AGLC Referencing Assignment Checklist

General

☐ Have you included footnotes for all your direct quotations and paraphrased content?

☐ Have you placed your footnote number(s) after any punctuation?  
  (eg after the full stop if placed at the end of a sentence)

☐ Do all your footnotes end with a full stop?

☐ Are your short quotations (3 lines or less) incorporated within single quotation marks ‘ ’?

☐ Have your long quotations (more than 3 full lines) been indented from the left margin, in a smaller font size and without quotation marks

☐ Have you removed any conventional or honorific titles (eg Mr, Mrs, Dr, Professor, the Hon) from an author’s name in your citations?

☐ Are your pinpoint references to page or paragraph number(s) preceded by a space and not ‘at’, ‘p’ ‘pg’ or ‘para’?

☐ Are any headings included in your document formatted in accordance to Rule 1.12.2?

Secondary Sources

☐ In your footnote citation have you listed an author’s first name first followed by the surname?

☐ Have you capitalised all the main nouns in the titles of your cited sources?

☐ Have you included the full title of the journal in a journal citation and not used an abbreviation? (eg Sydney Law Review NOT Syd LR)

☐ Have you included the starting page for the article in your journal citation?

☐ Have you provided the full citation for any internet material in accordance with Rule 7.15, and not just listed a URL?

☐ Have you placed the URL in your citation(s) to internet material in greater than/less than brackets - < >?
**Cases**

☐ Are the party names in your case citation(s) in *italics*?

☐ Have you cited the first-named plaintiff and first-named defendant and not included ‘& Anor’ or ‘& ORS’ in your case name?

☐ Have you cited the reported version of a case in preference to the unreported version?

**Legislation**

☐ Are your statute title(s) (including the year) in *italics*?

☐ Have you included the jurisdiction (an abbreviation) in your statute citation?

☐ Have you used the abbreviation - for section(s), part(s), clause(s), order(s) etc in any pinpoint reference(s) to legislative materials

**Bibliography**

☐ Does your bibliography begin on a separate page?

☐ Is the heading BIBLIOGRAPHY and your section headings (eg A Articles/Books/Reports) centred and formatted in accordance with Rule 1.13?

☐ Are the sources in your bibliography listed in alphabetical order under each section heading?

☐ Have you inverted the author’s name in your bibliography so that the surname is listed first, followed by a comma and then first name or initial?

☐ For sources with two or more authors have you inverted the first listed author’s name only?

☐ Have you removed all pinpoint references from the citations in your bibliography?

☐ Have you removed full stops from the end of your citations in your bibliography?