# ACE Quick Guide to Writing a Reference List (Solent Harvard)

**What is a Reference List?**

A **reference list** is the list of publications you have **cited in your assignment**. It:

- begins directly **after your assignment** with the title 'Reference List'.
- includes **every source** mentioned in your assignment with entries **corresponding exactly** to the relevant **in-text citations**.
- must be in **alphabetical order**, with clear spaces between each entry.
- often includes **different source types** which are referenced differently (see below).

(For further information, see the Solent Library Page which includes information on quoting, paraphrasing or summarising source material, formatting in-text citations, example references for different source types, and useful abbreviations.)

**Example Reference List:**

**References**

DUBRIN, A., 2012. *Management essentials*. 9th ed. London: Cengage Learning

LOFGREN, J., 2020. *The Approachable Leader: Adapting Your Style To Work For Your Employees* [viewed 10 October 2024]. Available from: https://www.forbes.com/sites/forbescoachescouncil/2020/10/15/the-approachable-leader-adapting-your-style-to-work-for-your-employees

MAYLOR, H., 2010. *Project management*. 4th ed. Harlow: Pearson Education Ltd

PORTER, M., 2008. The five competitive forces that shape strategy. *Harvard Business Review*, 86(1), 25-40

VERGIDIS, K., A. TIWARI and B. MAJEED, 2008. Business process analysis and optimization: beyond reengineering. *IEEE Transactions on Systems, Man, and Cybernetics, Part C (Applications and Reviews)*, 38(1), 69–82

WHITTINGTON, R. *et al.*, 2020. *Exploring strategy: text and cases*. 12th ed. Harlow: Pearson Education Ltd

YUKL, G., 2011. Contingency theories of effective leadership. In: A. BRYMAN *et al.*, eds. *The Sage handbook of leadership*. London: Sage Publications, pp.289-298

**How to Reference the Most Common Source Types:**

| Books |
|---|
| *Example with one author:* |
| MAYLOR, H., 2010. *Project management*. 4th ed. Harlow: Pearson Education Ltd |
| *Example with two authors:* |
| REISS, M. and J. WHITE, 2013. *An aims-based curriculum: the significance of human flourishing for schools.* London: IOE Press |
| *Example with three authors:* |
| MASTERSON, R., N. PHILLIPS and D. PICKTON, 2017. *Marketing: an introduction*. 4th ed. London: Sage Publications |
| *Example with four authors:* |
| WHITTINGTON, R. *et al.*, 2020. *Exploring strategy: text and cases*. 12th ed. Harlow: Pearson Education Ltd |
| **Template:** |
| AUTHOR(S), Year of publication. *Title*. Edition (other than first). Place of publication: Publisher |

| Individual Chapters of Edited Books |
|---|
| *Example:* |
| YUKL, G., 2011. Contingency theories of effective leadership. In: A. BRYMAN *et al.*, eds. *The Sage handbook of leadership*. London: Sage Publications, pp.289-298 |
| **Template:** |
| AUTHOR(S) OF CHAPTER, Year of publication. Title of chapter. In: EDITOR(S) OF BOOK. *Title of book*. Edition (other than first). Place of publication: Publisher, pp. page range of chapter |

## Journal Articles

**Example:**

LO, C., 2023. What is the impact of Chat GPT in education? A rapid review of the literature. *Education Sciences*, 13(4), 4-10

**Template:**

AUTHOR(S) OF ARTICLE, Year of publication. Title of article. *Title of journal*, Volume number(issue number), page range of article (no pp. required)

## Conference Papers

**Example:**

AVRIN, G. *et al.*, 2022. Standardisation of Artificial Intelligence: Making a "New World" Brave, with Support of Human Requirements in a Machine Intelligence Environment. In: J. UHOMOIBHI *et al.*, eds. *Twenty Seventh International Conference on Software Process Improvement Research, Education, and Training, INSPIRE 2022, June 14-16, 2022, Remote*. Northern Ireland: Ulster University, pp.237-252

**Template:**

AUTHOR(S) OF PAPER, Year of publication. Title of paper. In: EDITOR(S). *Title of conference including the date and location*. Place of publication: Publisher, pp. page range of paper

## Websites

**Example:**

LOFGREN, J., 2020. *The Approachable Leader: Adapting Your Style To Work For Your Employees* [viewed 10 October 2024]. Available from: https://www.forbes.com/sites/forbescoachescouncil/2020/10/15/the-approachable-leader-adapting-your-style-to-work-for-your-employees

**Template:**

AUTHOR(S), Year of publication or last update. *Title of page* [viewed date]. Available from: URL

**How to Reference Additional Source Types (clickable links):**

Bills (Proposals for Legislation)

Blogs

Command papers

Films

Lectures/module materials

Legislation (European Union)

Legislation (International)

Legislation (UK)

Mintel Market Research Reports

Newspaper articles

Podcasts

Reports (Online)

Reports (Printed)

Reviews

Social Media (Facebook, Instagram, TikTok and X)

Statista