

MHRA 4th (citation in notes): 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 **superscript number** placed in the text and **a citation placed in a corresponding footnote** (or endnote depending on which are preferred by your School). Superscript numbers are placed **after punctuation**.

☐ ☐
- 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** The **first time** I cite a source, I have given **full details** in the footnote. For **subsequent citations** to the same source, I have used a **short citation** (author's surname and the first few words of the title, plus a page number if required). If **citations are consecutive**, I have used 'Ibid' for subsequent entries.

☐ ☐
- 5** Each **in-text citation** is matched to a **full reference** in a **Bibliography** at the end of my work. My bibliography also includes any sources I read but did not cite in my footnotes.

☐ ☐
- 6** My **bibliography is ordered alphabetically** by the first author's surname. I checked guidance from my School as to whether primary and secondary sources should be listed separately.

☐ ☐
- 7** Where I have **multiple works by the same author** in my **bibliography** I have listed them **alphabetically by the first title word**, and after the first source replaced the author's name with a **2-em dash** (— —).

☐ ☐

- 8 In my bibliography and footnotes, if there are **four or more authors**, I have given the first author's name, followed by 'and others'. This makes references shorter and clearer. ☐ ☐
- 9 If referencing a source quoted in another author's work, I tried to **read the original source** and if that was not possible, I cited the **original source in my footnote** followed by '**quoted in**' or '**cited in**' and a citation for the **secondary source**. I provided a **reference to the secondary source in my bibliography**. ☐ ☐
- 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 When referencing an online source, I have included a **DOI** or a **URL with an access date** (following the format: <URL> [accessed date]). ☐ ☐
- 12 All references in **footnotes end with a full stop**. References in my **bibliography do not end in a full stop**. ☐ ☐
- 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. ☐ ☐