

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 demonstrates my ability to incorporate sources and gives my work authority. | <input style="border: 1px solid green; width: 30px; height: 20px; margin-right: 10px;" type="checkbox"/> <input style="border: 1px solid red; width: 30px; height: 20px;" type="checkbox"/> |
| 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. | <input style="border: 1px solid green; width: 30px; height: 20px; margin-right: 10px;" type="checkbox"/> <input style="border: 1px solid red; width: 30px; height: 20px;" type="checkbox"/> |
| 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. | <input style="border: 1px solid green; width: 30px; height: 20px; margin-right: 10px;" type="checkbox"/> <input style="border: 1px solid red; width: 30px; height: 20px;" type="checkbox"/> |
| 4 | If there are four or more authors, my in-text citation is formatted using <i>et al.</i> e.g. (Jones <i>et al.</i> , 2023.) This makes references shorter and clearer. | <input style="border: 1px solid green; width: 30px; height: 20px; margin-right: 10px;" type="checkbox"/> <input style="border: 1px solid red; width: 30px; height: 20px;" type="checkbox"/> |
| 5 | Each in-text citation has a corresponding full reference in the bibliography. | <input style="border: 1px solid green; width: 30px; height: 20px; margin-right: 10px;" type="checkbox"/> <input style="border: 1px solid red; width: 30px; height: 20px;" type="checkbox"/> |
| 6 | If I want to reference 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, quoted in Jones, 2021, p19). I only included the work I read in my bibliography, to ensure its integrity. | <input style="border: 1px solid green; width: 30px; height: 20px; margin-right: 10px;" type="checkbox"/> <input style="border: 1px solid red; width: 30px; height: 20px;" type="checkbox"/> |
| 7 | My bibliography is ordered alphabetically by the surname of the first author. | <input style="border: 1px solid green; width: 30px; height: 20px; margin-right: 10px;" type="checkbox"/> <input style="border: 1px solid red; width: 30px; height: 20px;" type="checkbox"/> |
| 8 | All references include author(s) , year of publication in brackets, and title of publication in italics. Online electronic sources have a URL/DOI and access date. | <input style="border: 1px solid green; width: 30px; height: 20px; margin-right: 10px;" type="checkbox"/> <input style="border: 1px solid red; width: 30px; height: 20px;" type="checkbox"/> |
| 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 'quotation marks') and page numbers (e.g. pp.2-45). Articles also include issue information (volume and part numbers) where available. | <input style="border: 1px solid green; width: 30px; height: 20px; margin-right: 10px;" type="checkbox"/> <input style="border: 1px solid red; width: 30px; height: 20px;" type="checkbox"/> |
| 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. | <input style="border: 1px solid green; width: 30px; height: 20px; margin-right: 10px;" type="checkbox"/> <input style="border: 1px solid red; width: 30px; height: 20px;" type="checkbox"/> |