Name: _____

Date: _____

Research paper or project title: ○
_____

## Checklist for a   Reference List

**Even when you use an online tool to help create your reference list, you always need to check that it meets the style requirements:**

| | YES | NO |
|---|---|---|
| 1. Are my references on a separate page? | ☐ | ☐ |
| 2. Do I have the words **Reference List** centred at the top? | ☐ | ☐ |
| 3. Did I double-space my list? | ☐ | ☐ |
| 4. Did my teacher ask for citations in a certain style (MLA, APA, other)? | ☐ | ☐ |
| 5. Are all of my references in that style? | ☐ | ☐ |
| 6. Are all of the words that need capital letters capitalized? | ☐ | ☐ |
| 7. Do I need to use indentation? | ☐ | ☐ |
| 8. Did I italicize the titles of all books, articles or resources (for MLA & APA)? | ☐ | ☐ |
| 9. For a web resource, did I include the date I retrieved it? | ☐ | ☐ |
| 10. Did I reference all of the media I used (ex. photos, videos, sound)? | ☐ | ☐ |
| 11. Did I go to the site where the media orginated (not just Google images)? | ☐ | ☐ |
| 12. Is my list in alphabetical order? | ☐ | ☐ |

## Notes :

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____