

Name: _____
Date: _____

Research paper or project title:

Checklist for a

Reference List



Even when you use an online tool to help create your reference list, you always need to check that it meets the style requirements:

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Are my references on a separate page? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do I have the words Reference List centred at the top? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did I double-space my list? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did my teacher ask for citations in a certain style (MLA, APA, other)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are all of my references in that style? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are all of the words that need capital letters capitalized? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do I need to use indentation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Did I italicize the titles of all books, articles or resources (for MLA & APA)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. For a web resource, did I include the date I retrieved it? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Did I reference all of the media I used (ex. photos, videos, sound)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Did I go to the site where the media originated (not just Google images)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is my list in alphabetical order? | <input type="checkbox"/> | <input type="checkbox"/> |

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