Acknowledging sources within the text

WHY ACKNOWLEDGE?
1. It lends credibility to the argument
2. It recognises the author’s intellectual property
3. It is a requirement of good academic writing
4. It is a rule of Rhodes University

WHEN TO ACKNOWLEDGE

When to Document (cite) a Source
- Always acknowledge whatever is borrowed from other writers, not only direct quotes.
- Use of authorities: in presenting a line of argument or an explanation the use of authorities to support what is said is an important part of academic writing. Frequently, and at the very least in every paragraph, back up what you write with ‘who said what, when’.
- Use of diagrams, tables, graphs, maps, etc.: indicate the source of every graph and diagram, apart from the most obvious and simplest.

When to use direct quotes
- Selectively quote e.g. when referring to an authority that strengthens your argument.
- Excessive use of quoting decreases the value of the essay.

Rules for Quoting
- Reproduce exactly the phrasing, spelling, capitalization and punctuation of the original source.
- Quotations must fit grammatically into the sentence.
- Quotations must be integrated into the discussion.

HOW TO ACKNOWLEDGE within the TEST
GENERAL FORMAT: Surname(s), year of publication and page number(s)

- For two authors, use both surnames
- For three or more authors, use the surname of the first author followed by et al. (an abbreviation for et allos, meaning ‘and others’).
- For sources that do not identify the author(s), use the name of the organisation [Do not use ‘Unknown’ or ‘Anonymous’].
- An authority quoted from another text is a ‘secondary’ source. Both the primary author and the secondary source must be identified in the text. Wherever possible check the primary source for the context and for accuracy. For example, do not use this booklet for quotes from a published source without checking!
- Page numbers are required by the Department of Economics, for all sources, whether quoted directly or paraphrased. For some internet sources it may not be possible to quote page numbers.

For sources with one author
E.g. Sloman (1997: 5) defines opportunity cost as “The cost of any activity measured in terms of the best alternative foregone.”

e.g. “…there appears to be no correlation between the size of the state…and the performance of that economy…” (Wilson, 1990: 232).

For sources with two authors
E.g. According to Lipsey and Chrystal (1999: 166) “cartels tend to be unstable.”

For sources with three or more authors,
Economic texts cite the surname of the first author only, followed by ‘et al.’ For example, ‘The definition used by Parkin et al. (2010: 10) is “the highest valued alternative…”’

For the second and subsequent citations, the first author’s name is followed by et al. (an abbreviation for et allos, meaning ‘and others’). The sentence would then be written as: A similar definition used by Parkin et al. (2010: 10) is “the highest valued alternative…”

For newspapers, websites, government departments, institutional reports, etc., in which the author(s) is not identified
E.g. According to Business Day (2011: 12) the rapid rise in the oil price could be attributed to … [Note: ‘year’ refers to the year of publication or the year the website was last updated. ‘Unknown’ or ‘Anon’ is not a credible ‘authority’!]

For multiple citations of two or more publications by the same author(s)/source within the same year
E.g. if ‘Business Day 2011’ is cited as the source for two or more articles in the same year, the first is cited as ‘2011a’, the second as ‘2011b’, etc. For example: “More than 380 registered clothing factories paid… (Business Day, 2011a: 10).
For secondary sources in which another author/source is quoted or is cited as the authority
For example, Lipsey et al. (1999:4), the secondary source, quote Alfred Marshall’s definition of Economics contained in “Principles of Economics” first published in 1890, the primary source. Unless the original (primary source) itself was consulted, both sources are acknowledged:
e.g. Economics has been defined as “a study of mankind in the ordinary business of life” (Marshall, 1890, in Lipsey et al., 1999: 4).

An example of in-text citation (referencing)

There is no one accepted definition of Economics. Definitions range from the very broad, such as that by Marshall (1890, in Lipsey et al., 1999: 4) as ‘the study of mankind in the everyday business of life’, to those that focus explicitly or implicitly on resource allocation, scarcity and decision-making. For example, Robbins (1935: 16, in Himmelweit et al., 2001: 5) defined “Economics as the science which studies human behaviour as a relationship between ends and scarce means which have alternative uses.” Definitions are also a matter of emphasis. For example, the definition of economics as “…the social science concerned with the efficient use of scarce resources to achieve the maximum satisfaction of economic wants” (McConnell and Brue, 2002: 3) places emphasis on the discipline as a study of human behaviour while Parkin et al. (2010: 2) focus on ‘choices’, namely, the choices made by individual producers and consumers and society as a whole in coping with scarcity and how and “the incentives that

HOW TO CITe: in-Text Internet Sources

- As for books and Journal articles.
- In the case where a web-site does not have an obvious author, the organisation’s name is cited/referenced. For example, the SA Reserve Bank or the IMF or World Bank or Department of Labour or Green Peace, etc. Sometimes the clue is in the website name.
- Where it is not possible to identify the organisation, it is most probably an indication that the source is of doubtful quality and is not worthy of inclusion in an academic essay.

In summary:
In text citation style:

Surname    Bracket    Year of publication    colon    page number(s)    Bracket    [full stop, if at the end of the citation]  
\[    \[    \[    \[    \[    \[    \[  
Antrobus    (    2017    :    42    )    .

‘Correct spacing’:
Antrobus (2012: 42).

Note: for in-text citations initials are not used and also first names are not generally used.
N.B. ‘UNKNOWN’, ‘ANON’ or ‘ANONYMOUS’ may NOT be used. If you do not know the source/institution it is unlikely to be worth using.

HOW TO LIST REFERENCES:
Books and Edited Books

BASIC FORMAT FOR BOOKS

AUTHOR/Editor’s Surname(s), Initials, Year. Title (edition). City of publication: Publisher.

- Author’s name: Surname, Initials
- For an edited book: Surname, initials followed by ‘(ed)’ or ‘(eds)’ as appropriate.
- Title either in italics [or underlined, only if handwritten] or bold
- Title to be taken from the title page, not the cover
- Edition only for books beyond the first edition (e.g. abbreviated as ‘2e’ for the second edition).

One author


Two authors


More than two authors


Corporate author/Government agency as author
- Abbreviations may be used (e.g. DEAT, IMF, SARB)
- Name of corporate/agency (e.g. WORLD BANK)


[Note that ‘WORLD BANK’ is the way in which the source will be referenced both in the text and listed in the ‘List of References’. In the List of References the publisher must be indicated, as in this example, ‘The World Bank’ must again be part of the listing.

BOOK CHAPTERS from MULTI - AUTHORED BOOKS

<table>
<thead>
<tr>
<th>AUTHOR(s) of chapter/article, Year.</th>
<th>Chapter no. and title of chapter/title of article.</th>
<th>In: Authors/Editors.</th>
<th>Title of book.</th>
<th>City of publication: Publisher.</th>
</tr>
</thead>
</table>

HOW TO LIST:
Journals, Newspapers, and Magazines

AUTHOR or PERIODICAL, Year. Title of article. Title of Journal. Volume, no: page numbers.
E.g. FINANCIAL MAIL, 2007. The price of gold. Financial Mail. 2 February, p34
   - If no author is given, use name of periodical/ newspaper
   - Newspaper/periodical name excludes definite article (i.e. ‘The’)
   - Title of Journal in italics [or underlined if handwritten]

Journals


Magazines/Newspapers author given

Financial Mail. 26 September. pp 52 and 54.


**Periodicals/Newspapers, no authors given**


*[Note: In a list of references ‘The Economist’, ‘The Herald’, etc., must be listed as ‘Economist’ or ‘Herald’]*

**SAME AUTHOR/SOURCE, SAME YEAR**

<table>
<thead>
<tr>
<th>General format, distinguished by adding ‘a’ ‘b’ etc to the year, e.g. 2011a, 2011b, etc.</th>
</tr>
</thead>
</table>

**HOW TO LIST:**

**Unpublished reports, theses, handouts, and personal communications**

AUTHOR, Year. *Title of document*. Type of document or communication [Job title in case of personal communications]. Place of organisation: Name of organisation.

- Author’s affiliation and city
- Format and source type
- Title in *italics* [or *underlined*, only if handwritten]

**Unpublished Reports**


**Theses**

Course handouts


**Your own Lecture Notes:** Do not source your own notes taken in lectures, but do reference printed handouts, such as the example above.

Personal communications

- Person to person conversations, telephonic communications, letters, e-mails
- Authority’s standing/profession and affiliation
- Date of communication [date, month; do not repeat year]

GRANT, M, 2010. Environmental Officer, Makana Municipality, Grahamstown. Personal communication. 28 October.

**HOW TO LIST:**

Internet Sources

AUTHOR (if given) or INSTITUTION. Year of posting or update. *Title of the site*. Name of organisation. [Type of medium]. Available: electronic address or URL. [Date accessed].

- Same basic format as for printed media. See the examples listed above
- If no author is given, use name of the institution or of the organisation.
- If it is not possible to determine the authorship, then it is very probably not a reference worth using.

World Wide Web

- Must provide sufficient detail....
- To allow ready access
- For evaluating the sources of information


**THE USE of WIKIPEDIA as a Credible Source**

The words of Jimmy Wales, the co-founder of *Wikipedia*, the open source Encyclopaedia, need careful consideration (Time, 2007: 4).

**Question:** “Between the growing incidents of vandalism and the use of fraudulent credentials, how can anyone trust Wikipedia?
**Answer:** “The key is to look at the quality of the articles. The quality of Wikipedia today compared with three years ago is a dramatic improvement. But people do need to be aware of how it is created and edited so they can treat it with the appropriate caution.”

**Question:** “How can I persuade my teachers to allow me to use Wikipedia as a legitimate research source?”

**Answer:** “I would agree with your teachers that that isn’t the right way to use Wikipedia. The site is a wonderful starting point for research. But it’s only a starting point, because there’s always a chance that there’s something wrong, and you should check your sources if you are writing a paper. [Italics added].

**LIST OF REFERENCES:** an example


Common RU Faculty Policy on Plagiarism

The University has adopted a “Common Faculty Policy on Plagiarism” (Senate document 2008). The Department of Economics, together with other Departments in the Faculty of Commerce, fully supports this process and to this end have developed a set of common “Guidelines for referencing”.

Academic writing in the form of essays, assignments, reports, projects, theses or journal articles, etc., typically use and build upon the writing, information, ideas and research of others. Such use is acceptable provided that the sources used are clearly acknowledged. Plagiarism is defined as: “Taking and using the ideas, writings, works or inventions of another as if they were one’s own” (Senate, 2002). In simple terms, plagiarism is academic theft.

Rhodes University regards plagiarism in a very serious light and penalties may be as severe as the withdrawal of a DP in a course (permission to write the final exam is refused) or rustication (exclusion from the University).

“You will be guilty of plagiarism if for example” any work (exercise, practical, project, essay, report, etc) which is purported to be your own (has your name on it) “which, either in part or as a whole,

- is copied from an essay or practical report written by another student;
- is copied from a document downloaded from a website;
- is copied from a published article or book chapter;
- has been written for you by someone else” (Psychology Dept Handbook, 2000), or
- is a direct quotation not placed in quotation marks (inverted commas).

The Department of Economics is committed:
- to provide information and guidance on how and why to properly acknowledge sources;
- to provide training and feedback on the method recommended by the Faculty of Commerce for the acknowledgment and citation of sources;
- to follow up alleged offences; and
- to report significant incidents to the University Investigation Officer.

Please read and follow carefully the section on ‘Essay Writing Requirements’, ‘Acknowledging sources within the text’ and ‘Listing references’.
Department of Economics: Procedures and Penalties

In the first instance, academic Departments are responsible for dealing with and imposing penalties. The procedure, in brief, is that first time minor infringements are dealt with by the staff member detecting the alleged offence, while major and repeat offences are referred to the Departmental Plagiarism Committee (DPC). Thereafter major offences are referred to the Senate Standing Committee on Plagiarism (SSCoP). For procedural details see: http://www.scifac.ru.ac.za/misc/plag.

In every case an alleged offender shall have the right to state his/her case to the DDC, may appeal a sanction to the DDC and thereafter to the SSCoP, but may risk a heavier penalty. Written reasons shall be provided for any sanction imposed, copies of which are to be sent to the Dean and the SSCoP. The procedures and normal penalties as set out below are to be read in conjunction with the Table of Penalties for Plagiarism.

TABLE of PENALTIES for PLAGIARISM

Marks are deducted in accordance with the degree of plagiarism, the academic level at which the student is writing and the intention of the candidate, up to a limit of 100%. Plagiarism may also result in the refusal of a DP (“Duly Performed certificate”), that is, the candidate is not permitted to write the examination for the course. DPR (DP Refused) in the case of plagiarism is designated as DPWP (‘DP Withdrawn for Plagiarism`).

A summary of the Senate’s plagiarism penalties is set out below. These penalties have been formulated into a table specifically for Essays/Assignments which count towards the Class Record mark, and for Tutorial Exercises which count for DP purposes only.

The table contains the suggested penalty for the offence as recommended by Senate. The way that the Senate penalties are interpreted for Economics assignments is contained in this booklet under the appropriate sections, that is, under TUTORIALS and under ESSAYS.

In the event of prima facie evidence of significant plagiarism the marker assigns the work submitted a preliminary mark of zero and must refer it to the Course Co-ordinator for assessment.
### Essays and Assignments (count <10% of the final mark for the course)

<table>
<thead>
<tr>
<th>Type of Assignment and Form of extent of Plagiarism</th>
<th>Suggested Penalty 1st Year</th>
<th>Suggested Penalty Subsequent u/grad years</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY A (Dealt with by staff member, or course lecturer/course co-ordinator)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor Plagiarism (≤15% of text)</td>
<td>Mark penalty up to 40% Counselled and warned</td>
<td>Mark penalty up to 50% Counselled and warned</td>
</tr>
<tr>
<td>Minor use of another person’s words without quotation marks, but with a reference (≤15% of text)</td>
<td>Mark penalty up to 30% Counselled and warned</td>
<td>Mark penalty up to 40% Counselled and warned</td>
</tr>
<tr>
<td>Syndication (minor)</td>
<td>Category B Refer to DPC via HOD</td>
<td>Category B Refer to DPC via HOD</td>
</tr>
<tr>
<td>Copying from another student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CATEGORY B (Heard by Departmental Plagiarism Committee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plagiarised (approx 20% +)</td>
<td>0 and Another DP assignment; counts 0*</td>
<td>0 and Another DP assignment; counts 0*</td>
</tr>
<tr>
<td>75 to 100% plagiarised (all cases)</td>
<td>From: 0 and another DP assignment To: DPWP (by Semester 2)</td>
<td>0 + DPWP</td>
</tr>
<tr>
<td>Extensive use of another’s copied words without quotation marks, but giving a reference</td>
<td>From: Mark penalty To: Another assignment, to count from less marks to 0</td>
<td>From: Mark penalty To: Another assignment, to count from less marks to 0</td>
</tr>
<tr>
<td>Syndication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Worked together, same material, without proof of collusion</td>
<td>From: another assignment for lesser marks To: another DP assignment, counts 0*</td>
<td>From: another assignment for lesser marks To: another DP assignment, counts 0*</td>
</tr>
<tr>
<td>(b) Same material knowingly reproduced</td>
<td>From: another DP assignment for lesser marks up to 0 To: DPWP</td>
<td>From: another assignment for lesser marks up to 0 To: DPWP</td>
</tr>
<tr>
<td>Copying from another student without that student’s knowledge</td>
<td>0 + DPWP Refer to Senior Prosecutor</td>
<td>0 + DPWP Refer to Senior Prosecutor</td>
</tr>
<tr>
<td>Second Offences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Category A offence</td>
<td>Another DP assignment, counts 0</td>
<td>Another DP assignment, counts 0</td>
</tr>
<tr>
<td>Extensive second offence plagiarism (25% to less than half)</td>
<td>0 + DPWP Refer to Senior Prosecutor</td>
<td>0 + DPWP Refer to Senior Prosecutor</td>
</tr>
<tr>
<td>Extensive second offence plagiarism (half or more)</td>
<td>Category C; refer to SSSoP (Senate Standing Committee on Plagiarism)</td>
<td>Category C; refer to SSSoP (Senate Standing Committee on Plagiarism)</td>
</tr>
<tr>
<td>CATEGORY C (Heard by a Senate Plagiarism Tribunal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serial offences of minor plagiarism (3rd time +)</td>
<td>All these offences have the potential to attract serious penalties, ranging from mark penalties to DPWP to exclusion (whether suspended or not).</td>
<td></td>
</tr>
<tr>
<td>Second offences of major plagiarism (50% + in major assignments)</td>
<td>If permanent exclusion is recommended, this must be confirmed by Senate and Council.</td>
<td></td>
</tr>
<tr>
<td>Syndication and/or copying from another student’s work</td>
<td>From: Mark penalties and redo work To: DPWP or Exclusion</td>
<td></td>
</tr>
</tbody>
</table>
without permission (Second offences)  

*’Minor’ refers to a few sentences up to about 15% of an assignment
**Syndication: Students submit identical work or with selected passages that are identical. Both (or all) students are sanctioned. NOTE: Work assigned a mark of zero is viewed as an assignment cumulatively may lead to the loss of a DP (DPR).
Also see notes below the next table.
* Where a sub-minimum for DP purposes applies the minimum mark to retain the DP may be given

**Tutorial Assignments** (for DP purposes, but do not contribute to the Class Record mark)

<table>
<thead>
<tr>
<th>Form and extent of Plagiarism</th>
<th>Suggested Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st Year</td>
</tr>
</tbody>
</table>

**CATEGORY A** (dealt with by staff member, or course lecturer/course co-ordinator)

| Minor plagiarism*: Minor use (up to 15%) of another person’s copied words without quotation marks, but giving a reference | Counselling and warning  
Alternative task for DP purposes | Final warning, and Alternative task for DP purposes |
|---|---|---|
| Syndication** | Graded 0/DNW and/or DP warning  
Possible Cat B: refer to DPC | Graded 0/DNW and/or DP warning  
Possible Cat B: refer to DPC |

**CATEGORY B** (Heard by Departmental Plagiarism Committee)

| Major plagiarism: more than 15% | Another DP assignment, graded DNW | Another DP assignment, graded DNW  
From: Another DP assignment, graded DNW  
To: DPWP  |
|---|---|---|
| : approx half plagiarised | Another DP assignment, graded DNW | From: another DP assignment, graded DNW  
To: DPWP  |
| : 75 to 100% plagiarised | From: another DP assignment, graded DNW  
To: DPWP | DPWP |

**COPYING FROM ANOTHER STUDENT WITHOUT THAT STUDENT’S KNOWLEDGE**

| From: another assignment  
To: another DP assignment, graded DNW | DPWP |
|---|---|

**Syndication**

(a) Worked together, same material, without proof of collusion  
From: another assignment  
To: another DP assignment, graded DNW  
From: another assignment  
To: another DP assignment, graded DNW

(b) Same material knowingly reproduced  
From: another DP assignment, graded DNW  
To: DPWP  
From: another DP assignment, graded DNW  
To: DPWP

**EXTENSIVE USE (>15%) OF ANOTHER PERSON’S kopied words without quotation marks, but giving a reference.**

| From: assignment graded DNW  
To: another DP assignment, graded DNW | From: assignment graded DNW  
To: another DP assignment, graded DNW |

**SECOND OFFENCES: Category A (<15%)**

<table>
<thead>
<tr>
<th>Another DP assignment, graded DNW</th>
<th>Another DP assignment, graded DNW</th>
</tr>
</thead>
<tbody>
<tr>
<td>: Cat B approx 25% + 0 +DPWP</td>
<td>0 + DPWP</td>
</tr>
</tbody>
</table>

**CATEGORY C** (Heard by Senate Plagiarism Tribunal)

| Serial Offences of minor plagiarism (3rd time +) | From: Mark penalties and redoing work  
To: DPWP or Exclusion |
|---|---|

**NOTE:** Work assigned a mark of zero is viewed as an assignment cumulatively may lead to the loss of a DP (DPR).
<table>
<thead>
<tr>
<th>Second offences Syndication and/or copying from another student</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Minor’: defined as “from a few sentences up to about 15% of the assignment.”</td>
</tr>
<tr>
<td>Records. Category A cases: a Departmental Record is to be kept for potential use of ‘Second Category A offences’.</td>
</tr>
<tr>
<td>Category B cases: an entry is to be made on the candidate’s University (‘Protea’) record.</td>
</tr>
<tr>
<td>DP (Duly Performed ‘certificate’) means the work of the course has been performed at a satisfactory level. DPWP: DP withdrawn for plagiarism. DNW: Did Not Write. DPC: Departmental Plagiarism Committee. HOD: Head of Department.</td>
</tr>
<tr>
<td>Syndication: Students submit identical work or with selected passages that are identical. Both (or all) students are sanctioned.</td>
</tr>
<tr>
<td>NOTE: Work that normally would be assigned a mark of zero is viewed as an assignment “not submitted” and cumulatively may lead to the loss of a DP (DPR).</td>
</tr>
</tbody>
</table>