

APA @ Conestoga Checklist: Reference List [Fall 2015 – Winter 2016]

Check	Elements to Include
	Basic Standards for Academic Integrity
	reference list includes each source cited in the paper
	Overall Formatting of References Page
	Placement
	references on separate page(s), after body, before appendix/ces
	Labelling
	titled 'Reference/References' in level 1 heading format
	Format
	double-spaced lines
	hanging indent format
	alphabetized A-Z according to 1st letter of each entry
	Source Entries
	each source referenced according to the type of source it is
	all required elements included
	Author element
	author format appropriate for author type
	all authors included in entry
	comma before &
	Date element
	date format appropriate to source type
	no date: used (n.d.)
	Title element
	italics: titles and subtitles of stand-alone documents
	no italics: titles and subtitles of articles or chapters
	Title Case Capitalization of all titles
	Edition element (if applicable)
	edition element included when applicable
	edition number followed by letters in superscript e.g. 4 th
	ed. included after edition number
	Editor element (if applicable)
	editor included in E. Editor format when author name available
	editor included in author position, in Editor, E. format when no author name available
	Ed. OR Eds. included after editor name(s)

Check	Elements to Include
	Volume & issue element (if applicable)
	volume & issue included and italicized
	Page numbers element (if applicable)
	page numbers included (if applicable)
	omit pp. before page numbers
	Retrieval statement for electronic sources
	only doi included - with no retrieval date (when applicable)
	retrieval date included with database name (when applicable)
	retrieval date included with full hyperlinked URL (when applicable)
	Publishing information for print sources
	City, Country
	Publishing company: did not include Inc, Co, Ltd