

# ACE Quick Guide to Writing a Reference List (QA 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).

(If you require information on the purpose of referencing, avoiding plagiarism, formatting in-text citations, strategies for paraphrasing and quoting directly, or using secondary references, see **pages 1-12** of the ACE Team's [QA Apprenticeships Harvard Referencing Full Guide](#).)

## Example Reference List:

### Reference List

DuBrin, A. (2012) *Management essentials*. 9th edn. Edited by J. Calhoun. London: Cengage Learning.

Lofgren, J. (2020) *The Approachable Leader: Adapting Your Style to Work for Your Employees*. Available at:

<https://www.forbes.com/sites/forbescoachescouncil/2020/10/15/the-approachable-leader-adapting-your-style-to-work-for-your-employees/> (Accessed: 7 January 2025).

Maylor, H. (2010) *Project management*. 4th edn. Harlow: Pearson Education Ltd.

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

Vergidis, K., Tiwari, A. and Majeed, B. (2008) 'Business process analysis and optimization: beyond reengineering', *IEEE Transactions on Systems, Man, and Cybernetics, Part C (Applications and Reviews)*, 38(1), pp. 69–82. Available at:

<https://doi.org/10.1109/TSMCC.2007.905812> (Accessed: 7 January 2025).

Yukl, G. (2011) 'Contingency theories of effective leadership', in Bryman, A., Collinson, D., Grint, K., Jackson, B. and Uhi-Bien, M. (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 edn. Harlow: Pearson Education Ltd.

#### Example with two or three authors:

Masterson, R., Phillips, N. and Pickton, D. (2017) *Marketing: an introduction*. 4th edn. London: Sage Publications.

#### Example with four authors:

Whittington, R., et al. (2020) *Exploring strategy: text and cases*. 12th edn. Harlow: Pearson Education Ltd.

#### Template:

- Individual author (surname followed by initial of first name) or corporate author
- Year of publication (in round brackets)
- Title (in italics)
- Edition (only if 2nd edition or later)
- Place of publication: Publisher

### Individual Chapters of Edited Books

#### Example:

Yukl, G. (2011) 'Contingency theories of effective leadership', in Bryman, A., Collinson, D., Grint, K., Jackson, B., and Uhi-Bien, M. (eds.) *The Sage handbook of leadership*. London: Sage Publications, pp. 289-298.

#### Template:

- Author of the chapter/section (surname followed by initial of first name)
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
- 'in' plus editor(s) of book
- Title of book (in italics)
- Place of publication: Publisher
- Page numbers

## Journal Articles

### Example without Digital Object Identifier (DOI):

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

### Example with DOI:

Vergidis, K., Tiwari, A. and Majeed, B. (2008) 'Business process analysis and optimization: beyond reengineering', *IEEE Transactions on Systems, Man, and Cybernetics, Part C (Applications and Reviews)*, 38(1), pp. 69–82. Available at: <https://doi.org/10.1109/TSMCC.2007.905812> (Accessed: 7 January 2025).

### Template:

- Individual author (surname followed by initial of first name) or corporate author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Issue information - that is, volume (unbracketed) and, where applicable: part, number, month, or season (all in round brackets)
- Page numbers (if available)
- DOI or Available at: URL (Accessed: date) (if available)

## Conference Papers

### Example:

Shen, Q. (2022) 'A machine learning approach to predict the result of League of Legends,' *2022 International Conference on Machine Learning and Knowledge Engineering (MLKE)*. 25-27 Feb. pp. 38-45. Available at: <http://dx.doi.org/10.1109/MLKE55170.2022.00013> (Accessed: 7 January 2025).

### Template:

- Individual author (surname followed by initial of first name) or corporate author
- Year of publication (in round brackets)
- Title of paper (in single quotation marks)
- Title of conference (in italics)
- Date and location of conference (if available)
- Page numbers for the paper
- If accessed online: Available at: DOI or URL (Accessed: date)

## Websites

*Example of a webpage with an individual author:*

Lofgren, J. (2020) *The Approachable Leader: Adapting Your Style to Work for Your Employees*. Available at:

<https://www.forbes.com/sites/forbescoachescouncil/2020/10/15/the-approachable-leader-adapting-your-style-to-work-for-your-employees/> (Accessed: 7 January 2025).

*Example of a webpage with an organisational author:*

BBC News (2023) *Post-Brexit import checks on food delayed again*. Available at: <https://www.bbc.co.uk/news/business-66394235> (Accessed: 7 January 2025).

Template:

- Individual author (surname followed by initial of first name) or corporate author
- Year that the web page was published/last updated (in round brackets)
- Title of web page (in italics)
- Available at: URL (Accessed: date)

## How to Reference Additional Source Types:

See **pages 13-30** of the ACE Team's [QA Apprenticeships Harvard Referencing Full Guide](#) for guidance on **referencing the following sources**:

- Books with authors and editors (p. 15)
- Books with no authors (p. 15)
- E-books (p. 16)
- Webpages with no authors (p. 19-20)
- Blogs (p. 20)
- Social media: Facebook, Instagram, Twitter (pp. 20-22)
- Company documentation (p. 22)
- Module materials (p. 23)
- Unpublished essays (p. 24)
- Newspapers and magazines (p. 25)
- Photographs from the internet (p. 26)
- Podcasts (pp. 26-27)
- Online video sharing platforms (pp. 27-28)
- Company annual reports (p. 28)
- Acts of UK Parliament (p. 29)
- Reports and Government Publications (pp. 29-30)



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