

Referencing Checklist (Harvard)

This checklist has been adapted from: Learn Higher (2012) *Checking your assignment's references*. Available at: <http://www.learnhigher.ac.uk/writing-for-university/academic-writing/checking-your-assignments-references/> (Accessed: 19 August 2015)

Use the checklist below to improve the quality of your referencing:			
Quotations	1.	Print out a copy of your assignment and read each paragraph highlighting all the direct quotes.	
	2.	Have you used open and close quotation marks to indicate the start and end?	
	3.	Have you included the author's surname (family name) only?	
	4.	Have you included page numbers for each direct quote?	
	5.	Is the year correct?	
Paraphrasing	6.	Now go through the assignment again highlighting all paraphrased points in a different colour.	
	7.	Does each point have a surname (family name) and date only? Remove any initials or first names.	
	8.	Does the grammar around each idea you have referenced flow naturally?	

Reference list	9.	If you have a prepared reference list, tick off each citation against the reference list item. If you have additional citations in the body of the assignment add these to the reference list and vice versa.	
	10.	If you have a reference in your list but you have no in text citation for the reference then remove it.	
	11.	If you do not have a reference list, create a table on a separate page and add each author and year to the table as you go along. Check these against the full bibliographic details from your notes.	
	12.	Is your reference list in alphabetical order (<i>no numbers</i>)?	
	13.	For internet sources have you listed the author (<i>if this is absent, the organisation owning the website</i>) and date?	
	14.	For web pages do you have the title of the web page in the reference list?	
	15.	For internet sources, have you listed the URL in full and the date accessed?	

Further information

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