

# 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*. 9<sup>th</sup> ed. London: Cengage Learning

LOFGREN, J., 2020. *The Approachable Leader: Adapting Your Style To Work For Your Employees* [viewed 7 January 2025]. 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:

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

<b>Individual Chapters of Edited Books</b>
<i>Example:</i>
YUKL, G., 2011. Contingency theories of effective leadership. In: A. BRYMAN <i>et al.</i> , eds. <i>The Sage handbook of leadership</i> . London: Sage Publications, pp.289-298
<b>Template:</b>
AUTHOR(S) OF CHAPTER, Year of publication. Title of chapter. In: EDITOR(S) OF BOOK. <i>Title of book</i> . 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 7 January 2025]. 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](#)



[QA.com](https://qa.com)