

Software Tools for Cross-Checking References and Citations and APA Formatting

This document provides guidance to help ensure your dissertation is completed in the appropriate format and includes accurate citations and references. It is recommended that you take advantage of the content and software listed below.

1. Reference Management Software (For Citation & Reference Consistency)

These tools help manage citations and automatically generate reference lists in APA format:

- [Zotero](#) (Free & Open Source) – Integrates with Microsoft Word and allows automatic citation/reference checking.
- [Mendeley](#) (Free & Paid) – Helps manage citations and check for missing references.
- [EndNote](#) (Paid) – A robust reference manager that can cross-check citations in Word documents.
- [RefWorks](#) (Institutional Access) – Allows easy tracking of citations and reference formatting.

2. Microsoft Word Plugins & Features

- **Find & Replace (Manual Check)**
 - In Word, use **Ctrl + F (Find)** → **Type an in-text citation (e.g., “Smith, 2020”)** and verify it appears in the reference list.
 - Similarly, check references to ensure each one is cited in the text.
- **Grammarly Premium** (Paid) – Offers an advanced **plagiarism checker** and **APA formatting** suggestions.

3. APA Compliance & Formatting Tools

- [PERRLA](#) (Paid) – Integrates with Word for automated APA citation checking and formatting.
- [Grammarly Premium](#) (Paid) – Checks grammar and APA citation consistency.

4. Online Tools for Cross-Checking References

- [Citation Machine](#) – Helps verify if references are formatted correctly in APA.
- [Reciteworks](#) – Automatically scans Word documents for citation-reference consistency.
- [QuillBot APA Checker](#) – Ensures APA-style references are correctly formatted.

5. Python Script for Automated Reference Cross-Checking (For Advanced Users)

- If you are comfortable with coding, Python scripts using **NLTK** and **pandas** can automate reference-citation matching.

Step-by-Step Guide to Using ReciteWorks

Step 1: Visit ReciteWorks

1. Open your web browser and go to [ReciteWorks](#).
2. Click "**Start Now**" (You may need to create a free account). Paid accounts are also available for short-term (3 days), monthly, and annual rates.

Step 2: Prepare Your Document for Checking

- ◇ **Before uploading your dissertation**, ensure the reference list is formatted correctly. Use the sorting feature in Word to set your list in alphabetical order and remove unintended breaks or spaces between. The software will suggest corrections to any errors in your list.
- ◇ Consider making all necessary corrections to your reference list before checking the dissertation.
- ◇ Save your document as a **Word (.docx) or PDF file**.

Step 3: Upload Your Dissertation

1. Click "**Upload Document**" and select your dissertation (**.docx or .pdf format**).
2. Choose **APA (7th Edition)** as the citation style.
3. Click "**Check My References**" to start the analysis.

Step 4: Review ReciteWorks Results

ReciteWorks will scan your dissertation and provide:

1. **Missing Citations:** References in the list that are not cited in the document.
2. **Uncited References:** Citations in the text that do not appear in the reference list.
3. **Formatting Errors:** APA style issues such as incorrect punctuation, capitalization, or italics.

Step 5: Fix Errors

1. **If a reference is missing a citation**, add it to the text.
2. **If an in-text citation is missing from the reference list**, add it properly formatted.
3. **Correct formatting errors** following APA guidelines.

Step 6: Proofread and Re-Run ReciteWorks

1. **Make corrections in Word** and save the document.
2. **Re-upload the revised file** to ReciteWorks.
3. **Ensure all citations and references match** before submission.

Step 7: Final Cross-Checking Tip: Highlighting Citations & References (Manual)

1. In Word, use **Find (Ctrl + F)** on a PC or **Find (Command + F)** on a Mac and search for **each author's last name** from the reference list.
2. **Manually highlight** each citation and its corresponding reference.
3. Save **PDF copies** of the highlighted citations and references to submit to the College of Education Dean's Office.

Step-by-Step Guide to Cross-Checking References & Citations in a Word Document Using Zotero for PC and Mac Users

Zotero is a free reference management tool that integrates with Microsoft Word on PCs and Macs. It helps ensure that all in-text citations are included in the reference list. You can use the software to gather and store your literature from the beginning of your study or create your reference list before cross-checking.

Step 1: Install Zotero & the Word Plugin

- ◇ PC users:
 1. Download [Zotero](#) (Free) and install it.
 2. Open **Microsoft Word** and ensure the **Zotero plugin** is installed (it will appear as a tab in Word).
 3. Import or create your reference list in Zotero.

- ◇ Mac users:
 1. Download **Zotero for Mac** and install it.
 2. Open **Microsoft Word** and ensure the **Zotero plugin** is installed.
 - In Word, you should see a **Zotero tab** in the toolbar.
 - If not, go to **Zotero** → **Preferences** → **Cite** → **Word Processors** and reinstall the plugin.
 3. Import or create your reference list in Zotero.

Step 2: Cross-Check Citations in Word

1. Open your dissertation in **Microsoft Word**.
2. Click on the **Zotero tab** → **Refresh** to ensure citations are updated.
3. Use **Ctrl + F (Find)** and type an **author's name from the reference list**.
 - If a reference appears in the list but is **not cited** in the document, remove it or cite it.
 - If a citation appears in the text but is **not in the reference list**, add it using **Zotero** → **Add/Edit Citation**.
4. Run **Zotero's bibliography generator** to format your references in APA 7th edition.

✂ Step 3: Final Cross-Checking Tip: Highlighting Citations & References (Manual) on PC

4. In Word, use **Find (Ctrl + F)** on a PC or **Find (Command + F)** on a Mac and search for **each author's last name** from the reference list.
 5. **Manually highlight** each citation and its corresponding reference.
 6. Save **PDF copies** of the highlighted citations and references to submit to the College of Education Dean's Office.
-

Step-by-Step Guide to Cross-Checking References & Citations in a Word Document Using Grammarly for PC and Mac Users

Grammarly is useful for checking APA formatting, punctuation, and citation consistency. You can use it while writing your dissertation or to cross-check your references, citations, and APA formatting. The software has free and paid versions.

Step 1: Install Grammarly

- ◇ PC users:
 1. Go to [Grammarly](#) and create a free account.
 2. Install the **Grammarly Plugin for Microsoft Word** (or use the web version).
- ◇ Mac users:
 1. Download **Grammarly for Mac**.
 2. Open **Microsoft Word for Mac** and install the Grammarly plugin.
 - If the plugin does not appear, restart Word or use Grammarly's **Web Editor** instead.
 3. Sign in to Grammarly and **set the writing style to Academic (APA 7th Edition)**.

Step 2: Upload Your Dissertation

1. Open Grammarly in Word or upload your document to **Grammarly Web**. Please note that there is a file size limit. You can avoid reaching the file limit by uploading your document in chapters.
2. Set the writing style to **Academic (APA 7th Edition)**.
3. Grammarly will highlight:
 - **Missing citations** (citations that don't match the reference list).
 - **Incorrect punctuation** in citations (e.g., missing periods or commas).
 - **Inconsistent formatting** (e.g., inconsistent capitalization in reference titles).

Step 3: Manually Verify Citations

1. Use **Ctrl + F (Find)** to search for citations in the document.
2. **Compare highlighted errors** with your reference list.

- ◇ Grammarly Premium will also suggest **rewording in-text citations** for clarity.

🔗 Step 4: Final Cross-Checking Tip: Highlighting Citations & References (Manual) on PC

7. In Word, use **Find (Ctrl + F)** on a PC or **Find (Command + F)** on a Mac and search for **each author's last name** from the reference list.
8. **Manually highlight** each citation and its corresponding reference.
9. Save **PDF copies** of the highlighted citations and references to submit to the College of Education Dean's Office.