The King's School West Rand

Research and Referencing Guidelines

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1 WHOLE SCHOOL REFERENCING REQUIREMENTS AT KSWR

GRADE	EXPECTATIONS FROM LEARNERS	EXAMPLE
1	Learners need to refer to sources verbally.	**During this task:** - My mom went on the internet to print the pictures for my poster. - My parents used the following book to get the information.
2	Learners need to refer to sources in writing on a reference list at the end of their projects.	**Reference list:** Book: Surname (Author), Initials. Title of book. Website: Address of website (not search engine).
3	Learners need to refer to sources in writing on a reference list at the end of their projects, including the year of publications for books.	**Reference list:** Book: Surname (Author), Initials. (2005). Title of book. Website: Address of website (not search engine).
4-5	Learners need to refer to books & online research in writing on a reference list at the end of their projects according to the complete Harvard method.	**Reference list:** Book: Surname (Author), Initials. (2005). Title of book. Publisher: Place of publication. Website: Address of website (not search engine). (Accessed on Date).
6-7	Learners need to refer to books & online research in writing on a reference list at the end of their projects according to the complete Harvard method. In-text referencing: Citations must be used after paragraphs & pictures need to be referenced.	**Reference list:** Book: Surname (Author), Initials. (2005). Title of book. Publisher: Place of publication. Website: Address of website (not search engine). (Accessed on Date). **In-text:** Pictures: see page 4
8-12	Learners need to refer to sources in writing on a reference list at the end of their projects according to the complete Harvard method. In-text referencing: Learners to start referring to sources in-text after each paragraph, as well as pictures.	See rest of the document for examples.

2 WHAT IS RESEARCH?

2.1. Definition:

Research is the process of **finding information** from a **variety** of sources. **Extracting** the relevant parts, and **combining** it into a **logical** order. **Analysing, criticizing** and **commenting** on it to create a unique perspective on the subject.

Quoting facts without any meaningful context proves nothing other than that you can read!

2.2 Types of research:

A distinction can be made between Primary research and Secondary research.

Primary research:
Data collected directly from respondents or "research subjects" for the express purposes of a project. Thus, field research, making use of mainly questionnaires, interviews, and observations.
(http://www.asiamarketresearch.com/glossary/secondary-research.htm).

Secondary research:
This happens when a project requires a summary of existing data. These sources could include previous research reports, newspapers, magazine and journal articles, statistics, personal documents etc. Some projects might require that secondary research be the only research method. Yet, in other cases secondary research may be required in the initial stages of research to determine what is known already and what new data is required.
(http://www.asiamarketresearch.com/glossary/secondary-research.htm).

An important aspect of secondary research is to indicate where you have found the information and reference your work properly.

2.3 Research is NOT: (Adapted from: Meyer, Topper, Russell, 2008: 34)

- Consulting and using only ONE source.
- Simply combining facts and figures, without coming to a meaningful conclusion.
- Solely your own opinion. In order to come to a conclusion, it is important to gain knowledge from other sources, so that you can comment on it.

To ensure that your research is done accurately, be aware of the following:

1. Ensure that you consult a trustworthy source.
2. Distinguish between facts and opinions.
   Sometimes, in the media, writers give their own opinions or people give their personal opinions on certain internet sites – if you consult such sources, be sure to recognize it as such.
3. Ensure to make accurate observations – this means that you need to take into account reasons for certain incidents.
4. Do not over-generalise, for example assuming that factors that affect citizens in foreign countries will affect South Africans as well.

5. Do not make selective observations – this can happen when the researcher has a certain idea of what the outcome should be and then deliberately ignore certain facts to suit his / her idea.
6. Do not put your interpretation of events on top, for example emotional views may distort your research.
7. When doing Primary research, ensure that your recording is accurate.
8. Be sure to complete the research process.

2.4 Important factors to ensure accurate research:
(Adapted from: Meyer, Topper, Russell, 2008: 35)

- Consult a variety of sources, example books, electronic information, interviews etc.
- Attempt to gather information that will provide different viewpoints.
- Prioritise your sources, so that you use the most important information.
- Attempt to develop your own writing style – avoid using too many direct quotes and make sure you reference your work.
- Ensure that you reference your work correctly and always provide a Reference List.

3 REFERENCING

3.1 Definition

Referencing is a technique whereby you acknowledge any information used from other sources. It also enables anyone else to check your sources, or get more information if they need to. Using information without this acknowledgement amounts to stealing and is known as **plagiarism.**

3.2 Harvard method of referencing <u>in the text</u>

Information gathered from books:
- After every paragraph you need to reference your work as follows:
  Example:
  "Research is the same step-by-step process as that of any other problem solving." (Clark, 1991: 284) (Author, Year published, page number).
- If you have more than one author with the same name, differentiate by using initials. If you have more than one book by the same author, the year should differ, otherwise quote a co-author.

Illustrations:
- If you include illustrations use the same method as the above, but write it under the illustration in the right hand corner.
  Example:
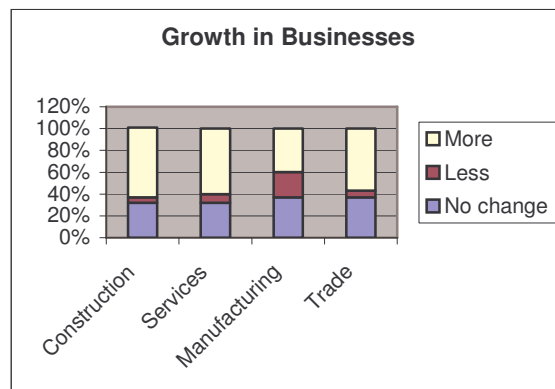
(Source: Grant Thornton, adapted from Rapport, 2006)

- Even if you use an idea, and not a direct quote, you must acknowledge it.
- Bibles, dictionaries, lectures, TV programmes, magazines and newspapers must all be referenced.

Information gathered from the internet:
- After every paragraph you need to reference your work as follows:
  Example:
  Bill Gates recently gave a speech at a high school about 11 things they did not and will not learn in school.
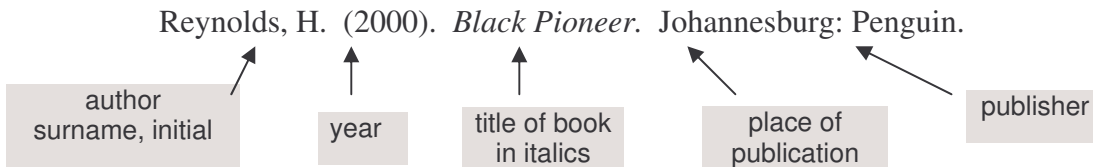 (http://ramonthomas.com/bill-gates-gives-high-school-learners-11-rules-to-live-by/)

At the end of the work, make a list of all the references used, giving full detail of the sources.

3.3   How to create a reference list at the <u>end of the text</u>

(Examples adapted according to the requirements set by Johannesburg University, South Africa) (Cronje, Murdoch, Smit, 2008: 10-16)

Books:

Book with an author:

Reynolds, H. (2000). *Black Pioneer.* Johannesburg: Penguin.

author surname, initial → | year → | title of book in italics → | place of publication → | publisher →

Book without an author:

Hall's Digest. (1988). Oxford: Heinemann.

title of book in italics → | year → | place of publication → | publisher →
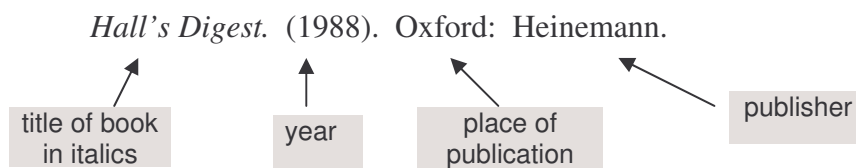
Articles or chapters in a book:

author surname, initial | year | title chapter | (In) book editor. | title of book in italics | chapter pages

Kee, B. (1988). Birds of Natal. In Gold, S. *Natural History of Natal.* 88-101. Durban: Natal Press.

place of publication | publisher
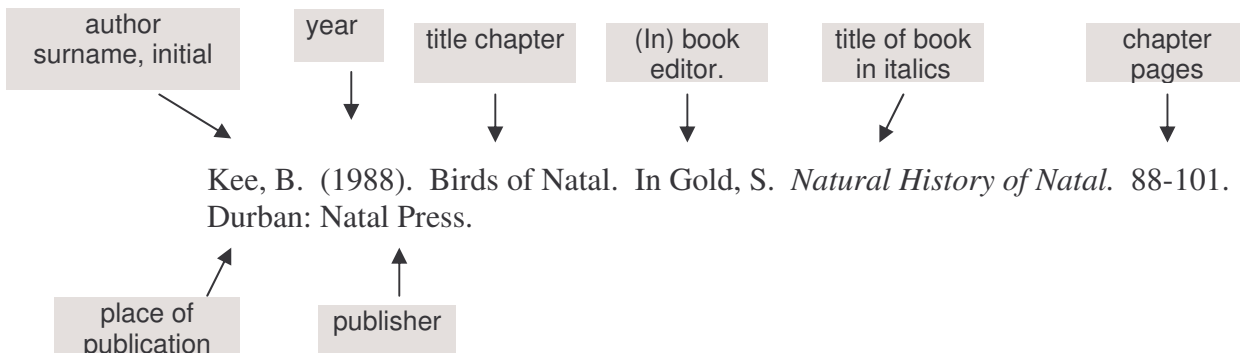
Articles or chapters without an author:

title chapter | year | (In) book editor. | title of book in italics | edition | chapter pages

How to bake a cake. (1975). In Parker, B. (ed). *Home Economics.* 2nd ed. 90-97. New York: Paragon.

place of publication | publisher
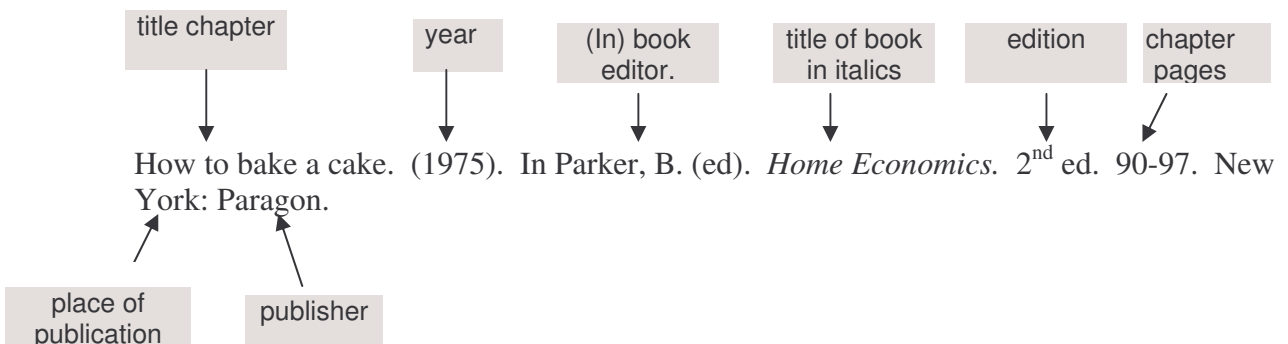
World Wide Web:

Author(s), Date (either a last update or copyright date), Title of the page (from the browser's title bar) in italics, URL, Access date, in brackets.

Webpage with an author:

author, or person/organisation responsible for the website

date: last update, copyright date, or n.d. if no date is available

title of the page (from the browser's title bar) in *italics*

Florence Nightingale Museum Trust. (1999). *Florence Nightingale Museum Website*. Available from: http://www.florence-nightingale.co.uk (Accessed 10 July 2007).
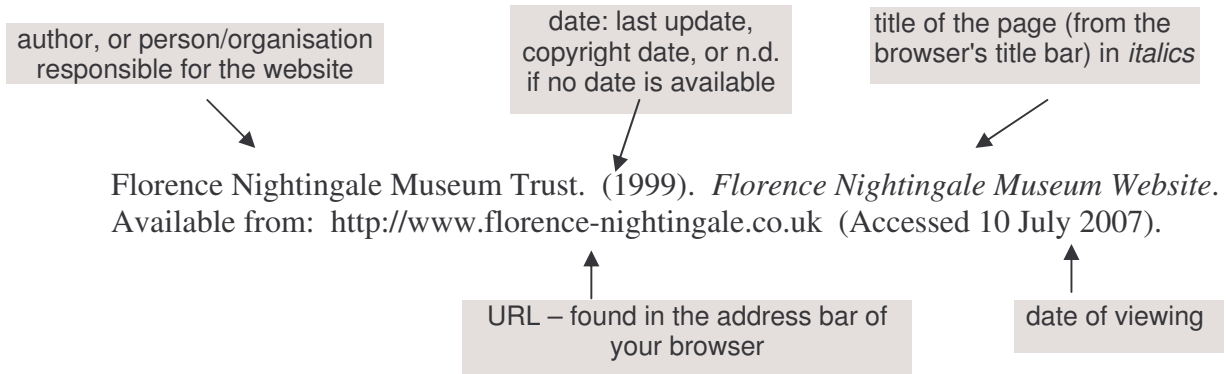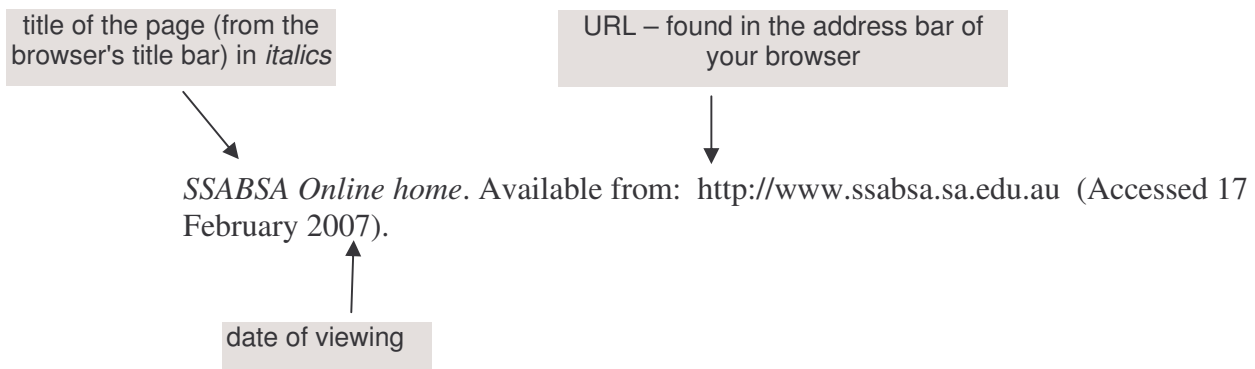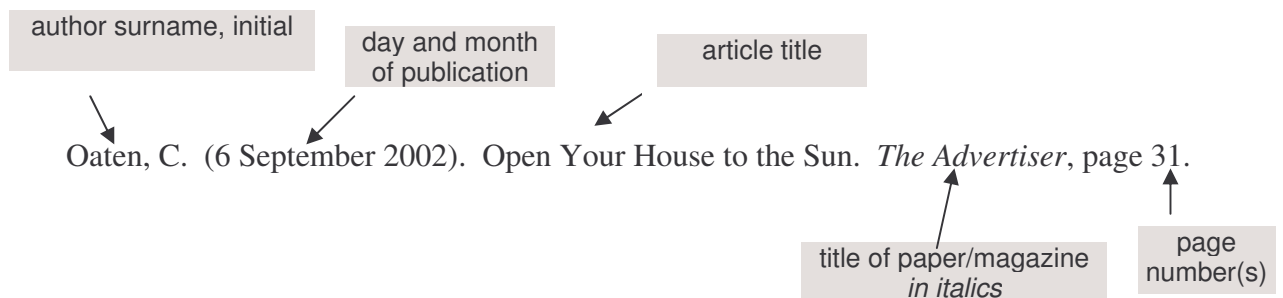
URL – found in the address bar of your browser

date of viewing

Webpage without an author:
When you can't determine the author(s) of a webpage, set out your reference as follows:

title of the page (from the browser's title bar) in *italics*

URL – found in the address bar of your browser

SSABSA Online home. Available from: http://www.ssabsa.sa.edu.au (Accessed 17 February 2007).

date of viewing

Newspaper or magazine articles / journals:

author surname, initial

day and month of publication

article title

Oaten, C. (6 September 2002). Open Your House to the Sun. *The Advertiser*, page 31.

title of paper/magazine *in italics*

page number(s)

Journals:

Hall, M. (1999). Breaking the silence: marginalization of registered nurses employed in nursing homes. *Contemporary Nurse*, 8 (1): 232-2.

volume, issue and page numbers

Television broadcast:

producer

broadcast date

name of programme

Crystal, L. (Executive producer). (11 October 1993). *The MacNeil news hour.*
(Television broadcast). New York and Washington, DC: Public Broadcasting Service.

format: television
/radio etc

place of
production

Interviews:

name of person
interviewed

year

name of interviewer

Watts, E. (2003). Interviewed by Sands, L. Sandton. 23 June 2008.

place of
interview

date

Dictionaries:

title of dictionary
in italics

year

place of
publication

publisher
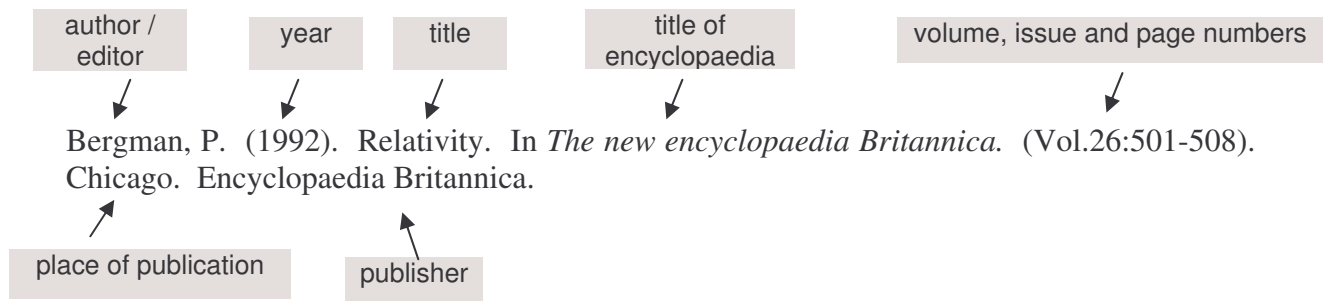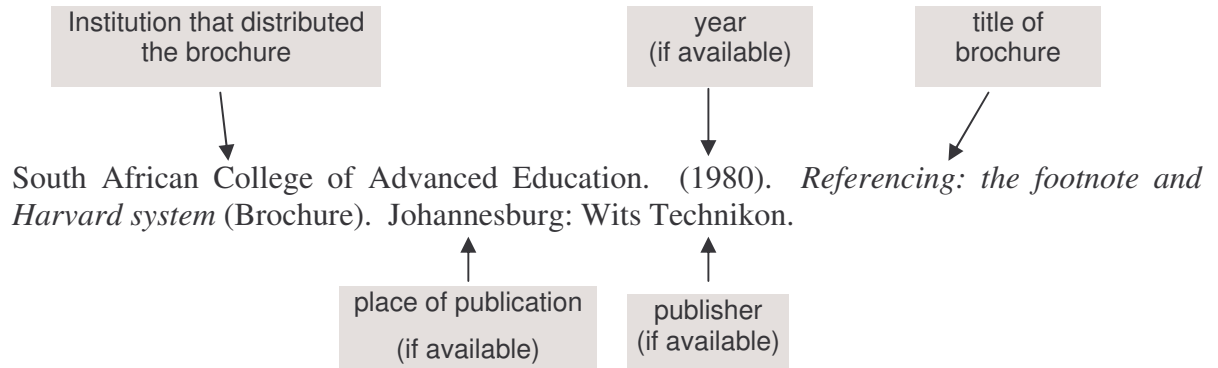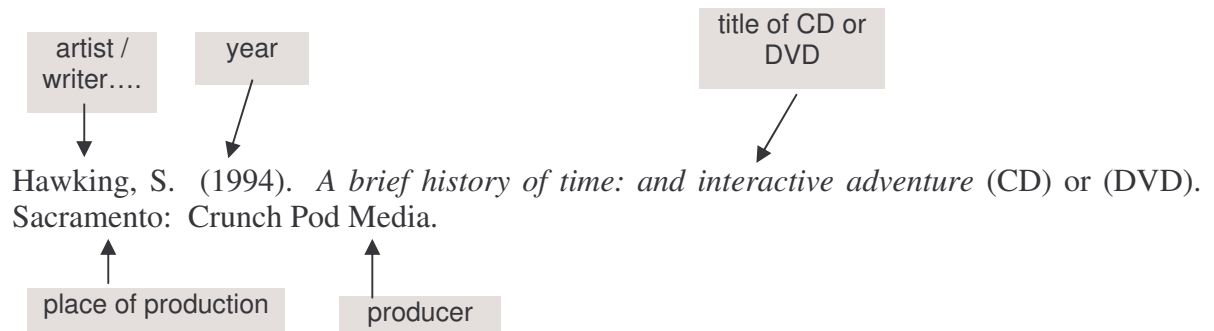
The concise Macquarie dictionary. (1982). New South Wales: Lane Cove.

Encyclopaedia:

Entry with an author:

author /
editor

year

title

title of
encyclopaedia

volume, issue and page numbers

Bergman, P. (1992). Relativity. In *The new encyclopaedia Britannica.* (Vol.26:501-508).
Chicago. Encyclopaedia Britannica.

place of publication

publisher

Entry without an author:

Same as above, but place the title in the author position:

Relativity. (1992). In *The new encyclopaedia Britannica.* (Vol.26:501-508). Chicago.
Encyclopaedia Britannica.

Booklet, brochure, pamphlet or leaflet:

Institution that distributed the brochure	year (if available)	title of brochure

South African College of Advanced Education. (1980). *Referencing: the footnote and Harvard system* (Brochure). Johannesburg: Wits Technikon.

place of publication (if available)

publisher (if available)

CD / DVD:

artist / writer….	year	title of CD or DVD

Hawking, S. (1994). *A brief history of time: and interactive adventure* (CD) or (DVD). Sacramento: Crunch Pod Media.

place of production

producer

4 PLAGIARISM

4.1 When are you guilty of plagiarism? (Adapted from Meyer, Topper, Russell, 2008: 37)

- When you copy information from another source without making reference to the source.
- Someone else writes your work, with your consent.
- You use someone else's work as your own.
- You use an idea of someone else **as your own**, without making reference to the source.

4.1 Types of Plagiarism

The following are examples of types of plagiarism:
- **Word for word:**
  It is only acceptable to write information word for word, if it is in quotation marks **and** the source is acknowledged. However, you should refrain from using too many direct quotes; as such quotes should comprise less than 5 % of the total written component.
- **Mosaic:**
  This means that you use certain "catchphrases" in your work, as if it is part of your own writing.
- **Paraphrasing by making only cosmetic changes:**
  This is where you only change a few words of the original text, thus using almost the same number of words or length of writing.
- **Summary of a single source:**
  This is where you mainly consult ONE source by summarising it. The length might be shorter, essential aspects might be left out or you shift the emphasis a bit.
- **Misrepresentation of Source Material:**
  This is where the writer misinterprets the information or quotes out of context, to suit his / her argument.

5 OUTLINE OF A PROJECT

Any project should consist of the following format:
- Title page
- Table of contents
- Introduction
- Theoretical framework (if required)
- Research Methodology
- Results and analysis of information
- Discussions and conclusion

References:

Asia Market Research home. Available from:
http://www.asiamarketresearch.com/glossary/secondary-research.htm. (Accessed 3 January 2008).

Cronje, M, Murdoch, N, Smit, R. (2008). *Reference Techniques: Harvard method and APA style.* Johannesburg University.

Dilley, L, Clitheroe, F, Bottaro, J, Visser, P, Engelbrecht, B, Perez, N, Falken, J, Lundall, B. (2006). *Oxford Successful Life Orientation Grade 11.* New York: Oxford University Press.

James, S. (2008). *Getting to grips with research.* IEB Conference 2008. Johannesburg.

Meyer, E, Topper, S, Russell, Y. (2008). *Studying Business NCS Business Studies Grade 12 Learner's workbook.* Paardekraal: Excom Publishers CC.