# The APA 7 Citation Checklist

Tick each item before you submit. Based on the *Publication Manual of the American Psychological Association* (7th ed.).

## 1. In-text citations

- [ ] Every quotation, paraphrase, idea, statistic, table, or image taken from a source has an in-text citation.
- [ ] Use **(Author, Year)** in parentheses or **Author (Year)** in your sentence.
- [ ] Direct quotations include a page number: **(Author, Year, p. 14)** or a paragraph number for unpaged web sources: **(Author, Year, para. 3)**.
- [ ] Two authors: name both every time, joined by **&** in parentheses and **and** in your sentence.
- [ ] Three or more authors: use the first author plus **et al.** from the very first citation.
- [ ] Group authors with a well-known abbreviation: give the full name and abbreviation the first time, then the abbreviation only.
- [ ] No date available: use **n.d.** in place of the year.
- [ ] Several sources in one parenthesis: list them alphabetically, separated by semicolons.
- [ ] Quotations of 40 words or more are formatted as an indented block quote without quotation marks.

## 2. Reference list

- [ ] Every in-text citation appears in the reference list, and every reference is cited in the text (personal communications are the exception: cite them in the text only).
- [ ] The list starts on a new page, titled **References** in bold and centred.
- [ ] Entries are in alphabetical order by the first author's surname, double-spaced, with a 0.5-inch hanging indent.
- [ ] Authors are written as **Surname, Initials.** with **&** before the final author. List up to 20 authors.
- [ ] Article and book titles use sentence case (capitalise only the first word, the first word after a colon, and proper nouns).
- [ ] Journal names use title case. Italicise the journal name and volume number, and book titles.
- [ ] Include the DOI as a link (https://doi.org/...) whenever the source has one.
- [ ] Leave out the publisher's location for books, and don't write “Retrieved from” before URLs unless you need a retrieval date for a page that changes.

## 3. Before you submit

- [ ] Author spellings and years match exactly between the text and the reference list.
- [ ] Paraphrases genuinely restate the idea in your own words and sentence structure, and are still cited.
- [ ] You cited the source you actually read. If you only saw a work quoted in another source, cite it as a secondary source.
- [ ] Output from a reference manager (Zotero, Mendeley, EndNote) has been checked by hand: they often get capitalisation and italics wrong.
- [ ] You have checked your assignment brief: some departments ask for changes to standard APA style.

## 4. Reference templates

| | |
|---|---|
| **Journal article** | Surname, A. A., & Surname, B. B. (Year). Title of the article in sentence case. *Journal Name in Title Case, Volume*(Issue), pages. https://doi.org/xxxx |
| **Book** | Surname, A. A. (Year). *Title of the book in sentence case* (2nd ed.). Publisher. |
| **Chapter in edited book** | Surname, A. A. (Year). Title of chapter. In E. E. Editor (Ed.), *Title of book* (pp. xx–xx). Publisher. https://doi.org/xxxx |
| **Webpage** | Author or Organisation. (Year, Month Day). *Title of page*. Site Name. URL |

Replace each placeholder with details from your own source. Never invent or guess a reference.


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