OPEN WINDOW

REFERENCE, FORMAT AND STYLE GUIDE FOR ACADEMIC WRITING

January 2018

Illustration by Tyrone Le Roux-Atterbury (OW alumnus)

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1   INTRODUCTION

In academic writing, all material used to complete assignments is cited in-text AND listed in a List of Sources to acknowledge the source of the information. Although there are many techniques to cite sources, at Open Window (OW) we use an updated *Harvard referencing style.*

This document serves as a guideline for all OW study guides and assignments, to be used by both lecturers and learners.

2   SPELLING CONVENTIONS

As it is the standard in South African academic writing, OW makes use of UK spelling conventions and NOT US spelling. Some examples of this include:

> emphasise NOT emphasize
> colour NOT color
> artefact NOT artefact
> programme NOT program (unless referring to computer programs)

It is a good idea to set your word processor's spell checker to UK spelling (or South African spelling) at the outset of any written project.

3   WHY REFERENCE?

One needs to provide accurate references to all sources used, in order to:
- give credit to another author's concepts and / or ideas;
- provide the reader with evidence that credible sources have been consulted;
- enable the reader to locate the sources with ease; and
- avoid being accused of plagiarism.

4   WHAT IS PLAGIARISM?

Plagiarism is using ideas or references (which include visual texts) found in books, reports, journals, online, from the work of other learners, or any other possible source that is not your own, and presenting these ideas or references in such a way that it can be assumed to be your own. Plagiarism constitutes academic theft and a person found guilty of such a transgression can be legally prosecuted. Plagiarism is illegal and is regarded as a criminal offence in terms of the Copyright Act 98 of 1978 and could lead to expulsion from OW. To avoid this serious offence, correct use of referencing techniques is vital.

Examples of plagiarism include:

- verbatim copying of another person's work without acknowledging the source;
- close paraphrasing of another person's work by simply changing a few words or altering the order of presentation without acknowledging the source;
- unacknowledged quotation of phrases from another person's work and / or the presentation of another person's idea(s) as one's own; and / or

- passing off ideas, images, films, or creative production of any sort as one's own.

Note that the copying or close paraphrasing of a text with the occasional acknowledgement of the original source may also be deemed to be plagiarism if the absence of quotation marks implies that the phraseology is the learner's own.

5   COPYRIGHT

5.1   What is copyright?

Copyright is a legal device providing the creator of a work with the right to control how his / her work is used and copied. Hence, the author (creator) of the work is the owner of the copyright, unless the work is created in the course and scope of a formal employment agreement, in which case the employer holds the copyright. It is possible for the creator of a work to share copyright (joint authorship) or to contractually assign, in writing, the copyright or part thereof to a publisher or elected third party, either on an outright basis or for a limited purpose or period. As a property right, it can thus be transferred by sale, gift or legacy and by license issued in order to duplicate.

Even though laws differ between countries, the general principles are the same: you require the permission of the copyright owner before a work can be copied or reproduced regardless of whether that be through electronic or conventional means.

5.2   Copyright author

The word 'author' is defined in the Copyright Act (No. 98 of 1978) as follows:
- In respect of a literary, musical or artistic work, to mean the person who first makes or creates the work;
- For a photograph, to mean the person who is responsible for the composition of the photograph;
- For a programme-carrying signal, to mean the first person emitting the signal to a satellite;
- For a published edition, to mean the publisher of the edition; and
- For a computer program, to mean the person who exercised control over the making of the computer program.

5.3   Establishing copyright

For a work to qualify for copyright protection it has to be *original* (not a copy of another work) and it must exist in *material form* (for example literary works, music, art, films, sound recordings, broadcasts, programme-carrying signals, published editions and computer programs).

Hence, there is no copyright for ideas because something as ethereal as an idea cannot receive legal protection. It is only when an idea is recorded in material form (in writing, on a canvas, as a photograph) that copyright automatically arises. No formalities are required, and the work does not have to be registered.

5.4 What does copyright protect?

Copyright provides copyright owners fairly substantial control over their work. The four basic protections are the right to:
- make copies of the work;
- sell or otherwise distribute copies of the work;
- prepare new works based on the protected work; and / or
- perform the protected work in public (e.g. stage play).

Anyone transgressing without permission will be guilty of copyright infringement.

6 COLLECTING ALL THE DETAILS

To adhere to copyright and avoid being accused of plagiarism, it is important that you have accurate details of whatever you have researched and, at the very least, record the following:

For *books*, make a note of:
- The author's or editor's full name (or names)
- The year the book was published
- The full title of the book
- If it is an edition other than the first, i.e. 2nd / 3rd etc.
- The city the book was published in
- The name of the publisher

For *journal articles*:
- The author's full name or names
- The full title of the article
- The full title of the journal
- The year in which the journal article was published
- The page number/s of the article in the journal
- The volume and issue numbers
- As much other information as you can find about the journal, for example the season or month.

For *electronic resources*:
- The URL
- The author's full name or names
- The year in which the source was published online
- The date you accessed the source
- The type of electronic resource (email, discussion forum, web page, etc.)

In addition to these details, when you are taking notes, if you copy direct quotations or if you put the author's ideas in your own words, write down the page numbers you got the information from.

7 REFERENCING TECHNIQUES

Every source used will be referred to in <u>TWO</u> locations within an assignment:
- In the citation within the text at the precise location the information was used;
- In the List of Sources at the end of the assignment.

As referencing conventions for an in-text citation and an entry in the List of Sources differ, this guide will deal with each in separate parts.

7.1 In-text citation criteria

This describes the way one refers to the source you have used *in the text*. You need to make mention of *who* you are quoting (author), *when* (date) they published their work and *where* you found the data (the page number wherein the data appears). This applies to authors regardless of the type of source used, i.e. books, chapters in a book, magazines, journal articles, etc. The only exception for not including a page number is for certain internet sources (see below).

7.2 List of Sources criteria

- The List of Sources is located at the end of the assignment and includes the complete details of sources consulted and referred to within the text.
- Only sources cited in the text of the assignment may form part of the List of Sources.
- Source details (such as the title) are given in the language of the source, not the language of the text being written. However, the particulars of a source (accessed date, translator, edition) are given in the language of your text being written. See **Addendum H: List of Sources** for examples.
- Do not insert a full stop between the author or editor's initials.
- Lecture notes are not considered a source for an assignment – you may not quote your lecturer or your lectures.
- The List of Sources should be left aligned, single-line spaced, and listed alphabetically (see below for examples) using the first letter of the author's surname, the director's surname (for films), or the title of the website (if no author is given).
- Sources are **not** numbered or bulleted, but separated by a line space.
- For all sources (with the exception of films, journal titles, artwork titles, game titles) make use of sentence case for the title (capitalise first letter of the sentence and any proper nouns).
- Wikipedia is **not** an academic source, and may not be referred to for research. The only exception for referring to Wikipedia is when you are sourcing images / artworks. For more information on Wikipedia as a source, see https://en.wikipedia.org/wiki/Wikipedia:Academic_use
- The dictionary and word definitions are **not** considered credible academic sources, and may not be referred to for research – contextualise jargon in the context of the assignment.

7.3 Examples of in-text citations and references

What follows is a detailed (but not exhaustive) list of examples of possible in-text citations and complete references for the List of Sources. These are broken down by the type of source (e.g. book, journal article, etc.) and sub-divided into 'In-text citation' (the citation provided in the body of one's text), and 'List of Sources entry' (the complete reference that should appear in the final List of Sources).

7.3.1 Books

In-text citation:

When referring to an author directly in a sentence, the citation immediately follows the author's surname and is not repeated:

> This view is supported by Brown (2016:52) who highlights…

If the author is not referred to in the sentence then the citation appears at the end of the sentence:

> Information is the most important asset of an organisation (Kase 2006:43-46).

Multiple (non-consecutive) page numbers are cited as follows:

> Brown (2016:43,49) claims that information is the most important asset…

List of Sources entry:

[Author Surname], [Author Initials]. [year of publication]. [*Title of publication*]. [edition]. [City of publication]: [Publisher].

Brown, T. 2016. *Graphic design theory*. New York: Macmillan.

Kase, D. 2006. *Looking for information*. 2nd ed. London: Academic Press.

Note: When a book has an edition later than the first, it is mentioned after the title of the book.

7.3.2 Two authors

In-text citation:

If you refer directly to the authors in the sentence, the citation appears directly after mention of the authors, and the word 'and' is written between their surnames:

> Bordwell and Thompson (2013:62) argue that films have four levels of meaning.

If, however, you choose to cite the authors outside of the sentence, their surnames should be included in brackets along with the year of publication and page number/s, and the ampersand symbol '&' is inserted between their surnames. After a single space, with no comma, the year of publication is followed by a colon, no space, and the page number/s. Note that the ampersand may only be used within the brackets.

> Films can be analysed in terms of four levels of meaning (Bordwell & Thompson 2013:62).

List of Sources entry:

Cummings, J & Kaplan, P. 1991. *Business meetings*. London: Wiley.

Bordwell, D & Thompson, K. 2013. *Film art: an introduction.* 10th ed. New York: McGraw-Hill.

7.3.3 More than two authors

In-text citation:

When three or more authors are mentioned, you list them all when using the reference for the first time, but thereafter you may refer only to the first author and use the term '*et al*' (in italics) – meaning 'and others' – thereafter.

> First mention: Green, Brown and Smithee (1989:22) mention that…

> Thereafter: Green *et al* (1989:57) also argue that…

OR (at the end of the sentence);

> … following a decline in the availability of green space (Green, Brown & Smithee 1989:22).

> … to provide alternatives for green rezoning (Green *et al* 1989:22).

List of Sources entry:

Green, Z, Brown, I & Smithee, G. 1989. *Green spaces*. London: Penguin.

7.3.4 Edited books

In-text citation:

As with single author books, provide the surname of the author of the specific chapter you are referring to, and not the surname of the editor.

List of Sources entry:

Please indicate that a book has been edited by inserting (ed) singular, or (eds) plural, directly after the editor's surname and initials.

[Editor Surname], [Editor Initials] [(ed or eds)]. [year of publication]. [*Title of publication*]. [edition]. [City of publication]: [Publisher].

Cronin, A (ed). 2003. *Africa in perspective*. London: Penguin.

Human, W & Swart, S (eds). *Blue skies*. Pretoria: Van Schaik.

If you have cited a chapter in an edited book that has a different author / editor, you will need to reference the chapter in addition to referencing the book:

[Author Surname], [Author Initials]. [year of publication]. [Title of chapter], in [*Title of publication*], [edition], edited by [Editor Initials] [Editor Surname]. [City of publication]: [Publisher]:[pp].

Bale, J. 2003. Postcolonialism, in *Africa in perspective*, edited by A Cronin. London: Penguin:3-12.

7.3.5 Translated books

Translated books are referenced similarly to chapters in edited books:

[Author Surname], [Author Initials]. [year of publication]. [*Title of Publication*], translated by [Translator Initials] [Translator Surname]. [City of publication]: [Publisher].

In-text citation:

Baudrillard (1994) discusses the concept of simulation…

List of Sources entry:

Baudrillard, J. 1994. *Simulacra and Simulation*, translated by SF Glaser. Michigan: The University of Michigan Press.

7.3.6 Multiple works by the same author

Where there are several works by one author published in the same year, they should be differentiated by adding a lower case letter after the date of publication. Remember that this must also be consistent with the citations in the text. For multiple works, the required elements for a reference are: [Author Surname], [Author Initials]. [Year followed by lower case letter]. [*Title of Publication*] [City of publication]: [Publisher].

In-text citation:

Serfdom is defined as a form of mediaeval servitude (Soros 1966a:143).

Soros (1966b:88) discusses the concept of serfdom …

List of Sources entry:

Soros, G. 1966a. *The road to serfdom*. Chicago: University of Chicago Press.

Soros, G. 1966b. *Beyond the road to serfdom*. Chicago: University of Chicago Press.

This also applies if there are several authors with the same surname. As an alternative, their initials can be included in the citation.

If you have cited multiple works by the same author in different years, they should be listed in order of year published.

7.3.7 Journal articles

In the List of Sources, a journal citation always starts with the surname and initials of the article's author(s), the year of publication, and the title of the article, followed by the title of the journal as well as specific reference to volume and issue numbers, month issued (if provided), and pagination. The article title is not italicised, but the *journal title* is. No publisher details are required for journals. The journal article is cited in-text in the same way as books.

List of Sources entry:

[Author Surname], [Author Initials]. [year of publication]. [Title of article]. [*Title of journal*] [volume number][(issue number)]:[pp].

Boffard, R. 2013. Finders keepers: found sound. *Aesthetica* 53:120-121.

Boughton, J. 2002. The Bretton Woods proposal. *Political Science Quarterly* 42(6):56–62.

7.3.8 Newspaper and magazine articles

[Author Surname], [Author Initial]. [year of publication]. [Title of article]. [*Title of magazine / newspaper*] [Date]:[pp].

Levy, S. 2003. The connected company. *Newsweek* 24 – 29 April:48-52.

Williams, P. 2005. Mindless expenditure. *The Star* 24 November:12.

For **newspaper and magazine articles**, the in-text citation follows the same format as a book or journal article.

7.3.9 Research reports / dissertations / theses

This reference is similar to that of a book with the exception that the title is not in italics as it is an unpublished work. A reference to the degree, i.e. 'D Phil thesis' or 'MA dissertation' is added after the title. Reports, dissertations, and theses are cited in-text in the same way as books.

List of Sources entry:

Ochse, B. 1980. A theoretical study of the determinants of creativity. D Phil thesis. Pretoria: University of South Africa.

7.3.10 Conference proceedings and papers

In-text citation:

If a work has no personal author, but it was written by a recognised organisation, then it is cited under the name of the body that commissioned the work. This applies to publications by associations, companies, and government departments.

It is acceptable to use standard abbreviations for these bodies, e.g. CSIR, in your text, providing that the full name is given at the first citing of the source with the abbreviation in brackets:

1st citation:

> The National Scientific Conference (NSC) undertook major research in 1989, showing that…

2nd citation:

> More recently the NSC (2015) issued guidelines for...

List of Sources entry:

Conference papers often do not have a title or an individual author. Available conference details are thus used.

Example with no title or author:

International Microcomputer Conference. 1984. Conference proceedings held at the Western Australian Institute of Technology, 22–24 May. Perth: Western Australian Institute of Technology.

Example with title but no author:

National Scientific Conference. 1989. The athlete: maximizing participation and minimising risk. Conference proceedings of the 25th bicentennial conference. Sydney: Sports Federation.

Example with author:

Seal, P. 1988. Education – technology or art? Conference proceedings of the 15th biennial conference. Sydney: Library Association.

7.3.11 E-sources

In-text citation:

> Ariyo (1999) confirms the importance of innovation in the twenty-first century…

> The knowledge driven economy is part of the digital age (Ariyo 1999).

List of Sources entry:

For information found via websites, you would also refer to the author. Should the author's name be unavailable, you may refer to the organisation or company responsible for the site. Include the full URL with the hyperlink removed, as well as the date the site was visited:

Ariyo, D. 1999. *A knowledge driven economy*. http://www.afbis.com (Accessed 12 January 2015).

If no author is acknowledged for the website:

In-text citation:

> *Sublime Text* (2016) indicates that there are many ways to approach aesthetic analysis…

> Aesthetic analysis can be approached in many ways *(Sublime Text* 2016*)*.

List of Sources entry:

Sublime Text. 2016. http://sublimetext.com/goto (Accessed 23 January 2017).

7.3.12 Online video, video essays, and podcasts

All online video and audio sources are referenced with the following elements:

[Channel / username]. [year of publication]. [*Title of clip*]. [URL] [(Accessed date)].

In-text citation:

> The notion of *Star Trek* as a modern epic poem is compelling (Trekspertise 2017).

The podcast discusses the various aspects of modern American life (*This American Life* 2016).

Cohen (2013) investigates what it is about social networking that makes us feel lonely.

List of Sources entry:

Trekspertise. 2017. *Trekspertise 2.9 - Epic Trek*. https://youtu.be/Hziy8HcZAFE (Accessed 1 September 2017).

Cohen, S. 2013. *The innovation of loneliness*. http://www.shimicohen.com/The-Innovation-of-Loneliness (Accessed 12 January 2016).

If the author of the clip is unknown, start with the title of the clip:

This American Life 2016 #577 Something only I can see. 2016. https://youtu.be/qmxcz7IZPiE. (Accessed 23 January 2018).

7.3.13 Computer applications and video games

Mobile applications (Apps) are a type of software that runs on devices such as smartphones, iPads etc. Desktop applications run on laptop computers and personal computers running Windows, OSX, or other operating systems. The format is:

[Developer]. [version year]. [*Title of Application*]. Version [version number]. [Platform / Operating System]. [Publisher].

List of Sources entry:

Example for desktop applications:

Adobe Systems. 2017. *Adobe Photoshop*. Version 19.0.1.334. Windows 10. Adobe Systems.

Apple. 2017. *Final Cut Pro*. Version 10.4. macOS 10.12.4. Apple.

Example for video games:

Paradox Development Studio. 2017. *Stellaris*. Version 1.9. Windows 10. Paradox Interactive.

Arkane Studios. 2017. *Dishonored 2: Limited Edition*. Version 1.2. Xbox One. Bethesda Interactive.

Example for mobile applications:

Twitch Interactive Inc. 2018. *Twitch*. Version 5.8.5. Android 7.1. Twitch Interactive Inc.

7.3.14 Films, advertisements and television shows

Films

The basic format for a film citation is *Film Title* (in italics) and the date. For the List of Sources entry it is:

[Director Surname], [Director Initials] [(dir)]. [year of release]. [*Title of Film*]. [Distributor].

In-text citation:

Danny's disturbed character is an example of Kubrick's fascination with mental instability (*The Shining* 1980).

The inflatable healthcare robot in *Big Hero 6* (2014) is known as Baymax.

Frank's psychopathic behaviour becomes increasingly unrestrained (*Blue Velvet* 1986).

List of Sources entry:

Hall, D & Williams, C (dirs). 2014. *Big Hero 6*. Walt Disney Studios.

Kubrick, S (dir). 1980. *The Shining*. Warner Bros.

Lynch, D (dir). 1986. *Blue Velvet*. 20th Century Fox Home Entertainment.

Scott, R (dir). 1999. *Gladiator.* 2000. Dreamworks Distribution.

Advertisements

Advertisements use the agency name as the author. Remember to include a link if the advert is available online:

TBWA\Chiat\Day. 2017. *Nissan: No Lazy Horses*. https://youtu.be/ZkqOWl5vUZA (Accessed October 26 2017).

Television shows

Television uses the following format:

[Distributor / Network name]. [Title of show]. [year of initial release]. [Season], [Episode].

Netflix. 2017. *Dark*. Season 1, Episode 3.

7.3.15 Interviews

The format for interviews is:
[Interviewee Surname], [Interviewee Initials]. [Title of interviewee]. [Date of interview]. Interview by author. [[Format of interview]]. [Location(s) of interview].

Ferguson, L. Curator of the 1995 Johannesburg biennale. 22 August 2016. Interview by author. [Transcribed recording]. Johannesburg.

Khumalo, M. Architect of *The Universe*. 24 January 2017. Interview by author. [E-mail]. Pretoria – Cape Town.

Van Heerden, M. Filmmaker. 24 January 2017. Interview by author. [Skype]. Berlin – Johannesburg.

7.3.16 Author quoted by another author

If you draw on a quote cited by a second author (i.e. you did not find the quote in the original source), indicate this by utilising the word 'in' within the in-text citation. For example:

In-text citation:

Hutcheon (in Horwatt 2009:87) has argued that self-reflexive parody is an important part of any progressive culture because it helps us come to terms with our past.

Barthes (in Landwehr 2002:3) phrases this idea eloquently: "The text is a tissue of quotations drawn from the innumerable centres of culture".

List of Sources entry:

Horwatt, E. 2009. A taxonomy of digital video remixing: contemporary found footage practice on the internet, in *Cultural borrowings: appropriation, reworking, transformation*, edited by IR Smith. Ebook: Scope:76-91.

Landwehr, M. 2002. Introduction: literature and the visual arts: questions of influence and intertextuality. *College Literature* 29(3):1-16.

8   REFERENCING IMAGES / ILLUSTRATIONS

You may wish to use images, such as screenshots, still frames, photographs, diagrams, maps or charts to illustrate a point. The image and its caption should be inserted immediately **before the paragraph** in which it is discussed. Never use an image without referring to it directly in the body of your text.

The image is referred to:
1. In the figure caption just below the image.
2. In your text, when mentioning the image.
3. In the List of Figures.

4. As you would reference any quotation / website, you cite the source from which you found the image in the List of Sources (i.e. the website, the book, etc.).

When including an image, **you need to refer <u>directly</u> to each image included within the body of your text, for example:**

Figure 1, Adams' photo of *The Tetons and the Snake River* (1942), conveys…

<u>OR</u>

The Tetons and the Snake River (1942), (Figure 1) demonstrates…

8.1   The figure caption: artworks, illustrations, photographs

The image / figure caption refers to the title of the image / artwork / illustration you want to refer to. A *brief* description is added when the image does not have a title. The caption is typed in single line spacing, Arial 10 point, centred, and inserted directly below the image, which is also centred. The following details are reflected:

Figure #: Artist's name and surname (if available), caption / title of the work, plus the year in which the work was created (if known). Dimensions, medium (if available). Collection (if available). Reference.

Should the year not be known, use [sa] for 'no date'.

<u>Example 1:</u>

Figure 1: Ansel Adams, *The Tetons and the Snake River*, 1942.
Photograph. (Wikipedia 2009).

List of Sources entry:

Wikipedia. 2009. *Adams, The Tetons and the Snake River.*
https://en.wikipedia.org/wiki/File:Adams_The_Tetons_and_the_Snake_River.jpg
(Accessed 9 January 2016).

Example 2:

Figure 2: Paolo Uccello, *The Battle of San Romano*, 1438–1440. Egg tempera with walnut oil and linseed oil on poplar. National Gallery Collection, UK. (Wikipedia 2016).

List of Sources entry:

Wikipedia. 2016. *The Battle of San Romano*.
https://en.wikipedia.org/wiki/The_Battle_of_San_Romano (Accessed 9 January 2016).

Example 3:

Referencing own images or photographs:

Figure 3: Ryan Greyling, *Moss-on-bark*, 2016. Artwork in possession of author.

Note: There is no entry in the List of Sources. Because the artwork is your own, you are assumed to be in possession of it, so there is no need to note it as a source that you consulted.

8.2   The figure caption: films and screenshots

When captioning a screenshot from a film, television show, video game, or application (see below) you need to refer <u>directly</u> to each image included within the body of your text, for example:

At this pivotal moment in the film's narrative (Figure 4), Danny realises that room 274…

<u>OR</u>

Figure 4 shows the moment in which Danny…

<u>Example 4:</u>

Figure 4: 'Danny looks up to see who has rolled the ball towards him'. Screenshot from *The Shining* (1980).

Example 5:

Figure 5: 'Hiro tries to fit Baymax into superhero armour'. Screenshot from *Big Hero 6* (2014).

The List of Sources entries for these media are shown above in 7.3.13 – 7.3.17.

Example 6:

Figure 6: 'The Chapel'. Screenshot from *The Vanishing of Ethan Carter* (2014).

List of Sources entry:

The Astronauts. 2014. *The Vanishing of Ethan Carter*. Update 1. Windows 10. The Astronauts.

Note: If you include figures in your written work, you will also need to have the preliminary List of Figures. See Addendum G for an example of how this is formatted.

9 SUBMITTING THE ASSIGNMENT

All submissions should be presented in the format prescribed in the brief from the lecturer. Should the brief not stipulate specifics, the following will apply:

9.1 Submission format

- All assignments should be typed on one side of the page only, in 1.5 line spacing, collated, and stapled.
- Standard font (Arial 12 pt) should be used.
- Plastic sleeves should NOT be used for individual pages.
- Allow for 25 mm margins on all sides of the pages.
- Insert page numbers at the bottom, centre of each page (except title page)
- Use the heading styles as follows:

First level   **1   INTRODUCTION**
Second level   **1.1   Background and aim of study**
Third level (indented)   ***1.1.1   Analysis of designs***

Fourth level (indented)   *1.1.1.1 Design exploration*

9.2 Content

Assignments should consist of the following, in this particular order:

- Title page containing student and assignment detail
- Signed and dated OW anti-plagiarism declaration
- Abstract (if necessary)
- Table of Contents
- List of Figures
- List of Tables (if necessary)
- List of Addenda (if necessary)
- The main text (consisting of an introduction, body and conclusion)
- List of Sources
- Addenda (if available).

The following appendices provide examples of what is required:

9.2.1 Title page
See: Addenda A1 and A2

9.2.2 Anti-Plagiarism Declaration
See: Addendum B

9.2.3 Abstract example (if requested)
See: Addendum C

9.2.4 Acknowledgements
See: Addendum D

9.2.5 Table of Contents
The Table of Contents lists all headings and sub-headings within the assignment.
See: Addendum E

9.2.6 List of Figures
A detailed List of Figures is inserted directly after the Table of Contents.
See: Addendum F

9.2.7 List of Addenda
See: Addendum G

9.2.8 List of Sources
See: Addendum H

ADDENDUM A1: TITLE PAGE
(1st, 2nd and 3rd year assignments)

Title of essay:
subtitle (if any)

By
Peter Smith (Full names)
Student Number: 111230

Subject: Visual Discourse 200

October 2009 (Hand-in Date)
Lecturer: Joe Green

Open Window

ADDENDUM A2
Title page (Honours)

Streaming the current:
an analysis of technological advancements in postmodern society

by
Jacoba Elizabeth Roelofse
Student number: 201233

Major: Communication Design

Research report submitted in partial fulfillment of the requirements for the Bachelor of
Arts (Honours) degree in Visual Communication

Open Window
January 2013

Study leader: Joe Green

ADDENDUM B: ANTI-PLAGIARISM DECLARATION

OPEN WINDOW

Declaration regarding Plagiarism Policies:
Open Window places great emphasis upon integrity and ethical conduct in the preparation of all written work and creative work submitted for academic evaluation.

While the academic staff body teaches you about acknowledging research, referencing techniques and how to avoid plagiarism, you too have a responsibility in this regard. If you are, at any stage, uncertain as to what is required to acknowledge reference to sources, you should speak to your lecturer before your work is submitted.

You are guilty of plagiarism if you copy something from another author's or creative's work (e.g. a book, an article, or visual text etc.) without acknowledging the source. This implies that you are attempting to pass it off as your own. In effect, you are stealing something that belongs to someone else. This is not only the case when you copy work word-for-word (verbatim), but also when you submit someone else's work (written or visual) in a slightly altered form (paraphrased / appropriated) or use a line of argument without acknowledging it. You are not allowed to use work previously produced by another student or previously submitted by yourself (unless it is a resubmission). You are also not allowed to let anybody copy your work with the intention of passing if off as his / her work.

Students who commit plagiarism will not be given any credit for plagiarised work. The matter will also be referred for disciplinary action. Please refer to OW Plagiarism Policy & OW Plagiarism Procedures for more information.

<u>Lecturers at Open Window will not accept any projects, written or practical, unless this form has been completed and attached to the work submitted.</u>

I declare that:

1. I am aware of Open Window's policy regarding plagiarism and I understand exactly what plagiarism is.
2. The work submitted is my own original work.
3. Acknowledgement was given accordingly to reference made to other sources' work / projects / ideas / concepts / theories, etc., whether extracted from a source in a digital, printed, or verbal nature.
4. The submitted project does not belong to any current or previous student, or been copied from any current or previous student's work / projects / ideas / concepts / theories, etc.
5. I have not let anybody use, submit and / or copy my work for evaluation or submission purposes.
6. I am aware that plagiarism is a criminal offence and that Open Window reserves the right to conduct a disciplinary hearing, take legal action or even expel me should I be found guilty of plagiarism.
7. I have read the Open Window's Plagiarism Policy and understand the contents thereof.

Student Name and Surname:

Student Number:

Subject and Level:

Lecturer:

Project being submitted---

Student's signature _____   Date_____

ADDENDUM C: ABSTRACT EXAMPLE (3RD YEAR AND HONOURS)

An abstract is a short statement that describes the larger body of work. It is an original document, and not excerpted passages from the study. The aim of the abstract is to outline the purpose, background, approach and conclusion.

See an example of an abstract below.

ABSTRACT

This research report, titled 'Streaming the current – an analysis of technological advancements in postmodern society and its effect on editorial design' explores technological development in postmodern society and its influence on editorial design. Medium theory, which deals with technological devices and its societal implications as well as the notion of hyper-reality to a lesser extent, is applied to substantiate the investigation. In conclusion, the study extends medium theorists' writings on former popular technologies, such as the television and the Internet, to the current mobile lifestyle, with a focus on social interaction, reading habits and the consequent changing role of the graphic designer.

ADDENDUM D: ACKNOWLEDGEMENTS
(Optional 3rd year and compulsory Honours)

ACKNOWLEDGEMENTS

I want to express my sincere gratitude and appreciation to my study-leader/s, ------------------------for his/her/their guidance, support and commitment.

ADDENDUM E: TABLE OF CONTENTS
(1ˢᵗ to 3ʳᵈ year)

Note: please <u>hide the gridlines</u> prior to printing.

(Honours)

ADDENDUM F: LIST OF FIGURES

Note: please <u>hide the gridlines</u> prior to printing.

ADDENDUM G: LIST OF ADDENDA

Note: please <u>hide the gridlines</u> prior to printing.

LIST OF ADDENDA	
Addendum A1:	Title page (1st & 2nd years)
Addendum A2:	Title page (3rd years & Honours)
Addendum B:	Anti-plagiarism
Addendum C:	Abstract
Addendum D:	Declaration of authorship
Addendum E:	Acknowledgments
Addendum F:	Table of Contents
Addendum G:	List of Figures
Addendum H:	List of Addenda
Addendum I:	List of Sources

ADDENDUM H: LAYOUT FOR LIST OF SOURCES

Please note: the List of Sources is always on a new page, and listed alphabetically.

LIST OF SOURCES

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