

Referencing Styles

One of the key principles of academic writing is acknowledging scholar's ideas and voices in the conversation on your topic. Whenever you include a fact or piece of information you must also include where and how you found that piece of information. Even if you 'just know it', it has to come from somewhere. This is because you are not just being tested on what you know, but rather what you are able to find out and what you think it means.

You will acknowledge your source materials in two ways:

- 1. In-text citation:** You need to acknowledge the direct quotes or paraphrased findings of authors within the text. The convention depends on the referencing style that you are using.
- 2. Reference list:** This is placed at the end of your entire text and includes all the cited references with its details. The format for a referencing list also depends on the type of referencing style used.

Here is a short guide to those styles that are the most commonly used:

APA (American Psychological Association) style describes rules for the preparation of manuscripts for writers in psychology and disciplines such as Sociology, Occupational Therapy, Social Work and Nursing.

In-text citation: Tannenbaum, Traylor, Thomas & Salas (2021); (Tannenbaum, Traylor, Thomas & Salas, 2021) OR Tannenbaum et al., (2021); (Tannenbaum et al., 2021) (*subsequent citations of the work*)

Reference list: Tannenbaum, S. I., Traylor, A. M., Thomas, E. J., & Salas, E. (2021). Managing teamwork in the face of pandemic: evidence-based tips. *BMJ Quality & Safety*, 30(1), 59-63.

UCT Author-date (previously Harvard UCT) is similar to APA and is based on the Harvard referencing style. This is one of the best-known styles and the simplest.

In-text citation: Tannenbaum et al., (2021:5) OR (Tannenbaum et al., 2021:5) (*more than three authors, use et al.,*)

Reference list: Tannenbaum, S.I., Traylor, A.M., Thomas, E.J. and Salas, E., 2021. Managing teamwork in the face of pandemic: evidence-based tips. *BMJ Quality & Safety*, 30(1): 59-63.

Vancouver is mainly used in the Biomedical and Health Sciences disciplines. A reference in the text to another source is signalled by a numeral giving the number of the citation. This numeral corresponds to a number in the list of references, which is arranged numerically.

In-text citation: *Paraphrased text* (1).

Reference list: 1. Tannenbaum SI, Traylor AM, Thomas EJ, Salas E. Managing teamwork in the face of pandemic: evidence-based tips. *BMJ Quality & Safety*. 2021;30(1):59-63.

For more detailed guides on three main styles above, please visit the Bongani Mayosi Library website:

<http://www.lib.uct.ac.za/lib/libraries/hsl#guides>