Cite Them Right Harvard Referencing Checklist

Use this checklist alongside Cite Them Right to make sure you're 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 avoids plagiarism but also demonstrates my ability to incorporate sources, thereby lending authority to my work effectively.	☐	☐
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.	☐	☐
4	If there are four or more authors, my in-text citation is formatted using *et al.* e.g. (Jones *et al.,* 2023). This makes references shorter and clearer.	☐	☐
5	Each in-text citation has a corresponding full reference in the reference list.	☐	☐
6	If I want to reference a source quoted in another author's work, I try to read the original source, and if that is not possible, I format my in-text citation to show where I found the quote, e.g. Smith (2020, quoted in Jones, 2021, p. 19). I only included the work I read in my reference list to ensure its integrity.	☐	☐
7	My reference list is ordered alphabetically by the surname of the first author.	☐	☐
8	All references include author(s), year of publication in brackets, and title of publication in italics. Online electronic sources have a URL or DOI if available, and an access date.	☐	☐
9	I have formatted my references appropriately and consistently for the type of information I have used, so my reader can easily find the source. For example, Book chapters, journal and news articles have article/chapter titles (in 'single quotation marks') and page numbers (e.g. pp. 2-45).	☐	☐
10	I have not referenced lecture material from my course but have used materials highlighted in my reading lists and explored other high-quality sources of academic information. This demonstrates my research and critical thinking skills.	☐	☐