

**CSSA SHORT GUIDELINES ON REFERENCE TECHNIQUES
(Harvard Style)**

NB. Note punctuation, capitalisation, italicisation and indents

	REFERENCE LIST	In-Text reference
BOOKS		
One author or editor	Akoojee, S. 2005. <i>Private further education and training in South Africa: the changing landscape</i> , Cape Town: HSRC Press.	Akoojee (2005) illustrates this by ... (where words are not quoted) Akoojee (2005:10) states that "crooked thinking is ..." (where the words are quoted).
Two authors or editors	Adeyamo, D.O. and Salami, A. 2008. <i>A review of privatization and public enterprises reform in Nigeria</i> . New York: Continuum.	Adeyamo and Salami (2008) maintain ... OR ... can be seen as taking place (Adeyamo & Salami, 2008). Use page numbers where quoting directly
Three or more authors or editors	Altbach, P. G., Reisberg, L. & Rumbley, L. E. 2009. <i>Trends in global higher education: tracking an academic revolution. A report prepared for the UNESCO 2009 World Conference on Higher Education</i> . Paris: UNESCO.	First text reference: Mention the names of all the authors. Altbach, Reisberg and Rumbley (2009) discuss this problem in detail. Subsequent references: Use the name of the first author followed by et al. (not italicised + full stop).

		Altbach et al. (2009) discuss this problem in detail. Add page numbers if quoting direct.
CORPORATE BODIES		
	<p>South Africa. Department of Communications. 1999. <i>Electronic commerce policy</i>. Pretoria: Government Printer.</p> <p>South Africa. Department of Education. 2002. <i>Revised national curriculum statement grades R–9 (Schools) policy: arts and culture</i>. Pretoria: Department of Education.</p> <p><i>Note: In the first example above the corporate body is both the author and the publisher of the book. In such cases the publisher's name is omitted from the imprint.</i></p>	<p>... as reported (South Africa, 1999:10).</p> <p>... not mentioned (South Africa, 2002:11)</p>
WORKS UNIVERSALLY KNOWN BY THEIR TITLES: DICTIONARIES AND ENCYCLOPAEDIAS		
Certain reference works are universally known by their titles and it makes things considerably easier for the reader if these works are listed under their titles.	<p><i>Concise Oxford Dictionary</i>. 1990. 8th edition. Sv "mésalliance". Oxford: Clarendon Press.</p> <p><i>Encyclopaedia Britannica</i>. 1964. Sv "optics". London: Benton.</p> <p><i>Note: "sv" is an abbreviation of the Latin expression "sub verbo", which means "under the word", in other words the word consulted in the dictionary.</i></p>	<p>According to the <i>Concise Oxford Dictionary</i> (1990:743), a "misalliance" is ... OR</p> <p>A "misalliance" is a marriage with a person of a lower social position (Concise Oxford Dictionary, 1990:743).</p> <p>... as mentioned before (<i>EB</i> 1964, sv "optics").</p>
JOURNALS, NEWSPAPERS AND MAGAZINES		
Author's name is known	<p>De Munnik, EO. 1993. The individual in mass education. <i>Progressio</i>, 15(2):86–93.</p> <p>Jackson, R. 1979. Running down the up-escalator: Regional inequality in Papua New Guinea. <i>Australian Geographer</i> 14(5), May:175–184.</p>	<p>De Munnik (1993:90) maintains that ...</p> <p>... as indicated (Jackson, 1979:76).</p>
Only the title of the article or headline is known	Hobby becomes career. 1982. <i>Pretoria News</i> , 24 October.	... appeared (<i>Pretoria News</i> , 1982).

INTERNET REFERENCES		
If the author is known:	Smith, MN. 2002. <i>Phenomenology: what's new?</i> Available at: www.noesi.htm [Accessed 25 June 2002].	As stated by Smith (2002) ...
If the author is not known	www.weightwatchers.com/recipes/salads (accessed on 26/02/03).	... as they claim (www.weightwatchers.com).

Note: there are literally hundreds of referencing rules for various kind of publications and the list above only provides you with the basics.

If you cannot find how to set up a reference you have used, use an online referencing guide by typing “Harvard referencing system” into your search engine.