

# **Social Work/Maatskaplike Werk**

## **A professional journal for the social worker**

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### **REFERENCING AND FORMATTING GUIDE**

- Language should be United Kingdom English.
- Your article should be:
  - Times New Romans
  - 12-point font
  - 1.15 spacing
  - Justified (except for the reference list)
  - Standardised margins of 2.54cm
- Begin every line of text from the left margin, except for the first line of each paragraph. Indent each line of a new paragraph one tab space 0.5 from the left margin.

### **HEADINGS**

Headings are not numbered, are all in 12-point font, and only the first letter is capitalised.

**TITLE: CENTRED, BOLD, UPPERCASE**

**FIRST LEVEL: LEFT ALIGNED, BOLD, UPPERCASE**

**Second level: Left aligned, bold, lower case.**

***Third level: Left-aligned, italics, bold.***

***Fourth level: Left aligned, italics, not bold.***

Fifth level: Left-aligned, underlined, not bold

## REFERENCES

- *Social Work/Maatskaplike Werk* makes use of the APA 7<sup>th</sup> edition referencing method.
- The references should be placed at the end of the text.
- Use the headings “references” not reference list or bibliography.
- All in text citations should be reflected in the references.
- There should be no quotation marks, underlining or bold in the reference list.
- The references should be spaced the same as the article at 1.15 line spacing.
- The reference list should be left aligned (not justified).
- Please ensure that the reference list is arranged alphabetically.
- References of more than one source in the text should be arranged alphabetically when in brackets: (Barry & Plain, 2007; Maputo, 1998; Sharp & Cande, 2012).
- Specifically note: In parenthetical citations and in the reference list, use an ampersand (&) between names for a work with two authors or before the last author when all names must be included to avoid ambiguity. However, in narrative citations, spell out the word “and” e.g:
  - (Jöreskog & Sörbom, 2007)
  - Eifert and Yildiz (2018)
- All lines in the reference after the first line should be indented 0.5 from the left margin (see examples).
- Capitalise only the first word of the title, the first word of a subtitle (if present), and any proper nouns.
- Specifically note the use of capitals, punctuation marks and italics in the examples below.

SOURCE	REFERENCE	NOTES
Book: One author	Creswell, J.W. (2014). <i>Qualitative inquiry and research design</i> (4 <sup>th</sup> ed.) Sage Publication.	The location of the publication is not cited.
Book: Two authors	Eliasov, N., & Peters, B. (2013). <i>Voices in harmony, stories of community-driven development in South Africa</i> . Coady International Institute.	Place a comma before the ampersand. Name, initial., &

Book: Three or more authors	<p>Nel, H., Louw, H., Schenck, R., &amp; Skhosana, R. (2021). <i>Introduction to participatory community practice</i>. Unisa Press.</p> <p>More than 20 authors: in the reference list, provide the initials and surnames for the first 20 authors, and shorten any remaining authors to et al.</p>	<p>In text citations, <i>including the first citation</i>, only write the first surname of the author, followed by et al.</p> <p>Eg According to Nel et al. (2021)</p> <p>...this is how it should take place in practice (Nel et al., 2021)</p>
Reference to more than one publication of the same author in the same year	<p>Strydom (2011a)</p> <p>Strydom (2011b)</p>	Use lower case letters with the year in text and with the entries in the reference list.
Authors with the same last name	<p>Follow the standard referencing method for the reference list.</p> <p>In text: According to B. Smith (1989) and F. Smith (1997)...</p>	Use initials with the last names for in-text citations
Chapter in an edited book	<p>Delport, C.S.L., &amp; Roestenburg, W.J.H. (2011). Quantitative data-collection methods: Indexes and scales. In A.S. de Vos, C.B., Strydom, &amp; C.S. Delport (Eds.), <i>Research at grass roots: For the social sciences and human service professions</i> (4<sup>th</sup> ed., pp. 206-220). Van Schaik Publishers.</p>	<p>Ensure that the specific author and chapter of the book are referenced, followed by the editor(s) details and the name of the book (in italics)</p> <p>Indicate the page numbers of the chapter.</p> <p>If there is an edition number it is placed in the same brackets as the page numbers</p>
Journal	<p>Mansvelt, N. (2018). Implementing ABCD tools and processes in the context of social work student practice. <i>Social Work/Maatskaplike Werk</i>, 54(1), 132-143. <a href="https://doi.org/10.15270/54-1-619">https://doi.org/10.15270/54-1-619</a></p>	<p>The name of the journal and the volume number should be in italics.</p> <p>Include the DOI in https format, do not place a period at the end of the DOI.</p>
Encyclopaedia	<p>Conteh-Morgan, J. (2003). Modern drama. In S. Gikandi (Ed.), <i>Encyclopedia of African literature</i> (pp. 332-336). Routledge.</p>	Include volume or edition number (where applicable) in the same brackets as the page numbers.

Postgraduate thesis'	Mambi, Y.Z. (2018). <i>The dialectics of nation building and immigration practices in South Africa 1994-2008</i> . (Doctoral thesis). University of Kwa-Zulu Natal, Durban, South Africa.	Include the name of the university, city and country.
Group/organisation documents	World Health Organization. (2021). <i>Assessing the impact of Covid-19 on older people in the African region: A study conducted for the World Health Organization African regional office</i> . Brazzaville: WHO Regional Office for Africa.	For in-text citations write out the full name the first time, followed by the abbreviation in square brackets.  (World Health Organization [WHO], 2021)  Do not use the abbreviation in the reference list.
Government documents	Republic of South Africa. (1996). <i>Constitution of the Republic of South Africa</i> . Government Gazette, Vol. 378, No. 17678 (8 May 1996) Pretoria: Government Printer.	For in-text citations write out the full name the first time, followed by the abbreviation in square brackets.  (Republic of South Africa [RSA], 1996)  Do not use the abbreviation in the reference list.
Webpage on a website with an individual author	Martin Lillie, C. M. (2016, December 29). <i>Be kind to yourself: How self-compassion can improve your resiliency</i> . Mayo Clinic. <a href="http://www.ethicsguidebook.ac.uk/EthicsPrinciples">http://www.ethicsguidebook.ac.uk/EthicsPrinciples</a>  In-text: Martin Lillie (2016) or (Martin Lillie, 2016)	Provide as accurate a date as possible. If no date is found look at the very bottom of the webpage.  You do not need to provide the date that the webpage was accessed.  Do not place a period after the URL .
Webpage on a website with a group author	Center for Disease Control and Prevention. (2018, January 23). <i>People at high risk of developing flu-related complications</i> . <a href="https://www.cdc.gov/flu/about/disease/high_risk.htm">https://www.cdc.gov/flu/about/disease/high_risk.htm</a>  In-text: Center for Disease Control and Prevention (2018) or (Center for Disease Control and Prevention, 2018)	Provide as accurate a date as possible. If no date is found look at the very bottom of the webpage.  You do not need to provide the date that the webpage was accessed.  Do not place a period after the URL.
News article	Isaacs, L. (2023, March 21). WC MEC Fernandez honours social workers, says they're the backbone of her dept. <i>Eyewitness News</i> . <a href="https://ewn.co.za/0001/01/01/wc-mec-fernandez-honours-social-workers-say-they-re-the-backbone-of-her-dept">https://ewn.co.za/0001/01/01/wc-mec-fernandez-honours-social-workers-say-they-re-the-backbone-of-her-dept</a>	Where possible refer to the internet source of the news article and provide a hyperlink.  Do not place a period after the URL.

## IN-TEXT CITATIONS

- Quotes of less than 40 words are kept in the text. The in-text citation must include page numbers. Add double inverted commas, and do not italicise.

*Example:*

The research took on an exploratory design, this allowed the researchers to “gain insight into a situation, phenomenon, community or individual” (Fouché & De Vos, 2011, p. 95).

According to Fouché and De Vos (2011, p. 95) exploratory research designs allow the researcher to “gain insight into a situation, phenomenon, community or individual”.

- Quotes of 40 or more words are placed in a block quotation. Do not include quotation marks. Indent 0.5 from the left margin. If the in-text citation comes after the quote it is placed after the period.

*Example:*

Quantitative research is useful when:

*You want to quantify the variation in a phenomenon, situation problem or issue, if information is gathered using predominantly quantitative variables, and if the analysis is generated to ascertain the magnitude of the variation, the study is classified as a quantitative study. (Kumar, 1999, p. 10)*

Kumar (1999, p. 10) states that you would use quantitative research when:

*You want to quantify the variation in a phenomenon, situation problem or issue, if information is gathered using predominantly quantitative variables, and if the analysis is generated to ascertain the magnitude of the variation, the study is classified as a quantitative study.*

## PARTICIPANT QUOTES/NARRATIVES

- Researchers should not make use of participants original names in the article. Pseudonyms should be used to safeguard the participants' confidentiality and anonymity. Alternatively, a code could be given for each participant. Eg Participant 1; P2.
- You only need to include participant pseudonyms or numbers if there is a table of biographical details.
- Narratives from participants are italicised. Indent 0.5 from left margin.

*Example:*

*I wish children just listened to their parents.* (Participant C)

*The children don't want to listen, they just do their own thing.* (Participant F)

As indicate above, parents found it challenging that their children would not listen to them, this makes it even harder for them to discipline their children.

*The kids don't listen, they don't pick up anything, or help with anything, how can I tell them that they must do their homework or can't go out with their friends.* (Participant A)

If quotes are part of a discussion paragraph they need to be less than 40 words. Longer quotes must be done in a block quotation as discussed above.

## TABLES AND FIGURES

- Table and figure headings are both placed above the item.
- First provide the table or figure number in bold. The title of the table or figure is placed below in italics, in title case.
- Avoid shading in tables, only shade the row or column with headings.
- Limit the use of borders and lines in the table; only include vertical/column borders if it makes it easier to read the data.
- Tables should be 10 font, Times New Roman.
- Ensure that headings, labels and legends of figures are clear and informative. Use the same font style as the text (but can be made smaller).

Example:

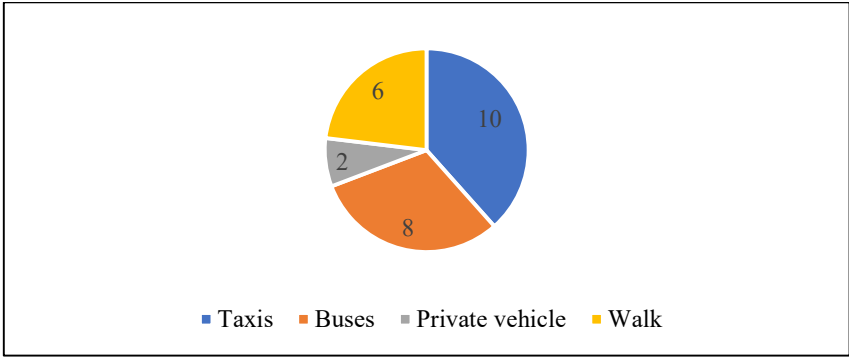
Table 1

Biographical Details of Participants

Participant number	Age	Employment status	Number of children in foster care	Number of biological children
Participant 1	47	Unemployed	2	1
Participant 2	42	Part time	1	2
Participant 3	58	Unemployed	1	3
Participant 4	63	Unemployed	2	0
Participant 5	64	Unemployed	1	0
Participant 6	59	Part time	1	2

Figure 1

Participant’s mode of transport to work



For more examples and guidelines on the APA 7<sup>th</sup> edition referencing style, please make use of Stellenbosch University library guides:

<https://libguides.sun.ac.za/c.php?g=742962&p=5316904>

[https://libguides.sun.ac.za/ld.php?content\\_id=66096336](https://libguides.sun.ac.za/ld.php?content_id=66096336)