



References

- References are cited in the text by the author(s) surname and the year of publication in brackets (Harvard method), separated by a comma: e.g. (Brown, 2001). Page references in the text should follow a comma after the date, e.g. (Brown, 2001: 69).
- If several articles by the same author and from the same year are cited, the letters a, b, c, etc. should be added after the year of publication e.g. (Brown, 2001a).
- In works by three authors, the surnames of all authors should be given in the first reference to such a work. In subsequent references to this work only the name of the first author is given, followed by the abbreviation *et al.*: e.g. (Ziv *et al.*, 2005).
- In works by four or more authors, the first citation is immediately truncated to the first author's surname and the abbreviation '*et al.*', with all the authors only being listed by their surnames in the reference list.
- For personal communications (oral or written) identify the person and indicate in brackets that it is personal communication, e.g. (M Smith, pers. comm.).

List of references

Only sources cited in the text are listed in the reference list, in alphabetical order. These should be presented as indicated in the following examples. Special attention should be paid to the required punctuation.

Journal articles:

Johnson, D.W. & Johnson, R.T. 2002. Gifted students illustrate co-operative learning. *Educational Leadership*, 50, 60-61.

Books:

Van Zyl, R. & Thomas, P.P. 2004. *Recent advances in classroom research*. New York: McGraw-Hill.

Chapters in books:

Dukzec, S. 2008. Gender issues. In: D Hicks & J Brown (Eds.). *Education for peace* (pp.20–88). London: Routledge.

Unpublished theses or dissertations:

Squelch, J. 2001. Teacher training for multicultural education in a multicultural society. MEd dissertation. Pretoria: University of South Africa.

Anonymous newspaper references:

Citizen. 2006. Education for all, 22 March.

Personal communications:

Not retrievable and not listed.





Electronic references:

No author:

Violence and discipline problems in U.S. schools: 1999-2002. Available at <http://www.nces.ed.gov/pubs98/violence/98030001.html> [Accessed 3 June 2006].

Published under author's name:

Burbach, H. 2000. Violence and the public schools. Available at 4 <http://www.people.Virginia.EDU/~rkb3b/Hal/SchoolViolence.html> [Accessed 4 March 2001].

