

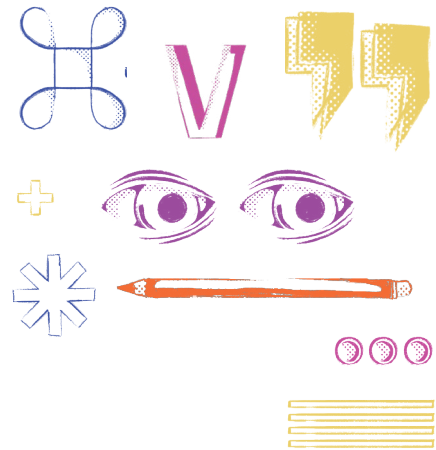


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APA REFERENCE, FORMAT AND STYLE GUIDELINES



1 INTRODUCTION

In academic writing, all material used to complete assignments is cited BOTH in-text AND in the Reference list. This process is used to acknowledge the source of the information. One needs to provide accurate references to all sources used, in order to:

- Give credit to another author's concepts and/or ideas, thus avoiding plagiarism
- Provide the reader with evidence that credible sources have been consulted
- Enable the reader to locate the sources with ease

The Open Window (OW) has adopted the APA Referencing and formatting style. You may refer to the official APA Publication Manual 7th edition (print copy available in the library) and the Concise APA Handbook (available as an eBook on EBSCO Discovery Services), taking note of the exceptions listed in this document.



[APA Publication Manual 7th edition](#)
[Concise APA Handbook](#)

1.1 What is plagiarism?

Plagiarism is using the ideas or references found in books, reports, journals, online resources, from the work of other students, or any other source that is not your own (including visual texts, sound samples, stock templates or imagery etc), and presenting these ideas or references in such a way that it can be assumed to be your own work or ideas. The legal definition of plagiarism states that plagiarism constitutes academic theft and a person found guilty of such a transgression can be legally prosecuted. According to the Copyright Act 98 of 1978, plagiarism is illegal and is regarded as a criminal offence and could lead to expulsion. At OW, plagiarism can be identified as the intention to deceive, or the act to mislead by passing off another's work or ideas as your own. To be accused of plagiarism is a very serious accusation that is always supported by evidence, and therefore the lecturer that identifies plagiarism takes on the responsibility to follow through with the necessary steps towards intervention and prevention of plagiarism. To avoid this serious offence, intentional and ethical use of referencing techniques is vital. It is very important for lecturers to also identify and distinguish between poor academic practice, negligence or misuse of referencing techniques, versus the intention to deceive via a dishonest representation of your work or skill.

For more information on OW's stance on plagiarism, and the procedures for addressing plagiarism at OW, please refer to OW Policy and Procedure on Plagiarism.

1.2 Guidelines for using generative Artificial Intelligence (AI) in essay writing

OW places great emphasis on the responsible use of artificial intelligence (AI) such as the use of large learning models (LLMs) like Meta's Llama, Google's PaLM, and Open AI's ChatGPT; image generators such as Stable Diffusion, MidJourney, Adobe Firefly, and DALL-E; or code generators such as GitHub Co-Pilot.

It is important to note that the use of AI should be adopted with a critical perspective as these models are not peer-reviewed academic sources. Especially when writing essays, generative AI's do not apply the critical thinking required to write an ethical, well-researched, and relevant academic document. AI may be used as a tool, in addition to other prescribed research methods specified in this reference guide, and not as a source of information, arguments, or research data.

Therefore, while OW's position is that students may not use AI as a reliable research resource, should students opt to reference AI for definitions, ideas or explanations of ideas (which is neither recommended nor encouraged), it is integral for a student to reference it. Failure to acknowledge and reference the use of content from an AI source constitutes plagiarism within the context of OW. This applies to any artificially generated content such as:

- Images
- Designs
- Sounds
- Videos
- Other creative assets such as UI kits, asset bundles or scripts etc.

1.2.1 Examples of fair uses for AI models in academic writing

OW does outline fair-use instances for using AI. See below:

Language editing: AI can be used to provide alternative sentence constructions or synonyms should you prompt it with your own writing and ask for it to be rephrased. Note that you still need to edit the suggested sentence structure or phrasing by critically assessing the response generated, discerning what is relevant, and then integrating this with your own writing style and argument.

Machine translation: If there is a word or a sentence in one of your researched sources in a language that you do not understand, you can prompt an AI like ChatGPT to translate it for you. In addition, AI can provide you with greater understanding of the context of the term being translated. This can be quite useful when seeking to clarify ideas in another's writing.

Simplifying concepts: AI can provide concise summaries of complex data to give additional information that can potentially be more accessible. However (in a similar manner to Wikipedia), this is only to be seen as a potential tool to form an initial understanding and not as a reliable source for factual and accurate definitions.

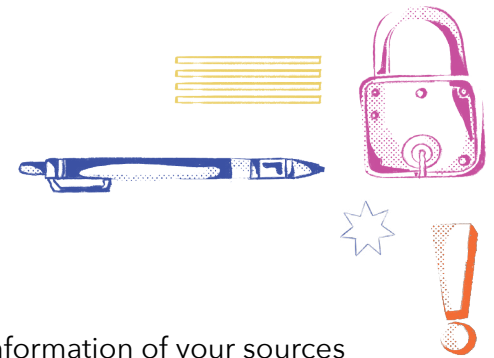
Searching for more sources: AI can be used to search for more sources based on the relevant source information it is prompted for. However, the sources it suggests are still to be investigated in their original form without relying on a summary by an AI.

Planning assignments: You can make use of AI systems to assist in your assignment planning by providing you with outlines to use or to plan your workload according to a schedule.

Discussion partner: AI can adopt the style of famous philosophers such as Socrates. You can engage in a mock-debate with the AI to develop your ideas and have a partner critically evaluate your points. This can serve as a form of self-assessment to evaluate your own writing and estimate where it might be improved upon.

Debugging: Developers can utilise AI-powered tools to efficiently detect and resolve software bugs. By analysing code, identifying errors, and suggesting potential fixes, AI can assist developers without replacing their expertise. Developers should remain involved in the process, by reviewing and validating AI's suggestions.

2 OPEN WINDOW WRITING STYLE AND FORMAT REQUIREMENTS



2.1 Collecting all the details

In order to make referencing sources easier, collect all the publishing information of your sources prior to formulating your Reference List. You can either assemble the list manually, or enter the information in your reference management software (see Section 2.2).

For all sources, make note of:

- The author or editor's full name
- If the author is unavailable, use the organisation or company name instead
- The year in which the source was published
- The title of the source
- If the source is a section in another source, such as an article in a journal, record the title of the section and the full source

For books, make a note of:

- If it is an edition other than the first, i.e. 2nd / 3rd, etc.
- The Volume number, i.e. Volume 2, etc.
- The city the book was published in
- The name of the publisher

For journal articles:

- 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 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 where you got the information from.

2.2 Reference management software

Reference management softwares, such as Zotero, Endnote and Mendely keep a record of, and organise, cited sources and assist with automatically styling citations & reference lists accordingly.

OW recommends using Zotero, but students can use their preferred reference management software. Most reference management softwares, including Zotero, can be integrated in both Google Docs and Microsoft Word.



To learn more about how to install and use [Zotero](#), watch OW's tutorial.

2.3 Quoting and paraphrasing

2.3.1 Quoting

Quoting is an important part of academic writing, as it helps to support and strengthen your study. However, quotes should be used purposefully and not as a substitute for your own interpretations / analysis / argument. Avoid 'decorating' your academic writing with unnecessary quotes (i.e. do not use direct quotations for conveying ordinary facts), but rather, use quotes to emphasise, define and describe specific information by another author. Additionally, direct quotations should be written in English and it is your responsibility to translate & indicate when non-English ideas are quoted. For example: "We are in good spirits" (Bakker 2018, translation from Afrikaans by the author).



Please refer to the APA style website for quotation guidelines - [APA Quotation guidelines](#)

2.3.2 Paraphrasing

Paraphrasing, on the other hand, illustrates that you understand the concept or idea. You can use paraphrasing to reference the written ideas of another author using your own words, in order to simplify, shorten or provide clearer meaning to an argument.

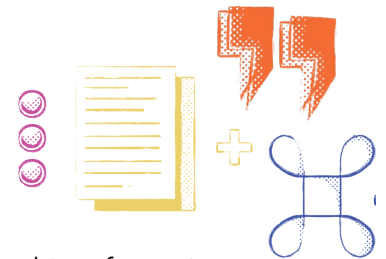


Please refer to the APA Style website for paraphrasing guidelines - [APA Paraphrasing guidelines](#)

2.4 Spelling conventions

Set your word processor's spell-check to UK spelling at the outset of any written project (as it is the standard in South African academic writing). OW makes use of UK spelling conventions and not US spelling. For example:

- emphasise (not emphasize)
- colour (not color)
- artefact (not artifact)



3 APA REFERENCE STYLE AND RESOURCES

OW makes use of the APA referencing style. You will find all useful information on this referencing style can be collected from the official APA Style website. You will also find copies of the APA Style guide in the library. The full *APA Publication Manual (7th edition)* is available as a print book and the *Concise APA Handbook* is available electronically as an eBook on EBSCO Discovery Services (EDS). Note that the APA style website also indicates under which sections all information is accessible in the actual Publication Manual itself. For example, when looking at the 'Reference Examples' page, the webpage does note on the right hand side of the page that the same information is covered in the Publication Manual under Chapter 10.



[APA Publication Manual \(7th edition\)](#)
[Concise APA Handbook](#)
[APA Style website](#)
[Reference examples](#)

3.1 Examples resources for APA Style:

The APA Style website also includes useful tutorial videos that show how to write in the APA style, in a step by step manner. They list helpful tutorials and webinars on their website under the 'APA Style Tutorials and Webinars' page. There are also many sample papers available on the APA Style website. Lastly, this handbook indicates examples of how to implement the style in Appendices A1 to I.



[APA Style tutorials and webinars](#)
[APA Style sample papers](#)

3.1.1 Online Tutorials:

The useful online tutorial called 'Academic Writer Tutorial: Basics of Seventh Edition APA Style' serves as a free online course that will take you through the basic steps of the APA referencing style.

Most of the information you will need in order to understand how to implement the APA style can be accessed from the 'Style and Grammar Guidelines' page on the APA Style website.



[Academic Writer Tutorial: Basics of Seventh Edition APA Style and grammar guidelines](#)

3.1.2 YouTube videos and Webinars:

Available video tutorials include:

- The 'APA Guidelines explained' playlist by YouTube channel APA Project7.
- 'A Step By Step Guide for APA Style Student Papers' webinar, by the CHOICE Media YouTube channel.
- 'Citing Works in APA' webinar, by the CHOICE Media YouTube channel.



Playlist: [APA Guidelines Explained by APA Project7](#)
Webinar: [A Step By Step Guide for APA Style Student Papers](#) by [CHOICE Media](#)
Webinar: [Citing Works in APA](#) by [CHOICE MEDIA](#)

3.2 APA Style Paper Format

The format of academic papers at OW follows official APA style rules **unless otherwise specified in this handbook**. Detailed instructions on these rules can be found under the 'APA Style Paper Format' section of the APA website.



[APA guidelines on style paper format](#)

Please note that Academic Writer, Microsoft Word, and Google Docs, are all already compliant with current APA formatting guidelines. You will, of course, need to set up your document to use APA formatting automatically. OW provides already formatted templates for use with undergraduate and postgraduate essays in the Google Doc format.

As an alternative, step-by-step instructions for other word processing programs are readily available online via YouTube. **To access the official OW Google Doc templates please follow these steps:**

1. Open Google Drive (making sure you are using your *Virtual Window* account to do so),
2. Left click the "New" button at the top left of your screen,
3. From the popup list, hover your cursor over the arrow to the right of "Google Docs",
4. Left click on the option to work "From a template",
5. Left click on the OW Undergraduate / Postgraduate Essay Template 2024 to start your essay.



[Step by step guide for other processing programmes](#)

3.3 Referencing Examples

The APA Style website has many examples of how to reference various sources in text and in your Reference list. On the page titled 'Reference Examples', you merely need to select the type of source you'd like to reference, and view the example.

Every source used will be referred to in **TWO** ways within an assignment:

- In the citation within the text at the precise location the information was used (referred to as in-text citations).
- In the Reference list at the end of the assignment.



[APA Reference examples](#)

This is due to the fact that referencing conventions for an in-text citation and an entry in the Reference list differ. For example, the APA Style website provides clear instructions on how to reference a YouTube Video or YouTube Channel. Note in the example how it lists an entry for the Reference list, as well as and compared to 'parenthetical' or 'narrative' citations that are to be referred to in the text of your assignment.



[APA Guidelines on how to reference a YouTube Video or Youtube Channel](#)

3.3.1 In-text citation criteria

Everything you need to know about in-text citations is covered on the APA Style website. This includes the following:

- basic principles of in-text citations
- what an appropriate level of citation is (which will assist you in determining when and how often to use citations)
- how to paraphrase
- how to use quotations

In-text citations describe the way one refers to the source you have used *in the text/body of the text you are writing*. 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 web sources. An example of a parenthetical citation for authors of a book is:

... the discipline must divorce itself from any effort at realistic depiction (Belanger & Urton, 2014, p. 5)

If an author's name appears in the text, use a narrative citation like so, omitting the author's name from the citation:

Belanger & Urton (2014, p. 2) describe montage as...

When referencing one or more sources in a sentence, separate the sources with a semicolon inside the parentheses. Order the sources alphabetically:

A quantitative review of statistics regarding household energy usage (Brown, 2007, p. 6.; Smith 2010, p. 56; van der Beeken 2019, p. 201) reveals...

If referencing four or more sources, use a footnote. Order the sources alphabetically:

¹See Brown (2007, p. 6), Kandailal (1980, p. 22), Smith (2010, p. 56), Terreblanche (2000, p. 87), and van der Beeken (2019, p. 201).



APA in-text guidelines
APA Guidelines on appropriate level of citation
APA Paraphrasing guidelines
APA Quotation guidelines

3.3.2 Reference list criteria

Everything you need to know about the Reference list is covered on the APA Style website, including the basic principles of the Reference list entries as well as information on what should be included and excluded from the Reference list. Here are some important points to note about the Reference list:

- The Reference list is located at the end of the assignment and includes the complete details of sources consulted and referred to within the text.
- Your Reference list needs to include specific elements or information on your sources, such as the author, date, title and where it is from- for example you are to specify if the source is from a published book, or an online webpage.
- Sometimes your sources might not have all of the information required, in that case follow these guidelines on indicating missing information in the Reference list.

- Only sources cited in the text of the assignment may form part of the Reference list.
- Source details are given in the language of the source, not the language of the text being written. In other words, when referring to a text written in isiZulu, the title is given in isiZulu.
- Lecture notes are not considered a source for an assignment - you may not quote your lecturer(s).
- Sources are not numbered or bulleted, but separated by a paragraph break. The Reference list must be listed in alphabetical order (see section 6.7 below and Appendix I for examples) using the first letter of the author's surname.
- The APA Style website explains when and where to include URL or DOI links for your Reference list entries
- 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.
- Please refer to the APA Style website for instructions on how to reference dictionaries.



[APA's Reference List guidelines](#)

[APA's basic principles of Reference List entries](#)

[APA's Guidelines on inclusions and exclusions in a reference list](#)

[APA Guidelines on Reference list elements](#)

[APA Guidelines on missing information](#)

[APA Guidelines on using DOIs and URLs](#)

[Using Wikipedia as a source](#)

[Referencing dictionary definitions](#)

3.4 Examples of in-text citations and Reference list entries

For detailed examples of how to refer to your sources in text as well as in the Reference list, refer to the Reference Examples page. You can also look at this pdf that shows common examples of references in a Reference list. For examples in the Concise APA Handbook, refer to section 5. on 'Making Your Reference List' and view the examples from page 40 to page 49 on how to reference journals, books, online sources, social media posts and miscellaneous other sources.

The online APA Style guide has 4 main categories that will assist you in finding examples of citations and reference of all relevant sources. The four categories are discussed below under the headings for Textual Works, Data and Assessments, Audiovisual Media and Online Media.



[APA Reference examples](#)

[Common examples of references in a Reference list.](#)

[Concise APA Handbook](#)

3.4.1 Textual Works

This category includes reference examples of sources such as books, edited books, chapters in books, books with multiple authors, ebooks, journal articles, blog posts or blog comments, newspapers, diagnostic manuals, conference papers and dissertations or theses.



[APA guidelines on textual works](#)

3.4.2 Data and Assessments

This category includes reference examples of sources such as Data sets and Toolboxes. These examples might not be very relevant to most Open Window assignments.



[APA guidelines on data and assessments](#)

3.4.3 Audiovisual Media

This category includes reference examples of sources such as Podcasts, YouTube videos, artworks, film and television sources, musical scores, transcripts of audiovisual works, Ted Talks, and Clip Art or stock images



[APA guidelines on audio visual media](#)

3.4.4 Online Media

This category includes reference examples of sources such as social media sites (TikTok, Facebook, Instagram, Twitter and online forums), as well as examples of how to reference websites and webpages.



[APA guidelines on online media](#)

3.5 Artificial Intelligence/machine learning tools

AI chat platforms are referenced as e-sources, using the company name as the author. **It should be made very clear that it is not acceptable to use artificial intelligence systems as a source of evidence.** However, in order to remain academically honest, it is vital to always acknowledge any sources you use, regardless of their accuracy or validity.

[Organisation]. [(Year of publication)]. [Website Title] [(Version)]. [Large language model]. [url]

For example, ChatGPT is referenced:

In-text citation

ChatGPT 3.5 describes itself as “a large language model developed by OpenAI, based on the GPT (Generative Pre-trained Transformer) architecture” (OpenAI, 2023).

List of Sources entry

OpenAI. (2023). *ChatGPT* (Mar 14 version). [Large language model]. <https://chat.openai.com/chat>



[APA guidelines on artificial intelligence/ machine learning tools](#)

3.6 How to reference images

All images in APA are referenced in the same way, regardless of medium, format, origin. The elements required for referencing a figure are:

- The figure number, given in bold first (e.g. **Figure 1**)
- A description of the image (appears on the next line and provides information concerning the artist's name and title of the artwork)
- The image itself (centred and directly below the descriptive information)
- The copyright note (listed immediately below the image and should include the artist's name and date of the work, as well as a URL if the image is available online). The copyright note should be written in Arial 10pt to save space.

Please see the examples below:

3.6.1 Photography

Figure 1

Ansel Adams' photograph "The Tetons and the Snake River"



Note: Ansel Adams, 1942,
(https://en.wikipedia.org/wiki/File:Adams_The_Tetons_and_the_Snake_River.jpg)

3.6.2 Image with no title

Additional information instead of the title is used below the figure.

Figure 2

Example of eidetic photomontage of a cultural harbour project in Odens.



Note: MASU and CORNELIUS + VÖGE architects, 2010, (<https://5osa.com/2114>)

3.6.3 Referencing own artwork

Artworks in the personal possession of the author do not require a URL.

Figure 3

Author's own artwork, "Moss-on-Bark"



Note: Ryan Greyling, 2016

3.6.4 Screenshots from films, games, and other media

In the copyright note, including the director, studio, or collective responsible for authorship.

Figure 4

Screenshot from the 1980 film, “The Shining”



Note: Stanley Kubrick (dir), 1980

3.7 Submission format

Your final assignment submission must adhere to these guidelines:

- All assignments should make use of **double line spacing**.
- If submissions are in printed format, they should be single-side printed only.
- Assignments are to be presented in **Arial typeface, font size 11**.
- Allow for **25 mm margins on all sides** of the pages.
- Insert **page numbers at the top-right of each page** (including title page).

Use the heading styles as follows:

Level	Format
1	Centred, Bold, Title Case Heading Text begins as a new paragraph.
2	Left-aligned, Bold, Title Case Heading Text begins as a new paragraph.
3	<i>Left-aligned, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i> Text begins on the same line and continues as a regular paragraph

3.8 Content

3.8.1 Undergraduate

Undergraduate (Bachelor of Arts in Visual Communication, Bachelor of Creative Technologies and Bachelor of Film Arts) assignments should consist of the following elements, in this particular order. Please consult the APA webinar on student academic style and essay writing for further information on proper essay writing, formatting, and style for the undergraduate level. Note that all undergraduate students must make use of the official OW Essay Template, provided on Google Docs to assist with essay formatting. Students can also consult the Appendices (below) for examples of “mock” essays to ensure that formatting according to the APA Style remains accurate. The APA Style website also provides a variety of correctly formatted essays, including an example student paper which can be used as a checklist for the overwhelming majority of essay assignments written at OW.



Webinar: [A step-by-step guide for APA style student papers](#)

Example: [Student Paper](#)

- Title page containing student and assignment details
- Table of Contents
- List of Figures (if necessary)
- The main text (consisting of an introduction, body, and conclusion)
- Reference List (Short, useful, presentations for constructing an APA Style References list can be found on the APA website under the following:
 - + Creating an APA Style Reference List Guide and
 - + Reference Guide for Journal Articles, Books, and Edited Book Chapters)

Maintaining objectivity, especially when providing your own arguments concerning a topic, is vital to good, professional, academic writing. This does not mean that it is necessary to write entirely in the third person or to make use of lengthy circumlocutions like “It is the opinion of this researcher” whenever you want to assert an argument. Your opinions are permitted, as long **as they are thoroughly researched and substantiated by the facts you present**. Please consult the APA guidelines for making use of objective and bias-free language for further information.



[APA guidelines on setting up a title page](#)

[Creating an APA Reference List Guide](#)

[APA Reference guide for journal articles, books and edited book chapters](#)

[APA guidelines for making use of objective and bias-free language](#)

3.8.2 Postgraduate

Postgraduate (Bachelor of Arts Honours in Visual Communication and Postgraduate Diploma in Creative Practice) assignments should consist of the following, in this particular order:

- Title page containing student and assignment detail
- Abstract
- Acknowledgements
- Declaration of Authorship
- Table of Contents
- List of Figures
- List of Abbreviations (if necessary)
- Glossary of Terms (if necessary)
- The main text (consisting of an introduction, body, and conclusion)
- Reference List (Short, useful, presentations for constructing an APA Style Reference list can be found in the Creating an APA Style Reference List Guide and Reference Guide for Journal Articles, Books, and Edited Book Chapters)
- Appendices (if necessary).



[Creating an APA Style Reference List Guide](#)
[Reference Guide for Journal Articles, Books, and Edited Book Chapters](#)

The following appendices provide examples of what is required in terms of proper formatting for a Title page, Table of Contents, Reference List, etc. Students must not label these elements of their assignments as “addenda” or “appendices” when they submit work. In addition, some of the sections below are not required by 1st - 3rd year students (e.g. Abstract, Declaration of Authorship and Acknowledgements). Please check with your lecturer if you are uncertain of whether or not to include a particular section:

Title page

See: Appendices A1 (individual assignments); A2 (group assignments) and A3 (Honours)

Abstract (Honours)

See: Appendix B

Declaration of Authorship (Honours)

See: Appendix C

Acknowledgements (Honours)

See: Appendix D

Table of Contents

See: Appendices E1 (1st to 2nd year) and E2 (Honours)

List of Figures

See: Appendix F

Reference List

See: Appendix G

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

Title of paper

Student name, surname, and student number

Open Window, School (e.g. School of Fundamentals)

Subject name and code (e.g. Visual Culture VC 200)

Lecturer(s)

Submission day, month, year

APPENDIX A2: TITLE PAGE (1st, 2nd and 3rd year **group** assignments)

Title of paper

Student name, surname, and student number

Student name, surname, and student number

Student name, surname, and student number

Student name, surname, and student number

Student name, surname, and student number

Open Window, School (e.g. School of Visual Communication)

Subject name and code (e.g. Illustration IL 200)

Lecturer(s)

Submission day, month, year

APPENDIX A3: TITLE PAGE (Honours)

Title of Research Paper

Student name, surname, and student number

Open Window, School (e.g. School of Visual Communication)

Subject name and code (e.g. Product Design PD 300)

Supervisor(s)

Submission day, month, year

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

APPENDIX B: ABSTRACT EXAMPLE (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.

Keywords

Add up to 10 keywords that best describe the practical and academic fields that relate to your study.

APPENDIX C: DECLARATION OF AUTHORSHIP (Honours)

Declaration of authorship

With this declaration I wish to state that the research report submitted for the degree Bachelor of Arts (Honours) in Creative Technologies/Film Arts/Visual Communication at The Open Window is my own work. I further declare that a comprehensive list of references in this research report contains all sources cited or quoted.

Name of Student

APPENDIX D: ACKNOWLEDGEMENTS (Honours)

Acknowledgements

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

APPENDIX E1: TABLE OF CONTENTS (1st to 3rd year)

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APPENDIX G: REFERENCE LIST

Please note: the reference list is always on a new page and listed alphabetically.

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