

APA @ Conestoga Checklist: Citations in Text
[Fall 2015 – Winter 2016]

Check	Elements to Include
	Basic Standards for Academic Integrity
	citations included for all quotations and paraphrases
	Citation Format for Both Quoting and Paraphrasing
	standard: all 3 elements included (Author, year, p. or para. #)
	split: all 3 elements included Author (year) ... (p. or para. #)
	Author Element
	used author format correctly
	organizational names abbreviated appropriately: first and subsequent use
	multiple authors included appropriately
	& and the word 'and' used appropriately (standard citation vs. split citation)
	no author: title in author position
	Date Element
	only year included, unless a personal communication
	no date: used n.d.
	multiple docs with same author same year dealt with appropriately
	Page/Paragraph Number
	page number abbreviation formatted appropriately: p. or pp.
	paragraph number abbreviation formatted appropriately: para. or paras.
	section information used when appropriate with paragraph numbers
	Personal Communications
	(A. Author, personal communication [type of communication], date)
	A. Author (personal communication [type of communication], date)
	Secondary Citations
	original source acknowledged in sentence
	cited author, year and page number of document actually read
	used (as cited in)
	referenced the document actually read - not the source mentioned in the document
	Multiple Citations
	alphabetized by surname of first author of each source
	punctuated appropriately