

Creating citations at Häme University of Applied Sciences

Valid from 1 September 2018

Instructions updated on 9 September 2018.

Basic issues

These slides explain why citations are important, what a citation is and what a list of references is.

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Basics of citations

- You must clearly distinguish between what you have written yourself and what you have **borrowed**. This is what citations are all about.
- There are several good ways to cite references.
HAMK uses the **APA 6 style**, which is presented in these slides
- References **are cited as accurately as possible** to enable the readers to find the original information, should they wish to do so.
- The selected **citation system should be followed systematically** throughout the work.
- A citation is composed of two parts. A simple **citation** is embedded in the text. Each citation has its counterpart in the **list of references** that provides more detailed information.
- Remember to **be critical when selecting the sources that you will use!**



Citation tools

- You can use e.g. the citation tool included in Word.
- Your citations must always follow the APA 6 style and comply with the practices of **the language used in your work, i.e. Finnish or English** (e.g. date and page number references).
- All citations must be finalised by hand to comply with the instructions presented here.
- The use of tools requires special care when filling in the requested fields!



In-text citation forms

- In-text citations are marked on the paragraph level.
- In-text citations can be marked in two different ways: either a) in an **author-centric** or b) **subject-centric manner**. For example:
 - a)

Väliverronen (2016, p. 59) claims that scientists can assume five different expert roles in public. These roles are a populariser, an interpreter, a critic, a manager and a participant.
 - b)

Scientists can assume five different expert roles in public. These roles are a populariser, an interpreter, a critic, a manager and a participant. (Väliverronen, 2016, p. 59.)



In-text citation: one or several sentences

- If your citation is limited to a single sentence, the in-text citation should be included **within the sentence**:

Scientists can assume five different expert roles in public (Väliveronen, 2016, p. 59).

- If your citation extends across several sentences, the in-text citation should be inserted **after the sentence, and no full stop is included within the brackets**:

Scientists can assume five different expert roles in public. These roles are a populariser, an interpreter, a critic, a manager and a participant. (Väliveronen, 2016, p. 59)



In-text citation: direct quotation

- Sometimes the original source just nails it, and you wish to quote the text word for word. In that case you will be using a direct quotation. Direct quotations are also used when quoting the text of an act, for example. A direct quotation always includes **quotation marks**.

“The strength of stories lies in their authenticity: they are important to those who tell them and are realised here and now” (Kauppinen, 2016, p. 15).
- A lengthy direct quotation is indicated visually by indenting the text.
- Direct quotations should be used very sparingly!



List of references

- The list of references is placed at the end of the article/thesis.
- The references are arranged in **alphabetical order** by author. All references are added to the same list apart from any **interviews** that were conducted by the author. These are placed in their own list after the list of references.
- A reference begins with the exact same statement as an in-text citation.
- The list of references contains specific information on a reference: its name, year, publishing house etc. It also contains other necessary information, such as the name of the translator, edition number, etc.



Printed or digital source?

- Many sources are available both in print and digitally. Refer to the one that the readers would find the easiest to get hold of.
- At the end of a digital reference in the list of references, a sentence should be inserted indicating when the source was retrieved and the web address of the source. To make sure that the link works, never add a full stop at the end of a web address.
- If, for example, an online publication is only available on HAMK's intranet or a corporate intranet, the reference should indicate this with a statement such as "Company X intranet" or "Ebrary database".
- The purpose of all these notations is to help the reader access the material as easily as possible, should they wish to do so.



DOI, or digital object identifier

- A DOI, or Digital Object Identifier, is a standard and tool that is used to identify individual digital publications.
- The DOI is a permanent identifier, meaning that even if a publication changes location, the DOI can be used to locate the publication in question.
- For more information, see APA Style: What is a digital object identifier, or DOI?
<http://www.apastyle.org/learn/faqs/what-is-doi.aspx>
- In this guide, DOI addresses are used in for example the slide titled “E-book, reference from HAMK's library database”.
- We recommend including a DOI address in the list of references when referencing both freely available and paid e-books as well as sources from paid databases. The APA does not recommend using the name of the database as an identifier at the end of the reference.



Citations

The following slides show how references to different source materials should be created. The left-hand side of the slide contains the citation, the right-hand side the corresponding entry in the list of references.

Contents: precise instructions for creating citations

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Work, one author

In-text citation

(Family name, publication year, p. page number)

(Lydman, 2016, p. 161)

(Family name, publication year, p. page number)

(Lindqvist, 2017, p. 35)

Notation in the list of references

Family name, first letter of first name. (Publication year). *Title in italics*. Location of the publishing house: publishing house.

Lydman, K. (2016). *Kirjanpitolaki käytännössä. Keskeiset muutokset*. Helsinki: Tietosanoma.

If the **edition** is noted in the work, it should be included in the middle of the notation. This is where the possible **translator's name** is also inserted.

Family name, first letter of first name. (Publication year). *Title in italics*. Edition data. Location of the publishing house: publishing house.

Lindqvist M. (2017). *Auttajan varjo: pahuuden ja haavoittuvuuden ongelma ihmistyön etiikassa*. 2nd edition. Helsinki: Otava.

Work, two authors

In-text citation

(Family name & Family name,
publication year, p. page number)

(Uskali & Kuutti, 2016, p. 88)

Notation in the list of references

Family name, first letter of first
name. & Family name, first letter of
first name. (Publication year). *Title in
italics*. Location of the publishing
house: publishing house.

Uskali, T. & Kuutti, H. (2016).
Datajournalismin työkäytännöt.
Tampere: Vastapaino.



Work, multiple authors

In-text citation

When cited for the first time, **enter all names in full** (unless there are more than four authors):

(Family name, Family name, Family name & Family name, publication year, p. page number)

(Laine, Sallantaus, Syrjänen & Vasander, 2016, p. 22)

Later on, only use **the first one of the family names followed by et al.:**

(Family name et al., publication year, p. page number)

(Laine et al., 2016, p. 22.)

Notation in the list of references

Family name, first letter of first name., Family name, first letter of first name., Family name, first letter of first name. & Family name, first letter of first name. (Publication year). *Title in italics*. Location of the publishing house: publishing house.

Laine, J., Sallantaus, T., Syrjänen, K. & Vasander, H. (2016). *Sammalten kirjo*. Helsinki: Metsäkustannus.

More than one source in the same in-text citation

In-text citation

Different works are separated by a semicolon.

If the sources are **of equal importance**:

(Family name(s), publication year, page number;
Family name, publication year, p. page number)

(Aho, 2015, p. 12; Nieminen & Virta, 2016, p. 14)

If **the first source is the most important**, insert the instructions **see also**:

(Nieminen & Virta, 2016, p. 14; see also Aho, 2015, p. 12)

Notation in the list of references

The works are listed in an alphabetical order.

Aho, H. (2015). *Pientalotyömaan valvonta ja tarkastusasiakirja*. Helsinki: Rakennustieto.

Nieminen, J. & Virta, J. (2016). *Rakennusten lisälämmöneristäminen*. Helsinki: Kiinteistöalan kustannus.



Several works by a single author

In-text citation

(Family name, publication year, publication year, publication year)

(Tomperi, 2013, 2014, 2015)

If the same author has published several books in the same year, insert a **letter** right after the year.

(Family name, publication year_a, publication year_b)

If you also cite the page numbers, use **semicolons** to separate the sources.

(Family name, publication year_a, page number;
Family name, publication year_b, p. page number)

(Tomperi, 2015a, p. 23; Tomperi, 2015b, p. 51)

Notation in the list of references

In the list of references, the author's publications are listed from **the oldest to the newest**. If the author has also participated in a joint publication, his or her own publications are listed first, then co-authored publications.

Tomperi, S. (2013). *Käytännön kirjanpito*. Helsinki: Edita.

Tomperi, S. (2015a). *Yritysverotus ja tilinpäätössuunnittelu*. Helsinki: Sanoma Pro.

Tomperi, S. (2015b). *Kehittyvä kirjanpitotaito*. Helsinki: Edita.

Tomperi, S. & Keskinen, V. (2011). *Käytännön kirjanpito: harjoituskirja*. Helsinki: Edita.



Chapter or article in an edited work

In-text citation

(Family name(s) of the author(s) of the article, publication year, page referred to)

(Alasuutari, 2016, p. 135)

Notation in the list of references

Family name, first letter of first name. (Publication year). Title of the article. In a work, first letter of the editor's first name., family name (ed.) *Title in italics*. Location of the publishing house: publishing house, pages on which the article is found.

N.B.! Use a **dash** – between page numbers, not a hyphen -!

Alasuutari, M. (2016). Tytön ja pojan varhaiskasvatus. In M. Husso & R. Heiskala (ed.) *Sukupuolikysymys*. Helsinki: Gaudeamus, pp. 122–141.



Article in a printed scientific periodical

In-text citation

(Family name(s) of the author(s) of the article, publication year, p. page number)

(Lehtonen, 2015, p. 333)

Notation in the list of references

Family name, first letter of first name (publication year). Title of the article. *Name of publication in italics* volume(number), page numbers on which the article is found.

Lehtonen, K. (2015). Suomalaisen urheiluliikkeen muutosprosessi systeemiteoreettisesti tulkittuna. *Hallinnon tutkimus* 34(4), pp. 326–340.



Article in a digital scientific journal

In-text citation

(Family name(s) of author(s), publication year, page referred to if any page number exists)

(Bilund, Muinonen & Sintonen, 2016)

Notation in the list of references

Family name, first letter of first name (publication year). Title of the article. *Name of publication in italics* issue data, page numbers on which the article is found if available. Retrieved date from <http://permanentaddress.com>

Bilund, M.-L., Muinonen, M. & Sintonen, S. (2016). Tilannetaju ja tahdikkuus oppilaiden yhteisöllisessä digitaalisessa työskentelyssä. *Media & Viestintä* 1/2016. Retrieved 16 May 2016 from <http://mediaviestinta.fi/blogi/tilannetaju-ja-tahdikkuus-oppilaiden-yhteisollisessa-digitaalisessa-tyoskentelyssa/>

E-book, reference from HAMK's library database

In-text citation

E.g. article in a free online e-book.
(Family name(s) of article author(s),
year, p. page number)
(Lim, Kim, & Lee, 2016, pp. 12—14)

A source that has been discovered via a database that has been purchased by the HAMK library is marked as an in-text citation according to the instructions in the Citation guide for different reference types (work, dissertation, article, etc), for example (McNally et al., 2017, p. 6)

Notation in the list of references

Lim, C., Kim, S., & Lee, J. (2016). Designing the flipped classroom in higher education. From the e-book *Competencies in Teaching, Learning and Educational Leadership in the Digital Age: Papers from CELDA 2014*, 245–258. Retrieved 31 August 2018 from https://doi.org/10.1007/978-3-319-30295-9_15

McNally, B., Chipperfield, J., Dorsett, P., Del Fabbro, L., Frommolt, V., Goetz, S. & Rung, A. (2017). Flipped classroom experiences: student preferences and flip strategy in a higher education context. *Higher Education*, 73, 281–298. Retrieved 31 August 2018 from <https://doi.org/10.1007/s10734-016-0014-z>



Article in a journal

In-text citation

(Family name, publication year, p. page number)

(Riihimäki, 2016, p. 33)

Notation in the list of references

Family name, first letter of first name (publication year). Article heading. *Name of periodical in italics* issue number of the periodical, page numbers on which the article is found.

Riihimäki, J. (2016). Äidin tahto. *Suomen kuvalehti* 18, pp. 32–41.



Article or news item in a newspaper

In-text citation

(Family name, publication year, p. page number)

(Hämäläinen, 2016, p. 12)

(Name of newspaper, publication year)

(The Guardian, 2018)

Notation in the list of references

Family name, first letter of first name (publication year). Article heading. *Name of newspaper in italics* date of publication of the newspaper, page numbers on which the article is found.

Hämäläinen, U. (2016). Professorin potkut. *Helsingin Sanomat* 1 May 2016, C12–13.

Name of newspaper. (publication year). Article heading. Name of newspaper in italics date of publication of the article. Date updated, if applicable. Retrieved date from <http://exactinternetaddress.com>

The Guardian. (2018). The future will be dockless: could a city really run on 'floating transport'? *The Guardian International Edition* 11 July 2018. Retrieved 31 August 2018 from <https://www.theguardian.com/cities/2018/jul/11/future-dockless-city-really-run-floating-transport-apps-scooters-bikes>



Dissertation

In-text citation

(Family name, publication year, p.
page number)

(Ahokallio-Leppälä, 2016, p. 84)

Notation in the list of references

Electronic doctoral dissertation:

Family name, first letter of first name. (Publication year). *Title of the dissertation in italics*. Dissertation. Name and number of possible publication series. Retrieved date from <http://permanentaddress.com>

Ahokallio-Leppälä, H. (2016). *Osaaminen keskiössä – Ammattikorkeakoulun uusi paradigma*. Dissertation. Acta Electronica Universitatis Tampereensis 1624. Retrieved 2 May 2016 from <http://urn.fi/URN:ISBN:978-952-03-0005-0>

Printed dissertation:

Family name, first letter of first name. (Publication year). *Title of the dissertation in italics*. Dissertation. Name and number of possible publication series. Location of the publishing house: publishing house.

Ahokallio-Leppälä, H. (2016). *Osaaminen keskiössä – Ammattikorkeakoulun uusi paradigma*. Dissertation. Acta Universitatis Tampereensis 2127. Tampere: Tampere University Press.



Master's thesis

In-text citation

(Family name, publication year, p.
page number)

(Vanne, 2015, p. 18)

(Family name, publication year, p.
page number)

(Kurki-Kangas, 2016, p. 13)

Notation in the list of references

Family name, first letter of first name. (publication year). *Title of the thesis in italics*. Thesis. Name of the degree programme. Name of the university of applied sciences. Retrieved date from <http://permanentaddress.com>

Vanne, I. (2015). *Kilpahevosten laiduntaminen*. Thesis. Degree Programme in Agricultural and Rural Industries. Häme University of Applied Sciences. Retrieved 6 October 2016 from <http://urn.fi/URN:NBN:fi:amk-201505198801>

Family name, first letter of first name. (publication year). *Title of the Master's thesis in italics*. Master's thesis. Name of the degree programme. Name of the university. Retrieved date from <http://permanentaddress.com>

Kurki-Kangas, L. (2016). *Edistävä ja ehkäisevä mielenterveys- ja päihdetyö mielenterveys- ja päihdepalveluissa*. Master's thesis. Degree Programme in Health Sciences. University of Tampere. Retrieved 2 January 2017 from <http://urn.fi/URN:NBN:fi:uta-201611082531>

Author not known

In-text citation

If no-one has been cited as the author of the source, a reference is made to the name of the publisher. If this is not available, either, reference is made to the name of the publication.

(Publisher, year)

(Ministry of the Environment, 2005.)

Notation in the list of references

Publisher. (publication year). Page heading and any clarifying information Retrieved date from <http://internetaddress.com>

Ministry of Education and Culture. (2016). Opetus- ja kulttuuriministeri Sanni Grahn-Laasonen käynnistää laajan ohjelman rasismia ja vihapuhetta vastaan. Press release 2 May 2016. Retrieved 16 May from <http://www.minedu.fi/OPM/Tiedotteet/2016/05/merkityksellinensuomessa.html>

Publisher. (publication year). Publication name. Requisite specifications.

Ministry of the Environment. (2005). *Ehdotus biodiversiteetin tilan valtakunnallisen seurannan järjestämisestä*. Memorandum of expert group Tutkimus, seuranta ja tietojärjestelmät. Part 2, Erytysseurannat.



Publication year not known

In-text citation

Publication year should be replaced by the letters n.d. (no datum).

(Author or publisher, n.d.)

(International Talents in Kanta-Häme, n.d.)

(The Finnish Association for Mental Health, n.d)

Notation in the list of references

Name of author or publisher as usual. (n.d.). Title of publication. Requisite specifications.

International Talents in Kanta-Häme. (n.d.). ESR project pamphlet. City of Hämeenlinna. HAMK - Häme University of Applied Sciences.

The Finnish Association for Mental Health. (n.d.). Kuule ja näe minut. Pamphlet. Helsinki: The Finnish Association for Mental Health. Retrieved 31 August 2018 from https://www.mielenterveysseura.fi/sites/default/files/materials_files/kuule_ja_nae_minut_.pdf



Unpublished source (e.g. lecture)

In-text citation

(Family name, year)

(Packalén, 2016)

Notation in the list of references

Family name, first letter of first name.
(Year). Title. Clarification date, location.

Packalén, L. (2016). Ikkunoita kriisi- ja traumatyön maailmaan. Open lecture 20 January 2016, Häme University of Applied Sciences.

Website 1 (2)

In-text citation

Cite the author and publication year of the website. If no-one has been cited as the author of the website, a reference is made to the name of the publisher. If the publisher is unknown, a reference is made to the name of the website. If the publication year is not known, use the abbreviation n.d.

(Ruukki, n.d.)

Notation in the list of references

Publisher. (Publication year). Page title. Possible elaborative details.
Retrieved date from
<http://internetaddress.com>

Ruukki. (n.d.). Kattomallisto.
Retrieved 31 August 2018 from
<http://www.ruukki.com/fin/katot/tuotteet/kattomallisto>

Website 2 (2)

In-text citation

(National Institute for Health and Welfare, 2018)

(Ministry of Social Affairs and Health, n.d.)

Notation in the list of references

National Institute for Health and Welfare. (2018). Ehkäisevän päihdetyön toimintaohjelma. National Institute for Health and Welfare. Updated on 11 April 2018 Retrieved 31 August 2018 from <https://thl.fi/fi/tutkimus-ja-kehittaminen/tutkimukset-ja-hankkeet/ehkaisevan-paihde-tyon-toimintaohjelma>

Ministry of Social Affairs and Health. (n.d.). Ihmiskaupan ehkäiseminen. Väkivallan ja rikosten ehkäiseminen. Ministry of Social Affairs and Health. Retrieved 31 August 2018 from <https://stm.fi/ihmiskauppa>

Blog post

In-text citation

(Family name, publication year)

(Karttunen, 2018)

Notation in the list of references

Family name, first letter of first name.
(Publication year). Heading of blog post.
Date of blog post. Retrieved date from
<http://postauksentarkkaosoite.com>

Karttunen, K. (2018). Agenda 2013 – Mitä
nälänhädän hävittäminen maksaa? Blog
publication 6 March 2018. Retrieved 31
August 2018 from
<https://kestavakehitys.fi/ajankohtaista/blogi/-/blogs/kaisa-karttunen-agenda-2030-mita-nalan-havittaminen-maksaa->

Facebook, Twitter

In-text citation

(Family name, publication year)

(Enbuske, 2016)

Notation in the list of references

Family name, first letter of first name. (Year). Tweet as it stands. Date of Twitter update. Retrieved date from <http://twitter.com>

Enbuske, T. (2016). Jos mediatalot olisivat ihmisiä, ne saisivat kaikki diagnoosin narsistisesta persoonallisuushäiriöstä. @iltalehti_fi. Twitter update 2 May 2016. Retrieved 3 May 2016 from <http://twitter.com>

Family name, first letter of first name. (Year). Facebook update as it stands, or if it is very long, a suitable excerpt from the beginning. Date of Facebook update. Retrieved date from <http://facebook.com>

Niinistö, S. (2016). Sometimes you are in for a shock first thing in the morning. This happened to me today. Valtteri, an 11-year-old boy, was relating his experiences on television. He is excluded and called names because of his skin colour, and even a bus driver may fail to stop for him. This kind of injustice cannot be tolerated in Finland. Valtteri is a brave role model for the anti-racism week! SN. Facebook update 21 March 2016. Retrieved 16 May 2016 from <http://facebook.com>

Youtube video, Podcast

In-text citation

(Huotilainen, 2016)

(Heikkinen, 2018)

(Yle Areena: 12 diktaattoria, 2018)

Notation in the list of references

Huotilainen, M. (2016). Docent Minna Huotilainen: Stressi ja aivot. Power of Thought. University of Helsinki. Retrieved 31 August 2018 from <https://www.youtube.com/watch?v=U8Tpn4Ra0k0>

Heikkinen, A. (2018). Perhepesä luo synnytykseen uutta hoitokulttuuria. 16 May 2018 Podcast. Retrieved 31 August 2018. Available for download at <https://feeds.yle.fi/areena/v1/series/1-1256337.rss?lang=fi&downloadable=true>

Yle Areena: 12 diktaattoria. (2018). Valtionpää Fransisco Franco. 2 March 2018 Podcast. Listened 31 August 2018 Spotify.

Radio or TV programme

In-text citation

(Radio Moreeni, 2016)

(Yle Areena, 2018)

Notation in the list of references

Radio Moreeni. (2016). Vanhuus Suomessa: Mitä vanheneminen on ja miten sitä tutkitaan. 22 February 2016 Retrieved 31

August 2018 from

<https://soundcloud.com/search?q=Mit%C3%A4%20vanheneminen%20on%20ja%20miten%20sit%C3%A4%20tutkitaan?>

Yle Areena. (2018). Jakso 2: Ihmisen kuva. Historia: Kulttuurien juurilla. Retrieved 31 August 2018 from <https://areena.yle.fi/1-4422279>



Email message

In-text citation

(Family name, year sent)

(Mattila, 2018)

Notation in the list of references

Family name, first letter of first name. (Year of sending). Subject of message. Email to the author date.

Mattila, M. (2018). Meeting agenda. Email to the author 2 May 2018.

Digital learning material (e.g. HAMK Moodle)

In-text citation

(Family name, publication year)

(Sarkula, 2018)

Notation in the list of references

Family name, first letter of first name (publication year). Heading of the material, name of learning environment. Organisation. Retrieved date from

<http://permanentaddress.com>

Sarkula, J. (2018). Online learning material for the Automation technology module, Moodle. Häme University of Applied Sciences. Retrieved 20 May 2018 from <https://moodle.hamk.fi>



Acts and decrees

In-text citation

(Name of act act number/year issued.)

(Act on Health Care Professionals
817/2015.)

If reference is made to a certain
section, this should be added to the
citation in the text:

(Act on Health Care Professionals
817/2015 section 5.)

Notation in the list of references

Name of act act number/year issued.

Retrieved date from address

<http://osoite.com>

Act on Health Care Professionals
817/2015. Retrieved 31 August 2018

from

<https://www.finlex.fi/fi/laki/ajantasa/2015/20150817>

Standards

In-text citation

(Acronym of standard/year of entry into force, p. page number)

(SFS 5236/2016, p. 6)

Notation in the list of references

Electronic source:

Acronym of standard (year of entry into force).
Standard title. Name of electronic service. Retrieved date from <http://permanentaddress.com>

SFS 5236 (2016). Textile care label. Verbal instructions. SFS Online. Retrieved 16 May 2016 from <https://online.sfs.fi>

Printed source:

Acronym of standard (year of entry into force).
Standard title. Location of publisher: publisher

SFS 5236 (2016). Textile care label. Verbal instructions. Helsinki: Finnish Standards Association SFS.

Image

Reference to an image

Running number of the image. Image name (Family name or publisher publication year, page number).

Figure 1. Jätehuolto eri kunnissa (Kiertokapula n.d.).

More information on how to reference images can be found on the ImagOA website:

<http://libguides.aalto.fi/imagoa>

Notation in the list of references

Family name, first letter of first name. or publisher. (publication year). Name of image. Retrieved date from <http://permanentaddress.com>

Kiertokapula. (n.d.). Jätehuolto eri kunnissa. Retrieved 31 August 2018 from <https://www.kiertokapula.fi/jatehuolto/jatehuolto-eri-kunnissa/>



Interview

In-text citation

Author-centric reference:

According to Human Resources Director Mirja Mattila (interview 1 April 2018) - - .

Subject-centric reference:

- - (Mattila, interview 1 April 2018)

We recommend utilising the author-centric referencing method. It is important to present the person who has been interviewed.

Notation in the list of references

Under the title INTERVIEWS

Mattila, M. (2016). Human Resources Director, Company Oy. Interview 1 April 2018.



Secondary source

In-text citation

N.B.! A secondary source should only be cited if the original source is not available or if you cannot read it, for example because you are not able to read it in its original language.

You can insert the secondary source into the body of your text, for example. In the following example, Berning is a secondary source. The original source, which the author has not personally read, is Lünenborg.

According to Nora Berning (2011, p. 23), Margareth Lünenborg (2005) defines authenticity as a property that...

Notation in the list of references

Only the secondary source, which in this example is Berning, is noted in the list of references.

Berning, N. (2011). Narrative Journalism in the Age of the Internet. New Ways to Create Authenticity in Online Literary Reportages.

Textpraxis 3(2). Retrieved 20 May 2016 from <http://www.uni-muenster.de/Textpraxis/nora-berning-narrative-journalism-in-the-age-of-the-internet>



Conclusion

- You may sometimes encounter a situation where these instructions are not helpful. In that case, use your common sense. The key thing is that the reader can find your source based on your citation.
- Finally, check that every citation in the text is matched with a notation in the list of references.
- Also check that all citations in your thesis have been systematically noted in the same way.
- If you need advice, contact the communications (or English) teacher of your field of education.