



SAIIA STYLE GUIDE

Referencing

SAIIA uses the **Chicago Note (& Bibliography)** referencing style – 17th ed.

Full publication details are given in footnotes. Footnote indicators are placed after the punctuation.

PLEASE NOTE:

- SAIIA does **NOT** require a **bibliography** at the end.
- **In-text references**, such as (Smith, 1989:233), are **not used**.
- When several citations relate to one entry, list them in one footnote separated by semi-colons and use only one footnote indicator (ie, xxx¹ NOT xxx^{1, 2}).
- Do not cross-reference previous footnote– use the short form instead.
- Page numbers are required for direct quotes.

Books

Author names + title + (place of publication: publisher, date), pages.

1 author

Andrew Mason Potter, *How to Lay out an Informative Footnote: Common Authorial Errors* (Cape Town: FPP Productions, 2009), 49–52.

Thereafter:

Potter, *Informative Footnote*, 50.

Terence Mashoda, *West African Politics in the Late Twentieth Century* (Johannesburg: Heinemann, forthcoming).

Thereafter:

Mashoda, *West African Politics*.

2–3 authors

Carole Shammas, Marylynn Salmon and Michel Dahlin, *Inheritance in America: From Colonial Times to the Present* (New Brunswick: Rutgers University Press, 1987), 97.

Thereafter:

Shammas, Salmon and Dahlin, *Inheritance in America*.

4 or more authors

Bernard Laubscher et al., *Does It Matter if He Won't Be In?* (New York: WW Norton, 2003).

Thereafter:

Laubscher et al., *Does It Matter*, 231.

Editions

Michael E Kraft, *Environmental Policy and Politics*, 4th ed. (New York: Pearson, 2007).

Thereafter:

Kraft, *Environmental* 4th ed.

Source quoted in another source

Johan Huizinga, *In the Shadow of Tomorrow* (London: Heinemann, 1936), 172–73, quoted in Michael G Kammen, *Selvages and Biases: The Fabric of History in American Culture* (Ithaca: Cornell University Press, 1987), 271–72.

Thereafter:

Huizinga, *In the Shadow*, 173.

Philip B Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.

Thereafter:

Kurland and Lerner, *Founder's Constitution*.

Frank Landis, *Hot Earth Dreams: What If Severe Climate Change Happens, and Humans Survive?* (self-pub., Smashwords, 2015), EPUB.

Thereafter:

Landis, *Hot Earth*.

[General information for book titles]

- Capitalise first letter of all words except conjunctions, prepositions & articles that are not the first word.
- Do not use honorifics such as Dr or Prof., or affiliations.
- If published in two places, use only the first.
- When the place of publication is not known, use the abbreviation *n.p.* before the publisher's name.
- In the name of the publisher, omit 'The', '& Co.', 'Inc.', 'Ltd.', 'Publishers', 'Publications', etc.:
 - Cambridge, MA & London: Harvard University Press.
 - Cambridge: Polity Press.
- When the publication date of a printed work cannot be ascertained, the abbreviation *n.d.* replaces the year in the publication details.
- When a book is under contract with a publisher and is already titled, but the date of publication is not yet known, *forthcoming* is used in place of the date.
- Separate page numbers using the en-rule: 200–250.]

Edited works and chapters in edited works

John D'Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 177-78.

Thereafter:

D'Agata, *American Essay*.

Henry David Thoreau, "Walking: An Art in Itself," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 172-78.

Thereafter:

Thoreau, 'Walking', 177.

John Samples, "The Origins of Modern Campaign Finance Law," chap. 7 in *The Fallacy of Campaign Finance Reform* (Chicago: University of Chicago Press, 2006).

Thereafter:

Samples, "Campaign Finance Law", 30-31.

Christopher Hitchens, introduction to *Civilization and Its Discontents*, by Sigmund Freud, trans. and ed. James Strachey (New York: WW Norton, 2010).

Thereafter:

Hitchens, introduction to *Civilization*

Book review

Michiko Kakutani, 'Friendship Takes a Path That Diverges,' review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

Research papers: policy briefings, occasional & working papers, conference papers

Author name + "title" +(paper no, publisher, place, date). page no. link

Terence Hughes, "Human Rights in Foreign Policy and Practice: The South African Case Considered" (Occasional Paper 45, South African Institute of International Affairs, Johannesburg, 2009), <https://saiia.org.za/research/human-rights-in-foreign-policy-and-practice-the-south-african-case-considered/>.

Thereafter:

Hughes, "Human Rights".

Conrad Cloete, "The State of Zimbabwe's Agriculture, 2002" (Working Paper 6, AgriZimbabwe, Harare, 2003), 12.

Thereafter:

Cloete, "The State of Zimbabwe's Agriculture", 12.

David Zounmenou, 'Notions of Autonomy: Economics of Francophone Africa' (Policy Briefing 71, Institute for Security Studies, Pretoria, 2001), 3.

Thereafter:

Zounmenou, "Notions of Autonomy". 3.

Conference papers

Include conference name in caps, place held + dates

Deanna Troi, "Feeling Change: Design Guided by Empathy" (paper, International Conference of Feeling, UCLA, Los Angeles, June 20–22, 1992), 21.

(If a collection of all the papers at a conference, the format should be as for a chapter in a book and the same type of publishing information should be given.)

Journal articles

Author name + 'title' +journal name (*italics*) + vol + issue (23, no .2)+ date + pages

Beverly Peters, 'Women and Land Tenure Dynamics in Zimbabwe,' *Journal of Public and International Affairs* 9, no. 3 (1998): 100–3.

Thereafter:

Peters, 'Women and Land Tenure', 101.

Beverly Peters and Naudé Malan, 'Caveats for Land Reform in South Africa: Lessons from Zimbabwe,' *South African Journal of International Affairs* 7, no. 2 (Winter 2000): 154–55.

Thereafter:

Peters and Malan, 'Caveats for Land Reform', 154.

Newspapers (print and electronic) + magazines

Author byline + 'title of article', + name of newspaper, magazine + date

Edward West, 'SA and Namibia Edging Towards Borderline Feud,' *The Star*, June 4, 2001.

Thereafter: West, "SA and Namibia".

Farhad Manjoo, 'Snap Makes a Bet on the Cultural Supremacy of the Camera,' *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>

Thereafter: Manjoo, "Snap".

Marvin Dutschke and Conrad Smith, 'Gauging Children's Rights to Care and Protection', *Mail & Guardian Online*, June 2, 2008,

<http://www.mg.co.za/articlePage.aspx?articleid>

Thereafter: Dutschke and Smith, "Gauging".

Editorial, 'The People Are Starving,' *The East African (Kenya)*, March 11, 2000; 'Celeb says "Let them eat cake",' *Sunday Times (London)*, March 12 2001.

- If author's name given, use that name. If not, the article's title goes first.
- If the newspaper has the same name as another in a different country, give the country or city where it is published in brackets after the name of the paper.

Institutional authors (organisations, companies & governments)

Government of Canada, Environment Canada, Canadian Wildlife Service, *How Much Habitat is Enough?* 3rd ed. (Toronto: Environment Canada, 2013), 25.

Thereafter:

Government of Canada, *How Much Habitat?*, 36

Government of South Africa, National Treasury, *Discussion paper for public comment: Reducing Greenhouse Gas Emission: The Carbon Tax Option*, (Pretoria: National Treasury, 2010)

<http://www.treasury.gov.za/public%20comments/Discussion%20Paper%20Carbon%20Taxes%2081210.pdf>,

Thereafter: Government of South Africa, National Treasury, *Discussion paper*.
Food and Agriculture Organization, *Environmental Issues in Third World Trade* (Rome: FAO, 1992), 3.

Thereafter: FAO, *Environmental Issues*.

UN General Assembly, Resolution 67/18, Education for Democracy, A/RES/67/18 (Nov. 28, 2012), <http://www.un.org/en/ga/67/resolutions.shtml>.

Euro-Atlantic Trade Alliance, *EATA and the Challenge of Developing Regional Trade*, EATA(P)2004/23, 4 November 2004 (Amsterdam: EATA, 2005), paras. 34–35.

Marks and Spencer, *Annual Report 2003–2004*, 2004, <http://www-marks-and-spencer.co.uk/corporate/annual2003/>.

Social Security Agency Act No. 9 of 2004.

South African Constitution, art. II, s. 4, cl. 2.

- Enter governments under the name of the country first, followed by government departments, committees, etc.
- Spell out names in full, but use abbreviations for the United Kingdom (UK) and United States (US).
- If the 'author' is an organisation with a standard abbreviation, use the full name. If the publisher is the same organisation, use the abbreviation. Use only the abbreviation in subsequent references.
- White papers and acts of Parliament are capitalised like a book title, but not italicised.
- The UN and other organisations often give reference numbers to their documents. These should be included where available. Note that there may be a difference between the date when a UN resolution is adopted and when it is published.

Press release

Federal Emergency Management Agency, 'FEMA Awards \$2,781,435 Grant to DuPage County,' press release no. RV-NR-2015-006, March 19, 2015, <https://www.fema.gov/news-release/2015/03/19/fema-awards-2781435-grant-dupage-county>.

Reports

World Bank, *Trade Blocs*, policy research report (Washington, DC: Oxford University Press, 2000).

- Report title to be italicised
- If the publication title page specifies this, an explanation of the document, eg. 'policy research report', may be given.

Law reports and legal cases

R v White (John Henry), EWCA Crim 689, 2005 WL 104528.

Jones v Lipman [1962] 1 WLR 832, 2005.

- Provide the following:
 - Names of the parties involved in the law case
 - Law reporting series
 - Volume and number
 - Page reference
 - Year of reporting

Internet sources

NOTE: it is never enough to provide only a URL – the full facts of the publication must be recorded first. Please copy & paste the URL that appears in the web browser's address bar.

Web page with author

Nick Stone, 'Hidden History: Myths – Tombland, Norwich and the Plague', Invisible Works, <http://www.invisibleworks.co.uk/myths-tombland-and-the-plague/>
Thereafter: Stone, "Hidden History".

No author given

The Murderers & The Gardeners Arms, 'The Murderers Pub History', <http://www.themurderers.co.uk/norwich-pub-history.html>

UN Comtrade (UN Commodity Trade Statistics Database), database,
<http://comtrade.un.org/db/>

'Leave no Veteran Behind: A Special Court Tries to Keep Troubled Veterans out of Prison,' *The Economist*, June 2, 2011, <http://www.economist.com/node/18775315>

Group author

UN Platform for Action Committee, 'Globalization and Clothes,' Women and the Economy, http://unpac.ca/economy/g_clothes.html

Blog entry

Rebecca MacKinnon, 'Internet Freedom is Dead. Long Live Internet Freedom,' *RConversation* (blog), September 27, 2010,
<http://rconversation.blogs.com/rconversation/2010/09/internet-freedom-is-dead-long-live-internet-freedom.html>
Thereafter: MacKinnon, "Internet".

Social media

Pete Souza (@petesouza), 'President Obama Bids Farewell to President Xi of China at the Conclusion of the Nuclear Security Summit,' Instagram photo, April 1, 2016,
<https://www.instagram.com/p/BDrmfXTtNct/>, (accessed June 9, 2018).

Chicago Manual of Style, 'Is the World Ready for Singular They? We Thought So Back in 1993,' *Facebook*, April 17, 2015,
<https://www.facebook.com/ChicagoManual/posts/10152906193679151> (accessed June 9, 2018).

- Internet references should follow the same conventions as those of printed publications, depending on the availability of information.
- Italicise the name of the relevant publication.
- If a work is clearly of book length or is a report, italicise the title as for a book/report; if not (and this will apply to most Internet references), insert it in single quotes.
- If there is no 'title', then whatever appears at the top of a website can be used as the title (in quotes).
- Include 'http://' consistently in the URL.

Dissertations and theses

Julie Richmond, 'Customer Expectations in the World of Electronic Banking: A Case Study' (PhD diss., University of North West, 2005), 344.

Interview references

Name of interviewee + (designation, company/organisation), name of interviewer, date

Andrew Macmillan (principal adviser, Investment Center Division, FAO), interview by *[name of author]*, September 1998.

Thereafter:

Macmillan, interview.

Unattributed interview

Interview with healthcare worker, July 31, 2017.

Repeat references

(no *ibid/op. cit.*)

The first time a source is cited in your paper, the corresponding note should include all relevant source information.

Subsequent usage of that source only requires you to use a **shortened version of that citation**. (See *'thereafter' in each category.*)

Short form information should include the author's last name, a shortened version of the title (if longer than four words), and any other directing information, such as page numbers:

Minow and LaMay, *Presidential Debates*, 24–25.