

APA 7th Referencing Checklist

Use this checklist alongside [Cite Them Right](#) to make sure you are applying good academic practice when referencing.

Yes No

- 1 I have included an **in-text citation every time I have used a source of information created by someone or something else**. This not only helps avoid plagiarism but also demonstrates my ability to incorporate sources, giving my work authority. ☐ ☐
- 2 My **in-text citations** are placed **at the point** at which **I refer to the source**. This may mean I have in-text citations at the beginning, middle or end of a sentence, or citations in consecutive sentences for the same or different authors. Doing so helps ensure I avoid accidental plagiarism. ☐ ☐
- 3 In-text citations include **page numbers** where **direct quotations** (in 'quotation marks') or **ideas from a specific page** have been referred to, helping my reader find the information. For example, (Jones, 2025, p. 6). ☐ ☐
- 4 Where there are **two authors**, 'and' has been used in **narrative citation** and '&' has been used in **parenthetical citations**. For example: Jones and Smith (2026) or (Jones & Smith, 2026). **'&' is also used in the reference list**. ☐ ☐
- 5 If there are **three or more** authors, my **in-text citation** is formatted using et al. e.g. (Jones et al, 2025). This makes citations shorter and clearer. All author names are listed in the reference list. ☐ ☐
- 6 Each **in-text citation** has a **corresponding full reference** in the reference list. ☐ ☐
- 7 If referencing a source quoted in another author's work, I tried to **read the original source**, and if that was not possible, I formatted my **in-text citation** to show where I found the quote, e.g. Smith (2020, as cited in Jones, 2021, p. 19). I **only included the work I read** in my reference list to ensure its integrity. ☐ ☐
- 8 My **reference list is ordered alphabetically** by the surname of the first author and formatted using hanging indentation (all lines after the first are indented half an inch (1.27cm) from the left margin.) ☐ ☐

- 9 All references include **author(s), year of publication** in brackets (followed by a full stop), and **title of publication** in italics. **Online electronic sources** have a DOI if available or a URL ☐ ☐
- 10 I have formatted my references appropriately and consistently for the **type of information** I have used, so my reader can easily find the source. ☐ ☐
- 11 I **have used materials highlighted in my reading lists and explored other high-quality sources of academic information**, rather than reference lecture materials from my course. This demonstrates my research and critical thinking skills. ☐ ☐