



REFERENCE AND CITATION CHECKING FORM

Article Title:

Article ID:

Checked By:

Date:

A. CONSISTENCY BETWEEN IN-TEXT CITATIONS AND REFERENCE LIST

Checkpoint	Yes	No	Notes
All in-text citations are included in the reference list.	<input type="checkbox"/>	<input type="checkbox"/>	
All references listed in the bibliography are cited at least once in the text.	<input type="checkbox"/>	<input type="checkbox"/>	
The author names and publication years are consistent between the in-text citations and the reference list.	<input type="checkbox"/>	<input type="checkbox"/>	
There are no duplicate references under different formats or spellings.	<input type="checkbox"/>	<input type="checkbox"/>	
Multiple citations are ordered in accordance with the journal's citation style.	<input type="checkbox"/>	<input type="checkbox"/>	
The DOI information is accurate and functional for all references where a DOI is provided.	<input type="checkbox"/>	<input type="checkbox"/>	

B. RELEVANCE OF REFERENCES TO THE MANUSCRIPT TOPIC

Checkpoint	Yes	No	Partially
The references are all directly relevant to the research topic of the manuscript.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The literature review is current and comprehensive enough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The reference list includes seminal and foundational studies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No irrelevant or unnecessary references have been included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References do not rely excessively on a single author, journal or source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National and international literature are used in a balanced manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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C. REFERENCE QUALITY

Checkpoint	Yes	No	Partially
A substantial proportion of the references come from peer-reviewed journals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Most references are drawn from reliable scholarly sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No references from predatory or questionable journals have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The publication dates of the references are appropriate for the nature of the study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete and accessible bibliographic information is provided for all cited works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. CITATION ETHICS AND CITATION PRACTICES

Checkpoint	Yes	No
No excessive self-citation has been identified.	<input type="checkbox"/>	<input type="checkbox"/>
There is no unusual concentration of citations to a particular journal.	<input type="checkbox"/>	<input type="checkbox"/>
Citations are used to provide scholarly context for the research.	<input type="checkbox"/>	<input type="checkbox"/>
There is no evidence of unnecessary citation padding.	<input type="checkbox"/>	<input type="checkbox"/>
References are cited in the appropriate context throughout the manuscript.	<input type="checkbox"/>	<input type="checkbox"/>



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E. FORMATTING AND TECHNICAL CHECK

Checkpoint	Yes	No
References conform to the required citation style of the journal (APA, Chicago, Vancouver, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
Author names are written correctly and consistently formatted.	<input type="checkbox"/>	<input type="checkbox"/>
Journal titles are accurate and presented consistently.	<input type="checkbox"/>	<input type="checkbox"/>
Volume, issue and page numbers, as well as DOI information, are complete.	<input type="checkbox"/>	<input type="checkbox"/>
URLs and access dates are provided where necessary.	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL NOTES

- Are at least 30–50% of the references published within the last five years?
- Do the references sufficiently cite core journals indexed in Web of Science (WoS) and/or Scopus within the relevant field?