

## Vancouver: 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 means I may have citations in consecutive sentences for the same or different authors. This helps avoid plagiarism and also demonstrates my ability to incorporate sources, giving my work authority.

☐ ☐
- 2** My **in-text citations** are presented consistently either as **superscript numbers or numbers in brackets**. I have placed this immediately after an author's name or at the end of the sentence. As Vancouver does not specify whether in-text citations come before or after the full stop, I have checked with my supervisor or school handbook which formatting is preferred.

☐ ☐
- 3** My **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 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.

☐ ☐
- 5** When **citing multiple sources in the same sentence of the text**, I have **listed each source, separated by a comma** e.g. several trials (2,4,5) or several trials<sup>2,4,5</sup>.

☐ ☐
- 6** If referencing a source quoted in another author's work, I tried to **read the original source**. If that was not possible, I formatted my **in-text citation** to show I have not used the original by **referencing this in my text** and including an in-text citation to the source I read. I **only included the work I read** in my reference list to ensure its integrity.

☐ ☐
- 7** I have included **page number(s) or a URL** when using **direct quotations** (in "quotation marks") or referring to **ideas from a specific page or section**, helping my reader find the information I have referenced. Short direct quotations (up to three lines) have been included in the body of the text. Longer quotations are set out as a

☐ ☐

separate indented paragraph. I have referred to the author in the body of the text and included the page number or pinpoint as part of the citation e.g. 'needs further investigation' (3, p.12).

- 8 Each **in-text citation** has a **corresponding full, numbered reference** in the numerically ordered reference list. ☐ ☐
- 9 All the author names contained in my reference list are formatted as **Surname Initial(s)**. There are no commas between surnames and initials and no full stops or spaces between multiple initials. **I have listed up to six authors of the work**, each separated by commas. If there are seven or more authors, I have listed the first six followed by et al. or 'and others'. The final author's name ends with a full stop. ☐ ☐
- 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 and have followed the guidance from [Cite Them Right](#) to make sure I have **included all the components** needed for that information type. ☐ ☐
- 11 My reference list uses **minimal punctuation** and has abbreviated journal titles following the guidance in the [NLM Catalog: Journals](#). ☐ ☐
- 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. ☐ ☐