

MLA 9th 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	All of my in-text citations include the author surname and, where direct quotations (in 'single quotation marks') or ideas from a specific page have been referred to, a page number (or time stamp if it is video content). This helps my reader find the information cited.	☐	☐
4	If there are three or more authors , my in-text citation and Works Cited list are formatted using et al. This makes references shorter and clearer.	☐	☐
5	Each in-text citation has a corresponding full reference in the Works Cited list .	☐	☐
6	My list of Works Cited is ordered alphabetically by the surname of the first author (or source title if no author) and formatted with a hanging indentation of 1.3cm .	☐	☐
7	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. (qtd. in Jones 19). I only included the work I read in my Works Cited list to ensure its integrity.	☐	☐
8	In my Works Cited list I have capitalised the first word and all nouns, verbs and adjectives . I have capitalised articles if they are	☐	☐

the first words of a subtitle after a colon – for example, Cite Them Right: The Essential Referencing Guide.

- 9 When citing a source, I have included the following elements (where available): **author(s), source title, container title, version or edition, publisher, date and location**. Online electronic sources have a URL or DOI if available, omitting the http:// or https://. ☐ ☐
- 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. ☐ ☐