



Harvard Referencing Style Examples

The Harvard style is a simple, flexible style of referencing and so is commonly used. Most universities require a variation of the Harvard style to be used consistently in a thesis or dissertation.

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The basic reference format for a book

<i>In-text citation</i>	(Surname + Year of publication + colon: + page number/s) (Smith 2017: 3) / (Smith 2017: 3-5)
<i>Reference Elements</i>	Surname + comma, INITIALS + full stop. Year of publication + full stop. <i>Title in sentence case</i> + full stop. Edition + full stop. Place of publication + colon: Publisher + full stop. Smith, AB. 2017. <i>This is the title: This is the subtitle</i> . 2nd Edition. Johannesburg: Publisher.

Variations

Each institution can choose its variations. Any variation or combination of variations must be used consistently throughout your list of references.

<i>In-text citation</i>	Comma after surname: (Smith, 2017: 3) / (Smith, 2017: 3-5) "P" or "pp" before page number: (Smith 2017: p. 3) / (Smith 2017: pp. 3-5) No space after colon: (Smith 2017:3) / (Smith 2017:3-5)
<i>Reference Elements</i>	No comma after surname: Smith AB. 2017. <i>This is the title: This is the subtitle</i> . 2nd ed. Johannesburg: Publisher. Full stop between initials: Smith, A.B.C. 2017. <i>This is the title: This is the subtitle</i> . 2nd ed. Johannesburg: Publisher. Brackets around date: Smith, A.B. (2017). <i>This is the title: This is the subtitle</i> . 2nd ed. Johannesburg: Publisher.

Reference Elements contd...	<p>Title with all major words capitalised instead of in sentence case: Smith, A.B. (2017). <i>This is the Title: This is the Subtitle</i>. 2nd ed. Johannesburg: Publisher.</p> <p>First letter of subtitle not capitalised: Smith, A.B. (2017). <i>This is the title: this is the subtitle</i>. 2nd ed. Johannesburg: Publisher.</p> <p>Semi-colon before edition instead of full stop: Smith, A.B. (2017). <i>This is the title: this is the subtitle</i>; 2nd ed. Johannesburg: Publisher.</p>
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Missing Information

No Author - Anonymous

In-text citation	(Anonymous, 2015)
Reference	Anonymous. The battle for the hearts of clients. (2015, June 7). <i>Business News</i> , p. A-B10.

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No Date

In-text citation	<p>Ngobi stated ... ([2016], p. 73).</p> <p>It was claimed ... (Ngobi, [2016?], p. 73).</p> <p>It was posited ... (Ngobi, [2016], p. 73).</p> <p>Ngobi was of the opinion ... [ca. 2016], p. 73).</p> <p>It was found ... (Ngobi, [n.d.], p. 73).</p>
Reference	Ngobi, M.R. (n.d.). <i>Conquering the hearts of clients: Getting management to comment</i> . Polokwane, SA: Limpopo Publishers.

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No Page Numbers

In-text citation	Auditors and Accountants Inc. (2017, p. [3]) has "purchased a 20% share in ..." / (Auditors & Accountants Incorporated, 2017, para. 30) / (Auditors & Accountants Incorporated, 2017, under heading Purchases).
Reference	Auditors & Accountants Incorporated. 2017. <i>Annual</i>

	report for 2016. [Online] Available from: http://index.auditorsandaccountants.net/main/tips.html Retrieved: 2017-11-29].
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No Publisher

In-text citation	N/A
Reference	Write [n.p.] instead of the publisher

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No Place of Publication

In-text citation	N/A
Reference	Write [n.p.] instead of the place of publication. If both publisher and place of publication are unknown, only write [n.p.] once.

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Authors

Reference Elements	Name of Issuing Body. Year of publication. <i>Title of publication</i> . Place of publication: Publisher, Report number if any.
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Authors - Corporate author

In-text citation	First Citation: For long names, use the full name, with an abbreviation for use in subsequent citations: (Objective & Scope Incorporated [OSI], 2005, p. 3). Later Citation: (OSI, 2005, p. 3).
Reference	Objective & Scope Incorporated (2005). <i>Annual report for 2016</i> . Polokwane, South Africa: The Author.

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Authors - Two Authors

In-text citation	Use the word 'and' in the text and use the ampersand sign (&) in brackets, tables, captions and the
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	<p>References.</p> <p>First citation: Thaba and Masete refer to the problems (2014, p. 10).</p> <p>Problems must be identified and named (Thaba & Masete, 2014, p. 10).</p>
Reference	<p>References: Thaba II, H.E. & Masete Jr, S. (2014). Beauty in Brakpan. Polokwane, South Africa: Polokwane University Press.</p>

Authors - Two authors – same surname

In-text citation	<p>Both M. R. Ngobi and J. R. Ngobi address the problem... (2016, pp. 58-59; 2014, p. 245).</p> <p>(Ngobi, 2016, pp. 58-59; Ngobi, 2014, p. 245).</p> <p>If the works cited were published in the same year, add the authors' initials to the citation: Although obtaining management comments has always been very difficult (M.R. Ngobi, 2016, pp. 58-59), the personal touch has recently improved the situation (J.A. Ngobi, 2016, p. 245).</p>
Reference	<p>Ngobi, M.R. (2016). Conquering the hearts of clients: Getting management to comment. Polokwane, South Africa: Limpopo Publishers.</p> <p>Ngobi, J.A. (2014). The personal touch. Auditing in South Africa, 15(4), 240-248.</p>

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Authors - Two works – same author

In-text citation	<p>(Ngobi, 2016, pp. 58-59; 2014, p. 245).</p>
Reference	<p>Ngobi, M.R. (2016). Conquering the hearts of clients: Getting management to comment. Polokwane, South Africa: Limpopo Publishers.</p> <p>Ngobi, M.R. (2014). Furthermore and in addition. Polokwane, South Africa: Limpopo Publishers, 2014.</p>

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Authors - Three to Five

In-text citation	First citation: (Thaba, Masete & Ngobi, 2014, p. 51). Later citation: (Thaba et al., 2014, p. 51). Later citation in the same paragraph: (Thaba et al., p. 51).
Reference	Thaba, H.E., Masete, S. & Ngobi, J.A. (2014). The personal touch in Alice. Auditing in South Africa , 15(4), 49-60.

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Authors - Six or More

In-text citation	First and Later citations: (Thaba et al., 2014, p. 80).
Reference	Thaba, H.E., Masete, S., Ngobi, J.A., Naidoo, M.S., Ngobi, M.R. & van Riebeeck, J. (2014). A town called Alice. Auditing in South Africa , 15(4), 76-81.

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Print Items

Print Item - The Bible

In-text citation	(2 Cor. 5:17 New International Version). /You need not identify the version in subsequent references unless you use a different version. First citation if you use more than one version of the Bible: (2 Cor. 5:17 New International Version [NIV]). Later citations if you use more than one version of the Bible: (2 Cor. 5:17 NIV).
Reference	Entries are not needed for the Bible and other major classical works.

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Print Item - Book

In-text citation	Ngobi (2014, p. 73) suggests .../Dissertations can be fun (Ngobi, 2014, p. 73)./(Ngobi, 2014).
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Reference	Ngobi, M.R. (2014). Conquering the hearts of clients: Getting management to comment . Polokwane, South Africa: Limpopo Publishers.
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Print Item - Chapter

In-text citation	Ngobi (2015, p. 245) argues that/It has been argued (Ngobi, 2015, p. 245).
Reference	List both the chapter and the book: 1. Ngobi, J.A. (2015). The personal touch. In: J. De Klerk (Ed.), Experimenting with South African agriculture (pp. 240-248). Polokwane, South Africa: Polokwane University Press. 2. van Riebeek, J. (Ed.). (2015). <i>Experimenting with South African agriculture</i> . Polokwane, South Africa: Polokwane University Press.

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Print Item - Conference Paper / Proceedings

In-text citation	(Ngobi, 2014, p. 4) / (Thaba, 2014, p. 4) / (Ngobi, 2014, p. 144).
Reference	Paper (unpublished): Ngobi, J.A. (2014 April). The personal touch. Paper presented at the <i>16th Annual Auditing Conference, Polokwane University, South Africa</i> . Paper (published and edited): Ngobi, J.A. (2015). The personal touch. In J. De Klerk (Ed.), <i>Proceedings of the 16th Annual Auditing Conference, Polokwane University, South Africa, 8-11 April 2014</i> (pp. 140-160). Polokwane, South Africa: Polokwane University Press. Paper (published but unedited): Ngobi, J.A. (2015). The personal touch. In Agriculture in the hearts of clients: Are we making a difference? , Conference proceedings, April 2014. Polokwane, South Africa: Polokwane University.

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Print Item - Dictionary

In-text citation	The Polokwane <i>English dictionary</i> defines 'auditing' as ...
Reference	<p>Dictionary: <i>The Polokwane English dictionary</i> (2014). 2nd ed. Polokwane, South Africa, and London: Polokwane University Press.</p> <p>Where there is an editor: van Riebeek, J. & Naidoo, M.S. (Eds.). (2014). <i>The Polokwane English dictionary</i>. 2nd ed. Polokwane, South Africa, and London: Polokwane University Press.</p> <p>Definition: Rainwater. (2014). In <i>The Polokwane English dictionary</i>. 2nd ed. Polokwane, South Africa, and London: Polokwane University Press.</p> <p>Where there is an editor: Auditing. (2014). In van Riebeek, J. & Naidoo, M.S. (Eds.). <i>The Polokwane English dictionary</i>. 2nd ed. Polokwane, South Africa, and London: Polokwane University Press.</p>

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Print Item - Edition

In-text citation	(Thaba, Masete & Ngobi, 2015, p. 5) / (Thaba et al. , 2014).
Reference	Thaba, H.E., Masete, S. & Ngobi, M.R. (2015). Looking behind the glass . (2nd ed.). Polokwane, SA, and London: Polokwane University Press.

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Print Item - Editor

In-text citation	De Klerk has collected evidence (2015, p. 10) / There is clear evidence (De Klerk 2015, p. 10).
Reference	de Klerk, J. (Ed.). (2015). <i>Researching South African auditing</i> . Polokwane, South Africa: Polokwane University Press.

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Print Item - Encyclopaedia Article

<p>In-text citation</p>	<p>The <i>New auditing encyclopaedia</i> defines 'The personal touch' as ... (Thaba, Masete & Ngobi, 2014). Where authors are not acknowledged: The <i>New auditing encyclopaedia</i> defines 'The personal touch' as ... (2014) /The <i>New auditing encyclopaedia</i> states ... ("The personal touch," 2014).</p>
<p>Reference</p>	<p>Encyclopaedia: van Riebeek, J. & Naidoo, M.S. (Eds.). (2014). <i>The new auditing encyclopaedia</i>. (15th ed., 25 vols.). Polokwane, South Africa: Polokwane University Press. Where there is no editor: <i>The new auditing encyclopaedia</i>. (2014). 15th ed. 25 vols. Polokwane, South Africa: Polokwane University Press. Article: Thaba, H.E., Masete, S. & Ngobi, M.R. (2014). The personal touch. In J. De Klerk & M.S. Naidoo (Eds.). <i>The new auditing encyclopaedia</i>. (15th ed., Vol. 23, pp. 1234-1245). Polokwane, South Africa: Polokwane University Press. Where authors are not acknowledged: The personal touch. (2014). In J. De Klerk & M.S. Naidoo (Eds.). <i>The new auditing encyclopaedia</i>. (15th ed., Vol. 23, pp. 1234-1245). Polokwane, South Africa: Polokwane University Press. Where there is no author or editor: The personal touch. (2014). In <i>The new auditing encyclopaedia</i>. (15th ed., Vol. 23, pp. 1234-1245). Polokwane, South Africa: Polokwane University Press.</p>

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Print Item - Forthcoming/In press

<p>In-text citation</p>	<p>(Thaba & Masete, forthcoming).</p>
<p>Reference</p>	<p>Thaba, H.E. & Masete, S. (Forthcoming). Beauty in Brakpan. Auditing in South Africa.</p>

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Print Item - Government Publication

<p>In-text</p>	<p>First Citation: (SA Department of Water Affairs &</p>
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citation	Forestry [DWAF], 2016, p. 23). Later citations: (DWAF, 2016, p. 23).
Reference	South Africa. Department of Water Affairs & Forestry. (2016). Towards a water services white paper. Issues and Options Discussion Paper (Government Gazette 23377, Notice 538, 3 May 2016). Pretoria: Government Printer.

Print Item - Government Publication – Law /Act – South African

Elements	Act, no. # of year. Place of publication: Publisher.
In-text citation	First citation: The <i>Local Government Transition Act</i> (209 of 1993). Later citation: The <i>Local Government Transition Act</i> (1993).
Reference	<i>Local Government Transition Act</i> , no. 209 of 1993. <i>Constitution of the Republic of South Africa</i> , Act no. 108 of 1996.

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Print Item – Indirect Quotation

In-text citation	Thaba and Masete (as cited in Ngobi, 2014, pp. 32-33)
Reference	Ngobi, M.R. (2014). Conquering the hearts of clients: Getting management to comment . Polokwane, South Africa: Limpopo Publishers.

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Print Item - International Organization

In-text citation	(World Bank, 2015, p. 13).
Reference	World Bank. (2015). <i>World Development Report 2015: A better investment climate for everyone</i> . Washington: Oxford University Press (WB/2015/22).

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Print Item - Organization with Acronym

In-text	First citation: (United Nations Education, Scientific
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citation	and Cultural Organization [UNESCO], 2015, p. 10). Later citations: (UNESCO, 2015, p. 10).
Reference	United Nations Education, Scientific and Cultural Organization ...

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Print Item - Journal Article

In-text citation	If each issue starts at page 1: (Ngobi, 2014, p. 45) If issue numbering is continuous: (Ngobi, 2014, p. 445).
Reference	If each issue starts at page 1: Ngobi, J.A. (2014). The personal touch. Auditing in South Africa , 15 (4), 40-48. If issue numbering is continuous: Ngobi, J.A. (2014). The personal touch. Auditing in South Africa , 15 , 440-448.

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Print Item - Magazine Article

In-text citation	Thaba and Masete (2014, p. 40) point out that / Previous research indicated ... (Thaba & Masete, 2014, p. 40).
Reference	Thaba, H.E. & Masete, S. (2014, November 30). Beauty in Brakpan: What we found. Polokwane News . 39-42.

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Print Item - Map, Diagram, Photograph, Table

In-text citation	(Ngobi, 2014, p. 24).
Reference	Ngobi, M.R. (2014). Conquering the hearts of clients . Polokwane, South Africa: Limpopo Publishers.

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Print Item - Newspaper Article

In-text	Thaba and Masete (2014, B12) point out that / Previous
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citation	research indicated ... (Thaba & Masete, 2014, B12).
Reference	Thaba, H.E. & Masete, S. (2014, November 30). Beauty in Brakpan: What we found. Polokwane News . A-B12.

Print Item - Newspaper Article - Advertisement

In-text citation	("Cash deposit calculator", 2015, D12).
Reference	Cash deposit calculator [Advertisement]. (2015, November 30). Polokwane News . D12.

Print Item - Newspaper Article - Letter to the Editor

In-text citation	("Beastly", 2017, B2).
Reference	Ngobi, M. R. (2017, September 17). Watching the hearts of clients [Letter to the editor]. Polokwane News , B6.

Print Item - Newspaper Article - Unsigned Editorial

In-text citation	("Beastly", 2017, B2).
Reference	Beauty in Brakpan? What we found. [Editorial] (2017, November 30). Polokwane News . A-B2.

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Print Item – Pamphlet / Brochure

In-text citation	(Ngobi, 2016, p. 4). / (Auditors & Accountants Incorporated, 2017, p. 3).
Reference	Ngobi, M.R. (2016). Conquering the hearts of clients: Auditing is a relationship [Brochure]. Polokwane, South Africa: Limpopo Publishers. / Auditors and Accountants Incorporated. (2017) Annual Report for 2016 [Brochure]. Polokwane, South Africa: Author.

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Print Item – Patent

In-text citation	The apparatus (Thaba, 2015) is available in Europe / The apparatus was patented by Auditors and Accountants Inc. (2015).
Reference	Thaba, H.E. (2015). Cash deposit calculator: For all

Author: Anne Denniston * 2017-10-29

This material may be freely used, as long as the source is acknowledged.

	<p><i>sampling</i> (Version 1.3) European patent application 0121165 A1. 2015-01-07. Available from Department of Auditing, Polokwane University, Private Bag X0, Polokwane, South Africa. / Auditors and Accountants Incorporated. (2015). Cash deposit calculator: For all <i>sampling</i> (Version 1.3) European patent application 0121165 A1. 2015-01-07.</p>
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Print Item – Play / Poem

In-text citation	<p>For plays, cite act, scene and line/s. (Reaping the benefit, 3.4.23-25). For poems, cite page and line/s: (Ngobi, p. 125, lines 23-25).</p>
Reference	<p>Single work: Ngobi, M.R. (2015). Reaping the benefit. Polokwane, South Africa: Limpopo Publishers. Collected works: Ngobi, M.R. (2015). Collected plays of Martin Ngobi (pp. 12-50). Polokwane, South Africa: Limpopo Publishers. / Anthologies: Ngobi, M.R. (2015). Reaping the benefit. In: Thaba, H.E. & Masete, S. (Eds.). Plays on the hearts of clients (2nd ed.). Polokwane, South Africa: Limpopo Publishers.</p>

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Print Item - Preface, Foreword, Introduction

In-text citation	<p>Ngobi (2015, p. vii) argues that/It has been argued (Ngobi, 2015, p. vii).</p>
Reference	<p>Ngobi, J.A. (2015). Introduction. In Naidoo, M.S. Furthermore and in addition. (pp. vi-viii). Polokwane, South Africa: Auditors & Accountants Incorporated. Naidoo, M.S. (2015). Furthermore and in addition. Polokwane, South Africa: Auditors & Accountants Incorporated.</p>

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Print Item - Press Release

In-text citation	<p>Newspaper: (Auditors & Accountants Inc., 2015, para. 3)</p>
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	Website: (Auditors & Accountants Inc., 2015, D12).
Reference	Newspaper: Auditors & Accountants Incorporated. 2015. Cash deposit calculator [Press release]. Retrieved November 30, 2015, from http://index.auditorsandaccountants.net/main/press_releases.html . Website: Auditors & Accountants Incorporated. 2015, November 30. Cash deposit calculator [Press release]. Polokwane News , late edition.

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Print Item - Review

In-text citation	(Ngobi, 2015, p. 85).
Reference	Ngobi, M.R. (2015) Where is the beast? [Review of the book Beauty in Brakpan]. Auditing in South Africa , 15(4), 84-85.

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Print Item - Series

In-text citation	South Africans believe ... (Ngobi, 2016, pp. 58-59) / According to Ngobi (2016, pp. 58-59).
Reference	Ngobi, M.R. (2014). Conquering the hearts of clients: Getting management to comment . Limpopo Auditing Series, No. 2. Polokwane, South Africa: Limpopo Publishers.

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Print Item - Standard

In-text citation	(ISO 9014:2015) / (BS5605: 1990).
Reference	<i>ISO 9014:2015 Quality management systems: Guidelines for performance improvements</i> . Pretoria: SABS Certification (Pty) Ltd. / <i>BS5605: 1990. Recommendations for citing and referencing published material</i> . Milton Keynes: British Standards Institution.

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Print Item - Thesis / Dissertation

In-text citation	(Ngobi, 2014, p. 45).
Reference	Ngobi, M.R. (2015). The personal touch: A comparison of three cases in the Limpopo Province and three in the Eastern Cape. Unpublished master's thesis, Polokwane University, Polokwane, Limpopo Province, South Africa.

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Print Item - Translation

In-text citation	South Africans believe ... (Ngobi, 2016, pp. 58-59) / According to Ngobi (2016, pp. 58-59), ...
Reference	Ngobi, M.R. (2014). Conquering the hearts of clients: Getting management to comment . Trans. Sheila Masete. Limpopo Auditing Series, no. 2. Polokwane, South Africa: Limpopo Publishers.

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Print Item - Volume

In-text citation	South Africans believe ... (Ngobi, 2014, vol. 2, pp. 58-59) If it took several years to publish the volumes: (Ngobi, 2016-2017, vol. 2, pp. 58-59).
Reference	Ngobi, M.R. (2014). Conquering the hearts of clients: Getting management to comment (Vols. 1-6). Polokwane, South Africa: Limpopo Publishers. If it took several years to publish the volumes: Ngobi, M.R. (2016-2017). If you only read one volume: Ngobi, M.R. (2014). Conquering the hearts of clients: Getting management to comment (Vol. 2). Polokwane, South Africa: Limpopo Publishers.

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Online Items

Online Item - Book

In-text citation	Ngobi (2014, para. 73) suggests .../Dissertations can be fun (Ngobi, 2014, ¶ 73). / (Ngobi, 2014).
Reference	Ngobi, M.R. (2014). Conquering the hearts of clients: Getting management to comment . Polokwane, South Africa: Limpopo Publishers. Retrieved November 29, 2015, from EBSCO Host: Business Source Premier: http://search.global.epnet.com/

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Online Item - Database

In-text citation	(Ngobi, 2014, p. 45).
Reference	Ngobi, M.R. (2014). Conquering the hearts of clients: Auditing is a relationship (Report No. MBQSK-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED. 235171). Ngobi, M.R. (2015). The personal touch: A comparison of three cases in the Limpopo Province and three in the Eastern Cape. (Master's Thesis, Polokwane University). Abstract. <i>Dissertation Abstracts International</i> , 60, 1879A. (UMI No. DA0133084).

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Online Item - Email

Elements	Sender Surname, INITIALS. [sender's email address]. Year. Subject of email message. Email to: Receiver Surname, INITIALS. [Receiver's email address]. day Month Year sent.
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Online Item - Journal Article

In-text citation	Ngobi, 2014, ¶ 5) / (Ngobi, 2014, Conclusion, para. 1) / (Ngobi, 2014, p. 445).
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Reference	Ngobi, J.A. (2014) The personal touch. Auditing in South Africa, 15 , 440-448. Retrieved November 29, 2016, from EBSCO Host: Business Source Premier: http://search.global.epnet.com/
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Online Item - Thesis / Dissertation

In-text citation	(Ngobi, 2014, p. 45).
Reference	Ngobi, M.R. (2015). The personal touch: A comparison of three cases in the Limpopo Province and three in the Eastern Cape. (Master's Thesis, Polokwane University, 2015). Abstract. <i>Dissertation Abstracts International, 60</i> , 1879A. (UMI No. DA0133084).

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Online Item - Website

In-text citation	("Auditors & Accountants Inc., 2015).
Reference	Auditors & Accountants Incorporated. (2015). Retrieved November 29, 2015, from http://www.auditorsandaccountants.com

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Online Item - Website Article

In-text citation	Thaba and Masete (2014, para. 33) point out that... Previous research indicated ... (Thaba & Masete, 2014).
Reference	Thaba, H.E. & Masete, S. Beauty in Brakpan? What we found. Polokwane University Community Studies . Polokwane University. Retrieved November 30, 2015, from http://www.Polokwane.ac.za.html .

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Multimedia Items

Multimedia Item - CD-ROM / DVD

In-text citation	If item has page numbers: (Ngobi, 2014, p. 73). If item has no page numbers: Give appropriate chapter/heading details: (Ngobi, 2014, Comment 3).
Reference	Ngobi, M.R. (2014) Conquering the hearts of clients: Getting management to comment. [CDROM]. Polokwane, South Africa: Limpopo Publishers.

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Multimedia Item - Computer Program

In-text citation	(Thaba, 2015).
Reference	Thaba, H.E. (2015). Water harvesting surface calculator: For all surfaces (Version 1.3) [Computer program]. Available from Department of Agriculture, Polokwane University, Private Bag X0, Polokwane, South Africa.

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Multimedia Item - Film or Video

In-text citation	Ngobi and Naidoo present the modern view in their film Polokwane today (2015).
Reference	Ngobi, J.A. (Producer), & Naidoo, M.S. (Director). (2015). Polokwane today [Motion picture]. (Available from Limpopo Pictures, Polokwane, SA).

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Multimedia Item - Interview

In-text citation	In an interview conducted on 1 November 2015 with Mrs S. Masete, marketing manager of Auditors and Accountants Inc.....
Reference	Masete, S. 2015. Verbal communication with the author on 1 November. Polokwane University. (Cassette recording in possession of author). Masete, S. 2015. Verbal communication with H.E. Thaba

	on 1 November. Polokwane University. (Transcript/notes in possession of H.E. Thaba, address).
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Multimedia Item - Music or Sound Recording

In-text citation	Ngobi, 2015) / (Ngobi, 2015) / (Thaba & Masete, 2015)
Reference	<p>Ngobi, M.R. (2015). The personal touch [Recorded by Martine Naidoo]. On Beauty in Brakpan [CD]. Polokwane, South Africa: Musicmasters.</p> <p>Published score: Ngobi, M.R. (2015). The personal touch: Symphony no. 4 in B-flat major, op. 60. Polokwane, South Africa: Musicmasters.</p> <p>Performance: Thaba, H.E. & Masete, S. (2015). The personal touch: Ballet in Four Acts. Chor. Justin Ngobi. Perf. Margot Fonteyn, Rudolf Nureyev, and Polokwane Ballet Company. Polokwane Symphony Orch. Cond. Jan van Riebeek. DVD. Limpopo Videographers.</p>

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Multimedia Item - Radio / TV Programme, Series or Episode

In-text citation	(Ngobi, 2015) / Ngobi (2015) / (Naidoo & Thaba, 2015)
Reference	<p>Broadcast: Ngobi, J.A. (Producer) (2015, November 1) The personal touch. [Television broadcast]. Polokwane, South Africa: Polokwane TV.</p> <p>Series: Ngobi, J.A. (Producer) (2015) The personal touch. [Television series]. Polokwane, South Africa: Polokwane TV.</p> <p>Episode in a series: Naidoo, M.S. (Writer), & Thaba, H.E. (Director). (2015). Beauty in Brakpan. [Television series episode]. In J.A. Ngobi (Producer), <i>The personal touch</i>. Polokwane, South Africa: Polokwane TV.</p>

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Personal Communication

In-text citation	In an interview conducted on 1 November 2015 with Mrs S. Masete, marketing manager of Auditors and
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Author: Anne Denniston * 2017-10-29

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	Accountants Inc., the author asked
Reference	<p>Masete, S. 2015. Verbal communication with the author on 1 November. Polokwane University. (Cassette recording in possession of author).</p> <p>Masete, S. 2015. Verbal communication with H.E. Thaba on 1 November. Polokwane University. (Transcript/notes in possession of H.E. Thaba, [address]).</p>

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