratic ethos.

6. **Work quoted within another work, marks of omission**
“... or it could mean that the democratic leaders were criticised for their submission [to foreign powers]” (W. G. Forrest, as cited in Arnheim, 1977, p. 68).
   The three dots indicate that the first part of the quotation has been omitted.
   The square brackets indicate that Forrest’s words have been replaced by a summary.
   Secondary sources should only be cited when the primary source is not in English, or when it is unobtainable. In this example Forrest is the unobtainable primary source.

7. **Two authors**
(Kotter & Schlesinger, 2000, p. 70)

8. **Three, four or five authors. First citation**

9. **Three, four or five authors. Subsequent citation**
(Azerbal et al., 2004)
Azerbal et al. (2004) also suggested . . .
   ‘Et al.’ is not italicized, nor is it preceded by a comma.

10. **Six or more authors. First and subsequent citations**
Bleibtreu et al. (1971) discuss . . .
(Bleibtreu et al., 1971, pp. 80-85)
   If there are two Bleibtreu et al.’s in 1971, add a second name to distinguish them.

11. **Two authors with the same surname**
   Use initials in each in-text citation to avoid ambiguity.
12. **Two works by one author in the same year**
   “Nash discusses signatures on prints (2001b), the millennium project of the Oxford Guild of Printers (2001a) . . .”
   In the reference list the ‘a’ and ‘b’ must be included:

13. **Translation**
   Voltaire’s *Letters on England* (1864/1894)
   Date first published and date of translation. No spaces.

14. **Blog, no pagination**
   “I’ve had so much verbal abuse hurled at me I’ve lost track of the number of times that happened” (Hartjes, 2007, para. 2).

15. **Book or article in press**
   (Fleisch & Woolman, in press)

16. **Corporate author, no abbreviation possible**
   (Editors of Consumer Guide, 1996)
   The name is written in full on each occasion that the work is cited.

17. **Corporate author, abbreviation possible, first citation possible**
   (Gauteng Department of Education [GDE], n.d., p. 5)

18. **Corporate author, abbreviation possible, subsequent citation**
   (GDE, n.d., p. 6)

19. **No author, short title (monograph)**
   (*The lectures*, 2007, p. 7)
   The title is italicized.

20. **No author, long title (magazine article)**
   (“20 new rules,” 2003, p. 44)
   The title and comma are within inverted commas to indicate that it is an article in a parent publication.
   Only the first few words of a long title need be given.
   Only the year is given in the in-text citation; day and month are unnecessary.
   See 99 below for the reference list entry.
STAND-ALONE IN-TEXT REFERENCES
These references do not send the reader to the reference list.

21. Classical works
Classical works must have in-text references, but are not to be included in the reference list, as the reader can easily pursue references to them in his library or online. The reader must, however, be given a clue as to which version or translation has been used. This clue is given only in the first in-text citation; thereafter the minimum is sufficient.

22. Plato, first citation
“There were, before the world came into existence, being, space, and becoming, three distinct realities” (Plato, *Timaeus*, 53, trans. 1965).

23. Plato, subsequent citation
(*Timaeus*, 45).

24. Bible, first citation
(Lev. 7:32, Revised Standard Version)

25. Bible, second citation, several at once
(e.g. Lev. 19:4; Ps. 106:19; Isa. 30:22; Hab. 2:18)

26. Koran, block quotation
Have we not created you of a sorry germ,
Which we laid up in a secure place,
Till the term decreed for birth?
Such is our power! and, how powerful are We!
(Koran, 78: 20-24, trans. 1909)

The whole block must be indented 13 mm.
The citation is placed at the end of the next line.
No full stop after the citation.

27. Personal communication
(I. Tattersall, personal communication, November 10, 2001)
This is not a true reference, as it is unrecoverable. It is rather to be seen as an explanation. E-mails and other unrecoverable texts must also be described as personal communications. In these cases the initials must also be provided: I. Tattersall.
THE REFERENCE LIST: COMMON SOURCES

Arrangement and lay-out
The list must be arranged alphabetically. For the eye to pick up the start of each new entry, second and subsequent lines must be indented. To achieve this in MS Word 2010:
Eliminate ‘The’, ‘A’ and “ from the start of all entries | Highlight the list | Sort A-Z (in the Home tab) | OK | Manually re-instate ‘The’, ‘A’ and “
Highlight the list | Paragraph (in the Home tab) | Special | Hanging | OK

28. Book, one author, hyphenated first name, subtitle
   Note all the full stops.
   The subtitle begins with a capital letter.
   First names are never spelt out. (Wolff-Michael in this case.)
   Second and subsequent lines are indented.

29. Book, two authors, third edition
   Use a comma, space and ampersand (&) between the two authors.

30. Book, electronic, with DOI
   DOI (say, dee-oh-eye) stands for Digital Object Identifier. A DOI is a persistent link to the full text and is therefore far preferable to the actual URL where you may have found the book. URLs have a high mortality rate.
   Note that DOI is not capitalized in the reference – doi – , thus distinguishing it from the alpha-numeric string.
For online books that do not exist in print the place of publication and the publisher must not be given. The DOI or retrieval statement is sufficient.

To pursue a DOI you may (a) Go to the DOI website at http://dx.doi.org/ and paste the DOI into the text box. Make the website a favourite on your browser. (b) Turn the DOI into a link by prefixing it with http://dx.doi.org/ (c) Go to the CrossRef agency website at http://www.crossref.org/ and paste the DOI into the text box.

Nonetheless, DOIs sometimes do not work, and then traditional methods of obtaining the work must be used (inter-library loans, etc.).

31. E-Book, only available for purchase
The exact URL of the book is not given, only the home page.
No full stop at the end of the URL.
In APA ‘Available from’ means ‘can be purchased from’. ‘Retrieved from’ means ‘freely down-loadable’.

32. Book, electronic and print versions, with DOI or URL
If the book exists in print as well as in electronically you may reference it either way.

33. Book, three, four, five, six or seven editors or authors
For eight or more authors, see example 39 below.

34. Chapter in an edited book, unusual place of publication
Note: E. Dau, not Dau, E. in this situation.
The title of the parent publication is italicized, not that of the chapter.
Note the comma after (Ed.), before the title of the book.
Note also that ‘2nd.ed.’ and ‘pp. 29-44’ have been enclosed in one set of parentheses, not two. This is not a general rule: see 53 below.
35. e-Book, open access, URL only
    The URL, or link, must be included. URL stands for Uniform Resource Locator.
    Do not break long URLs, allow MS Word to do so.
    Do not end in a full stop – the reader may think it is part of the URL.
    Where a URL is excessively long, give that of the previous page, or the menu page.
    This book does not have pagination. In-text citation of this book:
    (Voltaire, 1731/1894, Letter 14, para. 2). The letter is actually numbered XIV, but in APA style must be converted to 14.

36. Article in scholarly journal
    The title of the parent publication, including the comma and the volume number are italicized. There is no space between volume and issue number, and the style changes abruptly to roman.
    The ‘strong’ words in the journal title are capitalized, as if it is a headline.
    Place a full stop after the page range.

37. Article provided with a DOI

38. Pre-publication, from an institutional repository
    The article was in fact published later in 2006 in *Gifted Education International, vol. 21, no. 2/3*, pp. 201-217. The pre-print should only be cited if the final version has not yet appeared.
The date of retrieval must not be supplied. Date of retrieval is necessary only for stable, yet constantly updated sources such as Wikipedia (see 54).

39. **Article in scholarly journal, eight or more authors**

The first six authors are given, followed by marks of omission (three dots) and concluded with the last author.

40. **Journal article found in a database**

Databases must not be named, as their content is changeable. The reader will attempt to find the article in whatever print or e-resources he has access to.

41. **Blog**

The blog is called Teachers At Risk, but there is no need to state it, as it appears in the URL.

42. **Ordinary website, no author, no date, no pagination**

The entry may seem distressingly brief, yet it is adequate. The parent body is Bullying Statistics, but there is no need to state it, as it appears in the URL.

In-text citation: “Disruptive classroom behavior is one way in which students seize power in class and use it to distress a teacher” (*Bullying teachers*, n.d., para. 6).
LESS COMMON ELEMENTS, SOURCES, FORMATS, ETC.

COMPILER, TRANSLATOR, ETC.

43. Book, compiled by

44. Book, translated by
   Note that the translator’s initial is placed before her surname. The in-text citation would give both dates: (Brillat-Savarin, 1825/1970).
   The APA uses ‘Trans.’ for translator and ‘trans.’ for translation. When an entry ends with an explanatory note it tails off without a full stop.

45. Book, no author
   For various reasons the author is often not given, or is simply unknown. In such cases the title is written first. Describe as anonymous only if the title page actually gives the author as ‘anonymous’.

46. Book, corporate author

DATE AND EDITION

Use standard abbreviations: 2nd, 3rd, 4th, 5th, etc.
Revised edition, use Rev. ed.
Record the latest edition.
The APA uses Ed. for editors and ed. for edition.
The date used is the copyright © date. Failing that, the date of publication (e.g., ‘First published 1996’). If the date is given in roman numerals, convert it to arabic. Impressions are reprints, and must be ignored in favour of the copyright date. New editions, however, are updated versions of the book, and count as new books. See example 53 for the placement of the edition statement where there is no author.

47. **Book, no date of publication, no city**

48. **Book, third edition**

49. **Dictionary, edition not clear, 6th impression**

   **Title page:** The South African Pocket Oxford Dictionary of Current English
   Edited by William Banford
   Based on
   *The Pocket Oxford Dictionary of Current English* EIGHTH EDITION
   Edited by Della Thompson
   Cape Town
   OXFORD UNIVERSITY PRESS
   1994

   **Verso of title page:** © 1987, 1992, 1994
   First Edition 1924
   Eighth Edition 1992
   First South African edition 1994
   Sixth impression 1999

   There is no correct way to describe the edition of a book with such a complex publishing history. Nor will the inclusion of editors and editions improve retrieval. The brief description above is sufficient.
50. Book, no title
The title page simply says ‘Robert Frost’. We therefore give a
description of the contents in square brackets, not italicized.

51. Book, subtitle
Precede the subtitle with a colon, and begin it with a capital letter.
Omit the subtitle if it is insignificant.
Sometimes not only the subtitle but also the sub-subtitle is worth
including in the description. It too must be preceded by a colon, and
begun with a capital letter.

PLACE OF PUBLICATION
The APA style requires city and state for U.S. publishers; and city and
country for publishers outside the United States (APA, 2010, p. 186).
However, non-American as well as many American publishers
routinely omit state and country, except to distinguish between cities
that have the same name (see 117 below), or to locate an obscure town
(see 34 above). This is the practice followed in this Handbook.
If several cities or towns are given on the title page, choose the first. If
the city already forms part of the title, corporate author or publisher,
omit it. If no place of publication is given, omit this element (see 47
and 52). For online books, omit this element.

PUBLISHER
Use the briefest recognizable form. Use O.U.P. for Oxford University
Press, and C.U.P. for Cambridge University Press, but spell out all
other university presses. The publisher is usually the last element of
the description: follow it with a full stop. If there is no publisher, leave
it out. If the publisher is also the author, write ‘Author’, or simply
leave out this element. If the book has been published jointly by
several firms, name the first one only (see 58). For online books, omit
this element.
52. **Book, publisher not named, no date, no city**

There is no point in mentioning the printer, as the printer does not keep copies of the book and plays no part in its distribution. This book is easily traced in OCLC WorldCat by author or by title.

53. **Publisher same as author**

Washington, DC.

Many reference works, including the APA publication manual, have this format. There is usually no author named on the title page, nor is the writer expected to seek out an author elsewhere in the publication. The name of the publisher is included in the title, hence no need to repeat it later. The APA style discourages pointless repetition. The parentheses are not merged as in 34 above, as the date is a critical element and must be displayed distinctly.

**ENCYCLOPEDIAS**

54. **Article from Wikipedia, date of retrieval needed**


While students are forbidden to use or cite Wikipedia, researchers may need to do so. The examples in this *Handbook* do not sanction use.

Wikis and similar stable entities that have ever-changing content are the only ones that require dates of retrieval.

55. **Article in World Book**


The title of the article is in roman, but the title of the parent work, the encyclopedia, is in italics.

56. **Article from Routledge Encyclopedia of Philosophy**


The online version is available on subscription only.
Brief as it is, the entry is sufficient.
The retrieval statement is left to tail off without a full stop.
57. Article in a yearbook, edited, part of a series
Yearbooks are periodical publications but are more akin to monographs than to journals. The NBEA yearbooks are annual collections of articles on particular themes. Note the series statement at the end. It may be tricky to hunt down these yearbooks in library catalogues, as they could be listed as books under issue-specific titles, or as a journal with the title “NBEA Yearbook”.
The entry ends without a full stop.

58. Yearbook, ambiguous date, multiple publishers
The title gives the impression that the book was published in 2003. It is therefore important to state that the book was published in 2002.
The book was co-published by the Financial Times, Prentice-Hall and Pearson Education. We record the first only.

59. Book, named volume in set within a set
The set is named History of Mankind.

CONFERENCE PAPERS, POSTERS, PROCEEDINGS

60. Conference proceedings, whole, print
The ‘strong’ words in the conference title are capitalized.

61. Article in conference proceedings, print
Association for Mathematics Education in South Africa (pp. 246-251). Polokwane: AMESA.

Up to seven editors: give all their names. Eight or more: give the first only, followed by et al.

Some conference proceedings are published under the same title at regular intervals in numbered volumes. Describe these as if they are journals.

Unpublished conference papers should not be cited unless they are retrievable on the Web.

62. Conference paper, online, not formally published

No italics.
This link is to the conference website, and the reader is expected to navigate to the paper which is in pdf format and does not have its own URL.

63. Conference poster, online

No italics.
This link is to the conference website, and the reader is expected to scroll down to the poster which is in jpg format and its cover sheet in pdf.

NON-ENGLISH BOOKS

64. Book in Southern Ndebele
An explanatory note is added in square brackets.

65. Afrikaans essays
66. Afrikaans non-fiction, translation, no author
   
   Original English title in square brackets. Failing that, a translation should be given.

THESES AND DISSERTATIONS

67. Undergraduate dissertation, print
   
   If the dissertation is listed in the library catalogue there is no need to name the Faculty or School.
   If it is an Honours dissertation describe it as such: Unpublished honours dissertation . . .

68. Master’s thesis, print
   
   This work is commonly called a thesis, but the title page calls it a research report, and this is the wording to be followed.

69. Doctoral thesis, online, from institutional repository
   
   Whereas a print thesis can be described as unpublished, one that is available on the Web cannot.
   University and city too are omitted in describing online theses.

70. Doctoral thesis, print
71. Doctoral thesis, from a paid-for database

This thesis is not available freely on the Web, only to ProQuest subscribers. Hence there is no purpose in supplying a link. Non-subscribers would obtain it from ProQuest as a credit card transaction.

The accession or order number must be given in round brackets.

**ARCHIVAL SOURCES; DATA SETS**

72. Manuscript, no date

For retrieval it is necessary to state where the document is housed, and even to provide contact details.

73. Manuscript, translated

74. Newspaper clipping, no date, in archive
Auerbach, F. (1981). Independent Teachers’ Centre. *The Star*, p. 12. [Clipping, exact date not known]. Dr Franz Auerbach papers (A3267), Historical Papers Collection, University of the Witwatersrand, Johannesburg

75. Data set

**GOVERNMENT PUBLICATIONS**

76. Named, unnumbered volume within research report
77. National curriculum statement, print, variant cover and title page

Commas, full stops, colons, semicolons, etc. may be inserted to improve the sense of titles. In this case two full stops were introduced, and the acronym CAPS put in parentheses.
The publisher is the same as the author, and is therefore not repeated.
Suggested subsequent in-text citations: (DBE, 2011a, p. 12); (DBE, 2011b, p. 8); etc. See example 12 above.

78. National curriculum statement, online
For online books city and publisher are omitted.

79. Scheme of work, national, few details supplied, fragmented title

Commas, full stops, colons, semicolons, etc. may be inserted to improve the sense of titles. In this case three commas were introduced.
Contrary to the rule the city has been supplied to assist retrieval.

80. Government gazette, print
Government gazettes have more in common with monographs than with periodicals, and are better described as if they are monographs.
The periodical details are given as a series statement in parentheses.
Legislation has more importance than ordinary titles, hence the ‘strong’ words should be capitalized.
81. **Government gazette, online**

82. **Provincial gazette, online**

83. **Provincial gazette, print**

84. **Provincial government monograph, no date, fragmented title**
One colon and three full stops were inserted to improve the sense of this title.

85. **Monograph published by government department**
86. Article in press
Note: no date, no volume, no page range for an article in press.

87. Early online publication
The sign of an early online publication is that the page range begins at 1. Mostly there is no volume or number. The intention of the publisher is ultimately to supply these details.

88. Article in journal, issue number only (no volume)
Full bibliographic details are: Number 29, 2003.
In the APA style the range of pages is not preceded by ‘p.’ in descriptions of journal articles as it is for chapters in the books, or for unnumbered magazines.
The journal title is italicized, not the title of the article, and (also unlike book chapters) it is not preceded by ‘in’.
If the volume number is given in roman numerals it must be changed to arabic.

89. Special issue of a journal (entire issue described)
Often an entire issue of a journal is devoted to one theme, and the writer may wish to list it in its entirety. Then it becomes necessary to name the editors, to provide the collective title, and to supply the number of the issue, omitting the pages.

90. Article in special issue
91. Abstract of published article, print

One may get information from an abstract without ever seeing the full article, and legitimately cite it.

92. Abstract found in ERIC, an aggregated database

The full article cost $14 and was not retrieved. The ERIC accession number at the end is very useful for retrieval.

**EDITORIALS, BOOK REVIEWS, PEER COMMENTARIES**

93. Editorial of themed special issue, with heading, but no title

Editorials often have the heading ‘Editorial’ but carry no title. APA requires authors to supply a helpful summary in square brackets.

94. Editorial with heading and title

95. Editorial with title, but no heading
96. Book review with awkward title

Scholarly book reviews are often substantial, well researched, and even contain original analysis. It is therefore quite legitimate to cite them.

As the title of the review is the same as that of the book being reviewed, an explanation is inserted in square brackets.

It is not necessary to give publishing details of the book under review.

97. Book review, untitled

98. Peer commentary with its own title

An explanation is inserted in square brackets.

It is not necessary to state where the original article appeared.

99. Peer commentary on an article, untitled

Peer reviews are often untitled, or bear the title of the article under review. Hence it is necessary to supply a description in square brackets.
MAGAZINES AND NEWSPAPERS

100. Article in popular monthly magazine, print, numbered
   Full bibliographic details: Volume 201, Number 1, January, 2002.
   Popular magazines also tend to omit volume and number from the headers or footers on each page, preferring to give the date. Hence the month or even day must be included: (2002, January). The month is never abbreviated.

101. Article in popular monthly magazine, print, unnumbered
   Issues of *Your Family* are not numbered, hence the page range needs clarification in the form of ‘pp.’.
   In the reference list this article will file before A, starting as it does with a numeral (20 new rules . . .).

102. Article in born-digital e-newsletter, quarterly
   *SLIS Newsletter*, p. 3. Retrieved from

103. Article in a weekly magazine, print, unnumbered

104. Time magazine

105. Map supplement
   Middle East: Crossroads of faith and conflict [Map]. (2003, October). *National Geographic*, 202(4, map suppl.)

106. Pamphlet supplement with own title. 1

107. Pamphlet supplement with own title. 2
108. **Supplementary text with own title, online only**
The parent article is published in print form only, and the supplement online only.

109. **Newspaper article, print**
Omit the volume and issue numbers.
Include ‘p.’.

110. **Newspaper article, online**

111. **Article in newspaper supplement**

**AUDIO-VISUAL MATERIALS; POSTERS**

112. **YouTube video. No named author or presenter**

113. **TED talk (YouTube video)**

114. **Track on jazz CD, no city**
Dankworth is the composer, Cleo Laine the singer. 1986 is the copyright date ©, while 1978 is the recording date ©.

115. **CD, no title, pop group as author**
   Castle Records. (Recorded 1971)

116. **Track on classical CD, no collective title**
   Rubbra, E. (2000). Advent cantata [conducted by Richard Hickox]. On Inscape; *Four mediaeval Latin lyrics; Song of the soul; Advent cantata; Veni, creator Spiritus* [CD].
   Colchester: Chandos.
   © and ® are the same in this case.

117. **DVD of motion picture, no place of publication**

118. **DVD, no publisher or distributor given**

119. **DVD, no author, part of a set**

120. **Multimedia kits**

121. **CD-ROM accompanying a book**

122. **CD-ROM, not allied to a book**
123. Published poster
London: Heinemann. (Poster for African Writers series)

124. Poster supplement to magazine

CREDITS FOR GRAPHS, TABLES, PICTURES, MAPS

NOTE. Undergraduate and Honours essays do not need permissions, as they are not made available online by the University. This means that they follow the examples below, but omit the phrase ‘Reprinted with permission’. However, masters’ and doctoral theses, and publications do need permissions.

There are five common ways of crediting copyright holders: (a) a list of credits is given at the front or back of the publication, as in popular works; (b) credits can be placed vertically to the right of the image, running upwards; (c) credits can be included in the captions; (d) credits can be included in the legend, i.e. the explanatory text often given within illustrative matter, at the bottom of the frame; (e) credits can be given as footnotes to captions.

The fifth is the preferred APA method, and is recommended by this Handbook. However, authors are free to choose or devise another method, but are urged to use it consistently.

125. Caption with footnote. Diagram reproduced from a book
Figure 18. Movement flows in space and time: Grade 3.¹
[caption]

¹ Reprinted with permission from Dixon (2010, p. 49). [footnote]

*The caption.* End the caption with a full stop, then insert the footnote.
To do so in MS Word 2010: **References** tab | **Insert Footnote**. The keyboard shortcut is Ctrl+Alt+F. The footnotes must be numbered consecutively (MS Word will do so automatically).
The caption must be placed below the figure (but above a table). It must be in bold type, two sizes smaller than the main text. For numbering of figures, see *Guide to thesis layout, formatting and styling* (2017) by the present author. The word ‘Figure’ is not abbreviated.
The footnote-credit. The footnote must be one or two sizes smaller than the main text. The use of in-footnote citations – (2010, p. 49) – is widespread in scholarly monographs. As it is an economical and clear method, and consistent with APA in-text referencing, it is recommended in this Handbook. However, it is not advocated by the APA’s Publication manual, which demands full bibliographic details in the footnote (APA, 2010, p. 38). In this example Kerryn Dixon would have given the written permission. She authored the book and drew the diagram, and is therefore the copyright holder. The title of the diagram is unaltered.

126. Caption with footnote. Diagram adapted from a book
Figure 2.5. Possible contexts for ‘far transfer’ of thinking processes.¹ [caption]

¹ Adapted with permission from McGregor (2007, p. 222). [footnote]
The title of the diagram has been altered in this case.

127. Caption with footnote. Table reproduced from a book
Table 1. Cognitive development during secondary school education.¹

The caption of a table appears above the table, leading to it. All other captions appear below the image.
The title of a table is an intrinsic part of it and may therefore not be altered.

128. Caption with footnote. Graph adapted from a book
Figure 19. Graph: Dietary diversity of sampled households.¹

¹ Adapted with permission from Battersby (2012, p. 41).

Graphs are usually listed as Figures. The word ‘graph’ is included to assist readers hunting for a graph in the List of Figures.

129. Caption with footnote. Map reproduced from a book
Map 2. Clusters of elephant populations across southern Africa. ¹

The caption to a map appears below the image.
Maps may also be listed as Figures. It is then helpful if the author includes the word ‘map’ in the caption: Figure 7. Map: Clusters . . .
130. Caption with footnote. Photograph obtained from a vendor
Figure 20. Cuban rafters attempting to reach the United States.¹

The fact that this picture was first seen in a book is irrelevant.
Permission to reproduce must be sought from the copyright holder.
Obtaining permission may be arduous, but must be done. There may be a fee that is payable.
If permission to reproduce an image still under copyright cannot be obtained, the image must not be used. An alternative must be found.

131. Caption with footnote. Image from an open access database, no copyright
Figure 2.3. G20 protests in London – National Union of Teachers, 28 March 2009.¹

¹ Photo credit: Steve Punter. Retrieved from Wikimedia Commons.
Instead of ‘photo credit’ one can simply state ‘photograph’, or ‘photo’. It is never necessary to say ‘courtesy of’.

132. Caption with footnote, in a fine arts thesis. Self-photographed sculpture
Figure 3.4. John Baloyi. The Guardian Angel. 2006.
Leadwood (mbambangoma) (170 x 90 x 400 cm). Wits Education Campus, University of the Witwatersrand, Johannesburg.¹

¹ Photo © D. Zungu, 2012.
In a fine arts publication such as this fine arts thesis, full details of the art work should be given. The elements should be given in the conventional order: artist, title, date, medium, dimensions, collection it is housed in, credits.
There is no laid-down way of punctuating the caption.
The title must be in italics, ‘strong’ words capitalized.
The dimensions must be given in this order: height, width, depth.
The measurements must be given in metric and the unit sensible. In this example millimetres would be too lengthy and metres too awkward.
The Guardian Angel is in a public space and may therefore legally be photographed.
Dudu Zungu is here claiming copyright of her photograph. Future authors will know to approach her for permission to reproduce it.
Authors should therefore not be diffident about taking credit for, or claiming copyright of their images.

133. Caption with footnote, in a non-fine arts book. Painting housed in a museum, two copyrights
Figure 21. Salvador Dali. *The Persistence of Memory*. 1931.¹


In this example, from a book on creative writing, full details of the artwork are not required. It is sufficient to provide artist, title, date and credits.
Sometimes it is necessary to obtain permission from three entities: artist, museum and photographer. If an artist is no longer alive, copyright may rest with relatives or with a foundation. The requester must indicate whether the image is to be reproduced in print or online, or both. The copyright holder will sometimes give permission to reproduce an image in print, but not electronically.

134. Caption with footnote, in a book on music. Art work from a paid-for database, no copyright
Figure 22. Henri de Toulouse-Lautrec. *The Singing Lesson*. 1898.¹

¹ Photo credit: Erich Lessing / ART RESOURCE, N.Y. Retrieved from ARTstor (ID no. 40-12-09/12).
In ARTstor’s information page on this image the copyright symbol © does not occur. This usually means that permission is not needed to reproduce it.
SOURCES NOT TO BE INCLUDED IN THE REFERENCE LIST

135. Classical works
Works such as the Bible, the Koran, The Odyssey and Hamlet are exceedingly well known and are divided into numbered chunks that are internationally accepted and understood. There is accordingly no need to include them in the reference list. They need slightly special treatment when being cited in the body of the text (see 21-26 above).

136. University course packs
Each reading in a course pack first appeared in another publication, and it is this original publication that must be cited. Originals are primary sources, but course packs are secondary sources.

137. Unrecoverable sources
Phone calls, conversations, letters, e-mails, lectures, lecture notes, etc. cannot be retrieved by the reader, and should therefore be cited in the body of the text (see 27) but not included in the reference list. An article that relies heavily on lightweight sources such as these is frustrating to the reader and weakens the credibility of the writer.

FINIS
REFERENCE LIST FOR THIS HANDBOOK


INDEX

NOTE. Plain numbers refer to Examples

Abbreviations, 16-18, 100, and p. 12
Abstracts, 91, 92
Afrikaans works, 65-66
Aggregated databases, 40, 71, 92, 134
Alphabetization, 101, and p. 8
Ampersand (&), 7, 8, 29, 33
Anonymous works, 45
Archival sources, 72-74
Art works (captioning), 132-134
Atlases, 53
Audio-visual works, 114-124
Author also publisher, 53, and p. 14
Author citations, 7-12; 16-18
Author, none, 19, 20, 42, 45, 54, 124
Authors (in-text), 5, 7-20
Authors (reference list): corporate, 16-18, 46, 76-85; two authors, 29; three to seven, 33; eight or more, 39
Availability statement, 31, 56, 71

Bible, 24, 25, 135
Bibliography: not required by APA, p. 3
Block quotations, 2, 26
Blogs, 14, 41
Book chapters, 34, 57
Book reviews, 96, 97

Capitalization, 36, 51, 60, 80, 132
Captions, 125-134
CD-ROMs, 121, 122
CDs, 114-115
Chapters in collections, 34, 57
Citations, in-text, 1-27
Classical works, 21-26, 135
Clippings (newspaper), 74
Collective title 89, 116
Compilers, 43

Conference papers, etc., 61-63
Copyright: date, pp. 12-13; holders, 125-134, and p. 28
Corporate authors, 16-18, 46, 76-85
Course packs: not to be cited or listed, 136
‘Courtsey of’: never required, 131
Credits and permissions, pp. 28-31
CrossRef (agency), 30

Data sets, 75
Databases, 40, 71, 92, 134
Date of publication: ambiguous, 49, 58; general rule, pp. 12-13; none available, 42, 47; to be omitted, 86
Date of recording or production ©, 114
Date of retrieval, 38, 54
Date of translation, 13, 35, 44, 66, 73
Diagrams, 125, 126
Dictionaries, 49
Directors (motion pictures), 117
Dissertations, 67-71
Doctoral theses, 69-71
DOIs, 30, 32, 37
DVDs, 117-119
e-Mails, 27, 137
e-Newsletters, 102
Early online publications, 87
Editorials, 93-95
Editors: one editor, 34, 57, 120; three to seven editors, 33, 60, 61; eight or more (entire book entry), 39; eight or more (book-chapter entry), 61; of special issues of journals, 89; legitimately omitted, 49, 61

34
Ellipsis points, 6-10, 39
Encyclopedias, 54-56
Et al., 9, 10, 39, 61

First names, 28
Footnotes, pp. 28-31
Foreign languages, 64-66
Formatting in MS Word, p. 8; and 125

Government publications, 76-85
Graph captions, 129
Groups as authors, 16-18, 46, 76-85, 115

Honours dissertations, 67; p. 28
Hyphenated names, 28, 44
Hyphenated surnames, 44, 94

Impressions, new, 49, and p. 13
In press, 15, 86
In-text referencing, 1-27
Indents, 2, 26, 28, and p. 8
Initial articles ‘A’ and ‘The’, p. 8
Initials, 28; none, 35
Institutional repositories, 38, 62, 69
Issue numbers, 36, 88
Italicization, 34, 36, 88

Journals, scholarly, 36-40, 86-99, 108;
abstracts, 91, 92; early online
publications, 87; in press, 86; no
volume number, 88; prepubs, 38;
special issues, 89, 90

Koran, 26, 135
Languages, non-English, 64-66

Magazines, 20, 100-107
Manuscripts, 38, 72, 73
Maps: supplements, 105; captions, 129
Marks of omission, 6-10, 39
Master’s theses, 68
Months, never abbreviated, 100
Multimedia kits, 120

Multivolume works, 55, 59, 61

Names, 28
Newsletters, electronic, 102
Newspapers: articles, 109-111;
clippings, 74
Non-English works, 64-66

Pagination: none, 14, 42
Paraphrase, citation, 4
Parentheses, merged, 34; not to be
merged, 53
Peer commentaries, 98, 99
Periodicals, see Journals; Magazines;
Newsletters
Permissions and credits, 28-31
Personal communications, 27, 137
Photo credits, 130-134
Pictures, 123, 124; captions, 130-134
Place of publication: general rules, p.
14; none, 47, 52, 114, 115; not needed
for digital objects, p. 14; obscure, 34;
inserted by author, 79
Plagiarism, p. 2
Pop groups, 115
Popular magazines, 20, 100-107
Posters (conference), 63
Posters (illustrative), 123, 124
Prepubs and preprints, 38
Primary and secondary sources, 6, 136
Printing companies: never recorded, 52
Publishers: general rule, p. 14; included
in title, 53; multiple, 58; none named,
52, 118; same as author, 53
Punctuation inserted by author, 79, 84

Quotations, 1-3, 6, 26

Reference list: computer-generated, p.
2; definition, p. 3; format, p. 8; what
to exclude, 21-27, 135-137
Referencing: basic method, p. 4; in-text,
1-27; software, p. 2; underlying
values, p. 2
Reprints, 49, and p. 13
Research reports, 68, 76
Retrieval date: only for Wikis, 38, 54
Retrieval statement: ‘Available from’, 31, 56, 71; for abstracts, 92; in captions, 131, 134; with DOI, 30, 32, 37; with URL, 32, 35
Reviews, 96, 97
Revised edition, p. 12
Roman numerals: to be transcribed into arabic, 88, and p. 13

Secondary sources, 6, 136
Series statement, 57, 80, 123
Sets: of books 59; of DVDs 119
Sources not to be listed, 135-137
Special issues of journals, 89-90
Split quotation, 3
Subtitle and sub-subtitle, 51
Supplements, 105-108, 111, 121, 124

Table captions, 127
Theses, 67-71
Title: fragmented, 79, 84; none, 50, 93, 97, 99, 115

Translations: into English, 13, 35, 44, 73; into non-English languages, 66
Undergraduate dissertations, 67, and p. 28
University course packs: not to be cited or listed, 136
Un-paginated sources, 14, 42
Unrecoverable sources, 27, 137
URLs, 31, 35

Verso of title page, 49
Videos, 112, 113, 117-119
Volume (journal), none allocated, 88
Volumes (books), multiple, 55, 59, 61
Web crawlers, p. 2
Web sites, 41, 42
Wikis, 38, 54, 131
Work within another work, citation, 6
Yearbooks, 57, 58
YouTube videos, 112, 113