

Citation Elements Checklist

In-Text Citations - Do You Have?

APA Style

- ☐ Author's last name
- ☐ Publication year
- ☐ Page number (for direct quotes)
- Example:** (Smith, 2023, p. 45)

MLA Style

- ☐ Author's last name
- ☐ Page number
- Example:** (Smith 45)

Chicago Style

- ☐ Footnote/endnote number
 - ☐ Full citation in note
 - Example:** ¹ or superscript number
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Reference List Entries - Essential Elements

For Journal Articles

- ☐ Author(s) name(s)
- ☐ Publication year/date
- ☐ Article title
- ☐ Journal name
- ☐ Volume and issue number
- ☐ Page range
- ☐ DOI or URL (if online)

For Books

- ☐ Author(s) name(s)
- ☐ Publication year
- ☐ Book title
- ☐ Publisher name
- ☐ Publisher location (Chicago only)

For Websites

- ☐ Author name (if available)
 - ☐ Publication/update date
 - ☐ Page/article title
 - ☐ Website name
 - ☐ URL
 - ☐ Access date (if no publication date)
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Common Elements Across All Styles

Must Include:

- ☐ Author identified (or “Anonymous” if none)
- ☐ Title of source
- ☐ Publication date
- ☐ Source location (URL, DOI, or publisher)

Formatting:

- ☐ Alphabetized by author last name
 - ☐ Hanging indent (second line indented)
 - ☐ Consistent punctuation
 - ☐ Italics for book/journal titles
 - ☐ Quotation marks for article titles
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Quick Verification

Before submitting, check: 1. ☐ Every in-text citation has a matching reference entry 2. ☐ Every reference entry is cited in your paper 3. ☐ All required elements are included 4. ☐ Formatting matches your citation style 5. ☐ Alphabetical order is correct

Missing Information?

No author? → Start with title **No date?** → Use (n.d.) in APA or “n.d.” in MLA **No page numbers?** → Use paragraph numbers or section headings **Online source?** → Always include URL or DOI

Download our complete citation guides for detailed formatting examples.