

## Postgraduate School

### **BOOKS ON REFERENCING AND REFERENCING TECHNIQUES AVAILABLE IN THE UFS LIBRARY**

**Compiled by R du Plessis**

Burger, M. 2010. *Bibliographic style & reference techniques*. Pretoria: Unisa Press. **(808.027 BUR)**. The focus of the book is the Harvard method, but the APA method and the running footnotes method have also been included.

*The Chicago manual of style*. 16<sup>th</sup> ed. 2010. Chicago: University of Chicago. **(808.027 CHI)**.

Deane, M. 2010. *Academic reading, writing, and referencing*. Harlow, Essex: Pearson Education. **(808.02 DEA)**. In this book students are provided with practical guidance and tips on searching for literature and referencing sources in a scholarly manner, helping them to avoid plagiarism and to produce successful academic writing assignments.

Fox, T., J. Johns & S. Keller. 2007. *Cite it right: the SourceAid guide to citation, research, and avoiding plagiarism*. 3<sup>rd</sup> ed. Osterville, Mass. SourceAid LLC. **(808.027 FOX)**. This detailed guide enables writers to confidently investigate a topic and accurately quote the resulting research in a variety of documents without having to consult four separate style tomes. From gathering credible sources and developing strong topics to writing thesis statements and ensuing revisions, each step of the research paper writing process is discussed, with particular emphasis placed on supporting academic integrity and eliminating plagiarism. A straightforward compilation of the four major writing-style manuals—American Psychological Association (APA), Chicago Manual of Style

(CMS), Council of Science Editors (CSE), and the Modern Language Association (MLA)—this fully revised handbook distills the major concepts into easily understandable terms and provides complete citation examples for each source type.

Greasley, P. 2011. *Doing essays & assignments: essential tips for students*. Los Angeles, Calif. Sage. **(808.066 GRE)**. This book gives students an insider's view of what professors are looking for when they set essays and assignments. This book leads its readers through all of the skills required for the process of essay and assignment writing at a number of levels.

Li, X. & N. Crane. 1996. *Electronic styles: a handbook for citing electronic information*. 2<sup>nd</sup> ed. Medford, N.J. Information Today. **(808.027 LIX)**. This guide to referencing electronic information and citing the complete range of electronic formats includes text-based information, electronic journals and discussion lists, Web sites, CD-ROM and multimedia products, and commercial online documents.

Lipson, C. 2008. *Doing honest work in college: how to prepare citations, avoid plagiarism, and achieve real academic success*. 2<sup>nd</sup> ed. Chicago, Ill. University of Chicago Press. **(808.027 LIP)**. This guide explains the principles of academic integrity in a clear, straightforward way and shows students how to apply them in all academic situations—from paper writing and independent research to study groups and lab work. Every major reference style is represented.

Lipson, C. 2011. *Cite right: a quick guide to citation styles—MLA, APA, Chicago, the sciences, professions, and more*. 2<sup>nd</sup> ed. Chicago, Ill. : University of Chicago Press. **(808.027 LIP)**. The author explains the importance of using citations in research writing. He then outlines the main citation styles students and researchers are likely to encounter in their academic work: Chicago; MLA; APA; AAA (anthropology and ethnography); CSE (biological sciences); AMA (medical sciences); ACS (chemistry); physics, astrophysics, and astronomy; and mathematics, computer science, and engineering. New sections have been added on IEEE and ASCE styles, often used in engineering. Each style is presented simply and clearly with examples drawn from a wide range of source types crossing all disciplines, from the arts and humanities to the sciences and

medicine. The second edition has also been updated to include a discussion of the merits and pitfalls of citation software, as well as new examples showing proper citation style for video blogs, instant messages, social networking sites, and other forms of digital media.

Lourens, A. 2007. *Scientific writing skills: guidelines for writing theses and dissertations*. Stellenbosch: SUN Press. **(808.02 LOU)**. This book contains information on how to write theses and dissertations as well as information on referencing techniques.

McMillan, Kathleen and J. Weyers. 2013. *How to cite, reference & avoid plagiarism at university*. Harlow, England: Pearson. **(808.025 MCM)**. This guide helps to develop the academic skills of writing and thinking needed to cite and reference with confidence in academic studies. Plagiarism as well as the most common methods of quoting, summarising and paraphrasing are explained in the book.

Neville, C. 2010. *The complete guide to referencing and avoiding plagiarism*. 2<sup>nd</sup> ed. Maidenhead, Berkshire, England: Open University Press. **(808.027 NEV)**. This book provides clear guidelines on why and when to reference as well as how to correctly cite from a huge range of sources. The main forms of referencing - Harvard, APA, MLA and Numerical referencing styles - are included in the book. A unique feature of the book is the comparisons it makes between different referencing styles, which are shown side-by-side. This provides a useful guide, particularly for students on combined studies courses who may be expected to use two, and sometimes three, different referencing styles.

Pears, R. & G. J. Shields. 2010. *Cite them right: the essential referencing guide*. 8<sup>th</sup> ed. Basingstoke: Palgrave Macmillan. **(808.027 PEA)**. This book will guide students in the skills of identifying and referencing information sources and avoiding plagiarism. This new edition has new and expanded content, especially in relation to the latest electronic sources.

*Publication manual of the American Psychological Association*. 2010. 6<sup>th</sup> ed. Washington D.C. American Psychological Association. **(808.06615 PUB)**. Although the manual is specifically designed to help writers in the behavioural sciences and social sciences, anyone who writes non-fiction prose can benefit from its guidance.

Taylor, D.B. 2013. *Writing skills for nursing and midwifery students*. Los Angeles, Calif.: SAGE. **(808.06661 TAY)**. Nursing and midwifery students are required to communicate in writing in a variety of forms, for a variety of potential audiences including their colleagues, allied health professionals, administrators and, most importantly, their patients and the public. This book offers practical strategies for using language to achieve clear, persuasive writing; it provides clear explanations of underlying principles and contains samples of good and improvable writing, leading the student step-by-step through the whole writing process. It also focuses on the genres and styles of writing that nursing and midwifery students are typically asked for. **Chapter 6. How to use and acknowledge sources. Using sources in your writing. Overview of referencing styles - APA style & Harvard style.**

Van Dyk, T. & M. Coetzee. 2010. *Making sense of referencing: the Harvard, APA and Vancouver methods and the footnote system*. 3<sup>rd</sup> ed. Stellenbosch: Stellenbosch University Language Centre. **(REF808.027 DYK)**.

Williams, K. and J. Carroll. 2009. *Referencing and understanding plagiarism*. Houndmills, Basingstoke: Palgrave Macmillan. **(808.02 WIL)**. This guide explains why referencing is an essential part of good writing, and shows how to do it. It also explains what plagiarism is and how to avoid it.

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