ACKNOWLEDGING SOURCES WITHIN THE TEXT

WHY ACKNOWLEG? 
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 ACKNOWLEG

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 ACKNOWLEG within the TEXT

**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 (putting someone else’s idea into ones own words). For some internet sources it may not be possible to quote page numbers.

For sources with **one author**

**General format** of acknowledgement **within the sentence**: Surname (year: page[s])
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).

<table>
<thead>
<tr>
<th>General format</th>
<th>of acknowledgement at the end of a sentence or paragraph: (Surname, year: page[s])</th>
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</thead>
<tbody>
<tr>
<td>General format</td>
<td>First surname and second surname (year: page[s])</td>
</tr>
<tr>
<td>General format</td>
<td>First surname et al. (year: page[s]). Note here a difference in the convention of Economics texts and Management texts. ‘Management’ requires that the first referencing of authors uses all the names and only thereafter, “et al.” is used. [Note: ‘et al.’ is an abbreviation for ‘et allos’ which means ‘and others’.]</td>
</tr>
</tbody>
</table>

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’!]

| General format | Name of the newspaper/organization (year: page[s]) |

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).

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<th>General format</th>
<th>First citation: Author/ organisation, year a: page[s]</th>
</tr>
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<tbody>
<tr>
<td>General format</td>
<td>Second citation: Author/ organisation, year b: page[s]</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>General format</th>
<th>Primary source, year, page[s] in Secondary source, year, page[s]</th>
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</thead>
<tbody>
<tr>
<td>General format</td>
<td>[Both primary and secondary sources are acknowledged as fully as possible]</td>
</tr>
</tbody>
</table>
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 influence and reconcile those choices.”

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: Surname Year of publication [full stop, if at the end of the citation]

Bracket colon page number(s) Bracket

↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓

In text citation style: Fraser (2016: 42).

‘Correct spacing’: Fraser (2016: 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 in which case you need to find the information from a credible source.

### HOW TO LIST REFERENCES:
#### Books and Edited Books

#### BASIC FORMAT FOR BOOKS

<table>
<thead>
<tr>
<th>AUTHOR/Editor’s Surname(s), Initials, Year. Title (edition). City of publication: Publisher.</th>
</tr>
</thead>
</table>

- 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:</th>
<th>Authors/Editors. Title of book.</th>
<th>City of publication: Publisher.</th>
</tr>
</thead>
</table>

**HOW TO LIST:**

**Journals, Newspapers, and Magazines**

<table>
<thead>
<tr>
<th>AUTHOR or PERIODICAL, Year.</th>
<th>Title of article.</th>
<th>Title of Journal.</th>
<th>Volume, no:</th>
<th>page numbers.</th>
<th>E.g.</th>
</tr>
</thead>
</table>

- 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**


**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

General format, distinguished by adding ‘a’ ‘b’ etc to the year, e.g. 2011a, 2011b, etc.


SUNDAY TIMES BUSINESS, 2011b. SA’s motor sector is putting foot. Sunday Times Business. 16 January. pg 5

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

<table>
<thead>
<tr>
<th>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].</th>
</tr>
</thead>
</table>

- 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

**PLEASE NOTE:** Wikipedia may not be used as a source for Economics 101 essays. It may however be used to facilitate your understanding of a concept. Referencing Wikipedia in an Economics 101 essay will detract from the credibility of your essay.

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].

<table>
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<tr>
<th>LIST OF REFERENCES: an example</th>
</tr>
</thead>
</table>


SUNDAY TIMES BUSINESS, 2011b. SA’s motor sector is putting foot. Sunday Times Business. 16 January. pg 5