GSB Library Guide to APA 6 Referencing

Start the reference list on a new page. The word *References* should appear in uppercase and lowercase letters, centered. Double space all reference entries. APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented.

Books	In-Text Example	Reference List Examples
Book - Single author	(Koelble, 1998) or Koelble (1998) believes that	Koelble, T. A. (1998). The global economy and democracy in South Africa. New Brunswick, NJ: Rutgers University Press.
Book - 2 authors	(Tyler & Chivaka, 2009) or Tyler and Chivaka (2009) compare N.B. Use the ampersand (&) between the two authors' names, except when <i>paraphrasing in text</i> where and is used – as per example above	Tyler, E., & Chivaka, R. (2009). Using real options to value the impact of climate change: A case study of Sappi, a South African pulp and paper company. Köln, Germany: Lambert Academic.
Book - 3-5 authors	First citation: (Eberhard, Shkaratan, Rosnes, & Vennemo, 2011) or Eberhard, Shkaratan, Rosnes, and Vennemo (2011) recommend "" (p. 34). In subsequent citations:	Eberhard, A., Shkaratan, M., Rosnes, O., & Vennemo, H. (2011). <i>Africa's power infrastructure: Investment, integration, efficiency</i> . Washington DC: World Bank.
	(Eberhard et al., 2011) or According to Eberhard et al. (2011)	
Book – 6-7 authors	(Lamb et al., 2010) Cite only the surname of the first author followed by et al.	 Lamb, C. W., Hair, J. F., McDaniel, C., Boshoff, C., Terblanche, N., Elliott, R., & Klopper, H. B. (2010). <i>Marketing</i> (4th ed.). Cape Town, SA: Oxford. When a reference has up to seven authors, spell out all the authors' names in the reference list.



Book - 8 or more authors	(Gradel et al., 2007, p. 35) OR Gradel et al. (2007, p. 35) stated	Gradel, E., Kolaitis, P. G., Libkin, L., Marx, M., Spencer, J., Vardi, M. Y., Weinstein, S. (2007). <i>Finite model theory and its applications</i> . Berlin, Germany: Springer.
	Cite only the surname of the first author followed by et al.	If there are eight or more authors, list the first six, then three elipses () and finish with the last author
Book - No author	(Consumer behaviour, 2007)	Consumer behavior (2007). Loganville, GA: Richard K. Miller
Book - Multiple works by same author, different year	Covey (1989, 2004) has proved (Creswell, 2003, 2012)	 Covey, S. J. (1989). The seven habits of highly effective people: Restoring the character ethic. London, UK: Simon & Schuster. Covey, S. J. (2004). The 8th habit: From effectiveness to greatness. New York, NY: Simon & Schuster.
		 Creswell, J. W. (2003). <i>Research design: Qualitative, quantitative and mixed methods approaches</i> (2nd ed.). London, UK: Sage. Creswell, J. W. (2012). <i>Qualitative inquiry and research design: Choosing among five approaches</i> (3rd ed.). Thousand Oaks, CA: Sage.
Book - Multiple works published in the same year by the same author	See example under journal articles	Entries by the same author are arranged by year of publication, the earliest first.
Book - Works by different authors	(F. Bradley, 2002) or	Bradley, F. (2002). International marketing strategy. London, UK: Pearson.
with the same surname	F. Bradley (2002) (N. Bradley, 2007) or N. Bradley (2007)	Bradley, N. (2007). <i>Marketing research: Tools & techniques</i> . Oxford, UK: Oxford University Press.
Book- By an organisation or institution (corporate author)	(World Bank, 2012) or World Bank (2012) research has	World Bank. (2012). Doing business 2012: Doing business in a more transparent world. Washington, DC: Author. N.B. When the author and the publisher are the same, use Author in the publisher field.



Book - Different Editions	(Bryman & Bell, 2007) or Bryman and Bell (2007) suggest	Bryman, A., & Bell, E. (2007). <i>Business research methods</i> (2nd ed.). Oxford, UK: Oxford University Press.
Book - Edited	(Tutu, 2006) or Tutu (2006) believes that	 Tutu, D. (2006). <i>The words of Desmond Tutu</i>. (N. Tutu, Ed.) (2nd ed.). New York, NY: Newmarket Press. du Toit, G. S., Erasmus, B. J., & Strydom, J. W. (Eds.). (2010). <i>Introduction to business management</i> (8th ed.). Cape Town, SA: Oxford University Press.
Book - online	(Baets & Oldenboom, 2013) or Baets and Oldenboom (2013) show	Baets, W., & Oldenboom, E. (2013). <i>Values based leadership in business innovation</i> . Retrieved from http://bookboon.com/en/values-based-leadership-in-business-innovation-ebook
Book - Translation	(Nakagawa, 2011) or Nakagawa (2011) demonstrates	Nakagawa, J. (2011) International harmonization of economic regulation (J. Bloch & T. Cannon, Trans.). Oxford, UK: Oxford University Press.
Electronic version of a book chapter in a volume in a series	Strong and Uhrbrock (1923)	Strong, E. K. & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed.). <i>Personnel research series: Vol. 1. Job analysis and the curriculum</i> (pp. 140-146). doi: 10.1037/10762-000
Chapter in a book		
Chapter in an edited book	As there are 4 authors in this example: First citation: (April, Peters, Locke, & Mlambo,2011) or	April, K., Peters, K., Locke, K., & Mlambo, C. (2011). Leading ethically: What helps and what hinders. In C. Millar & E. Poole (Eds.), <i>Ethical leadership: Global challenges and perspectives</i> (pp. 165–186). Basingstoke, UK: Palgrave Macmillan.
	April, Peters, Locke, and Mlambo (2011)	 Brewer, T. L., & Young, S. (2009). Multilateral institutions and policies: Implications for multinational business strategy. In A. M. Rugman (Ed.), <i>The Oxford handbook of international business</i> (2nd ed., pp. 269-303). Oxford, UK: Oxford University Press.
	In subsequent citations: (April et al, 2011) or	
	According to April et al. (2011)	



Classical work		
Classical or religious	The Bible says: " these three remain:	
work	faith, hope and love. But the greatest	The 6th edition of the <i>Publication Manual</i> stipulates that reference list entries are not required when you
e.g. the Bible or the	of these is love" (1 Cor. 13:1 NIV).	cite "ancient Greek and Roman works or classical religious works".
Qur-an		
	The Qur'an specifies some dietary	These works are so widely known and available that all that is required is an in-text citation.
	restrictions, such as forbidding	
	Muslims to eat pork (Qur'an 5:3).	
Dictionary or		
encyclopedia		
Print dictionary or	(Merriam-Webster's collegiate dictionary,	Merriam-Webster's collegiate dictionary (11th ed.). (2005). Springfield, MA: Merriam-Webster.
encyclopedia	2005)	
Electronic/web	(Heuristic, n.d.)	Heuristic. (n.d.). In <i>Merriam-Webster's online dictionary</i> (11th ed.). Retrieved from http://www.m-
dictionary or		w.cin/dictionary/heuristic
, encyclopedia		
Entry in an online	Graham (2005) defines behaviorism	Graham, G. (2005). Behaviorism. In E. N. Zaita (Ed.). The Stanford encyclopedia of philosophy (Fall 2007
reference work	as	ed.). Retrieved from http://plato.stanford.edy/entries/behaviorism/
Journal article		
	If the journal article	has a doi (document object identifier) include this in the reference
Journal article -	Parker (2012) asserts that	Parker, H. (2012). Knowledge acquisition and leakage in inter-firm relationships involving new technology
Single author		based firms. Management Decision, 50(9), 1618-1633. doi:10.1108/00251741211266714
	(Parker, 2012)	#sthash.8b0hfDTG.dpuf
Journal article - Two	Hamann and Acutt (2003)	Hamann, R., & Acutt, N. (2003). How should civil society (and the government) respond to 'corporate social
authors	Hamann and Acutt (2005)	responsibility'? A critique of business motivations and the potential for partnerships. <i>Development</i>
autions	(Hamann & Acutt, 2003)	Southern Africa, 20(2), 255-270. doi:10.1080/03768350302956
		<i>Southern Africa, 20(2), 255 270.</i> doi:10.1000/05700550502550
Journal article - 3-5	First citation:	Déjean, F., Giamporcaro, S., Gond, J. P., Leca, B., & Penalva-Icher, E. (2013). Mistaking an emerging market
authors	(Déjean, F., Giamporcaro, S., Gond, J.	for a social movement? A comment on Arjaliès' social-movement perspective on socially
	P., Leca, B., & Penalva-Icher, E., 2013)	responsible investment in France. <i>Journal of Business Ethics</i> , 112(2), 205-212. doi:10.1007/s10551-012-1241-6
	In subsequent citations:	
	(Déjean et al, 2013)	
	or	
	According to Déjean et al. (2013)	



Journal article – 6-7 authors	(Greely et al., 2008) or Greeley et al. (2008) prove	Greely, H., Sahakian, B., Harris, J., Kessler, R. C., Gazzaniga, M., Campbell, P., & Farah, M. J. (2008). Towards responsible use of cognitive enhancing drugs by the healthy. <i>Nature</i> , <i>456</i> (7223), 702-705. doi:10.1038/456702a
	Cite only the surname of the first author followed by et al.	
Journal article - more than 8 authors	(Chopra et al., 2009)	Chopra, M., Lawn, J. E., Sanders, D., Barron, P., Abdool Karim, S. S., Bradshaw, D., Coovadia, H. (2009). Achieving the health Millennium Development Goals for South Africa: Challenges and priorities. <i>Lancet</i> , <i>374</i> (9694), 1023–31. doi:10.1016/S0140-6736(09)61122-3
	Cite only the surname of the first author followed by et al.	If there are eight or more authors, list the first six, then three elipses () and finish with the last author
Journal article - Multiple works published in the same year by the same author	As discussed by Luiz (2009b), it is Moreover, Luiz (2009a) concludes	 Luiz, J. (2009a). Evaluating the performance of South African economics departments. South African Journal of Economics, 77(4): 591-602. doi: 10.1111/j.1813-6982.2009.01228.x Luiz, J. (2009b). Institutions and economic performance: Implications for African development. Journal of International Development, 21(1), 58-72. doi: 10.1002/jid.1472
		Use a/b etc. to differentiate between works in same year. References by the same author with the same publication date are arranged alphabetically by title (excluding <i>A</i> or <i>The</i>)
Journal article - advance online publication	(Von Ledebur, 2007) or Von Ledebur (2007) discusses	Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. <i>Knowledge Management Research & Practice</i> . Advance online publication. doi:10.1057/palgrave.kmrp.8500141
		If there is no DOI assigned and you retrieved the article electronically, give the URL.
Journal article – in press	(Briscoe, in press) or Briscoe (in press) recommends that	Briscoe, R. (in press). Egocentric spatial representation in action and perception. <i>Philosophy and Phenomenological Research</i> . Retrieved from http://cogprints.org/5780/1/ECSRAP.F07.pdf
Newspapers and magazine articles		
Newspaper article – with author	Koelble (2013) comments on	Koelble, T. (2013, January 21). Political elites must pave the way for entrepreneurs. <i>Cape Times</i> , p. 8.

by Mary Lister, GSB Library - July 2014

FULL COLOUR THINKING



Newspaper article – electronic	(Soko & Qobo, 2011) assert or Soko and Qobo (2011)	 Soko, M., & Qobo, M. (2011, January 7-13). Creating more walls than Brics. <i>Mail & Guardian</i>. Retrieved from http://mg.co.za/article/2011-01-07-creating-more-walls-than-brics Give the URL of the home page when the online version of the article is available by a search function to avoid non-working URLs.
Magazine article	(Mazaza, 2014) or Mazaza (2014) relates	Mazaza, S. (2014, May). Nelson Mandela – beyond the idolatry: Understanding consciousness and personal transformation. <i>GSB Business Review</i> , 1(1), 10-12.
Online magazine article	Williamson and Yin (2014) contend that	Williamson, P. J., & Yin, E. (2014, April 23). Accelerated innovation: The new challenge from China. <i>MIT Sloan Management Review</i> . Retrieved from http://sloanreview.mit.edu/article/accelerated-innovation-the-new-challenge-from-china/
Press release	(UCT Graduate School of Business, 2014) or UCT Graduate School of Business (2014) shows that	UCT Graduate School of Business. (2014, June 4). <i>GSB course shows SA companies why they need to be in China</i> [Press release]. Retrieved from http://www.gsb.uct.ac.za/s.asp?p=267
Newsletter article, no author	In text, use a short title (or the full title if it is short) enclosed in quotation marks for the parenthetical citation: ("Six Sites Meet," 2006).	Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). <i>OJJDP</i> <i>News @a Glance</i> . Retrieved from http://www.ncjrs.gov/html/news_at_a_glance/216684/to0pstory.html
Conference papers and proceedings		
Published conference paper	Biekpe (2002) presents or (Biekpe, 2002)	 Biekpe, N. (2002). The impact of regionalisation in the African capital markets sector and the mobilisation of foreign capital for sustainable development. In <i>Finance for sustainable development: Testing new policy approaches.</i> Proceedings of the Fifth Expert Group Meeting on Finance for Sustainable Development, Nairobi, Kenya, 1-4 December 1999. New York, NY: United Nations (pp. 171-180). Retrieved from http://www.un.org/esa/sustdev/publications/nairobi_meeting.pdf
Unpublished conference paper	(Bick & Abratt, 2001) identify or Bick and Abratt (2001)	 Bick, G., & Abratt, R. (2001, July). Brand valuation: Processes and pitfalls. Paper presented at the S.A. Marketing Educator's Conference, Wits Business School, Johannesburg. Ramaboa, K., & Underhill, L. (2011, January 25-27). Eigenvector cut-off value for collinear variables in multivariate data. Paper presented at the World Academy of Science, Engineering and Technology (WASET) 2011 International Conference, Dubai, United Arab Emirates.



Conference paper retrieved from web	As there are 5 authors in this example: First citation: (Hamann, Börzel, Kapfudzaruwa, Kranz, & Methner, 2012) or Hamann, Börzel, Kapfudzaruwa, Kranz, and Methner (2012) In subsequent citations: (Hamann et al, 2012) or According to Hamann et al. (2012)	Hamann, R., Börzel, T., Kapfudzaruwa, F., Kranz, N., & Methner, N. (2012, April 1-4). <i>Business contributions to climate change governance in areas of limited statehood</i> . Paper presented at the International Studies Association (ISA) 53 rd annual convention in San Diego, California, USA. Retrieved from http://gsbblogs.uct.ac.za.ezproxy.uct.ac.za/seec/files/2012/04/RHamann_introduction.pdf
Thesis		
	Identify the work as a d	doctoral dissertation or master's thesis in parentheses after the title.
Thesis	(Makgoba, 2009) or Makgoba (2009) highlights the importance	Makgoba, T. C. (2009). <i>African workplace spirituality in South African mines</i> (Doctoral thesis, Graduate School of Business, University of Cape Town, South Africa). Retrieved from http://uctscholar.uct.ac.za/R/?func=dbin-jump-full&object_id=4722&local_base=GEN01
MBA Thesis	(Annegarn, 2012) or Annegarn (2012) investigates	Annegarn, B. (2012). The relationship between the informal and formal sector: A comparative case study of the dynamics that exist between construction sites and female street food vendors in Cape Town (MBA Thesis, Graduate School of Business, University of Cape Town, South Africa).
Working papers. Reports, etc.		
	-	ts as you would a book: Author, A. A. (1998). <i>Title of work</i> (Report No. xxx). Location: Publisher. number, contract number) to the report, give that number in parentheses immediately after the title.
Working papers	As there are 5 authors in this example: First citation: (Worch, Truffer, Kabinga, Markard, & Eberhard, 2012) In subsequent citations: (Worch et al., 2012)	 Worch, H., Truffer, B., Kabinga, M., Markard, J., & Eberhard, A. (2012). Tackling the capability gap in utility firms: Applying management research to infrastructure sectors (No. 55). CID Research Fellow and Graduate Student Working paper, Harvard University, Center for International Development. Retrieved from http://www.hks.harvard.edu/centers/cid/publications/research-fellow-graduate-student-working-papers/cid-research-fellow-and-graduate-student-working-paper-no55
	or According to Worch et al. (2012)	



Discussion papers	(Giamporcaro, Pretorius, & Visser, 2010) or Giamporcaro, Pretorius, and Visser (2010)	Giamporcaro, S., Pretorius, L., & Visser, M. (2010, June). <i>Responsible investment: A vehicle for</i> <i>environmentally sustainable economic growth in South Africa</i> (EfD DP 10-17). Environment for Development Discussion paper. Retrieved from http://papers.ssrn.com/sol3/papers.cfm?abstract_id=1648868
Teaching Case	(Bick, Townsend, & Luiz, 2007) investigate or Bick, Townsend, and Luiz (2007)	Bick, G., Townsend, S., & Luiz, J. (2007). <i>MTN: One group, one vision, one brand</i> [Teaching case]. Wits Business School, University of the Witswatersrand, South Africa.
Report	As there are 4 authors in this example: First citation: (Bonnici, Bamford, Crowley, & Robertson-Sutton, 2011) or Bonnici, Bamford, Crowley, and Robertson-Sutton (2011) In subsequent citations: (Bonnici et al, 2011) or According to Bonnici et al. (2011)	Bonnici, F., Bamford, L., Crowley, S., & Robertson-Sutton, A. (2011, January). <i>Improving newborn care in</i> <i>South Africa: Lessons learned from Limpopo Initiative for Newborn Care (LINC)</i> . Pretoria, SA: UNICEF. Retrieved from http://www.unicef.org/southafrica/SAF_resources_newborncare.pdf
Authored report from nongovernmental organization	(Kessy & Urio, 2006)	 Kessy, S. S. A., & Urio, F. M. (2006). The contribution of microfinance institutions to poverty reduction in Tanzania (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website: http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and _Urio.pdf For reports retrieved online, identity the publisher as part of the retrieval statement unless the publisher has been identified as the author: Retrieved from Agency name website: http://xxxxxx
Book Review		
	(Hamann, R, 2007) or Hamann (2007) reviews	Hamann, R. (2007). Sustainable business development: Inventing the future through strategy, innovation and leadership by D. L. Rainey [Book review]. The Journal of Environment Development, 16(3), 347- 348)
		Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book <i>The social life of information</i> , by J. S. Brown & P. Duguid]. <i>Science, 290,</i> 1304. doi:10.1126/science.290.5495.1304

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Company Reports		
Annual report	First citation in text: Woolworths Holding Limited (WHL, 2013)	Woolworths Holding Limited. (2013). WHL 2013 integrated report. Retrieved from http://www.woolworthsholdings.co.za/investor/annual_reports/ar2013/WHL_IR_2013.pdf?v=1.1
	Subsequent citations in text: WHL (2013)	Table 7.1 from Concise Rules of APA Style, p. 184: Groups readily identified through abbreviations: First citation in text:
	Parenthetical format, first citation in text: (Woolworths Holding Limited [WHL],	National Institute of Mental Health (NIMH, 2003) Subsequent citations in text: NIMH (2003)
	2013) Subsquent citations in text: (WHL, 2013)	Parenthetical format, first citation in text: (National Institute of Mental Health [NIMH], 2003) Parenthetical format, subsequent citations in text: (NIMH. 2003)
Company information	(Metropolitan Health Group, 2013)	Metropolitan Health Group. (2013, May). The South African healthcare industry at a glance. <i>Inside Track</i> . Retrieved from http://www.mhg.co.za/newsletters/mh/Inside_Track_May_2013/12673-8-SA- industry-at-a-glance.pdf
Datamonitor profile	(Datamonitor, 2009)	Datamonitor. (2009, June 18). Christian Dior: Company profile. New York, NY: Author
Who Owns Whom Sector report	(Who Owns Whom, 2013) or as reported by Who Owns Whom (2013)	Who Owns Whom. (2013, September). <i>Generation of electricity: Siccode 4111</i> . Randburg, SA: Author
Country Reports		
	(Country Intelligence, 2013) or the Country Intelligence report (2013)	Country Intelligence. (2013, December 2). <i>Report: South Africa</i> . IHS Global Insight.
Government Publications		
National government documents	Department of National Treasury (2012)	Department National Treasury. (2012). <i>Budget Review 2012</i> . Retrieved from http://www.treasury.gov.za/documents/national%20budget/2012/review/FullReview.pdf
		Department National Treasury. (2012). <i>Budget Review 2012: Ch 6. Social security and national health insurance</i> . Retrieved from http://www.treasury.gov.za/documents/national budget/2012/review/chapter6.pdf



		National Planning Commission. (2012). <i>National Development Plan 2030: Our future – make it work.</i> Pretoria, SA: The Presidency. Retrieved from http://npconline.co.za/MediaLib/Downloads/Downloads/NDP%202030%20- %20Our%20future%20-%20make%20it%20work.pdf
Commissions of inquiry and	Katz (1994) reported that or	Chairperson of the commission or committee is the author.
government committees	the Katz Commission of Inquiry (1994) found	Katz, M.M. (1994). Commission of Inquiry into certain aspects of the tax structure of South Africa: Interim report. Pretoria, SA: Government Printer.
Reports of government departments		South Africa. Department of Justice. (2002). Annual report. Pretoria, SA: Government Printer.
Statutes and acts of parliament (South	(South Africa, 1993)	South Africa. (1993). Trade Marks Act 194 of 1993. Pretoria, SA: Government Printer.
Africa).		South Africa, (1993). <i>Human Rights Commission Act 54 of 1994.</i> Retrieved from http://www.justice.gov.za/legislation/acts/1994-054.pdf
White papers		South Africa. Department of Environmental Affairs and Tourism. (1996). White paper: The development and promotion of tourism in South Africa. Pretoria, SA: Department of Environmental Affairs and Tourism.
Web pages		
Webpage - with author	Hyatt (2012) shows that	Hyatt, M. (2012). <i>The 5 marks of authentic leadership</i> . Retrieved from http://michaelhyatt.com/the-five- marks-of-authentic-leadership.html
Webpage - corporate author	(Bertha Centre for Social Innovation, 2014)	Bertha Centre for Social Innovation. (2014). <i>Social entrepreneurial ecosystems and policy study</i> . Graduate School of Business, University of Cape Town, South Africa. Retrieved from http://www.gsb.uct.ac.za/s.asp?p=497
Webpage - no date	Chris Breen (n.d.) expands on	Breen, C. (n.d.). <i>Speaking engagements</i> . Retrieved from http://www.chrisbreen.net/?m=4&s=1
Entire website – not a specific page or document	The website of the Western Cape Government (http://www.westerncape.gov.za/) includes useful information all aspects of government	Not included in the reference list



Other internet sources		
Blog post	(Baets, 2014) or Baets (2014) believes that	Baets, W. (2014, June 20). <i>Is the MBA keeping up with the needs of business</i> ? [Web log message]. Retrieved from http://gsbblogs.uct.ac.za/walterbaets/
Blog post reply	(Luiz, 2013) or Luiz (2013) comments on	Luiz, J. (2013, March 6). Luiz on "What is governance?" [Web log comment]. The Governance blog. Retrieved from http://governancejournal.net/2013/03/06/luiz-on-what-is-governance/
Facebook	(Graduate School of Business [GSB], 2014) Subsequent citations: (GSB, 2014)	Graduate School of Business. (2014, June 18). Advocate Thuli Madonsela addressed our graduands with an inspirational speech [Facebook update]. Retrieved from https://www.facebook.com/UCTGSB
E-mail communication (considered as personal communication)	S. Gossel (personal communication, March 26, 2014) or (B. Shrand, personal communication, May 5, 2014)	N.B. No information is required in the reference list as the data is not retrievable.
Twitter	Christensen (2014) To cite a Twitter feed as a whole or to discuss it in general give the site URL in text, inside parentheses. There is no need for a reference list entry. Clayton Christensen's Twitter feed (https://twitter.com/claychristensen/) discusses	Christensen, C. (2014, May 21). The capitalist's dilemma: bit.ly/1vHcoF4 [Tweet]. Retrieved from https://twitter.com/claychristensen/status/469176837835223041
Video file (e.g. YouTube)	Graduate School of Business (2014)	Graduate School of Business. (2014, May 5). <i>The excellence leap masterclass</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=NQBWhc5qPPw&list=UU6Mn39bQPqWQtgUAGFC2b5Q
TED talk	Kamkwamba (2009) displayed	Kamkwamba, W. (2009, June). <i>William Kamkwamba: How I harnessed the wind</i> [Video file]. Retrieved from https://www.ted.com/talks/william_kamkwamba_how_i_harnessed_the_wind



Lecture notes		
Lecture notes – print	Sewchurran (2014) outlines	Sewchurran, K. (2014). <i>Innovation and entrepreneurship: MBA 2014</i> [Course handbook]. Cape Town, SA: University of Cape Town, Graduate School of Business.
Lecture notes – online	(Ronnie, 2014)	Ronnie, L. (2014). OBPM session 12: Motivation and retention [Powerpoint slides]. Retrieved from University of Cape Town, Graduate School of Business portal: https://vula.uct.ac.za/portal/site/
Personal Communications		
Telephone conversations,	(N. Griffin-EL, personal communication, March 20, 2014) or	N.B. No information is required in the reference list as the data is not retrievable.
Personal Interviews	Dr Griffin-EL (personal communication, March 20, 2014) commented that	
Images / figures / etc		
Image - from a website	The kelp forest at the Two Oceans Aquarium (n.d.)	Lennert, S. (n.d.) Two Oceans Aquarium kelp forest [Photograph]. Retrieved from http://www.aquarium.co.za/species_exhibits/the_kelp_forest_exhibit/
Figure - adapted	Caption under figure: Figure 1. Leadership enhancement framework (Adapted from "Leadership: Inside out" by K. April, 2014, Graduate School of Business,UCT, p. 10)	April, K. (2014.) <i>Leadership: Inside out</i> [Course handbook]. Cape Town, SA: University of Cape Town, Graduate School of Business.
Secondary sources (authors citing other authors)		
Indirect citation or secondary source	In-text: Allport's diary (as cited in Nicholson, 2003)	7.18 Use secondary sources sparingly, for instance, when the original work ia out of print, unavailable through usual sources. Give the secondary source in the reference list; in text, name the original work and give a citation for the secondary source. For example, if Allport's work is cited in Nicholson and you did not read Allport's work, list the Nicholson reference in the reference list.