

# TRANSFORMATION

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**References:** In text (note punctuation; indent all longer quotations):

blah blah blah' (Davis 1974:43-45).

Davis was the first to direct us to 'blah blah dreamworld' (1974:485). This point was noted by other commentators as well (Cornell 1973, Samules 2000, Christopher 1973).

As Davis said:

The world .....

..... dreamworld. (1974:23)

In references (also note upper and lower case):

Davis, JL (1974) 'The meaning of dreams: a case study of daydreams', *South African Labour Bulletin* 21(1).

Davis, James, Claude Braverman and Cecile de Villiers (1976) 'The benefits of walking: veld, vlei, and varkore', in Veltie Froneman (ed) *These Boots Were Made for Walking: striding southern Africa*. Cape Town: Juta.

For double digit numbers in references in text use full number, eg 97-99. For treble digit numbers, use for example, 107-8 or 128-42 or 123-424. Page numbers of articles are not necessary in reference or bibliography section.

Newspapers and magazines, in italics in brackets in text, and not in references at end of article, eg (*Daily News*, January 11, 1987; *You*, November 1956).

If the author uses full names of authors, stick to that in the references at end of article, eg Malik, Kenan (1996); Tobias, Phillip (1963). Authors should reference full names or initials as appear in the sources.

No idem, op cit.

Absolutely no et als in references (except in text itself for more than two authors).

All book, magazine, journal, newspaper titles (iow all published material or collections) in italics. Unpublished dissertations or theses not in italics, but with quotation marks.

**Dates:** July 14, 2000

**Quotations:**

'Do not let time take its toll' – single quotation marks

'Do not let time, as Darwin said, "take its toll"'. – iow double for quotation within quotation, stop after quotation marks.

**Diagrams, tables, graphs, photos:** supply clear hardcopies of all such items, in case they need to be scanned if transfer from disks proves to be problematic.

**Notes:** Please note that notes should be *end* notes, and should be used very sparingly, and certainly not for general referencing (we acknowledge that with certain references, such as archival material, it is clearer to place in notes).