

Before You Submit



A quick final check for accurate, consistent and **complete** referencing.

1



Have I answered the question?

Check your work addresses all parts of the task.

2



Have I supported my key points?

Use credible sources to back up your arguments.

3



Have I cited all borrowed ideas?

Give credit for every idea that isn't your own.

4



Do all in-text citations appear in the reference list?

Cross-check that nothing is missing.

5



Is every reference used in the text?

Remove any sources that aren't cited.

6



Is my reference list complete and consistent?

Check alphabetical order and formatting.



A few minutes now can make a big difference.
Accurate referencing shows integrity, strengthens your work and avoids penalties.

TOP TIPS

 Use trusted sources.

 Keep track of sources as you go along.

 Use a reference manager if you can.

 Proofread your citations and references.

Your Final Referencing Checklist

Use this checklist to make sure your work is accurate, consistent and complete before you hit submit.



Why it matters
Good referencing shows academic integrity, helps your reader follow your research and protects you from unintentional plagiarism.

CHECK	WHAT TO LOOK FOR	WHY IT MATTERS	QUICK ACTION	
1  Have I answered the question?	Your work addresses all parts of the task or question (e.g., describe, explain, evaluate, compare).	Staying on topic and meeting the requirements.	Reread the question brief and highlight key words.	☐
2  Have I supported my key points?	Key claims and arguments are supported with credible evidence from relevant sources.	Stronger arguments and higher-quality work.	Add supporting sources where needed.	☐
3  Have I cited all borrowed ideas?	Any idea, theory, data or direct quote from another source is cited in the text.	Gives credit and avoids plagiarism.	Check every sentence. If it's not common knowledge, cite it.	☐
4  Do all in-text citations appear in the reference list?	Every citation in the text has a matching, complete entry in the reference list.	Allows readers to find your sources.	Cross-check each citation against your reference list.	☐
5  Is every reference used in the text?	Every reference in the list is cited at least once in the text.	Keeps your list focused and relevant.	Remove any sources that you didn't actually use.	☐
6  Is my reference list complete and consistent?	References are accurate, complete, in the correct format and in alphabetical order.	Shows attention to detail and academic professionalism.	Check spelling, punctuation, formatting and A-Z order.	☐

Extra checks:

-  Consistent formatting (e.g., font, italics, capitalisation)
-  Page numbers or locators included (where needed)
-  DOIs and URLs are working (where required)
-  Reference style matches your module / institution



Ref-Check
Reference Checker & Verifier

Check your references with Ref-Check



Part of the Ref-Check Learning Hub
Free learning resources and videos to build your referencing confidence.



ref-check.co.uk
