



## IHT Hotel School

### Quick Referencing Guide

Printed Publications		
	In-text citation	Reference list
<b>Books Single Author</b>	<p>Surname (Date, _pp._numbers) (Surname_Date, _p._number)</p> <p>Smith (1992, p. 56) has argued <b>(AP)</b></p> <p>(Smith 1992, pp. 56-57) <b>(IP)</b></p>	<p>Author last name, INITIALS. Year of publication, <i>Title of book</i>, Edition if not the first. Publisher: Place of publication.</p> <p>Jones, A. 1996, <i>Student Writing in Higher Education</i>, 12<sup>th</sup> edition. Oxford Press: London.</p>
<b>Two – Three Authors</b>	<p>Johnson and Fisher (1999, p. 3 ) found ... <b>(AP)</b></p> <p>(Ady, Johnson &amp; Fisher 1999, pp. 3-4) <b>(IP)</b></p>	<p>Author last name, INITIALS. Author last name, INITIALS. &amp; Author last name, INITIALS. Year of publication, <i>Title of book</i>, Edition if not the first. Publisher: Place of publication.</p> <p>Smith, P.O. Wheeler, J.K. &amp; Xavier, C. 1996, <i>Student Writing in Higher Education</i>, 12th edition. Oxford Press: London.</p>
<b>Four or More Authors</b>	<p><u>First Entry</u> Hondow, Bell, Johnson and McKenzie (1999, p. 34) <b>(AP)</b></p> <p>(Hondow, Bell, Johnson &amp; McKenzie 1999, p. 34) <b>(IP)</b></p> <p><u>Second Entry</u> Hondow et al. (1999, p. 65) <b>(AP)</b></p> <p>(Hondow et al. 1999, p. 65) <b>(IP)</b></p>	<p>Author last name, INITIALS. Author last name, INITIALS. &amp; Author last name, INITIALS. Year of publication, <i>Title of book</i>, Edition if not the first. Publisher: Place of publication.</p> <p><u>First Entry</u> Jones, A. Smith, P.O. Wheeler, J.K. and Xavier, C. 1996, <i>Student Writing in Higher Education</i>, 12th edition. Oxford Press: London.</p> <p><u>Second Entry</u> Jones, A. Smith P.O. Wheeler, J.K. &amp; Xavier, C. 1996, <i>Student Writing in Higher Education</i>, 12th edition. Oxford Press: London.</p>
<b>No Author</b>	<p><u>The sponsoring body's name is used in italics</u></p> <p><i>CSIRO</i> (2004, p. 23) <b>(AP)</b></p> <p>(<i>CSIRO</i> 2004, p. 24) <b>(IP)</b></p>	<p><u>The book title's name is used.</u> <i>Title of the book</i>_Date, _publisher: Place</p> <p><i>The facts about diabetes</i> 2004, Fitzroy Publishers: London.</p>
<b>No Date</b>	<p>Jones (n.d.) <b>(AP)</b></p> <p>(Jones n.d.) <b>(IP)</b></p>	<p>Wheeler, J.K. n.d., <i>Student Writing in Higher Education</i>, Oxford Press: London.</p>

<b>Prepared by Editor, Translator /Compiler</b>	<p>Jones (ed. 1998) stated <b>(AP)</b></p> <p>Jones (trans. 1998) stated <b>(AP)</b></p> <p>Jones (comp. 1998) stated <b>(AP)</b></p> <p>Managerial principles are... (ed. Jones 1998) <b>(IP)</b></p>	<p>Editor, INITIALS. (ed.) Date, <i>Name of the book</i>, Edition if not first. Publisher: Place of publishing.</p> <p>Jones, M.D. (ed.) 1998, <i>Management in Australia</i>, 12<sup>th</sup> edition. Academic Press: London.</p> <p>*Replace (ed.) with (trans.) / (comp.) as applicable</p>
<b>Many Dates Appear</b>	<p>When multiple dates (years) appear on the cover page you always use the most recent date to include in your references.</p>	
<b>Source is Unpublished</b>	<p>When the information you are using is unpublished, it usually means that it is not viable for use in an academic report.</p>	
<b>Multiple Works by Same Author</b>	<p>Harris (1999, 2001) has indicated <b>(AP)</b></p> <p>(Harris 2000a, 2000b, 2001) <b>(IP)</b></p>	<p>Write out a reference list entry for each book cited in the body of the report.</p>
<b>Several Sources Cited at Once</b>	<p>Jones &amp; Chan (1991), Kransky (1993) and Lang (1994) all agree... <b>(AP)</b></p> <p>Studies in the early 1990s (Jones &amp; Chan 1991; Kransky 1993; Lang 1994) show... <b>(IP)</b></p>	<p>Write out a reference list entry for each book cited in the body of the report.</p>
<b>Chapter within a Book</b>	<p>Blaxter (1976, p 15) <b>(AP)</b></p> <p>(Blaxter 1976, pp. 15-16) <b>(IP)</b></p>	<p>Surname, Initials. Year of publication, 'Title of chapter/contribution', In: Surname, INITIAL(S) of the author or editor of Publication [with (ed.) or (eds.) if relevant]. <i>Book Title</i> [in italics or underlined], Edition [if not first edition]. Publisher: Place of Publication. Page numbers [p. or pp.].</p> <p>Blaxter, M. 1976, 'Solving the Y2K problem', In: Smith, G. &amp; James, M. (eds.) <i>Technology Today and Tomorrow</i>, 5<sup>th</sup> edition. University Press: Cape Town. pp. 213-263.</p>
<b>Newspaper Article</b>	<p>Crowe (2013, p. 3) <b>(AP)</b></p> <p>(Crowe 2013, p. 3) <b>(IP)</b></p>	<p>Author, Initial(s). Year of publication, 'Article Title', <i>Newspaper Title</i>, Day Month, page numbers.</p> <p>Crowe, D. 2013, 'Big projects ordered to buy local', <i>The Australian</i>, 17 January, p. 1.</p>

<b>Newspaper Article no Author</b>	<p>Use the article title instead in <u>italics</u></p> <p><i>Assignment Writing</i> (1999, p. 3) states <b>(AP)</b></p> <p>(<i>Assignment Writing</i> 1999, p. 5) <b>(IP)</b></p>	<p>Use the article title instead in single inverted <u>commas</u></p> <p>'Title of article' Date, <i>Title of newspaper</i>, Month and day, page number.</p> <p>'Assignment Writing' 1999, <i>Die Burger</i>, 17 July, p. 5.</p>
<b>Journal / Magazine Articles</b>	<p>Sprinks (2010, pp. 11-12) <b>(AP)</b></p> <p>(Sprinks 2010, pp. 11-12) <b>(IP)</b></p>	<p>Author surname, Initials. The year the journal article was published, 'the title of the article', <i>the title of the journal [in italics]</i>, volume number, issue number, page number.</p> <p>Sprinks, H.C. 1977, 'Trends in hospitality', <i>Review</i>, vol. 1, no. 1, pp. 31-55.</p>
<b>Journal / Magazine Articles – no Author</b>	<p>Use the article title instead in <u>italics</u></p> <p><i>World's oldest pills treats sore eyes</i> (2013, p. 15) <b>(AP)</b></p> <p>(<i>World's oldest pills treats sore eyes</i> 2013, p. 15) <b>(IP)</b></p>	<p>Use the article title instead in single inverted <u>commas</u></p> <p>'Article Title' Year of publication, <i>Journal Title</i>, volume number, issue number, page numbers.</p> <p>'World's oldest pills treats sore eyes' 2013, <i>New Scientist</i>, vol. 217, no. 2899, p. 15.</p>
<b>Pamphlet / Brochure</b>	<p>(Abbott Diabetes Care 2009) <b>(IP)</b></p>	<p>Last name, First initial(s) OR Organization Name (if given) Date, <i>Title of brochure</i> [Brochure]. Publisher: Place.</p> <p>Abbott Diabetes Care 2009, <i>What is diabetes</i> [Brochure]. Abbott Diabetes Care: Cape Town.</p>
<b>Lecturing Notes</b>	<p>Swart (2014) explained <b>(AP)</b></p> <p>(Swart 2014) <b>(IP)</b></p>	<p>Lecturer/Author Last name, INITIALS. Year, <i>Module Number: Module title</i>, Publisher: Place.</p> <p>Swart, Z. 2014, <i>Module 1.3: Business Communication I</i>, IHT Hotel School: Cape Town.</p>
<b>Interview / Personal Communication</b>	<p>Dawkins (2011, Personal communication, 2 September) stated... <b>(AP)</b></p> <p>(Dawkins 2011, Personal communication, 11 October) <b>(IP)</b></p>	<p>Interviews or Personal Communication is NOT included in the Reference List.</p>

## Online Referencing

	In-text citation	Reference list
<b>Online Newspaper Article</b>	<p>Cleary &amp; Lewis (2001, p. 5) reported <b>(AP)</b></p> <p>(Cleary and Lewis 2001, p. 5) <b>(IP)</b></p>	<p>Author last name, Initials. Day Month Year, 'Article title', <i>Newspaper Title</i>, [Online] page number (if given). Available at: URL [Accessed on Date Month Year].</p> <p>Cleary, P. &amp; Lewis, S. 8 Mar. 2001, 'It's the end of a long boom', <i>Australian Financial Review</i>, [Online] p. 5. Available at: <a href="http://afr.com/australia/2001/03/08/FFXIM9PU0KC.html">http://afr.com/australia/2001/03/08/FFXIM9PU0KC.html</a> [Accessed on 8 Mar. 2001].</p>
<b>Online Journal / Magazine Articles</b>	<p>Vessenes (2003, pp. 30-32) <b>(AP)</b></p> <p>(Vessenes 2003, pp. 30-32) <b>(IP)</b></p>	<p>Author, INITIAL(S). year of publication, 'Title of article', <i>Title of Journal</i>, [Online] volume and volume number, issue no., pp. xx-xx. Available from: URL [Accessed on Date Month Year].</p> <p>Vessenes, P.M. 2003, 'The secrets of managing your time', <i>Journal of Financial Planning</i>, [Online] vol.16, no. 8, pp. 30-32. Available from: <a href="http://www.fpajournal.org/">http://www.fpajournal.org/</a> [Accessed on 17 July 2012].</p>
<b>Online Journal / Magazine Articles – no Author</b>	<p><u>Use the article title instead in italics</u></p> <p><i>The secrets of managing your time</i> (2003, pp. 30-32) <b>(AP)</b></p> <p>(<i>The secrets of managing your time</i> 2003, pp. 30-32) <b>(IP)</b></p>	<p>'Title of article' year of publication, <i>Title of Journal</i>, [Online] volume number, issue no., pp. xx-xx. Available from: URL [Accessed on Date Month Year].</p> <p>'The secrets of managing your time' 2003, <i>Journal of Financial Planning</i>, [Online] vol.16, no. 8, pp. 30-32. Available from: <a href="http://www.fpajournal.org/">http://www.fpajournal.org/</a> [Accessed on 17 July 2012].</p>
<b>Website / Web Doc</b>	<p>Gammon (2013) <b>(AP)</b></p> <p>(Gammon 2013) <b>(IP)</b></p>	<p>Author / Editor Year, 'Title of Document/Webpage/Website in single quotation marks', [Online] Available at: URL [Accessed on Date Month Year].</p> <p>Gammon, C. 2013, 'Fun Facts about Ostriches', [Online] Available at: <a href="http://www.livescience.com/27433-ostriches.html">http://www.livescience.com/27433-ostriches.html</a> [Accessed on 18 February 2014].</p>

<b>Web Doc – Author &amp; Date Unknown</b>	<p>Use the website name instead in <u>italics</u></p> <p><i>Kwitessential</i> (n.d.) <b>(AP)</b>  <i>(Kwitenssential</i> n.d.) <b>(IP)</b></p>	<p>Website name Year OR Site last updated, '<i>Title of the web document/ Title of Webpage/Website in single quotation marks</i>', [Online] Available at: URL [Accessed on Date Month Year].</p> <p>Kwitessential n.d., '<i>Cultural Awareness in the Multicultural workplace</i>', [Online] Available at: <a href="http://www.kwintessential.co.uk/cultural-services/articles/cultural-awareness-multicultural.html">http://www.kwintessential.co.uk/cultural-services/articles/cultural-awareness-multicultural.html</a> [Accessed on 20 March 2014].</p>
<b>Web Homepage</b>	<p>(The Body Shop Australia 2000)</p>	<p><i>Title of home page [Homepage of (organisation's name)]</i> Day Month Year – last update, [Online] Available from: URL [Accessed on Date Month Year].</p> <p><i>The Body Shop Australia</i> [Homepage of The Body Shop Australia] 21 Nov. 2000 - last update, [Online] Available from: <a href="http://www.thebodyshop.com.au/">http://www.thebodyshop.com.au/</a> [Accessed on 27 November 2000].</p>
<b>Blog Post</b>	<p>In her blog, Ariana Huffington (2012) stated that .... <b>(AP)</b></p> <p>(Huffington 2012) <b>(IP)</b></p>	<p>Author name, INITIAL(S). Year, '<i>Title of the blog entry</i>', <i>Title of the blog</i>, Day Month Year the blog entry was written, [Online] Available at: URL [Accessed on Date Month Year].</p> <p>Huffington A. 2012, 'Sunday Roundup', <i>The Huffington Post</i>, 12 February 2012, [Online] Available at: <a href="http://www.huffingtonpost.com/arianna-huffington/sunday-roundup_326_b_5014011.html">http://www.huffingtonpost.com/arianna-huffington/sunday-roundup_326_b_5014011.html</a> [Accessed on 20 March 2014].</p>
<b>Image/ Figure from a Website</b>	<p>Takver (2013) <b>(AP)</b></p> <p>(Takver 2013) <b>(IP)</b></p> <p><b>Figure Number:</b> Simple Caption.  (Author Surname Date)</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Left align all figures.</li> <li>• Add Figure with figure number before caption of figure. Figures are numbered according to their use in each section of the report, i.e.</li> </ul>	<p>Artist, Initials (or alias). Year, <i>Title of image</i>, image description, type of image, Name of website or authoring organisation if relevant, [Online] Available from: URL [Accessed on Date Month Year].</p> <p>Takver, J. 2013, <i>Refugee action protest</i>, Banner, Digital photograph, [Online] Available from: <a href="http://www.flickr.com/photos/takver/9377509606/">http://www.flickr.com/photos/takver/9377509606/</a> [Accessed on 4 October 2013].</p>

	<p>Section 1 figures are numbered 1.1, 1.2, 1.3 etc. Section 2 figures are numbered 2.1, 2.2, 2.3 etc.</p> <ul style="list-style-type: none"> <li>• Use a simple caption for figures.</li> <li>• Place citation directly under name / caption of figure, left aligned.</li> </ul>	
<b>Maps</b>	<p>Google Earth (2016) indicates <b>(AP)</b></p> <p>(Google Earth 2016) <b>(IP)</b></p>	<p>Google Earth version (if applicable) Year data released, <i>Image Title / details - location, coordinates</i>, data set (if applicable), [Online] Available from: URL [Accessed on Date Month Year].</p> <p>Google Earth 6.0. 2016, <i>Hylands House and estates 51°42'39.17"N, 0°26'11.30"W, elevation 60M</i>, 3D Buildings data layer, [Online] Available from: <a href="http://www.google.com/earth/index.html">http://www.google.com/earth/index.html</a> [Accessed on 31 August 2016].</p>
<b>Email</b>	(Gikenye 2014) <b>(IP)</b>	<p>Author last name, INITIALS. Year Published, <i>Title</i> [email].</p> <p>Gikenye, W. 2014, <i>Organic Farming</i> [email].</p>
<b>PDF / E-Book</b>	(Zusack 2015) <b>(IP)</b>	<p>Author last name, INITIALS. Year published, <i>Title</i>, Edition. [format] Publisher: Place, [Online] page(s). Available at: URL [Accessed on Date Month Year].</p> <p>Zusack, M. 2015, <i>The Book Thief</i>, 3rd edition. [e-book] Knopf: New York, [Online] pp. 8-12. Available at: <a href="http://ebooks.nypl.org/">http://ebooks.nypl.org/</a> [Accessed 20 April 2015].</p> <p>Robin, J. 2014, <i>A handbook for professional learning</i>, 3rd edition. [pdf] NYC Department of Education: New York, [Online] p. 10. Available at <a href="http://schools.nyc.gov/">http://schools.nyc.gov/</a> [Accessed 14 April 2015].</p>

\*(**AP**) Author Prominent in-text citation

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