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

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)

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

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.