gdc

VERSION 7
REFERENCING HANDBOOK

Contents

1. Introduction to Referencing

1.1 What is Referencing and Why It is Important?

Academic research and knowledge on any given topic grows as authors contribute to discussions and debates, report their findings and share their insights. Contributions to research include publishing essays, commentaries, critiques and research reports in books, journal articles, conference papers, news reports, as well as producing visual artefacts and exhibitions. In producing research, however, it is compulsory that previous contributions to thoughts and ideas that inform any new research are acknowledged. In academia, these previous contributions are referred to as 'sources of information' and the mechanism for acknowledging these sources is referred to as 'referencing'.

By referencing, researchers not only give credit to others who have informed their thinking but they also allow readers to trace back to the original work for further clarity and/or to check whether the source was interpreted correctly. Researchers are therefore morally and ethically obliged to credit their sources and to enable other readers to verify them. There are also legal, copyright and financial implications for not doing so. Failure to acknowledge sources of information is a failure to reference, and a failure to reference is an act of plagiarism. Plagiarism is a serious offence within academia and within learning institutions. In the context of GDC, plagiarism is not tolerated and carries severe penalties, up to and including expulsion. See the GDC Plagiarism Policy for further information.

1.2 The GDC Referencing Guide and the APA Publication Manual

The GDC Referencing Guide is based on the APA Style of referencing (the American Psychological Association) which is a widely recognised system used by many academic disciplines internationally. While students are encouraged to review the official APA Publication Manual 6th edition for all information on referencing, this guide is intended to provide a user friendly resource for the most commonly used references at GDC. In addition, this guide has specific requirements for the use of images that are not covered in the APA Publication Manual but which students are expected to follow.

For further information on the APA Style of referencing, students are encouraged to review the following:

- Chapters 6 and 7 of the Publication Manual of the American Psychological Association, 6th edition (2010).
- The APA website available at: http://www.apastyle.org/
- The APA Style Blog available at: http://blog.apastyle.org/apastyle/

NOTE: Microsoft Word includes some functionality for referencing in the APA Style, but this may require some editing on the part of authors using this tool.

1.3 When to Reference?

All sources of information that support a piece of writing must be referenced. Most obviously, if an author includes a direct quote of what someone else has said or written, the author must reference who they are quoting, when it was published and in what publication the quote can be found and so on. Frequently however, authors also paraphrase what others have already published. Paraphrasing is re-writing another author's point or idea in one's own words. Although the idea is expressed differently, the idea can be traced back to the original source and so that source must be referenced. Even if an author is mildly influenced by what someone else has written, this source must be integrated into their writing and referenced. Thus, it is not only sources that are used directly, for example by quoting or including images, but also material that has influenced an author's approach to the topic. As stated in the APA Publication Manual:

> Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you
>
> must credit the source. To avoid charges of plagiarism, take careful notes as you research to keep track
>
> of your sources and cite those sources according to the guidelines... (2010, p. 170)

It is also imperative that sources of information are reported on correctly. When quoting another author, the quote must be 100%, word-for-word accurate. Similarly, when paraphrasing an author, the original point, idea or concept must be expressed fairly. It is poor academic practice to paraphrase in a way that misrepresents the idea or information.

1.4 The Elements of Referencing

Referencing in the APA Style consists of two core requirements, citing the source of information in the body of the text, i.e. within the essay, and compiling a list of all the sources cited in a reference list at the end of the essay. These two requirements refer to in-text citations and the reference list.

1. **In-text citations:** This involves referencing the original source of information in the body of the text using an author-date citation system. In-text citations always include the author/s (or editor/s) surname and the date of publication of the original material. Page numbers (or sometimes paragraph numbers) are also included when the citation is for a direct quote.

2. **The Reference List:** This is a list at the end of the essay where the complete details of all of the sources cited in the text are listed in alphabetical order according to the authors' surnames. Typically, a longer reference list is better because it indicates that the author has consulted a wide range of sources and has considered all the relevant knowledge in the area.

IMPORTANT: Every in-text citation that is included in the body of writing must appear in the reference list and everything included in the reference list must have been cited in the text. Inaccurate or false citations and reference lists are not only a reflection of poor academic practice, they can be considered as cheating.

2. Using In-Text Citations

2.1 In-Text Citations (one author, one date and subsequent citations within a paragraph)

As an author-date citation system, the APA Style of referencing requires that the surname of the author and the year of publication for any reference must be included in-text, even if the source has been paraphrased. Refer to the APA Publication Manual, 2010, p. 174. However, the style allows for different ways in which this information can be included in your writing. In the first instance, both the author's surname and the year of publication (separated by a comma) can be included within parentheses (brackets) at the end of the sentence which needs citation. In the second instance, when the author's surname is included in the narrative of the writing, then the year of publication is included in parentheses immediately after the author's surname.

> *Example 1:* The article argues that African design has a particular flavour (Smith, 2000).
>
> *Example 2:* In his article, Smith (2000) argues that African design has a particular flavour.

If both the author and year of publication are included in the narrative (less common), then no parenthetical information is included.

> *Example 3:* In 2000, Smith argues that African design has a particular flavour.

For instances where the same work is cited multiple times in the same paragraph, the APA provides two rules. The first rule states that if the first citation in the paragraph includes the author's name as part of the narrative (with the year in parentheses), then subsequent citations with the author included in the narrative do not need to cite the date in parentheses, so long as there is no chance that the citations can be confused with other references used in your essay (APA, 2010, p.174).

> *Rule 1; subsequent citations within a paragraph:*
>
> In his article, Smith (2010) argues that African design has a particular flavour. Smith argues further that …The article also contends that craft is an essential component in creating a local design identity (Smith, 2010).

The second rule states that when both the author and year are included in parentheses in the first citation of the paragraph, then subsequent citations in the paragraph must include the year in parentheses (APA, 2010, pp.174-75).

> *Rule 2; subsequent citations within a paragraph:*
>
> The article argues that African design has a particular flavour (Smith, 2010). Smith (2010) also argues that …

2.2 In-Text Citations (one work, multiple authors and subsequent citations within an essay)

If one work has two authors, then it is required to site the names of both authors every time they are referred to in-text. If one work has three, four, or five authors, then all authors need to be cited the first time the citation appears in the essay. In subsequent citations throughout the essay, cite only the name of the first author followed by the abbreviation 'et al.' (APA, 2010, p. 175).

> *Example with three authors; first citation in an essay:*
>
> - Smith, Jones and Brown (2010) describe…
> - The article describes…(Smith, Jones & Brown, 2010).

> *Example with three authors; subsequent citations in an essay:*
>
> - Smith et al. (2010) describe…
> - The article describes…(Smith et al., 2010).

Within a single paragraph, as for single authors, the year may be removed from subsequent citations if the first citation in the paragraph included the authors' names in the narrative (APA, 2010, p. 175).

NOTE: A period or full stop is used after the "al" in et al. The word "and" is used before the final author's name when the citation is used as part of the narrative. The character "&" is used when the citation is in parentheses, in captions or in the reference list. Also use "and" or "&" to separate the names for citations with two authors in the same way.

2.3 Direct Quotes (fewer than 40 words)

When using direct quotes, that is when you have used the identical words of your source in your own writing, the in-text citation must include the author, year of publication and the specific page number (or paragraph number) of the copied material. For quotations of less than 40 words, the copied material should be incorporated into your text where it must be enclosed in double quotation marks.

> *Example 1*: In many ways, it can be argued that "craft is a cousin of design" (Jones, 2000, p.100).
>
> *Example 2:* Jones (2000) argues that "craft is a cousin of design" (p. 100) in many ways.

NOTE: A citation in parenthesis must occur immediately after the quotation and that no additional punctuation is required before or after the quotation marks unless it is needed for the sentence to make sense. Also note that, in the first example, the period or full stop to complete the sentence comes after the final parenthesis. Refer to the APA Publication Manual, 2010, pp. 170-171.

2.4 Direct Quotes (40 words or more)

For longer quotes, with 40 or more words, the following rules apply:

> If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start such a block quotation on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional half inch. Double-space the entire quotation. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark. (APA, 2010, p. 171)

NOTE: The above citation includes the author, year and page number of the quotation since neither the author nor the year were included in the sentence introducing the quote. However, if the author and year are included in the introductory sentence, the citation in parentheses will only include the page number.

2.5 Accuracy of Quotations and Changes from the Source

Direct quotations should be exact and should follow the "wording, spelling and interior punctuation of the original source, even if the source is incorrect" (APA, 2010, p. 172). However, there are exceptions to this rule. Some of these are listed below but for additional information refer to sections 6.07 and 6.08 of the APA Publication Manual, 2010, pp. 172-173.

- "If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word *sic*, italicized and bracketed, immediately after the error in the quotation" (APA, 2010, p. 172).
- "The first letter of the first word in a quotation may be changed to an uppercase or a lowercase letter. The punctuation mark at the end of the sentence may be changed to fit the syntax" (APA, 2010, p. 172).
- "Use three spaced ellipsis points (. . .) within a sentence to indicate that you have omitted material from the original source. Use four points to indicate any omission between two sentences" (APA, 2010, pp. 172-173).
- "Do not use ellipsis points at the beginning or end of any quotation *unless* [emphasis added], to prevent misinterpretation, you need to emphasize that the quotation begins or ends midsentence" (APA, 2010, p. 173)
- "If you want to emphasize a word or words in a quotation, italicize the word or words. Immediately after the italicized words, insert within brackets the words *emphasis added*, that is, [emphasis added]" (APA, 2010, p. 173).

2.6 Secondary Sources

It is preferred that the ideas or information used to construct an essay are drawn from primary sources and that the original author of any ideas is cited. However, when the information you wish to paraphrase or quote is from a secondary author who has cited the original author, then this must be identified in your in-text citations. In other words, if you have read Brown who has cited Smith and you wish to refer to Smith's idea in your own writing, then you must acknowledge both Smith (as the primary source) and Brown (as the secondary source) in your in-text citation.

Example 1: Smith (as cited in Brown, 2010) argues that good design is about function.

Example 2: It is argued that good design is about function (Smith, as cited in Brown, 2010).

In the referent list, you are only required to reference the source that you have read, i.e. the secondary source, or Brown in the case of the examples above. Refer to the APA Publication Manual, 2010, p. 178.

2.7 Personal Communications (interviews, conversations and correspondence)

When citing information or sources that are not recoverable, such as interviews, personal conversations, letters, emails, or a **class lecture**, it is only necessary to provide an in-text citation and not to provide an entry in the reference list. In-text citations should include the initials and surname of the communicator or interviewee as well as an exact date.

Example 1: P.J. Smith (personal communication, September 17, 2010) communicated that…

Example 2: It was communicated that… (P.J. Smith, personal communication, September 17, 2010).

Where the personal form of communication is recoverable by others, such as communication posted on a blog or stored in an archive, then the reference should be cited and included in the reference list as for that reference type.

NOTE: GDC discourages students from referencing material delivered during lectures. Rather, students are encouraged to refer directly to the content the lecture material was developed from and to reference those sources accordingly. Further information on how to reference lecture material can be found in the article "How to Cite a Class in APA Style" (McAdoo, 2012) available here: http://blog.apastyle.org/apastyle/2012/11/how-to-cite-a-class-in-apa-style.html

2.8 Additional Information for In-Text Citations and Direct Quotes

For additional information on in-text citations and direct quotes refer to the APA Publication Manual as identified below:

For additional information refer to the APA Publication Manual as identified below:

- For first and subsequent citations in-text also see Table 6.1, p. 177
- For more on citations with one work by multiple authors see 6.12, p. 175
- For groups as authors see 6.13, p. 176
- For authors with the same surname see 6.14, p. 176
- For when there is no author or the author is anonymous see 6.15, p. 176.
- For two or more works and one citation see 6.16, pp. 177-178
- For classical works see 6.18, pp. 178-179
- For personal communications see 6.20, p. 179
- For direct quotations of online material without page numbers see 6.05, pp. 171-172
- For accuracy of a sauce [*sic*] or incorrect spelling and grammar see 6.06, p. 172
- For changes to the quote requiring no explanation see 6.07, p. 172
- For changes to the quote requiring explanation see 6.08, p, 173

3. Introduction to the Reference List

3.1 What is a Reference List?

A reference list occurs at the end of an essay or research report on a separate page and provides all the details of the sources cited in the essay or research report. It is provided so that the reader can "identify and retrieve each source" (APA, 2010, p. 180). Because this is the purpose of the reference list, it is necessary to ensure that the "reference data must be complete and accurate" (APA, 2010, p.180).

Additionally, it is required that all sources cited in-text appear in the reference list and that every item in the reference list is cited in-text. Inaccurate or false citations and reference lists can be considered as cheating. Students are therefore encouraged to make sure that this is the case prior to the submission of any work.

NOTE: A reference list is not a bibliography. A reference list records only the sources cited in a particular piece of writing. A bibliography on the other hand, will also include sources not directly referred to in the piece of writing so as to suggest further reading or to provide additional background on the topic of investigation.

3.2 Elements of a Reference List

A reference list in the APA style requires you to address three principal elements, namely the order of references in the list, special formatting requirements and the components of individual references in the list.

1. **Order of references in the reference list:** Basic guidelines for ordering the reference list appear below. For additional special cases refer to the APA Publication Manual, 2010, section 6.25, pp. 181-183.

- The reference list is **ordered alphabetically** according to **authors' surnames**, and where surnames are similar then letter by letter. For e.g. Jonas, C.B. (2010) will appear before Jones, A.A. (1999)
- Multiple references by one author are arranged according to date of publication from oldest to newest. For e.g. Jones, A.A. (1999) will appear before Jones, A.A. (2010). The same applies to multiple entries authored by the identical set of multiple authors.
- Single author references appear before multiple author entries that begin with the same author, irrespective of publication date. For e.g. Smith, A.A. (2015) will appear before Smith, A.A., & Jones, B.B. (2000)
- Different authors with the same surname are ordered according to their first initial. For e.g. Brown, A.A. (2015) will appear before Brown, B.A. (2010)
- If a reference is authored by "Anonymous", the work is alphabetised as if Anonymous were an author's name.
- If a reference has no designated author the title of the work (italicised) is moved to the position of the author and the first significant word of the title is used to alphabetise the entry (excluding 'A' or 'The').
- Personal communications such as letters, memos or informal electronic communications do not appear in the list. They are only cited in-text.

2. **Formatting Requirements:** Basic guidelines for formatting the reference list appear below. Also see the Reference List for this guide as an example.
- The reference list must be **double spaced** without lines between entries.
- There must be a **hanging indent** for the second and subsequent lines of individual entries that are longer than one line (Ctrl + Tab in MSWord).
- Italics:
  - o Titles of books, journals, periodicals and so on are written in italics. For e.g. *History of design: An African perspective.*
  - o Titles of articles in journals or chapters in books are not written in Italics. For e.g. A Johannesburg perspective.
  - o Volume numbers for journals are in italics (issue numbers are not). For e.g. *Journal of Design, 4*(6). The volume number *four*, is in italics. The issue number six, is not.
- Capitalisation:
  - o For the titles of books or non-periodicals, capitalise only the first word of a title and the subtitle, if there is one. Also capitalise any proper names within the title (titles of books are in italics). For e.g. *History of design: An African perspective.*
  - o The same applies to article and chapter tiles (not in italics). For e.g. A Johannesburg perspective.
  - o For journals or periodical titles, capitalise the first letter of each significant word in the title (in italics). For e.g. *Journal of Design.*
- Use "&" instead of "and" before the final author's name in multiple author entries. For e.g. Smith, A.A., & Jones, B.B. (2000). Also see the note in Section 2.2 of this guide.
- Abbreviations – accepted abbreviations are provided by the APA Publication Manual, 2010, p.180.
- Arabic numerals:
  - o Volume numbers for books and journals should be in Arabic numerals (for e.g. 1, 2, 3) and not Roman numerals (for e.g. I, II, III).
  - o Roman numerals used in titles should remain. For e.g. *History of design IX*

3. **The components of individual references:** Each entry in a reference list should include sufficient information so that it can be retrieved from a library, academic database or from the internet. This information typically includes the author, year of publication, title and publishing information but can become quite complex depending on the type of source referenced. That said the basic components as described in The Generic Reference (Chuck, 2009) are relatively simple to follow and easy to remember. They refer to:
   - **Who** – The author of the work referenced.
   - **When** –The date (mostly the year) when the reference was published.
   - **What** – The title of the reference.
   - **Where** – The information required to locate the reference, such as publishing information for books, volume and issue numbers for journals or electronic retrieval statements for digital sources.
   In addition to this, one might need to consider:
   - **What Else** – What other non-routine information or unusual items are needed to clarify the type of reference? This information is typically used for different types of media such as audio visual material and is included after the title in square brackets.

See Section 4 of this guide for specific examples of different references types, or refer to the APA Publication Manual, 2010, Chapter 7, pp. 193-215.

3.3 Additional Information for Reference Components

For additional information on referencing and reference components refer to the APA Publication Manual as identified below:

- For acceptable abbreviations see 6.22, p. 180
- For order of references see 6.25, p. 181
- For author and editor information see 6.27, p. 184
- For publication date see 6.28, p. 185
- For title information see 6.29, pp. 185-186
- For publication information see 6.30, pp. 186-187

Alternatively, refer to the APA Style Blog as identified below:

- For the "Generic Reference" see http://blog.apastyle.org/apastyle/2009/11/the-generic-reference.html
- For the "Frankenreference" see http://blog.apastyle.org/apastyle/2010/02/the-frankenreference.html
- For the "who" component see http://blog.apastyle.org/apastyle/2010/01/the-generic-reference-who.html
- For the "when" component see http://blog.apastyle.org/apastyle/2010/01/the-generic-reference-when.html
- For the "what" component see http://blog.apastyle.org/apastyle/2010/01/the-generic-reference-what.html
- For the "where" component see http://blog.apastyle.org/apastyle/2010/02/the-generic-reference-using-brackets.html
- For the "what else" component see http://blog.apastyle.org/apastyle/2010/02/the-generic-reference-using-brackets.html

4. Reference Examples by Type

4.1 Books, Reference Books, and Book Chapters (print and online)

This section includes selected examples for how to reference books, including reference books such as dictionaries and encyclopaedias, in the reference list. It also provides examples for electronic books and reference works. For the complete range of reference types that fall under this category, refer to the APA Publication Manual, 2010, Section 7.02, pp. 202-205.

As a basic guide, the APA (2010) style for references for entire books follows this format:

Author, A. A. (1900). *Title of book.* City, Country: Publisher

Author, A. A. (1900). *Title of book.* Retrieved from http://www.xxxxxx

Editor, A. A. (Ed.). (1900). *Title of book.* City, Country: Publisher

The APA (2010) style of references for a chapter in a book or an entry in a reference book follows this format:

Author, A. A., & Author, B. B. (1900).Title of chapter or section or entry. In A. Editor, & B. Editor (Eds.), *Title of*

book (pp.xxx-xxx). City, Country: Publisher

Author, A. A., & Author, B. B. (1900).Title of chapter or section or entry. In A. Editor, & B. Editor (Eds.), *Title of*

book (pp.xxx-xxx). Retrieved from http://www.xxxxxx

The APA (2010) style for a specific entry in a reference book, such as a definition for a word in a dictionary, follows this format:

Title of entry. (1900). In A. Editor (Ed.), *Title of reference work* (xx ed., Vol. xx, pp. xxx-xxx). City, Country:

Publisher Title of entry. (1900). In *Title of reference work* (xx ed., Vol. xx). Retrieved from

http://www.xxxxxx

To note:

- For books **without an author or editor**, alphabetise the reference according to the first significant word of the title. In-text, use a shortened version of the tile in place of the author.
- For the **title of the book**, capitalise only the first word of the title and the first word of the subtitle. Also capitalise any proper nouns within the title. Use a colon to separate the title and subtitle. Italicise the title.
- **Extra information** such as editions, volume numbers and page number must be included in parentheses following the title and with the period or full stop after the parentheses.
- **Non-routine information**, such as when the publication is a monograph or brochure, should be included after the title in square brackets. For e.g. [Monograph]

- For when there is **no date** of publication use (n.d.). in place of (year).
- **Place of Publication** includes city and country for books published outside the USA (for e.g. London, England). For publications in the USA, include the City and the 2-letter state code (for e.g. Chicago, IL). "IL" is the code for Illinois
- For the **Publisher** do not use terms such as Co. or Publishers but include the words Books and Press. If the Author and publisher are the same, use "Author" as the name of the publisher. For electronic sources, the electronic retrieval statement takes the place of the publisher location and name.

Selected Examples:

4.1.1 Entire print book, one author (with an edition, published in the USA)

Reference List	Norman, D. (2002). *The design of everyday things* (2002 ed.). New York, NY: Basic Books.
In-Text Citations	- Norman (2002) argues that …. - The Design of Every Day Things argues that … (Norman, 2002) - Norman (2002) argues that "designing well is not easy" (p.28).
Notes:	- The title of the book is in italics and only the first word is capitalised. - This reference specifies that the book is an edition from 2002. - For books published inside the USA the publication location includes the city and 2-letter state code. "NY" is for the state of New York in this example. For books published outside the USA, the publication location includes City, Country. - When a title is referred to in-text, capitalise all major words, unlike in the reference list. - Page numbers are used to identify the location of the direct quote for in-text citations.

4.1.2 Electronic version of a print book (with an edition and non-routine info)

Reference List	Norman, D. (2013). *The design of everyday things* (Rev. & Expanded ed.) [EPUB version]. Retrieved from: http://www.ebooks.com/1167019/the-design-of-everyday-things/norman-don/
In-Text Citations	- Norman (2013) argues …. - The Design of Every Day Things argues … (Norman, 2013)
Notes:	- Note the hanging indent for the 2nd line and 3rd line of the reference. - The title of the book is in italics and only the first word is capitalised. - This reference specifies that the digital book is a revised and expanded edition. - Non routine information is included after the title in square brackets. In this case it specifies the digital version of the book – the EPUB version. - Use "Retrieved from:" plus the URL instead of publication information for digital books. - Note the differences between this electronic version and the reference to the hardcopy version (which is in the library).

4.1.3   Entire print book (with a revised edition and published outside the USA)

Reference List	Papanek, V. (1985). *Design for the real world: Human* ecology and social change (Rev. 2nd ed.). London, England: Thames and Hudson.
In-Text Citations	- Papanek (1985) argues that…. - Design for the Real World argues that… (Papanek, 1985). - It is argued that "design is basic to all human activity" (Papanek, 1985, p. 3).
Notes:	- Note the use of capitals in the title. Only the first word of the title and subtitle are capitalised (there are no proper nouns in the title). - This book specifies a revision of a 2nd edition. - When a title is referred to in-text, capitalise all major words, unlike in the reference list (in this instance it has been shortened).

4.1.4   Three (to five) authors (with an edition and published in the USA)

Reference List	Booth, W. C., Colomb, G. G., & Williams, J. M. (2003). *The craft of research* (2nd ed.). Chicago, IL: Chicago University Press.
In-Text Citations	- See Section 2.2 of this guide for subsequent citations within an essay for multiple authors For first citation in essay: - Booth, Colomb and Williams (2003) argue that … - it is suggested that…(Booth, Colomb & Williams, 2003) For subsequent citations in essay : - Booth et al. (2003) argue that … - It is suggested that…(Booth et al., 2003)
Notes:	- For books published inside the USA the publication location includes the city and 2-letter state code. "IL" is for Illinois in this example. For books published outside the USA, the publication location includes City, Country. - "&" is used before the name of the last author in the reference list and when in parentheses for in-text citations. For in-text citations where the authors' are part of the narrative "and" is used.

4.1.5 Edited Book, two editors

Reference List	Riley, N., & Bayer, P. (Eds.). (2003). *The elements of design: The development of design and stylistic elements from the renaissance to the postmodern era.* London, England: Mitchell Beazley.
In-Text Citations	- Riley and Bayer (2003) suggest that…. - The Elements of Design suggests that… (Riley & Bayer, 2003).
Notes:	- The use of (Eds.) is for the editors of a book. For a single editor use (Ed.). - When a title is referred to in-text, capitalise all major words, unlike in the reference list (the title has been shortened in this instance).

4.1.6 Chapter or section in an edited book (two authors)

Reference List	Laubscher, D., & Leujes, I. (2014). Design intervention for social upliftment. In G. Cairns (Ed.), *Design for a complex world* (pp. 199-216). Faringdon, England: Libri.
In-Text Citations	- It is suggested that… (Laubscher & Leujes, 2014). - Laubscher and Leujes (2014) describe… - Laubscher and Leujes (2014) describe the studio projects as "action learning" (p. 202).
Notes:	- The title of the chapter is not in italics. - Note the use of "In G. Cairns (Ed.), …" to indicate that the work cited is in Cairns' edited book. - Note that the initial comes before the surname for the editor. - The title of the book is in italics. - Page numbers are used to identify the chapter in the book for the reference list. For in-text citations, page numbers are only used for the location of direct quotations.

4.1.7 Entry in a reference work (no author or editor, Vol. numbers)

Reference List	Pantheon. (1983). In *Encyclopaedia Britannica: Micropaedia* (15th ed., Vol. 7, p.725). Chicago, IL: University of Chicago.
In-Text Citations	- Where there is no author, use the title enclosed in parentheses for in-text citations. Capitalise the significant words if there are more than one (unlike in the reference list). - The Encyclopaedia Britannica: Micropaedia describes the Pantheon as… ("Pantheon", 1983).

Notes:	- Use the title of the entry in place of the author where there is no author or editor. The title of the entry is not in italics.
	- Note the use of "In" for the title of the reference work where the entry was sourced.
	- The tile of the reference book is in italics.
	- Include the edition number, volume number and page number where the entry can be found in parentheses after the title of the reference work. For e.g. (15th ed., Vol. 7, p.725)
	- For reference books (unlike for journals), include the abbreviations Vol. and p. or pp. for volume numbers and page numbers.
	- The volume number is given in Arabic numerals, even if the original is given in Roman numerals.

4.1.8 Entry in an online reference work

Reference List	Carlson, A. (2015). Environmental aesthetics. In E. N. Zalta (Ed.), *The Stanford encyclopaedia of philosophy* (Spring 2015 ed.). Retrieved from: http://plato.stanford.edu/archives/spr2015/entries/environmental-aesthetics/
In-Text Citations	- Carlson (2015) describes….
	- In Environmental Aesthetics, it is argued … (Carlton, 2015).
Notes:	- Note how this is similar to a reference for a chapter in an edited book or reference work and where "Retrieved from:" plus the URL replaces the publication information.
	- Note the (Spring 2015, ed.) – i.e. the Spring edition of 2015.

4.1.9 Entry in an online reference work (with no author, editor or date)

Reference List	Design. (n.d.). In *Collins English dictionary*. Retrieved from: http://www.collinsdictionary.com/dictionary/english/design
In-Text Citations	- Where there is no author, use the title enclosed in parentheses for in-text citations. Capitalise the significant words if there are more than one (unlike in the reference list).
	- The Collins English Dictionary defines design as… ("Design", n.d.).
Notes:	- Use the title of the entry in place of the author where there is no author or editor. the titl of the entry is not in italics.
	- Use (n.d.) for when there is no date.
	- Note the use of "In" for the title of the reference work where the entry was sourced.
	- The title of the reference work is in italics

4.1.10 Limited circulation / non routine publication (author as publisher)

Reference List	Greenside Design Center. (2016). *The GDC brochure* [Brochure]. Johannesburg: South Africa: Author.
In-Text Citations	- The GDC Brochure (2016) states that…. - It is explained that… (Greenside Design Center, 2016).
Notes:	- Greenside Design Center is a company author - Non-routine information is included in square brackets after the title. In this instance [Brochure]. - Where the author and publisher are the same, use "Author" in place of publisher.

4.2 Periodicals (print and online)

This section includes selected examples for how to reference material published regularly such as articles in journals, magazines and newspapers. For the complete range of reference types that fall under this category, refer to the APA Publication Manual, 2010, Section 7.01, pp. 198-202.

The APA (2010) style of references for a periodical follows this format:

Author, A. A. (year). Title of article. *Title of Periodical*, *xx*(x), pp-pp. Retrieved from http://www.xxxxxx

Author, A. A., & Author, B.B. (year). Title of article. *Title of Periodical*, *xx*(x), pp-pp.

To note:

- For **magazine articles, newspapers and newsletters** include additional information after the year such as **month, season and day** depending on the publication. For e.g. (2016, February 29) would apply to a newspaper.
- For the **title of the article**, capitalise only the first word of the title and the first word of the subtitle. Also capitalise any proper nouns within the title. Use a colon to separate the title and subtitle. Do not Italicise the title of the article
- The **title of the periodical** is italicised. Unlike for books and for the title of the article, all major words in the title are capitalised.
- **Volume numbers** are italicised and in Arabic numerals. Do not use the abbreviation Vol. as is required for reference books.
- **Issue numbers** should be included if the first page of the issue begins on page 1. Issue numbers are in brackets immediately after the volume number. The issue number is not italicised.
- **Page numbers** are included**.** For newspaper articles p. or pp. precedes the number.

Selected Examples:

4.2.1 Journal article in print (additional info for publication date)

Reference List	Allen, M. (2013, January). Parrish art museum. *Domus, 965*, 44-51.
In-Text Citations	- Allen (2013) describes… - In Parish Art Museum, it is suggested that… (Allen, 2013). - Allen (2013) argues that the museum resists "superficial first impressions" (p. 45).
Notes:	- Include additional information for the publication date after the year. - The title of the article is not in italics and only the first word of the title and subtitle are capitalised. - The title of the journal is in italics and the first letter of all significant words in the title are capitalised (unlike for books). - *965*, the volume number, is in italics. Use Arabic numerals for the volume number. Do not use the abbreviation "Vol." for journal volume numbers (unlike for reference books). - Page numbers are given in the reference list to identify the location of the article in the journal. - There is no publication information for a journal article. - For in-text citations, page numbers are used to identify the location of a direct quote.

4.2.2 Journal article in print (with issue number)

Reference List	Templer, I. (2010). New media interactivity in the museum: Democratisation or dumbing down? *The International Journal of the Inclusive Museum*, *2*(1), 165-178.
In-Text Citations	- Templer (2010) argues that… - New Media Interactivity argues that… (Templer, 2010)
Notes:	- The title of the article is not in italics and only the first word of the title and subtitle are capitalised. - The title of the journal is in italics and the first letter of all significant words in the title are capitalised (unlike for books). - *2*, the volume number, is in italics. Use Arabic numerals for the volume number. Do not use the abbreviation "Vol." for journal volume numbers (unlike for reference books). - The issue number, (1), is in parentheses and is not italicised. Use Arabic numerals for the issue number. - Page numbers are given in the reference list to identify the location of the article in the journal. - There is no publication information for a journal article.

4.2.3   Online journal article (4 authors, additional info for publication date)

Reference List	Vallgårda, A., Winther, M., Mørch, N., & Vizer, E. E. (2015, December). Temporal form in interaction design. *International Journal of Design*, *9*(3), 1-15. Retrieved from: http://www.ijdesign.org/ojs/index.php/IJDesign/article/viewFile/2212/708
In-Text Citations	- See Section 2.2 of this guide for subsequent citations within an essay for multiple authors For first citation in essay: - Vallgårda, Winther, Mørch and Vizer, (2015) argue that … - It is suggested that…(Vallgårda, Winther, Mørch & Vizer, 2015). For subsequent citations in essay : - Vallgårda et al. (2015) argue that … - It is suggested that…(Vallgårda et al., 2015).
Notes:	- Include additional information for the publication date after the year. - The title of the article is not in italics and only the first word of the title and subtitle are capitalised. - The title of the journal is in italics and the first letter of all significant words in the title are capitalised (unlike for books). - *9*, the volume number, is in italics. Use Arabic numerals for the volume number. Do not use the abbreviation "Vol." for journal volume numbers (unlike for reference books). - The issue number, (3), is in parentheses and is not italicised. Use Arabic numerals for the issue number. - Page numbers are given in the reference list to identify the location of the article in the journal. - Use "Retrieved from:" plus the URL for the online retrieval information. - "&" is used before the name of the last author in the reference list and when in parentheses for in-text citations. For in-text citations where the authors' are part of the narrative "and" is used.

4.2.4 Online magazine article (no author, shortened title for in-text citations)

Reference List	Human media lab unveils flexible smartphone with haptic bend inputs. (2016, February 17). *Designboom*. Retrieved from: http://www.designboom.com/technology/human-media-labs-reflex-flexible-smartphone-02-17-2016/
In-Text Citations	- Where there is no author, use a shortened version of long titles enclosed in parentheses for in-text citations. See p. 200 of the APA Publication Manual, 2010. Capitalise the significant words (unlike in the reference list). - The article states that the phone provides a "highly realistic simulation of physical forces" ("Human Media Lab", 2016, para. 2).
Notes:	- Use the title of the article in place of the author when there is no author. - Only the first word of the title and subtitle are capitalised in the reference list (unlike in-text). - Include additional information for the publication date after the year. - Use "Retrieved from:" plus the URL for the online retrieval information. - Paragraph numbers are used instead of page numbers to identify the location of the direct quote within the article. Use the abbreviation "para." for paragraph.

4.2.5 Newspaper Article in print

Reference List	Mkhwanazi, K. (2016, March 11). Comic Kronicles toon in to SA hip-hop. *Then Mail and Guardian Friday*, p. 3.
In-Text Citations	- Mkhwanazi (2016) describes … - In Comic Kronicles it is suggested… (Mkhwanazi, 2016).
Notes:	- Include the year, month and day of publication - The title of the article is not in italics. Capitalise only the first letter of the first word of the title and subtitle plus any proper nouns. Kronicles and SA are proper nouns in this instance. - The title of the newspaper is in italics and the first letter of all significant words in the title are capitalised. - Use p. or pp. to precede page numbers in the reference list for newspaper articles (unlike for journals). - For discontinuous page numbers see the APA publication Manual 2010, p. 200, item 10.

4.2.6   Online newspaper article (additional info for publication date, paragraph numbers)

Reference List	Accone, D. (2016, February 26). Dan Brown not Umberto Eco's sole echo. *The Mail &* *Guardian*. Retrieved from: http://mg.co.za/article/2016-02-26-dan-brown-not-ecos-sole-echo
In-Text Citations	- Accone (2016) suggests that …. - The article suggests that… (Accone, 2016) - In Dan Brown not Umberto Eco's Sole Echo, it is argued that Eco is interested in the "relationship between written signs and their referents" (Accone, 2016, para.1).
Notes:	- Include additional information for the publication date after the year. - The title of the article is not in italics. The title of the article contains proper nouns, "Dan Brown", "Umberto Eco" and "Eco". - The title of the newspaper is in italics and the first letter of all significant words in the title are capitalised (unlike for books). - Use "Retrieved from:" plus the URL for the online retrieval information. - Paragraph numbers are used instead of page numbers to identify the location of the direct quote within the article. Use the abbreviation "para." for paragraph.

4.3 Conference Papers (meetings and symposia)

The proceedings from conferences or symposia, as well as papers presented at conferences can be referenced. For conference papers published in the proceedings or retrieved from an online source, use a similar format as for a book or chapter in a book but include information on the proceedings or conference as described below. For the complete range of reference types that fall under this category, refer to the APA Publication Manual, 2010, Section 7.04, pp. 206-207.

To note:

- For papers retrieved from the published proceedings of a conference include information on the conference proceedings after the titles of the conference, page numbers and location information as follows:
  Conference proceedings from the xxth Conference of the Name of Organisation (pp. xx-xx). City, Country: Publisher
- For papers retrieved from an online source and not published in the proceedings include the following information after the title of the paper:
  Paper presented at the xxth Name of Organisation Conference, City, Country. Retrieved from: URL

Selected Examples:

4.3.1 Conference Paper Published in Proceedings

Reference List	Pope, K., & Turner, R. (2014). Implementing the Kyoto design declaration's commitment to socially responsible design education: Reflecting on the challenges facing design educators. In A. Breytenbach, & K. Pope (Eds.), *Design with the other 90%*. Conference proceedings of the Cumulus Johannesburg Conference (pp. 322-328), Johannesburg, South Africa: Greenside Design Center and the University of Johannesburg.
In-Text Citations	- Pope and Turner (2014) argue that … - The paper argues that… (Pope & Turner, 2014)
Notes:	- Note the similarity to the reference for a chapter in an edited book. - Note the inclusion of information about the conference proceedings after the title of the conference: - Conference proceedings of the Cumulus Johannesburg Conference (pp. 322-328), Johannesburg, South Africa: Greenside Design Center and the University of Johannesburg.

4.3.2 Conference Paper Retrieved Online

Reference List	Meiring, E. (2013). *Design education strategy*. Paper presented at the 12th National Design Education Forum of South Africa Conference, Vanderbijlpark, South Africa. Retrieved from: http://www.defsa.org.za/papers/praxis-design-education
In-Text Citations	- Meiring (2013) argues that … - in Design Education Strategy it is argued that … (Meiring, 2013)
Notes:	- Note the similarity to the reference for a book. - Note the inclusion of information about the conference after the title of the conference: Paper presented at the 12th National Design Education Forum of South Africa Conference, Vanderbijlpark, South Africa.

4.4 **Doctoral Dissertations and Master's Theses**

This section includes selected examples for how to reference PHD dissertations and Master's theses retrieved from institutional databases and from the web. For the complete range of reference types that fall under this category, refer to the APA Publication Manual, 2010, Section 7.05, pp. 207-208.

The APA (2010) style of thesis or dissertations obtained from a database follows this format:

Author, A. A. (2015). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or Master's thesis).

Retrieved from: Name of database. (Accession or Order no.)

The APA (2010) style of references for unpublished theses and dissertations follows this format:

Author, A. A. (2001). *Title of doctoral dissertation or master's thesis* (Unpublished doctoral dissertation or

master's thesis). Name of Institution, City, Country.

To note:

- Italicizes the **title** of the thesis or dissertation
- In brackets after the title, **identify the work** as either a Doctoral dissertation or Master's thesis.
- For theses or dissertations obtained from **universities outside the USA**, include the University, City and Country within the same brackets if retrieved from the web or an institutional database. for e.g. (Master's thesis, University of the Witwatersrand, Johannesburg, South Africa).

4.4.1 **Master's thesis from institutional database outside the USA**

Reference List	Wiggin, J. J. (2010). *Extending the skin(s) of the Capitol Theatre.* (Master's thesis, University of Pretoria, Pretoria, South Africa). Retrieved from: http://hdl.handle.net/2263/30250
In-Text Citations	- Wiggin (2010) argues… - In Extending the Skin(s), it is argued… (Wiggin, 2010).
Notes:	- For theses or dissertations obtained from universities outside the USA, include the University, City and Country within the same brackets if retrieved from the web or an institutional database. For e.g. (Master's thesis, University of Pretoria, Pretoria, South Africa).

4.5 Peer Reviews and Commentary

For referencing reviews of books, motion pictures and other entertainment products refer to the APA Publication Manual, 2010, Section 7.06, pp. 208-209.

The APA (2010) style of referencing reviews follows this format:

Reviewer, A. A. (2016). Title of the review [Review of the book *Title of book*, by A. A. Author]. *Title of complete work*, *xx*, xxx-xxx.

To note:

- For **untitled reviews**, use the material in the brackets as the title but retain the brackets. For e.g. [Review of the book *Title of book*, by A. A. Author] replaces the title.
- For reviews in regularly published **periodicals**, the date may need additional information such as month and day. (2016, February 29) would apply to a review in a newspaper.
- Within the square brackets identify the type of **medium** being reviewed (book, motion picture, television series).
- For a **book review**, include the authors name after the title of the book separated by a comma.
- For **reviews of films, DVDs** or **other media**, include the production studio and year of release after the title of the work. For e.g. [Review of the film *XYZ*, produced by ABC, 2008)
- For the **title of the complete work**, follow the format for titles for books and periodicals. Include volume numbers if applicable. Include page numbers.
- If the review is retrieved from the web, include Retrieved from http://www.xxxxxx as for other reference types.

Selected Examples:

4.5.1 Online Book Review

Reference List	Fadeyev, D. (2010, November 17). The design of everyday things [Review of the book *The design of everyday things*, by D. A. Norman]. Retrieved from: http://usabilitypost.com/2010/11/17/the-design-of-everyday-things/
In-Text Citations	- Fadeyev (2010) describes… - In his review it is described… (Fadeyev, 2010).
Notes:	- The title of the review is not in italics. Only the first letter of the title (and subtitle if any) of the review is capitalised. - After the title of the review, in square brackets, identify what is being reviewed. For e.g. [Review of the book…]. - The title of the book being reviewed is in italics and only the first letter of the title (and subtitle if any) of the book is capitalised. - Identify the author of the book after the title of the book. Note that the surname comes last. For e.g. [… *The design of everyday things*, by D. A. Norman].

4.5.2 Online Motion Picture Review

Reference List	Seitz, M. Z. (2007, September 12). The life and times of a typeface [Review of the motion picture *Helvetica*, produced by Swiss Dots in association with Veer, 2007]. Retrieved from: http://www.nytimes.com/2007/09/12/movies/12helv.html?_r=0
In-Text Citations	- Seitz (2007) describes the film as… - The film can be described as… (Seitz, 2007).
Notes:	- The title of the review is not in italics. Only the first letter of the title (and subtitle if any) of the review is capitalised. - After the title of the review, in square brackets, identify what is being reviewed. For e.g. [Review of the motion picture…]. - The title of the film being reviewed is in italics and only the first letter of the title (and subtitle if any) of the film is capitalised. - Identify the production studio of the film after the title and the year of release after that. For e.g. [*…Helvetica*, produced by Swiss Dots in association with Veer, 2007].

4.6 Audio Visual Material

For referencing of audio visual material such as films, television episodes, music and podcasts refer to the APA Publication Manual, 2010, Section 7.07, pp. 209-210.

The APA (2010) style of referencing for a film follows this format:

> Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of motion picture* [Motion picture]. Country of
>
> Origin: Studio

The APA (2010) style of referencing for a music recording follows this format:

> Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist if different from writer]. On *Title of album*
>
> [Medium of recording: CD, record]. Location: Label (date of recording if different from copyright date)

To note:

- In place of authors, **name the contributors** to the work such as the producer, director or writer as required. Use parentheses to **identify contributors' roles**. For e.g. Writer, A. A. (Writer), & Director, B. B. (Director).
- For standalone productions, the title of the work is in italics.
- If the work is part of a **series**, then the title is not in italics. Instead the title of the series is in italics.
- In square brackets after the title of the work indicate the **medium**. For e.g. [DVD]
- For an **episode from a television series**, follow the same format as for a chapter in an edited book but use the script writer and director instead of the author and the producer in the place of the editor. Use parentheses to identify contributors' roles. For e.g. Writer, A. A. (Writer), & Director, B. B. (Director).

Selected Examples:

4.6.1   DVD

Reference List	Bevin, T. (Producer), & Cohen, J. (Director). (1998). *Fargo* [DVD]. USA: PolyGram Film Entertainment
In-Text Citations	- Bevin & Cohen (1998) portray … - Fargo portrays… (Bevin & Cohen, 1998)
Notes:	- In parentheses after the producer and directors' names, include their contribution. For e.g. Bevin, T. (Producer), & Cohen, J. (Director). - The title of the production is italicised. - After the title, in square brackets, include the medium [DVD]. - Include the country and production studio instead of publication information.

4.6.2   Single Episode from a Broadcast Television Series

Reference List	Weiner, M. (Writer), & Taylor, A. (Director). (2007). Smoke gets in your eyes [Television series episode]. In M. Weiner (Executive producer), *Mad Men*. USA: American Movie Classics.
In-Text Citations	- Weiner and Taylor (2007) portray… - Smoke Gets in your Eyes portrays… (Weiner & Taylor, 2007).
Notes:	- For an episode from a television series, follow the same format as for a chapter in an edited book but use the script writer and director instead of the author and the producer in the place of the editor. Use parentheses to identify contributors' roles. For e.g. Weiner, M. (Writer), & Taylor, A. (Director). - The title of the episode is not in italics. - After the title, in square brackets, include the medium [Television series episode]. - Note the use of "In M. Weiner (Executive producer), *Mad Men*" to indicate that the source is an episode in the series Mad Men, where Weiner is the executive producer. - Note that the initial comes before the surname for the executive producer. In this instance the executive producer is also the writer. - The title of the television series is in italics.

4.6.3   Online Podcast (audio)

Reference List	Tan, M. (Host/Executive Producer). (n.d.). # 11 Facebook, Mexico & Peter Pan [Audio podcast]. *Millennial.* Retrieved from: http://www.millennialpodcast.org/11-facebook-mexico-peter-pan
In-Text Citations	- Tan (n.d.) presents… - In Facebook, Mexico & Peter Pan, it is presented … (Tan, n.d.).
Notes:	- In place of authors, name the producers and presenter as applicable. - In parentheses, after the producer and presenters' names, include their contribution. For e.g. Tan, M. (Host/Executive Producer). - If the podcast is part of a series, the tile of the podcast is not in italics. - After the title, in square brackets, include the medium [Audio podcast]. For a video podcast include [Video podcast]. - The title of the series is in italics.

4.6.4   Online Video File

Reference List	Lovegrove, R. (2005, February). *Ross Lovegrove: Organic design inspired by nature* [Video file]. Retrieved from: https://www.ted.com/talks/ross_lovegrove_shares_organic_designs
In-Text Citations	- Lovegrove (2005) proposes that… - Organic Design Inspired by Nature proposes… (Lovegrove, 2005).
Notes:	- In place of authors, name the presenter or maker of the video as applicable. - The title of the video file is in italics. - After the title, in square brackets, include the medium [Video file]. - Also see section 4.7 of this guide for video blogs such as YouTube videos.

4.6.5   Music Recording

Reference List	Bowie, D. (1972). Ziggy Stardust. On *The rise and fall of Ziggy Stardust and the spiders from Mars* [CD]. London, England: RCA Records (1971).
In-Text Citations	- Bowie (1972, track 5) proclaims… - "Ziggy Stardust" proclaims… (Bowie, 1972, track 5).

Notes:	- In place of the author, name the writer of the song. - The title of the song is not in italics. - Note the use of "On" to indicate that the song is on an album. - The title of the album is in italics with only the first letter of the first word of the title (and subtitle) plus any proper nouns capitalised. In this instance Ziggy Stardust and Mars are proper nouns. - After the title of the album, in square brackets, include the medium [CD]. - If the recording date is different from the copyright date, include the recording date in parentheses after the label. - For in-text citations include the track number.

4.7 Internet Message Boards, Mailing Lists and Other Online

For referencing of internet material such as blogs, online forums, discussion groups and mailing list refer to the APA Publication Manual, 2010, Section 7.11, pp. 214-215.

The APA (2010) style of referencing for an internet post follows this format:

Author, A. A. (Year, Month Day). Title of post [Description of form]. Retrieved from: http://www.xxx

To note:

- If the full name of the author is available list the name as for other references. If only a **screen name** or nickname is available, use that name.
- The **date** must be accurate and include the year, month and day.
- For the **title** of the post, use the subject line of the message or the thread. Do not italicise the tile of the post.
- After the title include a **description of the content** in square brackets. For e.g. [Online forum comment], [Electronic mailing list message], [Web log post], [Web log comment] or [Video file]
- Provide the address for the archived version of the message.

Selected Examples:

4.7.1   Online Forum Message

Reference List	PrintDriver. (2016, March 4). Re: The goal of graphic design is to convey a message, but how? [Online forum comment]. Retrieved from: http://www.graphicdesignforum.com/forum/forum/graphic-design/general/1619304-the-goal-of-graphic-design-is-to-convey-a-message-but-how
In-Text Citations	- PrintDriver (2016) argues that… - It has been argued that the goal of graphic design is… (PrintDriver, 2016).
Notes:	- Use screen names if the full name is not available. - Include the year, month and day of the post. - Note the use of "Re:" before the title to indicate that the reference is a response to the original discussion topic. - The title of the topic is not in italics. - After the title, in square brackets, include the medium [Online forum comment].

4.7.2   Blog Post

Reference List	Lee, C. (2016, January 26). Navigating copyright for reproduced images: Part 4. Writing the copyright statement [Web log post]. Retrieved from: http://blog.apastyle.org/?_ga=1.260926989.1882682975.1455711667
In-Text Citations	- Lee (2016) recommends…. - Recommendations include… (Lee, 2016)
Notes:	- Include the year, month and day of the post. - The title of the post is not in italics. - After the title, in square brackets, include the medium [Web log post].

4.7.3   Blog Comment

Reference List	Librarian09. (2016, January 26). Re: Navigating copyright for reproduced images: Part 4. Writing the copyright statement [Web log comment]. Retrieved from: http://thenextweb.com/dd/2016/03/09/10-hottest-design-tools-must-try/
In-Text Citations	- Librarian09 (2016) comments… - The article is commended for… (Librarian09, 2016).

Notes:	- Use screen names if the full name is not available. - Include the year, month and day of the post. - Note the use of "Re:" before the title to indicate that the reference is a response to the original post - The title of the post is not in italics. - After the title, in square brackets, include the medium [Web log comment].

4.7.4 Video Blog Post

Reference List	Wintergatan. (2016, March 1). Wintergatan – Marble Machine: music instrument using 2000 marbles [video file]. Retrieved from: https://www.youtube.com/watch?v=IvUU8joBb1Q
In-Text Citations	- Wintergatan (2016) demonstrates… - The Marble Machine showcases … (Wintergatan, 2016)
Notes:	- Use screen names if the full name is not available. - Include the year, month and day of the post. - The title of the video is not in italics. - After the title, in square brackets, include the medium [Video file].

4.8 Additional Information for Reference Types

- For additional information on types refer to the APA Publication Manual as identified below:
- For periodicals see 7.01, pp. 198-202
- For books, reference books and chapters see 7.02, pp. 203-205
- For technical and research reports see 7.03, pp. 205-206
- For meetings and symposia see 7.04, pp. 206-207
- For doctoral dissertations and master's theses see 7.05, pp. 207-208
- For reviews and peer commentary see 7.06, pp. 208-209
- For audio visual material see 7.07, pp. 209-210
- For data sets, software and measurement instruments see 7.08, pp. 210-211
- For unpublished and informally published works see 7.09, pp. 211-212
- For archival documents and collections see 7.10, pp. 212-214
- For internet message boards, mailing lists and other online see 7.11, pp. 214-215
- For additional information on information obtained from websites, refer to the http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 and appendix 2 of this guide.

5. Referencing Images

5.1 The GDC Guide to Referencing Images

In addition to referencing textual sources referred to in an essay it is also an academic requirement to credit and reference images of artworks and designs reproduced in an essay. However, while the APA Publication Manual is explicit when it comes to providing guidelines for referencing a variety of texts, the referencing of images, artworks and designs is less clear and does not adequately cover the range of visual material that students are likely to encounter or the issues relating to the reproduction of images themselves. As such, GDC has supplemented the APA Publication Manual with regards to the referencing of images. For the most part, this requires that:

- The original art or design work **and** the source of the reproduced image must be referenced.
- The source where the image was copied from must be cited in the image caption.
- An image list must be provided at the end of the essay, before the reference list, where the complete details of the original work plus the source of the image reproduction are recorded.

5.2 Sourcing images

While images may be obtained from a variety of sources, GDC recognises that a significant number of images reproduced in essays will have been sourced from the internet. With this in mind, students are advised of the following:

- Images should not be copied from Google Images directly. Rather, students must access the actual website and copy the image from there.
- Students should consider the credibility and reliability of the web page where images are sourced, especially in the case of web pages without authors or dates.
- For each image copied from the internet, it is a requirement to reference the source, i.e. the specific web page where the image was obtained. It is therefore critical to record the relevant information pertaining to both the website and the image itself. In addition to the URL of the web page, information such as the author of the web page or article, the date of publication, the title of the page or article, plus the title of the image and the name of the photographer are all important pieces of information when constructing a reference for the image and its source.

5.3 Copyright and Ethical Considerations

Students are to be mindful that there are copyright and ethical issues relating to the reproduction of existing images and the taking of photographs. This is especially so for work that is to be published in the public domain or for when work is to be sold or exhibited. At an undergraduate level, even when the work produced is for educational purposes, certain considerations apply. In particular, students are to take note of the following pertaining to photographs:

- When photographing people, students may be required to obtain informed consent as per the GDC Ethics Policy.
- When photographing another author's work, such as a design or artwork, and that work is under copyright, students may need to obtain written permission in order to reproduce the photograph of that work.

5.4 Numbered Captions and Citations

For each image reproduced in an essay a caption is required that includes a Figure number, some descriptive content relating to the image and a parenthetical citation (Author, Date) that references the source of the image, such as the website or article where the image was copied from.

Captions for images obtained from sources without page numbers follow this format:

Figure X. Descriptive caption (Author, Date).

Captions for images obtained from print media with page numbers or for images obtained from digital slide shows follow this format:

Figure X. Descriptive caption (Author, Date, p. xx / image x of x).

To note:

- The image **caption** is normally located directly underneath the image.
- **Figure numbers** in the caption are italicised and the numbers must be in Arabic numerals. A period or full stop follows the number. For e.g. *Figure 1.*
- The **descriptive caption** should relate to the discussion of the image in-text.
- The **parenthetical citation** (Author, Date) at the end of the caption references the source where the image was acquired from, not the author of the original work.
- For images sourced from print based media with page numbers, such as books or journal articles, the citation should include a page number as for direct quotes, i.e. (Author, Date, p. xx).
- For images sourced from digital slide shows, the citation should indicate which slide i.e. (Author, Date, image x of x).
- Images should be reproduced within the body of text and not in a separate section.
- When images are referred to in the body of the essay the word "Figure" must be capitalised and spelled out in full. Unlike in the caption, the word "Figure" is not in italics. For e.g. "As illustrated in Figure 1 it can be argued that…"

5.5 The Image List

The image list occurs at the end of the essay, but before the reference list. It is a list that is ordered chronologically by figure number according to the order in which images appear in the essay. For each image reproduced in the essay there must be an entry in the image list and for each entry in the list, there are effectively two reference components. The first component references the original image, artwork or design and the second component references the source (such as the website or book) where the reproduction or copy of the image, artwork or design was acquired from.

1. **Referencing the Original Work:** Referencing the original work follows the same logic as a reference for an original artwork covered in There's an Art to It by Hume-Pratuch (2010) on the APA Style Blog (http://blog.apastyle.org/apastyle/2010/04/theres-an-art-to-it.html) or a reference for audio visual material covered in section 4.6 of this guide (Section 7.07, pp. 209-210 of the APA Publication Manual, 2010). In other words it is a reference that includes the following:
   - **Who** – Artist, A. A. (Artist) or Designer, B. B. (Designer) or Architect, C. C. (Architect).
   - **When** – (Date), the year in which the design or artwork was completed.
   - **What** – The title of the design or artwork in italics plus **additional information** in square brackets describing relevant aspects of the work. For e.g. *Eland* [Concrete and plant sculpture, variable dimensions] or *Zulu mama café chair* [Furniture design, stainless steel and polyethylene plastic]. For variations refer to the different types of images / designs covered in section 6 of this guide.
   - **Where** – The city and US 2-letter state code or country plus the name of the gallery / museum / manufacturer / commissioning agent in place of publication information. For e.g. Johannesburg, South Africa: Everard Read Gallery. For variations refer to the different types of images / designs covered in section 6 of this guide.

2. **Referencing the Source:** In addition to referencing the original work, it is a requirement to reference the source of the image. If the image was acquired from a book, article or website the reference for that source must be included as per the reference examples covered in section 4 of this guide.

IMPORTANT: All images reproduced in an essay must appear in the image list and vice versa. All images must also include a reference for the source of the image that must appear as a citation in the image caption.

A generic entry in the image list for a design or art work follows this format:

Figure X.	Designer, A. (Designer). (Date of work). *Title of work* [Type of design / medium, materials and dimensions if applicable]. City, State or Country: Gallery / manufacturer / commissioning agent.
	Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide.

A generic entry in the image list for a design or artwork where there are contributors (or where the reproduction /photographer of the work is credited) follows this format:

Figure X.　　　　Artist, A. (Artist), & Photographer, B. (Photographer). (Date of work). *Title of work* [Type of design / medium, materials and dimensions if applicable]. City, State or Country: Gallery / manufacturer / commissioning agent. Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide.

To note:

- Use **double spacing** for entries in the image list.
- The **figure number** must be in Arabic numerals. Unlike in the caption, the figure number is not in italics.
- Note the **indent** after the figure number and the alignment of subsequent lines for the entry in the image list.
- **Name the designer or artist** of the work and identify their occupation / contribution in parentheses after their names. For e.g. Designer, A.A. (Designer).
- For instances where the work is a result of different contributors, follow the same logic as for references for audio visual material as covered in section 4.6 of this guide and name the collaborators and their different contributions. For e.g. Designer, A. A. (Designer), & Photographer, B. B. (Photographer).
- In the rare instance that the work cited is by an **unknown artist or design**er, substitute "Designer unknown." or "Photographer unknown." in place of name and contribution.
- Include the **date of completion of the work**. Note that this date will frequently differ from the date the work was photographed or reproduced, i.e. the date recorded in the reference for the source.
- The **title** of the work is in italics. Capitalise only the first word of the title and the first word of the subtitle. Also capitalise any proper nouns within the title. Use a colon to separate the title and subtitle.
- For photographs that are not creative outputs or artworks use the caption of the photograph in place of the title but do not use italics. See variations for photographs in section 6 of this guide.
- In square brackets after the title, describe **relevant aspects of the work** such as medium / type of design, materials and size of the work. For e.g. [Oil on canvas, 100cm x 100cm] or [Furniture design, stainless steel and polyethylene plastic]. Place the period or full stop after the parentheses. For variations refer to the different types of images / designs covered in covered in section 6 of this guide.
- For the **location of the work** include the city and US 2-letter state code or country plus the name of the Gallery / manufacturer / commissioning agent as per the different types of images / designs covered in section 6 of this guide. For e.g. Johannesburg, South Africa: Collection of D. Laubscher & I. Leujes or Johannesburg, South Africa: Manufacturer unknown.
- After the reference for the original work, it is required to **reference the source** where the image reproduced in your essay was acquired from. Write "Source:" followed by the reference for the book, article or website where the image was copied from as per the guidelines covered in section 4 of this guide.

6. Image List Examples by Type

6.1 Artworks

This section covers the use of images and the construction of entries in the image list for artworks such as paintings, sculptures, installations and photographic art.

For artworks follow this format for entries in the image list:

Figure X. Artist, A. (Artist). (Date of work). *Title of work* [Medium, dimensions]. City, State or Country: Museum / collection. Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide.

To note:

- **Name the artist and contributors** to the work and identify their occupation / contribution in parentheses after their names. For e.g. Artist, A. A. (Artist), & Photographer, B. B. (Photographer). For when the artist is unknown, use "Artist unknown." in place of name and contribution.
- In square brackets after the title, describe the **medium / materials and size of the work**. For e.g. [Oil on canvas, 100cm x 100cm] or [Bronze sculpture, variable dimensions] or [Mixed media installation, variable dimensions].
- For when the work is housed in a **gallery or museum**, include the city, US 2-letter state code or country plus the name of the gallery / museum in place of publication information. For e.g. New York, NY: Museum of Modern Art or Johannesburg, South Africa: Everard Read Gallery.
- For when the work is housed in a named or **known collection**, name the collection instead of the gallery. For e.g. Johannesburg, South Africa: Collection of the Artist or Cape Town, South Arica: Spier Art Collection.
- For when the work is in an **unknown or private collection** (and the city and country are also unknown), use "Collection unknown" or "Private collection" in place of "City, Country: Gallery". For e.g. [Oil on canvas,100cm x 100cm]. Collection unknown.
- For public art works where the **commissioning agent** is known, name the commissioning agent instead of the gallery, museum or collection. Otherwise name only the city and country where the work is located.
- After the reference for the original work, it is required to **reference the source** where the image reproduced in your essay was acquired from. Write "Source:" followed by the reference for the book, article or website where the image was copied from as per the guidelines covered in section 4 of this guide.

Selected Examples:

6.1.1 Painting (in private collection)

Image Caption

Figure 1. The art of abstraction (Crossley, 2011). |
| Image List | Figure 1. Maljević, M. (Artist). (2010). *Between blue and yellow in the spectrum* [Oil on canvas, 120cm x 90cm]. Johannesburg, South Africa: Collection of D. Laubscher & I. Leujes. Source: Crossley, L. (2011). *Exhibition: Maja Maljević, bubble and leak*. Retrieved from: http://davidkrutprojects.com/exhibitions/2011-2-3_maja-maljevic_proj-js |
| Notes: | Caption

- The in-text citation for the caption refers to the source of the image and not the original artwork. Author and date are known.

Image / artwork details

- After the author of the work include their occupation / contribution in parentheses.
- The title of the work is in italics. Capitalise only the first letter of the first word of the title and subtitle plus any proper nouns.
- After the title, in square brackets, include the relevant information regarding the size and medium of the work.
- For works held in a collection, include the city, country and the owners of the collection in place of location / publishing information. In this instance it is a private collection. Note the owners of the collection are named by initial then surname, unlike for the author of the original work.

Source

- Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667
- Author, date, title and retrieval information are known. See appendix 2 for when information is missing. |

6.1.2 Sculpture (with contributors and a commissioning agent)

Image Caption	
	Figure 2. A public sculpture marking the gateway to the inner city (Newtown Heritage Trail, n.d.).
Image List	Figure 2. van den Berg, C. (Artist), & The Trinity Session. (Project Manager). (2007). *Eland* [Concrete and plant sculpture, variable dimensions]. Johannesburg, South Africa: Johannesburg Development agency. Source: Newtown Heritage Trail. (n.d.). *Public art: The city of Johannesburg's public art projects in Newtown and surrounds*. Retrieved from: http://www.newtown.co.za/heritage/art
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original artwork. The author is a corporate author and the date is unknown. Image / artwork details - After each contributor to the work include their occupation / contribution in parentheses. In this instance the contributors include an individual artist and a corporate project manager. - After the title, in square brackets, include the relevant information regarding the size and medium of the work. - For works commissioned by an agent, include the city, country and agent in place of location / publishing information. In this instance the commissioning agent is a corporate entity. Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, title and retrieval information are known but the date is not. See appendix 2 for when information is missing. - The author is a corporate author.

6.1.3   Photographic Art (with edition)

Image Caption	 *Figure 3.* Monumental nationalism (Goodman Gallery, n.d.).
Image List	Figure 3. Goldblatt, D. (Photographer). (1990). *Monument to the Voortrekkers,* *Winburg, Orange Free State, 27 December 1990 (4_6957)* [Silver gelatin photograph on fibre-based paper, 30cm x 40cm, edition of 8]. Johannesburg, South Africa: Goodman Gallery. Source: Goodman Gallery. (n.d.). David Goldblatt. Retrieved from: http://www.goodman- gallery.com/artists/davidgoldblatt
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original artwork. The author is a corporate author and the date is unknown. Image / artwork details - The title of the work is in italics. Capitalise only the first letter of the first word of the title and subtitle and any proper nouns. - After the title, in square brackets, include the relevant information regarding the size and medium of the work. - For works secured by or housed in a gallery, include the city, country and gallery in place of location / publishing information Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, 'title' and retrieval information are known but the date is not. See appendix 2 for when information is missing. - The author is a corporate author and the 'title' is not in italics because it does not reflect a standalone article.

6.2 Graphic Design

This section covers the use of images and the construction of entries in the image list for selected designs such as logos and posters.

For graphic design work follow this format for entries in the image list:

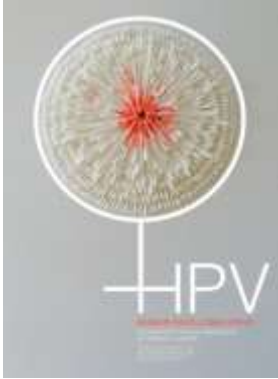|	
Figure X.	Designer, A. (Designer). (Date of work). *Title of work* [Type of design / medium, dimensions if applicable]. City, State or Country: Commissioning agent / client / brand. Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide.

To note:

- **Name the designer and contributors** to the work and identify their occupation / contribution in parentheses after their names. For e.g.   Designer, A. A. (Designer). For when the designer is unknown, use "Designer unknown." in place of name and contribution.
- In square brackets after the title, identify the **type of design**, materials and dimensions where possible and relevant. For e.g. [Poster design, 29cm x 42cm] or [Book cover design, 10cm x 10cm] or [Infographic].
- Include the city, US 2-letter state code or country plus the name of the **commissioning agent, client or brand** for which the design was produced in place of publication information. For e.g. Johannesburg, South Africa: Greenside Design Center.
- For when the client or brand are unknown, include only the city, US 2-letter state code or country where the design was produced.
- For book cover designs, use the publication information for the book.
- After the reference for the original work, it is required to **reference the source** where the image reproduced in your essay was acquired from. Write "Source:" followed by the reference for the book, article or website where the image was copied from as per the guidelines covered in section 4 of this guide.

Selected Examples:

6.2.1   Logo Design

Image Caption	 *Figure 4.* Corporate colours (Greenside Design Center, n.d.).
Image List	Figure 4. Turner, R. (Designer). (2016). *Greenside Design Center logo* [Logo design]. Johannesburg, South Africa: Greenside Design Center. Source: Greenside Design Center. (n.d.). [Greenside Design Center home page]. Retrieved from: http://designcenter.co.za/
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original artwork. The author is a corporate author and the date is unknown. Image / design details - After the author of the work include their occupation / contribution in parentheses. - The title of the work is in italics. Capitalise only the first letter of the first word of the title and subtitle plus any proper nouns. - After the title, in square brackets, identify the type of design, materials and dimensions where possible and relevant. - In place of location /publication information include the city, country and commission agent or brand for which the design was produced. Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author and retrieval information are known but there is no date or title. See appendix 2 for when information is missing. - The author is a corporate author. - For when there is no title include a description of the document in square brackets in place of the title, for e.g. [Greenside Design Center home page]

6.2.2 Poster Design

<table>
<tr>
<td>Image Caption</td>
<td>

Figure 5. Advocating for healthcare (Poster for Tomorrow, n.d.).
</td>
</tr>
<tr>
<td>Image List</td>
<td>

Figure 5.   Le Roux, B. (Designer). (2015). *HPV vaccination* [Poster design, 50cm x 70cm]. Paris, France: 4 Tomorrow Association. Source: Poster for Tomorrow. (n.d.). HPV Vaccination. Retrieved from: http://www.posterfortomorrow.org/en/gallery/view/40462
</td>
</tr>
<tr>
<td>Notes:</td>
<td>

Caption

- The in-text citation for the caption refers to the source of the image and not the original artwork. The author is a corporate author and the date is unknown.

Image / design details

- After the title, in square brackets, identify the type of design, materials and dimensions where possible and relevant.
- In place of location /publication information include the city, country and commissioning agent or brand for which the design was produced.

Source

- Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667
- Author, 'title' and retrieval information are known but there is no date. See appendix 2 for when information is missing.
- The author is a corporate author and the 'title' is not in italics because it does not reflect a standalone article.
</td>
</tr>
</table>

6.3 Screen Shots from Film and Video Files

This section covers the use of images and the construction of entries in the image list for screenshots from films, television programmes and video files.

For screenshots from a film, follow this format:

Figure X.	Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of motion picture* [Screen shot from a motion picture]. Country of Origin: Studio. Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide.

For screenshots from an episode in a television series, follow this format:

Figure X.	Writer, A. A. (Writer), & Director, B. B. (Director). (Year). Title of episode [Screen shot from a television series episode]. In C.C. Producer (Executive producer), *Title of television series.* Country of Origin: Studio. Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide.

To note:

- Note the similarity to the construction of references for audio visual material covered in section 4.6 of this guide.
- In place of authors, **name the contributors** to the work such as the producer, director or writer as required. Use parentheses to **identify contributors' roles**. For e.g.   Writer, A. A. (Writer), & Director, B. B. (Director).
- For an **episode from a television series**, follow the same format as for a chapter in an edited book but use the script writer and director instead of the author and the producer in the place of the editor. Use parentheses to identify contributors' roles. For e.g.   Writer, A. A. (Writer), & Director, B. B. (Director).
- For standalone productions, the title of the work is in italics.
- If the work is part of a **series**, then the title is not in italics. Instead the title of the series is in italics.
- In square brackets after the title of the work, indicate that the screen shot is from a particular medium. For e.g. [Screen shot from a television series episode].
- In place of publication information include the **country of origin** and the production **studio**. For e.g. USA: American Movie Classics
- After the reference for the original work, it is required to **reference the source** where the image reproduced in your essay was acquired from. Write "Source:" followed by the reference for the book, article or website where the image was copied from as per the guidelines covered in section 4 of this guide.

Selected Examples:

6.3.1   Screen Shot from an Episode in a Television Series (image sourced online)

Image Caption	 *Figure 6.* Don Draper ponders how to sell cigarettes (Van Der Werff, 2013).
Image List	Figure 6. Weiner, M. (Writer), & Taylor, A. (Director). (2007). Smoke gets in your eyes [Screen shot from a television series episode]. In M. Weiner (Executive producer), *Mad Men*. USA: American Movie Classics. Source: Van Der Werff, T. (2013, November 6). *Mad men: Smoke gets in your eyes*. Retrieved from: http://www.avclub.com/tvclub/mad-men-smoke-gets-in-your-eyes-105216
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original television episode. Author and date are known. Image / television episode details - Note the similarity to a reference for a television episode covered in section 4.6.2 of this guide. - After each contributor to the work include their occupation / contribution in parentheses. In this instance the contributors include a writer and director. - The title of the episode is not in italics. - After the title, in square brackets, include [Screen shot from a television series episode]. - Note the use of "In M. Weiner (Executive producer), *Mad Men*" to indicate that the source is an episode in the series Mad Men, where Weiner is the executive producer. - Note that the initial comes before the surname for the executive producer. In this instance the executive producer is also the writer. - The title of the television series is in italics. - Include the country and production studio instead of location / publication information. Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, date, title and retrieval information are known. See appendix 2 for when information is missing.

6.3.2 Screen Shot from a Ted Talk (screen shot by author)

Image Caption	
	Figure 7. Ross Lovegrove's studio (Screen shot by author).
Image List	Figure 7. Lovegrove, R. (2005, February). *Ross Lovegrove: Organic design inspired by nature* [Screen shot from a video file]. Retrieved from: https://www.ted.com/talks/ross_lovegrove_shares_organic_designs Source: Screen shot by author.
Notes:	Caption - The in-text citation for the caption indicates that the author is responsible for taking the screenshot. Image / TED Talk details - Note the similarity to a reference for an online video file covered in section 4.6.4 of this guide. - In place of authors, name the presenter or maker of the video as applicable. - The title of the video file is in italics. - After the title, in square brackets, include [Screen shot from a video file]. Source - Since the author is responsible for the screen shot write "Source: Screen shot by author."

6.4 Advertisements and Commercials

This section covers the use of images and the construction of entries in the image list for print and television advertisements.

For advertisements or commercials where individual contributors are known and credited, follow this format for entries in the image list:

Figure X.	Agency. (Agency), Creative Director, B. (Creative director), Art Director, C. (Art director), & Copywriter, D. (Copywriter). (Date of work). *Title of work* [Type of advertisement for name of product]. City, State or Country: Commissioning agent / brand. Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide.

For advertisements or commercials where individual contributors are not known and credited, follow this format for entries in the image list:

Figure X.	Agency. (Agency). (Date of work). *Title of work* [Type of advertisement for name of product]. City, State or Country: Commissioning agent / brand. Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide.

To note:

- Note the similarity to the construction of references for audio visual material covered in section 4.6 of this guide.
- When known, **name the contributors** to the work and identify their occupation / contribution in parentheses after their names. For e.g.   Agency. (Agency), Creative Director, B. (Creative Director), Art Director, C. (Art Director), & Copywriter, D. (Copywriter).
- For television or film advertisements, the name of the director can be included after the copywriter.
- For when individual **contributors are not known** name the agency or specify that the advertising agency is unknown. For e.g. Agency. (Agency). or Advertising agency unknown.
- In square brackets after the title, identify the **type of advertisement or commercial and product / brand** being advertised. For e.g. [Television commercial for Santam] or [Print advertisement for Coca-Cola].
- Include the city, US 2-letter state code or country plus the name of the commissioning agent or brand for which the advertisement was produced in place of publication information. For e.g. Cape Town, South Africa: Santam.
- After the reference for the original work, it is required to **reference the source** where the image reproduced in your essay was acquired from. Write "Source:" followed by the reference for the book, article or website where the image was copied from as per the guidelines covered in section 4 of this guide.

Selected Examples:

6.4.1   Screen Shot from a Television Commercial

Image Caption	*Figure 8.* Load shedding (Cowie, 2015).
Image List	Figure 8. King James Group (Agency), Kennedy, D. (Creative director), Bonse, D. (Art director), Kennedy, D. (Copywriter), & Geldenhys, K. (Director). (2015). *One of a kind* [Screenshot from a television commercial for Santam]. Cape Town, South Africa: Santam. Source: Cowie, A. (2015, March 3). *Santam celebrates our one-of-a-kind country in a new TVC*. Retrieved from: http://10and5.com/2015/03/03/santam-celebrates-our-one-of-a-kind-country-in-a-new-tvc/
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original television advertisement. Author and date are known. Image / advertisement details - After each contributor to the work include their occupation / contribution in parentheses. For television commercials include the director of the commercial. - The title of the advertisement is in italics. - After the title, in square brackets, include [Screen shot from a television commercial for brand / commissioning agent]. - Include the city, country and the name of the commissioning agent or brand for which the advertisement was produced in place of location / publication information Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, date, title and retrieval information are known. See appendix 2 for when information is missing.

6.5 Product Design

This section covers the use of images and the construction of entries in the image list for product and industrial designs where design work is typically manufactured under license.

For product design follow this format for entries in the image list:

Figure X.	Designer, A. (Designer). (Date of work). *Title of work* [Type of design, materials]. City, State or Country: Manufacturer. Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide.

To note:

- **Name the designer and contributors** to the work and identify their occupation / contribution in parentheses after their names. For e.g.   Designer, A. A. (Designer), & Photographer, B. B. (Photographer). For when the designer is unknown, use "Designer unknown." in place of name and contribution.
- In square brackets after the title, identify the **type of design** and **major materials** where possible and relevant. For e.g. [Furniture design, leather and stainless steel] or [Lighting design, powder coated steel] or [Product design, polycarbonate].
- For when the design is under license or produced by a particular **manufacturer**, include the city, US 2-letter state code or country plus the name of the manufacturer in place of publication information. For e.g. Perignano, Italy: Edra.
- For when the manufacturer of the work is unknown, include the city and country where the designer practises and then "Manufacturer unknown". For e.g. Johannesburg, South Africa: Manufacturer unknown.
- After the reference for the original work, it is required to **reference the source** where the image reproduced in your essay was acquired from. Write "Source:" followed by the reference for the book, article or website where the image was copied from as per the guidelines covered in section 4 of this guide.

Selected Examples:

6.5.1   Furniture Design (with credited photographer, image from a slide show)

Image Caption	 *Figure 9.* A contemporary African aesthetic (Design Indaba, 2010, image 4 of 9).
Image List	Figure 9. Martin, H. (Designer), & Patrick, J. (Photographer). (2004). *Zulu mama café chair* [Furniture design, stainless steel and polyethylene plastic]. Cape Town, South Africa: Leon at CCXIX. Source: Design Indaba. (2010, October 5). Haldane Martin now in Jozi. Retrieved from: http://www.designindaba.com/articles/creative-work/haldane-martin-now-jozi
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original design. The author and date are known. The author is a corporate author. - For images from a digital slide show, include "image x of x" in place of the page number. Image / design details - In this instance the contributors include the designer of the original work and the photographer credited with photographing the design. - After the title, in square brackets, include the relevant information regarding the design type and major materials. - For when the design is produced by a known manufacturer, include the city, country plus and name of the manufacturer in place of location /publication information. Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, date, 'title' and retrieval information are known. See appendix 2 for when information is missing. - The author is a corporate author and the 'title' is not in italics because it does not reflect a standalone article.

6.5.2   Lighting Design (manufacturer unknown, image from a slide show)

Image Caption	*Figure 10.* Industrial chic (Dokter and Misses, n.d., image 1 of 4).
Image List	Figure 10. Dokter and Misses. (Designer). (2013). *The big sweat lamp* [Lighting design, powder coated steel and cast concrete]. Johannesburg, South Africa: Manufacturer unknown. Source: Dokter and Misses. (n.d.). Big sweat. Retrieved from: http://www.dokterandmisses.com/lamps/detail/big-sweat-lamp
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original design. The author is a corporate author but the date is unkown. - For images from a digital slide show, include "image x of x" in place of the page number. Image / design details - In this instance the author of the design is credited to the design firm. - After the title, in square brackets, include the relevant information regarding the design type and major materials. - For when the manufacturer is unknown, include the city & country where the designer practises followed by "Manufacturer unknown" in place of location / publication information. Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, 'title' and retrieval information are known but the date is not. See appendix 2 for when information is missing. - The author is a corporate author and the 'title' is not in italics because it does not reflect a standalone article.

6.6 Interior Design and Architecture

This section covers the use of images and the construction of entries in the image list for designs in the built environment such as architecture, interior design and engineering.

For design pieces where the reproduction /photographer of the work is not identified or relevant, follow this format for entries in the image list:

Figure X.	Architect, A. (Architect). (Date of work). *Title of work* [Type of work, description of view or detail if applicable]. City, State or Country. Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide.

To note:

- **Name the designer and contributors** to the work and identify their occupation / contribution in parentheses after their names. For e.g. Architect, A. A. (Architect), & Photographer, B. B. (Photographer).
- In square brackets after the title, identify the **type of work**. For e.g. [Interior design] or [Architecture] or [Landscape Architecture].
- For **details or specific views** of the design work, additional information may be included within the square brackets to contextualise the image. For e.g. [Interior design, view of living room] or [Architecture, view of entrance] or [Architecture, window detail].
- For **architectural drawings**, additional information may be included within the square brackets to describe the drawing. For e.g. [Architectural drawing, plan] or [Architectural drawing, concept sketch] or [Architectural rendering].
- Include the city, US 2-letter state code or country for the **location of the work**.
- After the reference for the original work, it is required to **reference the source** where the image reproduced in your essay was acquired from. Write "Source:" followed by the reference for the book, article or website where the image was copied from as per the guidelines covered in section 4 of this guide.
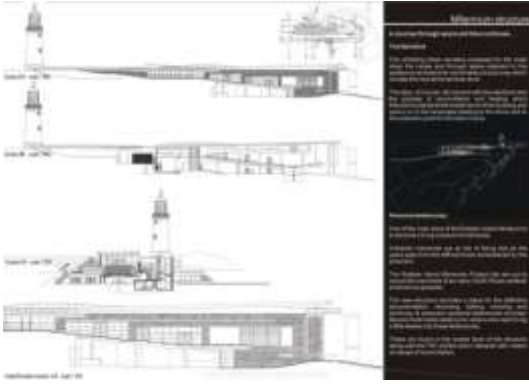
Selected Examples:

6.6.1 Interior Design

Image Caption	 *Figure 11.* Interior design using upcycled materials (Haldane Martin, n.d.).
Image List	Figure 11.　　Martin, H. (Designer). (2014). *BOS office extension* [Interior design, view of reception]. Cape Town: South Africa. Source: Haldane Martin. (n.d.). *BOS office extension*. Retrieved from: http://haldanemartin.co.za/bos-office-extension/
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original design. The author is a corporate author but the date is unknown. Image / design details - After each contributor to the work include their occupation / contribution in parentheses. - The title of the work is in italics. Capitalise only the first letter of the first word of the title and subtitle plus any proper nouns. - After the title, in square brackets, include the relevant information regarding the design type and particular views. - Include the city and country for the location of the work. Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, title and retrieval information are known but the date is not. See appendix 2 for when information is missing. - The author is a corporate author.

6.6.2 Architecture (credited photographer, image from a slide show)

Image Caption	*Figure 12.* Post-apartheid commemorative architecture (Mashabane Rose Associates, n.d., image 3 of 14).
Image List	Figure 12. Mashabane Rose Associates. (Architects), & Suzman, C. (Photographer). (2002). *Hector Peterson museum* [Architecture, view of memorial and water feature]. Soweto: South Africa. Source: Mashabane Rose Associates. (n.d.). *Hector Peterson museum*. Retrieved from: http://mashabanerose.co.za/hector-pieterson
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original design. The author is a corporate author but the date is unknown. - For images from a digital slide show, include "image x of x" in place of the page number. Image / design details - After each contributor to the work include their occupation / contribution in parentheses. In this instance the contributors include the designer of the original work and the photographer credited with photographing the design. - After the title, in square brackets, include the relevant information regarding the design type and particular views. - Include the city and country for the location of the work. Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, title and retrieval information are known but the date is not. See appendix 2 for when information is missing. - The author is a corporate author.

6.6.3 Architectural Drawing (image from a slide show)

Image Caption	 *Figure 13.* Architecture integrated into landscape (Mashabane Rose Associates, n.d., image 7 of 9).
Image List	Figure 13. Mashabane Rose Associates. (Architects). (2002). *Robben Island museum* millennium structure competition [Architectural drawing, sections]. Cape Town: South Africa. Source: Mashabane Rose Associates. (n.d.). *Robin Island museum*. Retrieved from: http://mashabanerose.co.za/robben-island-museum
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original design. The author is a corporate author but the date is unknown. - For images from a digital slide show, include "image x of x" in place of the page number. Image / design details - After each contributor to the work include their occupation / contribution in parentheses. - After the title, in square brackets, include the relevant information regarding the design type and drawing format. - Include the city and country for the location of the work. Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, title and retrieval information are known but the date is not. See appendix 2 for when information is missing. - The author is a corporate author.

6.7 Photography

This section covers the use of photographs and the construction of entries in the image list for photographic material that has not been covered in previous sections of this guide, such as photographs from periodicals, social media and the author's own photographs.

NOTE: Students are reminded of the copyright and ethical issues pertaining to photographing people and another author's work. Refer to section 5.3 of this guide.

For photographs follow this format for entries in the image list:

Figure X.	Photographer, A. (Photographer). (Date of work). *Title of work* / Caption [Photograph]. City, State or Country: Museum / stock library / publisher. Source: If the image was acquired from a book, article or website insert the reference for that source as covered in section 4 of this guide. If you are the photographer, write "Source: Photograph by author."

To note:

- **Name the photographer** and include "Photographer" in parentheses after the name. For e.g. Photographer, A. A. (Photographer). If you are the photographer do the same but use your own name. For when the photographer is unknown, use "Photographer unknown." in place of name and contribution.
- Include the date the photograph was taken in parentheses if known. Note that this date will frequently differ from the date the work was photographed or reproduced, i.e. the date recorded in the reference for the source.
- If the date the photograph was taken is not known use (n.d.).
- If the photograph has a recognised title or can be considered an **artwork**, provide the **title** of the work in **italics** as for photographic artwork covered in section 6.1 of this guide.
- If the photograph is not an artwork and the source of the image provides a caption, use the **caption** of the photograph as the title but **do not use italics**. If you have taken the photograph provide your own caption in place of the title and do not use italics.
- If the photograph does not have a caption, provide a description of the photograph in square brackets. Do not use italics for the description.
- In square brackets after the title or description, identify the work as a photograph. For e.g. *Title* [Photograph] or Caption [Photograph] or [Description] [Digital Photograph].
- For instances where the dimensions and photographic medium are important include the relevant details in square brackets as for photographic art work covered in section 6.1 of this guide. For e.g. [Silver gelatin photograph on fibre-based paper, 30cm x 40cm, edition of 8].
- For photographs housed in a **gallery, museum or archive** include the city, US 2-letter state code or country plus the name of the gallery / museum/ archive in place of publication information as for photographic artwork covered in section 6.1 of this guide.

- For photographs acquired from a **stock library**, printed under licence by a **publisher** or owned by an **institution**, include the city, US 2-letter state code or country plus the name of the library, publisher or institution. For e.g. Seattle, WA: Getty Images or Washington, DC: National Geographic.
- For photographs where there is no equivalent for publishing information, do not include location information.
- If **you are the author** of the photograph include "Johannesburg, South Africa: Author." in place of publication information.
- After the reference for the original work, it is required to **reference the source** where the image reproduced in your essay was acquired from. Write "Source:" followed by the reference for the book, article or website where the image was copied from as per the guidelines covered in section 4 of this guide.
- If **you are the author** of the photograph write "Source: Photograph by author." or Source: Photograph by author, reproduced with permission." where copyright and ethical issues apply.

Selected Examples:

6.7.1   Online Magazine Photograph (photograph retained by an institution)

Image Caption	
	 Figure 14. Iconic wallpaper (Plasticpopsicle, 2014).
Image List	Figure 14. O'Rear, C. (Photographer). (1996). *Bliss* [Photograph]. Albuquerque, NM: Microsoft. Source: Plasticpopsicle. (2014, April 11). *Influential photography: Bliss, 1996 by Charles O'Rear.* Retrieved from: https://www.lomography.com/magazine/273733-influential-photographs-bliss-1996-by-charles-o-rear

Notes:	Caption
	- The in-text citation for the caption refers to the source of the image and not the original design. Author and date are known.
	Image / photograph details
	- After the photographer of the work include (Photographer). - The date refers to the date the work was photographed or published. It is different to the date of the source. - If the photograph has a recognised title, provide the title of the work in italics. Capitalise only the first letter of the first word of the title and subtitle plus any proper nouns. - After the title, in square brackets, identify the work as a photograph. - For photographs owned or retained by an institution, include the city, country and name of the institution in place of location / publication information.
	Source
	- Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, date, title and retrieval information are known. See appendix 2 for when information is missing. - In this instance the author is identified by a screen name only.

6.7.2   Online Newspaper Photograph (photographer unknown, stock library)

Image Caption	
	Figure 15. The champ (Reinl, 2016).
Image List	Figure 15. Photographer unknown. (n.d.). Former boxer Muhammad Ali is known for his sharp wit, boxing skill and commitment to civil rights [Photograph]. London, England: Reuters. Source: Reinl, J. (2016, June 4). Muhammad Ali: The voice that would not be silenced. *The Mail and Guardian.* Retrieved from: http://mg.co.za/article/2016-06-04-muhammad-ali-the-voice-that-would-not-be-silenced

Notes:	Caption
	- The in-text citation for the caption refers to the source of the image and not the original design. Author and date are known.
	Image / photograph details
	- For when the photographer is unknown write "Photographer unknown" in place of name and contribution.
	- If the date the photograph was taken is not known use (n.d.).
	- If the source for the photograph provides a caption, use the caption for the title but do not use italics.
	- After the title, in square brackets, identify the work as a photograph.
	- For photographs acquired from a stock library, include the city, country and name of the library in place of location / publication information. In this instance, the online newspaper acquired the photograph from the news agency Reuters.
	Source
	- Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667
	- Author, date, 'title' and retrieval information are known. See appendix 2 for when information is missing.
	- The 'title' is not in italics since it is an article.
	- The title of the online newspaper is in italics. Refer to section 4.2.6 of this guide.

6.7.3 **Social Media Photograph (photographer unknown, no title or caption)**

Image Caption	
	Figure 16. GDC Graduation Ceremony (Greenside Design Center, 2016, image 2 of 2).
Image List	Figure 16.　　Photographer unknown. (2016, March 2). [GDC Graduation Ceremony] [Digital photograph]. Source: Greenside Design Center College of Design. (2016, March 2). [Facebook mobile uploads page]. Retrieved from: https://www.facebook.com/Greenside-Design-Center-College-of-Design-256940087727567/photos/ ?tab=album&album_id=1010114285743473
Notes:	Caption - The in-text citation for the caption refers to the source of the image and not the original design. The author and date are known. The author is a corporate author. - For images from a digital slide show, include "image x of x" in place of the page number. Image / photograph details - For when the photographer is unknown write "Photographer unknown" in place of name and contribution. - For when the photograph does not have a title or a caption, provide your own description in square brackets in place of the title. - After the 'title', in square brackets, identify the work as a photograph or digital photograph. Source - Note the reference for an internet source. See http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667 - Author, date, and retrieval information are known but the title is not. See appendix 2 for when information is missing. - The author is a corporate author. - For when there is no title, provide a description of the document in square brackets in place of the title.

6.7.4 **Photograph by Author (reproduced with permission)**

Image Caption	*Figure 17.* The founding partners (Photograph by author, reproduced with permission, 2016).
Image List	Figure 17. Templer, I. (Photographer). (2016). The founding partners [Digital photograph]. Johannesburg, South Africa: Author. Source: Photograph by author, reproduced with permission.
Notes:	Caption - For when you are the photographer, write (Photograph by author, date) or (Photograph by author, reproduced with permission, date) in place of the in-text citation. Image / photograph details - For when you are the photographer, include your name and contribution as you would for another author. - If you have taken the photograph, provide your own caption but do not use italics. - After the 'title', in square brackets, identify the work as a photograph or digital photograph. - If you are the author of the photograph, include "Johannesburg, South Africa: Author" in place of location / publication information. Source - If you are the Photographer write "Source: Photograph by author" or "Source: Photograph by author, reproduced with permission" where copyright or ethical issues apply.

6.7.5 **Author's photograph of another's work (reproduced with permission)**

Image Caption	 *Figure 18.* Ghosting and printing (Photograph by author, reproduced with permission, 2016).
Image List	Figure 18.　　Maljević, M. (Artist). (2009). *Hands on.* [Drypoint, hardground and spitbite aquatint, 74cm x 95cm]. Johannesburg, South Africa: Collection of D. Laubscher & I. Leujes. Source: Photograph by author, reproduced with permission.
Notes:	Caption - For when you are the photographer, write (Photograph by author, date) or (Photograph by author, reproduced with permission, date) in place of the in-text citation. Image / photograph details - For your own photographs of another artist or designers work, include the image details for that piece of work as described previously in this guide. - In this instance, the work is an artwork as covered in section 6.1 of this guide. Source - If you are the Photographer write "Source: Photograph by author" or "Source: Photograph by author, reproduced with permission" where copyright or ethical issues apply.

7. Image List

Figure 1.   Maljević, M. (Artist). (2010). *Between blue and yellow in the spectrum* [Oil on canvas, 120cm x 90cm]. Johannesburg, South Africa: Collection of D. Laubscher & I. Leujes. Source: Crossley, L. (2011). *Exhibition: Maja Maljević, bubble and leak*. Retrieved from: http://davidkrutprojects.com/exhibitions/2011-2-3_maja-maljevic_proj-js

Figure 2.   van den Berg, C. (Artist), & The Trinity Session. (Project Manager). (2007). *Eland* [Concrete and plant sculpture, variable dimensions]. Johannesburg, South Africa: Johannesburg Development agency. Source: Newtown Heritage Trail. (n.d.). *Public art: The city of Johannesburg's public art projects in Newtown and surrounds*. Retrieved from: http://www.newtown.co.za/heritage/art

Figure 3.   Goldblatt, D. (Photographer). (1990). *Monument to the Voortrekkers, Winburg, Orange Free State, 27 December 1990 (4_6957)* [Silver gelatin photograph on fibre-based paper, 30cm x 40cm, edition of 8]. Johannesburg, South Africa: Goodman Gallery. Source: Goodman Gallery. (n.d.). *David Goldblatt.* Retrieved from: http://www.goodman-gallery.com/artists/davidgoldblatt

Figure 4.   Turner, R. (Designer). (2016). *Greenside Design Center logo* [Logo design]. Johannesburg, South Africa: Greenside Design Center. Source: Greenside Design Center. (n.d.). [Greenside Design Center home page]. Retrieved from: http://designcenter.co.za/

Figure 5.   Le Roux, B. (Designer). (2015). *HPV vaccination* [Poster design, 50cm x 70cm]. Paris, France: 4 Tomorrow Association. Source: Poster for Tomorrow. (n.d.). *HPV Vaccination.* Retrieved from: http://www.posterfortomorrow.org/en/gallery/view/40462

Figure 6.   Weiner, M. (Writer), & Taylor, A. (Director). (2007). Smoke gets in your eyes [Screen shot from a television series episode]. In M. Weiner (Executive producer), *Mad Men*. USA: American Movie Classics. Source: Van Der Werff, T. (2013, November 6). *Mad men: Smoke gets in your eyes*. Retrieved from: http://www.avclub.com/tvclub/mad-men-smoke-gets-in-your-eyes-105216

Figure 7. Lovegrove, R. (2005, February). *Ross Lovegrove: Organic design inspired by nature* [Screen shot from a video file]. Retrieved from: https://www.ted.com/talks/ross_lovegrove_shares_organic_designs Source: Screen shot by author.

Figure 8.   King James Group (Agency), Kennedy, D. (Creative director), Bonse, D. (Art director), Kennedy, D. (Copywriter), & Geldenhys, K. (Director). (2015). *One of a kind* [Screen shot for a television commercial for Santam]. Cape Town, South Africa: Santam. Source: Cowie, A. (2015, March 3). *Santam celebrates our one-of-a-kind country in a new TVC*. Retrieved from: http://10and5.com/2015/03/03/santam-celebrates-our-one-of-a-kind-country-in-a-new-tvc/

Figure 9. Martin, H. (Designer), & Patrick, J. (Photographer). (2004). *Zulu mama café chair* [Furniture design, stainless steel and polyethylene plastic]. Cape Town, South Africa: Leon at CCXIX. Source: Design Indaba. (2010, October 5). *Haldane Martin now in Jozi.* Retrieved from: http://www.designindaba.com/articles/creative-work/haldane-martin-now-jozi

Figure 10. Dokter and Misses. (Designer). (2013). *The big sweat lamp* [Lighting design, powder coated steel and cast concrete]. Johannesburg, South Africa: Manufacturer unknown. Source: Dokter and Misses. (n.d.). *Big sweat.* Retrieved from: http://www.dokterandmisses.com/lamps/detail/big-sweat-lamp

Figure 11. Martin, H. (Designer). (2014). *BOS office extension* [Interior design, view of reception]. Cape Town: South Africa. Source: Haldane Martin. (n.d.). *BOS office extension*. Retrieved from: http://haldanemartin.co.za/bos-office-extension/

Figure 12. Mashabane Rose Associates. (Architects), & Suzman, C. (Photographer). (2002). *Hector Peterson museum* [Architecture, view of memorial and water feature]. Soweto: South Africa. Source: Mashabane Rose Associates. (n.d.). *Hector Peterson museum.* Retrieved from: http://mashabanerose.co.za/hector-pieterson

Figure 13.   Mashabane Rose Associates. (Architects). (2002). *Robben Island museum* millennium

structure competition [Architectural drawing, sections]. Cape Town: South Africa. Source:

Mashabane Rose Associates. (n.d.). *Robin Island museum*. Retrieved from:

http://mashabanerose.co.za/robben-island-museum

Figure 14.   O'Rear, C. (Photographer). (1996). *Bliss* [Photograph]. Albuquerque, NM: Microsoft. Source:

Plasticpopsicle. (2014, April 11). *Influential photography: Bliss, 1996 by Charles O'Rear.*

Retrieved from: https://www.lomography.com/magazine/273733-influential-photographs-bliss-

1996-by-charles-o-rear

Figure 15.   Photographer unknown. (n.d.). Former boxer Muhammad Ali is known for his sharp wit, boxing

skill and commitment to civil rights [Photograph]. London, England: Reuters. Source: Reinl, J.

(2016, June 4). Muhammad Ali: The voice that would not be silenced. *The Mail and Guardian.*

Retrieved from: http://mg.co.za/article/2016-06-04-muhammad-ali-the-voice-that-would-not-be-

silenced

Figure 16.   Photographer unknown. (2016, March 2). [GDC Graduation Ceremony] [Digital photograph].

Source: Greenside Design Center College of Design. (2016, March 2). [Facebook mobile

uploads page]. Retrieved from: https://www.facebook.com/Greenside-Design-Center-College-

of-Design-256940087727567/photos/?tab=album&album_id=1010114285743473

Figure 17.   Templer, I. (Photographer). (2016). The founding partners [Digital photograph]. Johannesburg,

South Africa: Author. Source: Photograph by author, reproduced with permission.

Figure 18.   Maljević, M. (Artist). (2009). *Hands on.* [Drypoint, hardground and spitbite aquatint, 74cm x

95cm]. Johannesburg, South Africa: Collection of D. Laubscher & I. Leujes. Source:

Photograph by author, reproduced with permission.

8. Reference list

Accone, D. (2016, February 26). Dan Brown not Umberto Eco's sole echo. *The Mail & Guardian*. Retrieved from:

http://mg.co.za/article/2016-02-26-dan-brown-not-ecos-sole-echo

Allen, M. (2013, January). Parrish art museum. *Domus, 965*, 44-51.

American Psychological Association. (2010). Crediting sources. In *The publication manual of the American Psychological Association* (6th ed., pp. 169-192). Washington, DC: Author.

American Psychological Association. (2010). Reference examples. In *The publication manual of the American Psychological Association* (6th ed., pp. 193-224). Washington, DC: Author.

Bevin, T. (Producer), & Cohen, J. (Director). (1998). *Fargo* [DVD]. USA: PolyGram Film Entertainment

Booth, W. C., Colomb, G.G., & Williams, J. M. (2003). *The craft of research* (2nd ed.). Chicago, IL: Chicago University Press.

Bowie, D. (1972). Ziggy Stardust. On *The rise and fall of Ziggy Stardust and the spiders from Mars* [CD]. London, England: RCA Records (1971).

Carlson, A. (2015). Environmental aesthetics. In E. N. Zalta (Ed.), *The Stanford encyclopaedia of philosophy* (Spring 2015 ed.). Retrieved from: http://plato.stanford.edu/archives/spr2015/entries/environmental-aesthetics/

Chuck. (2009, November 5). The generic reference [Web log post]. Retrieved from:

http://blog.apastyle.org/apastyle/2009/11/the-generic-reference.html

Design. (n.d.). In *Collins English dictionary*. Retrieved from:

http://www.collinsdictionary.com/dictionary/english/design

Fadeyev, D. (2010, November 17). The design of everyday things [Review of the book *The design of everyday things*, by D. A. Norman]. Retrieved from: http://usabilitypost.com/2010/11/17/the-design-of-everyday-things/

Greenside Design Center. (2016). *The GDC brochure* [Brochure]. Johannesburg: South Africa: Author. Human

    media lab unveils flexible smartphone with haptic bend inputs. (2016, February 17). *Designboom*.

    Retrieved from: http://www.designboom.com/technology/human-media-labs-reflex-flexible-smartphone-

    02-17-2016/

Hume-Pratuch, J. (2010, April 1). There's an art to it [Web log post]. Retrieved from:

    http://blog.apastyle.org/apastyle/2010/04/theres-an-art-to-it.html

Laubscher, D., & Leujes, I. (2014). Design intervention for social upliftment. In G. Cairns   (Ed.), *Design for a*

    complex world (pp. 199-216). Faringdon, England: Libri.

Lee, C. (2016, January 26). Navigating copyright for reproduced images: Part 4. Writing the copyright statement

    [Web log post]. Retrieved from: http://blog.apastyle.org/?_ga=1.260926989.1882682975.1455711667

Librarian09. (2016, January 26). Re: Navigating copyright for reproduced images: Part 4. Writing the copyright

    statement [Web log comment]. Retrieved from: http://thenextweb.com/dd/2016/03/09/10-hottest-design-

    tools-must-try/

McAdoo, T. (2012, November 15). How to Cite a Class in APA Style [Web log post]. Retrieved from:

    http://blog.apastyle.org/apastyle/2012/11/how-to-cite-a-class-in-apa-style.html

Meiring, E. (2013). *Design education strategy*. Paper presented at the 12th National Design Education Forum of

    South Africa Conference, Vanderbijlpark, South Africa. Retrieved from:

    http://www.defsa.org.za/papers/praxis-design-education

Mkhwanazi, K. (2016, March 11). Comic Kronicles toon in to SA hip-hop. *Mail & Guardian Friday*, p. 3.

Norman, D. (2002). *The design of everyday things* (2002 ed.). New York, NY: Basic Books.

Norman, D. (2013). *The design of everyday things* (Rev. & Expanded ed.) [EPUB version]. Retrieved from:

    http://www.ebooks.com/1167019/the-design-of-everyday-things/norman-don/

Pantheon. (1983). In *Encyclopaedia Britannica: Micropaedia* (15th ed., Vol. 7, p.725). Chicago, IL: University of

    Chicago

Papanek, V. (1985). *Design for the real world: Human* ecology and social change (Rev. 2nd ed.). London, England: Thames and Hudson.

Pope, K., & Turner, R. (2014). Implementing the Kyoto design declaration's commitment to socially responsible design education: Reflecting on the challenges facing design educators. In A. Breytenbach, & K. Pope (Eds.), *Design with the other 90%.* Conference proceedings of the Cumulus Johannesburg Conference (pp. 322-328), Johannesburg, South Africa: Greenside Design Center and the University of Johannesburg.

PrintDriver. (2016, March 4). Re: The goal of graphic design is to convey a message, but how? [Online forum comment]. Retrieved from: http://www.graphicdesignforum.com/forum/forum/graphic-design/general/1619304-the-goal-of-graphic-design-is-to-convey-a-message-but-how

Riley, N., & Bayer, P. (Eds.). (2003). *The elements of design: The development of design and stylistic elements from the renaissance to the postmodern era.* London, England: Mitchell Beazley

Seitz, M. Z. (2007, September 12). The life and times of a typeface [Review of the motion picture *Helvetica*, produced by Swiss Dots in association with Veer, 2007]. Retrieved from: http://www.nytimes.com/2007/09/12/movies/12helv.html?_r=0

Tan, M. (Host/Executive Producer). (n.d.). # 11 Facebook, Mexico & Peter Pan [Audio podcast]. *Millennial*. Retrieved from: http://www.millennialpodcast.org/11-facebook-mexico-peter-pan

Templer, I. (2010). New media interactivity in the museum: Democratisation or dumbing down? *The International Journal of the Inclusive Museum*, *2*(1), 165-178.

Vallgårda, A., Winther, M., Mørch, N., & Vizer, E. E. (2015, December). Temporal form in interaction design. *International Journal of Design*, *9*(3), 1-15. Retrieved from: http://www.ijdesign.org/ojs/index.php/IJDesign/article/viewFile/2212/708

Weiner, M. (Writer), & Taylor, A. (Director). (2007). Smoke gets in your eyes [Television series episode]. In M. Weiner (Executive producer), *Mad Men*. USA: American Movie Classics.

Wiggin, J. J. (2010). *Extending the skin(s) of the Capitol Theatre.* (Master's thesis, University of Pretoria,

Pretoria, South Africa). Retrieved from: http://hdl.handle.net/2263/30250

Wintergatan. (2016, March 1). Wintergatan – Marble Machine: music instrument using 2000 marbles [video file].

Retrieved from: https://www.youtube.com/watch?v=IvUU8joBb1Q

9. Appendix 1: US State Codes

US State:	Abbreviation:	US State:	Abbreviation:
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	VW
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

For a list of American cities and their states refer to:

https://en.wikipedia.org/wiki/List_of_United_States_cities_by_area

10. Appendix 2: How to Reference Something from a Website

Table available for download from: http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.61261100.1882682975.1455711667

How to Cite Something You Found on a Website in APA Style: What to Do When Information Is Missing

What's missing?	Solution	Reference template			
		Position A	Position B	Position C	Position D
Nothing; I've got all the pieces	n/a	Author, A.	(date).	Title of document [Format].	Retrieved from http://URL
Author is missing	Substitute title for the author	Title of document [Format].	(date).	Retrieved from http://URL	
Date is missing	Use "n.d." for *no date*	Author, A.	(n.d.).	Title of document [Format].	Retrieved from http://URL
Title is missing	Describe the document inside square brackets	Author, A.	(date).	[Description of document].	Retrieved from http://URL
Author and date are both missing	Combine author and date methods	Title of document [Format].	(n.d.).	Retrieved from http://URL	
Author and title are both missing	Combine author and title methods	[Description of document].	(date).	Retrieved from http://URL	
Date and title are both missing	Combine date and title methods	Author, A.	(n.d.).	[Description of document].	Retrieved from http://URL
Author, date, and title are all missing	Combine all three methods	[Description of document].	(n.d.).	Retrieved from http://URL	

Note. The basic reference template is made up of four pieces: author, date, title (with format in brackets if necessary), and source (the URL). When one or more of these pieces is missing, use the method shown above to adapt the template. In-text citations use the pieces from Position A and Position B (usually the author and date, but if there's no author, then the title and date—more details available at http://www.apastyle.org/learn/faqs/web-page-no-author.aspx).