



ACE Resource Using a Reference List or a Bibliography

Bibliography: a list of all materials or sources one reads to prepare for the course/presentation, and that may or may not have been cited in the text of the presentation. The bibliography may include sources read from where general knowledge is gained but not specifically quoted or “referenced” in the text of the presentation. Another name for a bibliography can be “Additional Resources” or “For Additional Information”

Reference List: Includes all the sources of information that have been quoted or referenced in a piece of work, as well as the sources used in the preparation of a piece of work (not just those that have been cited in the text of the work). The reference list is located at the end of a piece of work and is usually listed in alphabetical order of the authors of the different sources used.

ACE Requirements

Whether you use a bibliography or a reference, the list should include sources used, including websites, books, journals, articles, reports, charts, videos, etc. You may pick either type of list. Your list must answer these questions:

1. Is the presentation based on current information, or is it based on foundational material?
 - References must be updated regularly
 - References cited must reflect “current” research and publications on the course topic (i.e. within the past five years); foundational materials may be included
2. Is the course information based on your own work or is it based on someone else's work?
 - References must include the writings of other authors on the course topic, or topics related to the development of the course topic
3. Where can the reader/reviewer/participant find the information in order to verify that the information is from a reputable source or to find additional information by the same source?
 - References must be available to course participants
5. Identify the source of the information used in the course presentation so that the reader/reviewer/participant can determine the credibility and source of the information, and have the opportunity to learn more about the information from the source.
 - References must be written so that the participant is able to locate the book, article, etc.

What must be included in a bibliography?

- Author
- Title
- Place of publication
- Publisher
- Date of publication (or date retrieved from web)
- Page number(s) for use with articles from magazines, journals, periodicals, newspapers, encyclopedias, or in anthologies.

References used in this resource:

APA Style.org. Frequently Asked questions. Q: How do I format a bibliography in APA style? 10-14-10
<http://www.apastyle.org/learn/faqs/index.aspx>.

A Research Guide for Students. Guidelines on how to write a bibliography in MLA style. 10-14-11
<http://www.aresearchguide.com/11guide.html>.

Purdue University; Purdue English Resource. Reference List: Basic Rules. 9-16-11.
<http://owl.english.purdue.edu/owl/resource/560/05/>

New South Wales Government, Australia Board of Studies. 9-16-11.
<http://amow.boardofstudies.nsw.edu.au/glossary.html>.