

# 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:
  - Alphabetically by author's family name/authoring body (or title if there is no author)
  - If there are multiple works by the same author, put the earliest date first
  - 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

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Dolnicar, S, Crouch, GI & Long, P 2008, 'Environment-friendly tourists: what do we really know about them?', *Journal of Sustainable Tourism*, vol.16, no.2, pp. 197-210.

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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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## ACKNOWLEDGEMENTS

- Snooks & Co 2002, *Style manual for authors, editors and printers*, 6th edn, rev. John Wiley & Sons, Milton, Qld.
- *Printable Harvard Referencing Guide*, University of South Australia 2012, <http://resource.unisa.edu.au/mod/resource/view.php?=9819> (PDF document)