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**WESTERN CAPE COLLEGE OF NURSING REFERENCE
TECHNIQUE GUIDE**

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RECORD OF CHANGES

The aim of this document is to provide a guideline on referencing and citing from various information resources specifically for the nursing programme at WCCN. There are many wonderful institutional guidelines available and many version of Harvard referencing, but they do not necessarily cater to the requirements of our nursing students. For example many are outdated (CPUT's have no Blog entries) whilst others don't provide guidance for referencing medical inserts. We found that students struggle to understand the current institutional referencing guideline and this proposal aims to explain concepts and identify the requirements for the key elements that should be included when citing. In addition examples of a variety of information resources are provided.

WCCN's Author – Date referencing style is based on the Harvard Referencing style with suggestions and additions guided by information from the following sources:

De Jager, K. & Steele, D. 2016. *UCT author- date reference guide: based on Harvard referencing style*. Cape Town: UCT.

Smit, R. 2017. *Reference techniques: Harvard style*. 4th ed. Johannesburg: UJ.

Van Aswegen, L. 2010. *CPUT Harvard for beginners*. Cape Town: CPUT.

1. INTRODUCTION

A key feature of academic writing is to acknowledge authors and creators of works by citing and referencing all sources used. The guideline therefore aims to equip learners with essential referencing skills.

1.1 Referencing Skills

So when must you reference? You must reference when you are using words or ideas from:

- books and journal articles
- newspapers and magazines
- pamphlets or brochures
- films, documentaries, television programs or advertisements
- websites or electronic resources
- letters, emails, online discussion forums
- personal interviews
- lecturers or tutors (not always necessary, but check with your lecturer or tutor)
- reprint any diagrams, illustrations, charts or pictures

Referencing skills allows learners to:

- Present and acknowledge information from a variety of sources
- Avoid plagiarising
- Show evidence of the research process

1.1.1 What is Plagiarism?

Plagiarism is using someone else's work without giving them credit and saying that it is your own work. There are serious consequences to plagiarism, please refer to your [subject guide/WIL portfolio/Programme guide for more information](#). Avoid plagiarism by following the strategies below and acknowledging your sources of information. Strategies to avoid plagiarism are:

- **Quoting:** when you copy directly from a text- word for word. Quotes should be enclosed in "quotation marks".

- **Paraphrasing:** Put the ideas of another author into your own words , Do not include too many words from the original text
- Reword, rephrase, express in other words
- **Summarizing:** Abridge, condense, outline, put in a nutshell

1.1.2 In-text references/Citations

A citation refers to an information source, such as a book, article, website, etc., that is used in the body of your assignment. It should include all the bibliographic details needed to trace the source. Even when you quote, paraphrase and summarise, always acknowledge where you obtained your information.

Examples of In-text references/Citations

“It is important that your reader knows when you are borrowing someone else’s exact words. Otherwise, you may be accused of plagiarism, which is a form of theft. If you are found guilty of plagiarism, you will be subject to disciplinary action, which may include being expelled from the University” (Svendsen, 2013:1).

1.1.2.1 Essentials of In-text referencing:

There are three key elements: Author, Date: Page

Page number/s are only included if there are pages for example in a book or journal.

Interviews, recording and online resources for example, don’t have page numbers.

In text citation with two authors: When the authors' surnames occur inside of the brackets, connect them with the symbol "&"; but when they occur outside of the brackets, connect them with the word "and".

Example end of sentence

“Staff varied in their opinion with regard to their impact of the environment as a cause of aggression” (Bock & Pienaar, 2013: 109).

Example ambit of sentence

According to Bock and Pienaar (2013:109) “Staff varied in their opinion with regard to their impact of the environment as a cause of aggression”.

Multiple authors (3 -7): When a source has three, four, five or six authors, include all authors the first time the source is cited. Thereafter, the first author's surname and "et al." are used. When a source has **eight or more** authors, the first author's surname and "et al." are used every time the source is cited (including the first time).

Secondary source citation: Always try to find the primary source. If you can't trace the primary source then use the secondary source.

E.g. According to Pienaar (2013:152), citing Higgs (2003), "African communities in South Africa must participate in, and be responsible for, their own educational development".

"African communities in South Africa must participate in, and be responsible for, their own educational development" (Higgs, 2003) cited by Pienaar (2013:152).

Citing a paraphrased or bulleted numbered list: Use a citation in a paragraph before the list. For example

Radwin and Alster (2002: 62) highlights the following similarities in their findings:

- knowledge of patients' experiences
- behaviours, feelings and
- perceptions

1.1.3 Reference list

A reference list is an alphabetical list describing each source that you have used in your assignment. A reference list is more detailed than the citations and contains elements that allow the reader to trace the original book, article, and website that you have consulted.

Why do you need to reference?

- Acknowledge debts to other writers
- Demonstrate the body of knowledge of which your assignment is based
- Enable the reader to locate your sources easily
- Evidence to support the points that you make

1.1.4 Essentials of reference lists

Who: Authors surname/s and initial/s

When: Date of publication.

What: Title of the book.

Where: Place of publication and publisher.

1.1.4.1 Things to keep in mind when referencing books



Author/s: refers to the person/ institution or corporate body who is responsible for the intellectual and artistic content of an information source. For a person it will be Surname, Initials. E.g. Shober, D.

Double names: When a maiden name is kept after marriage and it is written

Kirstie Rendall- Mkosi it will be written as Rendall-Mkosi, K.

But if written Kirstie Rendall Mkosi then it should be written as Mkosi, K. R.

Corporate bodies, organisations, etc.: Full names are written out in the reference list. Use the abbreviated version in the text.

E.g. South African Nursing Council will be used for the reference list, but the SANC will be used in-text.

Date: is Year of publication or Copyright date NOT the re-printed or impressions dates. If there's no date then after the authors, type n.d.

Title of a book: Only the title of the source of information is *italicised*. It must be in sentence case, i.e. only capitalise the first letter of the first word in the title, proper names and places.

E.g. *The Norton anthology of short fiction.*

E.g. *Introduction to health care services in South Africa.*

Sub-Title: Do not capitalize the word after a colon in the title:

E.g. *Sociology: an introduction...*

Edition: the 1st ed. is not mention only editions thereafter.

E.g. 2nd ed. 3rd ed. 4th ed. 5th ed.

Place of publication- Must be the city NOT the country. Usually appears at the bottom of the title page in a book or on the publication page.

E.g. Cape Town

Publisher: Omit ‘& co’ ‘Pty Ltd’, ‘& sons’ after the name of the publishers.

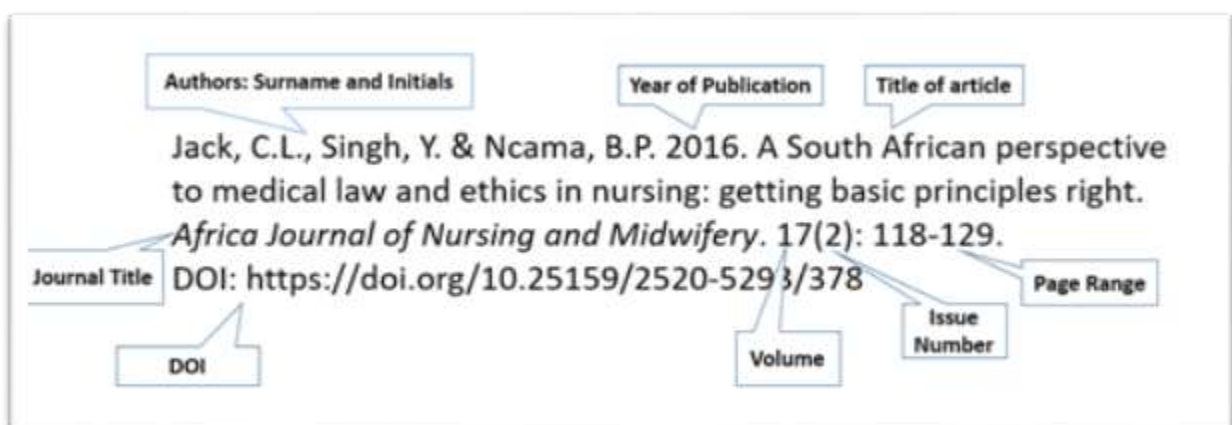
E.g. Juta and Co. Type only Juta.

Two or more sources by the same author(s), in a single year: then assign letter suffixes (a, b, c, d and so forth) to the year when an author has several items that for example

Junco, R. 2012a. The relationship between frequency of Facebook use, participation in Facebook activities, and student engagement. *Computers & education.* 58:162-171. <http://dx.doi.org/10.1016/j.compedu.2011.08.004>.

Junco, R. 2012b. Too much face and not enough books: The relationship between multiple indices of Facebook use and academic performance. *Computers in human behaviour.* 28(1): 187-198. DOI:10.1016/j.chb.2011.08.026.

1.1.4.2 Things to keep in mind when referencing Journal articles



Title of Journal: is in *Italics*. First letter of each word is capitalised.

E.g. *Africa Journal of Nursing and Midwifery*.

- “**In Press**” - (articles that have been accepted for publication but which have not been formally published and will not yet have the complete volume/issue/page information) Use “in press” after title of journal.
- Do not type the words ‘volume’ and ‘issue number’ in the reference list.
- Add a **DOI** identifier if available, then you don’t have to add database name and URL

DOI- “digital object identifier is a unique alphanumeric string assigned by a registration agency (to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when your article is published and made available electronically.”

1.1.4.3 Other sources

- **Website:** The URL indicates that it is an online source, so don’t type Available at or Online.



- **CDs, DVD, s Pamphlets, Charts:** Enter these in square brackets after the title of the source.
E.g. Sepsis: managing serious disorders. [DVD]. 2007. New York: Blanchard & Loeb.
- **E-Book:** No publisher or place of publication/location is given to e-books.

Resource	Format	Reference List	In text Example
Blog post	Surname, Initial. Year, Month dd. Title of blog entry. Title of blog. URL.	Snijders, T. 2018, May 02. Second month in Cape Town. CASO-caring society. https://www.caringsociety.eu/2018/05/second-month-in-cape-town-south-africa/ .	Snijders (2018) recalls...
Book (1 Author)	Surname, Initials. Year. <i>Title</i> . City: Publisher.	O'Connor, R. 2004. <i>Measuring quality of life in health</i> . Edinburgh: Churchill Livingstone.	According to O'Connor (2004:15), measuring the quality of life is vital..... End of sentence "Measuring the quality of life is essential" (O'Connor, 2004:15).
Book (2 Authors)	Surname, Initials. & Surname, Initials. Year. <i>Title</i> . City: Publisher.	Smith, S.F. & Duel, D.J. 2003. <i>Clinical nursing skills</i> . New Jersey: Pearson.	Smith and Duel(2003:12), states that clinical nursing skills End of sentence Clinical nursing skills are essential... (Smith & Duel, 2003:12).

Book (3 -7 Authors)	Surname, Initial(s). Surname, Initials., Surname, Initials & Surname, Initials. Year. <i>Title</i> . City: Publisher.	Ranade, S., Joshi, S. Vaidya, S. & Kharbanda, P. 2009. <i>Model answers in obstetric nursing</i> . St. Louis: Jaypee.	First time mentioned Ranade, Joshi, Vaidya and Kharbanda (2009:18) “time should be noted soon after delivery”. Mentions thereafter Ranade et al., (2009: 20) states that a healthy born baby is born at term.
Book(8 or more)	All Authors. Year. <i>Title</i> . City: Publisher.	Duma, S., de Swardt, R., Khanyile, T., Kyriacos, U., Mtshali, N., Maree, L., Puoane, T. & van den Heever, J. 2008. <i>Fundamentals of nursing: fresh perspectives</i> . Cape Town: Pearson Prentice Hall.	According to Duma et al., (2008: 51) SANA was dissolved with....
Book (Editor/s)	Surname, Initials. (ed).Year. <i>Title</i> . Edition. City: Publisher.	Booyens, S. W. (ed). 2001. <i>Introduction to health services management</i> . 2 nd ed. Cape Town: Juta.	Booyens (2001: 35) states that... End of sentence Poor health service management is often highlighted in the press (Booyens, 2001:65).

Book (Chapter In a Book)	Surname, Initials. Date. Title: subtitle of the chapter. In Surname, Initials. & Surname, Initials. (eds). <i>Title of book</i> . City: Publisher: Page range of chapter.	Aird, T. 2011. Assessment, interpretation & management of impaired cognition. In Woodward, S. & Mestetchy, A. (eds). <i>Neuroscience nursing: evidence based practice</i> . West Sussex: Wiley-Blackwell: 124-139.	According to Aird (2011: 127) impaired cognition can impede on assessments. End of sentence Impaired cognition impedes assessments (Aird, 2011:127).
Book (Corporate Authors, Groups, Companies)	Corporation. Year. <i>Title: subtitle</i> . City: Publisher.	Perinatal Education Programme. 2009. <i>Newborn care: a learning programme for professionals</i> . Cape Town: EBW.	According to PEP (2009: 35) a new learning programmes is now available. End of sentence New learning programmes are now available (PEP, 2009:35)
Conference (Online)	Surname, Initial. Year. Title of paper. <i>Proceedings of the Name of conference</i> . Dates Month year of conference. URL. [dd Month year]	Smith, B. 2016. Social media in libraries. <i>International librarian's conference</i> . 13-17 September 2016. http://www.xxxxxxxx . [20 May 2017].	Smith (2016) depicts....
Conferences (Paper)	Surname, Initial. Year. Title of paper. <i>Proceedings of the Name of conference</i> . Dates Month year. City where	Smith, A. 2017. The art of coding. <i>Proceedings of the 7th international conference for coders</i> . 02-06 October	Smith (2017:25) explains...

	conference held. Conference venue. Page range of paper.	2017. Johannesburg: Tambo Conference Centre. 24-34.	
Court decisions	Name v. Name, Volume Source Page (Court Date).	Ndabeni v Minister of Law and Order ³ SA 500 (1984)	Ndabeni v Minister of Law and Order (1984)...
Study guide/ Lecturers' notes	Surname, Initials. Year. Title: sub-title. City: Name of Institution.	Hill, L. 2015. Midwifery: first module. Cape Town: Western Cape College of Nursing.	Hill (2015) highlights...
Dictionary (With Author Or Editor)	Same as an (edited) book	Same as an (edited) book	Same as an (edited) book
Dictionary(With out Author Or Editor)	<i>Title</i> . Edition. Year. City: Publisher.	<i>Bailliere's nurses' dictionary for nurses and health care workers</i> . 24 th ed. 2005. Edinburgh: Elsevier.	Bailliere's nurses' dictionary for nurses and health care workers (2005:44) defines...
DVD	Producer. Year. Title. [Format]. City: Distributor.	Cloete, J. 2016. <i>Full bath wash</i> . [DVD], Cape Town: WCCN.	Cloete (2016) depicts...
E- book	Surname, Initial(s). Year. <i>Title</i> . URL/ DOI.	Theron. G.B. (ed). 2012. <i>Intrapartum care; an advanced midwives guide to labour and delivery</i> .	Theron (2012)...

		https://bettercare.co.za/learn/intrapartum-care/text/0-3-contents.html .	
E-Book (From Database)	Surname, Initial(s). Year. <i>Title</i> . [Name of Database]. URL/ DOI.	Lumley, J.S.P. 2008. <i>Surface anatomy: the anatomical basics of clinical examinations</i> . https://www-dawsonera-com.libproxy.cput.ac.za/readonline/9780702047763 .	Lumley (2008)...
E-mail	Surname of sender, Initial(s). (Sender's email). Year, Month dd. Subject of message. Email to recipient. (Recipient's email).	Arendse, T. (arendseti@cput.ac.za). 2018, May 20. RE: Referencing guideline. E-mail to Jonker, L. (Jonkerl@cput.ac.za).	Arendse (2018) acknowledges...
Government Gazette	Country. Year. Title. Notice No. of year. <i>Government Gazette</i> . Vol (Issue): page range, Month dd.	South Africa. 1997. White Paper on environmental management policy for South Africa. Notice 1096 of 1997. <i>Government Gazette</i> . 385(18164):1-96, July 28.	South Africa (1997:45) explains...
Government publications: Departments	Country. Name of Department. Year. <i>Title</i> . City: Publisher.	South Africa. Department of Health. 2003. <i>National Health Act, no 61 of 2003</i> . Pretoria: Government Printer.	According to South Africa, DOH (2003:20), a health care provider... Or A health care provider... (South

(Printed- Book)			Africa, DOH, 2003:20)
Government publications: Departments (Online)	Country. Name of Department. Year. <i>Title</i> . URL. [dd Month Year].	South Africa. Department of Labour Relations.1989. <i>Labour Relations Amendment Bill</i> . http://www.polity.org.za/article/labour-relations-amendment-bill-b-77d2001-2001-05-10 . [18 May 2018].	South Africa, Department of labour Relations (1989)...
Image/ Table	Surname, Initial(s). Year. Title. URL. [dd Month Year].	Dion, C. 2012. <i>Family album</i> . www.albums.xxxxxxxx	Dion (2012)
Internet (Database)	Surname, Initial. Year. Title. [Name of Database]. URL. [dd Month Year].	Kornusky, J. & Pravikoff, D. 2016. <i>Laryngitis</i> . [Nursing Reference Center]. https://bit.ly/2ly5rWa . [20 April 2018].	Kornusky and Pravikkoff (2016 describes...
Institutional repositories	Open Access digital collections in various formats. Treat each in a manner appropriate to its form and then add the DOI.		
Interviews	Person you interviewing. Year. Interview with yourself on dd Month, City.	Williams, T. 2018. Interview with V. Magazi on 02 February, Cape Town.	Williams (2018) confirms...

Journal Article (Abstract)	<p><i>Try to find the full article, however, if this is not possible, cite the abstract.</i></p> <p>Surname, Initials. & Surname, Initials. Year. Title of article. [Abstract]. <i>Title of Journal</i>. Volume of journal (Issue number): page range, Month.</p>	<p>Olson, L.L. & Stokes, F. 2016. The ANA code of ethics for nurses With interpretive statements: resource for nursing regulation. [Abstract]. <i>Journal of Nursing Regulation</i>. 7(2): 9-20.</p>	<p>Olson and stokes (2016:9)...</p>
Journal Article (Online- use DOI)	<p>Surname, Initials. Year. Title of article. <i>Title of Journal</i>. Volume of journal (Issue number): page range. DOI.</p>	<p>Jack, C.L., Singh, Y. & Ncama, B.P. 2016. A South African perspective to medical law and ethics in nursing: getting basic principles right. <i>Africa Journal of Nursing and Midwifery</i>. 17(2):118-129. DOI: https://doi.org/10.25159/2520-5293/378</p>	<p>Jack, Singh and Ncama (2016: 118) highlights the basic principles in nursing ethics. End of sentence Nurse’s perspectives on ethics are discussed (Jack, Singh & Ncama, 2016:118).</p>
Journal Article	<p>Surname, Initials. Year. Title of article. <i>Title of Journal</i>. Volume of journal (Issue number): page range.</p>	<p>Geyer, N. 2002. Ethics & law: complaints of unethical conduct. <i>Nursing Update</i>. 26(3): 32-33.</p>	<p>According to Geyer (2002: 32) several complaints of unethical conduct were reported in 2001.</p>

			End of sentence Numerous complaints were received (Geyer, 2002:32).
Journal Article (Seasonal)	Surname, Initials. & Surname, Initials. Year. Title of article. <i>Title of Journal</i> . Volume of journal (Issue number): page range, Month.	Radwin, L. E. & Alster, K. 2002. Individualized nursing care: an empirically generated definition. <i>International Nursing Review</i> . 49 (1): 54-63, March.	Radwin and Alster (2002:55) defines nursing care to be... End of sentence ...empirically defined (Radwin & Alster, 2002:55).
Journal Article (In Press)	Author, A. A. Year. Title of article. <i>Title of Journal</i> . (In Press). doi:10..xxx/yyyy	Santini, A., 2018. The Importance of Referencing. <i>The Journal of Critical Care Medicine</i> . (In Press).	According to Santini (2018)...
Maps (Google)	Google Maps. Year. <i>Place</i> . URL. [Date Accessed].	Google Maps. 2013. <i>Western Cape College Of Nursing, Klipfontein Rd, Heideveld, Cape Town</i> . https://bit.ly/2sLVcme . [06 June 2018].	(Google Maps, 2018)...
Medical Package Insert	Company/Manufacturer. Year. <i>Name of Medication</i> [Package insert]. Place: Publisher.	Sandoz Pharmaceuticals. 1993. <i>Lamaxil</i> . [Package insert]. East Hanover: Sandoz.	Sandoz Pharmaceuticals (1993) cautions against...
Music	Artist (s) Surname, Initial(s). Year. Title of song On <i>Title of CD</i> . [Format]. Place	DuBois, S. 2009. Feeling blue On <i>Range of emotions</i> . [CD]. Parys: DC Records.	Feeling blue (Dubois, 2009, track 3) is the best...

	of publication: Distributor.		
Newspaper (Online)	Surname, Initials. Year. Title of article. <i>Title of Newspaper.</i> URL. [Date viewed].	Bendile, D. 2018. EFF won't prey on vexed voters. <i>Mail and Guardian</i> . https://mg.co.za/article/2018-05-18-00-eff-wont-prey-on-vexed-voters . [18 May 2018].	Bendile (2018)....
Newspaper (Printed)	Surname, Initials. Year. Title of article. <i>Title of newspaper.</i> Day and Month::page number.	Mohedeen, N. 2018. Child protection awareness. <i>Athlone News</i> . 16 May: 3.	Mohedeen (2018:3)...
Pack Guideline	Country. Department. Year. <i>Title</i> . Place of Publication: Publisher.	South Africa. Western Cape Department of Health. 2016. <i>Primary care 101</i> . Cape Town: WCDoh.	According to South Africa, Western Cape Department of Health (2016: 113)...
Pamphlet, Booklet, brochure, or leaflet	Corporation OR Surname, Initial(s). Year. Title. [Pamphlet]. City: Publisher.	City of Cape Town. 2018. <i>Water saving tips</i> . [Pamphlet]. Cape Town: CCC.	The City of Cape Town (2018) cautions...
Patient Folder	Patient folder. Year. City: Name of hospital/clinic.	Patient folder. 2014. Cape Town: Mowbray Maternity Hospital.	As detailed in the patient folder (2014)...
Podcast	Surname, Initial(s). Year, Month dd. <i>Title</i> . [Podcast]. URL.	Kleinveld, L. 2010. <i>How to access CPUTs databases</i> . [Podcast].	Kleinveld (2010) directs...

		www.cput.ac.za/xxxxxxx.	
PowerPoint presentation	Surname, Initials. Years. Title. URL. [Date Accessed].	Covintree, K. 2011. <i>What is plagiarism?</i> https://www.slideshare.net/covs/what-is-plagiarism-7743417 . [07 June 2018].	According to Covintree (2011)...
Skype/ Zoom Meeting	Surname of caller, Initial(s). Year, Month dd. Name of meeting. [Type of meeting].	Orton, K. 2018, March 03. Work package 2.3 meeting. [Zoom].	Orton (2018) confirmed....
Social media (Instagram, Facebook)	Username. Year, Month dd. First Sentence [Social Media Platform]. URL.	Esmariewiese. 2018, March 13. What an absolute amazing experience the CASO project is. [Instagram]. https://www.instagram.com/p/BgRr4rSF9SQ/?taken-by=esmariewiese	Experiences at CASO (Esmariewiese, 2018)...
Speech (TV)	Surname, Initial. Year, Month dd. <i>Title of speech</i> . TV Channel. Time.	Singh, N. 2009, February 28. <i>Crime in the Western Cape</i> . SABC 3. 14:30-15:00.	Singh (2009) reported....
Television programme	Producer. Year, Month dd. Title of episode. <i>Title of series</i> . TV Channel. Time.	Moll, M. 2017, March 15. Beating hypertension. <i>Hello doctor</i> . e-TV. 10:00-10:30.	Moll (2017) refers to...
Theses and dissertations Unpublished)	Author. Year. Title: subtitle. [Unpublished Degree]. University, City.	Magerman, Y.N. 2011. Academic factors affecting learning at a Nursing College in the Western Cape. Submitted in partial	As stated by Magerman (2011:19)...

		fulfilment of the requirements for the degree of Master of Health Science [Unpublished Degree]. University of Stellenbosch, Cape Town.	
Theses and dissertations (Published)	Author. Year. <i>Title: subtitle.</i> [Master/Doctoral Thesis]. City: Publisher.	Van Wijk, E. 2006. <i>An investigation into patient's perceptions of contributing factors towards their aggressive and violent behaviour after admission to a mental health facility.</i> [Master Thesis]. Cape Town: SUN.	Furthermore, Van Wijk (2006: 35) advocates for...
Theses and dissertations (institutional Repository)	Surname, Initial. Year. <i>Title.</i> [Master/Doctoral Thesis].City: University. URL. [Date Accessed].	Mia, S. 2014. <i>Self-leadership in male learner nurses during their four-year programme at a college in the Western Cape.</i> [Master Thesis].Cape Town; University of Western Cape. http://hdl.handle.net/11394/4196 . [20 May 2018].	Mia (2014:64) suggest that....
Twitter (Tweets)	@handle. Year, Month dd. First sentence of tweet. [Twitter]. URL.	@CaringSociety3. 2018, March 20. <i>Train the trainer.</i> [Twitter].	Members of SBAR Train the trainers (2018)...

		https://twitter.com/CaringSociety3/status/976023049899266048	
Webinar	Presenter Surname, Initial(s). Year. <i>Title</i> . [Webinar]. URL. [dd Month year].	Wiggs, S. 2017. <i>Learning styles</i> . [Webinar]. www.xxxxxxx [20 May 2018].	Wiggs (2017) suggests...
Website	Surname, Initials. /Organisation. Year. <i>Title of website</i> . URL. [dd Month yyyy].	South African Nursing Council. 2011. <i>Policies and position papers of South African Nursing Council</i> . http://sanc.co.za/policies . [19 October 2011].	According to Mohedeen (2018:3)...
YouTube	Name. Year, Month dd. Title [Video file]. URL.	Empower RN. 2013, September 30. <i>Your future in nursing!</i> [Video file]. https://www.youtube.com/watch?v=o_n3G9uKAIA .	Empower RN (2013) encourages nursing students to....

This guide attempts to provide examples of all information sources a nursing student might encounter. It will also serve as a standardised guide for lecturers to ensure that students avoid plagiarism and cite and reference correctly.