HOW TO CONSTRUCT A REFERENCE LIST

ELEMENTS OF A REFERENCE LIST

A reference list is an alphabetical list of all of the sources you have cited in your document. The purpose of a reference list is to help readers to find original material you have cited.

• Give your reference list a title (usually ‘references’)
• Order all of the references in a single list:
  o Alphabetically by author’s family name/authoring body (or title if there is no author)
  o If there are multiple works by the same author, put the earliest date first
  o Do not indent or number the references
• Make sure the author details and year in the in-text citation exactly match the entry in the reference list
• Reference lists are usually placed at the end of the main body of your document.
• Remember, always check with your lecturer or tutor for clarification, as the accuracy of your referencing is part of the assessment of your work.

EXAMPLE OF A REFERENCE LIST

References


A History of Reclamation in the West 2000, History Program, Bureau of Reclamation, Salt Lake City, Utah.


Preston, AC 1990a, Multivariate Analysis of Nurses’ Absence Behaviour, Business Research and Development Fund of the Confederation of Western Australian Industry, East Perth, WA.

Preston, AC 1990b, Theories and Causes of Labour Absence: Reconciling the Economic and Psychology Approaches, Business Research and Development Fund of the Confederation of Western Australian Industry, East Perth, WA.


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