



UNIVERSITEIT VAN PRETORIA
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Faculty of Theology and Religion

Fakulteit Teologie en Religie
Lekala la Thutatumelo le Bodumedi

Faculty of Theology and Religion

Harvard referencing guide

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Last revised in November 2019
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		In-Text	Bibliography
Books	Single author	(Doss 2003:256)	Doss, G., 2003, <i>IS project management handbook</i> , Aspen Publishers, New York.
	Two authors	(Laudon & Laudon 2003:48)	Laudon, K.C. & Laudon, J.P., 2003, <i>Essentials of management information systems: Managing the digital firm</i> , Prentice Hall, Upper Saddle River.
	Two or more authors	<u>Initially:</u> (Coveney, Ganster & King 2003:79) <u>Thereafter:</u> (Coveney <i>et al.</i> 2003:79)	Coveney, M., Ganster, S. & King, D., 2003, <i>The strategy gap: Leveraging technology to execute winning strategies</i> , Wiley, Hoboken.
	Editor	(ed. Shaw 2003:49) or Shaw (ed. 2003:87) indicates that '...' or Current essays edited by Shaw (2003) suggest ...	Shaw, M.J. (ed.), 2003, <i>E-business management: Integration of Web technologies with business models</i> , Kluwer Academic, London.
	Chapter: single author	(Edwards 2005:302–303)	Edwards, M.W., 2005, 'Homer's Illiad', in Foley, J.M. (ed.), <i>A Companion to Ancient Epic</i> , pp. 302–314, Blackwell Publishing, Oxford.

Chapter: 3 authors	Initially: (Johnston, Mak & Kurnia 2001:232) Thereafter: (Johnston <i>et al.</i> 2001:232)	Johnston R.B., Mak H.C. & Kurnia S., 2001, 'The contribution of Internet Electronic Commerce to advanced supply chain reform – a case study', in S. Barnes & B. Hunt (eds.), <i>E-Commerce and V-Business</i> , pp. 232–249, Butterworth-Heinemann, Oxford.	
	Dictionaries	See next	See next
	Encyclopaedia	(Karlof 2002:65)	Karlof, B., 2002, 'Benchmarking', in H. Bidgoli (ed.), <i>Encyclopaedia of information systems</i> , Academic Press, New York, vol. 1, pp. 65–80.
No date can be established	Lansdown (n.d.:13) found that '...'	Lansdown, M. n.d., <i>Bridging courses</i> , Central Queensland University, Rockhampton.	
Several sources cited at once	Bradford (1992:52), Curtis (1983:93), and Graham (1997:12) all agree that '...' or Recent studies (Bradford 1992:52; Curtis 1983:93; Graham 1997:12) agree that '...'	Bradford, C., 1992, <i>Genre in perspective: A whole language approach</i> , Bookshelf, Gosford. Curtis, A., 1983, <i>Practical math for business</i> , Houghton Mifflin, Boston. Graham, A., 1997, <i>Managing more postgraduate research students</i> , Oxford Centre for Staff Development, Oxford.	
Multiple works – same author	University research (Brown 1982, 1988) has indicated that '...' or Recent reports (Napier 1993a, 1993b) indicate that '...'	Brown, P., 1982, <i>Corals in the Capricorn group</i> , Central Queensland University, Rockhampton. Brown, P., 1988, <i>The effects of anchors on corals</i> , Central Queensland University, Rockhampton. Napier, A., 1993a, <i>Fatal storm</i> , Allen & Unwin, Sydney. Napier, A., 1993b, <i>Survival at sea</i> , Allen & Unwin, Sydney.	

		<p>Note: When using two studies by the same author in different years, paraphrasing is essential. Place in chronological order—oldest first.</p> <p>Ideas by Napier (1993b) were implemented ...</p> <p>Note: You may use direct quotes when using the sources separately.</p>	
	Thesis	(Rouse 2002)	Rouse, A.C., 2002, 'Information technology outsourcing revisited: success factors and risks', PhD thesis, Dept. of Information Systems, University of Melbourne.

		In-text	Bibliography
Journal Articles	Single author	(Hammer 1990:104–112)	Hammer, M., 1990, 'Reengineering work: Don't automate, obliterate', <i>Harvard Business Review</i> , July–August, 104–112.
	Two authors	(Lamb & Kling 2003:197)	Lamb, R. & Kling, R., 2003, 'Reconceptualizing users as social actors in information systems research', <i>MIS Quarterly</i> 27(2), 197.
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		In-text	Bibliography
Internet	Website	According to Greenpeace (n.d.),	Greenpeace n.d., The future is GE free, viewed 28 September 2005, from http://www.greenpeace.org.au/ge/farming/canola.html .

	Author	(Arch 2002)	Arch, A., 2002, 'Auxiliary benefits of accessible web design', in <i>W3C Web Accessibility initiative</i> , viewed 26 February 2004, from http://www.w3.org/WAI/bcase/benefits.html .
	E-book	(Eck 2002)	Eck, D.J., 2002, <i>Introduction To Programming Using Java</i> , 3rd edn., OOPWeb.com, viewed 26 February 2004, from http://www.oopweb.com/Java/
	E-journal: single author	(Lenoir 2003)	Lenoir, L., 2003, 'Response of the foraging behaviour of red wood ants (<i>Formica rufa</i> group) to exclusion from trees', <i>Agricultural and Forest Entomology</i> 5(3), 183–189, viewed 10 September 2003, from http://www.blackwellsynergy.com/links/doi/10.1046-j.1461-9563.2003.00176.x/full/
	E-journal: three authors	(Mueller et al. 2003)	Mueller, J.K., Heckathorn, S.A. & Fernando, D., 2003, 'Identification of a chloroplast dehydrin in leaves of mature plants', <i>International Journal of Plant Sciences</i> 164(4), 535–542, viewed on 10 September 2003, from http://www.journals.uchicago.edu/IJPS/journal/no.s/v164n4/164053/164053.html .
	Picture from the internet	<u>Author and date:</u> (Colli 2009) <u>No author or date:</u> (Nefertari with Isis* n.d.) *short description of the image	Colli, MG 2009, <i>Bilbao_6 Guggenheim Museum Bilbao</i> , photograph, viewed January 2012, http://www.flickr.com/photos/52355315@N08/5757476385/ . <i>Nefertari with Isis</i> , n.d. photograph, viewed 4 January 2012, http://en.wikipedia.org/wiki/File:Ankh_isis_nefertari.jpg .

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Other	Lecture notes (unpublished)	Thompson (2001) found that...	Thompson, R., 2001, The first day experience, Lecture notes distributed in the unit, EDED48314 Professional practice III, Central Queensland University, Bundaberg on 21 April 2001.

	Bible	<p>These particular lines (Psalm 23:6–8) refer the reader to ...</p> <p>or</p> <p>These particular lines in Psalm 23 (vv. 6–8) refer the reader to...</p>	Note: Bible references are not included in a reference list.
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Abbreviations:

art. - article	fn., fnn. - footnote(s)	para., paras. - paragraph(s)
app. - Appendix	ill., ills. - illustrator(s)	pl. - plate (photograph)
cf. - compare (from Latin confer)	l., ll. - line(s)	pt., pts. - part(s)
ch. - chapter	MS., MSS. - manuscript(s)	rev. - revised
col., - cols. column(s)	n., nn. - Notes	ser. - series
div. - division	n.d. - no date	suppl. - Supplement
ed., - eds. editor(s)	n.p. - no place	transl. - Translated
edn. - edition	p., pp. - page(s)	vol., vols. - volume(s)

Abbreviations in italics:

<i>c.</i> - about, approximately (from Latin <i>circa</i>)	<i>et al.</i> - and others (from Latin <i>et alia</i>)
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Accepted abbreviations for Bible books:

Old Testament

Gn	Neh	Ob
Ex	Es	Jnh
Lv	Job	Mi
Nm	Ps	Nah
Dt	Pr	Hab
Jos	Ec	Zph
Jdg	Can	Hg
Rt	Is	Zch
1 Sm	Jr	MI
2 Sm	Lm	
1 Ki	Ezk	
2 Ki	Dn	
1 Chr	Hs	
2 Chr	Jl	
Ezr	Am	

New Testament

Mt	Eph	Heb
Mk	Phlp	Ja
Lk	Col	1 Pt
Jn	1 Th	2 Pt
Ac	2 Th	1 Jn
Rm	1 Tm	2 Jn
1 Cor	2 Tm	3 Jn
2 Cor	Tt	Jude
Gl	Phlm	Rv