

Royal Society of Chemistry (RSC): Referencing Checklist

Use this checklist alongside guidance for [publishing in RSC journals](#) 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 helps avoid plagiarism and also demonstrates my ability to incorporate sources, giving my work authority. ☐ ☐
- 2 My **in-text citations** are presented as **superscript numbers** and **placed after the punctuation at the end of the sentence**, or placed immediately after an author's name or a compound within the sentence for clarity. This means I may have citations in consecutive sentences for the same or different authors. Doing so helps ensure I avoid accidental plagiarism. ☐ ☐
- 3 My superscript **in-text citations appear in numerical order, based on their first appearance in the body of my text**, including those in tables and figure captions. I have **reused the same superscript number when citing the same source again**. ☐ ☐
- 4 If I have mentioned any **authors in my text**, I have **used only their surname without an initial**, e.g. Jones. If there are three or more authors of the paper, I have written the surname of the first author followed by *et al* in italics, e.g. Jones *et al*. This makes references shorter and clearer. ☐ ☐
- 5 When **citing multiple sources in the same sentence of the text, I have grouped the superscript numbers**. Three or more consecutive references have the first and last number separated by a hyphen, e.g. ³⁻⁵. Where I have only cited two references, or the references are non-consecutive, I have separated them with a comma and no spaces, e.g. ^{3,4} or ^{3,5,7}. Both styles can also be combined, e.g. ^{3,4,7-9}. ☐ ☐
- 6 Each superscript **in-text citation** has a **corresponding full, numbered reference** in the numerically ordered reference list. ☐ ☐

- 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 I have not used the original source by mentioning the quoted author before adding the superscript number for the secondary source. I **only included the work I read** in my bibliography to ensure its integrity. ☐ ☐
- 8 My **reference list is ordered numerically by citation order**, not alphabetically. ☐ ☐
- 9 All the author names contained in my reference list are formatted as Initial(s). Surname, and I **have listed all of the authors of the work** without using *et al*, as I would in an in-text citation. ☐ ☐
- 10 I have **formatted my references appropriately** and consistently so my reader can easily identify the source. I have identified the **type of information** used, for example books, journal articles or websites and have used the [guidance](#) to make sure I have **included all the components** needed for that information type. ☐ ☐
- 11 All my **cited journal articles** have the **name of the journal abbreviated** in accordance with the [CASSI journal name abbreviations](#) guidance. ☐ ☐
- 12 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. ☐ ☐