

IEEE: 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** take the form of a **number in square brackets**, e.g. [1]. Each source has its own in-text number that is **used whenever that source is cited**.

☐ ☐
- 3** 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.

☐ ☐
- 4** 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, [4, p.34]

☐ ☐
- 5** Each **in-text citation** is matched to a numbered, **full reference** in a list of **References** at the end of my work.

☐ ☐
- 6** My **reference list is ordered numerically** with sources listed in the order they appear in my text. The numbers are **aligned left**, with **source information indented**.

☐ ☐
- 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. "According to Smith, cited in Jones [11, p. 5] ..." I **only included the work I read** in my list of references to ensure its integrity.

☐ ☐
- 8** If there are **six or more** authors, my **reference** is formatted using et al e.g. (A. Jones et al.,) This makes references shorter and clearer.

☐ ☐

- 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. ☐ ☐
- 10 I have used established, **abbreviated journal titles** when referencing journal articles, following [IEEE guidelines](#), to make my references more concise. All months (except May) are also abbreviated. ☐ ☐
- 11 When referencing an online source, I have included a **URL with an access date**, or a **DOI**. URLs are not hyperlinked. ☐ ☐
- 12 All references end with a full stop except those that end with a URL. ☐ ☐
- 13 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. ☐ ☐