



We put the pieces together!

Crosschecking Citations and References

APA style expects citations and references in a document to match. In other words, every citation that appears in the document should be included in the list of references, **and** every reference should be cited somewhere in the document.

Following are some simple steps to cross-check citations and references in a Word document.

To Make Sure Each Reference Is Cited:

1.	Print the list of references.
2.	Open the document in Microsoft Word.
3.	Click on 'Find' in the upper right-hand corner of the tool ribbon. This will open up a search window to the left of the document.
4.	Type in the last name of the first reference. If this reference is cited, Microsoft Word will find the name in the body of the document. Check off each found reference on your printed list.
5.	If Word does not find the name, make some kind of notation on the printed list of references.
6.	Repeat these steps for each of your references.
7.	There are two courses of action for references that are not cited: a) delete the reference; or, b) add a citation in the document for the reference.

To Make Sure Each Citation Is Referenced:

1.	Use the same list of references that you printed in step #1, above.
2.	Open the document in Microsoft Word.
3.	Click on 'Find' in the upper right-hand corner of the tool ribbon. This will open up a search window to the left of your document.
4.	In the search pane, type an open parenthesis (Microsoft Word will search for EVERY occurrence of an open parenthesis. This will allow you to sequentially examine every citation in the document. Note, Word will also highlight any phrases, words, or sentences that have been typed in parentheses, but you can just skip over those and move to the next item in the results pane.
5.	For every citation you find in the document, refer to your list of references and make sure that source appears on your list.
6.	Repeat these steps until Word has 'finished searching the document.'
7.	Add references for citations currently not referenced.
	Caution: it is not uncommon for multiple citations to be included within a single set of parentheses. Be sure to check each citation. As you review each citation, check to make sure the author's name is spelled correctly in both the citation and the reference, and that the year of publication is the same in both places.