



MSU Extension: Preparing to Submit Your Educational Project to an Editor

Text Citations & References Checklist

The following is a checklist to guide you as you write references and citations for your document.

Before submitting your project, make sure that you have:

- Included appropriate (author, year) text citations for all data, information, and quotes taken from other sources (even if the other source is an author on the project). All quotes must include page numbers (or other identifying information in the case of unnumbered web pages)
- Included only the sources you cited in the body of the text in the reference list.
- Cited sources that are correct, complete, and as current as possible (unless you're citing something that is considered a seminal work in the field).
- Confirmed that all text citations have exact matches in the reference list.
- Cited every entry in the reference list in the text at least once.
- Formatted all reference list entries and in-text citations following APA style. If you are unsure how to format a particular reference, provide as much information as possible and we'll clean up the formatting.
- Listed the references in alphabetical order following APA style.
- Checked all references for accuracy and completeness.
- Provided complete URLs in plain text and ensured that no hyperlinks are masked behind text.
- Verified all website URLs in the text and references immediately before submission.



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