

How to construct a reference list

This resource describes the elements of a reference list and provides an example.

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 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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ACKNOWLEDGEMENTS

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