

APA 7 Reference List Cleanup Checklist

Use this after the draft is written and before final review. Check matching first, then formatting.

1. Citation Match Check

- Every in-text citation has a matching reference entry.
- Every reference entry is cited in the paper.
- Author names match in text and on the reference list.
- Same-author, same-year sources use letter labels if needed.
- No uncited "extra reading" appears on the reference list.

3. Title Check

- Article and webpage titles use sentence case.
- Journal titles use title case.
- Book and report titles are italicized.
- Article titles are not italicized.
- No unnecessary quotation marks appear around titles.

5. Book and Report Check

- Book or report title is italicized.
- Edition is included only when needed.
- Publisher is included.
- Publisher location is removed.
- Report number is included when available.

7. Final Page Check

- Entries are alphabetized by first author surname.
- Hanging indent is applied to every entry.
- Spacing is consistent.
- No bullets or numbering appear.
- The page title is centered and labeled References.

2. Author and Date Check

- Surnames appear before initials.
- Initials are used instead of full first names.
- Author order matches the source.
- Group author names are spelled consistently.
- Dates are in parentheses; undated works use n.d.

4. Journal Article Check

- Journal title is italicized.
- Volume number is italicized.
- Issue number appears in parentheses.
- Page range is included when available.
- DOI begins with <https://doi.org/> when available.

6. URL and DOI Check

- Links work.
- DOI links are formatted consistently.
- Long library-session URLs are removed when a stable link exists.
- Retrieval date appears only when required.
- Final punctuation does not break the link.

The three errors I fixed most often:

1. _____ 2. _____ 3. _____