



Citations checklist

There are a lot of things you need to pay attention to when using citations – rules, discipline specific conventions, and better and worse solutions for all aspects of using sources in your text. Go through this checklist to make sure you have done things right. It is probably a good idea to also get feedback from others. And you learn a lot about referencing when you also use this list to check texts for your fellow students. To find out more about using citations, also check out our mini workshop on citations in [Ilias](#).



I have indicated all parts of my text in which I have used material from elsewhere and have identified the sources.

You may have used ideas, theories, results, tables, patterns of argument, figures, images, phrases ... Ask yourself if at any point in your text readers could get the impression that you are presenting someone else's achievements as your own.



There is a 1:1 relationship between the sources in the text and the bibliography (if you have one).

Every source you identify in your text must also be listed in your bibliography. And by the same token, your bibliography must only contain sources which you are also using in your text – unless you have explicitly been told otherwise.



Every reference serves a function in my text. My own thoughts and those of others are linked.

You are not expected to use citations just for the sake of having them in your paper. Your text is built on other texts and contributes to academic discourse. Your readers do not need to wonder why you are using this quote and what they are expected to do with it. Rather, you know exactly what purpose the reference serves in your text, and why you have put it in exactly this place – and you are making this clear for your readers, too.



I have made a conscious decision where I just want to point to further literature, where I paraphrase and where I quote verbatim.

You should only use direct quotations if you have good reason for doing so. And if you paraphrase important thoughts from other people's texts, you need to make sure that you do not change the meaning or misrepresent their statements.



I have used one consistent citation style and have given all the information required by this style.

Find out if you are expected to use a specific citation style and read up on it. Citation styles can vary greatly both formally (e. g. in terms of the order of elements, commas or full stops, etc.) as well as regarding the details that need to be given for different types of sources (first names, publisher, page numbers etc.).

