

REFERENCE TECHNIQUES

BEDEE1-V RIS WORKSHOP

By

Madely du Preez

Hannalie Knoetze

And Mabel Minishi-Majanja

CITING SOURCES

- When using ideas or arguments of other authors or present facts obtained from their works, we must cite the sources where these ideas and facts were found.
- A List of References is a combined list of all the sources cited in one document.
- This is also known as a Bibliography or a List of Sources
- A list including sources that were consulted but not cited, it is a List of Sources Consulted.

CITING SOURCES

Continued

Sources are cited by:

- Clearly identifying the SOURCE (author and work) in which the facts, ideas or arguments were found.
- Precisely stating where (on which PAGE of the source) the material was found.

The technique of referring to sources is called “reference techniques”.

CITING SOURCES

(continued)

Different types of sources are described using different methods.

The referencing method used by the Dept of Environmental Education, Unisa, is known as the Harvard method.

CITING BOOKS

Books are separately published monographs

A reference for a book includes the following elements (in this order):

- Author(s) name(s) and initials
- Date of publication
- Title of the book (underlined / italics)
- Edition
- Place of publication:
- Publisher.

CITING BOOKS

Title page

**Finding your way in
QUALITATIVE RESEARCH**

**Elizabeth Henning
With Wilhelm van Rensburg
And Brigitte Smit**

**Van Schaik
Publishers**

CITING BOOKS

Verso of Title page

Published by Van Schaik Publishers
1064 Arcadia Street, Hatfield, Pretoria
All rights reserved
Copyright 2004

No PART OF THIS BOOK MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM
OR BY ANY ELECTRONIC OR MECHANICAL MEANS

First edition 2004

ISBN 0 627 02545 5

Commissioning editor Leanne Martini
Production manager Ernst Schlatter
Editorial coordinator Julia Read

CITING BOOKS

Completed citation:

Henning, E, Van Rensburg, W & Smit, B.
2004. *Finding your way in qualitative
research*. Pretoria: Van Schaik.

CITING BOOKS

What happens when there are more than 3 authors?

- Give the name of the first author only followed by (et al).

What happens if the book does not have a publication date?

- [nd] or [19--?] or [20--?]

CITING BOOKS GROUP ACTIVITY

ECOLOGICAL LITERACY

Educating our children for a sustainable world

By

Michael K Stone

And

Zenobia Barlow

3rd edition

San Francisco

University of California

2005.

CITING COLLECTED WORKS

- A Composite book or collected work is a book that consists of a number of chapters that were written by different authors. This book will have an editor or compiler.
- The citation will now have a title entry.

CITING COLLECTED WORKS

Title page

Global perspectives in environmental adult education

Edited by

Darlene E. Clover

With the assistance of

Sandra Tan.

New York

Lang Books

c2004

CITING COLLECTED WORKS

Citation

Global perspectives in environmental adult education. 2004. Edited by DE Clover with the assistance of S Tan. New York: Lang Books.

CITING COLLECTED WORKS ACTIVITY

Environmental education
Some South African perspectives

Editor:
C.P. Loubser

Pretoria
Van Schaik
2005

CITING A CHAPTER FROM A BOOK

When citing a chapter in a collected work each reference should include the following elements:

- Author(s) name(s) and initials
- Date of publication of the book
- Title of chapter as it appears in the book
- Title of collected work as it appears on the title page
- Editor(s) name(s) and initials
- Place of publication
- Publisher
- Page numbers on which the chapter appears (both beginning and end page numbers)

CITING A CHAPTER FROM A BOOK

Chapter 2

Re-invigorating Pastoralist Environmental Practices Through Collective Learning

A Case study of Nomadic Ethnic Groups of Northern Kenya

By

Rosa Muraguri-Mwololo

This chapter constitutes of a case study of nomadic ethnic
groups of Northern Kenya

23 (this chapter concluded on page 40)

CITING A CHAPTER FROM A BOOK

Muraguri-Mwololo, R. 2004. Re-invigorating pastoralist environmental practices through collective learning: a case study of nomadic ethnic groups of Northern Kenya, in *Global perspectives in environmental adult education* / edited by DE Clover with the assistance of S Tan. New York: Lang Books:23-40

CITING A CHAPTER FROM A BOOK - ACTIVITY

Chapter 8

Women, Literacy, and environmental Adult
Education in Sudan

By

Salwa B Tabiedi.

This chapter appears on pages 71-84 of Global perspectives in environmental adult education / edited by Darlene E. Clover with the assistance of Sandra Tan. It was published in 2004 in New York by Lang Books.

CITING A THESIS

A Thesis or dissertation reports on personal research and is written as part of a university degree.

- A thesis is not a published information source.

A citation of a thesis will include the following:

- Author's name and initials
- Date of publication
- Title (not in italics or underlined)
- Degree
- University

CITING A THESIS TITLE PAGE

An evaluation of the implementation of the “School
environmental policy and management plan” in
schools in Mpumalanga

By

Aletha Maria de Lange

D.ED Thesis

University of South Africa

2004

CITING A THESIS

De Lange, AM. 2004. An evaluation of the implementation of the “School environmental policy and management plan” in schools in Mpumalanga. Thesis (D.Ed) – University of South Africa.

CITING A THESIS ACTIVITY

Household participation in domestic waste
disposal and recycling in the Tshwane Metropolitan
Area

An environmental education perspective

By

Agnes Jonton Kamara

M.Ed Thesis

University of South Africa

2006

Citing a paper-based journal article

Bibliographical information

Elements of the reference

Completed citation

Group activity

Citing an online journal article

Bibliographical information

Elements of the reference

Completed citation

Group activity

CITING OTHER ELECTRONIC PUBLICATIONS

An electronic publication or a website also contains published information.

A citation of an electronic publication will include the following:

- Author (if available)
- Date website was created
- Title of website (in italics)
- URL
- Date accessed

CITING OTHER ELECTRONIC PUBLICATIONS

ODLIS: Online Dictionary for Library and Information Science - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://lu.com/odlis/> Go Links >>

**ODLIS —
Online Dictionary for
Library and Information Science**

by Joan M. Reitz

Now available in print! Order a copy of the [hardcover](#) or [paperback](#) from [Libraries Unlimited](#).

[About](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |

A

2-1-1

An easy-to-remember telephone number that, where available, can be dialed year-round, at any time of day, to connect the user with important community services and volunteer opportunities at the local and state level. Implementation of the 2-1-1 [information and referral](#) system is a joint project of [United Way of America](#) (UWA) and the [Alliance of Information and Referral Systems](#) (AIRS), organizations currently seeking federal funding for national 2-1-1 service through the U.S. Department of Health and Human Services. Some states provide [searchable online](#) 2-1-1 service (see [Arizona 2-1-1 Online](#)). To learn more, see the [United Way/AIRS 2-1-1 homepage](#).

3-D movie

See: [stereoscopic](#).

8mm film

A [gauge of motion picture film](#) that is 8 millimeters wide from edge to edge. Introduced for the home market by Kodak in 1932, "Cine Kodak Eight" utilized a special [16mm film](#) that had double the number of [perforations](#) along both edges, enabling the filmmaker to run the film through the camera in one direction, then reload and expose the other half of the film, similar to the way an [audiocassette](#) is used. After development, the film was slit lengthwise down the center and [splice](#)d end to end in the laboratory, fitting four times as many [frames](#) in the same amount of film. Regular

start | Internet | 10:20 PM

CITING OTHER ELECTRONIC PUBLICATIONS

Reitz, JM. 2004. *Online Dictionary of Library and Information Science*. Available: <http://lu.com/odlis/> (accessed 21 June 2006)

CITING OTHER ELECTRONIC PUBLICATIONS (Continued)

The screenshot shows a Microsoft Internet Explorer browser window displaying the AMD website. The address bar shows the URL: http://www.amd.com/us-en/Processors/ComputingSolutions/0,,30_288_1907_6669,00.html. The AMD logo is visible in the top left, and navigation links for 'Home' and 'AMD Worldwide' are in the top right. A search bar is also present.

The main navigation menu includes 'Processors', 'Embedded Solutions', and 'About AMD'. Below this, there are links for 'Product Information', 'Computing Solutions', 'Sell AMD Products', 'Support & Downloads', and 'Develop with AMD'.

The page content is titled 'Mapping IT: Seven Initiatives for Success'. It features a sidebar on the left with categories like 'Shop AMD', 'Consumer Solutions', and 'Commercial Solutions'. A 'Business Computing' sidebar on the right lists '6669' and 'The Future of IT' with sub-links for Initiatives 1 through 7.

The main text discusses the future of IT and lists seven initiatives:

- [The Future of IT: An Introduction to the Initiatives](#)
- [Initiative 1 - Aligning IT strategy with enterprise-wide business needs](#)
- [Initiative 2 - Instill business process management principles in your IT department](#)
- [Initiative 3 - Optimizing IT applications and architecture](#)
- [Initiative 4 - Recruit, develop, and retain "world-class people"](#)
- [Initiative 5 - Providing business solutions through relationship management](#)
- [Initiative 6 - Streamlining efficiencies across IT](#)
- [Initiative 7 - Improving customer satisfaction](#)

A photo of Fred Mapp, former AMD CIO, is shown with his name and title below it. A bio at the bottom states: 'Fred brings over 30 years of experience in the area of information technology having held key executive IT positions at AMD, IBM, InfoSpan Corporation, American Express, Honeywell and his own company, Quality Service Solutions.'

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Re: BEDEE1-V refere..., Microsoft PowerPoint), and the system clock showing 09:37 PM on EN.

CITING OTHER ELECTRONIC PUBLICATIONS

- Mapp, F. 2002. *Mapping IT: Seven Initiatives for Success*. AMD Website. Available: http://www.amd.com/us-en/Processors/ComputingSolutions/0,,30_288_1907_6669,00.html (accessed: 24 July 2006)

CITING OTHER ELECTRONIC PUBLICATIONS

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Globalization: Threat or Opportunity? An IMF Issues Brief - Microsoft Internet Explorer". The address bar shows the URL "http://www.imf.org/external/np/exr/ib/2000/041200.htm#l". The page content includes the IMF logo, navigation links, and a list of issues briefs. The main article is titled "Globalization: Threat or Opportunity?" and is dated April 12, 2000. It includes a table of contents with ten sections: Introduction, What is Globalization?, Unparalleled Growth, Increased Inequality, 20th Century Income Trends, Developing Countries: How Deeply Integrated?, Does Globalization Increase Poverty and Inequality?, How Can the Poorest Countries Catch Up More Quickly?, An Advanced Country Perspective: Does Globalization Harm Workers' Interests?, Are Periodic Crises an Inevitable Consequence of Globalization?, and The Role of Institutions and Organizations, followed by a Conclusion. A sidebar on the left provides links to other issues briefs and a free notification sign-up box. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 09:51 PM.

Globalization: Threat or Opportunity? An IMF Issues Brief - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Internet Options

Address <http://www.imf.org/external/np/exr/ib/2000/041200.htm#l> Go Links >>

Home | What's New | Site Map | Site Index

 International Monetary Fund Search

About the IMF | IMF at Work | IMF Finances | Country Info | News | Publications

Issues Briefs for
[2006](#) [2005](#) [2004](#) [2003](#)
[2002](#) [2001](#) [2000](#)

[The Challenge of Globalization in Africa](#)
Remarks by Stanley Fischer Acting Managing Director International Monetary Fund Given at the France-Africa Summit Yaoundé, Cameroon January 19, 2001

[Factors Driving Global Economic Integration](#)
by Michael Mussa Economic Counselor and Director of Research IMF August 25, 2000

[Publications on Globalization](#)

 **Free Notification**
Receive emails when we post new items of interest to you.

00/01

Globalization: Threat or Opportunity?

By IMF Staff

April 12, 2000 (Corrected January 2002)

- I [Introduction](#)
- II [What is Globalization?](#)
- III [Unparalleled Growth, Increased Inequality: 20th Century Income Trends](#)
- IV [Developing Countries: How Deeply Integrated?](#)
- V [Does Globalization Increase Poverty and Inequality?](#)
- VI [How Can the Poorest Countries Catch Up More Quickly?](#)
- VII [An Advanced Country Perspective: Does Globalization Harm Workers' Interests?](#)
- VIII [Are Periodic Crises an Inevitable Consequence of Globalization?](#)
- IX [The Role of Institutions and Organizations](#)
- X [Conclusion](#)

[Français](#)
[Deutsch](#)
[Russian](#)
[Español](#)

start | Internet | 09:51 PM

CITING OTHER ELECTRONIC PUBLICATIONS

International Monetary Fund (IMF). 2000.
Globalization: Threat or Opportunity?

Available:

<http://www.imf.org/external/np/exr/ib/2000/041200.htm#II> (accessed 22 July 2002).

CITING OTHER ELECTRONIC PUBLICATIONS

Globalization: definition and related links - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://canadianeconomy.gc.ca/english/economy/globalization.html>

Government of Canada / Gouvernement du Canada

Canada

Français	Contact Us	Help	Search	Canada Site
		Home	Site Map	A to Z Index

Economic Concepts

Globalization

Jump to [Definition](#) • [Links](#)

DEFINITION

The term "globalization" describes the increased mobility of goods, services, labour, technology and capital throughout the world. Although globalization is not a new development, its pace has increased with the advent of new technologies, especially in the area of telecommunications.

LINKS

Globalization
Source: The World Bank Group
<http://www1.worldbank.org/economicpolicy/globalization/>

Globalization
Source: International Monetary Fund
<http://www.imf.org/external/np/exr/ib/2000/041200.htm#l>

Multinationals
Source: Statistics Canada
<http://www.statcan.ca/english/freepub/11-623-XIE/2003001/multi.htm>

RESOURCES

- Current Economy
- Families & Workers
- Money
- Gov't & the Economy
- International Issues
- About Business

LEARN ABOUT

- Key Indicators
- Economic Concepts
- Key Economic Events
- Economy Overview
- Other Useful Links

RETURN

- Home

CHECK THIS OUT

start | Internet | 09:55 PM

CITING OTHER ELECTRONIC PUBLICATIONS

Canada. Government. 2002. *Economic concepts: globalisation*. Available: <http://canadianeconomy.gc.ca/english/economy/globalization.html> (accessed 22 July 2002).

CITING OTHER ELECTRONIC PUBLICATIONS

- Accenture, Markle & UNDP. 2001. *Creating a development dynamic: final report of the digital opportunity initiative*. Available: <http://www.opt-init.org/framework.onepage/onepage.html#2-2-2-html> (accessed 2 August 2004).
- Association of African Universities (AAU). 2000. *ICTs in higher education institutions in Africa: annex 4; summary of on-line discussions at the Technical Experts meeting on the use and application of ICTs in higher education institutions in Africa, 17-19 May 2000 at the University of Dar-es-Salaam*. Available: <http://www.aau.org/english/documents/aau-ictreport-toc.html> (accessed 7 May 2002).


CITING OTHER ELECTRONIC PUBLICATIONS - ACTIVITY

Wildlife and Environment Society of South Africa | WESSA | Conservation | Environmental Educati - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.wildlifesociety.org.za/>

WILDLIFE AND ENVIRONMENT SOCIETY OF SOUTH AFRICA



Celebrating 80 years of environmental action

People caring for the Earth

about us | contact us | visit us | support us

- ORGANISATION
- REGIONS
- EDUCATION
- CONSERVATION
- NATIONAL PROJECTS
- PUBLICATIONS
- NATURE TOURS & TRAVEL
- NEWS & EVENTS
- MEMBERSHIP
- ENVIRONMENTAL TRAINING
- KID'S STUFF

POSITIONS AVAILABLE:
Wetlands Education, Training and Research Project Manager.
[read more...](#)

Northern Areas Region Requires a:
Conservation Co-ordinator – Limpopo Province
[read more...](#)

2005 ANNUAL REPORT

80
1926-2006
WESSA

WELCOME to the Wildlife & Environment Society of South Africa's website.

WESSA is one of the leading environmental organisations in South Africa and our mission is to promote public participation in caring for the Earth.

WESSA has adopted an holistic approach to environmental issues and is involved in a wide range of projects and initiatives.

Please explore our website and find out how you can get involved in caring for the Earth

[disclaimer](#) | [webmaster](#)

Google™

WWW WESSA's website

Done Internet

start | Inbox - Netscape Folder | Re: BEDEE1-V refere... | Microsoft PowerPoint ... | Wildlife and Environm... | EN | 09:42 PM

Solutions to activities

Environmental education: some South African perspectives. 2005. Editor, CP Loubser. Pretoria: Van Schaik.

Global perspectives in environmental adult education 2004. Edited by DE Clover with the assistance of S Tan. New York: Lang Books.

Golden, DS. 2002. The blind men and the earth: an environmental parable. *Harvard International Review*, 24(3).
<http://hir.harvard.edu/articles/1076/>. Also available: *Intelligence*, 24(3), 2002 (Accessed:23 June 2006).

Kamara, AJ. 2006. Household participation in domestic waste disposal and recycling in the Tshwane Metropolitan Area: an environmental education perspective. Thesis (M.Ed.) – University of South Africa.

Muraguri-Mwololo, R. 2004. Re-invigorating pastoralist environmental practices through collective learning: a case study of nomadic ethnic groups of Northern Kenya, in *Global perspectives in environmental adult education* / edited by DE Clover with the assistance of S Tan. New York: Lang Books

Solutions to activities (Continued)

- Stone, MK & Barlow, Z. 2005. *Ecological literacy: educating our children for a sustainable world*. 3rd ed. San Francisco: University of California.
- Tabiedi, SB. 2004. Women, literacy and environmental adult education in Sudan, in *Global perspectives in environmental adult education* / edited by DE Clover with the assistance of S Tan. New York: Lang Books:71-84.
- Theron, K. 2006. Fish heads are good for children. *Science in Africa: Africa's First Online Science Magazine*, (49). Online: <http://www.scienceinafrica.co.za> (Accessed:23 June 2006)
- Wildlife and Environment Society of South Africa (WESSA). 2005. *Celebrating 80 years of environmental education*. Available: <http://www.wildlifesociety.org.za/> (Accessed: 24 June 2006)