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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.

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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 Unpublished dissertations or theses not in italics, but with quotation marks.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.

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